

Public Document Pack



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Monday 30 January 2017

Notice of Meeting

Dear Member

Cabinet

The **Cabinet** will meet in the **Council Chamber - Town Hall, Huddersfield** at **4.00 pm** on **Tuesday 7 February 2017**.

This meeting will be live webcast. To access the webcast please go to the Council's website at the time of the meeting and follow the instructions on the page.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read 'Julie Muscroft', on a light-colored background.

Julie Muscroft

Assistant Director of Legal, Governance and Monitoring

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

The Cabinet Members are:-

Member

Councillor David Sheard

Councillor Shabir Pandor

Councillor Peter McBride

Councillor Naheed Mather

Councillor Musarrat Khan

Councillor Erin Hill

Councillor Viv Kendrick

Councillor Masood Ahmed

Councillor Graham Turner

Responsible For:

Leader / Strategy and Strategic Resources, New Council & Regional Issues

Deputy Leader / Strategy and Strategic Resources, New Council & Regional Issues

Economy, Skills, Transportation & Planning

Housing & Enforcement Management

Highways & Neighbourhoods

Family Support & Child Protection

Adults, Health & Activity to Improve Health

Community Cohension & Schools

Asset Strategy, Resources & Creative Kirklees

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of the Committee

To receive apologies for absence of Members who are unable to attend this meeting.

2: Interests

1 - 2

The Councillors will be asked to say if there are any items on the Agenda in which they have disclosable pecuniary interests, which would prevent them from participating in any discussion of the items or participating in any vote upon the items, or any other interests.

3: Admission of the Public

Most debates take place in public. This only changes when there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the Agenda which are to be discussed in private.

4: Deputations/Petitions

The Committee will receive any petitions and hear any deputations from members of the public. A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also hand in a petition at the meeting but that petition should relate to something on which the body has powers and responsibilities.

5: Public Question Time

The Committee will hear any questions from the general public.

6: Member Question Time

To consider questions from Councillors.

7: Quarter 3, 2016-17 - Corporate Monitoring Report incorporating General Fund Revenue, Housing Revenue Account, Capital and Treasury Management

3 - 28

A report providing information on the Council's 2016-17 forecast financial outturn position for General Fund revenue, Housing Revenue Account (HRA) and Capital Plan, as at Quarter 3 (month 9). The report also incorporates the mid-year summary of treasury management operational activity; covering the period 1 April to 30 September.

Officer: Eamonn Croston: 01484 221000

Wards

Affected: All Wards

8: Economic Resilience - Community Learning Works Business Plan

29 - 46

A report seeking consideration and approval of the Community Learning Works Business Plan proposal.

Officer: Martin Green, 01484 221000

Wards

Affected: All Wards

9: Determination of school admission arrangements for 2018/19 47 - 84

A report seeking approval for:

- Kirklees co-ordinated admission schemes (including in-year admissions)
- Admission arrangements for all Kirklees community and voluntary controlled schools

Officer: Jo-Anne Sanders: 01484 221000

Wards

Affected: All Wards

10: Compactor Relocation at Huddersfield Open Market 85 - 88

A report seeking approval for spend, from the Economic Resilience Capital Budget for the current 2016/2017 financial year, to relocate and improve the compactor facilities at Huddersfield Open Market.

Officer: Chris Cotton: 01484 221000

Wards

Affected: All Wards

11: Commissioned Enforcement Partnership 89 - 102

A report seeking approval to commission a 12 month trial of joint working with a private enforcement company for the issuing and management of Fixed Penalty Notices (FPN) in relation to litter, dog and related environmental offences.

Officer: Rob Dalby: 01484 221000

Wards

Affected: All Wards

12: Ashbrow Housing site

103 -
116

A report seeking approval to progress with the Ashbrow housing scheme.

Officer: Liz Jefferson: 01484 221000

Wards

Affected: Ashbrow

13: Southgate Huddersfield

117 -
274

A report seeking approval of the Draft Development Brief.

Officer: Adele Buckley: 01484 221000

Wards

Affected: Dalton

14: Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business, on the grounds that they involve the likely disclosure of exempt information, as defined in Part 1 of Schedule 12A of the Act.

15. Ashbrow Housing Site

275 -
280

A private appendix relating to agenda item 12.

This appendix is recommended for consideration in private because the information contained in it is exempt information within Paragraph 3 of part 1 to schedule 12A of the Local Government Act 1972 as amended by the Local Government (access to Information) variation order 2006. It is considered the appendix contains information regarding the financial or business affairs of any person including the Council. It is not in the public interest to disclose the information in the private appendix as disclosure could adversely affect the overall value for money and compromise the confidentiality of the bidders and the council. The public interest in maintaining the exemption outweighs the public interest in disclosure of the information in terms of accountability, transparency in spending public money and openness in council decision making.

Officer: Liz Jefferson: 01484 221000

Wards

Affected: Ashbrow

16. Southgate Huddersfield

281 -
290

A private appendix relating to agenda item 13

This appendix is recommended for consideration in private because the information contained in it is exempt information within Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006. Information relates to the financial and business affairs of any particular person (including the authority holding that information), or in respect of which a claim to legal professional privilege could be maintained in legal proceedings. It is considered that disclosure of information would be contrary to the confidential terms on which it has been provided to the council, and could also prejudice negotiations regarding the disposal of the land and the council obtaining best consideration. The public interest in maintaining the exemption, which would protect the interests of the council, outweighs the public interest in disclosing the information and providing greater openness in the council's decision making.

