

Mission Statement

To Improve the Quality of Life
For Those Who Live and Work in The District

20 September 2010

Dear Councillor,

You are hereby invited to a meeting of the **Policy and Resources Committee** to be held in Committee Room 2, Civic Centre, Portholme Road, Selby on **Tuesday 28 September 2010** commencing at **4.00pm**.

Agenda

1. Apologies for Absence and Notice of Substitution

To receive apologies for absence and notification of substitution.

2. Disclosure of Interest

To receive any disclosures of interest in matters to be considered at the meeting in accordance with the provisions of Section 117 of the Local Government Act 1972, and Sections 50, 52 and 81 of the Local Government Act 2000 and the Members' Code of Conduct adopted by the Council.

3. Minutes

To confirm as a correct record the minutes of the proceedings of the meeting of the Policy and Resources Committee held on 27 of July 2010 (pages 6 to 10 attached).

4. Chair's Address to the Policy and Resources Committee

5. ICT Strategy Working Group Minutes

Minutes of the ICT Strategy Working Group held on 7 July 2010 and 1 September 2010 (pages 11 to 16 attached).

6. The Revised Constitution Task and Finish Group

Minutes of the Task and Finish Group held on 29 July 2010 (pages 17 to 19 attached).

7. Discretionary Rate Relief Panel

Minutes of the meeting held on 29 June 2010 (pages 20 to 21 attached).

**8. Minutes of Local Development Framework Task and Finish Group
2 September 2010**

Minutes of the Task and Finish Group held on 2 September 2010 (pages 22 to 24 attached).

9. ICT Infrastructure Upgrade

Report of the Head of Service –Customers and Business Support (pages 25 to 29 attached).

10. Shared IT Service Business Case

Report of the Head of Service –Customers and Business Support (pages 30 to 37 attached).

11. Craven, Harrogate and Selby Concordat

Report of the Deputy Chief Executive (pages 38 to 55 attached).

12. Performance Indicator Report: April 2010-July 2010

Report of the Head of Service - Finance (pages 56 to 62 attached).

13. Budget Exceptions to 31 July 2010

Report of the Head of Service - Finance (pages 63 to 77 attached).

14. Strategic Programme Performance Update: April-August 2010

Report of the Head of Service - Finance (pages 78 to 91 attached).

15. Treasury Management Monitoring Report to 30 June 2010

Report of the Head of Service - Finance (pages 92 to 102 attached).

16. Annual Governance Report

Report of the Audit Commission - To Follow.

17. The Introduction of a Petition Scheme for Selby District Council

Report of the Head of Service - Customers and Business Support (pages 103 to 120 attached).

18. Children and Vulnerable Adults Safeguarding Policy and Procedures

Report of the Head of Service - Partnerships and Commissioning (pages 121 to 152 attached).

19. Joint Procurement Strategy

Report of the Head of Service – Partnerships and Commissioning (pages 153 to 172 attached).

20. Planning Service Collaboration with Craven District Council

Report of the Deputy Chief Executive (pages 173 to 176 attached).

21. Pre Application Planning Advice and Charges

Report of the Head of Service - Development Services (pages 177 to 192 attached).

22. Referrals from Other Boards and Committees

To consider as necessary referrals from Social Board on 21 September 2010.
More details to follow.

23. Private Session

That in accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during discussion of the following item as there will be disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 7 of Part 1 of Schedule 12(A) of the Act.

24. St Richards Chapel

Report of the Solicitor to the Council (pages 193 to 198 attached)

25. Tadcaster Office 5 Westgate

Report of the Strategic Director (pages 199 to 201 attached).

26. Tadcaster Central Area Car Park

Report of the Strategic Director (pages 202 to 208 attached).

Report for Information

1. Human Resource Indicators

A copy of this report is available in the Members' Room.

