

AGENDA

Committee Administrator: Louise Hancock (01609 767015)

Monday, 29 September 2014

Dear Councillor

NOTICE OF MEETING

Meeting	CABINET
Date	Tuesday, 7 October 2014
Time	9.30 am
Venue	Council Chamber, Civic Centre, Stone Cross, Northallerton

Yours sincerely

P. Morton.

Phillip Morton
Chief Executive

To:	Councillors	Councillors
	M S Robson (Chairman)	N A Knapton
	P R Wilkinson (Vice-Chairman)	B Phillips
	Mrs B S Fortune	

Other Members of the Council for information

AGENDA

Page No

1. MINUTES
To confirm the decisions of the meeting held on 2 September 2014 (CA.22 - CA.30), previously circulated.
2. APOLOGIES FOR ABSENCE
Resources Management
3. ANNUAL REPORT TO CABINET ON AUDIT, GOVERNANCE AND STANDARDS COMMITTEE ACTIVITIES FOR 2013/14 1 - 4

This report presents a report which analyses the work undertaken by the Audit, Governance and Standards Committee up to 31 March 2014. An analysis of the work undertaken is attached at Appendix A to the report.

In accepting the recommendation, the report of the Audit, Governance and Standards Committee will be endorsed.

Relevant Ward(s): All Wards
4. COUNCIL INSURANCE POLICY 5 - 8

This report provides an update on the future insurance cover for the Council; advises on the increased insurance costs and recognises that the increased costs will be met from existing budget.

In accepting the recommendation, the insurance costs as set out in Annex A at £216,180 will be accepted.

Relevant Ward(s): All Wards

Policy and Strategy
5. AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT REVIEW 9 - 52

This report requests the approval of the Draft Affordable Housing Supplementary Planning Document (SPD) of the Local Development Framework (LDF) for public consultation purposes.

In accepting the recommendation the draft SPD will be approved for public consultation.

Relevant Ward(s): All Wards outside the North York Moors National Park

Policy Implementation
6. INGLEBY ARNCLIFFE NEIGHBOURHOOD AREA 53 - 58

This report seeks consideration of an application for the designation of a Neighbourhood Area for Ingleby Arncliffe parish.

In accepting the recommendations, the designation of a Neighbourhood Area for Ingleby Arncliffe parish will be approved and the necessary information will

be publicised (in agreement with the North York Moors National Park Authority); Government grant funding will be passed to Ingleby Arncliffe Parish Council to cover their submitted costs of plan preparation up to £3,000; and Government grants received by the Council will be shared net of expenses incurred on an agreed basis with the North York Moors National Park Authority based on the actual work involved.

Relevant Ward(s): Swainby

7. PUBLIC OPEN SPACE, SPORT AND RECREATION PLANS

59 - 62

This report seeks endorsement of the refreshed Public Open Space, Sport and Recreation Action Plan for Carthorpe.

In accepting the recommendation, the Public Open Space, Sport and Recreation Action Plan in Annex B of the report will be endorsed.

Relevant Ward(s): Leeming

8. EXCLUSION OF THE PUBLIC AND PRESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 excluding the press and public from the meeting during consideration of items 9 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

9. NORTHALLERTON PRISON - PURCHASE

This report provides an update on the current position regarding the negotiations for the purchase of the Northallerton Prison.

Relevant Ward(s): Northallerton Broomfield; Northallerton Central; Northallerton North

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HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
7 October 2014

Subject: **AUDIT, GOVERNANCE AND STANDARDS COMMITTEE ACTIVITIES 2013/14 – ANNUAL REPORT**

All Wards
Portfolio Holder for Support Services: Councillor N Knapton

1.0 PURPOSE AND BACKGROUND:

1.1 The purpose of this report is to present a report which analyses the work undertaken by the Audit, Governance and Standards Committee up to 31 March 2014. An analysis of the work undertaken is attached at Appendix A.

2.0 DECISIONS SOUGHT:

2.1 Cabinet is asked to endorse the work undertaken by the Audit, Governance and Standards Committee.

3.0 RISK ANALYSIS

3.1 There are no major risks associated with recommendations in this report. However the Audit, Governance and Standards Committee is obliged by its terms of reference to report annually to Cabinet on the Committee's activities.

4.0 RECOMMENDATION:

4.1 It is recommended that Cabinet endorse the report of the Audit, Governance and Standards Committee.

COUNCILLOR R HUDSON
CHAIRMAN - AUDIT, GOVERNANCE AND STANDARDS COMMITTEE

Background papers: None
Author ref: JI
Contact: Justin Ives
Director of Support Services and Deputy Chief Executive

AUDIT, GOVERNANCE AND STANDARDS COMMITTEE

WORK UNDERTAKEN DURING 2013/14

1. External Audit – Deloitte

Deloitte, as the Council's external auditor, presented reports that covered:-

- Annual Audit and Inspection Plan – this sets out the proposed plan for audit and inspection work;
- Annual Audit and Inspection Letter – this summarises the conclusions and significant issues arising from Deloitte's audit and inspection work;
- Annual Governance Report – this presents the findings, conclusions and recommendations from the annual audit. It also covers the audit of accounts and work undertaken on the arrangements to secure economy, efficiency and effectiveness in the use of resources;
- Quarterly reports on their activities with the Council.

It is pleasing to note that these reports did not identify any significant problems and were received and accepted by the Committee.

2. Internal Audit – Veritau North Yorkshire Limited

- Presented the 2012/13 Internal Audit Annual Report. The Report was accepted;
- Presented the 2012/13 Annual Governance Statement. This was approved;
- Gave a comparison of the Section's actual performance against target throughout the year. The Committee agreed that the performance was satisfactory;
- The annual review of the Audit Vision and Charter.

3. Accounts and Governance – Hambleton District Council staff

These reports cover the presentation of both: -

- The Statement of Accounts 2012/13 – these present the statutory financial accounts in the form prescribed by the Code of Practice on Local Authority Accounting in the UK – A Statement of Recommended Practice. The Committee scrutinised the detail of the accounts and after a robust challenge approved them;
- The Annual Governance Statement (AGS) for 2012/13 – this a statement required by statute which follows the guidelines issued by the Chartered Institute of Public Finance. It describes the internal control environment and the steps the Council has taken to ensure:-
 - its business is undertaken in accordance with the law;
 - it maintains proper safeguards that provide good governance;
 - public money is safeguarded, and;
 - its resources are used economically, efficiently and effectively.

The Committee agreed with the conclusion of the review and approved the content of the AGS.

- The Treasury Management Strategy and Practices were reviewed and accepted by the Committee.

4. Risk Management – Veritau North Yorkshire Limited

The Committee received a report on the Annual Review of Risk Management Strategy, this included a review of the Risk Management Process, Policy Statement and an updated Guidance Manual. The report and guidance were accepted.

5. Constitution and other work

The Committee received reports covering:-

- Amendments to the Councils Constitution – Scrutiny Committees and reviews of Procedure Rules and Articles.
- Activity under the Regulation of Investigatory Powers Act was reported and accepted.
- Annual Report on Counter Fraud and Corruption 2012/13 was reported and accepted.

6. Standards

The Committee took responsibility for the Standards regime from July 2012 and was involved in the adoption of the new Member Code of Conduct and procedures.

The Standards Hearings Panel has considered three complaints under the Council's Complaints Procedure, two complaints against a District Councillor and three complaints against Parish Councillors.

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HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
7 October 2014

Subject: COUNCIL INSURANCE POLICY

All Wards
Cabinet Member for Support Services: Councillor N A Knapton

1.0 PURPOSE AND BACKGROUND:

1.1 The purpose of this report is to:

- update Cabinet on the future insurance cover for the Council
- advise on the increased insurance costs
- recognise the increased costs will be met from existing budget

1.2 The Council's insurance policy expires on 1 November 2014. Insurance is a specialised market and therefore a broker was engaged, Aon UK Ltd, to carry out the required tender exercise under EU regulations in discussion with Council Officers.

1.3 The tender exercise provided an opportunity to review existing insurance arrangements to confirm their fitness for purpose going forward and to review the information on which the insurance programme is based. One key change was made to the existing arrangements where combined liability insurance cover was increased from £10m to £20m. The amount of liability cover was increased to ensure that any claim made against the Council would be covered by the insurance company. In the current insurance market environment it is deemed that an appropriate level of cover would be £20m. This increase in the combined liability insurance cover is in line with the level of cover held by other Local Authorities similar to Hambleton District Council.

1.4 The tender bids were invited on a similar basis of insurance cover and programme structure that the Council currently holds including existing levels of self-insurance, taking into account the revised sums insured, risk management measures and other exposure information.

1.5 The insurance market for Local Authority risks is very specialist and limited to a few insurers with the necessary skills and experience. Bids were received from the majority of the established Public Sector insurers plus additional bids from other insurers in the market for certain aspects of the insurance programme. The tenders received have been evaluated on the basis of the published award criteria and sub-criteria and been scored to make an informed decision in awarding the contract.

1.6 The annual cost of insurance cover to the Council in November 2013 was £170,600. The cost to renew the Council's insurance in November 2014 is £216,180. The overall increase in insurance cost of £45,580 is mainly due to the increase in liability insurance. Liability insurance costs increased by £46,660 and if liability insurance cover had not been increased to £20m then an increase in liability would have been £39,800. The improved liability insurance cover to £20m has only increased the cost to the Council of £6,860.

- 1.7 The insurance budget in 2014/15 has been set at £177,820. Therefore due to the insurance increasing part way through the year, there will be an increase cost of insurance for five months.
- 1.8 Attached at Annex A is a breakdown of the insurance categories and costs for the tendered cost in November 2014 compared to the insurance costs paid in November 2013.

2.0 LINK TO COUNCIL PRIORITIES:

- 2.1 The procurement exercise undertaken has achieved value for money for the Council in renewing its insurance policy. It has obtained the best rates possible, whilst striving to achieve the lowest costs possible.

3.0 RISK ASSESSMENT:

- 3.1 Risk in not approving the recommendations

Risk	Implication	Prob*	Imp*	Total	Preventative action
Council pays more in insurance premiums than necessary	Negative impact on Council finances	5	3	15	Accept the renewal insurance cost

Prob = Probability, Imp = Impact, Score range is Low = 1, High = 5

4.0 FINANCIAL IMPLICATIONS:

- 4.1 The current budget for the Council's insurance in 2014/15 is £177,820. The increased insurance cost at November 2014 is £216,180. The increase of £38,360 will be pro-rated for 5 months of the 2014/15 financial year and therefore there is an increased budget requirement of £16,000. This increased cost will be met from within the existing total budget.
- 4.2 For the 2015/16 financial year, there will be a growth requirement in the budget, which will include the 7 months of the known insurance costs paid in November 2014 of £22,360 and also a consideration for the increase that will occur next year. It should be noted that even when a long term agreement is entered into, the cost of insurance rises on an annual basis in accordance with insurance market conditions at the time.
- 4.3 The table below shows no increase in the budget in 2014/15 but there is an increase for the next 3 years at 10% each year.

Revenue Effects	2014/15	2015/16	2016/17	2017/18
	£	£	£	£
Budget Outlook Q1 2014/15	7,235,329	7,155,389	7,383,666	7,476,429
Budget increase required year on year	0.00	31,394	22,585	24,844
Revised Budget Outlook	7,235,329	7,186,783	7,406,251	7,501,273
Financial Strategy 10 June 2014	7,237,347	7,344,080	7,567,682	7,606,872
Budget Outlook Revised Surplus / (Shortfall)	2,018	157,297	161,431	105,599

5.0 LEGAL IMPLICATIONS:

5.1 There are no legal implications to consider with this report.

6.0 EQUALITY/DIVERSITY ISSUES:

6.1 There are no equality/diversity issues to consider.

7.0 RECOMMENDATIONS:

7.1 It is recommended that the Cabinet accepts the insurance costs set out in Annex A at £216,180.

JUSTIN IVES

Background papers: Insurance tender process documentation

Author ref: LBW

Contact: Louise Branford-White
Head of Resources
Direct Line No 01609 767024

ANNEX A

INSURANCE COSTS FOR HAMBLETON DISTRICT COUNCIL 2014
COMPARED TO 2013

Cover	2013 Premiums	2014 Insurer	2014 Premiums
Lot 1- Property Damage	£37,486.93	AIG (via RMP)	£37,435.86
Lot 2- Heritage Buildings		AIG (via RMP)	£2,376.68
Lot 3 - Combined Liability	£74,302.95	Travelers	£120,960.61
Lot 4- Motor Fleet	£31,267.35	Travelers	£29,001.60
Lot 5- Contract Works	£1,000.26	HSB (via RMP)	£1,013.05
Lot 6- Computers	£5,042.42	Aviva	£1,706.60
Lot 7 - Fidelity Guarantee/Crime	£7,367.00	QBE (via RMP)	£7,950.00
Lot 8 - Personal Accident	£1,999.75	ACE (via AUM)	£2,068.67
Lot 9- Statutory Inspection	£6,018.12	HSB (via RMP)	£7,604.62
Lot 9- Engineering Insurance	£2,232.32	HSB (via RMP)	£2,260.30
Lot 10- Terrorism	£3,879.60	Catlin	£3,801.16
Total	£170,596.70		£216,179.15

The main increase in insurance premiums is within Combined Liability Insurance due to the current insurance market environment.

HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
7 October 2014

Subject: AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT REVIEW

**All Wards outside the North York Moors National Park
Portfolio Holder for Environmental and Planning Services: Councillor B Phillips**

1.0 PURPOSE AND BACKGROUND:

- 1.1 This report requests the approval of the Draft Affordable Housing Supplementary Planning Document (SPD) of the Local Development Framework (LDF) for public consultation purposes.
- 1.2 Annex A of this Cabinet Report contains the draft version of this document.
- 1.3 Once adopted, this document will replace the current Affordable Housing Supplementary Planning Document which was adopted in June 2008. It has been reviewed in the light of issues recently raised by Members and Housing and Planning Officers and our auditors and informal feedback received from stakeholders (including Registered Providers and developers)
- 1.4 The revised Supplementary Planning Document provides more detailed guidance on the interpretation and implementation of the Council's affordable housing policies. These are that the document:
- Is more user friendly, easier to navigate and includes hyperlinks to other relevant documents
 - Indicates the 'minimum' size standards that the Council is seeking in light of Welfare Reform changes
 - More clearly articulates the different approaches for delivering affordable homes i.e. through planning gain and through the development of exception sites
 - Includes improvements to the Affordable Housing proforma to ensure that:
 - at the pre-application stage full comments from Housing and Planning Policy are fed back to applicants
 - at the planning application stage all the appropriate information is submitted by the applicant, including coloured up layout plans that identify the affordable homes by tenure, floor plans that include furniture layouts and a plot schedule indicating types, sizes and transfer prices.
 - Includes standard affordable housing clauses for s106 agreements
- 1.5 Affordable housing thresholds and targets are not considered within this review. They will be considered as part of the Local Development Framework review.
- 1.6 It is proposed that the Draft document is the subject to a six week public consultation during from 13 October to 10 November 2014. Consultees will include Registered Provider partners, developers, the Homes and Communities Agency and Parish Councils. All responses will be reported back to the Cabinet for proper consideration and revisions made as necessary. It is anticipated that the document will come back to Cabinet on 13 January 2015 for adoption.

2.0 LINK TO COUNCIL PRIORITIES:

- 2.1 Providing an adequate amount and range of housing, including affordable housing, to meet the housing needs of all sections of the local community is a key priority within the Council Plan. Provision of affordable housing helps sustain the vibrancy of our communities and also supports economic growth by providing homes for our workforce.
- 2.2 Meeting housing needs, including affordable housing links to Council's commitment to undertake a full plan review. Part of this review will include reviewing affordable housing thresholds and targets.

3.0 RISK ASSESSMENT:

- 3.1 The key risk associated with the recommendation is:-

Risk	Implication	Prob*	Imp*	Total	Preventative action
The Affordable Housing SPD is not adopted	By not providing certainty for developers and applicants the Council's ability to successfully negotiate the provision of affordable housing is severely compromised. The number of affordable homes would be reduced and the quality of these homes impacted and an increasing number of our residents would find it impossible to access housing that is affordable.	4	4	16	Approve a revised Affordable Housing Supplementary Planning Document

Prob = Probability, Imp = Impact, Score range is Low = 1, High = 5

4.0 FINANCIAL IMPLICATIONS:

- 4.1 There are no financial implications relating to the public consultation.

5.0 LEGAL IMPLICATIONS:

- 5.1 There are no implications.

6.0 EQUALITY/DIVERSITY ISSUES

- 6.1 Undertaking a review of the current Affordable Housing SPD will help to better meet the housing needs of residents throughout the District who might otherwise be unable to afford to buy or rent a home on the open market.
- 6.2 In publicising and making the document available the Council must ensure everyone is aware of it and can access it, including hard to reach groups.

7.0 RECOMMENDATION:

- 7.1 It is recommended that Cabinet agrees the draft Supplementary Planning Document for public consultation.

MICK JEWITT

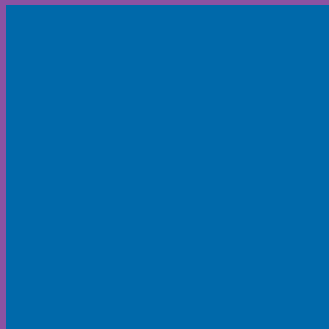
Background papers: Affordable Housing SPD adopted June 2008
Affordable Housing SPD Internal Audit report December 2013
Town and Country Planning (Local Planning) (England) Regulations 2012
Council Plan 2011-15

Author ref: SWT

Contact: Sue Walters Thompson
Housing Manager
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AFFORDABLE HOUSING

Supplementary Planning Document



Consultation Draft - September 2014

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Introduction

It is important that everyone living in Hambleton has the opportunity of a decent home they can afford. The District Council is committed to helping local people who cannot afford to buy or rent homes on the open market in its area.

Traditionally, Hambleton has had far higher house prices than the regional and national averages. This gap is reducing as national figures published by Department of Communities and Local Government (DCLG) in 2013 (see Table One below) show an increase of 31.7% in England and Wales between 2004 and 2013 whilst in Hambleton prices only increased by 5.47% during the same period. Nevertheless, house prices in Hambleton are £16,855 higher than the North Yorkshire average and the ratio of house prices to earnings remains high.

In 2013 Hambleton average median house prices were 8.69 times the average median income

compared to 7.38 times in North Yorkshire and 6.72 for England and Wales (see Table Two below).

Mortgages have traditionally been set at three times earnings and therefore, without a significant deposit, home ownership is out of reach for many potential buyers.

Housing for local people is a key priority in the Council's current Business Plan. The supply of appropriate and affordable housing impacts on the District's ability to retain and recruit skills and talent in local labour markets, and ensure the sustainability of rural communities.

Housing for local people is a key priority in the Council's current Business Plan. Maximising the supply of appropriate and affordable housing impacts upon the District's ability to retain and recruit skills and talent in local labour markets, and ensure the sustainability of rural communities.

continued overleaf...

Table one

Average House Prices	England and Wales	North Yorkshire	Hambleton
2004 - Quarter 4	£184,121	£192,701	£217,584
2013 - Quarter 2*	£242,389	£212,641	£229,496

Source: DCLG - Table 581 Mean House Prices using Land Registry data

*2013 data is provisional and will be subject to revision

Table two

Affordability Ratio House Prices to Earnings	England and Wales	North Yorkshire	Hambleton
2004 - Quarter 4	6.58	7.59	8.52
2013 - Quarter 2**	6.72	7.38	8.69

Source: DCLG - Table 577 - Average Median House Prices to Average Median Income

**2013 data is provisional and will be subject to revision



Construction at the Oaklands, in Easingwold



Part of the finished development at the Oaklands, in Easingwold

The Council's own stock of land available for affordable housing is exhausted. Under current Government policy the Council can only help to deliver this priority by requiring developers of market housing to provide affordable housing within their new schemes, and by allowing for exception sites for affordable housing for local needs in rural areas. This housing needs to be of good size and quality, fit for purpose and make a positive contribution to sustaining mixed and balanced communities.

This document expands on National Planning Policy Framework (NPPF) guidance and the Council's affordable housing policies contained within the Local Development Framework (LDF), providing planning guidance for landowners, developers, applicants, agents and Council officers regarding proposals for new residential development. It outlines the steps that developers of both rural exception sites and qualifying market housing sites are required to follow and the information they must submit in order to meet the Council's planning policy requirements.

Negotiations on affordable housing provision on individual sites will be informed by up to date evidence, including the latest Strategic Housing Market Assessment (SHMA) and Economic Viability Assessment (EVA), current information from Hambleton District Council/North Yorkshire Home Choice (North Yorkshire's Choice Based Lettings Partnership) and evidence of existing affordable housing provision in the locality.

This guidance will supersede the Affordable Housing Supplementary Planning Document adopted in June 2008.

Housing Need

There is a need for affordable housing across all areas of the Hambleton District. This is evidenced in the November 2011 North Yorkshire Strategic Housing Market Assessment (SHMA) which identifies many households who are in unsuitable housing and need to move to solve their housing problems, but cannot afford to rent or buy even at lowest market prices. In total, there is a need for a minimum of 1,600 additional affordable homes across Hambleton, from April 2011 to March 2016, or 320 per year.

The findings of the SHMA confirm the severe problem of affordability within all areas of the District. The map at Annex 1 identifies the location by sub area of these minimum additional affordable housing requirements. It should be noted that provision within the market towns may play a role in offsetting need in the surrounding sub area, so the sub area figure will be used to demonstrate the level of need when negotiating on a specific site.

Since the 2011 study the Government introduced Welfare Reforms which are impacting on affordability. The Social Housing Size Criteria (commonly known as the Bedroom Tax) introduced in 2013 has affected tenants in social rented housing with one or two spare bedrooms who are facing reductions in Housing Benefit of 14% for one spare room and 25% for two spare rooms. It is inevitable that some tenants will struggle to afford their rents and the number in housing need will grow as households look to move to smaller accommodation because they cannot afford to under-occupy their homes.



The Garratt family:

Anthony, Katriona and baby James.

Anthony and Katriona are both employed locally - Katriona is a district nurse and Anthony a green keeper. They had to move away from Osmotherley, where Katriona had lived all her life as they could not afford a house in the village. They moved to Brompton into an unsuitable high priced private rented house.

They returned to the village to help provide care and support to Grandma - who has sadly passed away. They also have parents there to support Katriona and the children. Freya has been born since moving into Westfields at Osmotherley.

What is Affordable Housing?

The Council uses the Government's own definition of affordable housing, as detailed in the National Planning Policy Framework (March 2012).

Affordable housing:

- is social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices.
- should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.



Westfields development at Osmotherley

Social rented housing is owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by others and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency.

Affordable rented housing is let by local authorities or private registered providers to households which are eligible for social rented housing. Affordable rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable).

Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing. Intermediate products assist people into home ownership including ultimately the potential for outright ownership.

Homes that do not meet the above definition of affordable housing, such as 'low cost market' housing, will not be considered as affordable housing for planning purposes.

Affordability and Tenure

Ensuring that homes are affordable to local people in housing need is crucial. The Council recognises that its housing needs are varied and best met through a balance of rented and intermediate tenure affordable homes.

In strong housing market areas like Hambleton social rented housing is the tenure affordable to most customers. Social rents in Hambleton in 2014 average £91.49 per week for a two bed home. Social rented homes will be delivered on market led schemes (Section 106 schemes) through planning gain where there has been no public subsidy.

Affordable rented housing will be provided on schemes that are developed by Registered Providers (Housing Associations) and reliant on public subsidy where funding obligations require providers to charge 'affordable rents', for example on rural exception schemes or other sites that have received subsidy through schemes such as 'Get Britain Building'. Affordable rents in Hambleton in 2014 average £106.47 per week for a two bed home.

A proportion of intermediate housing will normally be sought on all Section 106 sites and on rural exception sites where they meet an identified housing need.

Intermediate affordable housing can assist those aspiring to become home owners but who are unable to buy on the open market. For intermediate housing for sale to be affordable it must be available at a substantially discounted price. Deposit requirements vary depending on lenders but are normally in the region of 20 - 30%. Mortgages are generally no more than 3.5 times the average single gross income, and 2.9 times the average gross dual income of a household.

In practice, this means that developers are required to transfer affordable homes to Registered Provider partners at a substantial discount on the market price to ensure that they are affordable. The Council regularly monitors house prices in the District and reviews its affordable housing Transfer Prices to ensure that they remain affordable to local people - these are set out in Annex 5.

The Planning Policy Context

Government policy on planning for affordable housing is set out in the National Planning Policy Framework (March 2012). This guidance will be updated to reflect any future changes to Government policy.

Policies CP9 and CP9A of the Council's Local Development Framework (LDF) Core Strategy (adopted in April 2007) set out the Council's broad policy approach to affordable housing.

Policy DP15 of the Council's Development Policies Development Plan Document (DPD) provides for precise interpretation and mechanisms for the

implementation of CP9 and CP9A. The policies provide definitions of affordability and emphasise the importance of providing affordable homes for people with a local connection (local connection is defined in next section).

Implementation at a local level is primarily through adopted Core Strategy Policies CP8 (type, size and tenure of housing), CP9 (affordable housing) and CP9A (affordable housing rural exceptions) and Development Policy DP15 (promoting and maintaining affordable housing).

Local Connection

In delivering affordable housing the Council aims to provide 'local homes for local people'. Homes are allocated through the North Yorkshire Home Choice scheme to those who meet a local connection criteria.

Policy DP15 of the Development Policies DPD requires affordable housing to be 'available to people who have a local connection and who can be demonstrated to be in need of local housing'.

In the market towns affordable homes will be available to people with a local connection to the town or the surrounding sub-area parishes. In rural parishes, affordable homes will be available in the first instances to those with a connection to the parish (or group of parishes identified) and subsequently to people with a local connection to other parishes in the sub-area, excluding the market town.

The occupancy restriction will be secured by way of a Section 106 legal agreement, and in this context, an applicant will be deemed to have a 'local connection' if they satisfy one of the following criteria:

- they have immediately prior to application been ordinarily resident within the parish(es) for a period of at least 12 months
- they have within the last 5 years prior to application been ordinarily resident in the parish(es) for a period of at least 3 years
- they have immediately prior to application a close relative who has been ordinarily resident in the parish(es) for at least 12 months
- they have immediately prior to application some other close relative or person giving or receiving care to or from the applicant, (the relationship between parties having been approved in writing by the Council) who has been ordinarily resident in the parish(es) for at least 12 months
- they have immediately prior to application been in permanent employment in the parish(es) for at least 12 months.

The occupancy restriction to people with a local connection will apply to first and subsequent occupants of the affordable homes. If a local person in need of the accommodation cannot be found within the immediate parish(es) to occupy the home, a cascade mechanism exists to widen the search area to other parishes in the sub area and ultimately the District as a whole. The Council's model Section 106 agreement provides more detail on how this will be achieved.

The local connection of people to the parish(es) concerned will be determined by the Registered Providers and the Council when affordable homes are allocated.



