



Notice of meeting of

Executive

To:	Councillors Steve Galloway (Chair), Aspden, Sue Galloway, Jamieson-Ball, Reid, Runciman, Sunderland, Vassie and Waller
Date:	Tuesday, 25 September 2007
Time:	2.00 pm
Venue:	The Guildhall, York

AGENDA

Notice to Members - Calling In:

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

10:00 am on Monday 24 September 2007, if an item is called in *before* a decision is taken, *or*

4:00 pm on Thursday 27 September 2007, if an item is called in *after* a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

1. **Declarations of Interest**

At this point, Members are asked to declare any personal or prejudicial interest they may have in the business on this agenda.

2. Exclusion of Press and Public

To consider the exclusion of the press and public from the meeting during consideration of the following:

Annexes 1-4 to Agenda Item 9 (Improved Direct Communications with Residents) on the grounds that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). This information is classed as exempt under paragraph 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

3. Minutes (Pages 3 - 10)

To approve and sign the minutes of the meeting of the Executive held on 11 September 2007.

4. Public Participation

At this point in the meeting, members of the public who registered their wish to speak regarding an item on the agenda or an issue within the Executive's remit can do so. The deadline for registering is **5:00 pm on Monday 24 September 2007.**

5. Executive Forward Plan (Pages 11 - 14)

To receive details of those items that are listed on the Executive Forward Plan for the next two meetings.

6. Minutes of the Economic Development Partnership Board and Local Development Framework Working Group (Pages 15 - 36)

This report presents the minutes of a recent meeting of the Economic Development Partnership Board and asks Members to consider the advice given by the Board in its capacity as an advisory body to the Council. It also presents the minutes of recent meetings of the Local Development Framework Working Group and asks Members to consider the advice given by the Working Group in its capacity as an advisory body to the Executive.

7. Reference Report: Public Places and Footstreets (Pages 37 - 50)

This report informs the Executive of a decision made by the Executive Members for City Strategy and Advisory Panel on 16 July 2007 to review the City's footstreets and support the Minster's Heritage Lottery Fund bid with funding, and seeks approval to allocate £250,000 from the Council's reserves from the 2006/07 underspend as part of this funding, in recognition of the significant economic benefits to the city of this proposal.

8. Report of the Review on Jobs (Pages 51 - 60)

This report seeks to brief the Executive on the review on jobs, as requested in the Policy Prospectus.

9. Improved Direct Communications with Residents (Pages 61 - 90)

This report responds to the questions raised by the Executive at their meeting on 24 July 2007 when they agreed, in principle, to the introduction of free delivery, civic publication for a trial period of 10 issues.

10. Sustainable Street Lighting Strategy (Pages 91 - 130)

This report presents a Sustainable Street Lighting Strategy for approval.

11. Setting out the long-term direction for the Council: Corporate Strategy 2007-2011 (Pages 131 - 142)

This report sets out proposals for a refreshed Corporate Strategy, which sets out the long-term direction for the Council, and also for an overall corporate planning framework.

12. Sale and Production of Foie Gras (Pages 143 - 148)

This report responds to a motion on the sale and production of foie gras, which was referred to the Executive for consideration by Full Council on 27 January 2007.

13. York Northwest Area Action Plan (Pages 149 - 170)

This report seeks Members approval of the Issues and Options documents for the York Northwest Area Action Plan and seeks

agreement to undertake public consultation on them. Members are also asked to delegate to the Director of City Strategy, in consultation with the Executive Member and Shadow Member for City Strategy, the approval of any changes arising from the Executive's comments, and the approval of the final layout of the documents, the content of the Executive Summary, the consultation plan and the content of the accompanying consultation leaflet.

[Appendix 1 of this report has been circulated to Members separately and is available online and for inspection at Guildhall Reception. Appendices 2 & 3 are available online at www.york.gov.uk.]

14. Urgent Business

Any other business which the Chair considers urgent under the Local Government Act 1972

Democracy Officer:

Name: Simon Copley

Contact details:

- Telephone – (01904) 551078
- E-mail – simon.copley@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

About City of York Council Meetings

Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088

Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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Holding the Executive to Account

The majority of councillors are not appointed to the Executive (38 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Advisory Panel (EMAP)) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

MEETING

EXECUTIVE

DATE

11 SEPTEMBER 2007

PRESENT

COUNCILLORS STEVE GALLOWAY (CHAIR),
ASPDEN, SUE GALLOWAY, JAMIESON-BALL,
REID, RUNCIMAN, SUNDERLAND, VASSIE AND
WALLER

IN ATTENDANCE

COUNCILLOR D'AGORNE

42. Declarations of Interest

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

No interests were declared.

43. Minutes

RESOLVED: That the minutes of the Executive meeting held on 24 July 2007 be approved and signed by the Chair as a correct record.

44. Public Participation

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

45. Executive Forward Plan

Members received details of those items that were listed on the Executive Forward Plan for the next two meetings.

There was some concern about the complexity and volume of paper being used to monitor the Forward Programme. Members expressed the view that, whilst officers needed to monitor the report production process and ensure that new deadlines were met, when reporting the forward programme in Executive agenda papers only a summary was required. The full Forward Programme should be made available electronically, should be monitored regularly by responsible portfolio holders and may be discussed at Leaders meetings.

RESOLVED: (i) That the Forward Plan be noted;

- (ii) That, in future, Executive papers should include a summary of the programme information including the title, description, scheduled decision date and portfolio holder responsibility for each item.

REASON: To inform the Executive of items pending for future meetings.

46. Minutes of the Young People's Working Group

Members received a report which presented the minutes of a recent meeting of the Young People's Working Group and asked them to consider the advice given by the Working Group in its capacity as an advisory body to the Executive.

The report drew Members' attention to the Working Group's comments on the options for the selection of the Children's and Young People's Champion (minute 4), which had subsequently been considered by the Children's Services EMAP (Executive Members & Advisory Panel) on 19 July 2007, when a decision on the matter was taken, and the Group's comments regarding the transfer of the Connexions Service responsibilities to the Local Authority from April 2008 (minute 5), which would be considered by the Council when proposals for the management structure for the new service were received.

The Executive Member for Youth & Social Inclusion provided an update on progress with electing a new Children's and Young People's Champion and reported that the Executive Members for Children's Services and Advisory Panel (EMAP) had confirmed their previous view that the Champion should not be an Executive or Shadow Executive Member.

Having considered the advice of the Shadow Executive, it was

- RESOLVED: (i) That the minutes of the Young People's Working Group meeting held on 12 July 2007 be noted;
- (ii) That any proposals for changing any constitutional arrangements be referred in the first instance to a Group Leaders' Meeting.

REASON: To fulfil the requirements of the Council's Constitution in relation to the role of Working Groups.

47. Amendments to the Council's Constitution

Members received a report which asked them to note amendments made to the Constitution by the Council's Monitoring Officer pursuant to the provisions of Article 16 of the Constitution.

The amendments to the Constitution were detailed in the schedule attached as Annex 1 of the report.

Having considered the advice of the Shadow Executive, it was

RESOLVED: That the amendments implemented to the Constitution be noted.

REASON: To ensure the Constitution is effectively revised and monitored and that appropriate corporate governance arrangements are in place.

48. Environmental Sustainability Strategy and Action Plan towards a Climate Change Strategy for the City

Members received a report which sought approval of the Environmental Sustainability Strategy and Action Plan towards a Climate Change Strategy for the city, and also sought agreement to the adoption of the Environmental Policy as a basis for the Council's Environmental Management System (EMS).

The Strategy and Action Plan were attached as Annex A of the report and the Environmental Policy as Annex B. The Strategy related specifically to Council actions in this area and was therefore a strategy for the Council rather than the city.

The report presented two options for consideration:

- Option A – to do nothing and continue Council sustainability activity in an ad hoc manner, utilising opportunities as they arise;
- Option B – to provide a strategic coordinated approach to Council work on sustainability and the development of a Climate Change Strategy.

Supplementary information had been circulated explaining how the targets had been arrived at, what "carbon neutral" meant and how the proposed target for the Council fitted with this definition.

Written comments from Sir John Lawton, Chairman of the Royal Commission on Environmental Pollution, on opportunities for carbon mitigation in York, were circulated at the meeting.

Officers explained that they intended to bring forward a further report in December presenting the draft options appraisal for the actions for the Carbon Management Programme and which would provide an opportunity for Members to comment on the options proposed before the final Strategic Implementation Plan was produced in March. It would also provide an opportunity to update Members on the progress with the Local Strategic Partnership on the Climate Change Strategy for the city.

The Executive expressed their thanks to officers for the work undertaken in preparing the report, which provided a good basis for further development of a strategy to address climate change in the City. Members noted that the supplementary information provided would need to be analysed to understand more clearly what barriers there may be to implementation of the strategy. They expressed the view that the Council should be setting a good example to the City, that the strategy must include specific trackable actions, that there should be input from all Council departments (including the Neighbourhood Services Directorate) and that there should be clarity about timescales, achievability, costs and the availability of resourcing streams.

Having considered the advice of the Shadow Executive, it was

- RESOLVED: (i) That the Environmental Sustainability and Action Plan towards a Climate Change Strategy and the Environmental Policy statement be endorsed as a useful basis on which to develop a further report which should address the following issues:
- a) required actions;
 - b) possible milestones;
 - c) practicality;
 - d) costs and resourcing streams;
- (ii) That, in producing a refined strategy, officers be requested to show clearly the following:
- a) enablers indicating the percentage of the total target that each will achieve;
 - b) further detail on the “City” (Local Strategic Partnership) component of the strategy;
 - c) a consultation, resident education and public engagement programme.

REASON: To provide a basis for future action in environmental sustainability for the Council and for its Environmental Management System (EMS).

49. Efficiency and Strategic Procurement Programme

Members received a report which sought approval for a set of reviews and other pieces of work aimed at improving the Council’s efficiency. These reviews were in addition to the Council’s existing efficiency based exercises which had already been successful in more than achieving the targets set by the Government. It also presented a Strategic Procurement Programme for approval.

The report explained that the key difference between the Efficiency Programme and the Strategic Procurement Programme was that in the former, the Council needed to review and identify the size of any inefficiency and then identify the best options for tackling this inefficiency, whereas for the latter the potential inefficiency had been identified and it was officers view that the best options for addressing these were procurement based solutions. The Programmes, attached as Annexes A and B respectively, were lists of options and could be added to or reduced as Members wished.

The report detailed some of the areas that the Council was working on in terms of shared services and explained that some further work would be done to collect a full list of shared services and, with the Regional Centre of Excellence, to identify further opportunities within the region for developing shared services.

Members endorsed the report as a basis for further investigation but on the understanding that, at this stage, the commitment was only to further research rather than an acceptance that the method of providing a public

service, or indeed any presumption about the quality of that public service, would be changed.

Having considered the advice of the Shadow Executive, it was

- RESOLVED: (i) That the Efficiency Programme set out in Annex A of the report be approved;
- (ii) That the Strategic Procurement Programme set out in Annex B of the report be approved;
- (iii) That the position on shared services and further work planned in this area be noted.

REASON: In order to move the Council forward in terms of its approach to the identification and achievement of efficiency savings.

50. Finance Strategy 2008/09 to 2010/11 and Policy Prospectus Response on the Future of a Fair Grant for York

Members received a report which presented the Council's draft Financial Strategy for 2008/09 to 2010/11. In doing so it covered both the Council's financial position for the next three years (the Medium Term Financial Forecast or MTFF) and potential options for bridging the gap between the expected budgetary position and the funding available. It also attempted, for the first time, to formalise a number of financial policies relating to the Council's financial management.

The report also set out the Policy Prospectus response on the future of a Fair Grant for York, which was, in summary, that:

- The Council would pursue a robust response to three aspects of the national funding consultation, these being the Area Cost Adjustment, Tourism Funding and proposed arrangements for Concessionary Fares. Where appropriate this response would look to include wider stakeholders such as the local MPs.
- Officers would look to identify and exploit opportunities to establish York as an opinion leader for local government financial issues. It was noted that the benefits of such an approach were only likely to be realised in the medium to long term.

Officers reported that an extra £0.5m had been made available to the Council under the Local Authority Business Growth Incentive Scheme (LABGI).

Members expressed concern regarding the low level of grant received from central government and highlighted the major challenge that this created for the Council, in the light of increased demand for public services and increased delegated responsibilities from the government.

Having considered the advice of the Shadow Executive, it was

- RESOLVED: a) That the attached financial strategy be endorsed, whilst it be noted that:

- (i) The revised calculation base for the MTFF currently excludes requests for funding expenditure on Council priorities and service aspirations;
 - (ii) The initial funding gap (excluding priority and aspirational growth) of £10.484m;
- b) That the proposed approach to balancing the budget be formally adopted and the relevant savings targets be noted:
- (i) 2.5% per service;
 - (ii) plus 2.5% per director;
 - (iii) plus a 5% yield on income budgets (including an analysis of the options available to extend the Council's trading activities);
- c) That the proposed response to the Policy Prospectus request for proposals to influence current and future funding decisions at a national level be supported;
- d) That the Head of Finance be requested to develop a response to the extant consultation on potential changes to the grant distribution formula with a particular focus on:
- (i) Delivering changes to the Area Cost Adjustment for York,
 - (ii) Ensuring that new arrangements for concessionary fares are funded either as a specific grant or are excluded from formula damping calculations,
 - (iii) Opposing the proposed changes to the day visitor funding calculation;
- e) That the Chief Executive be requested to table proposals for public consultation based on techniques exemplified in paragraphs 22b, c and d of the report.

- REASON:
- a) & b) To enable the commencement of formal budget planning for 2008/09;
 - c) To maximise the Council's potential influence on national funding policy and decisions;
 - d) To ensure that York's views are reflected in any final decision on national funding changes;
 - e) To ensure a full consultation exercise takes place.

51. Developing the York Compact: new codes of good practice

Members received a report which set out and sought approval of the new and revised York Compact codes of good practice that had been

developed by the York Compact Group. It also asked Members to endorse the Council's continued involvement in and support for the York Compact.

The report explained that the original local codes of good practice agreed in 2002 were quite lengthy documents, applied only to the Council and the voluntary and community sector (VCS) and reflecting the situation in place at the time. Since then the membership of the local compact had widened and there had been substantial developments in relation to national and local policy and practice, including the Government's drive to develop the role of the voluntary sector in public service delivery. A process of reviewing the local codes, with the dual aims of shortening them to improve their accessibility and broadening their remit to include the wider public sector was therefore put in place. The revisions had also taken into account changes to the national codes of good practice and the developments in local policy and practice. The main revisions to the codes were summarised in the table at paragraph 10 of the report and the full codes were attached at Annex 2.

The report presented two options for consideration:

- Option 1 – to endorse the codes of practice in full as currently drafted, accepting that some clauses will not be met in the short term;
- Option 2 – to seek specific amendments to individual codes of practice.

Officers confirmed that the proposed changes would not make a significant difference to the processes and procedures already in use within the Council.

Members noted that there was an emerging concern that the substantial documentation now involved in the Compact agreement was becoming a barrier to transparency and understanding while possibly increasing the amount of time and resources devoted to bureaucracy.

Having considered the advice of the Shadow Executive, it was

- RESOLVED: (i) That the new and revised York Compact codes of practice be endorsed in full;
- (ii) That the Council's continued participation in the York Compact be supported;
- (iii) That all Directorates be advised of the terms of the Compact and be asked to monitor any costs and benefits arising out of implementing the processes contained therein.

- REASON: (i) So that the Council can build on its positive engagement with the voluntary and community sector in the city, with the aim of improving services for people in the city;
- (ii) So that the Council can play its part in implementing the new codes of good practice.

S F Galloway, Chair

[The meeting started at 2.00 pm and finished at 2.50 pm].

EXECUTIVE FORWARD PLAN

Table 1: Items scheduled on the Forward Plan for the Executive Meeting on 9 October 2007		
Title & Description	Author	Portfolio Holder
<p>First Corporate Finance & Performance Monitor</p> <p><i>Provision of the latest forecast of the Council's financial and performance position. Actions may be required to agree proposed amendments to plans, mitigation for identified issues and financial adjustments (such as allocations from contingency and virements) which are reserved to the Executive.</i></p>	Janet Lornie/ Peter Lowe	Executive Leader
<p>First Capital Monitor</p> <p><i>Provision of the latest forecast of the Council's financial and performance position. Actions may be required to agree proposed amendments to the capital programme and financial adjustments which are reserved to the Executive.</i></p>	Tom Wilkinson	Executive Leader
<p>Supporting People Programme – Reference Report from Housing & Adult Social Services EMAP</p> <p><i>For information, to ensure Members are aware of the developments within the Supporting People Programme.</i></p>	Kathy Clark	Executive Member for Housing
<p>Strategic Risk Register, Annual Risk Management Report and Update on Risk Management Strategy</p> <p><i>To inform Members of identified strategic risks and actions taken to mitigate them, It is a regulatory requirement to report these to Members.</i></p>	David Walker	Executive Member for Corporate Services
<p>Review Report – Waste Management</p> <p><i>This review report will indicate how we can increase recycling rates to at least 45% during the next 12 months with particular reference to improving</i></p>	Terry Collins	Executive Member for Neighbourhood Services

<p><i>facilities for terraced properties, businesses and difficult to access properties including flats. The Council recognises that funding such a programme will involve difficult financial choices.</i></p>		
<p>Parking Review</p> <p><i>This report is part of a series relating to the overall review of parking operations within the city. It outlines the results of an in depth review of the operation and management of Parking Services, identifies opportunities for improvements and makes appropriate recommendations.</i></p> <p><i>Information is also provided as part of the Policy Review Report process for Members in reports of the following and Members views on future policy are requested on Residents Parking permit charges, parking charges, discounts and method of charging for off street parking.</i></p>	<p>Russ Broadbent</p>	<p>Executive Member for City Strategy</p>

<p>Table 2: Items scheduled on the Forward Plan for the Executive Meeting on 23 October 2007</p>		
<p>Title & Description</p>	<p>Author</p>	<p>Portfolio Holder</p>
<p>Park & Ride Contract Acceptance</p> <p><i>This report will describe the outcome of the tendering and evaluation process for the Bus Service Contract for Park & Ride. Members will be presented with a range of options and asked to decide upon the selection of a service provider.</i></p>	<p>Tony Clarke</p>	<p>Executive Member for City Strategy</p>
<p>Reducing the Maintenance Backlog</p> <p><i>Members are asked to consider the finance and performance implications of requirements under CPA/CAA and determine where CYC is to position itself. They are also asked to approve options for inclusion in a strategy.</i></p>	<p>Neil Hindhaugh</p>	<p>Executive Member for Corporate Services</p>
<p>Competition Policy</p> <p><i>To set out and consider the Council's approach to competition.</i></p>	<p>Liz Ackroyd</p>	<p>Executive Member for Corporate Services</p>

<p>Thin Client Management Arrangements</p> <p><i>A review of the Client & Contractor roles within the Council – this report seeks to rationalise and streamline them.</i></p>	Simon Wiles	Executive Member for Corporate Services
<p>Energy & Water Management – Policy & Practice</p> <p><i>As a response to the Climate Change Agenda, Members will be informed on best practice and will be asked to approve a draft policy which will generate an Action Plan to prioritise energy and water management issues for CYC over the next 4 years. All CYC staff will be affected and it is also intended to heighten public perception of this issue through the Council’s website.</i></p>	Neil Hindhaugh	Executive Member for Corporate Services
<p>Sustainability in Design – Policy & Practice</p> <p><i>As a response to the Climate Change Agenda, Members will be informed on best practice and will be asked to approve a draft policy which will generate an Action Plan to prioritise sustainability in design for CYC over the next 4 years. All CYC staff will be affected and it is also intended to heighten public perception of this issue through the Council’s website.</i></p>	Neil Hindhaugh	Executive Member for Corporate Services
<p>Monk Bar Garage – Future Use of Site</p> <p><i>Members are asked to consider options for disposal and development and approve a chosen option for the eventual sale of this site.</i></p>	John Urwin	Executive Member for Corporate Services
<p>Community Management and Ownership of Council Property Assets</p> <p><i>Purpose of report: Summarises the contents of the Quirk Review of community management and ownership of assets & details the work this Council has already done in encouraging community management of assets. It sets out options for future progress and details the Community Asset Fund with a proposal to make a bid to this fund.</i></p> <p><i>Members are asked to:</i></p> <ol style="list-style-type: none"> <i>1. note the contents of the report;</i> <i>2. approve the recommendation for dealing with the ownership and</i> 	Philip Callow	Executive Member for Corporate Services

<p><i>management arrangements for potentially qualifying properties;</i></p> <p><i>3. support the proposal to make a bid to the Community Asset Fund</i></p>		
<p>Waste PFI Update</p> <p><i>Purpose of report:</i> <i>Update on the status of the PFI project, including approval of an inter-authority agreement with North Yorkshire County Council for the procurement to consider waste sites for inclusion in the local development framework for the City of York Council.</i></p> <p><i>Members are asked to:</i> <i>Approve the way forward and delegate approval for the inter-authority agreement to be signed by the Head of Legal Services and Director of City Strategy within the framework set out in the report.</i></p>	<p>Sian Hansom</p>	<p>Executive Member for Neighbourhood Services</p>



Executive

25 September 2007

Report of the Head of Civic, Democratic and Legal Services

**Minutes of the Economic Development Partnership Board
and Local Development Framework Working Group**

Summary

1. This report presents the minutes of a recent meeting of the Economic Development Partnership Board and asks Members to consider the advice given by the Board in its capacity as an advisory body to the Council. It also presents the minutes of recent meetings of the Local Development Framework Working Group and asks Members to consider the advice given by the Working Group in its capacity as an advisory body to the Executive.

Background

2. The revised Constitution agreed by Council on 27 April 2006 created a number of Working Groups whose role is to advise the Executive on issues within their particular remits. The Groups are:
 - Social Inclusion Working Group (equalities issues)
 - Young People's Working Group (young people's issues)
 - Local Development Framework (LDF) Working Group (matters relating to the Local Development Framework)

The Constitution also includes a Protocol on Councillor Working Groups, which sets out rules and guidelines for the establishment and operation of Working Groups.

3. To ensure that the Executive is able to consider the advice of the Working Groups, it has been agreed that minutes of the Groups' meetings will be brought to the Executive on a regular basis. The Executive has also agreed to receive minutes of the meetings of the Economic Development Partnership Board, which acts as an advisory body to the Council and to the Local Strategic Partnership.
4. Consideration of the minutes of the above bodies has been scheduled on the Forward Plan for the Executive, as follows:
 - 25 September - LDF Working Group & Economic Development Partnership Board

- 4 December – Social Inclusion Working Group and Young People's Working Group
- 18 December - LDF Working Group & Economic Development Partnership Board
- 11 March – Social Inclusion Working Group and Young People's Working Group
- 25 March - LDF Working Group & Economic Development Partnership Board

In accordance with the Forward Plan, this report presents the minutes of the Economic Development Partnership Board meeting on 19 June 2007 (Annex A). It also presents the minutes from the LDF Working Group meetings on 5 June, 27 June and 10 July 2007.

The minutes from the LDF Working Group meeting on 18 July 2007 have already been considered by the Executive on 24 July, alongside a report on the Core Strategy Issues and Options 2. The minutes from the LDF Working Group meeting on 24 July 2007 will be considered at this meeting, alongside a report on the York Northwest Area Action Plan Issues and Options document. Neither set of minutes is therefore included with this report.

Consultation

5. No consultation has taken place on the attached minutes, which have been referred directly from the Board and the Working Group. The Economic Development Partnership Board minutes are still in draft form, pending approval at the Board's next meeting, on 25 September 2007. The LDF Working Group minutes from 10 July 2007 are also still in draft form, pending approval at the Working Group's next meeting. It is assumed that any relevant consultation on the items considered by the Board and the Working Group was carried out in advance of their meetings.

Options

6. Options open to the Executive are either to accept or to reject any advice that may be offered by the Board and the Working Group, and / or to comment on the advice.

Analysis

7. The following resolutions within the attached minutes require the specific endorsement or approval of the Executive:
 - a. the Board's recommendations on the Christmas Light proposals for 2007 (minute 7);
 - b. the Working Group's recommendations on the Scoping Report for the York Northwest Area Action Plan (minute 4);
 - c. the Working Group's recommendations on the Strategic Flood Risk Assessment (minute 8);

- d. the Working Group's recommendations on the Open Space, Sport and Recreation Study (minute 9);
- e. the Working Group's recommendations on the Employment Land Review (minute 12);
- f. the Working Group's recommendations on the York Strategic Housing Market Assessment 2007 (minute 13).

Members may also wish to note in particular:

- g. the Board's comments on the Future York Group report (minute 4);
- h. the Board's comments on the research findings on the evening economy in York (minute 5), which were considered by the Executive on 24 July 2007;

Corporate Priorities

8. The aims in referring these minutes accord with the key principles of improving the Council's organisational efficiency.

Implications

9. There are no known implications in relation to the following in terms of dealing with the specific matter before Members, namely to consider the minutes and determine their response to the advice offered by the Working Groups:

- **Financial**
- **Human Resources (HR)**
- **Equalities**
- **Legal**
- **Crime and Disorder**
- **Property**
- **Other**

Risk Management

10. There are no risk management implications associated with the referral of these minutes.

Recommendations

11. Members are asked to consider the minutes attached at Annexes A-D, to approve the recommendations listed at paragraph 7 of the report and to decide whether they wish to respond to any of the advice offered by the Economic Development Partnership Board and the LDF Working Group.

Reason:

To fulfil the requirements of the Council's Constitution in relation to the role of Working Groups.

Contact details:

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Chief Officer Responsible for the report:

Suzan Hemingway
Head of Civic, Democratic and Legal Services

Report Approved



Date 21.8.07

Specialist Implications Officer(s) None

Wards Affected:

All



For further information please contact the author of the report

Annexes

Annex A – Minutes of the meeting of the Economic Development Partnership Board held on 19 June 2007

Annex B – Minutes of the meeting of the LDF Working Group held on 5 June 2007

Annex C – Minutes of the meeting of the LDF Working Group held on 27 June 2007

Annex D - Minutes of the meeting of the LDF Working Group held on 10 July 2007

Background Papers

Agendas and associated reports of the above meeting (available on the Council's website).