Officer: Adele Buckley: 01484 221000

Wards

Affected: Dalton

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KIRKLEES COUNCIL			
COUNCIL/CABINET/COMMITTEE MEETINGS ETC			
DECLARATION OF INTERESTS			
Name of Councillor			
Item in which you have an interest	Type of interest (eg a disclosable pecuniary interest or an "Other Interest")	Does the nature of the interest require you to withdraw from the meeting while the item in which you have an interest is under consideration? [Y/N]	Brief description of your interest

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your disclosable pecuniary interests under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) - the landlord is your council or authority; and the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

- (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
- (b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.



Name of meeting: Cabinet
Date: 7 February 2017

Title of report: Quarter 3, 2016-17 - Corporate Monitoring Report incorporating General Fund Revenue, Housing Revenue Account, Capital and Treasury Management

Key decision – is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes
Key decision - is it in the Council's Forward Plan (key decisions and private reports)?	Key decision - Yes Private report/private appendix - no
The Decision - Is it eligible for “call in” by Scrutiny?	Yes
Date signed off by Director and name	Debbie Hogg, 27 January 2017
Is it signed off by Assistant Director (Finance, Risk, IT and Performance)	Yes
Is it signed off by the Assistant Director (Legal, Governance & Monitoring)?	Julie Muscroft, 27 January 2017
Cabinet member portfolio	Resources

Electoral [wards](#) affected: All

Ward Councillors consulted: All

Public or private: Public

1. Purpose of the Report

The purpose of this report is for Council to receive information on the Council's 2016-17 forecast financial outturn position for General Fund revenue, Housing Revenue Account (HRA) and Capital Plan, as at Quarter 3 (month 9).

2. Summary

- 2.1 The Council's General Fund (net) revenue budget for 2016-17 was set at **£310.8m**. The Council's forecast net revenue spend is **£317.3m** in 2016-17, resulting in an overspend of **£6.5m**, equivalent to 2.1%, against budget.

The forecast net revenue spend position is summarised in Table 1 below.

Table 1 – Overview of 2016-17 general fund forecast revenue outturn position, as at Quarter 3 (month 9):

Description	Net Revenue Budget	Forecast Revenue Outturn	Variance
	£m	£m	£m
Directorates	264.9	275.8	10.9
Central Budgets	44.6	41.2	(3.4)
District Committee managed budgets	1.3	0.3	(1.0)
General Fund Total	310.8	317.3	6.5
Reserves drawdown	-	(5.8)	(5.8)
Adjusted Total	310.8	311.5	0.7

- 2.2 The forecast revenue outturn position summarised in Table 1 above also includes a further approved adjustment; “one-off” revenue funding (Corporate Reserves) drawdown to offset Directorate budget pressures relating to Children’s service developments (£5.8m). Net of the reserves drawdown, the adjusted Council bottom line is **£712k** overspend; equivalent to **0.2%** against budget.
- 2.3 The revenue monitoring forecast presented at Quarter 3 does not include unexpected one off site clearance costs arising from an environmental incident at a commercial site at Lockwood. Estimated costs are still being worked up, including ongoing discussions with other interested parties to determine liability for costs. Officers will report back to a future Cabinet pending clarification of the above.
- 2.4 Overall, general fund corporate reserves are forecast to reduce from about £93m as at April 2016, to about £50m as at 31 March 2017; equivalent to a 46% reduction over the year.
- 2.5 These figures exclude statutory reserves held by the Council on behalf of local authority controlled schools. These reserves cannot be used by the Council for other purposes, and as at 31 March 2016 totalled about £20m.
- 2.6 Estimated movements in general fund balances and earmarked reserves in-year are forecast to total about £43m. This includes a budget approved drawdown of £17.5m to support the delivery of a balanced budget in 2016-17. These are also summarised at Appendix B. Overall, 86% of the forecast movements in-year were planned, and 14% unplanned.
- 2.7 The annual budget report 2017-21 to Budget Council on 15 February 2017 includes a specific recommendation to change from current treasury management policy on general fund minimum revenue provision requirement (annual revenue provision for debt repayment) which if approved, would have a favourable impact on current year monitoring by a further £7.7m. There are also proposals for the re-categorisation of some existing reserves and to transfer the £7.7m to build up risk reserves at current year end. These proposals are not reflected at Quarter 3, pending member approval at the 15 February Council meeting. Subject to these proposals being approved, they will be incorporated into the 2016-17 revenue outturn position.

- 2.8 The Council's Housing Revenue Account (HRA) accounts for all Council housing related revenue expenditure and income in a separate statutory (ring-fenced) account. The HRA forecast revenue outturn is a surplus of £1.9m against an annual budgeted turnover of £94.5m in 2016-17; equivalent to 2.0%. HRA reserves at 31 March 2016 were £42.8m, and it is anticipated that this will roll forward into future years to resource future year HRA business plan requirements.
- 2.9 The Council's capital budget for 2016-17 is £82.9m, net of £20.3m assumed slippage. The forecast capital outturn position is £74.3m, resulting in a an underspend of £8.6m (10.3% variance compared to budget). This is summarised in Table 2 below.