Hambleton countryside

Mix and Type

Development Policy DP15 provides that:

'Developments should achieve a balance between rental property and intermediate affordable housing which reflects current market conditions and housing needs.'

The type of affordable housing to be provided will be determined through negotiation with the Council and will take into account the nature of housing need as identified in the North Yorkshire Strategic Housing Market Assessment 2011 or, in the case of rural areas, as assessed by the Rural Housing Enabler by a local survey.

However, other matters such as Welfare Reform, and the Council's aim to deliver sustainable communities are also important. The Council's focus will therefore be on the provision of two to three bed affordable housing to meet a range of needs.

When determining appropriate tenure the Council will also be mindful of the location of a proposed development relative to services, facilities and the availability of public transport.

The Council acknowledges that in some countryside locations, residents would generally be at risk of social exclusion were they not car users and on at least a modest income - these being prerequisites for a household to maintain reasonable access to schools, shops, employment and social activities.

On sites in these locations, the most appropriate form of affordable housing provision may be low cost home ownership.



The Oaklands, building affordable homes in Easingwold



Easingwold, local market town

Quality of Affordable Homes

The Council requires all affordable homes to be of good design and quality and fit for purpose.

The homes must meet the Council's minimum size standards - see Annex 5. These standards may exceed the size of market homes since good space standards are required as affordable homes will normally be let to maximum occupancy as a consequence of the Social Size Criteria, which requires two children to share a bedroom up to the age of 10. And for two of the same sex children to share up to the age of 18.

The Council is keen to ensure that affordable homes offer a good level of residential amenity to future occupiers.

It will not support schemes whereby the affordable homes offered are:

- over detached blocks of garages
- predominantly over drive-ins

continued...

- predominantly over retail units
- in blocks of unbroken terraces of more than six dwellings
- overlooking large areas of courtyard parking
- bedrooms not large enough for 2 children to share.

Wherever possible, the Council will seek affordable homes which have:

- in - curtilage parking
- good size gardens
- materials that are the same as their private neighbours
- sympathetic boundary treatment in keeping with private dwellings
- shared highway access arrangements.

Mechanisms for Delivering Housing

The Council uses two key mechanisms for delivering affordable housing in Hambleton:

- negotiation of an element of affordable housing on market housing sites in towns and rural areas via planning gain
- provision of 100% affordable housing in rural areas on sites where planning consent would not normally be granted.

From time to time there may also be Registered Providers led schemes that come forward which use public subsidy and in such circumstances the Council will expect to achieve higher levels of affordable housing that would otherwise be viable.

The purpose of this SPD is to guide applicants through either process and to ensure that applicants provide sufficient information with planning applications to enable them to be dealt with speedily.

Market Housing Sites

This section provides guidance on:

- which market housing sites will qualify for affordable housing provision (site thresholds)
- the level of affordable that will be sought (the affordable housing target)
- how the affordable housing should be delivered
- pre-application discussions
- information to be supplied as part of the planning application.

Qualifying sites

Sites and buildings suitable for residential development and which fall within the qualifying sizes set out in Policy CP9 below, will generally be suitable for affordable housing - whether it be subsidised rented or low cost home ownership.

Policy CP9

'Housing development of **15 or more dwellings (or sites of 0.5ha or more)** in the Service Centres and **2 or more dwellings (or sites of 0.1ha or more)** elsewhere must make provision for an element of housing which is accessible and affordable to those unable to compete in the general housing market. The LDF seeks to achieve the following proportion of affordable housing specific to each Service Centre and hinterland:

Bedale	40%
Easingwold	50%
Northallerton	40%
Stokesley	50%
Thirsk	40%

The actual provision on individual sites will be determined through negotiations, taking into account need viability and the economics of provision.

Reflecting these targets as a guide, the proportion of affordable housing required will, where appropriate, be indicated for each site proposed in the Allocations Development Plan Document. Proposals for development not on allocated sites, including rural building conversions, will be considered against the targets for each sub area of the District. The Council will work with the private sector and Registered Providers to achieve the required level of housing.'

Policy CP9A

'Housing schemes outside but adjacent to the Development Limits of the Service Centres of Bedale and Easingwold, the Service Villages (with the exception of Great Ayton) and the Secondary Villages will be supported where 100% affordable housing is to be provided to meet an identified local need, and where any development is small in scale. In addition, sites related to small settlements elsewhere in the District will be supported for 100% affordable housing, where the development meets a local need that cannot be met in a settlement within the hierarchy identified by Policy CP4.

Where appropriate, specific sites may be allocated in the Allocations Development Plan Document for 100% affordable housing adjacent to the Development Limits of the Service Centres of Bedale and Easingwold, and the Service Villages (except Great Ayton).

Reflecting Policy CP4, in all cases development should not conflict with the environmental protection and nature conservation policies of the LDF and should provide any necessary mitigating or compensatory measures to address harmful implications.'

continued overleaf...

Area measurement

The Council will calculate the affordable housing requirement based on the gross developable area (in hectares) of the red-lined site boundary on a planning application. The gross developable area will exclude major distributor roads and existing private driveways. It will include access roads within the site, car parking areas serving the development, children's play areas and other areas of open space and landscape areas. In mixed developments incorporating other non-residential uses - such as a school, a crèche and offices - the area will be measured around the housing site and its access roads.

Number of units

In terms of the qualifying number of units (2 or 15 under Policy CP9) the gross number will be used. Dwellings to be redeveloped or replaced will therefore be included, but existing dwellings that are proposed to be retained, refurbished or extended will be excluded from the calculation. For example:

- if the proposal is for the conversion of one dwelling to three, negotiation will be based on the three dwellings to be provided and not the net difference of two
- if the proposal is for the demolition of two dwellings and replacement with three, negotiation will be based on the three dwellings to be provided and not the net difference of one
- if the proposal involves the retention of one dwelling and erection of a further three, negotiation will be based on the three new dwellings.

Where the number of dwellings proposed is inappropriate for the site area, a revised scheme will be negotiated at the more appropriate density. This may bring the number of dwellings above the thresholds in Policy CP9, necessitating the provision of an element of affordable housing.

Site sub-division and future control

To avoid the site area being sub-divided, or otherwise reduced in area below the relevant threshold size, Policy CP9 will apply on the basis of the composite or naturally defined larger area. This will normally mean the curtilage of the property, which is defined as the area of land attached to a building and is regardless of ownership.

However, in some cases there will be no naturally defined boundary on the ground and a new curtilage will be created - such as some farm building conversion. In such cases a view will be taken on what is a reasonable area - maybe for a garden - and a condition will be applied to ensure that this boundary is defined by permanent means on the ground.

A planning application for development which forms part of a more substantial proposed development, on the same or adjoining land, will be treated as an application for the whole development. This also applies if the development is proposed in phases, with later phases having to fulfil affordable housing requirements from previous phases, if this has not already been adequately provided for.

Conversions

Policy CP9 applies to conversion schemes in the same way as to new build developments. However, in some circumstances the Council will take a commuted sum where on site provision will be difficult to achieve physically - such as if it is incapable of being converted to more than one dwelling. This could happen if the site is a Listed Building that is incapable of further sub-division, alteration or extension.

Specialist Care and retirement accommodation

Institutional care homes and nursing homes fall within Use Class C2 (residential institutions) of the Use Classes Order and therefore are not subject to a requirement to provide affordable housing under Policy CP9 if the Council is satisfied that the proposed development is genuinely one that is concerned with the giving of personal care to residents who are in need of care.

However, proposals for all other forms of care and retirement accommodation - sheltered and very sheltered housing, assisted living, extra care and close care - which are self-contained, fall within the Use Class C3 (Dwellinghouses) and will therefore be treated as applications for dwellings. Each unit of accommodation will be treated as a single dwelling and provision of affordable housing will be sought in accordance with Policy CP9.

Proposals relating to residential institutions should, as a preference, accept referrals from North Yorkshire County Council (NYCC) Adult and Community Services - which has responsibility for providing social care in Hambleton. As an alternative, the applicant's own criteria for assessing potential residents should be approved in writing by NYCC, to ensure that all residents are in need of care before planning permission is granted. It is expected that a proposal of this type will accommodate, at any time more than 'low dependency' residents and preferably residents with a range of dependency needs.



Extra Care Housing - Rivendale in Northallerton

Affordable Housing Targets

Under Policy CP9, targets for allocations are specified for each site on the Allocations Development Plan Document Dec 2010. The affordable housing on qualifying sites in the Service Centres and associated rural sub areas of Bedale, Northallerton and Thirsk will be 40%, and in the Service Centres and rural sub areas of Easingwold and Stokesley it will be 50%. Annex 2 shows five maps detailing the boundaries of each Service centre sub area, including constituent parishes.

Where the application of the percentage to a proposed development results in a fraction of units, this target will be rounded down to the nearest number, and a contribution sought from the developer in lieu of the remaining fraction. For developments of two dwellings in areas with a 40% target, a contribution will be sought.

For example, on a proposal for two homes in the Thirsk rural sub-area a contribution for the 0.8 of a unit will be accepted. For a development of three homes in the Thirsk rural sub area, the requirement will be for 1.2 units of affordable housing. One unit will be required to be provided on-site, and a financial contribution for the remaining fraction of a unit will be sought.

Similarly, on a proposal for development of 17 homes in Easingwold, the Council will expect provision of eight affordable homes on site and a contribution in lieu of the remaining 0.5 unit. This contribution will be calculated using a proportion of the implied developer subsidy of similar a unit provided on-site, as explained in Annex 6.

Development Viability

Under Policy CP9 this target may only be reduced where it can be demonstrated that 40% or 50% affordable housing provision is not financially viable, and a subsidy is not available to make the proposal viable.


The Council expects that wherever possible applicants should consider the overall cost of development, including the required planning obligations and any abnormal costs, prior to negotiating the purchase of land or the acquisition or sale of an option. However, on certain sites, development viability may be affected by a range or combination of factors not identified prior to purchase, such as high abnormal costs and/or competing or existing land values.



Working on future developments



Willow Gardens at Dalton near Thirsk



The Council accepts that the level of affordable housing a scheme can accommodate, and associated viability assessment must be dependent on it creating a land value that provides a competitive return for a land owner and developer so they are willing to bring the site forward for development.

Where the applicant considers that development viability is affected, the applicant should identify these issues and associated costs and submit a financial appraisal (at their own expense) to the Council at the earliest opportunity, and at the latest as part of any submitted planning application. The preferred approach is for an agreed deliverable level of affordable housing to be negotiated through the results of a financial appraisal prior to submission of a planning application. This will avoid delay of the planning application as a result of on-going negotiation and avoid additional costs from continuing amendments to the appraisal. The appraisal should cover all the costs and expected receipts arising from the development to provide a net residual valuation

The Council will refer the submitted financial appraisal to a suitably qualified viability expert adviser for consideration and will require an open and co-operative approach between the applicant, the Council and the Valuer. The Valuer should be reasonable, transparent and fair in objectively undertaking and reviewing financial viability assessments.

Their costs will be met by the applicant, and will be reasonable and justified. As part of this co-operative process, the Valuer will provide an independent assessment of the appraisal and the instruction will be jointly between the applicant and the Council.

The Council will view the Valuer's report, and if the conclusion of the report is that the scheme is not deliverable when the target level of affordable housing is provided on site, then the Council will negotiate further with the developer in order to achieve a suitably viable scheme.

The Valuer's report will consider other development costs, such as major infrastructure costs and other Section 106 costs when confirming the viability of the scheme.

Further guidance on development appraisals is set out in Annex 4.

Delivery Expectations

Policy DP15

Where housing development makes provision for affordable housing in the context of Core Policy CP9 or CP9A, such development must:

- i) be affordable - available at a price or rental level which meets the local definition of affordability. This will be taken as defined by relationship between gross household incomes pertaining to the District, and housing costs. Affordability is determined locally as follows:
 - for mortgages, an affordable mortgage will be considered to be no more than 3.5 times the average lower quartile single gross income
 - for rents, affordable rent is defined as no more than 25% of the average lower quartile gross household income
 - for intermediate affordable housing, it is affordable if the contribution is no more than 30% of the average lower quartile gross household income.
- ii) be secured in perpetuity by an appropriate means (legal, ownership), ensuring that the affordability remains for successive occupiers.
- iii) be available to people who have a local connection and by reason of personal circumstances and employment can be demonstrated to be in need of local housing.
- iv) achieve a balance between rural property and intermediate affordable housing which reflects current market conditions and housing needs - an initial target will be set of 70% affordable rent and 30% intermediate tenures (such as discounted sale or equity shares) on average in the Plan Area each year.
- v) be fully integrated within the development, where the affordable housing is located within a larger housing scheme.

'Pepper potting'

In order to integrate different tenures, the Council will not support (the principle of) grouping all affordable dwellings together. Instead, new residential developments should be designed so that affordable housing is 'pepper potted' amongst the open market housing generally, in clusters of no more than six to eight dwellings. On smaller schemes pepper-potting in groups of two may be appropriate.

Applicants should contact the Council and Registered Provider partner at the pre-application stage, in order to discuss the appropriate mix of tenures across the site for their proposed development. The Council would encourage developers to engage with Registered Providers, to understand their distribution requirements as early as possible. There may be circumstances where Registered Providers have management reasons for seeking a proportion of the affordable housing to be sited together - such as flatted schemes. This should be discussed and agreed with the Council in advance.

Design issues

As with all other forms of residential accommodation, the Council expects affordable housing to be built to a high standard of design and amenity. Affordable dwellings provided within a new residential development should visually indistinguishable, built to the same quality and using the same materials as the open market does. The dwellings should be well designed and having regard to Welfare Reform they should be of a size that provides a good level of living space for their expected maximum occupancy.