MEETING	ECONOMIC DEVELOPMENT PARTNERSHIP BOARD
DATE	19 JUNE 2007
PRESENT	COUNCILLORS STEVE GALLOWAY (CHAIR), JAMIESON-BALL (VICE-CHAIR), KIRK, ALEXANDER, GILLIES, LOOKER, SCOTT AND TAYLOR MR ANDREW SCOTT (FIRST STOP YORK TOURISM PARTNERSHIP), PROF TONY ROBARDS (UNIVERSITY OF YORK) AND JULIE HUTTON (YORKSHIRE FORWARD)
APOLOGIES	JEZ WILLARD (RETAIL SECTOR), MR BRIAN ANDERSON (TRADES UNIONS), MR LEN CRUDDAS (CHAMBER OF COMMERCE), MR MIKE GALLOWAY (EDUCATION/LIFELONG LEARNING PARTNERSHIP), MR KEVIN MOSS (FINANCE SECTOR) AND MR MARK SESSIONS (MANUFACTURING SECTOR)

1. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

Councillor Looker declared a personal non-prejudicial interest in Agenda Item 6 (Research Findings on the Evening Economy) as she was an unpaid, voluntary secretary to the Theatre Royal.

Councillor Scott declared a personal non-prejudicial interest in Agenda Item 6 (Research Findings on the Evening Economy) as he was the Children's Champion.

2. MINUTES

RESOLVED: That the minutes of the last meeting held on 13 March 2007 be approved and signed as a correct record.

3. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak under the Council's Public Participation scheme.

4. REPORT OF THE FUTURE YORK GROUP

Members considered a report which sought to brief the Board on the final report of the Future York Group and sought views on its main findings.

The Future York Group was commissioned by the City of York Council to undertake an independent strategic review of the local economy, following a series of announcements regarding job losses in the City. This authoritative report would provide the framework for future actions to be undertaken by the City of York Council and partners with regard to promoting the economic well-being of the City. Their final report was launched on 12th June when it was handed over to the City of York Council at a public event at the Mansion House. The Council had yet to consider the report formally and there was, therefore, no firm commitment from the Council to the recommendations set out in the report. The views of the Board were welcomed on the findings and conclusions of the Future York Group.

The following points were made:

- The economic future of York was good but it could not afford to become complacent. There was much opportunity for the economy to be strengthened further
- The need to develop a clear vision for the future of the City
- The need for a clear master plan about the direction the City should take
- The need to work together and to make sure that consultation includes everyone
- The need for housing and education to support workforce and business needs
- There was a need to emphasise the technological credentials of the City which is much more than a visitor destination
- Science City had now matured and some of the businesses were looking to grow and move on; there needed to be compelling reasons why they should stay in York including the availability of suitable premises and development land
- The report raised questions of sustainability due to the scale of the potential growth. This would need to be addressed
- The need to support entrepreneurship
- The need for better access to an airport
- The decline in the manufacturing base and the expansion of the University may bring about a two tier economy unless local people were given the skills to compete for the jobs being created
- The importance of planning for the future. The timing of the report is opportune bearing in mind the amount of brownfield land now available
- York's broadband capacity is a major asset which needs to be promoted
- York needs to be a lifelong learning City ensuring that its workforce skills are continually updated
- The report lacked information about economic changes in the sub-region and its potential impact on York

- The fact that it is a hugely expensive and ambitious programme if all recommendations were taken forward and this needs to be borne in mind

RESOLVED: That the Future York Group report be noted and endorsed and that the above views be noted in the Council's consideration of the report

REASON: To help shape the effectiveness of future action

5. RESEARCH FINDINGS ON THE EVENING ECONOMY IN YORK

Members considered a report which sought to brief the Board on research on the evening economy and the experience of York city centre in the evening, undertaken in association with the First Stop York Product Development Group. Views were sought on the draft vision and action plan prior to formal consideration by the City of York Council.

The research described in the report provides a potential way forward for developing a vision for the York evening economy. It suggests that the correct "steer" for the York evening economy was towards a more inclusive evening experience with a more exciting and diverse range of evening activities, a higher amenity value and a higher perception of safety in the city centre. The research also highlighted the need for co-ordination of activity in the evening economy to allow for greater communication and cooperation between the stakeholders involved including retail, hospitality, entertainment, accommodation and the local authority.

Key findings of the research, together with a draft vision and action plan to stimulate the evening economy in York were set out in the report. These had yet to be considered by the City of York Council and the views of the Board were welcomed at this stage as part of the discussion on how best to move forward with the development of the evening economy in York city centre.

The following points were made:

- York's evening economy needed to be enhanced to attract overnight visitors
- York needed to develop an inclusive evening economy
- York's evening economy provides benefit both for tourists and residents. There was a need to develop a clearer vision of future direction
- There was a night time economy forum that was set up due to the changes in the Licensing Laws; this had expanded into a more general forum and could be developed further to incorporate any new plans for the evening economy
- The need to revisit pedestrianisation and determine whether its hours should be extended

- At the present time it was difficult to buy a cup of coffee between 5pm and 7pm in the City Centre. The slack period between these two times needs to be addressed.
- Vans are allowed back into the City Centre after 4pm which is unwelcoming to pedestrians
- The need to 'tease out the details' and work in a joined up way with planning and licensing
- There is an impression that York is 'stuck in a rut' in terms of its evening economy and is not making the most of opportunities
- The need to create a more 'continental' atmosphere within the City
- The need for the evening economy to be more family orientated addressing concerns that the growth of activities requiring alcohol and related licences has perhaps been at the expense of other evening activities
- Museums and other attractions needed to be encouraged to put on more night time events and to include events for families during the evening
- Hotels could provide more information about evening and night time events in York – for example through the possibility of a daily newsletter of events that could be obtained from the Visitor Information Centre or through hotels or by texting a specified number
- The potential of Newgate Market as an entertainment space after trading hours had finished
- The encouragement of retail establishments to stay open later into the evening
- Extension of the hours of the Park and Ride facilities

RESOLVED:

- (i) That the key findings of the research, and the draft proposed action plan for the evening economy in York be noted;
- (ii) That a clear vision for the City's evening economy be defined
- (iii) That the Board support in principle the development with stakeholders of a vibrant, diverse and inclusive evening economy in York;
- (iv) That a further report be presented on a costed action plan to support the development of the evening economy in York city centre.

REASON:

To help shape the effectiveness of future action.

6. CHRISTMAS LIGHTING - PROPOSALS FOR 2007

Members considered a report which updated Members of the Board on a number of options for Christmas Lighting – related activities for 2007, and also reviews other festive activities proposed and committed for this year. The report also highlighted the need for a long term strategy on this issue.

Regarding festive lighting, the following options were presented for consideration by the Economic Development Partnership Board:

- Single Decorative Illumination. This could be in Parliament Street as last year, or another site. Costs depend on what was desired but could range between £20k - £45k.
- City Wide Cross street lighting scheme. On the basis of previous experience, this would cost approximately £40k - £50k. It was understood that this was the favoured option of many retailers.
- 'Best Dressed window' campaign. A competition between retailers to create spectacular Christmas window displays. Minimum costs would apply but it would need a lot of officer time.
- Christmas Tree campaign. Using many of the existing brackets on shop fronts to create a scheme where each shop could display a small tree with white fairy lights. Minimal costs as retailers would buy into the scheme but officer time could be considerable.
- Creative Kids Competition. Engaging with schoolchildren of all ages, the winning designs would be made into Christmas lights and installed around the town for all to see. Costs were approximately £500 per design + installation. Sponsorship could potentially be easier to find due to the nature of this scheme.

The issue of a long term strategy for Christmas lighting also needed to be addressed. It was difficult to switch resources for 2007 from other areas into Christmas Lights as these activities – as well as the Lights themselves – ideally needed a long lead-in period in order to offer the best promotional advantage. Promotional materials highlight tourism events and activities a year or more in advance, so already decisions for 2008 and beyond were needed.

The following points were raised:

- The need to explore a way of finding a permanent solution to the issue of Christmas illuminations, through discussion with the City Centre Partnership on longer term responsibilities
- Christmas events were hugely popular
- The fact that traders had indicated that they were not able to contribute to funds for Christmas illuminations in 2007
- The Council was not in a position to fund the cross street lights but was happy to assist traders over any installation matters they might have
- The Christmas Tree Campaign was the most favoured option and that the emphasis should be on individual trees rather than an additional City centre feature provided by the Council (the St Helen's Tree will continue to be provided)
- The Creative Kids Competition was also favoured and it was noted that the cost was reasonable
- A candlelight festival/celebration was suggested

RESOLVED:

- (i) That the Christmas Tree Campaign – using many of the existing brackets on shop fronts to

create a scheme where each shop could display a small tree with white fairy lights was the favoured option and would be organised by the City Council

- (ii) That the City Council Officers facilitate a Creative Kids competition
- (iii) That the Officers discuss with the City Centre Partnership longer term, strategic responsibilities on the provision of Christmas lighting

REASON: To give a direction to Christmas lighting strategy for York for 2007 and provide the basis for a longer term solution

CLLR STEVE GALLOWAY; CHAIR

The meeting started at 6.00 pm and finished at 7.20 pm.

MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	5 JUNE 2007
PRESENT	COUNCILLORS REID (CHAIR), D'AGORNE, HUDSON, MERRETT, SIMPSON-LAING, R WATSON, WATT, MORLEY (SUBSTITUTE) AND ALEXANDER (SUBSTITUTE)
APOLOGIES	COUNCILLORS HORTON, MOORE AND WALLER
IN ATTENDANCE	COUNCILLOR PIERCE

1. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

Councillor D'Agorne declared a personal non-prejudicial interest in agenda item 4 (York Northwest Area Action Plan), with regards to educational issues, as an employee at York College.

Councillor Merrett declared a personal non-prejudicial interest in agenda item 4 (York Northwest Area Action Plan) as an employee of a rail consultancy firm.

Councillor Simpson-Laing declared a personal non-prejudicial interest in agenda item 4 (York Northwest Area Action Plan) as she lived in the Northwest Area.

2. MINUTES

RESOLVED: That the minutes of the Local Development Framework Working Group meeting held on 6 March 2007 be approved and signed by the Chair as a correct record.

3. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

4. YORK NORTHWEST AREA ACTION PLAN

Members received a report which set out the progress on the Issues and Options stage of the York Northwest Area Action Plan (AAP), outlined the consultation responses received on the Scoping Report for the Sustainability Appraisal for the AAP and suggested alterations arising from

the comments made, and sought their views on the amended document. The report was supported by an explanatory presentation from officers.

The report presented two options for consideration:

- Option 1 – To proceed with the revised Scoping Report attached at Appendix 1 of the report;
- Option 2 – To request amendments were made to Scoping Report.

Appendix 2 of the report set out the comments received during the consultation on the York Central Scoping Report and officer responses to them, and Appendix 3 set out the Local Development Framework's comments on this report at its meeting on 31 July 2006 and associated officer responses. Appendix 4 of the report set out the comments received during the consultation on the York Northwest Scoping Report, into which the York Central Scoping Report had been incorporated, and officer responses to them.

A tracked changes version of Appendix 1, which indicated the proposed revisions, had been circulated to Members for consideration.

Officers outlined three additional proposed amendments to the Scoping Report:

- To paragraph 2.1.2 to delete the words "draft guidance" from the first sentence and amend the date in footnote 2 to "November 2005";
- To the wording of the last sentence of paragraph 5.2.36 to read, "Other identified ecological interests could include bats, reptiles, black redstart and invertebrates";
- To paragraph 5.2.73 to reflect that the new building for Manor School had received planning permission.

Members thanked officers for their work and proposed a number of further amendments to the Scoping Report (detailed below).

- RECOMMENDED:
- (i) That the comments received in relation to the York Central Scoping Report be noted;
 - (ii) That the changes made in relation to the feedback received and detailed in Appendices 2 and 3 be noted;
 - (iii) That the content and responses received on the Scoping Report for the York Northwest Area Action Plan be noted and the suggested changes to this in the revised document be agreed, subject to the inclusion of the three amendments proposed by officers and the following further amendments:
 - (a) To include reference to the Building Research Establishment Environmental Assessment Method (BREEAM) in the main body of the report;

- (b) To ensure the inclusion of comprehensive and up to date information regarding income and affluence, ethnicity, housing, age of vehicles and car ownership, and adult education, and to highlight where this information was unavailable;
- (c) To paragraph 5.2.13 to make reference to successful transport strategies;
- (d) To paragraph 5.2.16 to make reference to transport infrastructure;
- (e) To the first bullet point in paragraph 5.2.68 to clarify the reduction in traffic levels;
- (f) To paragraph 5.2.66 to refer to any relevant findings from the Faber Maunsell study;
- (g) To paragraph 5.2.91 to correct the location of the British Sugar sports and social club to Plantation Drive;
- (h) To rephrase the first sentence of paragraph 9.2.2;
- (i) To present all maps and diagrams on A4 sheets to ensure they are legible;
- (j) To Figure 11 to include a blank objectives compatibility matrix and to indicate that this will be completed at a later stage;
- (k) To add indicators relating to local services, local leisure facilities, employment levels for school leavers, overall volume of transport, and tackling existing air quality hotspots and avoiding creating new ones;
- (l) To amend the description of properties in the section on Council Tax bands;
- (m) Any further changes resulting from detailed comments on indicators submitted by Members in writing, where baseline information is available.

- REASON:
- (i)-(ii) To ensure the feedback received from all stakeholders was taken into account in the report produced;
 - (iii) To ensure the methodology used to undertake the Sustainability Appraisal is appropriate and relates to the circumstances of York Northwest.

COUNCILLOR A REID

Chair

The meeting started at 4.30 pm and finished at 5.45 pm.

MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	27 JUNE 2007
PRESENT	COUNCILLORS REID (CHAIR), D'AGORNE, HORTON, HUDSON, MERRETT, MOORE, SIMPSON-LAING, WALLER, WATT AND MORLEY (SUBSTITUTE)
APOLOGIES	COUNCILLORS R WATSON

5. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

Councillor Waller declared a personal interest in Agenda Item 4 (minute 45 refers) City of York Council – Strategic Flood Risk Assessment, as a member of the Regional Flood Defence Committee.

Councillor Simpson-Laing declared a personal interest in the same agenda item as she lives in one of the flood zones identified.

Councillor Moore declared a personal interest in the same agenda item as a resident of one of the flood zones identified.

6. MINUTES

RESOLVED : That the minutes of the meeting of the Local Development Framework Group held on 5 June 2007 be approved and signed by the Chair as a correct record.

7. PUBLIC PARTICIPATION

It was reported that there were two registrations to speak under the councils public participation scheme.

Mr Crawshaw spoke on Agenda Item 4, City of York Council – Strategic Flood Risk Assessment , as a resident of Kings Staith. He commended the Strategic Flood Risk Assessment, and spoke of the obligations of Yorkshire Water, the map of dwellings not including flats above properties, and general issues relating to flood levels, exception tests and comments from the Environment Agency.

Cllr Kettlestring from Osbaldwick Parish Council spoke regarding the same agenda item. He spoke of issues relating to the Murton and Hull Road area of the city, and Osbaldwick Beck.

8. CITY OF YORK COUNCIL - STRATEGIC FLOOD RISK ASSESSMENT

Members considered a report which advised them of the production of the Strategic Flood Risk Assessment (SFRA) for York as recommended by national planning guidance in Planning Policy Statement 25 (PPS25)(Development and Flood Risk) and regional planning guidance in the emerging Regional Spatial Strategy (draft for public consultation December 2005).

Members received a presentation which covered the following areas:

- Purpose of the SFRA
- Policy Background
- SFRA Assessment Content
- Flood Risk Zones
- Flood Risk Vulnerability and Flood Zone Compatibility
- Sequential tests and exception tests

A draft of the SFRA was attached to the report and discussed at the meeting by Members.

The following amendments were agreed:

- Paragraph 1.1.4 be amended to reflect recent events
- An index to be added to the table 3.1
- That percentage probability of flooding be used as a measure
- 3.8.7.7 should refer to Landing Lane
- "Where practicable" be deleted from paragraph 4.1.35
- Table 4.2 be amended to include Greenfield and brownfield sites
- Paragraph 2.1.3 be amended to reflect the comments made by Cllr Kettlestring
- Paragraph 3.1.7 be moved to follow on from tables 3.1.4 & 3.1.5
- Wording of paragraph 3.2.7 be amended
- Amend wording of paragraph b) table 5.1

RESOLVED:

(i) That the proposed Strategic Flood Risk Assessment included as Annex A to this report be approved, subject to amendment to incorporate the comments of Members as detailed above, for publication as part of the Local Development Framework evidence base

Reason: So that the Strategic Flood Risk Assessment can be used as part of the Local Development Framework evidence base.

(ii) That it be delegated to the Director of City Strategy in consultation with the Executive Member for City Strategy, the making of any other necessary changes arising from the recommendation of the LDF Working Group, prior to its publication as part of the Local Development Framework evidence base.

Reason: So that any recommended changes can be incorporated into the Strategic Flood Risk Assessment prior to its publication.

9. OPEN SPACE, SPORT AND RECREATION STUDY - EVIDENCE BASE

Members considered a report which sought their approval of the City of York Council – Draft Open Space, Sport and Recreation Study. This had been prepared by consultants PMP and the study will form the open space, sport and recreation part of the Evidence Base for the Local Development Framework.

Members received a presentation from the consultants PMP which covered the following areas:

- Introduction and background
- Methodology
- Steps 1 – 3 relating to identifying local need, auditing and local provision standards
- Details of the study
- Types of open space, sport and recreation provision
- Key findings relating to parks and gardens, natural and semi-natural open space, amenity green space, provision for children and young people, outdoor sports facilities, allotments
- Summary of findings

Members discussed the possible effect on the Events Protocol for Parks and Open Spaces, the measure of walking time used to facilities, the cleanliness and quality of parks, community use of facilities e.g. schools, and the availability of non-council facilities.

RESOLVED :

- (i) That the proposed Open Space, Sport and Recreation Study, included as Annex A to this report be approved, for publication as part of the Local Development Framework evidence base, subject to consideration of the issues raised above.

Reason: So that the Open Space, Sport and Recreation Study can be used as part of the Local Development Framework evidence base.

- (ii) That it be delegated to the Director of City Strategy, in consultation with the Executive Member for City Strategy, for the making of any other necessary changes arising from the recommendation of the LDF Working Group, prior to its publication as part of the Local Development Framework evidence base.

Reason: So that any recommended changes can be incorporated into the Open Space, Sport and Recreation Study.

COUNCILLOR A REID
Chair

The meeting started at 6.00 pm and finished at 8.40 pm.

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MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	10 JULY 2007
PRESENT	COUNCILLORS REID (CHAIR), D'AGORNE (NOT PRESENT FOR MINUTES 10 AND 11), HUDSON, MOORE, SIMPSON-LAING, WALLER, R WATSON, WATT AND PIERCE (SUBSTITUTE FOR HORTON) (NOT PRESENT FOR MINUTE 13)
APOLOGIES	COUNCILLORS HORTON AND MERRETT

10. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

Cllr Watt declared a personal non prejudicial interest in Agenda Item 3 (Minute 12 refers) as he managed an industrial unit on Clifton Moor, was on Skelton Parish Council, and was a member of Skelton Village Design Statement steering group.

Cllr Moore declared a personal non prejudicial interest in Agenda Item 3 (Minute 12 refers) as chair of Skelton Village Design Statement steering group and Director of Clifton Moor Business Association.

11. PUBLIC PARTICIPATION

It was reported that there had been one registration to speak under the Council's Public Participation scheme.

Mr Warters addressed the committee regarding the Open Space Study agenda item from the last meeting. Mr Warters stated that there was increasing pressure on green space in York due to an increasing population, and that in York's urban east area there was a sufficient deficiency in open space. He highlighted that in Osbaldwick there was a 50 acre wildlife site which had been missed and that Osbaldwick residents were trying to register the site as a village green to protect it. Mr Warters asked Members to support their application.

12. EMPLOYMENT LAND REVIEW – EVIDENCE BASE

Members considered a report which advised Members of the production of Stage One of the Employment Land Review (ELR) commissioned as a key part of the Evidence base to support the Local Development Framework. It had been prepared by economic development consultants, SQW. The Stage One study was attached as Annex A to this report. Members were asked to approve this document for publication as part of the LDF evidence base.

Members had two options relating to the Stage 1 Report of the Employment Land Review:

Option 1: To approve the Stage 1 Report, attached as Annex A, for publication as part of the Local Development Framework evidence base;

Option 2: To seek amendments to the Stage 1 Report through recommendations of the LDF Working Group, or request further work from SQW and/or officers. This would be over and above the budget allocated for SQW's commission.

Members received a presentation from the consultants SQW Consulting which covered the following areas:

- Purpose of the study
- Current SQW Study 2006/07
- Regional Economic and Spatial Strategies
- Site Survey of 36 allocated and potential employment sites
- Employment Forecasts
- Science City York (SCY)
- Implications for York's LDF

Members discussed the quality and possible refurbishment of office space at Clifton Moor, the omission of environmental constraints in the report e.g. housing and transport links, the omission of tourism in the report, the need to make existing employment areas more attractive, and the impact of CYC imposing SCY planning conditions for development on high quality site.

Members requested that officers investigate further into the space per head figure of 15 for the city centre, as detailed in paragraph 4.3 of the Stage 1 Final Report, and conduct a sampling of offices in York to see how accurate this figure was.

RESOLVED: (i) That, subject to the recommendations of this Working Group, the proposed Stage 1 Study of the Employment Land Review, included as Annex A to this report, be approved for publication as part of the Local Development Framework evidence base.

REASON: So that the Stage 1 Study of the Employment Land Review can be used as part of the Local Development Framework evidence base.

(ii) That the making of any other necessary changes arising from the recommendation of the LDF Working Group, prior to its publication as part of the Local Development Framework evidence base be delegated to the Director of City Strategy, in consultation with the Executive Member for City Strategy.

REASON: So that any recommended changes can be incorporated into the Stage 1 Study of the Employment Land Review.

13. YORK STRATEGIC HOUSING MARKET ASSESSMENT 2007

Members considered a report which presented Members with findings from the 2007 Strategic Housing Market Assessment (SHMA) undertaken by Fordham Research during the last 6 months and, with reference to this comprehensive study of housing in York, highlighted the key issues for the City Council to consider in progressing the current Local Development Framework (LDF) programme.

Members received a presentation from the consultants Fordham Research which covered the following areas:

- Why undertake a SHMA
- Demographics
- Housing Market
- Financial Situation
- Need for Affordable Housing
- Profiles of particular groups of people
- Rural Areas
- Policy Implications

Members discussed the growth in the private rented sector, the rise in the number of flats being built in York, the higher demand for houses rather than flats, and the need for more affordable housing.

The following amendments were agreed:

- Wording of Paragraph 1.22 be amended
- Paragraph 1.32 be amended to make figures more clearer
- Paragraph 1.41 be deleted
- Map under Paragraph 1.10 be amended to show the suburban area more accurately, in particular around Haxby.

RESOLVED: (i) That, subject to the recommendations of this Working Group, the 2007 Strategic Housing Market Assessment be published as part of the LDF Evidence Base.

REASON: To inform decisions on the market and affordable housing mix policy options for York.

(ii) That the making of any other necessary changes arising from the recommendation of the LDF Working Group, to include the impact of social policy and taxation policy on affordable housing, prior to its publication as part of the LDF Evidence Base, be delegated to the Director of City Strategy, in consultation with the Executive Member for City Strategy.

REASON: So that any recommended changes can be incorporated into the 2007 SHMA prior to its publication.

(iii) That it be recommended to CYC Planning Committee that they endorse the use of the SHMA study for development control purposes, in terms of agreeing the most appropriate housing tenure, size and type on individual sites, therefore replacing the 2006 SHMA Study.

REASON: In order to help create mixed and balanced communities and to maximise opportunities for providing good quality affordable housing in the city.

COUNCILLOR A REID

Chair

The meeting started at 4.30 pm and finished at 7.45 pm.



Executive

25 September 2007

Report of the Head of Civic, Democratic and Legal Services

REFERENCE REPORT: PUBLIC PLACES AND FOOTSTREETS**Summary**

1. This report requests that Members consider a decision referred by the Executive Members for City Strategy and Advisory Panel on 16 July 2007. This referral was made in accordance with the delegation scheme detailed in the Council's Constitution.

Background

2. At the meeting of the Executive Members for City Strategy and Advisory Panel on 16 July 2007, Members considered a report which advised them of a proposed review of the City's footstreets as previously outlined in the council's second Local Transport Plan.

The following resolution was made by the Executive Member for City Strategy:

To approve the proposals in options 1 and 4 as set out in paragraphs 22 and 25 of the report

Members are asked to consider the Executive Member's recommendations, as indicated in the resolution above, and in paragraph 25 of the report, that the Executive Member for City Strategy recommends that the Executive approve that £250,000 be allocated from the councils reserves from the 2006/07 underspend, recognising the significant economic benefits to the city of this proposal.

Consultation

3. No further consultation has taken place in addition to the consultation detailed in paragraph 8 of the report attached as Annex 1.

Options

4. The Executive can either approve or reject the proposal of the Executive Member.

Analysis

5. Members need to consider the details in the report attached as Annex 1 and make a decision based on the information therein.

Corporate Priorities

6. The aims in facilitating this referral to the Executive accord with the key principles of improving the Council's organisational efficiency and complying with the requirements of the Council's Constitution.

Implications

7. The implications of the original decision are set out in paragraphs 29 - 37 of Annex 1.

Risk Management

9. There are no risk management implications in relation to the referral to the Executive of this matter. There are no risks associated with the recommendations of the report attached at Annex 1.

Recommendations

10. That the Executive consider the recommendations in respect of approval that £250,000 be allocated from the councils reserves from the 2006/07 underspend, recognising the significant economic benefits to the city of this proposal.

Reason: In line with Constitutional requirements.

Contact Details

Author:
Sarah Kingston
Democracy Officer
01904 552030

Chief Officer Responsible for the report:
Suzan Hemingway
Head of Civic, Democratic and Legal
services
01904 551004
Report Approved Date 31/07/07

Specialist Implications Officer(s)

As detailed in the report attached at Annex 1

Wards Affected: Guildhall

For further information please contact the author of the report

Background Papers:

Minutes of the meeting of the Executive Members for City Strategy and Advisory Panel held on 16 July 2007

Annexes

Annex 1 – Report to the Executive Members for City Strategy and Advisory Panel – Public Places and Footstreets – 16 July 2007.