Table 2 – Forecast Capital Outturn 2016-17

Description	Budget	Outturn	Variance
	£m	£m	£m
Strategic Priorities	24.6	12.7	(11.9)
Baseline	54.0	44.9	(9.1)
One-Off Initiatives	0.1	0.1	0
Risks & Pressures	5.0	0.0	(5.0)
Assumed slippage	(20.3)	0.0	20.3
General Fund	63.4	57.7	(5.7)
Housing Revenue Account	19.5	16.6	(2.9)
Total	82.9	74.3	(8.6)

- 2.10 As per Quarter 3 monitoring, it is anticipated that the actual performance indicator for debt charges as a proportion of budget, will be in line with budgeted assumptions, at 10.7%.
- 2.11 The 2016-17 capital plan assumes that £5.5m of non-earmarked capital receipts will be generated through asset disposal. Actual receipts generated currently as at Quarter 3 is £1.3m. Year-end capital receipts projection is maintained at £4.5m; £1m less than planned.

3. Information required to make a decision

Revenue

- 3.1 Appendix A, Sections 1 & 2 attached, set out in more detail the forecast financial outturn position of the Council in 2016-17, as at Quarter 3 (month 9) in relation to the Council's general fund revenue, HRA revenue and Council capital budgets.
- 3.3 Appendix A, Section 1, sets out in more detail reasons for the more significant forecast Directorate overspends, along with an overall sensitivity analysis of potential variations from current outturn forecast, based on recent year trends.
- 3.4 The Quarter 1 monitoring report to Cabinet on 23 August 2016 had included the recommendation for officers to consider further proposals to bring the forecast overspend at least in line with budgets by current year end, and other actions to build up available reserves to support the medium term financial plan from 2017 onwards.
- 3.5 Subsequent to this, Quarter 2 monitoring included specific commentary by the Director of Children & Young People and Director of Adults, Commissioning and

Public Health on the reasons for current service pressures, and proposed management actions to mitigate these. This included a follow up report on Learning Disabilities current and emerging service pressures, reported to Cabinet on 15 December 2016.

- 3.6 There was also a separate report to Cabinet on 12 December reporting on the OFSTED inspection of services for children in need of help and protection, children looked after and care leavers ;rated inadequate, and Children's services development are ongoing to improve the service.
- 3.7 The financial impact of the issues reflected above continue to be reflected in Quarter 3 monitoring forecasts, and have been factored into the overall budget proposals being considered at Budget Council on 15 February 2017.

General Fund Reserves and Balances

- 3.8 The accelerated pace at which earmarked reserves are reducing overall was noted at paras 2.4 to 2.6 above, and at Appendix B. The estimated level of remaining reserves at the year end is about £50m, and the Council's 2017-21 budget proposals include a further reserves drawdown of £11.2m in 2017-18 to support the MTFP, adjusting remaining reserves downward to £39m.

Collection Fund

- 3.9 There is a forecast in-year surplus of £2.0m on Council Tax; equivalent to 1.3% against budgeted income of £149m; mainly due to income collection performance in excess of targeted.
- 3.10 There is a current £1.9m in year forecast deficit against business rates income of £52m; equivalent to 3.6%; due to in-year reduced rates income as a result of successful appeals and a review of outstanding backdated appeals currently with the Valuation Office.

Capital

- 3.11 The Quarter 3 Capital forecast underspend is £8.6m; of which £5.7m relates to General Fund. Appendix C provides more detailed commentary on the highlight variances.
- 3.12 Member approval is sought to approve a revised Highways Baseline capital plan budget of £16.5m which reflects a net increase in grant of £91k (£40k grant in 2A Integrated Public Transport; 51k Defra Air Quality grant in 2B Network Management) and a re-profile of £367k City Cycle Ambition Grant (CCAG2) from 2016-17's Walking & Cycling programme into 2017-18. See also Appendix A, Section 2, para 2.6.

4. Implications for the Council

- 4.1 The Council continues to face significant financial challenges and must ensure it can achieve a sustainable balanced budget over the medium term and beyond.
- 4.2 Current year budget plans include a planned saving requirement of £10m in 2016-17. The scale of the financial challenges facing the council over the next four years is set out clearly in the annual budget report 2017-21; an overall budget gap

of £65m in 2017-18 before savings, increasing to £104m by 2020-21. To address this, the budget report includes planned savings of £54m (£16m existing savings and £38m new savings) just in 2017-18. This still leaves an underlying budget gap of £11m in 2017-18, to be funded from drawdown of available reserves to deliver a balanced budget in 2017-18.

- 4.3 In-year monitoring continues to highlight the current rate at which existing council reserves are reducing in-year, and that this rate of reduction is not sustainable going forward; in particular given the extent of the financial challenge and associated risk facing the council over the medium term. To help mitigate this trend the annual budget report 2017-21 includes proposals that, if approved, would increase the council risk reserve by a further £7.7m at year end compared to Quarter 3 forecasts, in light of the above.
- 4.4 The forecast HRA revenue surplus in 2016-17, at £1.9m, would revert to HRA general reserves at year end, and would be available to support the HRA business plan requirements over the longer term.
- 4.5 The proportion of overall revenue budget taken up with interest and debt repayment was estimated to be 10.7% in 2016-17, and Quarter 3 monitoring forecasts this to be on target.
- 4.6 As revenue resources are under considerable pressure, close scrutiny will need to continue to ensure borrowing fulfils the criteria of being affordable, prudent and sustainable. The annual budget report 2017-21 factor in capital proposals that reflect a review of existing 5 year capital baseline allocations that reduce overall borrowing levels over the 5 year plan, with associated treasury management revenue savings.