Layout plans

For full planning applications, the location, tenure and number of affordable housing dwelling/plots should be specified on layout plans.

Details of the size and number of bedrooms within each dwelling should also be clearly provided on a schedule. In flatted schemes, affordable housing units should be identified in the same way on floor plans.

In the case of outline applications, the delivery of affordable housing must be agreed in principle. The Council will require details of the proportion and/or numbers, types and tenures of affordable homes to be provided and, once agreed, this will be set out in a Section 106 agreement.



Housing development at Easingwold

Type and tenure

The housing need identified is generally for two and three bed, general needs family housing. However, the District has an increasing older population whose housing needs should be accommodated and this will be a consideration in any negotiations. Requests from Registered Providers to include good size bungalows that meet mobility standards in both rented and low cost home ownership will be supported. The Council will also seek to negotiate housing for other specialist needs groups eg. wheelchair users and those with learning disabilities where a need has been identified.

Following Policy DP15 the Council will initially aim to achieve 70% social rented and 30% low cost home ownership provision in order to address affordable housing need.

It is expected that all affordable housing will be delivered in partnership with a Registered Provider in order to maintain affordability and satisfy the Council's management requirements in the longer term. Developers are encouraged to identify a Registered Provider partner at an early stage (pre-application) as they have a wealth of local knowledge and can provide valuable advice on the size, design, mix and location of the affordable homes. Details of Registered Providers operating within the District are on page 24.

Transfer prices

Registered Providers are restricted in what they can pay to developers for new homes negotiated under Policy CP9 by the finance they can raise on the home, and the associated long term costs of financing the purchase and managing and maintaining the property. The maximum rents can charge must be affordable, and intermediate tenure homes must be sold at a price that is affordable according to the Council's own DP15 definition of an affordable mortgage.

To this end, the Council will specify each year the maximum price (regardless of tenure) payable by an Registered Provider to a developer for various standard house types. The process will be revised annually and latest figures will be posted on hambleton.gov.uk and can be seen in Annex 5.



Service Charges

On developments where the affordable housing provision is subject to a service charge, most likely relating to shared communal areas, the charge should not be so great as to make occupancy unaffordable. The preferred approach by Registered Providers is to limit shared areas within new developments, therefore resulting in no or little requirement for service charges. The Council will consider the levels of service charges in the context of prices, rents and overall affordability in relation to the findings of the latest Strategic Housing Market Assessment.

Developer contributions

Affordable housing will be treated in a similar way to market housing in terms of the Council's policies relating to developer contributions for non-strategic infrastructure - on-site public open space - but will not be subject to Community Infrastructure Levy (CIL) payments for education, highways and strategic open space.

Phasing

Developers will be expected to complete the affordable units on site broadly in tandem with the delivery of market housing and this will be secured through legal agreement. A 'Phasing Plan' will be required identifying the phases of the development (if the development is intended to be developed in phases), which will be part of the Section 106 Agreement. For single phase developments the proportion, mix (unit types, sizes and tenures) and locations (specific plot numbers) of affordable housing will be agreed at the time of a full application or at the time of reserved matters application for outline applications.

For multi-phase developments, the maximum and minimum amounts of affordable housing on each phase will be agreed at the time of the outline application. The proportion, mix (unit types, sizes and tenures) and locations (specific plot numbers) of affordable housing on each individual phase will then be agreed at the start of each phase.

Commuted Provision

Government guidance stresses the importance of integrating different tenures throughout housing schemes, in order to promote mixed and well balanced communities and create more varied patterns of housing type and ownership. Therefore, it is expected that where affordable housing is required as part of a proposed development, it should be provided on site.

The payment of commuted sums in lieu of on-site provision may be considered in certain circumstances, but only where the Council is satisfied that such payment will actually result in the provision of affordable housing in the locality. All sums received will only be used to subsidise affordable housing provision in the District.

Where a commuted sum is acceptable to the Council, the amount payable per dwelling will be a sum equal to the difference between the appropriate Registered Provider purchase price see Annex 5 and the open market valuation of an equivalent dwelling in the locality.

The Council will not accept the payment of a commuted sum in lieu of on-site provision where it is argued that the provision of affordable on-site housing makes a development unviable. In such a circumstance the Council would seek a Homes and Communities Agency Grant to make up any viability shortfall, and enable the affordable housing target to be met in the first instance.

Exceptionally - such as where affordable housing will be delivered in a more sustainable location - provision may be made by either commuting the affordable housing requirement to another site in the same locality (where it must be in addition to any requirement for affordable housing generated by that site) or by providing the affordable housing by purchase of existing homes (acquired and refurbished to the appropriate standard) in the same locality. In both instances the same level and type of affordable housing should be provided as that required on the qualifying site. Tenure will be determined primarily by the site's location. In addition, the Council will need to be assured that the 'off site' affordable homes are provided within the same timescale as the affordable homes being provided, and that any potential barriers to

them being delivered to this timescale have been addressed.

The address of the site/dwelling must also be identified on the **affordable housing form** submitted with the planning application see Annex 3. The mechanism for transfer of commuted dwellings and payment of commuted sums will be secured through a legal Section 106 agreement.

Pooling of Commuted Sums

Contributions received in lieu of affordable housing on site will be held in a fund and used to meet the provision of affordable housing in the sub area.

Section 106 Requirements

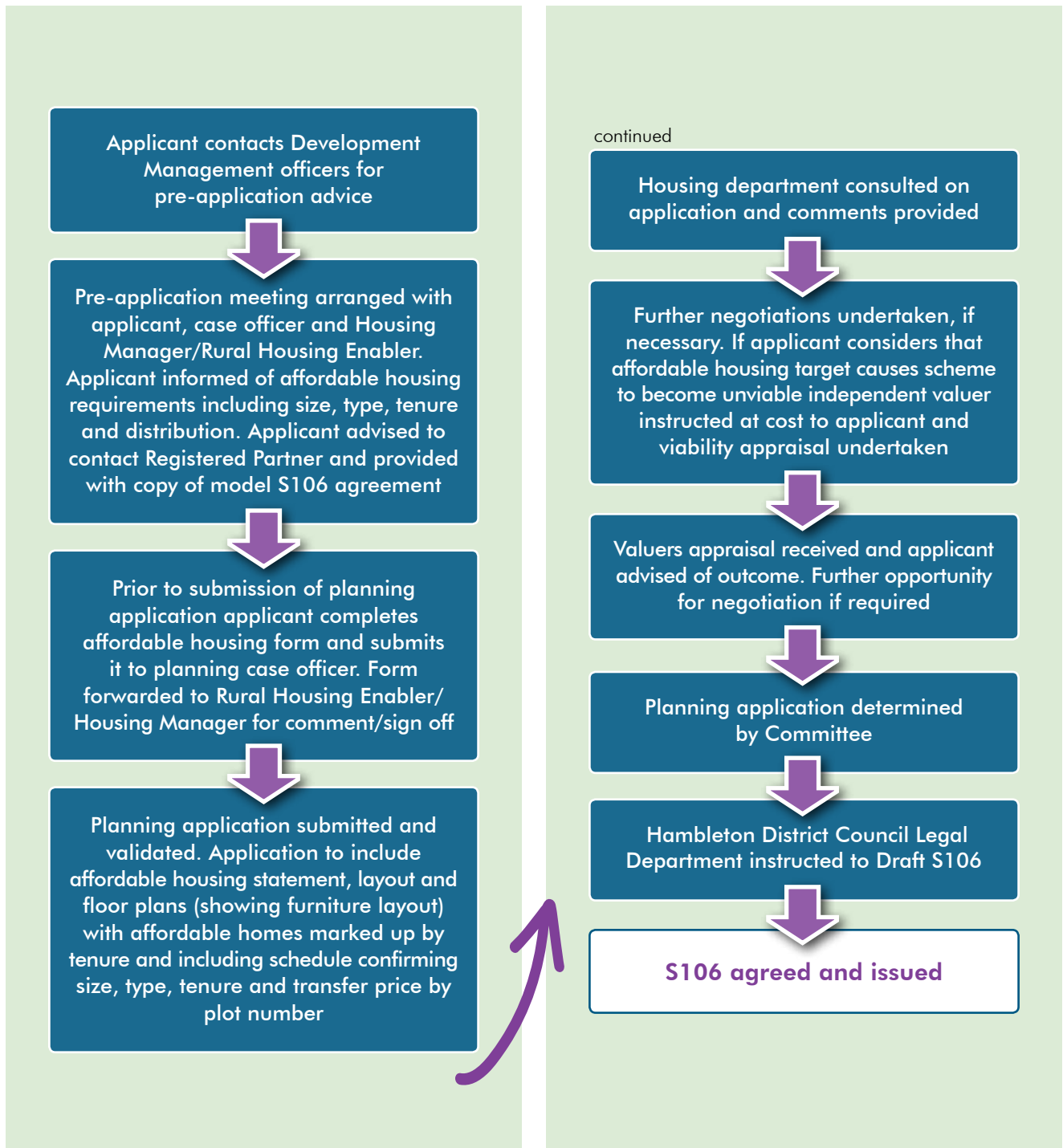
The Council's model Section 106 agreements for housing delivered through planning gain and on rural exceptions sites are available to download from **hambleton.gov.uk**

The model agreements detail affordable housing obligations only and will therefore need to be tailored to individual site specific requirements and include other non affordable housing planning obligations - including recreational open space, education, transport and highways - as may be required to make the proposed development acceptable in planning terms.

Homes and Communities Agency Grant

The Homes and Communities Agency has limited funding but may still agree to provide a grant for affordable housing developments where its investment can bring additional value to the development over and above normal planning requirements. As such, a grant may still be available to help fund the viability of the scheme to provide additional affordable homes, or enhanced standards of quality and design or a more appropriate mix of tenures. Developers struggling to meet the Council's affordable housing requirements must therefore demonstrate that a grant is not available as part of their financial appraisals. Evidence of enquires made should be provided with submitted appraisals.

Procedure for Market Housing Sites



To help developers make informed land purchase arrangements the Council encourages applicants to engage in pre-application discussions with the housing and planning teams on the scale and type of affordable housing provision required. The Council wishes to avoid situations where developers buy land without taking the requirement to provide affordable housing into account. Developers should not expect that this requirement will be waived where this has not been accounted for in the land purchase price.

Pre-application discussions should take place with a Planning Officer and the Housing Manager or the Rural Housing Enabler (if the site is in a rural parish). At this stage the applicant will also be provided with a copy of the Council's standard Section 106 agreement and advised to make contact with a Registered Provider with a view to entering into a contract with them regarding the transfer of the affordable homes.

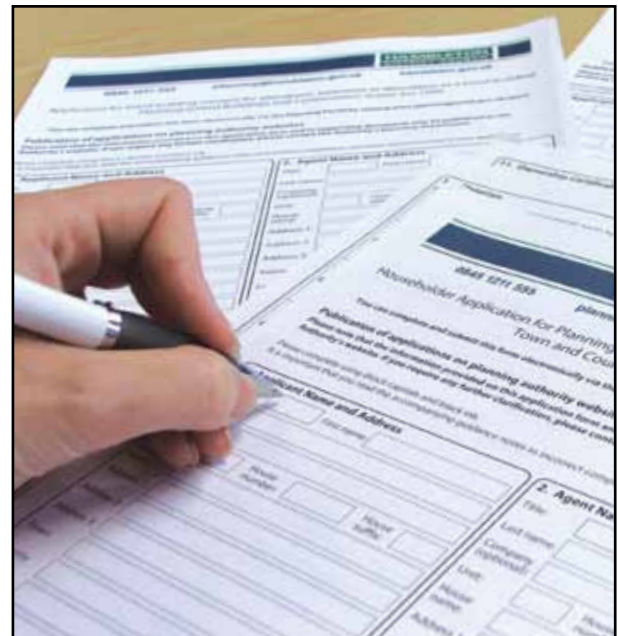
In the interests of speeding up the application process, where a proposed development gives rise to a requirement for affordable housing under Policy CP9, the applicant is required to complete an **'affordable housing form'** (see Annex 3). This should be submitted as part of the planning application. It requires applicants to:

- give details of the affordable housing proposed including the type, size and tenure of the dwellings
- sign an undertaking that these meet the Council's minimum size requirements and will be transferred to a Registered Provider at the Council's agreed transfer prices (as will be required in the associated Section 106 agreement)
- where known, provide details of their Registered Provider partner.

The form should be agreed and countersigned by the Housing Manager or Rural Housing Enabler and submitted with the planning application. The form is shown in Annex 3 and is also available to download from **hambleton.gov.uk**



The Council will not validate a planning application where there is a requirement to provide an element of affordable housing, unless the application is accompanied by a completed and countersigned affordable housing form.



Planning applications

The Planning Application Stage

The planning application should include an 'Affordable Housing Plan' which includes:

- a copy of the affordable housing form countersigned by the Housing Manager
- a written statement detailing the affordable housing that will be provided
- details of the delivery mechanism - Section 106, Unilateral Undertaking or Condition
- a site plan upon which the affordable homes should be coloured up by tenure - floor plans must be provided for flatted schemes
- a schedule listing the affordable homes by plot confirming their type, size (sq m), tenure and transfer price
- floor plans for each dwelling type including furniture layouts.

The Housing Department is consulted on all planning applications where there is an affordable housing requirement. Where housing officers are not satisfied that the requirements have been fulfilled or there are any matters requiring clarification the applicant will be invited to discuss these issues at the earliest opportunity. Any unresolved matters and/or subsequent issues will be reported to Planning Committee at the decision stage.