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Meeting of the Executive Members for City Strategy and the Advisory Panel

16th July 2007

Joint Report of the Chief Executive and the Director of City Strategy

PUBLIC PLACES AND FOOTSTREETS

Summary

1. This report seeks Member approval for a proposed review of the City's footstreets as previously outlined in the council's second Local Transport Plan (LTP2).
2. Possible changes to the footstreets may include varying the current use of the footstreet in Goodramgate, which could see this street being physically closed to all traffic during footstreet hours in the same way that some other footstreets such as Petergate operate, and an extension of the existing footstreets to include Fossgate. Local retailers have previously proposed both of these proposals. Any such changes would however have much wider implications and the review therefore proposes to look at these wider issues as set out within this report.
3. The report also raises the issue of a review of the city centre public realm and in particular a proposal by the Dean and Chapter of York Minster to improve the area of Deangate adjacent to the south transept. The proposal if taken forward would create a significantly improved public space in the form of a public piazza and is currently included in a wider bid by the Minster to the Heritage Lottery Fund.
4. The report therefore also seeks Member approval for support in principal for the Minster bid to the Heritage Lottery Fund for a number of linked improvement projects but in particular for the creation of a piazza outside the south transept.

Future Review of the Footstreets - Analysis

5. The footstreets were first introduced in 1987 and still remain one of the largest pedestrian priority zones in Northern Europe. They cover over thirty streets and their importance in creating a high quality environment within the central shopping area is well understood. This in turn has a very positive impact on York's role as a major tourist destination and therefore plays a significant part in the continuing success of our economy. In more recent years the footstreets have also allowed the extension of a continental style café environment that

again adds to the attractiveness and quality of the city centre offer. The footstreets also have an important role in joining up York's public spaces and attractions thus allowing residents and visitors alike to move about the city centre in a continuous quality environment. However there is now growing pressure from a number of sectors to review the current arrangements.

6. In recognising the need to review both the extent and use of the city's footstreets the council's second local transport plan (LTP2) includes a proposal to carry out such a review. York is one of the very few towns and cities where the level of pedestrian activity is increasing, and the quality of the pedestrian areas is almost certainly a contributory factor. In addition York's tourism business is growing with over 4million visitors spending over £300 million in our economy last year. LTP2 therefore contains a specific commitment for the period 2006 to 2011 to look at the expansion of the footstreet zone in Fossgate and Goodramgate with other further expansions possible in 2011 to 2016.
7. There have also been a number of requests from sections of the retail sector. These have suggested extending the area of the footstreets in the belief that the environmental improvements referred to above, would help to generate an improvement in the trade and viability of retailers in the peripheral retail streets. Examples of suggested extensions are changes to the designation of Goodramgate and the inclusion of Fossgate. This would see these streets changing to the more continental flavour achieved elsewhere, with pavement cafes and other attractions that would encourage people to linger and shop, rather than just pass through.
8. Clearly any potential changes to the footstreets would have wider implications than those outlined above and it is therefore proposed to carry out significant consultation across a broad range of interests. It is proposed to consult with the following stakeholders to ensure that a broad spectrum of opinion as possible is obtained which will highlight the important issues for each group:
 - Pedestrians
 - People with mobility difficulties
 - Elderly people
 - Young people
 - Traders
 - Tourist attractions
 - Servicing companies
 - Cyclists
 - Taxi operators
 - Market traders
 - Emergency services
 - City centre partnership
9. The review will also look at the operational issues relating to the zone including:
 - Access permit scheme (green badge)
 - Statutory exemptions

- Access and parking control
 - Provision for cyclists
 - Safety
 - Effectiveness of the TROs / Enforcement
 - City centre activities and events
 - Paving
 - Signing
10. The review will be expected to investigate and make recommendations on:
- The Boundary of the zone and whether any of the surrounding streets would be suitable for inclusion
 - Linkages between the public spaces in the city centre and how the footstreets can improve these
 - Disabled access
 - Cycle access
 - Taxi access / provision
 - Servicing arrangements for businesses
 - Abuse of the zone and restrictions
11. If Members approve the proposals then the review will take place from August/September and it is envisaged that the overall work will take around 6 months to enable all the consultation and survey work to be undertaken and analysed and recommendations made. It is proposed that the review will be done externally and that upon completion the findings will be reported back to EMAP

Background to the improvement of the city's public spaces

12. The city centre public spaces are another important factor in providing a quality environment in the city centre and they also provide the opportunity for entertainment activities which in turn adds to the attractiveness and vitality of the city.
13. In 2005 the council submitted a proposal under the "Big Lottery Bid" initiative with a bid titled "Songlines". The key objective of the 'Songlines' proposal was to better link the key routes, attractions and areas of public space within the historic centre of York to enhance the 'experience' of the city centre for visitors and residents alike. A key part of that bid was improving the links between Museum Gardens and the Yorkshire Museum with the Minster and other key focal points for activity within the city centre such as the Eye of York, the Castle Museum and Cliffords Tower. The "Songlines" were the sequences of high quality links, nodes and spaces along this path which in themselves would 'tell the story of York'. Proposals to enhance the quality of the civic space around the Minster and also improving its pedestrian linkages with the rest of the historic centre were a fundamental part of the bid.
14. The national bidding was intense and our bid was unsuccessful. However the preparation of the bid greatly enhanced partnership working and there remains

strong support for the actual proposals and a desire to implement them. Any proposals for enhancing the area around the Minster and creating better public space are complementary to and would help to deliver this wider initiative.

15. Subsequent to the “Big Lottery” bid there is now a further piece of work being undertaken looking into a Cultural Quarter for York. The York@Large cultural partnership, one of the key partnerships under the Without Walls Local Strategic Partnership, has commissioned consultants to look at developing the concept of a Cultural Quarter in York. This would stretch from the National Railway Museum to Museum Gardens and across to the Minster. Within this area there is a critical mass of nationally important tourist attractions. One of the key initiatives identified by the consultants was the need to enhance the public realm and the attractiveness of the links between these attractions. Again any proposals to improve the footstreets and to enhance the public space outside the Minster, would be entirely complementary to, and would be a key component in kickstarting this initiative.
16. The recently published Future York Group (FYG) report into York’s economy recognised the importance of both tourism and retail in terms of the recent past/present economic success and in terms of the future success. In the report’s section on the visitor economy it states *“City of York Council should give priority to improving the quality of the public realm across the historic city, including paving, lighting, signage and public spaces.”* This is further emphasised in the report’s key recommendation E4.

Proposed Minster Piazza - Analysis

17. There is currently an opportunity to make a significant impact on the requirement to improve the city’s public space offer by a proposal to radically transform the area outside the south transept of the Minster.
18. The Dean and Chapter of York Minster recently submitted a bid to the Heritage Lottery Fund (HLF) for £10,000,000. The bid, which is titled “York Minster Revealed”, covers a number of linked projects that could see, if successful, a significant contribution from the HLF towards the current restoration work, together with other improvements to the Minster and its immediate environment. One of the outcomes of such improvements would be a substantial enhancement of the tourist offer in and around the Minster. In particular a major improvement in access to the Undercroft, substantial improvements in the interpretation of the Minster story and in particular the story of the East Window and its major restoration works. The bid also proposes a new piazza immediately outside the south transept, which would be a new public space on what is currently Deangate, at a cost of approximately £1,200,000. This latter proposal would provide the opportunity for creating a quality environment for the thousands of tourists who visit the Minster each year. A place where people can linger in a quality environment and one that would properly respect being adjacent to York’s most important building.

19. The business case to support the overall bid shows the following benefits:
- An extra 100,000 visitors per year adding £9,400,000 per year to the local economy
 - This equates to around £47,000,000 over the life of the “Minster Revealed” project
 - Sustainable tourism through improving and developing the Minster as a successful attraction, making the Minster a place of repeat visits through continuing innovation in interpretation and the presentation of conservation.
 - Quality of place and product and in particular developing the Minster as a place of family destination. (This was identified especially by BME groups in audience research)
20. Draft proposals have already been drawn up for the new piazza as part of this Heritage Lottery Fund bid. It is envisaged that this new civic space would be created by the use of quality natural materials that would complement the Minster and the other adjacent historic buildings. The new piazza would have seating and a much improved disabled access into the Minster by means of a permanent stone ramp to the South entrance. Deangate is of course an important cycle route across the city and any new proposal would have to accommodate this as a continuing requirement.
21. This proposed new piazza would fit very well with the wider aspirations for the city centre and would perfectly compliment the previous and current initiatives which are outlined in the paragraphs above.

Proposals

22. The footstreets have helped to provide an outstanding environment to the heart of the historic city since their introduction in 1987. There is now increasing pressure to review their use in certain areas and a programme of wide-spread consultation needs to be drawn up to ascertain public opinion. It is therefore proposed to carry out this consultation with the stakeholders set out in paragraph 8. The review will:
- (i) look at the operational issues relating to the zone as outlined in paragraph 9
 - (ii) Investigate and make recommendations on the issues in paragraph 10 and in particular -
 - (iii) report whether the designation of the existing footstreet in Goodramgate should be changed to prohibit traffic entering the street during footstreet hours and
 - (iv) whether the extent of the footstreets should be increased to include Fossgate.

23. The need for enhanced and improved public space in the city centre has been recognised by the council for a number of years and in particular the prospect of creating a public piazza in Deangate has previously been considered. This need has been further emphasised in the recent Future York Group report. The current proposals by the Dean and Chapter of York Minster contained in their HLF bid offers an opportunity to realise significant economic benefits for the city including the creation of a much needed quality new public space. As with all such bids its success may well depend on support from partners and HLF representatives have recently indicated that support from the council and Yorkshire Forward would not only strengthen the bid but could also be crucial to a fully successful outcome.
24. As a result of this advice high level discussions have taken place with the Chief Executive of Yorkshire Forward who indicated that he would consider matching any funding that the council may be prepared to contribute up to a maximum of £500,000. The outcome of this consideration will be reported verbally to Members of EMAP at the meeting.
25. There is therefore a significant opportunity to attract considerable external investment of the order of around £10,000,000, which would have widespread benefits to both the economic well-being and transport aspirations of the city. It is therefore proposed that:
 - The Executive Member supports the HLF bid including the creation of a new piazza in Deangate outside the south transept of the Minster
 - Subject to the success of the HLF bid a sum of up to £250,000 be allocated from the LTP2 capital programmes for 2008/09/10 with further justification of the detailed transport benefits being established within the capital programmes for those years.
 - The Executive Member recommends to the council's Executive that a further £250,000 be allocated from the council's reserves from the 2006/07 underspend, recognising the significant economic benefits to the city of this proposal.
 - The proposed funding allocated to this proposal is wholly dependant on the success of the HLF bid

Options

26. The council has the option of:
 1. Reviewing the footstreets as proposed in paragraph 22
 2. Reviewing the footstreets in a different way to that proposed
 3. Not Reviewing the footstreets
 4. Supporting the Minster's HLF bid with the funding proposed in paragraph 25

5. Supporting the Minster's HLF bid with a different level of funding than that proposed
6. Not supporting the Minster's HLF bid

Corporate Priorities

27. The quality and success of the footstreets and public spaces is a major factor in the success of York's economy and is recognised in the recently published Future York Group report in key recommendation E4.
28. The *hierarchy of transport users* is firmly embedded within the second Local Transport Plan (LTP2), with pedestrians and cyclists being given priority when considering travel choice. Extension of the footstreets and the improvement to public spaces will encourage pedestrian activity both of local residents and visitors which fits soundly within Council transport policy. The encouragement of travel by sustainable modes also corresponds with other 'wider quality of life objectives' as contained in the Community Strategy, such as those relating to health and also ties in with Objective 1.3 to: *Make getting around York easier, more reliable and less damaging to the environment.*

Implications

- **Financial**

29. The cost of the footstreet's review is already included in the approved budget to deliver the transport capital programme for 2007/08 Any subsequent proposals to change the footstreets would be covered in a future report with specific costed proposals.
30. The cost implications of supporting the Minster's HLF bid and in particular the proposed Deangate piazza as set out above, would be that a total sum of £250,000 would be allocated from the 2008/9/10 LTP2 budgets with a full review of the transport benefits of the scheme within those years. Additionally and dependant on the decision of the Executive a further total of £250,000 would be allocated from the council reserves recognising the 2006/07 revenue underspend. The Council had £8.1m of general/DLO reserves at 31/3/07, but committed £1.5m to carry forward requests, £1.3m to support the 2007/8 budget and £0.2m for Chief Executive's and CPA expenditure. Thus the Council would have £5.1m reserves, to which can be added £0.3m related to the Bellwin reserve transfer making £5.4m available. The government advised limit for CPA purposes is about £5.2m, therefore the Council can just about afford to agree this amount without going below the advised CPA limit. This does of course mean that there are very limited resources for any other discretionary one-off spend. Although in addition to this the Council does still have the Venture Fund

- **Human Resources (HR)**

31. There are no HR implications.

- **Equalities**

32. Any improvements to the footstreets or the creation of a piazza outside the Minster would include measures that would improve disabled access to meet all current standards.

- **Legal**

33. Any proposals that come forward in future reports will identify any specific legal requirements to comply with relevant highways and traffic acts.

- **Crime and Disorder**

34. In creating or improving any city centre public spaces due consideration will need to be given to crime and disorder issues and this would be covered in detail in future reports containing specific proposals.

- **Information Technology (IT)**

35. There are no IT implications.

- **Property**

36. There are no property implications.

- **Other**

37. There are no other implications.

Risk Management

38. In compliance with the Council's Risk Management Strategy. There are no risks associated with the recommendations of this report.

Recommendations

39. It is recommended that the Advisory Panel advise the Executive Members to approve the proposals in options 1 and 4 as set out in paragraphs in paragraphs 22 and 25 above.

Reason

The reason for making this decision is that the footstreets and public places provide the necessary quality environment to support the York economy and promote sustainable transport and their proposed improvement will help to ensure continued success in this area.

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Report Approved **Date** 05.07.07

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All

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Background Papers: None

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Executive25th September 2007

Report of the Director of City Strategy

REPORT OF THE REVIEW ON JOBS**Summary**

1. The report seeks to brief the Executive on the review report on jobs as requested under the Party Protocol.

Background

2. Members have requested that this review covers:
 - (a) **Review to highlight how we can allocate sufficient resources to ensure that job creating planning opportunities are dealt with quickly;**
 - (b) **Review to indicate how a new partnership approach could assist the growth of local small businesses including refinements to the council's purchasing policies (as part of an overall review of procurement to take account of ethical, sustainability and efficiency issues);**
 - (c) **Review report to look at the adequacy and success of local skill training facilities for York workers.**

Some elements of this review overlap with the Future York Group report which was commissioned by the City of York Council to undertake an independent strategic review of the local economy, following a series of announcements regarding job losses in the City. The Group has been chaired by Christopher Garnett and has been well attended at its meetings by the group members. They have received a variety of presentations and background information to enable them to make their conclusions and recommendations. This authoritative report provides a framework for future actions to be undertaken by the City of York Council and partners with regard to promoting the economic well-being of the City. Their final report was launched on 12th June when it was handed over to the City of York Council at a public event at the Mansion House. The initial response to the Future York group report was considered by Executive in July and it is intended to present a more detailed response to Executive in October/November, following consultation.

Consultation

3. The Future York Group report effectively entered the public domain on its handover to the Council on 12th June 2007 and has been made widely available since then. Comments received on the findings of the Future York Group will be collated and reported to a future meeting of the Executive. Formal consultation on the report will

take place through the Without Walls Local Strategic Partnership and its thematic groups. The initial views of the Economic Development Partnership Board were sought at its meeting held on 19th June and will be considered further at its next meeting in September. There will also be the opportunity over the summer/autumn period to consult on the findings of the Future York Group report as part of planned consultation for the review of the Sustainable Community Strategy and the Local Development Framework core strategy. The consultation will enable the City of York Council to formulate a more detailed response to the findings of the Future York Group.

Options

4. The option is to consider this review as set out below. Members may wish to consider if there are other elements to the review not covered in this report.

Analysis

(a) Review to highlight how we can allocate sufficient resources to ensure that job creating planning opportunities are dealt with quickly.

5. There is a request within the Future York Group report for the Council to provide additional resources to allow acceleration of the Local Development Framework so that it may be adopted by 2009. The reasoning behind this recommendation was to enable the statutory planning process to be advanced so that potential job creating planning opportunities would not be missed. The recommendation would require the Council to invest additional resources to bring forward the adoption of the Local Development Framework to 2009. Officers are currently reviewing the opportunities that may exist for delivering to a faster timescale and the additional resources that will be required; this will need to be considered alongside budget setting. A report on the potential to accelerate the process will be taken to members in the Autumn. Whilst there may be some potential the LDF process has certain statutory requirements, including a three stage process, each subject to public consultation. It is likely that the LDF Core strategy can be delivered within 2009 but the other LDF documents would follow in 2010. This is a reasonable period of time to prepare LDF documents under the new system and is substantially faster than under the old system of Local Plans.
6. The Future York Group has also recommended that the Council, as Local Planning Authority, presents a supportive approach to economic development proposals, including a “key contact” for each scheme and taking an integrated “development team” approach to major proposals. Members will be aware that significant changes have been made recently to improve planning performance. The percentage of major planning applications dealt with within 13 weeks had improved. However, because of the volume of major schemes currently submitted, and the loss of experienced, senior staff to other Authorities and through maternity leave, performance on Major applications has declined recently. There are currently 29 major applications requiring significant resources including: -
 - Former Terry’s site
 - Clifton Grain store
 - Barbican revised hotel
 - Hungate reserved matters phase 2
 - Dobbies Garden centre

- York College (360 dwellings)

Imminent applications include:-

- Barbican (hotel at Kent Street)
- Joseph Rowntree School
- Hungate further reserved matters
- University reserved matters
- Germany beck reserved matters
- Metcalfe Lane reserved matters
- New Council Offices at Hungate
- Nestle South

On the horizon :-

- Castle Piccadilly
- York City Football Stadium
- York Central/British Sugar.

7. There are significant and abnormal resource implications on staffing within the City Strategy Directorate in order to respond effectively and timely to the current major development schemes highlighted above. Whilst the Council may wish also to improve its pre-application process in order to continue to improve performance and to respond to the Future York Group recommendations, there are clear resource issues to consider – both in terms of additional funding as well as securing the services of suitable professional staff. Again, similarly to the acceleration of the LDF adoption, this issue will need to be considered as part of the budget setting process of the Council.

(b) Review to indicate how a new partnership approach could assist the growth of local small businesses including refinements to the council's purchasing policies (as part of an overall review of procurement to take account of ethical, sustainability and efficiency issues).

8. The Council is actively engaged with business support to local companies in a number of ways, and does so through partnership working. Direct support is given to the business enterprise agency, YSMBAC (York, Selby and Malton Business Advice Centre) Ltd and the Assistant Director is a Director of this company. The Council has made direct provision of accommodation to assist local business, most notably through the new Eco-Business Centre which is due to commence on site at Clifton Moor. This will be managed initially by YSMBAC. The leading provider of business support is Business Link and again, the Assistant Director is a board member of York and North Yorkshire Business Link. Members will be aware that this franchise has recently been subject to a re-tendering exercise and Yorkshire Forward have announced a preferred bidder, Y&H IDB – a joint venture between Reed in Partnership PLC and Exemplas Holdings Ltd. The successful bidder will take over the Business Link service from April 2008. Meetings are taking place with the preferred bidder to discuss the provision of business support in York, taking account of the issues raised above. Small and emergent Innovative businesses are also assisted through Science City York which is now to become a Company Limited by Guarantee with the City Council alongside the University of York, the major shareholder.

9. With regard to procurement, a comprehensive Corporate Procurement Strategy (CPS) was approved by Executive on 26th June 2007 along with an accompanying 3 year medium term action plan for development and improvement. The CPS has been developed within the framework of a series of key policy 'headlines' and guiding principles which set out the Council's approach to procurement in terms of partnering & collaboration; ethical purchasing; sustainable procurement and the need to help stimulate the market place and support the achievement of community benefits within the locality. The Strategy makes specific reference to the Council's commitment to give preference to small and medium sized enterprises and/or other local suppliers where there is no legal requirement to do otherwise and no VFM detriment to the organisation. Work is now on-going to develop these headline policy commitments into fully fledged policy statements as set out in the 3 year action plan and will be further informed by the development work now taking place across the piece in respect of the wider economic development agenda and social policy commitments of the Council as referenced in this report. The on-going development process will be iterative with annual reviews of the Strategy in the context of the developing policy framework planned over the life-cycle of the Strategy and 3 year action plan.

10. A number of crucial practical initiatives are also taking place within the overall context of the Strategy to support this agenda, principally the adoption and roll out of the Supplier Contract Management System (SCMS) and the development of e-procurement functionality through the replacement of the FMS system in 2008/09. The SCMS solution is a regional initiative, sponsored by the Leeds Centre of Excellence. It provides a robust and joined up system enabling the comprehensive management of letting and clienting Council contracts and providing a single point of communications with and the management of Council suppliers and would-be suppliers. It will allow for the step change improvement in the way in which the Council does both in future years and provides the means by which suppliers across the region will be able to view the Council's contract information, adverts for supply, apply for preferred supplier status etc for the first time. The system also provides a means of managing e-tendering exercises, thereby facilitating efficiencies in the procurement process by for the Council and the suppliers concerned: making the tendering process cheaper, more accessible and more immediate for many SMEs in the York region. As a web-enabled system, SCMS is also configured in such a way as to allow potential suppliers to view contract information and bid for work across all 22 authorities participating in the scheme: providing local businesses with the significant market advantage of being able to review readily business opportunities across the region. The Chamber of Commerce are extremely supportive of this initiative and view it as a very positive step forward in supporting local business needs in York. Joint events with the Chamber are planned throughout autumn and the new year to raise the visibility and understanding of the new scheme arrangements across the local community before it goes fully live across all Council departments in advance of the new financial year.

(c) Review report to look at the adequacy and success of local skill training facilities for York workers.

11. The Council is involved with direct training for York workers in a number of ways, including its own staff in its role as a major employer in the City. Clearly, the Council's involvement in education is also of paramount importance in providing for

the future workforce of the City. There are strong links between our schools and NYBEP North Yorkshire Business and Education Partnership facilitating understanding of the particular skills and attitudes that local employers are seeking. The authority has been successful in gaining national approval for the provision of the new diplomas from 2008 an important element of the drive to seek greater levels of post 16 participation. In addition the authority is opening the Danesgate Skill Centre where pupils will be able to develop specific skills and qualifications on a one or two day release basis from their home school. In July 2007, a 'Raising Expectations' paper was considered by EMAP (19.07.07), outlining the implications of the government's plan to raise the statutory participation age from 16-18 by 2015. This, too, has implications for city-wide 16-19 planning of education and training places and draws attention to the following:

- A significant group of young people who are not in education, employment or training (NEET) would be well served by 'stepping stones' provision – a programme built on close liaison between the school and the proposed new provider.
- There is a need to improve provision and marketing of entry level and level 1 programmes.
- Between 20% and 50% of those young people who currently opt out of education and training at the age of 16, might be persuaded to continue education and training in either a school or college setting if information, advice and guidance is well targeted.
- Specialised diplomas are likely to prove popular for up to 40% learners. However, there is a danger of creating an over supply of places.

12. In terms of direct delivery, York Training Centre (YTC) delivers a wide range of learning opportunities including Apprenticeships and National Vocational Qualifications (NVQs) in a range of occupational areas. Working with local companies, and supported by York Training Centre's experienced staff, people of all ages are given the opportunity to gain valuable work experience, achieve a nationally recognised qualification, and progress into sustainable employment or further learning. The main programmes include:

- Apprenticeships for 16-24 year olds at level 2 and 3.
- E2E (level 1 apprenticeships – either NVQ qualifications at level 1 in certain occupational areas or a generic Preparation for Employment qualification) for 16-18 year olds.
- Work Related Learning for 14-16 year olds in partnership with the majority of York Schools.
- Delivery of first NVQ level 2 qualifications to 40 learners in conjunction with Adult Community Education.
- Delivery of NVQ level 2 and 3 qualifications in Early Years Care and Health and Social Care to learners aged 25+ via an ESF contract with Providers in Partnership (PIP).
- Private training (mainly NVQs) to individuals and employers.

The financial position of YTC remains tight but new contracts are continually sought to improve viability and efficiency. YTC has a small number of apprentices within the council and is working to increase this significantly in the current and future financial years. A contract worth around £60k has recently been secured to work

with young people (predominantly 16-18 years old) currently 'not in employment, education or training' (NEET). This will enhance the E2E work mentioned above. YTC was part of the Adult Learning Inspection carried out last year and received a good assessment as part of this.

13. The Council also plays a leading role in Future Prospects, a partnership involving York College. Future Prospects has achieved continued success in all areas of their service, becoming the only organisation nationally to win the prestigious matrix Excellence award for a second time. This year has seen the further extension of ESF/LSC provision, including an innovative project focused on developing the employability skills of young people who have achieved level 2, 3 or 4 qualifications which has involved the entire Future Prospects team. The core service of advice and guidance has seen the addition of several new skills development initiatives which have now evolved as integral parts of the service. The programmes neatly complement the enrolment services and act as a powerful driver for widening access to learning and supporting new people to enter a changing labour market. Full details can be found in the Annual Report for the financial year 2006/07 at www.futureprospects.org.uk in the "About Us" section. In the past 12 months Future Prospects has completed the following key outcomes:

- 96,584 contacts were made with Future Prospects
- 6,158 enrolments to York College and CoYC Adult Education courses were processed, with an additional 900 enrolments onto other partner provision.
- 23,815 contacts (individual users each day) were made through our website
- 13,057 in-depth advice sessions with 2,834 people entering learning programmes and 497 entered work
- 1,843 doors were knocked
- 7,453 clients attended drop-ins through 1300 sessions both at Future Prospects and in the community
- 109 clients aged under 25 entered work
- 101 disabled clients entered work through the DAWN project
- 681 people accessed the ICT in the Community project
- clients expressed a 98% satisfaction rate with the service.