5. Consultees and their opinions

This report has been prepared by the Assistant Director for Financial Management, Risk, IT & Performance in consultation with the Executive Team.

6. Next Steps

Cabinet to consider Officer recommendations below.

7. Officer recommendations and reasons

Having read this report and the accompanying Appendices, Cabinet are asked to:

General Fund Revenue

- 7.1 note the forecast £6.5m forecast revenue overspend position for 2016-17, and the approved drawdown of reserves at £5.8m to an adjusted overall £712k overspend (paras 2.1 to 2.2 and Appendix A, Section 1)
- 7.3 note that Officers will report back to a future Cabinet meeting pending clarification of liability for site clearance costs relating to the environmental incident at a commercial site at Lockwood (para 2.3)
- 7.4 note the forecast outturn position on collection fund (para 3.9 to 3.10) and forecast remaining reserves at year end (para 3.8 and Appendix B)

7.5 note that the current forecast monitoring and reserves assumptions reflected at Quarter 3 monitoring do not reflect a number of budget proposals contained in the annual budget report 2017-21 that would impact on the 2016-17 position, but if approved by members, will be incorporated as part of the revenue outturn position (para 2.7 above).

7.5 note that a number of key issues highlighted in this report (& previous quarterly monitoring reports) regarding service developments and pressures in Children's and Adults services have been factored into the 2017-21 budget proposals (paras 3.3 to 3.7)

Housing Revenue Account (HRA)

7.8 note the forecast £1.9m surplus outturn position for 2016-17 (para 2.8 and Appendix A, Section 1)

7.9 note the forecast HRA reserves position at year end (Appendix B)

Capital

7.10 note the Council forecast capital outturn position for 2016-17 (para 2.9 and Appendix A, Section 2)

7.11 approve a net increase in grant £91k (£40k grant in 2A Integrated Public Transport; £51k Defra Air Quality grant in 2B Network Management) and a re-profile of £367k City Cycle Ambition Grant (CCAG2) from 2016-17 Walking & Cycling programme into 2017-18.

8. Cabinet Portfolio Holder recommendation

The portfolio holder supports the officer recommendations.

9. Contact Officer

Eamonn Croston	Strategic Council Finance Manager	01484 221000
Philip Deighton	Strategic Council Finance Manager	01484 221000
Tim Mitchell	Finance Manager	01484 221000

10. Background papers and History of Decisions

Quarters 1 & 2 Corporate Revenue & Capital Monitoring Report 2016-17
Annual budget report 2016-19
Revenue and capital outturn & rollover report 2015-16
Annual budget report 2017-21
CIPFA's Prudential Code for Capital Finance in Local Authorities.

11. Assistant Director responsible

Debbie Hogg	Assistant Director	01484 221000
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REVENUE FORECAST MONITORING AS AT QUARTER 3 (MONTH 9), 2016-17

1. Key Points

GENERAL FUND

- 1.1 The Council's general fund net revenue budget for 2016-17 is **£310.8million**. Approved budget plans for the current year include a planned saving requirement of £10m in 2016-17.
- 1.2 The forecast outturn spend is **£317.3m**, which results in an overall forecast **overspend of £6.5m**; equivalent to 2.1% against net revenue budget. This is a reduction in overspend of £3.4m compared to Quarter 2 projection.
- 1.3 In addition to quarterly Cabinet reporting, internal monthly monitoring is also reported to the Council's leadership team and Cabinet. The annual budget report 2017-21 to be presented to budget Council on 15 February 2017 makes reference to the most current monitoring information available (i.e. month 8) to help inform key budget proposals, at the time the budget report was drafted. The monitoring trends captured as part of Quarter 3 monitoring were largely captured as well as part of month 8 internal monitoring.
- 1.4 The Quarter 3 forecast £6.5m overspend has then been adjusted downwards to reflect the approved drawdown of risk reserves to fund additional agency costs in Childrens Services totalling £5.8m (see also para 1.7 below).
- 1.5 The overall Council position, net of approved reserves drawdown, is an adjusted overspend of **£712k**; equivalent to 0.2% of net revenue budget.
- 1.6 Key overspends include demand led pressures relating to vulnerable adults at £6.5m, demand led pressures relating to looked after children at £6.0m, waste contract at £0.7m, and schools transport at £1.0m.
- 1.7 Directorate pressures also includes £5.8m additional agency costs, which mainly reflects a temporary increase in agency staffing in-year to support the Children's Services Development Programme. The current temporary arrangements are expected to run to the end of March 2017. Quarter 3 monitoring adjusts the outturn position to reflect previous Cabinet approval (Quarter 2 monitoring report) to drawdown 'one-off funding' from the Council's risk reserve. The reported reserves drawdown at Quarter 2 was £4.8m. This has increased by £1m by Quarter 3, due to the extension of temporary staff requirements to March 2017.
- 1.8 Elsewhere, there are a number of cost offsets including £6.1m net underspend on Cross-Directorate theme activity. This includes £3.0m on Early Intervention and Prevention; mainly reflects early implementation of savings required in 2017-18, and £3.1m on Economic Resilience; mainly reflects timing issue on full implementation of re-designed service model.