Planning applications that accord with the policies in the LDF and the guidance included in this SPD will be determined without delay, unless material considerations indicate otherwise.

Examples of house design types and layouts



Rural Exception Sites

This section:

- provides a step by step guide of how to progress a rural exception site
- outlines the role of the Rural Housing Enabler
- explains what constitutes a rural exception site and highlights relevant planning policies

A rural exception site is a site where planning permission will only be granted for small scale rural affordable housing, as an exception to normal planning policy, to meet an identified local need. Rural Exception Sites must be in scale and keeping with the settlement they are within or adjoining, and its setting. The National Planning Policy Framework definition of Rural Exception Sites is:

‘Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural Exception Sites seek to address the needs of the local community by accommodating households which are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority’s discretion, for example where essential to enable the delivery of affordable units without grant funding’.

Policy CP9A allows for the development of land outside Development Limits in specified locations, purely for the purposes of providing affordable housing. These developments are known as ‘Rural Exception Sites’. Such development must comply with all criteria set out below, regarding size, setting and tenure.

There are restrictions placed upon Registered Providers that limit the amount they can pay for land under this policy. These are set by the Homes and Communities Agency as a condition of a grant.

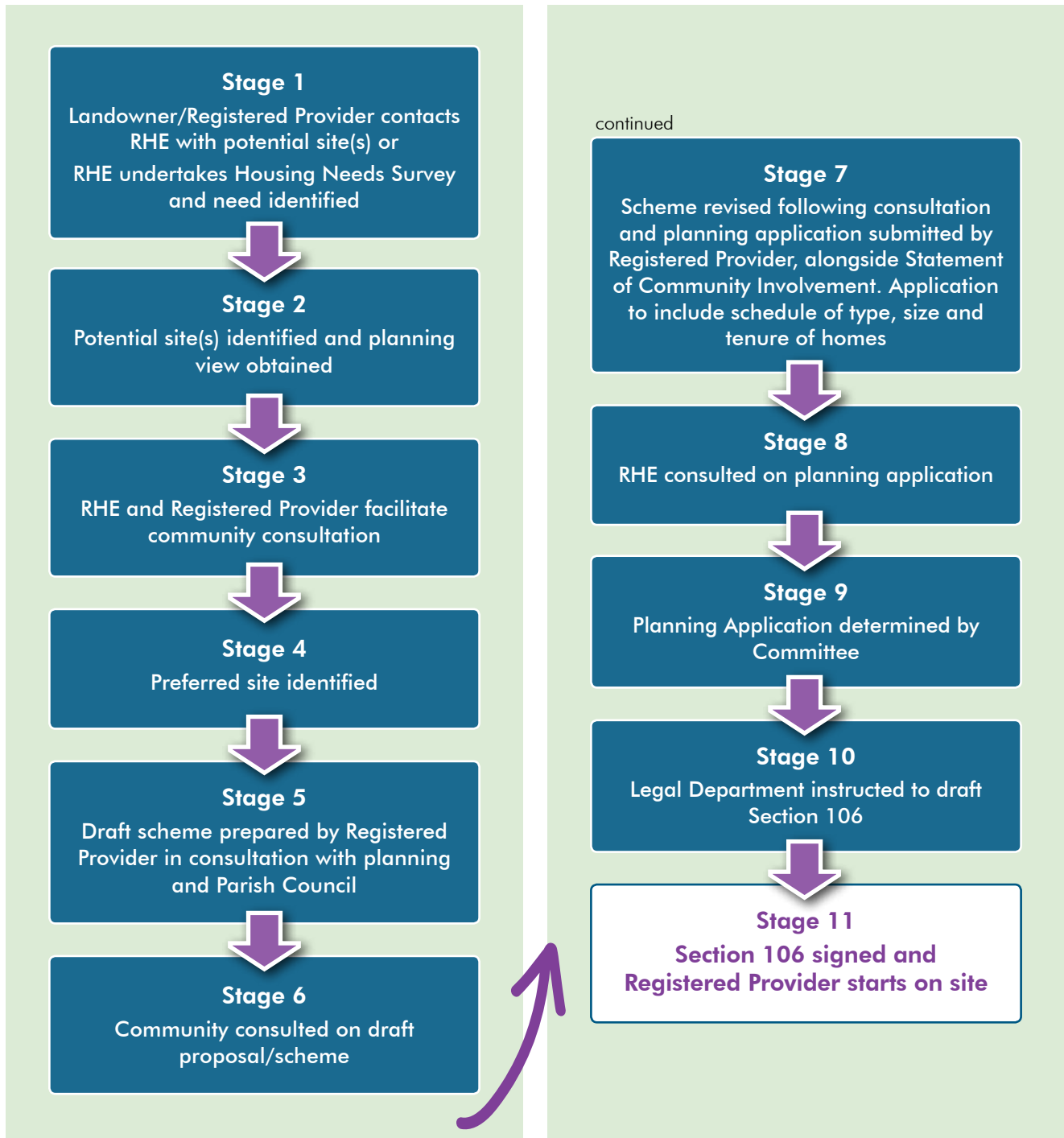
Any proposal under Policy CP9A must be supported by the results of a survey demonstrating local housing need, the format, analysis and geographical extent of which has been agreed with the Council. A copy of the Council’s standard survey form can be obtained from the Council’s Rural Housing Enabler.

The Council encourages an early dialogue with the Rural Housing Enabler (RHE) who will be pleased to assist rural communities by providing information about local housing need, and facilitating engagement with local community representatives. It is expected that proposals for rural exception sites will be developed with the involvement of the local community, and in partnership with the Rural Housing Enabler and a Registered Provider.

The number and tenure of affordable homes provided on rural exception sites will be determined by local need and local incomes, and will be secured in perpetuity by a Section 106 Agreement. A copy of the Council’s standard Section 106 for this type of development is attached at Annex 6.

continued overleaf...

How a Rural Exception site is progressed



The Rural Housing Enabler's Role

The Council, together with sub regional partners (including Registered Providers), supports the position of Hambleton's Rural Housing Enabler (RHE), who works in rural areas across Hambleton in parishes of 3,000 or less.

The remit of the RHE is to work in partnership with Parish Councils to research local housing need, and identify and progress innovative housing solutions on rural exception sites.

The RHE works with landowners, local communities and Registered Providers to create rural affordable housing schemes. Landowners who want to develop land as a rural exception site should first seek the advice of the RHE.

The RHE's role is to undertake housing needs surveys, facilitate community consultation events

and to seek community views and input on specific sites, scheme designs and the type and mix of any proposed homes. As well as bringing forward Exception Sites RHE's also negotiate affordable housing provision on market sites in rural areas.

For more information on the work of the Rural Housing Enabler or leaflets/advice on how to progress a rural affordable housing scheme visit:

northyorkshirestrategichousingpartnership.org.uk



George Crescent development at Newton on Ouse

Registered Provider Partners

The Council works with a number of Registered Providers and with North Yorkshire Moors National Park Authority to develop and ensure the long term retention, management and availability of all affordable homes. These partners have affordable housing stock in the District, and are supported by the Council for further development. All partners work to the same financial parameters to make sure that homes delivered are affordable to local people.

The Council recommends that applicants put forward proposals with a Registered Provider so they can be involved in the negotiation at the earliest possible stage and preferably be party to the required Section 106 Agreement.

A list of approved Registered Providers operating in the Hambleton District is provided below and on hambleton.gov.uk



The list is not restricted and applicants may work with a Registered Provider that is not included in this list. However, the proposed Registered Provider must be agreed in advance by the Council before any contract with the Registered Provider is entered into, as all affordable housing units must be able to be allocated through the Council's Choice Based Lettings scheme - North Yorkshire Home Choice or other future arrangements approved by the Council.

Current partner Registered Providers are:

Contact name	Registered Providers	Email	Telephone number
Andrew Garrens	Broadacres HA	andrew.garrens@broadacres.org.uk	01609 767976 07515 197150
Jane Fulford	Chevin HA	jane.fulford@togetherhousing.co.uk	0300 555 5561
Marie Lodge	Coast & Country HA	marie.lodge@cchousing.co.uk	01642 771388 07770 651101
Emma Speight	Endeavour HA	emma.speight@northstarhg.co.uk	01642 796218
Teresa Snaith	Home Housing Group	teresa.snaith@homegroup.org.uk	01937 548463 07736 097588
Rodger Till	Thirteen Group	rodger.till@thirteengroup.co.uk	01642 773651 ex 3651 07889 068045
Lesley Fargher	Yorkshire HA	lesley.fargher@yorkshirehousing.co.uk	0113 8256032 07730 780666

Contacts and Publications

If you need any further assistance or clarification of affordable housing policy, please contact the Planning Department or the Housing Department - details below. If your query relates to a specific planning application first contact the Development Management team member dealing with the application or proposal on their direct line telephone number, or call Development Management on 01609 779977.

- **Head of Planning and Housing Services** - Mark Harbottle
- **Housing Manager** - Sue Walters-Thompson
- **Rural Housing Enabler** - Amanda Madden

Civic Centre, Stone Cross, Northallerton DL6 2UU

tel: 01609 779977

fax: 01609 767248

email: planning@hambleton.gov.uk
housing@hambleton.gov.uk

Useful publications:

National Planning Policy Framework (March 2012)

North Yorkshire Housing and Homeless Strategy 2012

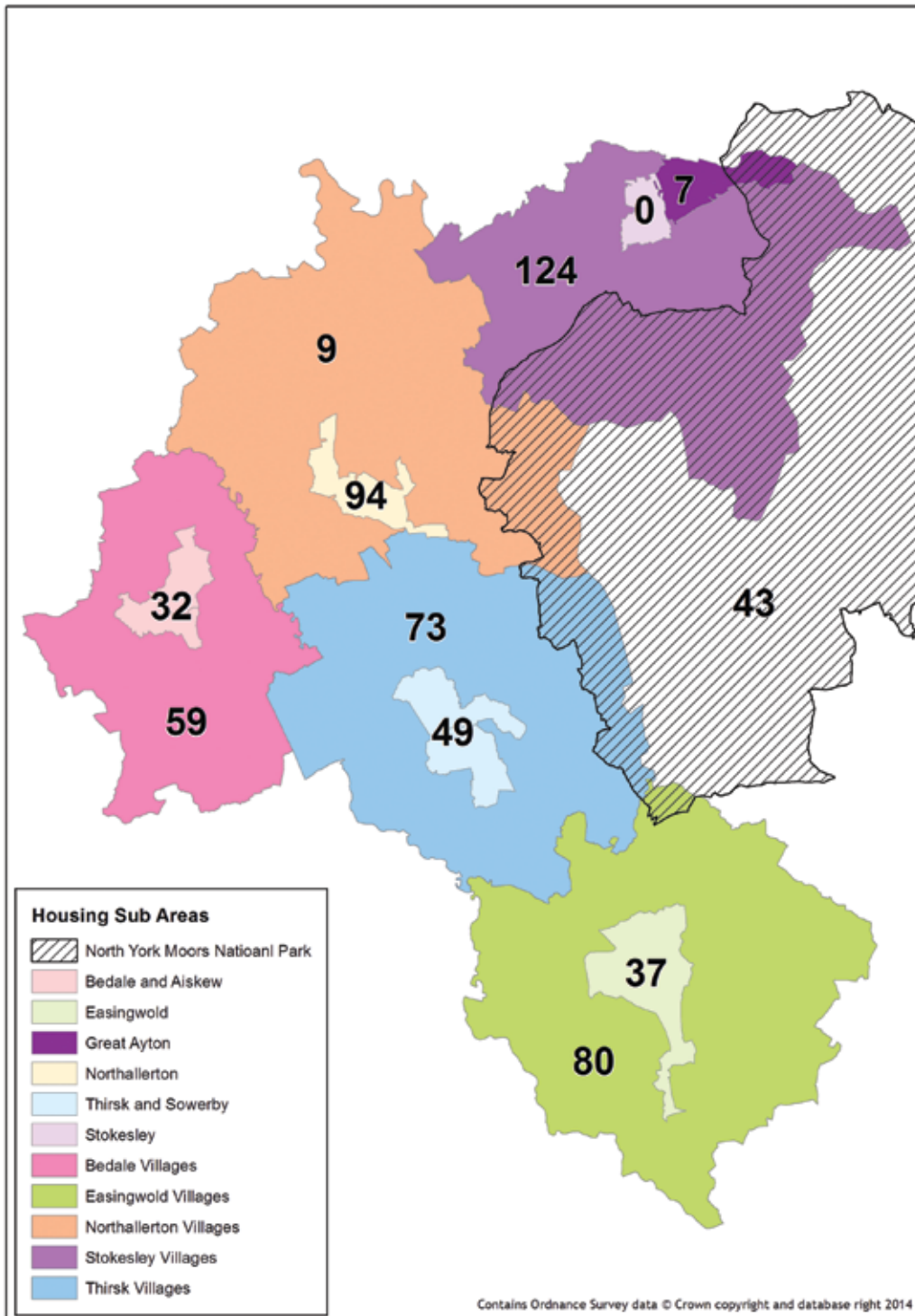
North Yorkshire Strategic Market Housing Assessment (November 2011)

Hambleton Local Development Framework Development Policies (February 2008)

Hambleton Local Development Framework Core Strategy (April 2007)