In terms of significant issues related to skills, the Future York Group report has indicated a number of key recommendations for the Council to consider. These are identified below, together with some initial responses based upon dialogue with the Learning City Partnership and the Learning and Skills Council (LSC) identified in italics:

S1: We recommend that City of York Council work with business and other key partners, and support the work of Learning City York, in analysing the city's skills needs and the spatial mismatches between labour demand and supply. This will enable more specific targeted policy responses to be developed.

Strategies and infrastructures are already in place to respond to this recommendation by building on the Adult Skills Strategy and the 14-19 Strategy for Education & Training. Both strategies need to review progress in light of Future York report and, given new national policies and ministerial changes, there is a need to review the role, responsibility and funding of the Learning City (York's Lifelong Learning Partnership). Currently, the LSC leads on the remit for and funding of adult skills (post-16), with the exception of Higher Education. One of the

biggest risks of the new ministerial changes is that by separating 14-19 funding from adult and HE (with commissioning responsibility for 16-19, as well as pre-16 transferring to the LA), the benefits of education working across all ages may be lost. There is also a risk of losing the benefits and contributions of FE, work-based learning and apprenticeships (all identified as critical to the future of the UK economy by the Leitch report). Conversely, there is an opportunity to strengthen Learning Partnership arrangements in the city for education, training and skills (14-19 and adult) to ensure that the generic skills issues that we need to tackle across all ages are co-ordinated and the learner journey is seamless.

S2: It is essential that all of the city's residents are given the opportunity to develop basic employability skills. We encourage schools, colleges, NYBEP, the LSC and Learning City York to work together to develop this guarantee. We recommend that, given the importance of creativity, enterprise and innovation to York's economic success, partners should work together to ensure these skills are also developed among young people. In addition, we recommend that education providers involve local employers in promoting the qualities that employers are seeking to young people. Employers should be encouraged to participate in these activities.

*Current and proposed initiatives to respond to this recommendation include: **Employability skills (inc. Creativity, enterprise & innovation)** are already picked up through 14-19 Strategy and work that NYBEP is leading on to embed 6 key work-readiness skills within the curriculum. These 6 key employability skills were identified by the Business Forum (group of large local employers who meet with NYBEP to support Business Education Links;*

***Young York Award** concept - Develop a framework that will formally credit the transferable 'life/work' skills that young people acquire through their contribution to society, community participation and volunteering, as well as their programme of education or training*

S4: We recommend that City of York Council support the work of Learning City York, and work with partners, including employers at Science City York to increase the proportion of the workforce with technical skills. We also recommend that more opportunities be developed for graduate placements with relevant employers, to facilitate a greater number of opportunities for both employers and graduates to transfer knowledge and skills.

This is considered within the Adult Skills Strategy – however, there is a need to further develop a specific Science City Skills Strategy for each sector that will underpin the Adult Skills strategy. More multi-agency sector specific initiatives, such as the SRAP funded Creative Opportunities programme that addressed 'technical skills', 'business skills' and 'inspirational' activities for different client groups ie: adult community, graduates, aspiring entrepreneurs, (Learning City managed, working with Science City, Higher York, Future Prospects, York College). This will be developed / co-ordinated by the new SCY Skills Co-ordinator through the Science City Skills Committee & Learning City networks. Yorkshire Forward Higher Level Skills funding should help to support this area.

S5: Innovation and entrepreneurship are vital in sustaining competitive city economies. We recommend that City of York Council and key partners develop a more proactive approach to the development of an entrepreneurial workforce.

*Current initiative to respond to this is the **Entrepreneurship for young people (16-30) scheme** – Business Link has set up an Enterprise Cafe group to develop an action plan to address key priorities that will help to stimulate entrepreneurship*

activity and inspire young people, 16-30. The ad-hoc group (supported by Yorkshire Forward) includes Learning City, Future Prospects, NYBEP, University of York. 9 key priorities have been agreed by the group and these are to be shared with wider stakeholders (inc. CYC) to ensure that the work is co-ordinated. There are also links to the emerging Employer Engagement Strategies through 14-19 & Adult Skills

S7: We recommend that City of York Council work with key partners and relevant stakeholders to ensure that the disparity in incomes within the city does not widen as the economy expands. Positive action is taken to ensure that as many residents and employees as possible can benefit from new economic opportunities. This again links to the *Adult Skills Strategy*; *there is also a proposals to develop a worklessness programme targetted on the most disadvantaged areas of the City, seeking funding through ESF and SRIP – this will aim to engage with employers to provide intermediate labour market opportunities.*

Corporate Priorities

14. The review report relates to the following objectives for the Council, the Economic Development Service Plan and the LSP Without Walls initiatives.

* The “Thriving City” theme of the WOW Community Plan has the following strategic objective:

“To support the progress and success of York’s existing businesses and to encourage new enterprises in order to maintain a prosperous and flourishing economy that will sustain high employment rates.”

* The Economic Development Service Plan sets identifies a number of corporate priorities:

- DIP 5 Increase people’s skills and knowledge to improve future employment prospects.
- DIP 6 Improve the contribution that Science City York makes to economic prosperity.
- DIP 8 Improve the life chances of the most disadvantaged and disaffected children, young people and families in the city.
- DIP12 Improve the way the Council and its partners work together to deliver better services for the people who live in York.

Implications

15. Financial: There will be direct financial implications for the City of York Council in responding to this review report and the findings of the Future York Group report. These have not been costed at present, pending the views of Members on the review report. Any future costed proposals will therefore need to be considered as part of any future reports to the Executive or considered as part of the 2008/09 budget process.

16. Human resources: None directly at present but will need to be considered further as part of any future report.

- 17. Equalities: None
- 18. Legal: None
- 19. Crime and Disorder: None
- 20. Information Technology: None
- 21. Property: None

Risk Management

- 22. In compliance with the council's risk management strategy. There are no risks associated with the recommendations of this report.

Recommendation

- 23. The Executive's input and views on the review report are requested.

Reason: To help shape the effectiveness of future action.

Contact Details

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Chief Officer Responsible for the report:

Bill Woolley
Director of City Strategy

Report Approved



Date

12/9/07

Specialist Implications Officers: None

Wards Affected:

All



For further information please contact the author of the report

Background Papers: The Future York Group report – an independent strategic review of the York economy, June 2007

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Executive**25 September 2007**

Report of the Director of People and Improvement

Improved direct communications with residents**Purpose of Report**

1. Members have asked in the policy prospectus to look at a new approach to city management, involving extended public consultation arrangements, improved communications with residents (including the introduction of a monthly news-sheet), development of devolved decision making arrangements for local communities and capacity building for the voluntary sector.
2. Members gave approval in principle to a report on 24 July 2007 that concentrated on improving direct communications with the people of York by establishing a monthly council publication delivered to every household. The report investigated three different approaches to producing a new monthly publication and recommended members' approval in principle for one of those. It also sought members' approval to repeat the successful publication of an A-Z of council services delivered to every home.
3. Members agreed to the introduction of a free delivery, civic publication based on the management and distribution arrangements exemplified in Option 2b of the previous report - in principle, initially for a trial period of 10 issues, and subject to further work by officers to address the questions below. The communications case for introducing new publications has not been restated in this paper.

Questions addressed

Provide a detailed statement of the advertising budget transfers that will be implemented from Directorates to fund the publication and to ensure that savings of at least £29,000 pa accrue to the Council.

4. This question is addressed in annexe 1.

Provide further details of the steps that they propose to take to address the concerns of any residents who would prefer not to receive the new publication

5. The new publication would be designed to be an interesting and informative read. We would hope very few residents would prefer not to receive it, especially as it would be the council's primary method for communicating information of every sort, including that about refuse collection and other matters that affect every resident. However, for residents resolute about not receiving the publication it could carry the following paragraphs.

This publication contains information from the City of York Council and other organisations that you may find useful if you live or work in York. If you do not wish to receive this magazine in the future contact the Mailing Preference Service (MPS): Freepost 29 LON 20771, London W1E 0ZT, 0845 7034599 (local rate). More information is available on the MPS website www.mpsonline.org.uk.

Please remember that if you opt out of receiving the publication you may not receive important information, including job opportunities at the council and the chance to have your say on local services.

6. Should the publication be distributed by the Royal Mail, there is an opt out from the Door to Door service through its website which, could be publicised to residents for their use.
7. The publication would also be published on-line and it is feasible we could send it to residents who would prefer to read it that way. This can be done by establishing an email group and sending the document, either as pdf or a link to the council's website.

Provide further details and justification for the establishment of a full time publications assistant post

8. The staffing when the council last produced a monthly publication was two publication editors and a communications assistant who dealt with the internal publications as well (although at that time they were monthly as opposed to fortnightly as they now are). This set up allowed for production to continue during holidays, short periods of sick leave and other absences.
9. Using only one Media and Publication Officer to produce the publication (as is the existing establishment) would leave the council vulnerable to missing deadlines for the reasons outlined above. To this end a relatively junior full-time Publications Assistant has been proposed to make sure all possible gaps are filled and deadlines met. A part-time post at a more senior grade was originally mooted, but on discussion with the team it was felt this would not provide sufficient cover for illness and holidays. This member of staff would be required for all of the options in this paper that will result in a new publication.
10. The proposed Publications Assistant would also support the production of the A-Z and Streets Ahead, as well as the internal publications News and Jobs and News in Depth if possible. Work on the internal communications would also free up the Internal Communications Officer for more strategic work on areas of great internal communications pressure, such as the accommodation review and the pay and grading review.

Provide further information on the scope for increasing advertising income from other public service bodies and major companies in the City.

11. The council does not have the day-to-day experience to understand fully the advertising market in York. In other authorities that produce newspapers, advertising specialists have been employed in-house. The need to avoid doing this and to use pre-existing resources has been one of the main reasons behind seeking to work in

partnership with a local firm, who already have a full understanding of the advertising requirements of major employers and providers in the city, as well as the staff and expertise to sell advertising. The scope for external advertising is likely to be better realised working in partnership with a local firm than in competition with such firms.

Using the LGA if necessary, further explore the possibility of the publication being used to satisfy statutory public notice requirements

12. The LGA have been involved with the *Lifting the Burdens Task Force review of the department for communities and local government (CLG): housing and planning*. In February this year the report argued for the abolition of public notices altogether:

In particular, the task force recommends that CLG reconsiders the requirements on local authorities in respect of community engagement, in line with the emerging outcomes of the Lyons Review, requiring the preparation of a single strategy for community engagement rather than a number of separately developed processes. One burdensome statutory requirement this could address is the requirement for public notices, on issues such as traffic regulation orders, conservation orders and proposed planning developments, to be placed in local newspapers. Local government respondents have commented that considerable financial savings could be made if local authorities had greater freedom to use other publications, including their own newspapers and magazines.

13. The Cabinet Office has published *Making Government Communication Work from the Better Regulation Executive*. This looks specifically at the appropriate communication of statutory notices and asks whether local and central Government communication mechanisms are as effective as they could be given the changing way much of the population now seeks out and receives information. It primarily addresses the question of on-line public notices,
14. Both of these pieces of work have had the input of the LGA, but CLG has not yet responded.

Address the following concerns raised by the Shadow Executive -

the publication must:

- **ensure that job advertising was appropriate in terms of its status, geographic catchment and inclusivity**
 - **Should have regard to any adverse economic consequences of pursuing the option (2b).**
15. Marketing and Communications will make sure that all advertising is sensitive to local concerns and fully reflects the council's obligations in the areas of equalities and sustainability. Adverts that require a response from a larger geographic area (such as those in the national or trade press) will continue to be placed in the relevant publications.
16. Advice from the council's legal and procurement teams is that it is not appropriate to bring in the external economic effects on bidders within the evaluation criteria for

awarding contracts. The council's procurement strategy ensures that all evaluations are balanced and transparent, taking into account economic and sustainable responsibility as well as value for money.

Options

There are four options

- 1 Formal decision to go ahead with YLL for one calendar year as proposed in the previous paper
- 2 Go through a full OJEU procurement now, using either the open or restricted route
- 3 Re-tender, explicitly excluding recruitment advertising
- 4 Continue with existing arrangements.

These options are discussed in detail in annexe 2.

A-Z of council services

17. The council published a successful A-Z of council services in partnership with Your Local Link in January 2007. Quotations for producing a second A-Z were gathered at the same time as the procurement process for the new publication. The outcome of this process was that YLL were prepared to do an A-Z financed entirely by advertising and at no cost to the council. The Press quotation for an A-Z was for £25,000, but this excluded distribution that the council estimates at around £12,000, making a total of £37,000.
18. Members agreed on 24 July that an updated edition of the A-Z of Council Services be published towards the end of the year. However, there is a substantial amount of work needing to be done from the council to check the document and ensure all listings are correct. In order to meet the timescales this work needs to begin by late September 2007.
19. Option 1 would allow the newly appointed Publications Assistant to do this. Should members prefer another option marketing and communications would need to employ someone specifically to do this work in order to produce an A-Z. Unfortunately there is no budget available to do this, meaning that it would be a cost pressure for the Chief Executive's directorate. We estimate this work would cost in the region of £5,000.

Implications

- **Financial**

The council's corporate management team were supportive of the cost of the publication being removed from directorate budgets using a suitable formula based on advertising spending and other relevant factors. The formula would need to be

agreed with Directors to ensure the publication is financially viable and not a financial risk.

There is no agreed formula yet and it is feasible the costs of the publication may be greater than the opportunities to take back budgets from directorates, especially as spending on recruitment advertising decreases. It is therefore possible that there would be no budget to fund a publication in years to come unless through a new corporate recruitment fund.

- **Human Resources (HR)**

The publication would be overseen by one of marketing and communications three Media and Publications Officers. It will be supported by the other two Media and Publications Officers, with the publication's overall management the responsibility off the Media and Publicity Manager and the Head of Marketing and Communications. This will require these officers to adapt the way they currently work.

The new publication would require a Publication Assistant to liaise with printers, designers and advertisers as necessary. He or she would also assist on the editorial side, writing some of the publication, sourcing photographs, chasing contributors and checking copy. This is a specialist role and therefore would need to be a proposed grade of Scale 4. This is provisional subject to confirmation by Human Resources.

- **Equalities**

Advertising to every household will increase the opportunity for council adverts to be seen by wider groups, including (as the new publication will be delivered to all households in the city) all BME households.

The publication will be printed with the existing 'language box' which goes on all council publications. This has recently been expanded to include Polish.

As with the existing Your City taped versions of the publication will be available for anyone with a visual impairment. This will cost in the region of £2,000 pa, which has been included in the costings.

- **Sustainability issues**

The publication will be printed on environmentally friendly paper and will include a request that residents recycle it when they have finished with it. As stated elsewhere in this report, provision can be made for the publication to be emailed to those residents who would prefer that (although it would be designed to be read as a printed publication). This can be done by establishing an email group and sending the document, either as pdf or a link to the council's website.

The opportunities provided for improved communication on environmental issues could potentially outweigh any concerns with paper usage. For instance, if the council is able to increase its recycling rate as a result of being able to put the arguments for recycling to more people more frequently, than that changed behaviour might outweigh the environmental impact of the extra print.

- **Legal**

As with all council publicity, the new publication and the A-Z would be governed by the council's media protocol and by the Code of Recommended Practice on Local Authority Publicity. Other legal advice pertaining to the procurement process and also public notices is contained in the body of the paper.

- **Crime and Disorder**

Improved communications with the people of York through a new publication could play their part in reducing the fear of crime and other perception issues related to crime and disorder.

- **Information Technology (IT)**

There are no IT implications in this report.

- **Property**

There are no property implications in this report.

- **Other**

All other implications have been covered in the report.

Risk Management

20. The options contained in this paper include partnership arrangements with private firms. There is a risk with any commercial arrangement with the private sector that their financial health is secure.

Consultation

21. The council's Corporate Management Team has been consulted on the options outlined in this paper.

Recommendations

22. Members are asked to agree formally to option 1.

Reason: On the grounds that it is the most economic option, with the most innovative approach and the best distribution guarantees.

23. If members do not agree to the appointment of a full time Publications Assistant who would also work on an A-Z, they are asked to note that should an A-Z still be required then the approximately £5,000 needed to employ someone to do this work would be a budget pressure for the Chief Executive's directorate.

Reason: To inform Members of an in-year budget pressure.

Contact Details

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Report Approved

Date 12/9/07

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Specialist Implications Officer(s)

Financial – Patrick Looker
HR – Chris Tissiman
Legal – Suzan Hemingway
Sustainability – Philippa Beardmore

Wards Affected: *List wards or tick box to indicate all*

All

For further information please contact the author of the report

Background Papers: None

Annexes (confidential):

1. Budget transfer issues
2. Options 1-4
3. Proposal from the York Press
4. Proposal from Your Local Link

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Executive

25 September 2007

Report of the Director of City Strategy

SUSTAINABLE STREET LIGHTING STRATEGY

Summary

1. The use of street lights and illuminated signs can be of considerable benefit for safety, preventing night time injury accidents, reducing street crime and the fear of crime, promoting sustainable transport such as walking and cycling, and facilitating social inclusion.
2. This proposed Sustainable Street Lighting Strategy has been prepared to ensure that the effects of street lighting are minimised in terms of the use of natural resources for the supply of equipment and services, the use of energy to power the lights and the light pollution produced.
3. The proposed strategy (Annex A) sets out, in a series of policy statements, the way in which the Council will deliver a sustainable street lighting service. An Action Plan is included covering:
 - Procurement of services and energy
 - Asset management
 - Waste management
 - Design and installation of new lighting schemes
 - Consideration and use of new technology
 - Seeking improvement in Supplementary Planning Guidance to incorporate sustainable street lighting where possible
 - Investigating new sources of funding

Background

Sustainability

4. Sustainability has a number of definitions but for the purposes of this strategy it is the ability to provide for the needs of the world's current population without damaging the ability of future generations to provide for themselves. When a process is sustainable, it can be carried out over and over without negative environmental effects or impossibly high costs to anyone involved.

Scope

5. The services covered in this strategy are street lighting, illuminated signs, and flood lighting for which the Council has responsibility. It covers:
 - the supply of energy
 - the maintenance of existing assets
 - the design and installation of new assets

Current Stock

6. The Council's street lighting and illuminated sign assets are as follows:
 - 17335 street lights
 - 1856 illuminated signs and bollards
 - 286 other lighting units

Standards

7. There is no statutory duty to provide street lighting but where the Council has provided street lighting, there is a duty to maintain it. The majority of traffic signs do, however, require direct illumination in locations where street lighting is present.
8. The standards used are in accordance with general legislation and more specifically street lighting industry standards and codes of practice.

Current Practice

- For approximately three years all new installations of a standard, non-ornate nature, utilize flat glass/full cut off lanterns which are dark skies compliant. The lantern currently being used is the Holophane QSM.
 - The modern lanterns used incorporate full electronic control gear giving maximum energy efficiency and, where possible, white sources of light are used. Again for the last three years, about 600 new or replacement lanterns have been installed each year to gradually improve the stock.
 - Design of street lighting schemes is in accordance with the current BS5489 CEN13201 specifications and incorporate all guidance from the Institution of Lighting Engineers, including those relating to the reduction of light pollution.
 - Schemes are designed to the minimum applicable levels.
 - Column heights are kept to a minimum
9. The current arrangements for reuse and recycling are extensive:
 - Lamps and lanterns are sent to specialist companies to strip out the components (ballasts, capacitors etc), to remove sodium, mercury and PCBs. Quartz glass is recycled, as is steel, copper and aluminium.
 - Concrete columns are crushed and the reinforcing removed allowing all the material to be reused or recycled.
 - Steel columns are fully recycled.

- Old and damaged bollard shells are recycled and we buy recycled bollards when possible.
10. The power, supplied by npower as part of a consortium arrangement through YPO, comes from combined heat and power sources and does not attract the climate change levy as it is regarded as being 'green'. It is, however, not as green as power from true renewable sources, but this source of power is not readily accessible due to limited availability.
 11. Whilst the use of solar power for street lighting is still being developed, so that it meets the necessary standards, its introduction is seen as inevitable within a relatively short time as the technology improves. We are, however, at the stage of being able to install illuminated bollards with LED lights using solar power.

Why the need for a strategy?

Light Pollution

12. Light pollution is defined as the wasted light reflected or shone directly into the night sky from artificial sources resulting in sky glow and a reduction in the ability to view the natural night sky.
13. The increasing awareness of light pollution was highlighted by the campaign for dark skies, initially by the Campaign for the Protection of Rural England. Light pollution is an important issue that needs to be considered in new lighting designs and also in terms of how emerging technology could impact on existing street lighting assets to reduce lighting levels and light pollution.

Energy Use

14. There are increasing opportunities, as technology develops, to take advantage of energy from renewable sources, particularly solar energy. The use of appropriate energy saving technology also needs to be factored into the sustainable street lighting strategy.

New Technology

15. Street lighting has seen considerable advances in technology in recent years to produce better quality light that is more directional and controllable. The technology is now starting to be introduced in such a way that street lights are capable of being controlled remotely and we are probably at the start of a new era for street lighting. This needs to be recognised in the strategy so that there is sufficient flexibility to take advantage of trialling emerging new technology, particularly if grants can be obtained to assist with this, and, of course, to take advantage of proven technology.

Use of natural resources

16. The street lighting service consumes raw materials in the manufacture of equipment, its installation and ongoing maintenance. Whilst this is

unavoidable it should be controlled through consideration of whole life costs and through the purchase of recycled products.

Reduction in waste

17. The street lighting service produces waste materials and in accordance with the waste hierarchy these materials should be properly managed to reduce their output, through whole life costing, to reuse materials where possible and to recycle material. Only the absolute minimum quantity of waste should be sent away to authorised disposal sites.

Current trends

Possible Effects of Climate Change

18. Climate change will impact on all the different assets that make up the highway network and this could affect street lighting and illuminated signs through:
 - 1 Increased water damage due to flooding from watercourses or inadequate/blocked drainage systems
 - 2 Accelerated riverbank or drainage ditch erosion alongside carriageways and footways affecting the stability of lighting columns
 - 3 Fast-flowing and intense water run-off (surface and sub-surface effects)
 - 4 Changes in water tables affecting highway foundations and the stability of columns
 - 5 Impact from falling objects due to high winds (trees and high-sided vehicles)
 - 6 Uprooting of road surfaces attached to vegetation which is blown over
 - 7 Damage from drought, causing subsidence, cracking etc affecting column foundations
 - 8 Weather dependant windows for maintenance activities shrinking due to the changes in weather patterns
 - 9 Increased incidence of fires adjacent to the highway

Emerging Technology

- 19, Emerging technologies are focussing on energy efficiencies and heat dissipation of equipment. There are some advances in remote monitoring and controls, helping to reduce burning hours and allowing the ability to vary lighting levels. Progress has been made in lamp technologies and the Philips Cosmopolis system is seen as a market leader but this remains limited in availability due to it being heavily used on PFI schemes. However, when detailed comparisons are made it actually has a lower efficacy than 'high pressure sodium plus', despite the increased publicity.
20. Regarding the use of monitoring systems, we are already utilising a trial site at the Rawcliffe Bar P&R site, using our private cable network for the transmitting of signals. We are also looking at others elsewhere in the country to compare the main systems on the market. This gives us the advantage of

finding the best systems for use within York before contemplating any citywide rollouts.

21. Certain local authorities have taken a lead, for example Milton Keynes and Kirklees but they are happy to share information at forums such as the Yorkshire Lighting Group and the YPO Lighting Group. This Council is an active participant in both forums.
22. As an example of this emerging technology, Milton Keynes has a city wide remote monitoring and switching/dimming regime. It is one of the largest trial sites in the UK, done in partnership with two manufacturers, where street lights are electronically linked to a central computer that records the status and fault information. This removes the need for regular lighting inspections and reduces repair and response times. Also it allows variable light control for different times of the night and helps to increase equipment longevity. This is the same system being promoted by the City of Oslo and currently on trial at the Rawcliffe Bar park and ride site. It cannot however interface with other manufacturer's equipment or systems.
23. Kirklees have recently been given funding for "green" technologies. These vary from mains connected solar lighting through to electronic control and monitoring and this is then coupled with green technology in houses and businesses for a "whole" community approach. Some of the equipment installed cannot be used in conjunction with an adopted public highway as it cannot be guaranteed to stay lit, as battery technology is not sufficient developed.
24. The possibility of further utilising the Council's WIFI mesh community system, currently being developed for the CCTV system is of interest, to see if this technology could be better utilised than GPRS for switching off or dimming light systems. This is in the initial stages of investigation.

Variable Light Control

25. A highway authority has the power, not a duty, under the Highways Act 1980 to provide and maintain road lighting.
26. Recent increases in the cost of energy have caused some local authorities to review their policy on the provision, operation and maintenance of street lighting to try to minimize these increases. The initial view of a number of local authorities is to reduce energy cost by a partial switching off, operating street lighting for shorter periods, or dimming light levels.

Partial Switching Off

27. A small number of councils, notably Essex, have taken the radical step to reduce CO2 emissions and light pollution, and to conserve energy by attempting to change the normal practice of keeping street lighting on all night long. In certain types of locations street lighting is turned off, usually from midnight or 1.00 am until 5.00 am. The use of a specialist type of photo

electric cell enables this to happen and this is then reflected in the energy usage.

28. Measures such as this have a number of implications outlined later in the report and should Members be interested in investigating this further then a protocol would need to be developed for identification of sites and consultation on the proposals, in conjunction with the police and Safer York Partnership

The Essex County Council experience

29. The County Council's normal practice has been for streetlights to be kept on throughout the hours of darkness, regardless of where they are located. But in the face of increasing concern about the disadvantages of light pollution and the need to conserve energy, the Council has revised its approach.

In July 2006 the council determined that street lights would be automatically switched off between midnight and 5am (GMT) where it is appropriate to do so.

The council did this as a responsible approach to tackle global environmental issues at a local level. Being a large and diverse county, Essex County Council took the view that it was sensible to work in ways that are flexible enough to recognise that whilst it will clearly be appropriate for all night lighting to remain in certain areas, it is wasteful for this practice to be generally applied across the county.

The partial switching off of lights will only be done with full consultation, including the Police, before taking this forward and the council intends to progressively introduce its new policy across Essex.

Whilst this action has been criticised by many lighting professionals, as well as the ILE and the UK Lighting board, it does appear, following discussions with the street lighting engineer for Essex County Council, that this criticism was not fully informed.