1.9 The Central Budget underspend at £3.3m includes treasury management at £1.7m; reduced in-year borrowing requirement due to slippage in the capital plan, and £1.1m inflation contingency not required. At this stage the Quarter 3 monitoring does not reflect the in-year financial impact of the proposed change in treasury management policy to the council's minimum revenue provision requirement (annual revenue resources set aside to pay for the council's debt). The financial impact would be to increase the treasury management underspend by a further £7.7m in-year, from current forecast. This is part of a wider suite of proposals for budget Council consideration on 15 February as part of the annual budget report 2017-21), including subsequent year end transfer of the £7.7m to the council's risk reserve (see also para 1.18.3 further below).

1.10 The monitoring forecast presented at Quarter 3 does not include unexpected one off site clearance costs arising from an environmental incident at a commercial site at Lockwood. Estimated costs are still being worked up, including ongoing discussions with other interested parties to determine liability for costs. Officers will report back to a future Cabinet pending clarification of the above.

1.11 The overall forecast revenue outturn position is summarised by Directorate at Appendix B attached, and the more significant variances against Directorate activity, also summarised at Appendix B. The most significant Directorate service pressures are highlighted in the following sections below.

DIRECTORATE PRESSURES

1.12 Children & Young People £12.2m forecast overspend ; equivalent to 20.1% of net revenue budget (£6.9m adjusted overspend net of approved drawdown of £5.8m risk reserves; equivalent to 11.4% of net revenue budget)

1.12.1 The Quarter 2 monitoring report to Cabinet on 15th November 2016 included commentary from the Director of Children and Young People's Services, highlighting urgent issues identified in social care practice that have created risk to children and young people accessing service support. It also noted Council actions to manage the risk, including a robust action plan and additional capacity; the associated costs to be funded from reserves, as noted earlier at para 1.2.

1.12.2 The quarter 2 monitoring report also made clear that it was critical that the objectives of the action plan to improve children's services were delivered to ensure that all children and young people in Kirklees are safe.

1.12.3 There was a subsequent report to Cabinet on 12 December 2016 reporting on the outcome of the OFSTED inspection of services for children in need of help and protection, children looked after and care leavers; rated inadequate.

1.12.4 The Council's annual budget report (2017-21) to Cabinet on 31 January 2017 and full budget Council on 15 February 2017, sets out a financial strategy that reduces ongoing budgetary pressures on the service. This includes service base budget cost adjustments totalling £11.1m in 2017-18, and as well, a range of service

budget savings proposals over the medium term financial plan, informed by management actions previously set out as part of Quarter 2 monitoring.

1.13 Adults, Commissioning and Public Health; forecast overspend £8.5m; equivalent to 10.0% of net revenue budget

1.13.1 The Quarter 2 monitoring report also included commentary from the Director of Adults, Commissioning and Public Health, highlighting demand led pressures within service as a result of decreasing budget and increasing demand (both volume and complexity) as a result of demography (mainly an ageing population) and more people with a learning disability, particularly those with very complex needs. These pressures were most marked in the learning disability group, and as at Quarter 3, accounts for £4.7m of the forecast overspend. Other demand led pressures include Physical Disabilities at £1.0m and Mental Health at £0.9m.

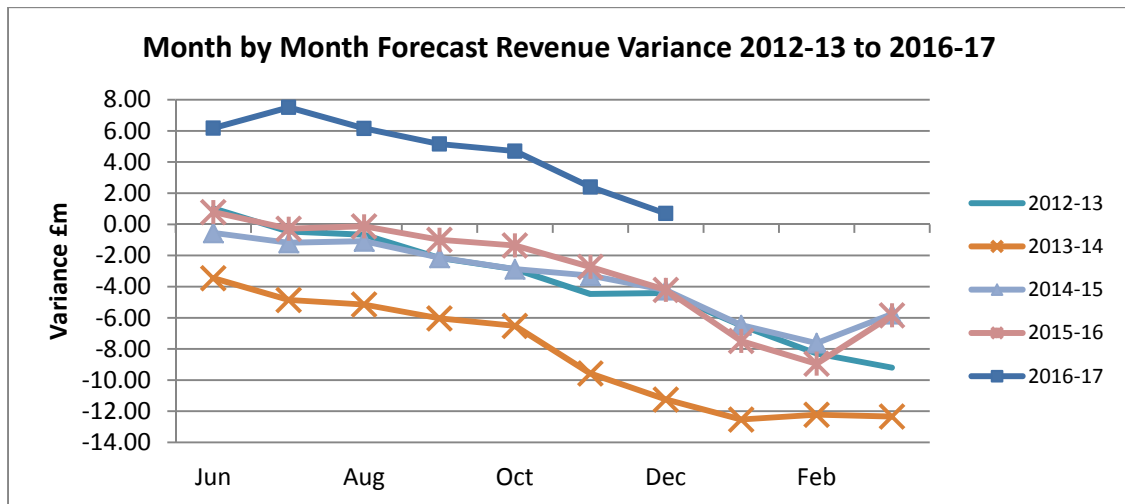
1.13.2 The Director's commentary also noted that the above was compounded by a review of continuing care cases resulting in increased cost for the Council. As well, annual funding reductions had assumed a reduction in client numbers supported over time, greater than actual current trends. Admissions into Long term care (65+) are reducing slightly however costs are increasing due to the high cost needs of individuals and the deaths and discharge rates assumed are less than forecast.

1.13.3 A separate report specifically with regard to Learning Disabilities current service pressures was subsequently considered by Cabinet on 15th December 2016. This report included both current and emerging future year pressures, and a range of management actions to help mitigate at least some of these pressures.