S Martin
Strategic Director

Disclosure of Interest – Guidance Notes:

- (a) Councillors are reminded of the need to consider whether they have any personal or prejudicial interests to declare on any item on this agenda, and, if so, of the need to explain the reason(s) why they have any personal or prejudicial interests when making a declaration.
- (b) The Democratic Services Officer or relevant Committee Administrator will be pleased to advise you on interest issues. Ideally their views should be sought as soon as possible and preferably prior to the day of the meeting, so that time is available to explore adequately any issues that might arise.

| Date of Meeting |
|------------------------|
| 14 December 2010 |
| 1 February 2010 |
| 24 March 2010 |

Membership of the Policy and Resources Committee 11 Members

| Conservative | Labour |
|-------------------------|---------------|
| M Crane (Chair) | W Nichols |
| B Percival (Vice-Chair) | R Packham |
| E Casling | S Shaw-Wright |
| D Fagan | |
| G Ivey | |
| M Jordan | |
| J Mackman | |
| C Metcalfe | |

Enquiries relating to this agenda, please contact Glenn Shelley on:

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SELBY DISTRICT COUNCIL

MINUTES

Minutes of the proceedings of a meeting of the Local Development Framework Task and Finish Group held on **2 September 2010** at The Civic Centre, Portholme Road, Selby, commencing at 4.30pm.

Councillor B Percival (Chair)
Councillor I Chilvers
Councillor J Mackman
Councillor R Packham
Mr S Martin (Strategic Director)
Mr K Dawson (Head of Service – Development Services)
Mr T Heselton (Principal Planner – LDF Team)
Mrs E Scothern (Development Policy Manager)
Mr A McMillan (Senior Development Policy Officer)
Mrs A Linnegar (Senior Development Policy Officer)
Mr G Shelley (Democratic Services Manager)
Mr C Nixon (Development Policy – Work Experience)

1. Minutes of meetings 30 June 2010 and 7 July 2010

The minutes were approved as a correct record, subject to the amendments made at Policy and Resources Committee on 27 July 2010.

Resolved:

That the minutes be approved.

2. Housing Land Supply

A discussion took place regarding a report by the Principal Planner (LDF), into possible actions to be taken to ensure a five year supply of housing land in the district.

It was agreed that market demand is low, and is unlikely to increase significantly in the short term, and noted that the Site Allocations DPD is scheduled to be consulted on in October/November 2010 and adopted in March 2012.

Resolved:

That no action to be taken with regard to housing land supply at present, but that the situation be kept under review.

3. Response to Consultation on Draft Core Strategy Affordable Housing Policies.

Consideration was given to the report from the Principal Planner (LDF) concerning the consultation response to the draft affordable housing proposals. It was noted that further research is required before finalising site thresholds.

Resolved that;

- i) The core strategy is amended in accordance with the officer's comments and recommendations in the report and the accompanying schedule.**
- ii) In establishing site thresholds option A (a single percentage across all sites above the thresholds) or B (differentiation on the basis of site size) would be acceptable, but B is preferable because it is more flexible.**
- iii) Lower thresholds be based on producing at least one dwelling at the appropriate viability level.**

4. Site Allocations Development Plan Document (SADPD) Issues and Options

Views were requested for the draft Issues and Options report to be presented to Policy and Resources Committee on 28th September 2010. The following comments and amendments were made:

- i) The figures on page 1 require updating to reflect 2010 figures.
- ii) p14 – paragraph 5 – The word “villages” will be inserted after “Designated Service.”
- iii) p17 - Issue G: The travelling Community. The Task and Finish Group discussed potential arrangements for the Travelling Community and how to involve councillors in discussions prior to Policy and Resources Committee on 28th of September 2010.
- iv) p26 – Issue L: Community Infrastructure descriptions requires expanding.
- v) p31 – Option 7: Two Storey Retail needs adding to Issue Selby 1B.
- vi) p32 – clarification is regarding the symbols used in all maps.
- Vii) p88 – Issue 1B Monk Fryston – The descriptions for Sites 2 and 3 are the incorrect and require amendment. More clarity is required as to

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the sites in the square blocks.

viii) p96 – Site SMIL 001 is possibly being purchased for use as a football pitch. However this will not affect its inclusion in SADPD as can be also costed for such use

Resolved:

That the above points are reflected in the revised SADPD.

5. Interim Housing Policy

The Task and Finish Group discussed the proposed consultation document on the Interim Housing Policy.

Resolved:

The included housing policy document be approved for consultation.

6. Evidence Update

The Principal Planner (LDF) provided an update on traffic mitigation and flood issues.

Resolved:

That the report be noted.

The meeting closed at 6.45pm.