Annex One

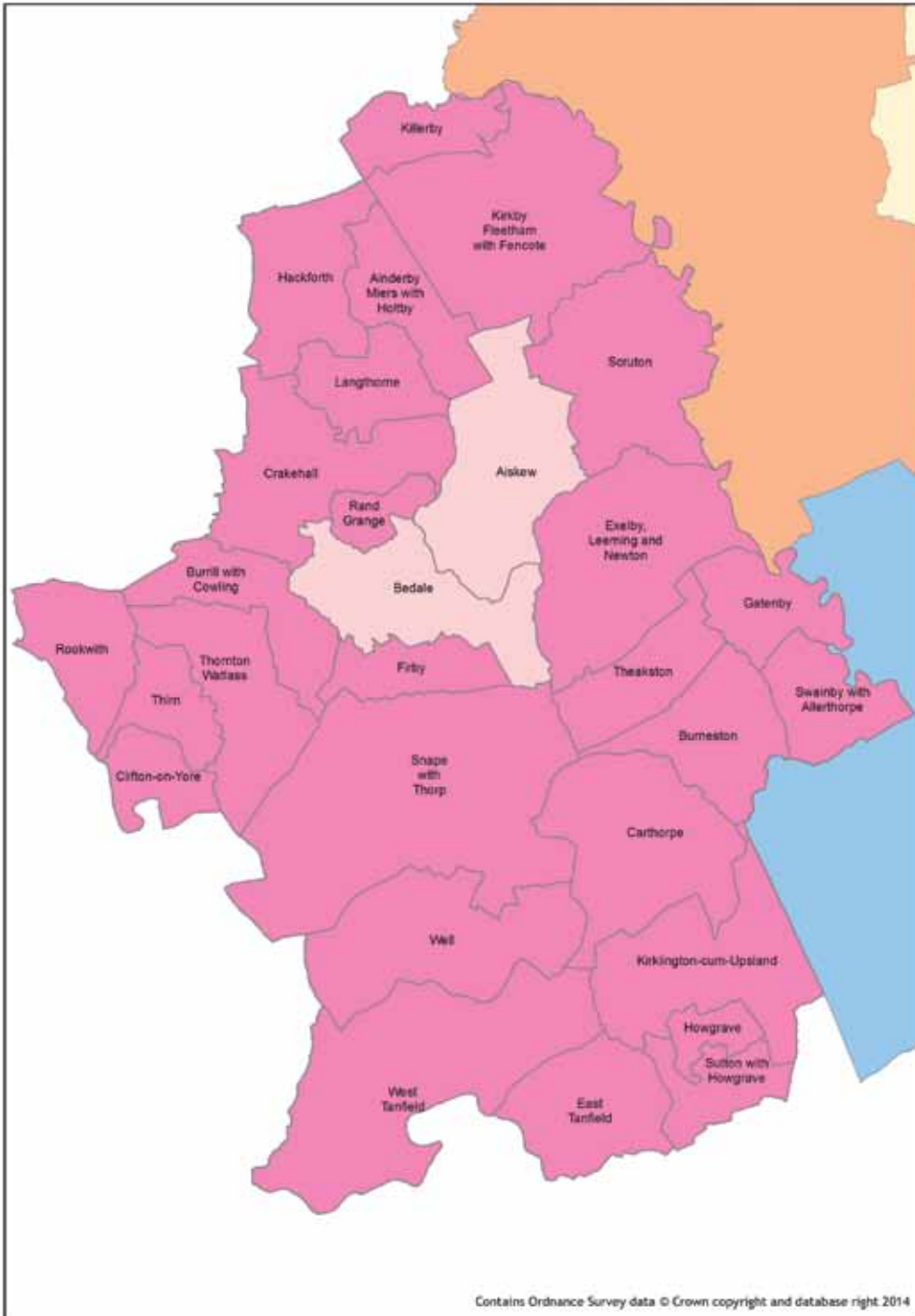
Summary of minimum Affordable Housing requirements by sub areas



Annex Two

Maps of sub areas and constituent Parishes

2(1) Parishes within Bedale and Aiskew and Bedale villages sub areas



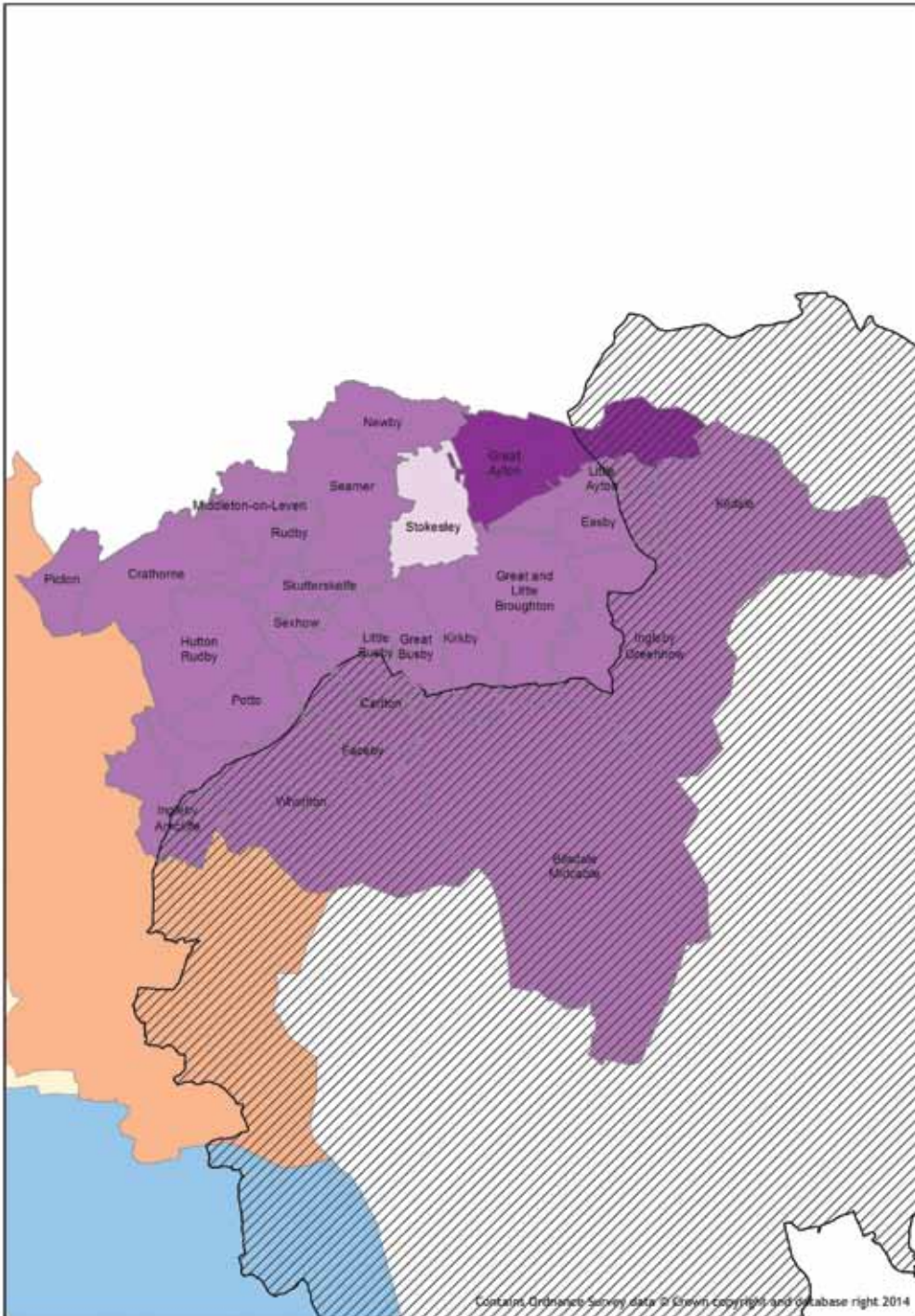
Maps of sub areas and constituent Parishes

2(2) Parishes within Easingwold and Easingwold villages sub areas



Maps of sub areas and constituent Parishes

2(3) Parishes within Stokelsey, Great Ayton and Stokesley villages sub areas



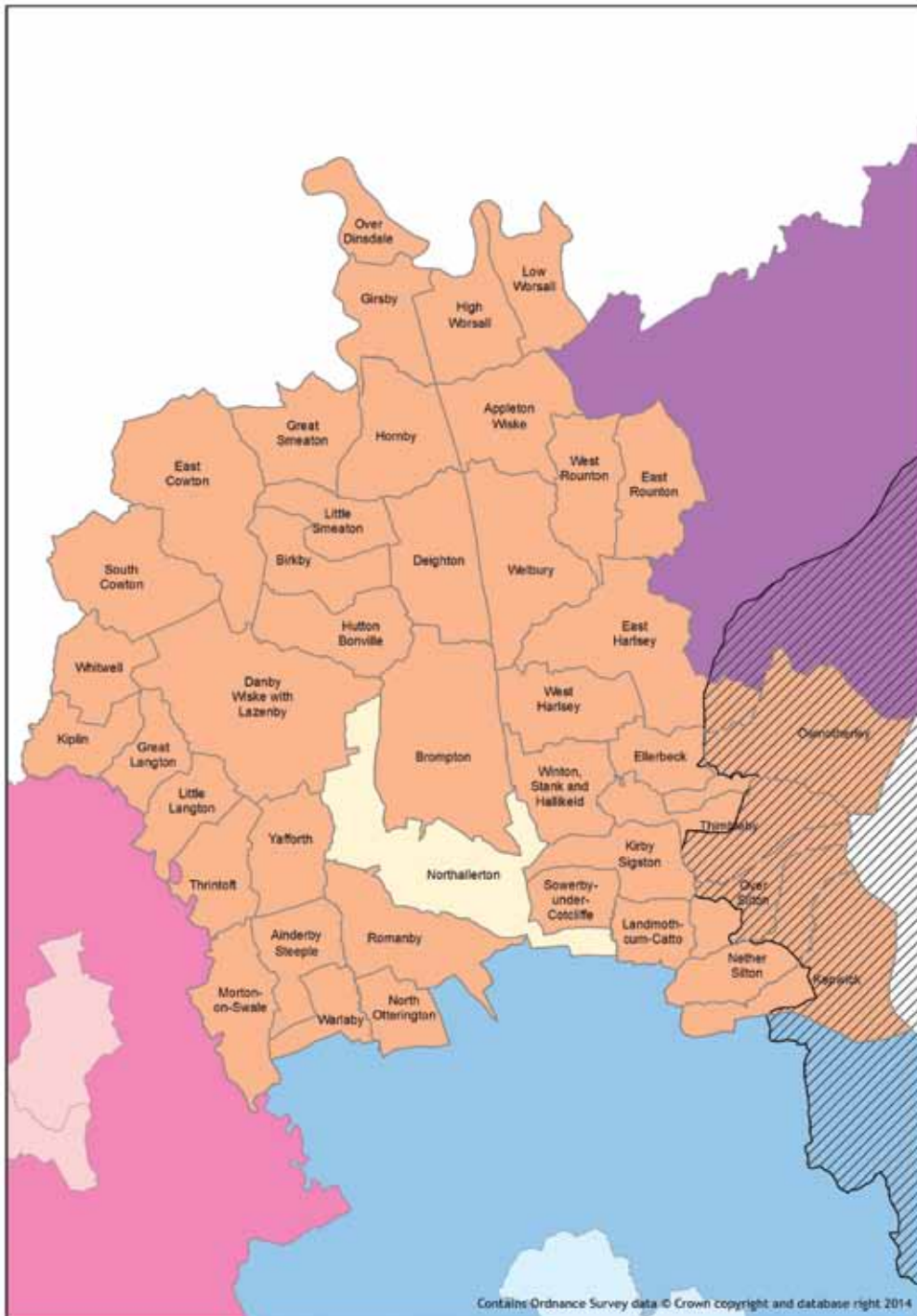
Maps of sub areas and constituent Parishes

2(4) Parishes within Thirsk/Sowerby and Thirsk villages sub areas



Maps of sub areas and constituent Parishes

2(5) Parishes within Northallerton/Romanby and Northallerton villages sub areas



Annex Three

Affordable Housing Proposal Form



Hambleton District Council Affordable Housing Proposal Form

Applicants must complete Sections A to F. If you have any queries, please email sue.walters-thompson@hambleton.gov.uk or telephone (01609) 767176

SECTION A	SITE LOCATION
Site location or address (attach location plan)	

SECTION B	CONTACT DETAILS
Applicant/Agent's name:	
Address:	
Telephone number:	
Email address:	

SECTION C	SUMMARY OF PROPOSED DEVELOPMENT			
Total number of homes in the overall scheme:				
Type and quantity (insert numbers below):				
House 1 bed	House 2 bed	House 3 bed	House 4+ bed	
Bungalow 1 bed	Bungalow 2 bed	Bungalow 3 bed	Bungalow 4+ bed	
Apartment 1 bed	Apartment 2 bed	Apartment 3 bed	Apartment 4+ bed	

SECTION D	SUMMARY OF AFFORDABLE HOUSING PROVISION			
Total number of affordable homes:			Percentage of total scheme:	
Please insert the number of each type and tenure in the table below and provide a coloured layout plan of the site indicating the location and tenure of each unit using the colours below.				
Affordable rent	Intermediate rent	Shared ownership/ discount for sale/ low cost home ownership	Social rented	
House 1 bed	House 1 bed	House 1 bed	House 1 bed	
House 2 bed	House 2 bed	House 2 bed	House 2 bed	
House 3 bed	House 3 bed	House 3 bed	House 3 bed	
House 4+ bed	House 4+ bed	House 4+ bed	House 4+ bed	
Bungalow 1 bed	Bungalow 1 bed	Bungalow 1 bed	Bungalow 1 bed	
Bungalow 2 bed	Bungalow 2 bed	Bungalow 2 bed	Bungalow 2 bed	
Bungalow 3 bed	Bungalow 3 bed	Bungalow 3 bed	Bungalow 3 bed	
Bungalow 4+ bed	Bungalow 4+ bed	Bungalow 4+ bed	Bungalow 4+ bed	
Apartment 1 bed	Apartment 1 bed	Apartment 1 bed	Apartment 1 bed	
Apartment 2 bed	Apartment 2 bed	Apartment 2 bed	Apartment 2 bed	
Apartment 3 bed	Apartment 3 bed	Apartment 3 bed	Apartment 3 bed	
Apartment 4+ bed	Apartment 4+ bed	Apartment 4+ bed	Apartment 4+ bed	

continued

SECTION E		SUMMARY OF TERMS AGREED WITH REGISTERED PROVIDER	
Name of Registered Provider and contact details			
Address of Registered Provider:			
Please tick the appropriate box to confirm the following:			
Heads of Terms of S106 agreed	YES		NO

SECTION F		DEVELOPMENT CHECKLIST AND CONFIRMATION	
Please tick the boxes to confirm you are supplying the following information to enable your application to be validated:			
<input type="checkbox"/>	A location plan outlining the site in red is enclosed		
<input type="checkbox"/>	An appropriately coloured up layout plan, clearly identifying affordable units by tenure, size and type is enclosed		
<input type="checkbox"/>	Sections A to F of this form are completed and signed below		
<input type="checkbox"/>	The size and transfer prices of the affordable units accord with the schedule below		
Unit Type:	Size (minimum):	Price (Fixed):	
1 bed	50m ²	£50,200	
2 bed	70m ²	£65,200	
3 bed	90m ²	£79,200	
4 bed	110m ²	£84,200	

Signature (applicant/agent):		Date:	
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Please return to: sue.walters-thompson@hambleton.gov.uk or post to:

Hambleton District Council
Housing Manager
Civic Centre
Stone Cross
NORTHALLERTON
DL6 2UU

Annex Four

Confidential Development Appraisal

Small residential developments (1 - 4 dwellings)

Date

Developer Name

Proposed Development Address

.....