1.13.4 The annual budget report 2017-21 also includes proposals to reduce both ongoing, and forecast growth pressures on Adult demand led activity over the medium term. These total £9.6m. Similar to Childrens Services, the report also acknowledges a range of service budget savings proposals over the medium term financial plan, informed by management actions previously set out as part of Quarter 2 monitoring.

1.14 SENSITIVITY ANALYSIS

1.14.1 The outturn underspend has ranged between £5.0m to £15.2m over the last 8 years and has consistently been more favourable than Quarter 2 forecasts. This trend is at least in part attributable to early quarter forecasts being relatively prudent with regards to future spend and risks. See chart below showing month by month forecasts from 2012-13 including 2016-17 forecasts to date.



1.14.2 Monitoring projections are also impacted on by management actions in-year to ensure managed activity is contained within budgeted resources.

1.14.3 Unanticipated factors or the impact of known risks can also affect the financial position. In line with established monitoring practices, any material factors which come to light will be reported at the earliest opportunity into subsequent monthly internal reporting to year end.

1.15 COLLECTION FUND

1.15.1 The Collection Fund forecasts here are based on Council shares of Collection Fund income due. There is a forecast in-year surplus of £2.0m on Council tax; equivalent to 1.3% against budget income of £149m; mainly due to council tax income collection performance in excess of targeted.

1.15.2 There is a current £1.9m in year forecast deficit against business rates income of £52m; equivalent to 3.6%. This is due to in year reduced rates income as a result of successful appeals and a review of outstanding backdated appeals currently with the Valuation Office. In addition there is an emerging risk in relation to appeals for Doctor's Surgeries and Virgin Media which if successful could result in a one off cost to Kirklees of £1.5m for backdated payments plus reduced rates income of £280k per annum going forward. These backdated payments have been built into the provision for appeals in the 2015-16 accounts; of which, Kirklees share amounts to £4.3m.

1.16 HOUSING REVENUE ACCOUNT (HRA)

1.16.1 The HRA forecast as at Quarter 3 is a surplus of £1.9m; equivalent to 2% against annual budgeted turnover (income) of £94.5m.

1.16.2 The HRA is a statutory ring-fenced account, and this means that this forecast surplus would automatically transfer to HRA general reserves at year end.

1.16.3 Appendix B attached summarises the HRA reserves position, which reflects a carry forward of £42.8m as at April 2016, and amounts set aside against this for specific purposes in future years, totalling £4m for business risks, and £1.5m working balance. This leaves forecast remaining general reserves of £39.2m, (including the forecast HRA surplus from 2016-17), which will be used to support HRA business plan resourcing requirements over the medium term.

1.17 NEW COUNCIL TRANSFORMATION RESERVE

1.17.1 This reserve is currently £4m as at April 2016. As at Quarter 2, current commitments include;

- £0.7m Programme Management Resources within New Council Programme Management Office; recruitment of 9 posts for allocation to specific New Council programmes or projects – e.g. aspects of ‘Early Intervention and Prevention’ and ‘Economic Resilience.
- £0.3m Information Governance; £0.2m to create an Information Governance & Management Team (3 Information Governance Officers, 2 Business Support Officers) to support the development of Information Governance requirements of the Council, plus £0.1m consultancy fees for key projects.
- Transformation Business Partner – following a recent procurement exercise, Deloitte will be working in partnership with the Council to provide necessary external capacity, expertise and support to the organisation over the next 24 months in the delivery of new Council, given as well the scale of the financial challenges facing the Council over the next 2 years and beyond.

1.18 GENERAL FUND RESERVES AND BALANCES

1.18.1 Appendix B attached summarises the current and estimated available reserves position. Available reserves (i.e. excluding statutory schools related reserves which the Council cannot use for other purposes) are estimated at £50.4m by current year end; compared with £93m available reserves as at April 2016; overall reduction of 46% over the year. The estimated reserves movements in 2016-17 at £42.9m equates to a current average weekly drawdown of approximately £820k, which is unsustainable. Planned movements in-year (i.e. based on prior approved drawdowns as at April 2016) account for 86% of total forecast movements; about £37m. Unplanned movements account for 14%, or £6m of forecast movements in-year (relates to in-year risk reserves drawdown approval).

1.18.2 Estimated in-year reserves movements includes the approved £5.8m risk reserve drawdown in-year, £17.5m approved drawdown to support the 2016-17 MTFP, and other estimated reserves drawdowns totalling over £19m in-year, previously set aside and earmarked for a number of one-off spend commitments including revenue rollover, severance costs, and grant reserves drawn down to support Stronger Families Programme (grant), European Regional Development Funded schemes.

- 1.18.3 As noted earlier at para 1.9, the annual budget report 2017-21 includes a number of budget proposals, including potential transfer of a further £7.7m to risk reserves at current year end. The budget proposals on reserves also include re-categorisation of existing reserves set aside. At this stage, as these are subject to full Council approval on 15 february, the Quarter 3 monitoring report does not reflect these. Subject to member approval, these proposals would be incorporated into the Council's revenue outturn position.
- 1.18.4 The annual budget report 2017-21 also includes recommendations for drawdown of reserves totalling £11.2m to support the Council's overall Medium Term Financial Plan funding requirement in 2017-18, subject to member approval.