Dimming the lighting levels of newly installed systems

30. Newly installed lighting systems produce more light in the initial stages of their lives than when they have settled down to their normal light outputs in 2 or 3 years. Lighting designs are based on the light outputs achieved once the levels have settled down to normal tolerances. It would be much better, from an energy saving and light pollution point of view, if these new systems could be dimmed down in the first two years to 'normal' output levels but the technology has not been available to do this. However things are changing rapidly and the technology is almost ready to be used.
31. This form of dimming will have no noticeable impact in terms of customers expectations of a new lighting system, other than perhaps an acceptance that lighting levels are normal and not too bright.

Dimming the lighting levels of existing systems

32. Following the same sort of reasoning as with switching lights off for certain periods of the night, it is now possible if modern technology is used, to dim street lights and to therefore reduce energy and light pollution. As with switching off this needs to be used with care and if pursued a protocol for any introduction would need to be approved by Members.

Benefits and drawbacks of partial switching off lights and dimming lighting levels of existing systems

33. The obvious benefit is a saving in the use of energy, but when looked at in wider terms the benefits are:
- Reduced energy means reduced costs
 - Reductions in the Council's carbon emissions and therefore its carbon footprint
 - Reduced light emissions
 - Demonstration of social and civic responsibility in response to global issues such as climate change
 - Demonstration of environmental awareness
34. The drawbacks to switching off or dimming lights are essentially the loss of having a normal lighting system in place and the loss of the benefits it provides, as set out in the next section.

Benefits of retaining existing systems

35. Modern street lighting provides many community benefits by
- Preventing night time personal injury accidents
 - Reducing street crime – the use of CCTV systems, for example is only feasible at night by the provision and maintenance of modern street lighting
 - Reducing the fear of crime
 - Promoting sustainable transport, including walking and cycling
 - Facilitating social inclusion by providing the freedom to walk along and use our streets after dark
 - Promoting economic development by supporting 24 hour leisure economy and distribution
 - Facilitate lifelong learning by providing after dark access to educational facilities
 - Assisting with emergency services to identify locations and carry out their duties.
36. Unless provided by separate order, restricted roads and their associated 30mph speed limits are established by the presence of a 'system of lighting furnished by lamps placed not more than 200 yards apart'. It may well be that the presence of lights, even though they are not switched on as fully, or lit to the same level as would normally be the case at night, is sufficient to continue

to make the speed limit legal, but further advice on this would be sought as required.

Alternatives to partial switching off and dimming light systems

37. As an alternative to partial switching lights off or dimming, there are other ways to keep street lighting lit whilst helping to reduce costs. These alternatives will also help to reduce the impact of street lighting on the environment by reducing the discharge of greenhouse gasses and reducing the effects of light pollution. Many of the proposals, listed below, can be incorporated into existing street lighting in an invest to save approach, whereas others can only sensibly be installed into new or replacement street lighting.
- Re-adjustment of the lighting levels at which photo-cells switch street lighting – *suitable for high pressure sodium lamps on modern control gear*
 - Selective reductions in residential lighting – *in rural or purely residential locations, with low crime, it may be possible to consider switching off, or preferably, dimming street lighting during the after midnight hours.*
 - Reduced traffic route lighting – *many traffic routes have peak flows for relatively short periods and low level at night. The use of electronic dimming technology could lead to energy reductions.*
 - Design to the lowest feasible lighting classification – *giving careful consideration to type, use and location of the road (already in place but procedures need to be more robust).*
 - Adoption of ‘white light’ sources – *particularly in residential locations, resulting in lower energy consumption and better visual ambience (already in place).*
 - Conversion of older lighting equipment – *modern road lanterns, with improved lamps, reflectors and electronic control gear, offer much greater energy efficiency (already being done where possible).*
 - Photo-cell control of illuminated traffic signs and bollards – *signs and bollards of often lit 24 hours per day. The introduction of small, electronic photo-cells could provide a simple, economic means of ensuring these units are only switched on when required after dark. The use of high reflective signs should be considered as an alternative to illuminated signs where legally permitted (already in place where possible).*
 - Reactive lighting, reacting to movement and going from dim to full brightness. Whilst this is something that will continue to be kept under review, particularly for footway lighting, its implementation would result in fluctuating light levels which can cause problems and nuisance.
38. The above measures may only result in energy cost savings by moving onto a different type of tariff to that currently used i.e. half hourly rates. However,

altering the consumption energy pattern may result in the energy suppliers adjusting their unit costs to reflect this different pattern of use.

Key issues within York

39. There are opportunities each year, mainly as part of the highway improvement and highway safety programme, to introduce new street lighting schemes. It is important that the design of these schemes complies with the relevant design standards but not in a slavish way that is out of step with the surroundings, the wishes of the community and the desire to be sustainable. The strategy is a way of making sure that these issues are properly considered and that street lighting scheme designs are challenged to ensure that they meet the aims and objectives of the strategy.
40. Due to recent advances in street lighting technology, this is also an appropriate time to consider the direction in which the Council should proceed as it is highly likely that as this technology develops, prices will gradually become more affordable, whilst at the same time, environmental factors become even more important.

Options

41. Members have the option to approve, amend or reject the strategy in its present form. Putting forward some form of alternative strategy has not been pursued as a radically different alternative is not available.
42. The strategy proposed does not attempt to prescribe detailed specifications, it is pitched at a level to allow a flexible approach that is capable of natural change and development as new technology and circumstances develop. The strategy requires regular reports to be provided to Members and as part of this reporting procedure, Members will be updated on progress with the Action Plan.

Consultation

43. This report has not been used for consultation purposes. It is, however, based on information obtained from a number of professional bodies, other local authorities and a cross section of officers within the Council.

Corporate Priorities

44. Maintenance of the street lighting, illuminated signs and flood lighting has a direct impact on several of the Council's corporate aims and priorities:

Corporate Aim 1: (Environment)

Take pride in the City by improving quality and sustainability, creating a clean and safe environment.

Specific priorities:

- 1.1 Increase resident satisfaction and pride with their local neighbourhoods.
- 1.2 Protect and enhance the built and green environment that makes York unique.
- 1.3 Make getting around York easier, more reliable and less damaging to the environment.

Corporate Aim 3: (Economy)

Strengthen and diversify York's economy and improve employment opportunities for residents.

Not directly relevant to any of the specific priorities, but good quality highway infrastructure is vital to the local economy.

Corporate Aim 4: (Safer City)

Create a safe City through transparent partnership working with other agencies and the local community.

Specific priority:

- 4.7 Make York's roads safer for all types of user.

Corporate Aim 8: (Corporate Health)

Transform City of York Council into an excellent customer-focused "can do" authority.

Specific priority:

- 8.9 Manage the Council's property, IT and other assets on behalf of York residents.

Implications

Human Resources

45. There are no Human Resources implications in this report.

Equalities

46. There are no equality implications in this report.

Legal

47. The Council, as highway authority, has the power, not a duty, under the Highways Act 1980 to provide road lighting but it has a duty to maintain the lighting for which it responsible. The Council also has a statutory duty to carry out highway maintenance under the same Act.

Crime and Disorder

48. There are no crime and disorder implications in this report and the street lighting service aims to have a positive effect on crime. However, should Members at some point wish to pursue the partial switching off or dimming of existing lighting systems then the potential effect of this on crime and disorder issues would need to be considered at that time.

Information Technology

49. There are no information technology implications in this report.

Property

50. There are property implications in this report but, as with crime and disorder, this would need to be reassessed should partial switching off or dimming be considered at some point.

Other

51. There are no other implications in this report.

Financial Implications

52. There are no financial implications arising directly from this report or from the strategy. The introduction of new technology may well have a financial impact but this will be assessed in whole life terms and will be subject to approval by Members as part of a detailed report. An indication of the current costs associated with switching off lights and dimming light systems is outlined below.

Current costs associated with switching off lights and dimming light systems

53. To provide reduced energy costs, by switching lights off (having them lit for shorter periods) or by variation of lighting levels (dimming), extra equipment would be needed.
54. Large scale supply of new equipment is best introduced as part of new schemes, the larger the better, such as PFI.
55. At present this extra equipment requirement, and typical costs, is as follows:
- The cost of the Node for the Lantern is around £150.00 – (the Node controls the light and 'talks' to the central controller)
 - The cost of the central controller (one for around every 250 lights at present, although development is in place to increase this number) is £400.00.
 - The cost of the software and management is over £10,000 per annum
56. As mentioned earlier, possible alternative solutions, such as the extended use of the developing WIFI network, will also be considered.

57. The costs are expected to reduce as the technology becomes more accepted. However, based on these costs, it would be extremely expensive to carry out anything approaching a citywide roll out although a phased approach may be possible. If proposals could be examined properly in whole life terms, taking into account environmental and social factors as well as costs, then the savings in energy and night scouting may not, at present, outweigh the capital costs. There is, however, no recognized evaluation technique currently available to allow this complex assessment to be made.
58. With variable levels (dimming) there is only one system that has been recently approved by the energy companies for the purpose of reducing the bills and even then it is difficult to have this reflected in the actual energy costs. This is because the electricity companies seem to be unwilling to allow any such system to be used as an alternative for metering as they do not have full control over it, however, in some locations they have been forced to accept this by OFGEM.
59. If complete wholesale shutdown of lighting systems for periods of the night is considered, the reduction in energy usage will result in previous price agreements being re-negotiated. Whether this would result in a rise in the units costs due to the lower use remains to be seen.
60. At the present time, until this emerging technology is more developed, the approach being taken by this Council is to replace lanterns with units having full electronic control gear, offering lower wattage and less power consumption. This has been reflected in the street lighting inventory and is providing the best deal we can obtain on energy supply.

Risk Management

61. In compliance with the Council's risk management strategy, the main risks that have been identified in this report are:
 - Strategic Risks, arising from judgements in relation to medium term goals for the service
 - Physical Risks, arising from potential underinvestment in assets
 - Financial Risks, from pressures on budgets
 - People Risks, affecting staff if budgets decline
62. Measured in terms of impact and likelihood the risk score for all of the above has been assessed at less than 16. This means that at this point the risks need only to be monitored as they do not provide a real threat to the achievement of the objectives of this report.

Recommendation

63. The Executive is recommended to approve the sustainable street lighting strategy in Annex A.

Reason: To demonstrate the strategic importance of the service and to enable it to develop and improve within set parameters to deliver the most sustainable outcome.

Contact Details

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Report Approved Date 11/9/07

Chief Officer : Bill Woolley
Director of City Strategy

Specialist Implications Officer(s) None

Wards Affected: *List wards or tick box to indicate all*

All

For further information please contact the author of the report

Background Papers:

Annexes

Annex A – Sustainable Street Lighting Strategy

Annex B – Street Lighting and Illuminated Signs – Specification and Notes for Guidance to Consultants, Developers and Contractors

11 September 2007

Comm./executive/250907 – Sustainable Street Lighting Strategy

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SUSTAINABLE STREET LIGHTING STRATEGY

FOREWORD

1. It is the intension of this strategy to promote the benefits that sustainable street lighting brings. The strategy can play a major part in many of the other strategies documented in LTP2, such as accessibility, walking, cycling, the use of buses and road safety.

POLICY CONTEXT

2. The strategy has been developed within the National and LTP policy environment and aims to be consistent with the wider policy framework.
3. The strategy is also aligned to the approved recommendations of the Sustainable Street Lighting Scrutiny Sub-Committee, dated November 2006 and the approved motion to full Council in November 2004, requesting the Executive to consider and report on the options for reducing the amount of light pollution generated in the City.
4. The policy standards used are line with the following legislation, the more specific street lighting industry standards and codes of practice:
 - Highways Act 1980
 - Local Authorities (Goods and Services) Act 1970
 - The Local Government (Contracts) Act 1997
 - The Management of Health and Safety at Work Regulations 1982
 - Electricity at Work Regulations 1989
 - Traffic Signs Regulations and General Directions 2002
 - Disabled Persons Act 1981
 - Road Hump Regulations 1990
 - New Roads and Street Works Act 1991
 - BS 7671: Regulations for Electrical Installations 1992
 - BS 5489: CEN13201 2003
 - BS EN 60529: Specification for Clarification of Degrees of Protection provided by Enclosures
 - BS EN 605589-2-3: 1994 Luminaires for Road and Street Lighting
 - BS 5649: Lighting Columns
 - BS EN 40: Lighting Columns 1992
 - Department of Environment Transport and Regions Departmental Standard BD26-94 – Design of Lighting Columns
 - Well-lit Highways, 'Code of Practice for Highway Lighting Management'

AIMS AND OBJECTIVES

Vision

5. In short, this can be summarised as York as a sustainable community, flourishing within economic, social and environmental limits.
6. This strategy can contribute to the Local Strategic Partnership, Without Walls, vision of a York community:
 - With a thriving, vibrant community where people want to live and work and where businesses are able to develop and grow;
 - Where traffic will be less congested and there will be cleaner air;
 - That can function with a reduced reliance on non-renewable resources;
 - Where everyone can access services and enjoy a better quality of life, without dependence on the availability of a car; and
 - With communities with no casualties and where people feel safe and secure

Aims

7. The overall aim is to strive to work within the environmental limits of one planet by putting sustainability, and a reduction in its impact on climate change, at the heart of everything.
8. Specifically, the street lighting service meets the corporate aims of 'Take Pride in the City by improving quality and sustainability, creating a clean and safe environment'. It also supports the priority to 'Increase the use of public and other environmental modes of transport' by providing a safe environment for all users of the highway.
9. Adopting the 'Well-maintained Highways' code of practice approach to sustainability, serviceability and safety, the broad aims of the sustainable street lighting strategy are set out in the table below:

Sustainability Aims	Contribution through Serviceability	Contribution through Safety
Energy source – aim for true renewable energy	Based on equipment design and specification	Increased safety with solar power
Energy usage should be kept to a minimum	Aim for lowest overall consumption through equipment design and specification	Increase safety through high quality equipment specification and installation
The use of natural resources for equipment should be kept to a minimum	Adopt a whole life cost approach whenever possible, taking into account 'end of life'	Aim to protect the environment through high levels of reduction in waste, reuse and

	issues	recycling
Light pollution should be fully considered and kept to the minimum possible	New scheme designs to properly consider the issues. Appropriate use of emerging technology.	Any reductions in lighting levels should not impact adversely on crime statistics and accident statistics
Efficient and effective maintenance	Appropriate use of existing and emerging technology to increase life expectancy and reduce maintenance costs, using equipment that is appropriate to its surroundings	Ease of access to maintain the assets safely
Appropriate criteria for design and installation of new schemes and assets	Appropriate use of design criteria and emerging technology	Increase safety through high quality equipment specification and installation

Objectives

10. Appropriate street lighting can contribute to our global responsibilities for climate protection through the following sustainability objectives:

Social

- 1 Preserve and enhance York's urban and rural landscapes and public open spaces
- 2 Improve the health and well being of the York population
- 3 Improve safety and security for people and property
- 4 Increase accessibility to public recreational areas and leisure facilities for all
- 5 Reduce the need to travel by car
- 6 Provide good access to encourage use of public transport, walking and cycling
- 7 Provide a transport network that integrates all modes for effective none car based movements

Economic

- 1 The procurement ensures that local needs are met locally as much as possible
- 2 Minimising cost by taking a whole life cost approach

Environmental

- 1 Preserve and enhance the cultural heritage of York and the quality of its built environment
- 2 Conserve and enhance a bio-diverse, attractive and accessible natural environment
- 3 Minimise greenhouse gas emissions and develop a managed response to the effects of climate change

- 4 Ensure the prudent and efficient use of energy, water and other natural resources
- 5 Reduce pollution and waste generation and increase levels of reuse and recycling

POLICY FRAMEWORK

11. The following policy framework is proposed as an appropriate basis for achieving the aims and objectives associated with sustainable street lighting (SSL). These policies have been designed to make better use of energy, materials and equipment through improvements in the designs of schemes and through the appropriate use of new technology.
12. The policy framework forms the linkage between the strategic objectives of the authority at the highest level and the material, practices and processes used in an ongoing way.

Policy SSL1: Provision of the street lighting service through the procurement of a term maintenance contract, or other procurement as approved by the Council

13. The current street lighting term maintenance contract extends to April 2010 with opportunities to extend this. The end date will, to a large extent be determined by the procurement strategy adopted by Members for a range of highway maintenance services. This will be influenced by the outcome of the highway maintenance PFI Expression of Interest. If the PFI does not proceed then a strategy report on procurement options will be brought to Members during 2008.

Policy SSL2: As much energy as possible will be obtained from renewable 'green' sources

14. The current energy contract supplies green energy from combined heat and power sources and runs to October 2008. The Council has obtained a much better arrangement for the supply of energy by joining with other local authorities in the YPO and this arrangement will be pursued in 2008 to seek favourable rates in the future for energy from combined heat and power sources as well as truly renewable green sources. The latter is often in greater demand than can be supplied and is therefore subject to availability. The aim, however, in line with the Sustainable Street Lighting Scrutiny Sub-Committee recommendation will be to include within any supply contract upwards of 20% renewable sourcing to be increased to a target of 100%.
15. The procurement of energy for street lighting purposes will be linked to similar bulk energy procurements across the Council.
16. Improvements in technology are considered in SSL7; these advances are improving photovoltaic systems as well as the opportunities to introduce the option to dim street lights or to turn them off at certain times. The current unmetered supply of electricity will not properly recognise these reductions in

energy consumption and a critical action for the Council will be to review the use of the unmetered supply and in due course, subject to the benefits and drawbacks of this being fully understood and decide on a possible move onto a different tariff in the same way that a number of other local authorities have done.

17. Only by committing to the goal of switching to a metered supply will the Council be able to quantify energy use and CO2 emissions, and to ensure that it is billed for what is used. It is not possible to run a system based on 'whole-life' costing without being able to accurately quantify both use and cost. EU legislation should ensure that the power companies are obliged to assist customers in this regard and OFGEM is already forcing electricity companies to comply on this issue.
18. There is a possibility of metering in conjunction with remote monitoring systems, as these can provide accurate information on energy used, but remote monitoring technology is still expensive and in its early stages of implementation with a limited number of local authorities.
19. Carbon dioxide emissions from energy use in street lighting will be reported annually under the environmental management system. Greater use of green energy and less use of energy, through measures such as dimming or having lights lit for shorter periods, will assist in reducing these emissions.

Policy SSL3: Energy use will be kept to a minimum

20. The ongoing maintenance of the recently completed up-to-date inventory of all items of illuminated street furniture will enable accurate assessment of the electrical energy consumed.
21. Through implementation and management of the maintenance regime the asset can be maintained to the highest possible standard, allowing minimum use of energy. This process ensures that the most appropriate luminaires and lamps and ballasts are used in line with power factor requirements.
22. Arrangements will be made, where possible, for architectural and flood lighting to be switched off at midnight
23. New installation will be designed to meet the minimum lighting requirements.
24. Dimming and switching off will be investigated, particularly as the technology in this area develops.

Policy SSL4: Materials and equipment used will be as sustainable as possible

25. All procurement activities will be undertaken with regard to the need to ensure integrated, sustainable development and the use of assets. Procurement decisions must be made with regard to 'whole life' value for money considerations and environmental impacts. The Council will implement the

actions recommended by the Sustainable Procurement Taskforce (May 2007) to support the shared national goal for the UK to become a leader in the EU on sustainable procurement by 2009"

26. The policy framework itself states:

"Goods, services and works will be procured wherever possible and within known financial constraints in such a way as to maximise the whole life value to the organisation, its partners and the wider community whilst seeking to minimise any adverse environmental impacts of any given supply. Thought must be given to any relevant environmental sustainability issues. Equally, consideration should be given to the sustainability of the supply within the market place and how contracted goods, services or works will contribute to the sustainability of the Council and its services to the community."

27. Equipment and services will be purchased taking into account whole life costs both in financial terms but also taking into consideration, where practical, the social and environmental factors.

28. End of life equipment will be retained or reused on site, if possible, to avoid the environmental implications of transport and disposal.

29. Any material that cannot be re-used or recycled is disposed of to licensed sites in accordance with statutory requirements.

Policy SSL5: New street lighting schemes will be designed to minimise visual impact in terms of the equipment used and the light pollution generated

30. New lighting schemes will be designed on the basis of preserving the natural and built environment through sympathetic use of street lighting, taking into account appropriate lighting fittings, materials, colours etc for conservation and other areas. This will minimise the adverse effect on the environment whilst enhancing the night-time ambience.

31. This approach is in line with the new Manual for Streets (2007) prepared by Communities and Local Government and Department for Transport. It comprises technical guidance and does not set any new policy or legal requirements. It supports the Sustainable Street Lighting Strategy in many ways, for example:

- *Lighting levels do not have to be constant during the hours of darkness. Increasing equipment is available which will allow street lighting to be varied or switched off based on timing and ambient levels. This offers opportunities to design variable lighting to maximise the benefits while reducing negative impacts at times when lower lighting levels may be adequate.*
- *Continuity of lighting is important to pedestrians. Sudden changes in lighting level can be particularly problematic for partially sighted people.*

32. Street lighting designs will be based on the following procedure:
- Is there a need for street lighting as determined in accordance with standards and codes of practice?
 - If there is a need then the appropriate minimum design category in accordance with all relevant standards, codes of practice and legislation, must be established, to avoid any inability on the part of the Council to defend its actions
 - A design to this minimum category will be carried out to:
 - Limit the extent of the scheme to the minimum
 - Provide the minimum number of lights with the lowest column heights and the lowest lamp wattage applicable
 - Maximise use of dark sky compliant luminaries using the latest technology (currently full cut off lanterns)
 - Determine the most appropriate equipment to enable future developments in technology to be most easily incorporated, such as the use of electronic switchgear
 - Provide where appropriate, especially on larger schemes, design options to enable the Council to provide installations that are more in keeping with their surroundings than would be the case if based purely on normal design standards. Where an option is chosen that deviates from normal standards then the decision to allow this will be made by the Council on a scheme by scheme basis
 - The specification document for illuminated street furniture will provide the details of columns, luminaries etc
33. The existing Notes for guidance to Consultants, Developers and Contractors covering the specification of equipment and installation requirements for adoption of illuminated street furniture has been updated to take into account the Sustainable Street Lighting Strategy and a copy is attached in Annex 2.

Policy SSL6: Sustainable approach to the maintenance of existing assets

34. The maintenance regime exists to ensure that there is a safe illuminated street lighting infrastructure. This will be maintained so as to prevent premature structural failures and to ensure that streets are lit at all times to the minimum national standard.
35. It is proposed that Ward Committees and Parish Councils will be consulted on the type of replacement columns and lanterns they would prefer in their community. This information would cover either small scale replacements due to a knock down, or replacement due to age. Once these views are established, and they are already known in many instances, suitable replacement equipment will be provided where feasible. If there are cost or technical difficulties in meeting the wishes of the community, then these issues will be raised on completion of the information gathering exercise to enable better understanding of the situation by all parties and so that possible solutions can be explored. This is seen as an ongoing process.

36. Existing assets will be maintained on the basis of:
- routine clean and change
 - night scouting to identify faults until such time as the need for this is replaced by new technology, such as remote monitoring
 - replacement equipment, shall, where feasible, match the existing, particularly if the forthcoming consultation with Ward Committees and Parish Councils identifies this as the preferred option
 - structural testing of columns
 - electrical testing of columns
 - electrical testing of equipment
 - routine painting of existing painted columns
 - new columns to retain their galvanised finish without the requirement for painting other than in conservation areas
 - repair, or make safe, within pre-determined response times
 - the Distribution Network Operator will conform with the response times in the service level agreement
37. Systems for reporting of faults will be maintained, including the reporting of emergencies on a 24/7 basis. Whenever possible attempts will be made to recover third party costs for damage to existing assets to keep maintenance costs to a minimum.
38. Excessive and redundant signing 'clutter' can contribute to environmental intrusion and adversely affect the overall streetscape. Opportunities will be taken to remove or simplify redundant signing wherever possible.
39. Fly posting and graffiti are removed within set timescales of receipt of information.
40. A range of performance indicators will be used to demonstrate the effectiveness of the service.

Policy SSL7: Improvements in technology will be closely monitored and assessed for future use

41. Developments in street lighting technology are increasing rapidly and some of these can potentially provide savings, in whole life terms, in energy use, as well as improvements in maintenance techniques. These technological developments will continue to be monitored to determine the appropriateness of their introduction and this will be done mainly via the Institution of Lighting Engineers and the Yorkshire Lighting Group. The outcome of this monitoring will be reported, at least annually, through Highway Maintenance report.
42. The introduction of new technology will inevitably be a balance of standards and sustainability. Subject to risk assessment, the Council will encourage the relaxation of technical standards where this would bring significant benefits of sustainability. Assessments will be made in the first instance on the basis of

whole life costs of installation, including offsetting the installation costs against savings made from energy charges during the systems life.

43. The sort of technological developments under review are:
- Consider introducing a full switch off or a partial reduction, through stepless dimming of lighting in selected locations, subject to a protocol being developed for identification of sites and consultation on the proposals
 - To examine the potential benefits of WIFI and GPRS technologies for remote monitoring and control of street lights, including the sourcing of potential external funding to introduce experimental trials via a consortium of interested parties
 - The continued development and use of photovoltaic (PV) powered stand alone systems, commonly known as solar power, and other sustainable technologies, leading to community netted systems installations for areas of the authority without grid netting but requiring lighting.

Policy SSL8: Improve York's natural and built environment and to improve the appearance of the city at night

44. CYC will ensure that materials, products and designs are consistent with the character of the area, for example conservation areas, and do not contribute to the urbanisation of rural areas.
45. Supplementary Planning Guidance (SPG) requires that large scale new developments include measures to reduce the occurrence of light pollution. However, as this refers to new developments only it will have little overall effect, as for example, the new highway adoptions account for a 0.2% to 0.3% increase in the size of the highway network and the extent of the street lighting each year.
46. The Draft SPG on Sustainable Design and Construction, currently out to consultation, does include minimum standards for large scale development relating to light pollution.
47. Where possible, there will be an amendment to the Supplementary Planning Guidance – that all new or significantly refurbished developments should give consideration to incorporating sustainable street lighting. Council officers also will research and investigate the inclusion of a more detailed policy to address this issue as part of the development of the 'Local Development Framework'.
48. Members of the Council will be asked to determine a more rigorous approach to evaluating whether or not new streetlights are required in new developments as a matter of course, especially if there is no requirement for these in the interests of road safety. Developers or other organisations such as Ward or Parish Councils could elect to provide such lighting at their own cost. However, the approach ultimately taken will need to consider the fact that street lighting will improve the night-time safety for members of the community, helping to reduce crime and the fear of crime as well as creating a feeling of well being.