Planning application number

Please complete this form if you wish the Council to take account of viability issues in the determination of your application for 1 – 4 dwellings. The information should include the value of the completed development proposed in your application, together with all costs incurred or expected to be incurred in order to achieve this value.

If the Council needs to seek independent valuation advice, a copy of this appraisal will be given to a consultant valuer engaged by the Council.

This information will only be made available to Council Officers and their advisers; it will not be placed on the public file nor made available to any third party.

Please provide , as a minimum, the following information;

Value

- The gross internal area of the properties
- The value or values used per unit area
- The cost of sales, or lettings, including marketing agents' fees and legal costs, to arrive at a 'net value'

NB Affordable housing should be shown at the value to be paid by a Registered Provider (RP) transfer price, as set out in this document – see the table of transfer prices for affordable homes negotiated through Policy CP9.

continued

Costs		£
Site acquisition costs	Include the date of acquisition. NB an acquisition cost which does not reflect current planning policies in the valuation is not a reason to reduce the affordable housing element required. The amount paid for the site should reflect the requirement for affordable housing provision to be made.	
Build Costs (price per sq m)		
Costs associated with the acquisition	Broken down into legal and agents' fees, stamp duty etc	
Preliminaries allowed for	State what is included	
External Works	State what is included	
Planning costs	(planning and building regulation fees, commuted sum for open space, education etc)	
Fees	Architect or designer, Quantity Survey etc	
Cost of Finance	Indicate period and interest rate	
Community benefits	If the scheme provide any benefit in kind e.g. the restoration of a listed building, include the cost of providing this.	
Abnormal Costs	These exclude all known costs that should have been reflected in the acquisition cost.	
Developers Profit	The amount and what percentage of value this represents.	
Any other items should be clearly defined.		

Annex Five

Acquisition Prices

Acquisition Prices

The Council has carried out a review of transfer prices for affordable homes delivered under Policy CP9 (which may be annually reviewed), and in consultation with Registered providers has agreed the following prices, effective from 1 April 2013:

Unit type (minimum size, Internal measurements)	Price to developer
1 bed (size – 50m ²).....	£50,200
2 bed (size – 70m ²)	£65,200
3 bed (size – 90m ²)	£79,200
4 bed (size – 110m ²)	£84,200

These prices are tenure neutral, and have been designed to support a tenure mix on most sites of 70% social rented, and 30% intermediate tenure, in accordance with the latest evidence on housing need, demand and affordability. This will be the starting point for negotiations on all qualifying sites.

Annex Six

Example Calculation for Affordable Housing

Example calculation for affordable housing on a Mixed Site.

Where an application for a proposed development of more than 2 units in a rural village or 15 units or more in a market town triggers an affordable housing contribution, the Council will calculate the affordable housing contribution as follows:

A proposal for 6 x 2 bedroom units in Stokesley or Easingwold will generate a 50% contribution equating to 3 on site units, however in some case the Council may consider a commuted sum:

Proposal – 6 x 2 bedroom homes in a 50% area	Affordable housing contribution = 3 units
Open Market Value (OMV) £100,000 each	Total £300,000
Minus Transfer Price to RP £65,200 each	Total £195,600
Difference	£104,400
50% difference	£52,200

Further information...

If you have any housing comments or questions you would like to ask please email housing@hambleton.gov.uk

**You can call Customer Services on 01609 779977
to speak to a customer adviser and you can write to us:**

**Hambleton District Council - Housing Service
Civic Centre, Stone Cross, Northallerton, North Yorkshire DL6 2UU**

The information in this document can be made available in other languages, large print, braille, audio tape or electronic format on request.

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HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
7 October 2014

Subject: **INGLEBY ARNCLIFFE NEIGHBOURHOOD AREA DESIGNATION**

Swainby Ward
Portfolio Holder for Environmental and Planning Services: Councillor B Phillips

1.0 PURPOSE AND BACKGROUND:

- 1.1 The Localism Act 2011 provided a new statutory regime for Neighbourhood Planning. Regulations came into force on 6 April 2012 making legal provisions in relation to that regime and a first step in the process is the designation of a Neighbourhood Area.
- 1.2 On 7 June 2014 an application was submitted by Ingleby Arncliffe Parish Council to this Council and the North York Moors National Park Authority (as the parish is split by the National Park boundary) for designation of their parish as a Neighbourhood Area to enable them to proceed with formal Neighbourhood Plan preparation (see letter and maps at Annex A).
- 1.3 The Council is under a general duty to support Neighbourhood Plan preparation and several meetings have been held with the Parish Council, also involving the National Park Authority.
- 1.4 The application for Neighbourhood Area designation was publicised on 4 July 2014 and now the Council must consider any representations submitted by 15 August 2014 before making a decision, together with the National Park, on designation of the area.
- 1.5 The application was publicised on Hambleton's and the National Park's websites and a public notice advert was placed in the Darlington and Stockton Times newspaper. In addition the Parish Council put a notice with a copy of the application and map on their website.
- 1.6 The Council should support the application as it is validly made, the parish area provides for a logical plan making boundary and there have been no representations submitted objecting to its designation. If the Council decides not to support the application it must give reasons.

2.0 LINK TO COUNCIL PRIORITIES:

- 2.1 The Council Plan 2011-15 aims 'to encourage our residents to become more involved in making decisions which impact on local communities'. Although Neighbourhood Planning is not mentioned as a priority action, this Neighbourhood Area designation would undoubtedly allow local residents and businesses to decide on future development plan making.

3.0 RISK ASSESSMENT:

- 3.1 There are no risks associated with this report.

4.0 FINANCIAL IMPLICATIONS:

- 4.1 There is no cost associated with Neighbourhood Area designation other than a small cost for advertising the decision in a local newspaper and for the officer time involved. However, the Council will incur much larger costs with the subsequent preparation of the Neighbourhood Plan (e.g. for the examination and referendum) but this is expected to be covered by the Department of Communities and Local Government grants to the Council, which currently total £30,000 for each Neighbourhood Plan, made in 3 payment stages. Following designation of a Neighbourhood Area, £5,000 will be received by the District Council, which recognises the officer time supporting and advising the community in taking forward a Neighbourhood Plan. The second payment (of £5,000) is not received until the Neighbourhood Plan is publicised prior to examination. The third payment of £20,000 is made on successful completion of the examination.
- 4.2 As previously agreed (Cabinet November 2012 - CA46) for Huby and Appleton Wiske and Easingwold (Cabinet July 2014 – CA16), some of this grant should be used to fund the Neighbourhood Plan Group's submitted expenses (e.g. for consultation materials and events) up to £3,000.
- 4.3 As the plan area is partly within the National Park and there is a need for joint working under the duty to assist the Neighbourhood Plan group it is reasonable for grants received by this Council to be shared with the Park Authority as only the Council is able to claim the grant from Government. Hambleton will act as lead authority with regard to this work and initially meet the costs of the advertisements, consultation material, examination and referendum. These expenses should be met from the grant, together with eligible Parish Council expenses up to £3,000, with any remaining grant fund balance shared on an agreed basis with the National Park Authority based on the actual work involved.
- 4.4 When the Neighbourhood Plan is adopted there will be a minor impact on this Council's Community Infrastructure Levy (CIL) receipts as 25% (rather than 15%) of payments for eligible developments in the parish (outside the National Park) will go to the Parish Council to spend on their infrastructure projects. However, the CIL income expected to be lost by this Council from developments in this area is likely to be negligible.

5.0 LEGAL IMPLICATIONS:

- 5.1 The legal requirements under Part 2 of The Neighbourhood Planning (General) Regulations 2012 have been complied with. The next step requires the Council to publish details (area name, map and applicant) of the Neighbourhood Area designation decision on our website and in such other manner we consider likely to bring it to the attention of local residents, workers and businesses. This should be done in conjunction with the National Park authority.

6.0 EQUALITY AND DIVERSITY ISSUES:

- 6.1 There are no Equality and Diversity issues associated with this report.

7.0 HEALTH AND SAFETY ISSUES:

- 7.1 There are no Health and Safety issues associated with this report.

8.0 RECOMMENDATIONS:

8.1 That Cabinet agrees:

- (1) the designation of a Neighbourhood Area for Ingleby Arncliffe parish and publicises the necessary information (in agreement with the North York Moors National Park Authority);
- (2) Government grant funding be passed to Ingleby Arncliffe Parish Council to cover their submitted costs of plan preparation up to £3,000; and
- (3) Government grants received by the Council be shared net of expenses incurred on an agreed basis with the North York Moors National Park Authority based on the actual work involved.

MICK JEWITT

Background papers: The Neighbourhood Planning (General) Regulations 2012.
Public Notice advert in Darlington & Stockton Times 4 July 2014 and on HDC, NYMNPA and Ingleby Arncliffe Parish Council websites.
Supporting Communities in Neighbourhood Planning 2013-15, DCLG, March 2013.

Author ref: GB

Contact: Graham Banks
Author – Planning Policy Manager
Direct Line No – 01609 767097

Application for Neighbourhood Area designation from Ingleby Arncliffe Parish Council



7 June 2014

Mr Graham Banks, Planning Policy Manager
Hambleton District Council
Civic Centre
Stone Cross
Northallerton
DL6 2UU

cc Mrs Sarah Housden , Planning Policy Manager
North York Moors National Parks Authority
The Old Vicarage
Bondgate, Helmsley
North Yorks, YO62 5BP

Dear Mr Banks

Subject; **Area Designation for Ingleby Arncliffe Parish Neighbourhood Plan.**

This letter is a formal request for the land within the existing boundary of Ingleby Arncliffe Parish to become the "Designated Area" for the purpose of preparing a parish Neighbourhood Plan. The parish boundary is well defined and long established and contains the community of households that will be consulted in order to establish the primary "Evidence Base" for the subject of the Plan. (Please see attached map of the Parish boundary.)

The Ingleby Arncliffe Parish Council has approved the preparation of this Neighbourhood Plan and has set up a dedicated Steering Group, chaired by Mr George Hunter, to oversee and manage the preparation of the Plan. The Parish Council is a relevant body for the purposes of Section 61G of the 1990 Town & Country Planning Act.