**SECTION 2 – FORECAST CAPITAL OUTTURN 2016-17 AS AT QUARTER 3,
(MONTH 9)**

2. Key Points

- 2.1 The Council's capital budget for 2016-17 is £103.2m at the end of quarter 3. Adjustments to the quarter 2 budget of £102.6m since it was approved at Cabinet on 15th November 16 are detailed below, in accordance with Financial Procedure Rules 3.14:
- (a) Revenue Contribution to Capital Outlay (RCCO) – (+£558k)
- Information Technology - £500k additional investment to support mobile working as approved in the Corporate Monitoring Report to Cabinet on 15th November 2016
 - Strategic Asset Utilisation - £28k for Dewsbury Town Hall toilets
 - Highways - £19k from District Committees for Wessenden Head Footpath
 - District Committees - £11k for Hostingley Lane zebra crossing in Dewsbury and Salford footpaths safety and environmental works.
- (b) Virements between programmes – net nil impact on overall budget
- A capital virement of £55k has been approved from Public Access Buildings (Corporate Landlord) to Strategic Asset Utilisation for Dewsbury Town Hall Internal refurbishment.
- 2.2 The budget of £103.2m is before a budgetary assumption for slippage in-year, totalling £20.3m or 19.7%. Adjusted for slippage, the capital budget is funded to a level of £82.9m, also referred to as the budgeted funding requirement. There is a headline forecast outturn **underspend of £8.6m** (10.3% variance compared to the budgeted funding requirement).
- 2.3 There is a General Fund forecast underspend of just £5.7m, as at Quarter 3, and it is anticipated that, in line with previous year slippage trends, it will at least be in line with funding requirement by current year end.
- 2.4 The Housing Revenue Account (HRA) forecast underspend is £2.9m (14.9%) against an annual budget of £19.5m. The Housing Revenue Capital Plan variance is split £1.9m for Strategic Priorities against a budget of £3m and £1m variance against a budget of £16.5m for Baseline capital plans.
- 2.5 Appendix C attached shows a more detailed breakdown of the forecast, and commentary on highlight variances.
- 2.6 The Highways Baseline capital plan currently has a budget allocation of £16.7m which is reported within the above Baseline adjusted budget. A number of amendments are required to the budget allocation, as detailed below which will result in a revised Highways Baseline budget of £16.5m for future monitoring purposes:

- a) Cabinet should note a net increase in grant of £91k. This includes revised grant income (net increase £40k) from monies administered by the West Yorkshire Combined Authority to reduce congestion through a bus hot spots programme. A £51k DEFRA grant has been confirmed within the 2B Network Management programme to fund a trial project to investigate improving air quality through improved traffic signal operation.
- b) Cabinet approval is sought to re-profile £367k of City Cycle Ambition Grant (CCAG2) from 2016-17 into 2017-18. The grant funds a transformational package of work e.g. cycle infrastructure, provision of fully segregated cycle links to District Centres, connections to key employment and regeneration sites and upgrades of canal towpaths.

2.7 The new Prudential Code for Capital Finance in local authorities began on 1 April 2004 and introduced a greater freedom for the Council's capital expenditure. Part of the requirements of the Code is for reporting procedures to be implemented to monitor the progress and status of capital expenditure plans. The monitoring information is shown in Appendix D.

Directorate	Net Controllable Budget £000s	Forecast Outturn £000s	Variance £000s	%	Variance from Qtr 2 £000s
Children & Young People	60,716	72,893	12,177	20.1%	754
Adults Commissioning & Public Health Place	84,992	93,465	8,473	10.0%	(2,233)
Resources	35,971	34,633	(1,338)	-3.7%	(854)
Communities, Transformation & Change	38,416	36,476	(1,940)	-5.0%	(820)
Economic Resilience	5,903	5,640	(263)	-4.5%	202
Early Intervention & Prevention	14,405	11,265	(3,140)	-21.8%	(228)
Sub-total	24,461	21,427	(3,034)	-12.4%	(133)
Sub-total	264,864	275,799	10,935	4.1%	(3,312)
Central Budgets	44,662	41,212	(3,450)	(0)	(27)
Sub-total	309,526	317,011	7,485	2.4%	(3,339)
District Committee managed budgets	1,310	337	(973)	-74.3%	(96)
General Fund Total	310,836	317,348	6,512	2.1%	(3,435)
Reserves Drawdown		(5,800)	(5,800)		(1,000)
Sub-total	310,836	311,548	712	0.2%	(4,435)
Memo Item (HRA)	0	(1,860)	(1,860)		(1,370)

Collection Fund forecast (Council Share)	Council Tax	Business Rates	Total
	£m	£m	£m
(Surplus)/Deficit at 1st April 2016	(4.6)	5.0	0.4
Re-payments to/(from) General Fund	3.9	(4.2)	(0.3)
In year (Surplus)/Deficit	(1.3)	1.1	(0.2)
(Surplus)/Deficit at 31st March 2017	(2.0)	1.9	(0.1)

Kirklees General Fund Reserves Summary	Balance at 31st March 2016	Forecast Movement in Reserves	Estimated Balance at 31st March 2017
	£m	£m	£m
Earmarked			
Approved Drawdown to Support MTFP		1.3	
Journey to New Council		0.5	
Revenue Grants		5.2	
Stronger Families		1.6	
Workforce Restructure		3.1	
Rollover		4.2	
Business Rates		2.4	
Other		2.6	
sub-total	(57.4)	20.9	(36.5)
Risk Based			
drawdown to support Children's Service developments		5.8	
sub-total	(10.0)	5.8	(4.2)
General Balances			
Approved Drawdown to Support MTFP		16.2	
sub-total	(25.9)	16.2	(9.7)
Grand Total	(93.3)	42.9	(50.4)

Note - the forthcoming annual budget report 2017-21, subject to Council approval on 15 February, includes a number of specific proposals with regard to both re-categorisation of existing reserves, and proposed additions to reserves, to not reflected at this stage in the above forecasts.