49. Street lighting, including decorative lighting, is known to assist in the promotion of the evening economy and in these situations its use will be promoted.

ACTION PLAN

Overall strategy

- 50.

ITEM	ACTION	TIMESCALE
1	Carry out the consultation with Ward Committees and Parish Councils to identify their preferred street lighting equipment for replacement of existing.	Initial consultation to be completed by December 2007. Any issues this raises will be followed up and discussed before the end of March 2008 but this also seen as an ongoing process.
2	Bring a procurement report to Members on a range of highway maintenance services, including street lighting so that the procurement strategy can be determined and then implemented.	Report to Members in 2008 to allow procurement to be finalised by 2010/11
3	Arrangement will be pursued to seek favourable rates in the future for energy from CHP and truly renewable green sources, linked to similar bulk energy procurements across the Council.	New energy arrangements will commence in October 2008
4	Review the use of the unmetered electricity supply arrangements compared to other tariffs.	This will be done at least on an annual basis but also in association with any proposals to introduce dimming or switching off lights
5	Continue to update and maintain an accurate inventory of all items of illuminated street furniture to enable detailed assessment of the electrical energy consumed.	Ongoing
6	Implementation and management of an effective maintenance programme for the street lighting asset	Ongoing with the present term maintenance contract to at least 2010, but with the

		possibility of extensions
7	New installations will be designed to meet the minimum lighting requirements and a revised procedure for the design of new schemes will be adopted	Ongoing from the adoption of this strategy
8	New technology will continue to be monitored and investigated, concentrating on dimming and switching off, remote monitoring and the use of PV equipment	Ongoing with at least an annual report back to Members
9	The purchasing of equipment and services will take into account all the factors necessary to produce the whole life costs so that the most informed decisions can be made	Ongoing
10	The extent of recycling achieved with the term maintenance contract will be monitored against agreed targets	Ongoing from the adoption of this strategy

11	Where possible, there will be an amendment to the Supplementary Planning Guidance – that all new or significantly refurbished developments should give consideration to incorporating sustainable street lighting	To be introduced as and when an amendment is possible
12	Council officers will research and investigate the inclusion of a more detailed policy on sustainable street as part of the development of the 'Local Development Framework'	Ongoing
13	The different types of funding that may be available will be determined so that trial schemes, to introduce new technology, can be aligned to these funding streams from the outset	Initial investigation to be completed by December 2007 and then reviewed in the light of any forthcoming proposals

Engagement

51. Engagement will mainly take place with other local authorities taking a lead on developing and introducing new technology and with technical bodies such as the Institution of Lighting Engineers and the Yorkshire Lighting Group.

Funding

52. Sources of funding, possibly European funding, may exist for the further development of new technology through the use of trial systems and the different types of funding that may be available will be determined.

Monitoring

53. The items in the Action Plan will be incorporated into the appropriate Business Plans and Work Plans for this year and future years. The Annual Highway Maintenance report will include an update on the Action Plan.

**STREET LIGHTING
AND ILLUMINATED SIGNS**

**SPECIFICATION AND NOTES FOR GUIDANCE TO CONSULTANTS,
DEVELOPERS AND CONTRACTORS
August 2007**

Contents

1. This Document is split into sections and covers the following service delivery areas: -

Section A - Lighting of Public Highways, covering carriageways, footway, footpaths not adjacent to carriageways, and cycle ways

Section B - Illuminated signs

Section C- Lighting on new Developments

This document is not exhaustive of the requirements of City of York Council and should be read in conjunction with the current Street Lighting Specification. Any inaccuracies are to be reported to the Engineer. The Councils decision is final.

Section A

LIGHTING OF PUBLIC HIGHWAYS, FOOTPATHS AND CYCLEWAYS

Objectives of the service

2. When installed, public lighting shall contribute to the safe use of the public highway concerned by those on foot and in vehicles and shall not, by its presence, create or contribute in any manner to any pre-existing or new safety hazard on that highway.
3. Lighting equipment shall enhance the streetscape both during the hours of darkness and during the day. Care will be taken to minimise lighting pollution and energy efficient light sources shall be used.

General Principles

4. Luminaires are to be mounted on lighting columns. These are to be circular in section and manufactured from steel to BS EN 40, hot dipped galvanised to BS 729 and painted in accordance with paragraphs 20 to 23. Roots shall be bitumen coated.
5. If practicable and approval is granted by the adopting authority, lighting may be provided by the attachment of luminaires to buildings. In this instance, the necessary agreement(s) shall be sought from the owner and tenant(s).

6. When lighting equipment is installed on buildings care shall be taken when selecting and erecting equipment so as to minimise the visual impact caused.
7. Columns and lantern fixings shall be sized to the minimum dimensions required to support the forces generated by the lantern and to resist wind factors, as shown in the table below.

Column Height	Exposure Class	K Factor
5 m	1	2.2
6 m	1	2.2
8 m	1	2.2
10 m	1	2.2
12 m	1	2.2

8. Columns shall be sited in accordance with BS 5489.
9. Where a lighting column is located in a footway the clear width between it and the furthest edge of the footway shall not be less than 1.2m.
10. Columns shall be painted (as specified hereafter) and individually numbered within each street at a height above road level of not less than 1.6 m. Numbers shall be visible to oncoming traffic.
11. Numbers shall be black on a white rectangular patch.
12. Optical compartments of luminaires shall be sealed to IP65 minimum and gear compartments shall be sealed to IP54 minimum.
13. All equipment and work shall be supplied and undertaken in accordance with the current Specification, Codes of Practice and British Standards/European Norms where applicable.
14. Where it is proposed to install new or substantially alter existing lighting the view of the Parish Council and Ward Committee shall be obtained prior to any commitment to a scheme being installed. In the case that the Parish Council or Ward Committee feel that lighting should not be provided, the matter shall be referred to The Executive for resolution.

Road lighting – illumination requirements

15. Generally, lighting shall be operational throughout the hours of darkness (dusk to dawn/70 lux on, 35 lux off).
16. Lantern control shall be by means of photo electronic control units. Where lighting is group controlled a suitable time clock shall be selected to comply with paragraph 15 and be capable of automatically adjusting for British summertime variations and leap years.

Level of illumination

17. New lighting schemes are to comply with BS 5489 and BS EN 13201. Further guidance is given in Appendix 1.

Illumination source

18. Generally, light sources shall be High Pressure Sodium (SON/T+) except where a unit is being replaced in a system of existing units in which event the same type of light source as the rest of the system is to be used. If the existing units are MBFU the replacement luminaire shall be SON/T+ type. The use of sources with a high colour rendering (Ra) are permissible and should be used in accordance with BS5489.

Inspection of Units

19. Inspections shall be undertaken as follows: -
 - The lanterns and base compartments shall be cleaned as described in the current maintenance contract
 - A visual inspection of the condition of all columns, brackets and lanterns, fixings and associated wiring shall be undertaken at each maintenance visit (reactive or routine)
 - A full structural condition survey of all columns shall be undertaken upon the instruction from the Street Lighting Engineer
 - A full electrical test of all equipment shall be undertaken at least every 6 years.

Painting of road lighting units

20. Columns and brackets shall be painted and the following is a general guide to painting. The Street Lighting Engineer will be able to issue instructions relating to specific locations.
21. With decorative units, or with units in conservation areas, painting will be undertaken within 10 working days of erection. In other locations, where newly galvanised units are used, painting will be carried out 5 years from the time of installation. This will enable full use of the benefits of the galvanised process and will also allow the galvanising to 'weather' sufficiently to accept the paint.
22. Where, due to maintenance works or a vehicle knockdown replacement a single column is replaced in a system of street lighting, that column will be painted to match those in the rest of the street. Alternatively, where those columns are not painted then the replacement column will be left unpainted.
23. Paint shall have a required durability of: -
 - No maintenance up to eight years

- Minor maintenance after eight years
- Major maintenance after fifteen years

Road lighting units – electrical supply

24. It is assumed that most road lighting equipment is sited in low risk areas; therefore, a Regional Electricity Company supply shall be necessary. For further guidance contact the Street Lighting Engineer.

Section B

ILLUMINATED SIGNS

Objectives of the service

25. This policy is not exhaustive of the requirements of City of York Council and is to be read in conjunction with the current Street Lighting Specification and City of York Council Signs Policy. Any inaccuracies are to be reported to the Engineer. The Council's decision is final.
26. When installed an illuminated sign shall contribute to the safe use of the footway, cycleway or road concerned by those on foot, on cycles and in vehicles and shall not, by its presence, create or contribute in any manner to any pre-existing or new safety hazard.
27. Illuminated signs shall enhance the streetscape, both during the hours of darkness and during the day. Care will be taken to minimise lighting pollution. Energy efficient light sources will be used.

General principles

28. All traffic signs are to comply with the Traffic Signs Regulations and General Directions.
29. Signs that require illumination under the above Regulations will be internally illuminated where possible.
30. Sign faces and associated luminaires are to be mounted on appropriately sized sign poles. These are to be circular in section and manufactured from steel to BS EN 40, hot dipped galvanised to BS 729 and painted in accordance with paragraphs 44 to 46. Roots are to be bitumen coated.
31. If practicable and approval is granted by the adopting authority, signs may be attached to buildings. In this case, the necessary agreement(s) shall be sought from the owner and tenant(s).
32. When signs and associated cabling are installed on buildings care shall be taken when selecting and erecting equipment so as to minimise the visual impact.
33. Traffic signposts shall be sized to the minimum dimensions required to support the forces generated by the sign and associated wind pressure.
34. Illuminated traffic signs shall be sited in accordance with paragraphs 8 and 9.
35. Traffic signposts shall be painted (subject to the proviso in paragraphs 44 to 46) and individually numbered within each street at a height above ground level of not less than 1.6 m. Numbers shall be visible to oncoming traffic. See the current Street Lighting Specification for further guidance.
36. Numbers shall be black on a white rectangular patch.

37. External illumination units shall have a minimum ingress protection rating of IP56.
38. Internal illumination units shall have a minimum ingress protection rating of IP65.
39. All Equipment and work shall be supplied and undertaken in accordance with the current Street Lighting Specification, Codes of Practice and British Standards/European Norms.
40. Externally illuminated signs will be Retro reflective to Class 1 minimum and manufactured from aluminium in accordance with the requirements of The Traffic Signs Regulations and General Directions.

Traffic signs – illumination requirements

41. Where signs are to be illuminated they shall be operational as described in paragraphs 15 and 16.

Mounting of illumination units

42. Where external illumination units are used, these are to be mounted directly over the centre of the sign being illuminated. Unless the size of the sign is such that illumination from above is not suitable, illumination from below may be permitted. Mounting arrangements for all luminaires mounted on sign posts are to be agreed with the Street Lighting Engineer.
43. Overhead mounted illumination units shall be placed as close as practically possible to the top of the sign being illuminated with no part of the column or supporting fixings protruding above the top line of the illuminating unit. See the current Street Lighting Specification for further guidance.

Painting of traffic sign posts, brackets and illumination units

44. The standard colour will be Black (ACC Ref LO:10:10) in Conservation areas and the City Centre and Traffic Grey elsewhere.
45. Where, due to maintenance works or a vehicle knockdown replacement, a single traffic signpost is replaced in a system of street lighting, then that signpost will be:
 - Painted black to match existing black equipment
 - Painted traffic grey in all other installations.
46. Paint shall have a required durability of: -
 - No maintenance up to eight years
 - Minor maintenance after eight years
 - Major maintenance after fifteen years

Illuminated signs – electrical supply

47. Each sign included in the scheme is to be assessed as to whether it would be a safer option to supply the sign via a private cable network. If the sign is considered to be in a low risk location the supply is to be obtained from the Regional Electricity Company. For further guidance contact the Street Lighting Engineer.

Illuminated bollards

48. Illuminated bollards will be of the base lit type and fitted with a flexible shell. The base light assembly shall have an ingress protection rating of IP67.

Illuminated bollards – illumination requirements

49. Bollards shall be illuminated in the hours of darkness.

Illuminated bollards – electrical supply

50. It is assumed that all illuminated bollards are located in high-risk areas; therefore, supply via a private cable network shall be required. For further guidance contact the Street Lighting Engineer.

Inspection of illuminated signs and bollards

51. Inspections shall be undertaken as follows: -
- The lanterns and base compartments shall be cleaned as described in the current maintenance contract
 - A visual inspection of the condition of all posts, brackets and lanterns, fixings and associated wiring shall be undertaken at each maintenance visit (reactive or routine)
 - A full structural condition survey of all signposts and brackets shall be undertaken upon instruction for the Street Lighting Engineer.
 - A full electrical test of all equipment shall be undertaken at least every 6 years.

Section C

LIGHTING ON NEW DEVELOPMENTS

Objectives of the service

52. When required under Planning conditions and or agreements, installed lighting on New Developments shall comply in all respects with the provisions of the preceding sections and the current Street Lighting Specification. Any inaccuracies are to be reported to the Street Lighting Engineer. The Council's decision is final.
53. Where a development extends to an existing road upon which there is an existing system of street lighting the developer is to seek guidance from the Street Lighting Engineer as to the requirements of the proposed extension.

Design of the lighting system

54. The City of York Council offers an in house design and installation service.
55. The developer may design and install his own lighting scheme. In which case the developer shall submit details of the proposed system for approval to the Council. No lighting will be adopted by the Council until such approval has been obtained and a Section 38 Agreement entered into by the Developer. See Appendix 1 for further guidance.
56. Appendix 1 lists the standard range equipment which all persons providing new lighting or new illuminated signs will be expected to adhere to wherever possible. Any departures from these standards are to be agreed in writing with the Street Lighting Engineer prior to work commencing. Where no such prior agreement has been made the City Council reserves the right not to adopt the lighting or illuminated signs concerned
57. Where a Developer or Ward Committee elects to use equipment which is different to that currently in use by City of York Council, then this will be permitted, subject to the following: -
 - The equipment is approved for installation by the Street Lighting Engineer
 - Spare equipment i.e. lanterns, bollard bases etc. is to be supplied to the Council at no cost. The quantity to be supplied shall be 10% (rounded up) of that installed.

Electrical Supplies

58. Refer to paragraphs 24, 47 and 50.

Maintenance of the unadopted lighting system including illuminated traffic signs

59. The developer shall be responsible for the maintenance (including replacement for damaged columns and the like) of the new equipment and any existing equipment affected by the works from the date of commencement of works up to and including the date of adoption.
60. The developer shall be responsible for the purchase of energy of the newly installed lighting system from the date of equipment being energised up to and including the date of adoption.
61. Immediately prior to the final adoption certificate being issued a bulk lamp change and clean shall be carried out by the developer. Dependant on the age of the installation, the Council may request electrical testing etc. The Council will require the columns or brackets to be painted prior to adopting even if the units are galvanised and less than 5 years old. Where units have already been painted, the Council may request repainting depending on the condition or age of the existing paint finish. All of the above works shall be carried out by the developer at his own expense.
62. The adoption of the illuminated equipment shall be subject to an inspection carried out by the Council. All remedial works arising from such an inspection shall have to be rectified before adoption.

Maintenance Operations

63. **Outage inspections** - All units shall be scouted in accordance with current Street Lighting Specification.
64. **Bulk lamp changes** - Lamps are to be replaced as described in the current Street Lighting Specification.
65. **Fault reporting** - Reports of faults may be made by: -
 - Telephone, or
 - By letter

In all events a record is to be made of the date the fault report was received and the date it was rectified.

REQUIREMENTS OF NEW STREET LIGHTING PROVIDED BY DEVELOPERS OR OTHERS WHICH IS INTENDED TO BE ADOPTED BY THE CITY COUNCIL

Street lighting and illuminated traffic signing scheme proposals shall have to satisfy the requirements listed below.

1. The submission must include a detailed specification and layout plan showing the units to be installed, removed or altered.
2. The design shall comply with BS 5489 and BS EN 13201
3. Lighting and power calculations shall be submitted where appropriate
4. Schematic drawings detailing cable types and sizes, fusing arrangements and associated control equipment shall be submitted where appropriate
5. A redesign will have to be submitted where changes have been made which affect the original submission. As built drawings and test certificates in accordance with BS 7671 will also have to be submitted to the authority.
6. Arrangements must be made with the regional electricity company to obtain electricity supplies to the proposed street furniture, including across road ducting where appropriate. You must notify your Section 38 Engineer when this is in place
7. Equipment should be sited in the public highway. If unavoidable then proposals affecting private property must include the land owners (and if applicable the tenants) written consent in the form of a wayleave
8. The developer shall be responsible for all power supply costs and maintenance of the equipment until the final certificate is issued
9. Set out below is the standard range of equipment used. If other products are preferred by the developer please contact the Section 38 Engineer
10. Immediately prior to the final certificate being issued a bulk lamp change and clean shall be carried out. Dependant on the age of the installation, the authority may also request repainting, electrical test and inspection etc. which shall be carried out by the developer at his own expense.

Standard Range of Associated Street Lighting Equipment

Item	Manufacturer	Model
Paint system		Permoglaze Gloss Colour Black/ YorkGreen
Illuminated Traffic Bollards	Haldo	Base Lit Bollard with 2 x 11w PL lamps and Reflex Shell
Illuminated Traffic Signs	Simmons signs	
	Externally Illuminated	Type 'A' Signlight with 1 x 11w PL lamp
	Internally Illuminated	Invinca with 2 x 11w PL lamp
Zebra Crossing Beacon	Signature Safe Post	3 white/black bands with standard gallery and fluorescent lamp, yellow flexiglobe with Zebra flash, post 3.1m height above ground level with planted foundation.
Centre Island Beacon	Signature Safe Post	2 white/grey bands with standard gallery and fluorescent lamp, opal flexiglobe, post Abacus Hinged 4.7m length, 3.8m height above ground level with planted foundation.
Feeder Pillars	Haldo	Haldopillar with Tri-head Screw
Photo Cell	S.E.L.C. Cableform	841 one part PECU mounted in Nema socket
Cut Outs	SMK Tofco	DPI with BS 88 Fuse(s). Cut out to be rated up to 32A
Underground Cable		XLPE / SWA / PVC 2 Core Copper Cable

Standard Range of Street Lighting Columns

<u>Manufacturer</u>	<u>Model</u>	<u>Mounting Height</u>	<u>Material</u>	<u>Bracket Arrangement</u>
Stainton	Metro	5m	Tubular Steel	Post Top
Stainton	Metro	5m	Tubular Steel	0.3m Web Style
Abacus	R & L	5m	Tubular Steel	Post Top
Urbis	Chatsworth	5m	Ornate	Post Top
Urbis	Blenhiem	5m	Ornate	0.8m Hooped Style
Stainton	Metro	6m	Tubular Steel	Post Top
Stainton	Metro	6m	Tubular Steel	0.8m Web Style
Abacus	R & L	6m	Tubular Steel	Post Top
Urbis	Chatsworth	6m	Ornate	Post Top
Urbis	Blenhiem	6m	Ornate	1.0m Hooped Style
Stainton	Metro	8m	Tubular Steel	Post Top
Stainton	Metro	8m	Tubular Steel	1.5m Web Style
Abacus	R & L	8m	Tubular Steel	Post Top
Urbis	Blenhiem	8m	Ornate	1.5m Hooped Style
Stainton	Metro	10m	Tubular Steel	2.0m Web Style
Stainton	Metro	12m	Tubular Steel	2.5m Web Style

Other column types and manufacturers may be used upon agreement with the Engineer.

Standard Range of Street Lighting Lanterns

Manufacturer	Model	Mounting Height	Lamp Wattage	Source
WRTL	Arc	5m	50W	SON/T+
WRTL	Arc	6m	70W	SON/T+
Urbis	ZX2	8m	100W	SON/T+
Urbis	ZX2	10m	150W	SON/T+
Urbis	ZX2	12m	250W	SON/T+
Holophane	QSM (IP54 Sealed)	All	All	SON/T+
Urbis	Abbey Medium	5m	50W	SON/T+
Urbis	Abbey Medium	6m	70W	SON/T+
Urbis	Abbey Large	8m	100W	SON/T+
Urbis	Opalo	Up to 6m	42W	PL
Holophane	QSS	All	Up to 150W	SON/T+

Currently CYC use the QSM and QSS on all standard installations pre-wired with electronic gear.

Other equipment specified may be used after confirmation by the Street Lighting Engineer and other items are currently being trialled within CYC for full approval.

STREET LIGHTING DESIGN GUIDE

This text is a guide to the general principles, which are to be adopted when designing street lighting for installation within the boundary of City of York Council.

The comments are open to discussion and any irregularities are to be reported to the Engineer.

If further guidance is required contact the Engineer.

1. Lighting of Traffic Routes

- 1.1 The surround ratio is to adhere to BS 5489:2003 where footways, cycle ways, verges etc are up to 5m in width beyond the effective width of the carriageway.
- 1.2 Where the adjacent footways, cycle ways and verges are greater than 5m in width beyond the effective width of the carriageway, a suitable CE Class is to be selected from BS 13201:2003.
- 1.3 If a scheme consists of numerous crests which, after the installation of new lighting may cause unnecessary glare to road users the entire installation is to meet G5 requirements or greater as specified in BS 5489:2003

2. Conflict areas and Junctions

- 2.1 T-junctions are generally not considered as conflict areas. Only where an array of T-junctions may cause difficulty in placing columns as described in BS 5489:2003 Annex J conflict area status is to be assigned.
- 2.2 Major T-junctions (both roads being traffic routes) are to be as specified in BS 5489:2003 Annex J where practicable
- 2.3 T-junctions of any type, both major and minor roads, are to have column 'B' and 'D' installed as specified in BS 5489:2003 Annex J where practicable
- 2.4 Cross roads, roundabouts and major intersections are to be treated as conflict areas and the suitable levels to light such areas shall be extracted from table B3 of BS 5489:2003
- 2.5 Extents of conflict area are to cover intersecting roads, building line to building line and extended to include pedestrian crossings within 10m of the boundary of the area. See section 3 for further guidance on the lighting of pedestrian crossings.
- 2.6 Conflict area's are to include adjacent footpaths and cycle ways where appropriate.
- 2.7 Where a conflict area is located on or at the end of roads with no other street lighting equipment, a suitable lighting class shall be selected for that road and the approach shall be lit within at least 60m either side of the conflict area.
- 2.8 Conflict areas are to be illuminated to a higher class than the approach roads in accordance with BS 5489 Table B3.

3. Pedestrian Crossings

- 3.1 Pedestrian crossings within the boundary of a conflict area shall be illuminated to no lesser degree than the conflict area itself

- 3.2 Zebra crossings are the only crossings where 'Zebra' type lanterns are to be used
- 3.3 Crossings not covered by the above comment are to be illuminated by means of negative contrast.

4. Equipment in the vicinity of Aerodromes, Railways, Harbors and Waterways

- 4.1 Equipment is to be selected and sited in accordance with BS 5489:2003.

5. General Lighting Levels

- 5.1 As a general rule, residential areas shall be designed to BS 13201:2003 and the relevant "S" category.
- 5.2 Where a residential road is used as a distributor to other residential roads, Classes S2 or S3 may be applied. The Engineer shall advise the use of these classes.
- 5.3 Back alleys shall be designed to BS 13201:2003 Class S4.
- 5.4 Traffic routes are to have the appropriate lighting class selected for the particular road(s) in question.
- 5.5 Light source for all installations is to be SON/T+ unless specified otherwise by the Project Engineer.



Executive

25th September 2007

Report of Director of People and Improvement

Setting out the long-term direction for the Council: Corporate Strategy 2007-2011

Summary

1. This report sets out proposals for a refreshed corporate strategy which sets out the long-term direction for the council.
2. The refreshed strategy, which has been developed via an extensive consultation process, builds on the excellent foundations established through the council's existing corporate strategy. The refreshed strategy is however enhanced significantly by the addition of a series of long-term (10 year) "direction statements" which give our improvement priorities essential strategic context. These focus on areas which are fundamental to how the council needs to operate in future and what role it takes in the city.
3. The refreshed corporate strategy will provide clarity over the council's improvement priorities and set out a 4-year programme of work for the council in the period 2007-2011. This report also proposes an overall corporate planning framework. If members agree to the headline issues proposed here, then further work will be carried out to work up the detail and produce an updated corporate strategy document and a summary by the end of October. This can then be published widely within the organisation, with residents and with our partners.

Background

4. The council undertook a comprehensive corporate planning process in early 2006, which led to the existing Corporate Strategy 2006-2009. We also have a Community Strategy for 2004-2024 and a recently published Local Area Agreement (LAA) covering the period 2007-2010. It is important to refresh and further develop the existing corporate strategy to act as a strategic driver for the Council.
5. Our existing corporate strategy sets out 13 issues (9 service related, 4 organisational development issues) that emerged from the corporate planning process as priorities for improvement.
6. The proposals here build on these. They take into account the clearly agreed political priorities set out in the policy prospectus, resident views as recorded through our customer research and through the ward priorities, key corporate risks, and the views of stakeholders as set out in the Community Strategy and LAA.

7. The key development in the refreshed corporate strategy is the addition of “direction statements” which set a longer-term direction for the Council. These will have a significant impact on what we do and shape organisational approaches in fundamental areas – such as partnership, inclusion and whether we provide or commission services.

Consultation

8. The process of refreshing the corporate strategy over the last few months has had significant level of involvement from all chief officers, and input from the Executive and political Group Leaders. The Corporate Management Team have taken the lead in developing the strategy with input throughout from the Corporate Leadership Group and priority champions.
9. As described above, the strategy has also been heavily influenced by the agreed political priorities set out in the policy prospectus, resident views as recorded through our customer research and through the ward priorities, risks, and the views of stakeholders as set out in the Community Strategy and LAA.

Options

10. The Council existing corporate strategy was approved by the Executive in May 2006. The strategy sets out the council’s improvement priorities and is a key corporate document which defines our strategic direction. This report sets out a refreshed corporate strategy which has been updated to (a) reflect changes in local and national priorities and (b) provide a longer-term direction setting context. The option exists to continue with the existing strategy, or vary parts of the refreshed strategy outlined in this report. This will however mean that the corporate strategy is less meaningful in reflecting up-to-date priorities and more significantly will not provide the longer-term direction which is needed to underpin the success and sustainability of the council in the future.