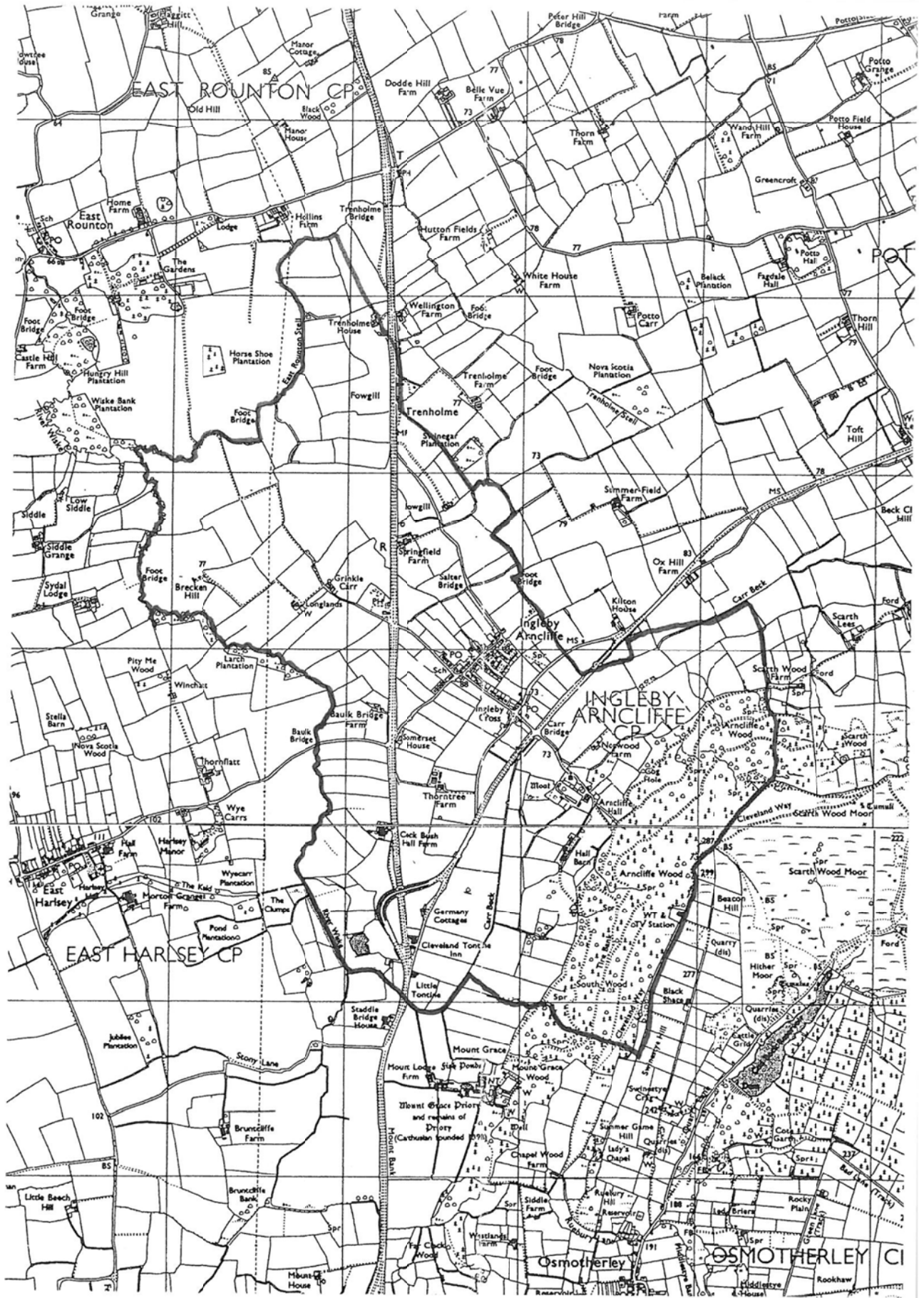
We understand that Hambleton District Council must now publicise our intentions to produce a Plan and to liaise with NYMNPA. This we understand will take approximately 6 weeks. A copy of this letter has been sent to Mrs Sarah Housden of NYMNPA.

Yours Sincerely

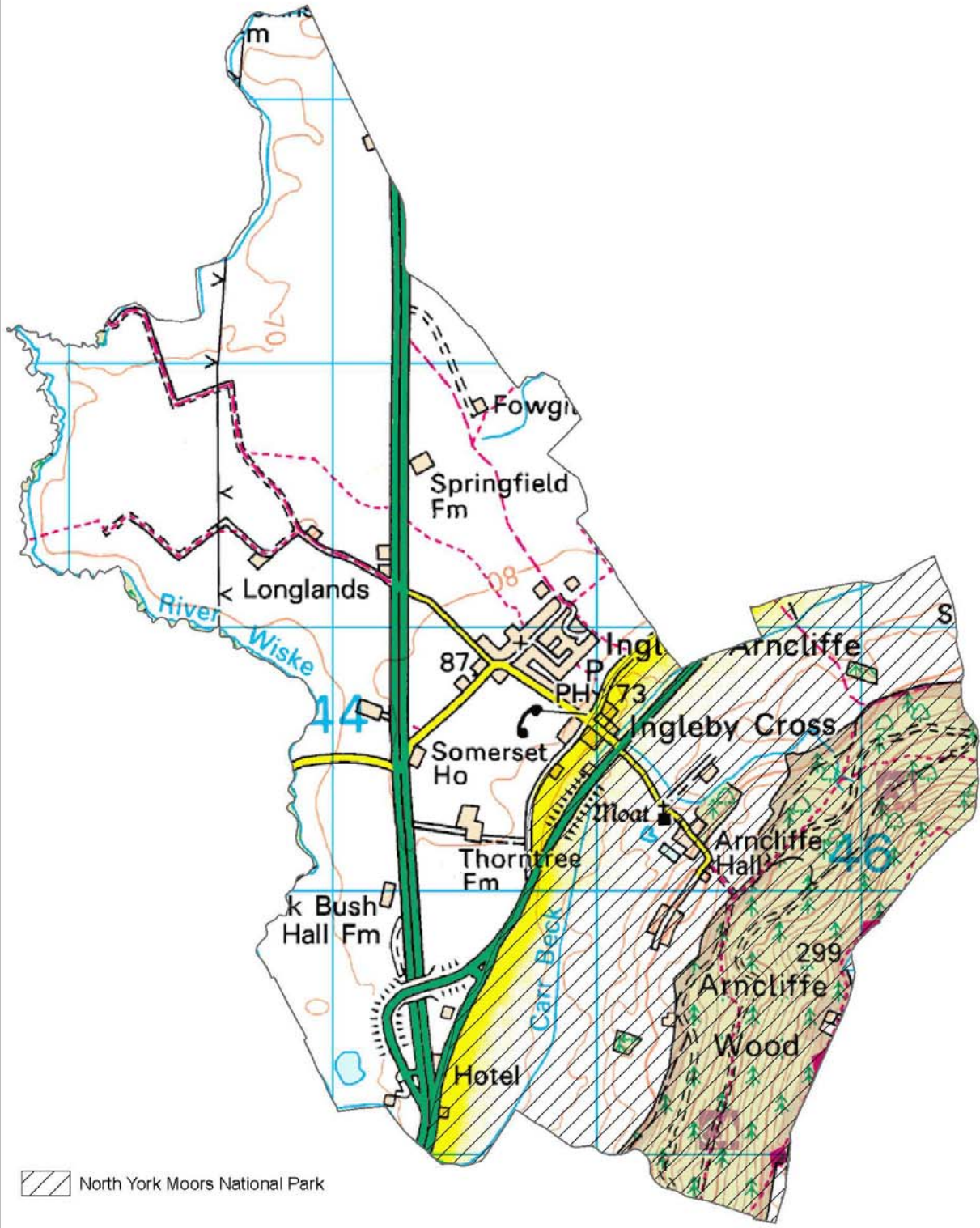


Judith Temple,

Chair of Ingleby Arncliffe Parish Council



Ingleby Arncliffe Parish



 North York Moors National Park

HAMBLETON
DISTRICT COUNCIL

Civic Centre, Stone Cross, Northallerton DL6 2UU
Telephone: 0845 1211 555 Fax: 01609 767228



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HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
7 October 2014

Subject: PUBLIC OPEN SPACE, SPORT AND RECREATION ACTION PLANS

Leeming Ward
Portfolio Holder for Leisure and Customer Services: Councillor Mrs B S Fortune

1.0 PURPOSE AND BACKGROUND:

1.1 The Council's policy is to endorse Public Open Space, Sport and Recreation Sub Area Action Plans to provide a more strategic and efficient process for allocating future Section 106 monies (see Annex A) either from Local Development Framework allocations or windfall sites.

1.2 The purpose of this report is to endorse the refreshed Public Open Space, Sport and Recreation Action Plan for Carthorpe.

1.3 The Council's policy states that each Action Plan must comply with the following:

- Ascertain what is already provided
- Consider public open space, sport and recreation projects that are included in the local Community or Parish Plan to identify existing need
- Includes consultation with community groups that manage public open space, sport or recreation facilities to identify future need
- Includes consultation with the District Council Elected Member(s) and the local Area Partnership
- Meet the obligations of Public Open Space, Sport and Recreation Supplementary Planning Document
- Is signed off by a Council Director

The Action Plan detailed in 1.2 meet this criterion.

1.4 Copies of the Action Plans detailed in 1.2 are available at Annex B.

2.0 LINK TO COUNCIL PRIORITIES:

2.1 This links primarily to the Health priority of the Council.

3.0 RISK ASSESSMENT

3.1 Risk has been considered as part of this report and there are no risks identified as a result.

4.0 FINANCIAL IMPLICATIONS:

4.1 The main method of delivery of Section 106 allocations is to passport external funding from developers to community groups. Funds will not be committed or released to organisations until the Council has received the monies from the developer.

4.2 Action Plans will be subject to 12 monthly reviews to determine progress to ensure that the projects are still relevant and viable.

5.0 LEGAL IMPLICATIONS:

5.1 There is a legal responsibility upon the Council to ensure this funding is used in a way consistent with the individual Section 106 Agreements.

6.0 SECTION 17 CRIME AND DISORDER ACT 1998:

6.1 Some of these projects have the potential to reduce crime and disorder through providing diversionary activity for young people.

7.0 EQUALITY/DIVERSITY ISSUES:

7.1 All projects in receipt of this funding should have equal access and be available for the general public to use.

8.0 RECOMMENDATION:

8.1 It is recommended that the Public Open Space, Sport and Recreation Action Plan in Annex B of the report be endorsed.

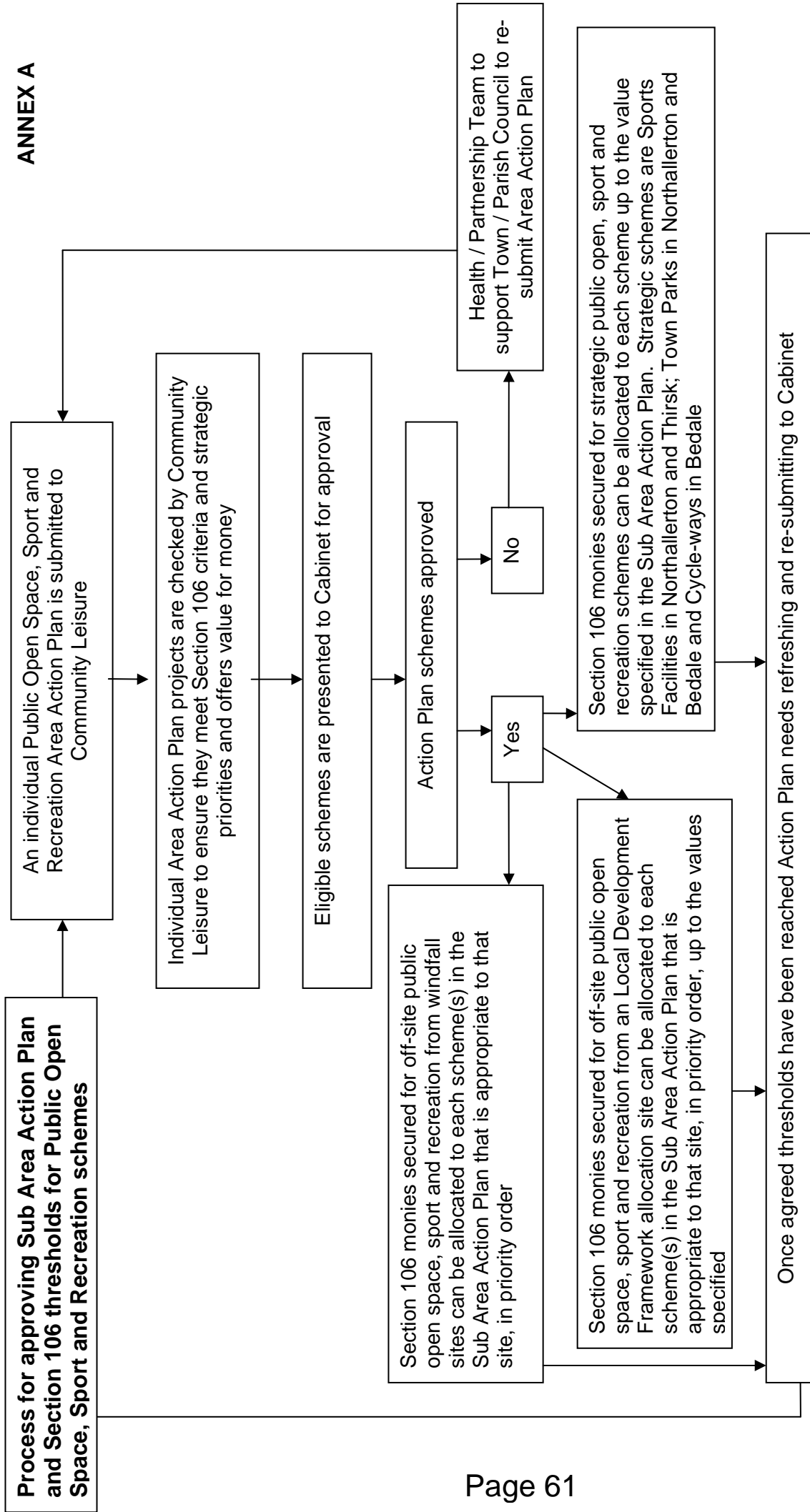
DAVE GOODWIN

Background papers: Hambleton Local Development Framework – Open Space, Sport and Recreation Supplementary Planning Document

Author ref: DRG

Contact: Dave Goodwin
Director – Customer and Leisure Services
01609 767147

071014 Public Open Space Sport and Recreation Plans





PUBLIC OPEN SPACE, SPORT AND RECREATION ACTION PLAN - CARTHORPE

What POS / Sport / Recreation facilities do you have already?	Managing organisation and contact details	Future actions	How do you know there is a need for this project?	Estimated cost (£)	Community Priority (1 = highest priority)
Carthorpe Mires Fishing Lake	Northallerton & District Angling Club	Regeneration of fishing lake into community facility offering community groups fishing for free and day ticket fishing for local anglers. Work will include dredging, disabled platforms, toilet facilities.	Need has been identified through current members, local community groups and national figures for angling. Support letters from Bedale Scouts, and RAF Leeming	£50,000	1