

Minutes of Knaresborough Town Council's Office Services Committee,
held at Knaresborough House, Knaresborough on
Tuesday 26 June 2018

PRESENT: Chair: Councillor D Goode

Councillors: M Clemmitt, T Hunter, A Willoughby, C Willoughby, M Wood and A Wright

Staff Present: The Acting Clerk

Late Arrivals: A Willoughby **Early Departures:** None

OSC18/01 ITEM 1 - To receive Apologies for inability to attend the meeting.

Apologies were received from Councillor P Ireland

OSC18/02 ITEM 2 – Councillors' Disclosure of an Interest

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| Councillor D Goode | Item 4 – as a Director of Knaresborough Community Land Trust. |
| Councillor C Willoughby | Item 4 – as a Director of Knaresborough Community Land Trust. |
| Councillor A Wright | Item 4 – Point Q2 – as the land involved in the potential Green Hammerton Development belongs to a friend. Point Q5 – as a commercial property owner |

OSC18/03 ITEM 3 – KTC Public Speaking Session - none

OSC18/04 ITEM 4 - To Consider a response to the HBC Consultation on Community Infrastructure Levy following the resolution at Full Council (Monday 11 June) for this Committee to meet as soon as possible to discuss the various issues for and against CIL and produce a report with recommendations in time for the next full council meeting on 2 July.

The Chair gave a brief summary of the task in hand and details of the HBC Community Infrastructure Levy: Preliminary Draft Charging Schedule Consultation. Members discussed the papers presented by HBC for the consultation and it was noted that these were very technical documents and therefore not very engaging or transparent as a process.

The Chair took members through each question on the consultation response form:

Question 1. Do you support the methodology and assumptions used in the CIL Viability Assessment?

Councillor D Goode declared an interest as a member of the Knaresborough Community Land Trust.

Councillor Goode read out an extract under the heading:

3. What development will be liable to pay CIL?

“3.1.....However, the regulations provide for a number of exemptions to CIL against which the levy will not be charged, including:

....

- *Affordable housing (defined as social rented and intermediate housing) provided through a local housing authority, registered provider or charitable body;”*

Councillor Goode raised the concern that Community Land Trusts had not been included in this list, some would fall under the umbrella of charitable body but this would not always be the case.

Councillor Wright expressed the opinion that, as a director of the Knaresborough Community Land Trust, Councillor Goode should declare a prejudicial interest. Councillor Goode explained that he would gain no financial benefit from this role and felt there was no requirement to declare a prejudicial interest.

Councillor C Willoughby declared an interest as a member of the Knaresborough Community Land Trust.

After some discussion and to move the meeting forward a recommendation was made as follows:

RECOMMENDATION: That KTC asks Harrogate Borough Council to clarify in point 3.1 of the document whether or not a community land trust would be exempt from the levy.

FURTHER RECOMMENDATION: That KTC supports the methodology and assumptions used in the CIL Viability Assessment.

Question 2. Do you support the proposed CIL rates for new residential development?

It was clarified by some members that CIL does not replace Commuted Sums S106 but is in addition to it. All other charges remain in place. General discussion led on to mention of some of the potential large scale developments in the area.

Councillor Wright declared an interest at this point in the meeting as the proposed Green Hammerton development is on land belonging to a friend.

A proposal was made to ask for the rate for residential zone 1 to be set at £60 not £50. Further discussion established that some members felt that they did not have enough expertise on what the impact of such a change would be and it was taken no further.

The inclusion of a CIL rate for sheltered housing was discussed at length and Councillor C Willoughby expressed the belief that in this instance it was referring to commercial operations.

A motion was put forward to establish if the OSC supported the CIL rates for sheltered housing at £60 for Zones 1 and 3 and £40 for Zone 4. This motion carried.

RECOMMENDATION: That KTC neither supports nor objects to the proposed CIL rates for new residential development.

Question 3. Do you agree the boundaries between the different charging zones are appropriate?

RECOMMENDATION: That KTC supports the boundaries as appropriate.

Question 4. Do you support the proposed CIL rates for non-residential development (distribution, supermarkets and retail warehouses)?

Discussion took place around the various rates set out in the document. A motion was put forward to reduce the proposed CIL rate for shops in Zone 1 to £0. This motion failed.

A motion was put forward to reduce the proposed CIL rate for shops in Zone 3 to £0. This motion failed.

A motion was put forward for shops – Zone 1 - to remain at £40. This motion was carried.

A motion was put forward for shops – Zone 3 - to remain at £40. This motion was carried.

RECOMMENDATION: That KTC neither supports or objects the proposed CIL rates for non-residential development and recommends that the CIL rate for supermarkets and retail warehousing is set to £0 for Zone 2 areas not in Central Harrogate.

FURTHER RECOMMENDATION: That KTC requests that if the planning department sees a development meets the housing needs of a community then the Council has scope to reduce the CIL in those development areas.

Question 5. Do you support the proposal to set the rate at £0 per square metre for all other types of chargeable development?

Councillor A Wright declared an interest and opted to leave the room taking no part in the vote.

RECOMMENDATION: That KTC supports the proposal.

Question 6. Do you support the Council's draft instalments policy?

RECOMMENDATION: That KTC supports the Council's (HBC) draft instalments policy

Question 7. Do you support the Council's draft Regulation 123 list?

RECOMMENDATION: That KTC supports the Council's (HBC) draft Regulation 123 list.

Question 8. Do you have any other comments on the Preliminary Draft Charging Schedule, or CIL Viability Assessment?

The Office Services Committee members had no further comment to make.

OSC18/05 ITEM 5 - To Consider items for inclusion on a future Office Services Agenda.

The Chair presented members with a draft list of work program for the Office Services Committee for the year 2018/19 (see appendix A).

He explained that the list was a guide to the extensive work that needed to be done by the Committee and members discussed priorities around the items on the list.

Councillor Goode assured members that this list did not preclude any member asking for other topics to be included on an agenda or indeed any direction from Full Council for a matter to be dealt with by the OSC.

Meeting Closed at 8.30pm

Signed by the Chair (Councillor D Goode):_____

Appendix A**Knaresborough Town Council**
Office Services
26th June 2018
18:45 Knaresborough House.

Draft list of work program for Knaresborough Town Council Office Services Committee for year 2018/19

1. 6-month review Clerk role/ office operation review with staff of two – leading to next step appointment of a permanent Clerk.
2. KTC Knaresborough House Lease Renewal
3. Finance – appointment KTC Councillor finance monitor
4. WEB site development program
5. IT Security
6. GDPR implementation progress reviews
7. Standing Orders review latest YLCA update guidance
8. Review and update Policy Docs with review dates for this council year

Action required

Need to agree work program

Need to set priority for agreed work program