Proposed Corporate Strategy 2007-2011

11. Figure 1 overleaf shows the outline for the refreshed corporate strategy. It:
 - set outs a long-term vision for the council
 - focused around organisational values; and
 - a series of direction statements to show how the council will develop
 - states the council’s improvement priorities.
 - identifies a small number of issues of critical and financial significanceand will:
 - set out clear short and medium term actions to deliver the actions and priorities.
 - set out a small number of key measures to report progress.
 - signpost to other plans that provide more detail for key work areas.
12. Once agreed the refreshed corporate strategy and the priorities will be driven forward as the main focus for the council. Communications, performance management, planning and financial management will be built around the contents of the corporate strategy.

Figure 1 Corporate Planning Framework



Corporate Vision

13. The first key element of the corporate strategy is a long term comprehensive corporate vision. It embraces **values** - the way this council will work – and **direction statements** – which set-out the type of authority we want to become. These are both long-term issues. Annex A sets out the proposed vision in detail.

Direction Statements

14. The direction statements significantly enhance the council's existing corporate strategy, giving a longer-term strategic context which has been identified by both by CMT and inspectors as a material weaknesses with our current strategy. These direction statements will have a significant impact and set-out the long-term direction for the council. They will help the council to respond effectively to the overall modernisation agenda for local government (as set out in the *Strong and Prosperous Communities* white paper) and focus on areas which the Corporate Management Team (CMT) and the Corporate Leadership Group have identified as fundamental in shaping how the council needs to operate in future and what role it takes in the context of the city. They should be the backdrop against which decisions are taken. They cover:

- services not necessarily being provided by the council – instead being provided by whoever can best meet customer needs

- having clarity about what we will deliver, and to what standard, based on affordability – also what we won't do
 - community leadership with a strong focus on partnerships
 - ensuring that people have a greater say in deciding local priorities
 - environmental sustainability
 - an outward looking approach – working outside our council boundaries - regionally, nationally, internationally
 - promoting cohesive and inclusive communities
15. Their purpose will to guide and shape our strategic thinking, decision making, actions and our overall organisational approach. CMT, Executive and Group Leaders will have key roles to play in embedding these direction statements. The impact of these direction statements in influencing “what we do” will be measured (via annual “Direction of Travel” assessments) and form part of the overall performance management arrangements for the corporate strategy.

Values

16. The values have a key and complementary role alongside the direction statements. Focussing on Leadership, Customers, People (i.e. our staff) and Improvement, these values will determine the way we work in future, shape attitudes and behaviours, and crucially improve our organisational culture.
17. These values (taken directly from the council's existing vision statement) are intended to replace the 4 internal improvement priorities within our existing corporate strategy (Leadership, Customer Focus, Improvement and Partnerships). Three overlap, the fourth, partnerships will be replaced by the people priority. Working effectively in partnership is however seen as fundamental to our organisational success so is now reflected as one of the long-term direction statements described above.
18. The Organisational Effectiveness Programme (OEP) will itself be refreshed and act as a delivery mechanism for the 4 internal values. The rest of the corporate strategy will become core business in our decision making processes. Each of the values will be championed by a chief officer, who will set out a small number of key actions with timescales, and a small number of key measures to judge success. The refreshed OEP will be presented for approved by members in late November. Many of the year 1 actions within the OEP will be drawn from the improvements identified by the concurrent CPA self-assessment process.

Corporate Priorities for Improvement

19. The service related priorities for improvement are 10 key areas that have been identified as areas that the council needs to make considerable progress in over the next 4 years. They are identical to the 9 service priorities in our existing corporate strategy with a couple of key exceptions.
20. The previous priority around Science City York has been widened to respond to the recommendations contained in the Future York Group report; and, a new priority for improvement around climate change is added – on the basis of the importance placed on this aspect in the political prospectus.

Refocused Science City priority

- Improve the economic prosperity of the people of York with a focus on minimising income differentials

(previously: Improve the contribution that Science City York makes to economic prosperity)

Added climate change priority

- Reduce the environmental impact of council activities and encourage, empower and promote others to do the same

21. As with the existing corporate strategy, each of these priorities will be linked in the corporate strategy document to a small number of key high level actions with associated timescales, and a small number of key measures. We would then monitor progress against both actions and measures via corporate and directorate performance management systems.
22. Each of the priorities for improvement will have a chief officer champion who will be responsible for agreeing the key actions and measures. The champion role, which has recently been endorsed as part of the Audit Commission's recent study on prioritisation, is a key leadership, coordinating and driving role across the range of services that contribute to the priority area. In most cases the championing arrangements will remain as before, but in some areas new champions will be appointed.

Corporate Imperatives

23. The corporate strategy document must recognise a small number of major 'must do' or 'cannot fail' issues, projects, and programmes. Annex C sets out the issues proposed by CMT as recommended corporate imperatives.
24. As with the priorities for improvement, the corporate strategy document will detail short term actions and milestones associated with these issues. Key milestones in relation to each corporate imperative will form part of the corporate performance management arrangements. Each of the Imperatives will have one or more named Chief Officers as the key contacts. They will normally be the project sponsor on these major corporate projects.

Embedding

25. If members agree the high level content set out in Annexes A-C, then we would aim to develop the actions and measures through the 2007/08 Service Planning and budget process which is now commencing. For the following round of service planning in 2008/09 we will seek to embed the corporate vision and priorities further into a more closely aligned budget and service planning process.
26. The action and measures associated with the vision and priorities in the new corporate strategy will be at the heart of corporate performance management and corporate performance monitoring. The main focus of the joint Executive/CMT Monitor sessions will be considering how well we are delivering the corporate strategy. The priorities will also be monitored through Chief Officer appraisals, and service plan and strategic/directorate plan monitoring through EMAPs. The aim is to ensure that the main focus of the Council's key decision makers is on delivering the corporate strategy.

27. The core content of the corporate strategy will be launched to senior managers in early October, and an updated Corporate Strategy summary (similar to the existing booklet) will be produced by the end of October. This will be followed by a series of internal and external communication initiatives and events. The report writing protocol will be updated so that all formal decisions are considered in the context of their contribution to the delivery of the corporate strategy.

Links to the Community Strategy

28. The corporate strategy priorities have been influenced to a significant extent by the existing Community Strategy. They have also been informed by the outcomes of the work of the Future York Group.
29. There is therefore a strong alignment between the priorities for the city as expressed in the Community Strategy and the LAA, and the priorities for the Council contained in the refreshed Corporate Strategy. This is reinforced by the fact that one of the long-term direction statements in the refreshed corporate strategy is about *the Council providing strong leadership for the city using partnerships to shape and deliver the Community Strategy for the City*.
30. The Community Strategy is being reviewed and a new "Sustainable Communities Strategy" will be developed by April 2008. At this point in time, it is proposed to review the corporate strategy in the light of the Sustainable Communities Strategy to ensure that there remains complete alignment between the two. It is anticipated that there will be a strong alignment, so the need for further updating of the strategic components of our corporate strategy is expected to be minimal.

Corporate Priorities

31. The council's corporate priorities are at the heart of the refreshed Corporate Strategy. The embedding proposals outlined above describe how the overall corporate strategy, as well as the corporate priorities within it, will be delivered.

Implications

32. Delivery of the corporate strategy will have a significant implication on the way that the Council works and is organised in the future. It sets-out our long-term term strategic direction, our medium-term service improvement priorities and our response to a number of short-term corporate issues. The strategy also sets out the context for our organisational improvement agenda. The strategy will have positive benefits in terms of staff, customers and other stakeholders in the city.
33. Financial - There are no specific financial implications arising from this report but there may be implications within each of the elements within the strategy. These will be identified on an individual basis and considered at the appropriate time.
34. Human Resources - There are potentially significant HR implications arising from the corporate strategy. These will include the reprioritisation of resources and the realignment of the HR Strategy in order to underpin the corporate strategy generally and the "People" value specifically. The specific implications of each of the priorities will be identified in turn and considered at the appropriate time.

35. Equalities – The “inclusion” direction statement will provide further focus on, and weight and impetus to, the equalities agenda. Similarly the refocused economic prosperity priority will be a key lever in promoting equality within the city.
36. Legal, Crime and Disorder, Information Technology, property and other There are no specific implications arising from this report in these areas but there may be implications within each of the priorities. These will be identified on an individual basis and considered at the appropriate time.

Next Steps

37. If Executive agree the proposed outline corporate strategy and the proposed high level content in Annexes A-C, then CMT, together with priority champions and relevant Project Boards will aim to develop key actions and measures for each of the values, priorities for improvement, and imperatives during October – in tandem with the service planning process. This will be brought back to Executive in late October /early November.

Risk Management

38. The refreshed corporate strategy is a key strategic document for the council. It provides a basis for long-term planning and improved services for the people of York. An embedded corporate strategy which sets out clear priorities and long-term direction is also identified as the most vital component within the CPA Corporate Assessment framework. Over the longer-term, successful embedding the corporate strategy is likely to underpin the future and long-term success and sustainability of the council. In the short-term, the more progress we can make in embedding the refreshed strategy, the better placed we are likely to be in realising our aspiration to remain a 3 star council in CPA terms.

Recommendations

39. Executive is asked to:
 - a) Agree the proposed outline Corporate Strategy (Figure 1)
 - b) Agree the values, direction statements, improvement priorities and imperatives set out in Annex A-C
 - c) Agree to the embedding proposals and next steps outlined in paragraphs 25 to 27, and 37

Reason: In order that the council has an agreed corporate strategy which sets out long-term strategic direction and improvement priorities – which in turn underpins improved services for the people of York.

Contact Details

Author

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Chief Officer Responsible for the report:

Heather Rice, Director of People and
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Report Approved



Date 13th September
2007

Heather Rice, Director of People and Improvement

Specialist Implications Officers:

HR – Chris Tissiman, Equalities – Kevin Banfield

Wards Affected: *List wards or tick box to indicate all*

All



Background Papers

Corporate Strategy 2006-9
Organisational Effectiveness Programme
Community Strategy 2004-24

Annexes

Annex A: Proposed corporate vision
Annex B: Proposed priorities for improvement
Annex C: Proposed corporate imperatives

Annex A Corporate Vision

Direction Statements (7)

- We want services to be provided by whoever can best meet the needs of our customers
- Our ambition is to be clear about what we will do to meet the needs of our communities, and then to deliver the best quality services that we can afford
- The Council will provide strong leadership for the city using partnerships to shape and deliver the Community Strategy for the City
- We will listen to communities and ensure that people have a greater say in deciding local priorities
- We will seek to place environmental sustainability at the heart of everything we do
- We will be an outward looking council, working across boundaries to benefit the people of York
- We will promote cohesive and inclusive communities

Values (4)

- Delivering what our customers want
- Providing strong leadership
- Supporting and developing people
- Encouraging improvement in everything we do

Annex B Corporate Priorities for Improvement (10)

- Decrease the tonnage of biodegradable waste and recyclable products going to landfill
- Increase the use of public and other environmentally friendly modes of transport
- Improve the actual and perceived condition and appearance of city's streets, housing estates and publicly accessible spaces
- Reduce the actual and perceived impact of violent, aggressive and nuisance behaviour on people in York
- Increase people's skills and knowledge to improve future employment prospects
- Improve the health and lifestyles of the people who live in York, in particular among groups whose levels of health are the poorest
- Improve the life chances of the most disadvantaged and disaffected children, young people and families in the city
- Improve the quality and availability of decent affordable homes in the city
- Improve the economic prosperity of the people of York with a focus on minimising income differentials (REWORDED)
- Reduce the environmental impact of council activities and encourage, empower and promote others to do the same (NEW)

Annex C Corporate Imperatives (7)

- Pay & Grading
- School Modernisation Strategy
- York Stadium
- Administrative Accommodation Review
- Local Development Framework
- FMS Replacement
- Respond effectively to the needs of the city's changing population

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Executive25th September 2007

Report of the Director of Neighbourhood Services

Sale and production of *foie gras*.**Summary**

1. At the meeting of full Council on 27 January 2007 Members were asked to consider a motion put forward by Cllr Blanchard covering two issues in respect of the sale of *foie gras* in the York District:
 - *Instruct the Chief Executive to write to Ben Bradshaw MP, Minister of State responsible for Animal Welfare, informing him of this motion and asking for the production and sale of foie gras to be banned in the UK;*
 - *Do as much as reasonably possible to discourage or prohibit the sale of foie gras within the authority area, whether in shops or restaurants.*
2. Under Standing Order 11, the motion was referred for the preparation of an Officer report to be considered by the Executive before the matter was resubmitted to Council for debate. This report is a response to that referral.

Background

3. *Foie gras* is produced from the liver of a duck or goose that has been especially fattened by gavage (force feeding). This involves a tube being placed down the throat of the animal and a controlled amount of food, often corn, being dispensed. Use of this technique causes the liver of the animal to expand to ten times its normal size.
4. It is recognised that the method of rearing geese and ducks, used to provide *foie gras*, may be considered unacceptable by members of the general public.
5. The product does meet all food safety requirements and does not contravene any food standards legislation.
6. The purchase and consumption of *foie gras* therefore remains a matter of consumer choice.

Consultation

7. The Head of Civic Democratic & Legal Services has been consulted and has confirmed that there are no legal powers which would have enabled the Council at the meeting in October to prohibit the sale of *foie gras* in the York area, nor for the Executive to ban the sale or production of foie gras in York.
8. It is considered that banning of *foie gras* nationally would be illegal under EU law, which requires member states to allow the free circulation of goods between Member states. Communication has been received from the Chief Policy Advisor for an organisation called 'Compassion in World farming', which has asked for their view to be known. This is attached at Annex One.

Options

9. As a result of the current legal position, there are three options that members may wish to choose:-

Option 1

Letter to Lord Rooker, Minister for Sustainable Food, Farming and Animal Health MP

To write to Lord Rooker MP (Ben Bradshaw is no longer responsible for this area of business) to inform him that City Of York Council is opposed to the production and the importing of *foie gras* in the UK., and to encourage legislation to ban the production and sale of foie gras .

Banning the sale of foie gras

The Council has no legal authority to ban the sale of foie gras in the City. The Council could however, as a matter of policy, prohibit the procurement and use of foie gras in its own establishments.

Link on CYC website

The 'compassion in world farming' website has a link to foie gras and other methods of animal food production, which some may consider to be unethical. The CYC website could contain a link to this webpage.

Letters to restaurants and delicatessens

The Council cannot ban the sale of foie gras. However, the Council could set out its ethical position in a letter to all registered food businesses that operate in York, and encourage them to voluntarily withdraw it from sale or as part of the menu offer. In order to avoid compromising the regulatory functions of the Environmental Health and Trading Standards service within the Neighbourhood Directorate, this letter should be sent as a letter on behalf of the Council, either from the Executive or the party leaders. Members should be aware that there is no way of knowing for certain which registered food businesses sell, or use foie gras in their menu offer. Either a letter

would have to be sent to all food registered businesses (approx 1800) to ensure complete coverage, or selectively, to only those registered food businesses who have a reasonable likelihood to sell, or use foie gras in their menu offers (hotels, supermarkets, restaurants and delicatessens). In this case complete coverage cannot be assured.

Option 2

To undertake any combination of those actions detailed in option 1

Option 3

Not to undertake any of those actions outlined in option 1

Analysis

10. An analysis of the options contained in the motion are as follows:
11. Option 1 would respond to the Council motion as far as is practicably possible.
12. Option 2 would partly support the Council motion
13. Option 3 would not support the Council motion

Corporate Priorities

14. The proposed motion does not meet any of the council's corporate priorities.

Implications

15. The implications of the motion are as follows:

- **Financial**

There are no financial implications other than postage costs of letters to food businesses, estimated to be approx £450, which could be contained within existing budgets

- **Other**

There are no significant HR, equalities, legal, crime and disorder, IT, property or other implications other than those set out in the body of this report.

Risk Management

16. There are no risks associated with the recommendation of this report.

Recommendations

17. Members are asked to note the contents of this report and recommend either option One or Option Two. If Option Two is chosen, members are requested to indicate which of the following actions are to be approved.

- (i) A letter is sent by the Chief Executive to Lord Rooker MP, stating that the City of York Council is opposed to the production and importing of foie gras in the UK, and/or,
- (ii) That the Council prohibits the procurement of foie gras in its own establishments.
- (iii) That a link to the Compassion in World Farming website, be placed on the CYC webpage which gives information on the discouragement of foie gras production www.ciwf.org.uk and/or,
- (iv) That the Executive or the party leaders write to either (i) all registered food businesses in the City, or (ii) only those registered food businesses in the City that have a reasonable likelihood of sell foie gras, and/or use it as part of their menu offer, to voluntarily withdraw foie gras from sale or use.

Reason for recommendation

To respond to the Council motion.

Contact Details

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Director of Neighbourhood Services
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Report Approved **Date** 11/09/2007

Specialist Implications Officer(s) None

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

Council Minutes 27th January 2007

Annexes: Annex 1 - Compassion in World farming - opinion on the Legal position relating to the prohibition of the sale of Foie Gras

Compassion in World farming - opinion on the Legal position relating to the prohibition of the sale of Foie Gras -

I accept that, under the provisions of the European Community Treaty, it is generally thought that it would be difficult to prohibit the import of foie gras.

However, I believe that there would be a much stronger argument that it is permissible for the UK to prohibit the sale of foie gras (whether that foie gras is produced in the UK or imported). There are two helpful analogies in the field of animal welfare which fall to be considered under the rules of the World Trade Organisation (WTO). The WTO rules are very similar to those of the EU as regards restrictions on trade. The WTO rules govern trading relations between the EU and non-EU countries; the EC Treaty governs trading relations between EU Member States.

The two analogies are as follows:

- The EU has prohibited the sale of cosmetics tested on animals irrespective of whether those cosmetics have been produced within or outwith the EU. This prohibition comes into force in stages between 2009 and 2013.
- The European Commission is preparing legislation to prohibit the import of cat and dog fur into the EU. The USA has already prohibited such imports. If these import bans were challenged, the EU and the USA would have to defend them under the 'public morality' exception; both the EC Treaty and the WTO rules allow trade restrictions to be justified on grounds of public morality.

I should add that legislation to prohibit the sale of foie gras in the UK would also have to include a prohibition on the production of foie gras in the UK. It would be almost impossible to justify a sales ban on something the production of which was not prohibited in the UK..

I think it would be perfectly reasonable for the Council to call on the government to prohibit the sale of foie gras; the government would of course take advice from its own lawyers on the legality of a sales ban.

Peter Stevenson
Chief Policy Advisor
Compassion in World Farming
www.ciwf.org.uk

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Executive

25 September 2007

Report of the Director of City Strategy

YORK NORTHWEST AREA ACTION PLAN

Summary

1. At a meeting of the Local Development Framework (LDF) Working Group on 24 July 2007, Members considered initial drafts of the York Northwest Issues and Options documents. The documents were subsequently amended to take account of the LDF Working Group's comments. Revised documents were then forwarded to the LDF Working Group for confirmation of the changes.
2. This report seeks Members approval of the Issues and Options documents (attached in Appendices 1,2 and 3) and seeks agreement to undertake public consultation on them. Members are also asked to delegate approval to the Director of City Strategy, in consultation with the Executive Member and Shadow Member for City Strategy, to make changes arising from the Executive's comments, the final layout of the Issues and Options documents, the content of the Executive Summary, the consultation plan and the content of the accompanying consultation leaflet.

Background

3. At a meeting of the Executive on 27 February 2007, Members agreed to the programme for the preparation of an Area Action Plan (AAP) for York Northwest. The first stage of work, the preparation of the Issues and Options documents, has been undertaken in conjunction with planning consultants, Nathaniel Lichfield & Partners (NLP).
4. Draft Issues and Options documents for the Area Action Plan were considered by Members at a meeting of the LDF Working Group on 24 July 2007. These comprised a draft Issues and Options Report, a draft Baseline Report and a draft Sustainability Statement. In response to the comments made the Reports were revised. A summary of the changes made is attached in Appendix 4. The revised documents were circulated to Members of the LDF Working Group for further comment. An update on any additional comments from Members will be given at the meeting of the Executive on 25 September.
5. The Issues and Options documents are consultation documents. They have been prepared to promote debate at an early stage in the AAP process on the key issues and opportunities relating to the York Northwest area. It should be noted that the issues, ideas/opportunities and options identified in the documents are not exclusive. The main aim of the consultation with residents,

businesses and other stakeholders, is to identify the key things that are important to them, and what priorities they place on them.

6. In working with the consultants to prepare the Issues and Options documents, officers have looked at the emerging plans being produced by other local authorities, and the Planning Inspectorate's comments on plans being considered. As new planning documents there is no set format, content or style for Area Action Plans. The content of the York Northwest Issues and Options documents are, therefore, based on an interpretation of the guidance and the best informed judgement, given the experience elsewhere. The format and 'house style' of the document is consistent with the Core Strategy Issues and Options document.
7. From the advice received by the Government Office, Issues and Options documents should clearly set out the key issues relevant to the specific area, be locally distinctive and outline a number of different alternative approaches in taking forward the future development of an area. It is clear from guidance emerging on Area Action Plans that documents must also be 'sound'. They must be based on evidence, and clearly identify what the plan will deliver, the feasibility of this, by whom it will be delivered, and the timescales for this.

Issues and Options Documents

8. The York Northwest Issues and Options documents include:

a. Issues and Options Report (Appendix 1)

The York Northwest Issues and Options Report forms the main consultation document. The report is structured around key topic areas - employment, housing, social infrastructure, transport, culture and tourism, open space and built sporting facilities, and urban design. Key issues are identified for each topic area and ideas/opportunities relating to these are put forward.

Leading on from the ideas/opportunities identified in each topic area, alternative options are outlined for feedback and comment where possible. In some topic areas such as transport, there are a number of different alternative approaches, however, in other topic areas the scope for options is more limited. It is likely that a combination of options may be needed to maximise development opportunities for the area. Where this is the case it is clearly highlighted in the report. For options to be 'sound' they must be realistic and deliverable.

A section on funding and delivery has also been included in the Issues and Options Report. This will be developed in more depth at the Preferred Options stage. Viability testing will need to be undertaken as part of the assessment of the Preferred Options.

Initial views expressed by the public during consultation on the draft Consultation Strategy for York Central last summer have been taken into account in developing the Issues and Options Report. (Details of the comments made are set out in the Baseline Report in Section 4).

b. Baseline Report (Appendix 2)

This report provides the background context for the York Northwest AAP and should be read in conjunction with the main Issues and Options Report. It can be viewed online and is available on request. The Baseline Report refers to the regional and local context and outlines the key social, economic and environmental characteristics of the area.

The Baseline Report also gives an overview of the main technical evidence base studies undertaken which are relevant to York Northwest. These studies include those which are city wide and those which have been undertaken specifically, to consider various area wide issues. A list of the evidence studies which have been used to inform the preparation of the Issues and Options Report, is attached at Appendix 5. Further technical work will be required and will be produced to inform the ongoing work on the Area Action Plan. This will include specific studies and a financial viability assessment of the Preferred Options stage. Other work is also ongoing in relation to transport/access matters.

c. Sustainability Statement (Appendix 3)

The Sustainability Statement summarises the key sustainability matters arising from the Issues and Options Report by assessing the options put forward against the sustainability objectives set out in the Sustainability Appraisal Scoping Report for York Northwest. The Sustainability Statement can be viewed online and is available on request.

d. Executive Summary

The Executive Summary is a short, concise report setting out the main issues and options put forward. This document will be prepared following Members agreement to the main Issues and Options Report. Delegated agreement to the content of the Executive Summary will need to be sought from the Director of City Strategy, in consultation with the Executive Member and Shadow Member for City Strategy.

Amendments made following LDF Working Group

Minutes of meeting

9. At the LDF meeting on 24 July 2007, Members referred to 38 matters for clarification/amendment by officers. A summary of comments outlining a response to each point made, together with suggested amendments, is attached at Appendix 4. The suggested amendments have been incorporated into the documents attached to this report. Tracked change versions of the draft Issues and Options Report/Baseline Report showing the amendments made are available in the Members Library and on request from the report author.

Consequential amendments

10. In response to general comments made by the LDF Working Group, a suggested draft Vision has been included in the Vision and Development Objectives section. The list of suggested objectives has also been amended.

Following guidance from the Council's Marketing and Communications section, the questions at the end of each section have been revised to follow more closely the format of the Public Comment Form which will accompany the Issues and Options Report.

11. Other consequential amendments include:
 - Baseline information has been amended to reflect the latest information available, as referred to in the Core Strategy, Issues and Options 2.
 - In the Funding and Delivery section further clarification is given to the likely content of the legal agreements to be sought to fund community benefits.
 - Affordable housing within the funding section has been clarified, with reference to social rented and low cost home ownership (which includes intermediate and discount for sale homes)
12. In addition, a number of amendments have been made in the Transport sections of the documents to reflect wider issues raised and additional work carried out on transport modelling/refinement of options. A summary of transport amendments is attached at Appendix 4.

Consultation

13. Consultation on the Issues and Option documents will start at the beginning of November 2007, to allow sufficient time for plan preparation and printing, and will finish in mid January 2008, allowing a 10 week consultation period. This reflects the recommendation by Members of the LDF Working Group earlier this year to allow an extended period for consultation to take account of the Christmas period.
14. A consultation plan will be prepared that includes the main elements as listed in para.15 below. The plan will also take account of the earlier consultation strategy for York Central, which was produced by consultants, SRC, last summer. Delegated agreement to the consultation plan will be needed from the Director of City Strategy, in consultation with the Executive Member and Shadow Member for City Strategy.
15. The main elements of public consultation will include:
 - i) Hard copies of the Issues and Options documents will be available in Council receptions at the Guildhall, 9 St Leonard's Place and all libraries. Electronic copies of the documents will be available from the Council's website:
[\(http://www.york.gov.uk/environment/Planning/Local_development_framework/YorkNorthwestAAP/\)](http://www.york.gov.uk/environment/Planning/Local_development_framework/YorkNorthwestAAP/).
 - ii) A number of exhibitions will be held both at central and local venues during the period of consultation. These will be attended by Council officers who will be available to give further advice and information.
 - iii) A leaflet will be distributed to residents and businesses, within and adjoining, the York Northwest area, outlining the main issues and

giving information on how to find out more about the Issues and Options.

- iv) Workshops for special interest groups will also be held.
- v) Due to the timings of Ward Committees, officers will attend local ward committees for Holgate, Acomb and Micklegate in October, which will be in advance of the main consultation period. Articles outlining the current position with the AAP and proposed consultation have been placed in Your Ward, for the 4 local wards, and in Your City.

Options

16. There are two options available in respect of this report:

Option 1: To proceed with the amended Issues and Options documents as para. 8 of this report and carry out the public consultation between November 2007 and January 2008;

Option 2: To request further amendments to the Issues and Options documents.

Analysis

17. The documents have been put together in accordance with PPS1 (Delivering Sustainable Development). The draft Issues and Options documents which were prepared last summer for York Central have been expanded to incorporate the British Sugar site. Subsequently, the draft Issues and Options documents for the wider York Northwest area have been taken to the LDF Working Group and have been amended to take account of their comments.
18. To keep to the agreed programme for the York Northwest AAP, it is necessary to go out to consultation on the Issues and Options documents this November. Failure to keep to the programme could potentially have a detrimental impact on delivery of the development in the longer term. Significant amendments to the content of the Issues and Options documents are likely to delay the period for public consultation and delay the overall timescales for the AAP.

Corporate Priorities

19. The York Northwest area provides large brownfield development opportunities adjacent to the city centre. It will be an important area for future employment and housing needs within the City. Regeneration of the area will attract investment, helping to strengthen the city's high growth sectors and generate quality jobs. Development of this area will help to protect and enhance York's existing built and green environment and provides an opportunity for a flagship sustainable development. Development of the area will support the following corporate priorities:

- Improve the quality and availability of decent affordable homes in the City.
- Improve the contribution that Science City York makes to economic prosperity.

Implications

20. Implications are as listed below:

- **Financial** The production of the Issues and Options Report by NLP is being funded by Yorkshire Forward.
- **Human Resources (HR)** There are no Human Resources implications.
- **Equalities** There are no Equalities implications.
- **Legal** There are no legal implications.
- **Crime and Disorder** There are no Crime and Disorder implications.
- **Information Technology (IT)** There are no IT implications.
- **Property** The Corporate Landlord and Corporate Asset Management Group are being consulted throughout the production of this report and subsequent documents. Any specific corporate property matters which arise from these documents will be reported the Executive separately when appropriate.
- **Other: Marketing and Communication** The format of the public response form has been developed with regard to the Councils policy on Communication.

Risk Management

21. The production of the Issues and Options documents and proposed consultation accords with the programme for the AAP which was submitted earlier this year as part of the Local Development Scheme. There is a major risk that significant amendments to the Issues and Options documents could delay the period for public consultation and affect delivery of the AAP programme. If progress towards the completion of the AAP is delayed, there is also a risk to the Council's credibility as Planning Authority. There is a further risk that delay to the AAP programme could potentially have a detrimental impact on the programme for delivery of the development. Adherence to the agreed timescales for the AAP will minimise this risk.
22. A further risk relates to whether the final Area Action Plan is found to be 'sound' and has sufficiently covered all options to arrive at a preferred approach, based on robust evidence. As outlined in para. 6 of this report, officers have looked at other emerging AAP's and government advice for the interpretation of the guidance. It is considered that this is the best judgement on the content for the documents. The production of sound evidence base documents will minimise risks further along the process.

Recommendations

23. Members are asked to:

- 1) Approve the Issues and Options Report, the Baseline Report and Sustainability Statement for public consultation.

Reason: To ensure the Issues and Options for York Northwest are subject to consultation and the responses to this are carried forward to the next stage in the preparation of the Area Action Plan.

- 2) To delegate to the Director of City Strategy, in consultation with the Executive Member and Shadow Member for City Strategy, the approval of any changes requested by the Executive and the approval of the final layout of the consultation documents.

Reason: To ensure Members comments are included in the documents for public consultation.

- 3) To delegate to the Director of City Strategy, in consultation with the Executive Member and Shadow Member for City Strategy the approval of the consultation plan, the content of the Executive Summary and the content of the summary leaflet to accompany the Issues and Options documents.

Reason: To ensure Members comments are included in the documents for public consultation.

Contact Details

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Report Approved



Date 10.9.07

Specialist Implications Officer(s) None

Wards Affected: Holgate, Micklegate, Acomb and Rural West York

All

For further information please contact the author of the report

Background Papers:

Report to LDF Working Group 24th July 2007
Report to LDF Working Group 5th June 2007
Report to Executive, 27th February 2007
LDF Issues and Options 2

Appendices

Appendix 1: Issues and Options Report (circulated separately to Members and available online and for inspection at Guildhall Reception)
Appendix 2: Issues and Options: Baseline Report (online and available on request)
Appendix 3: Sustainability Statement (online and available on request)
Appendix 4: Summary of Amendments made following LDF Working Group (24/07/07)
Appendix 5: List of Evidence Base Documents
Appendix 6: Minutes of LDF Working Group, 24 July 2007

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Appendix 4
Summary of amendments made following LDF Working Group 24.7.07

Ref : Minutes of LDF Working Group 24 July 2007		
Comment made	Officer comment	Suggested Amendments
Paragraph 1.13 to include further information on BREEAM and other sustainability issues	As para 1.13 is a general paragraph to introduce the Sustainability Appraisal process it would be more appropriate to outline standards for sustainable construction in the Sustainability section. To incorporate commercial and residential development standards the text could be amended to refer to both residential standards in the Code for Sustainable Homes and the BREEAM standards for commercial development.	Paragraph 4.11 has been amended to include reference to both BREEAM and the Code for Sustainable Homes.
Page 6 Revised map on page 6 be amended to incorporate comments	The approach taken in the Issues and Options document is that the boundary of the York Northwest area will be delineated once a view has been reached on which areas are needed for the development of the area. A fuller list of the additional parcels of land required could be included in the text.	The text has been revised to include reference to the areas which could be included.
Paragraph 2.26 , the trees on Langholme Drive to be included in this paragraph	The text could be amended to include reference to a Tree Assessment for the British Sugar site, and general areas of trees adjacent to the boundaries.	Additional paragraph has been inserted after para 2.26 which refers to the Tree Assessment.
Paragraph 2.27 should refer to central York	The text could be amended to reflect areas closer to the site.	Paragraph 2.27 has been amended to refer to replacement sites for off site conservation management being sought as close as possible to the British Sugar site.
Part 3 Vision and Development Objectives page 12: include more information on Future York and include a draft vision	Reference to the Future York Report will be added to the documents relevant to the formulation of the vision. A cross reference to the section on the Report outlined in the Baseline Report could also be provided. A draft Vision for York Northwest has been produced.	In paragraph 3.4 an additional bullet has been added which refers to the Future York Report. A suggested Draft Vision has been added at 3.17.

Paragraph 3.4 be amended to read 'it will be important to consider'	The text could be amended to omit reference to consistency and replace this with 'it will be important to consider'.	Paragraph 3.4 has been amended.
Paragraph 3.17 car free issue to be included in the suggested objectives	This could be included within the suggested objective relating to low car dependency.	Objective 13 has been amended to include reference to car free environment.
Paragraph 3.17 no.5 be amended to include employment opportunities for all York residents	Objective 5 could be amended to reflect this.	Objective 5 has been amended.
Paragraph 3.17 no.9 be amended to include affordable housing and meeting residents needs.	Objective 9 could be amended to reflect this.	Objective 9 has been amended.
Paragraph 4.14 the last sentence to be re-worded	The text could be amended to be more positive on the issue of contemporary architecture.	Para 4.14 has been amended.
Paragraph 4.17 to be cross-referenced to the baseline report	A cross reference could be provided.	Para 4.17 has been amended.
Paragraph 4.21 should include reference to public transport and sustainable transport	Public transport and sustainable travel modes could be outlined in this paragraph.	Para 4.21 has been amended.
Paragraph 4.25 should include reference to possible B8 use in the area around the railway station	Para 4.25 outlines the definitions of the B1,2 and 8 Use Classes. It would be more appropriate to add a reference to B8 use relating to the railway station in the Option E3, for B8 use within the York Central site.	Option E3 has been amended to include another bullet under Advantages.
Paragraph 4.27 figure 2 should include range of employment, that design would be to maximise 'green' issues and minimise car use and mixed use of employment land.	Figure 2 could be amended to include references to these issues.	Figure 2 has been amended.
Paragraph 4.31 onwards - Housing section- include the issue of location of high density housing, the need to reflect the Housing Market Assessment and amenity space and play areas.	Figure 3, sections on affordable housing and density could be amended to make reference to these issues.	Figure 3 has been amended.

Page 33 density be clarified regarding low, medium, and high density housing	Reference to low density has been omitted. Definitions of medium and higher density housing could be included.	Paragraph 4.36 and Figure 3 (Density) have been amended.
Page 35 Housing Density Option H2 be clarified and amend the reference to high density housing adjacent to British Sugar	H2 could be amended to refer to higher density housing as part of a mix of uses. Careful planning will be required for siting any new residential dwellings close to existing residential properties adjacent to the boundaries.	Text at Option H2 has been amended to reflect this.
Page 43 figure 4 Health Facilities Provision should include reference to other doctors surgeries in the area including Dalton Terrace and Acomb surgeries	The most recent information available shows that the nearest surgeries are Lavender Grove and Holgate Surgeries. Additionally Gillygate Surgery has also been included as this surgery contacted the Council in response to the consultation on York Central last summer. Further, information on Dentists indicates that there are no practices in the immediate vicinity of York Northwest.	The text in Figure 4 has been amended with revised locations for health provision.
Page 43 Primary School Provision should include reference to St Paul's Primary School	Reference to existing Primary School provision, including the 3 schools within the vicinity, could be included within Figure 4 in terms of the need to review existing school provision.	The text in the Ideas and Opportunities for Primary School provision has been amended in Figure 4.
Page 54 Option C1 to include reference to connecting the NRM as far through as the Minster, both a physical and visual link	The text for Option C could be amended to refer to the physical and visual link between the NRM and the other tourist attractions in the Cultural Quarter.	Option C1 has been amended.
Page 69 Transport to include reference to cycling and pedestrian links eastward from the British Sugar site.	The opportunity for a link between the British Sugar site and Rawcliffe/Clifton Ings could be explored and reference included in figure 5 in Pedestrian and Cycle access.	Figure 5 Ideas and Opportunities has been amended.
Page 62 paragraph 4.66 include reference to parking controls and trams	Reference to parking controls would be more appropriate in Figure 5 in the Issues section on Parking. The text could be amended to include reference to this and car free development. Paragraph 4.66 could be amended to include reference to tram-train.	Figure 5, Parking has been amended. Paragraph 4.66 has been amended.

Page 65 Vehicular Access Options should make reference to paragraph 13.13	Reference to the grassland described in para 13.13 of the Baseline Report could be included in the disadvantages to Option T1.	Option T1 Disadvantages has been amended.
Page 66 Option T4 Vehicular Access Options include details of a bus link across the City	An additional point could be added in the Advantages to Option T4 to cover this.	Option T4 has been amended.
Page 66 Option T5 show Salisbury Terrace route	The public transport Option Plan could be amended to include the Salisbury Terrace route. Option T1 could be amended to include reference to the advantage of re-routing traffic from Salisbury Terrace via Water End.	The plan has been amended. Option T1 has been amended.
Page 69 Map to show the potential new bus route due to the Manor School Development	The map could be amended to include this.	The Public Transport Options map has been amended.
Page 72 Map to show the pedestrian and cycle route	The Pedestrian and Cycle map could be amended to show an eastwards link to the open space from British Sugar.	The Pedestrian and Cycle map has been amended.
Page 73 Option T20 include replacement of Scarborough Bridge	The access advantages in providing an alternative pedestrian/cycle link across the river could be added to T20.	An additional advantage relating to this has been added to T20.
Page 73 Option T21 include non-compatibility with the bus corridor	The non-compatibility issues between the bus/train corridor and potential pedestrian/cycle route could be referred to in the disadvantages in Option T21	Option T21 has been amended.
Page 74 Option T24 include that there is currently access available but this is not DDA compliant	The accessibility advantages of a new access could be added in the Advantages in T24.	Option T24 has been amended.
Page 74 Option T25 include the possibility of relocating the steps Cinder Land/Wilton Rise	T25 could be amended to include the possibility of relocating the bridge.	Option T25 has been amended.
Page 76 para 4.75 should address future needs	Paragraph 4.75 could outline the facilities listed related to current gaps and future needs across the City. The need to address future needs could also be included in the following paragraph 4.76 in relation to York Northwest.	Paragraphs 4.75 and 4.76 have been amended.

<p>Page 76 para 4.76 be re-worded to be more positive and reflect the use of the Railway Institute and the need for a replacement within the City Centre</p>	<p>Para 4.76 could be reworded to make reference to the facilities at the Railway Institute, with cross reference to the information provided in the Baseline Report.</p>	<p>Para 4.76 and the Baseline report have been amended.</p>
<p>Page 78 reference to shared facilities – the facilities at Manor School are already shared</p>	<p>The Opportunities section for Location of Open Space in Figure 7 could include reference to increased use of shared facilities.</p>	<p>Figure 7 has been amended.</p>
<p>Page 83 Urban Design- highlight the issue of it being an exemplar development</p>	<p>Additional text to emphasise the overarching importance of exemplar development could be added to para 4.84. Reference to Central Business District in particular could be included in Figure 8, Built Environment and Public Realm, Ideas and Opportunities.</p>	<p>Para 4.84 and Figure 8 have been amended.</p>
<p>Page 83 Sustainable Communities- make reference to the multi-use of car parking areas.</p>	<p>Reference to shared use of car parking, where appropriate, could be added to Figure 8, Sustainable Communities.</p>	<p>Figure 8 has been amended.</p>
<p>Report should use the phrase ‘where possible’, and that it should include more positive and strong phrases in terms of should, must etc</p>	<p>At this stage in the process the intention is to outline issues and put forward different ways of developing the area. It is therefore a conceptual stage with options raised for public debate. The use of phrases such as ‘should’ and ‘must’ have been used where there is a clear intention for a particular approach to be undertaken (eg where there is clear evidence or policy background for this). These terms will be used at the Area Action Plan stage for the Document.</p>	<p>In a number of instances, eg para 4.14, the text has been amended to include ‘where possible’.</p>
<p>Water Lane and Shipton Road should be shown to connect on maps</p>	<p>The base map could be amended to show these connections.</p>	<p>The base map has been amended.</p>

Summary of Amendments to the Transport and Accessibility Section (no specific reference in the minutes)	
Document reference	Amendment made
Figure 5	
Sustainable Development and Transport	An additional issue has been added for 'Sustainable Development and Transport'. This outlines the importance of sustainable means of travel in providing access to and within the area. Six Ideas and Opportunities are outlined, following on from this.
Connectivity	The issue of accessibility has been replaced by connectivity. This outlines the importance of links by rail, road, air and bus, both regionally and on a wider basis. Six Ideas and Opportunities are related to this.
Traffic Congestion	New text has been provided on traffic congestion outlining the regional, sub-regional and local impact of congestion. Further development taking place within the city is referred to and the need to take this into account in relation to changes in the existing and future transport network. The issues are also expanded upon in terms of the impact on the local highway network, the limited spare capacity available and the need to limit any increase in traffic congestion. Additional Issues and Options are identified including the concept that dispersed access points could be used to access different parts of the area and discourage through traffic.
Vehicular Access	The issue of 'vehicular access' has also been amended. This refers to the limited nature of existing accesses into both the York Central and the British Sugar sites. The opportunity to provide new accesses are constrained by existing rail, road and built environment. The provision of new accesses to the area will therefore inevitably impact on the surrounding uses and be costly to provide. Amendments have been made to the opportunities identified.
Air Quality	Air pollution has been deleted and Air Quality added as an issue. Reference is made to 'hot spots' in the Air Quality Management Area and the need to ensure there is no further deterioration in air quality as a result of the development. Five issues are identified relating to this.
Public Transport	Amendments have been made to the Public Transport issue, which now refers to the provision of new public transport facilities and the need for these to fit in with the city wide regional transport network. An additional opportunity relating to links between public transport services and park and ride facilities is identified.
Pedestrian and Cycle Access	Pedestrian and cycle access has been amended to highlight the current limitations of access routes and the need for new routes to be attractive and integral to the overall network. A new Idea/Opportunity has been added to include the opportunity for a new pedestrian/cycle link from the British Sugar site across the River Ouse.
Internal Transport Network	This section has been deleted.

Parking	The issue of parking has been expanded in terms of the needs to consider this within the overarching principles of sustainable development. Car free areas/low dependency development has also been added as a possible opportunity together with links with Park and Ride sites.
Freight Movement	Freight movement has been amended to include servicing facilities as an issue and the consolidation centre/freight strategy has been inserted as an Idea/Opportunity.
Transport Options	
Introductory text to the Tables	Work on transport modelling has been referred to within this section and included within the Baseline Report. The need for a Transport Framework to ensure the combined development of York Central and British Sugar can be accommodated on the network is now included. The issues the strategy will need to address are also added. The need for improvements to the existing road network arising from the development, with upgrading/junction improvements likely to be required and a new transport link between the outer ring road and York Central are now referred to.
Transport Access Options (Tables)	A number of vehicular access options are clarified in terms of whether the access would be 'restricted' traffic only. An additional vehicular access option at Marble Arch has also been added (T14). A number of additional points are made in the Advantages and Disadvantages. Two new pedestrian and cycle options have been included, with a new bridge across the river (T31) and routes via Water End, Queen Street, Holgate Road (T32, T33 and T34)

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Evidence Base Documents

The following evidence base documents have been summarised in the Baseline Report. The documents will be available to view in the Members Library and at 9 St Leonard's Place.

City Wide Evidence Base

Strategic Housing Market Assessment

This was produced by Fordham Research and considered by the LDF Working Group on 10th July 2007.

Open Space, Sport and Recreation Study (Stage 1)

This was produced by PMP consultants and considered by the LDF Working Group on 27th June 2007.

Local Transport Plan 2 (LTP2)

This was produced by the Council and approved by the Department for Transport in December 2006.

Stage One of the Employment Land Review

This was produced by consultants SQW and considered by the Local Development Framework Working Group on 10th July 2007. Stage Two of the ELR will complete the review the economic development within the City. As this has been an emerging document it has not yet been summarised in the Baseline Report.

Strategic Flood Risk Assessment

This was produced by York Consultancy (the Councils engineering consultancy) and considered by the Local Development Framework Working Group on 27th June 2007.

Annual Monitoring Report

This was produced by the Council and published in December 2006.

The following studies have been commissioned and are therefore not yet available.

Retail Study.

This work has been commissioned to be produced by GVA Grimley. It is anticipated that this will be available in the autumn of this year.

Housing Land Availability

This work is being produced by the Council. It is anticipated that it will be available in the autumn of this year.

Specific Studies to York Northwest

York Central: Transport Masterplan Study

This work was produced by Faber Maunsell specifically for the York Central site. It was considered by the Executive in January 2006 and should be read in conjunction with the report to the Executive.

York Transport Model : York Northwest Options

Transport consultants, Halcrow, have been commissioned by the Council to test a number of transport scenarios using the York Transport Models, as part of ongoing transport work for York Northwest.

Archaeological Study

This was produced by On Site Archaeology for the British Sugar site in May 2007.

Ecological Study

This was produced by Martin Hammond (wildlife consultant) for the British Sugar site in May 2007.

Invertebrate survey of the former railway sidings at the British Sugar site.

This was produced by Martin Hammond in May 2007.

Multi Disciplinary Engineering Study Feasibility Study

This was produced by Carl Bro on behalf of Yorkshire Forward for the York Central site in March 2006. It covered issues including, contamination, ecology and archaeology. The availability of this document is subject to the agreement of Yorkshire Forward and Network Rail.

British Sugar: SPMP First Phase Reporting

This was produced by environmental consultants Enviros on behalf of British Sugar for the British Sugar site in August 2006. It covers contamination issues in relation to an Integrated Pollution Prevention and Control permit.

Open Space Audit of York Northwest

This work has been commissioned by the Council to be produced by consultants, PMP. It is anticipated that this will be available in the autumn of this year.

Further Studies

The following studies are likely to be commissioned or, where indicated, work has commenced on them:

- A general assessment of the of the landscape value of the existing tree cover within the British Sugar site and the immediate surroundings is being commissioned by the council.
- Viability Appraisal (at the Preferred Options stage)

MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	24 JULY 2007
PRESENT	COUNCILLORS REID (CHAIR), D'AGORNE, HORTON, HUDSON, MERRETT, MOORE, SIMPSON-LAING, WALLER, WATT AND VASSIE (SUBSTITUTE)
APOLOGIES	COUNCILLORS R WATSON

18. DECLARATIONS OF INTEREST

Members were invited to declare any personal or prejudicial interests they may have in the business on the agenda.

Cllr Waller declared a personal interest in Agenda Item 3, York Northwest Area Action Plan, as a trustee of Leeman Road Millenium Green.

Cllr Simpson-Laing declared a personal interest in the same agenda item, as a resident of the York Central area.

19. PUBLIC PARTICIPATION

It was reported that there were no registrations to speak under the Council's Public Participation Scheme.

20. YORK NORTHWEST AREA ACTION PLAN

Members considered a report which outlined the work carried out on the first stage of the Area Action Plan. The document had been prepared within the timescale agreed within the Local Development Scheme. Members comments were sought on a draft Issues and Options document with an accompanying Sustainability Statement.

Members received a presentation from Nathaniel Lichfield & Partners, Planning Consultants. The presentation covered the following areas:

- Background
- Description of the York North West Area
- York Northwest Issues and Options document
- Regional and local context
- Vision
- Visioning objectives, and what these relate to
- Sustainable Communities – key issues
- Employment – key issues and options
- Housing – key issues
- Housing density options
- Housing type actions

- Social Infrastructure – key issues and options
- Culture and Tourism – key issues and options
- Transport – key issues
- Vehicular access options
- Public transport options
- Pedestrian and cycle options
- Open Space, leisure and recreation
- Urban design – key issues
- Delivery and funding

Members made the following comments on Appendix 1, the York Northwest Area Action Plan Issues and Options Report :

- Paragraph 1.13 to include further information on BREEAM and other sustainability issues
- Revised map on page 6 be amended to incorporate Members comments
- Paragraph 2.26 – the trees on Langholme Drive to be included in this paragraph
- Paragraph 2.27 should refer to central *York*
- Part 3 Vision and Development Objectives page 12 : include more information on futureyork, and include a draft vision
- Paragraph 3.4 be amended to read “it will be important to *consider*”
- Car free issue to be included in the Suggested Objectives paragraph 3.17
- Paragraph 3.17 no.5 be amended to include employment opportunities for all York residents

- Paragraph 3.17 no.9 be amended to include affordable housing and meeting residents needs
- Paragraph 4.14 the last sentence to be re-worded
- Paragraph 4.17 to be cross-referenced to the baseline report
- Paragraph 4.21 should include reference to public transport and sustainable transport
- Paragraph 4.25 should include reference to possible B8 use in the area around the railway station
- Paragraph 4.27 figure 2 should include range of employment, that design would be to maximise “green” issues and minimise car use, and mixed use of employment land
- Housing section – paragraph 4.31 onwards – include the issue of location of high density housing, the need to reflect the Housing Market Assessment, and amenity space and play areas
- Page 33 density be clarified regarding low, medium, and high density housing
- Housing Density Option H2 page 35 be clarified, and amend the reference to high density housing adjacent to British Sugar
- Page 43 figure 4 Health Facilities Provision should include reference to other doctors surgeries in the area including Dalton Terrace and Acomb surgeries
- Page 43 Primary School Provision should include reference to St Pauls Primary School

- Page 54 Option C1 to include reference to connecting the NRM as far through as the Minster, both a physical and visual link
 - Page 69 Transport to included reference to cycling and pedestrian links eastward from the British Sugar site
 - Page 62 paragraph 4.66 include reference to parking controls and trams
 - Page 65 Vehicular Access Options should make reference to paragraph 13.13
 - Page 66 Vehicular Access Options Option T4 include details of a bus link across the city
 - Page 66 Option T5 show Salisbury Terrace route
 - Page 69 Map to show the potential new bus route due to the Manor School Development
 - Page 72 map to show the pedestrian and cycle route
 - Page 73 Option T20 include replacement of Scarborough Bridge
 - Page 73 Option T21 include non-compatibility with the bus corridor
 - Page 74 Option T24 include that there is currently access available but this is not DDA compliant
 - Page 74 Option T25 include the possibility of relocating the steps Cinder Lane/Wilton Rise
 - Page 76 paragraph 4.75 should address future needs
 - Page 76 paragraph 4.76 be re-worded to be more positive and reflect the use of the Railway Institute and the need for a replacement within the city centre
 - Page 78 reference to shared facilities – the facilities at Manor School are already shared
 - Page 83 Urban Design – highlight the issue of it being an exemplar development
 - Page 83 Sustainable Communities – make reference to the multi-use of car parking areas
-
- General comments that the report should use the phrase “where appropriate” in a number of cases to highlight that in some cases options may not be possible, and that it should include more positive and strong phrases in terms of should, must, etc
 - General comments on the maps that Water Lane and Shipton Road should be shown to connect

Members also commented upon the importance of the timings and locations of the Ward Committees to enable residents to take part in the briefings and consultation

RESOLVED :

- (i) That the content of the documents attached to the report as Appendices 1, 2 & 3 be noted;
- (ii) That it be delegated to the Director of City Strategy, in consultation with the Executive Member for City Strategy and the Opposition Spokesperson, the making of any necessary changes to reflect the comments/amendments made above;

- (iii) All Members of the Local Development Framework Working Group be forwarded a copy of the document before it is referred on to the Executive;
- (iv) That the document be forwarded to the Executive meeting of 25 September 2007 for consideration;
- (v) That the issues relating to the timings and location of Ward Committees be considered

REASON:

- (i) To give Members an understanding of the content of the Issues and Options document;
- (ii) So that any recommended changes can be incorporated into the documents taken forward to the Executive;
- (iii) To ensure that the Ward Committees arranged to brief and consult residents on the York Northwest Area Action Plan are accessible and timely to fit into the consultation.

COUNCILLOR A REID

Chair

The meeting started at 5.00 pm and finished at 8.35 pm.