HRA Reserve Summary	Balance at 31 March 2016	Approved Movement in Reserves (inc. future years commitments)	Estimated Balance at 31 March 2017
	£m	£m	£m
HRA Balances			
Opening Balance 1 April	(42.8)		(42.8)
Forecast in Year Surplus/Deficit		(1.9)	(1.9)
Set aside for business risks		4.0	4.0
Working balance		1.5	1.5
Total	(42.8)	3.6	(39.2)
HRA Major Repairs Reserve			
Opening Balance 1 April	-		-
Contribution from HRA (depreciation charge)		(15.9)	(15.9)
Capital Debt Repayment		6.3	6.3
Capital Investment Requirement		9.6	9.6
Total	nil	nil	nil

HIGHLIGHT VARIANCES

Directorate	Activity	Highlight Variances £000	Additional comments on highlight variances (before BCF/ reserves applied)
Children & Young People	Safeguarding & family support; demand led activity	+6,053	+£6,053k Volumes, (Underlying overspend £3.5m 15-16)
	Safeguarding & family support	+4,685	Net cost of additional agency staffing costs due to Interim Service Management arrangements; current arrangements presumed to end March 2017.
	Safeguarding Assurance	+1,001	Due to Medium Term Financial Plan savings not achieved +£195k and Agency costs +£736k less misc. savings +£57k
	Learning & Skills	(308)	Income re SLA's on partnership services (£280k), surplus on Schools Mgmt Information system (£35k) Savings on employee budgets /Vacant posts (£267k), pressure on Day care budget re income shortfall +£134k and post 16 Transport £140k.
	Disabled Children's Service	+88	Mainly pressure on direct payments +£285k & +£84k commissioned short break activities, offset by drawdown from KICES pooled reserves (£304k)
	Child Sexual Exploitation Team	+408	Additional costs arising from Child Sexual Exploitation unfunded to be met from reserves
	Safeguarding &	+425	Pressure on legal disbursements

Directorate	Activity	Highlight Variances £000	Additional comments on highlight variances (before BCF/ reserves applied)
	family support; Legal Costs		
	Sub-total	+12,352	
Commissioning, Public Health & Adults	Placement equivalent demand	+6,540	Physical disabilities +£1.0m, Learning disabilities +£4.7m and Mental health +£0.9m, (Underlying overspend £1.7m 15-16. In addition there has been £2m Better Care Funding already allocated to placement equivalents from 16/17 monies for supporting social care.
	(Older People) In-house residential	+559	Net employee overspends
	Best Partnering	+953	Assumes that arrangements to make the savings will not commence this financial year
	Re-ablement	+202	Medium Term financial Plan Savings not made
	Commissioning	(594)	Mainly Contracted Services including extra care housing (£161k), savings in other contracted services (£333k) & commissioning infrastructure costs funded through the Better care fund (£34k), reduced KICES contribution (£243k), & Deprivation of Liberty Safeguarding - External Assessors to meet demand +£305k
	Public Health	+914	Mainly savings on Substance Misuse, Smoking and Sexual Health (£588k), Healthy Child programme (£181k), Weight Management Resources +£50k, Health Checks (£139k), staff savings (£446k) and other PH savings (£60k) to offset grant reduction of £2,278k.
	Sub-total	+8,574	
Place	Waste Services	+1,044	Waste disposal +£662k. Delayed implementation of Medium term financial Plan savings +£776k. New savings not included in MTFP (£72k), In year savings (£322k) Improved trade waste performance.
	Driver Training	(200)	Referral numbers assumed to continue as per 15/16 levels
	Policy, Strategy & Commissioning	(472)	The Economic Resilience board are still considering which area this activity will support
	Parking	+75	Income levels on parking + £101k, partially offset by expenditure (£25k)
	Planning	(105)	Income (£235k), less operational costs +£130k
	Markets	+200	Income shortfall +£300k offset by savings across various cost headings (£100k)
	Schools Transport	+972	Volume pressures Home to School Transport
	Schools Facilities Management	(1,151)	In the main, relates to Catering surplus due to increased efficiency on labour and food costs of supplying Universal Free School Meals
	Corporate Landlord	(1,052)	Capacity created to fund transformational type works e.g. asset transfers, reduced number of buildings and lower facilities management spend
		Sub-total	(689)

Directorate	Activity	Highlight Variances £000	Additional comments on highlight variances (before BCF/ reserves applied)
Resources	Customer & Exchequer services	(961)	Mainly due to Library & Information Centres savings in advance (£823k), Welfare & Complimentary Benefits employee savings (£250k) & Income collection Welfare & Exchequer +112k
	Support for Council as Democratic Org	(279)	Civic Office, and Councillor allowances.
	Looking Local	+248	Review around long term viability and new transfer imminent business model being undertaken.
	Corporate & Democratic Core	(202)	Anticipated savings on subscriptions/external audit fees.
	Information Technology	(534)	Transformation monies have been released to mitigate other Council pressures.
	Sub-total	(1,728)	
CTC	N/A	-	No key variances at Month 9
	Sub-total	-	
Cross-Directorate Themes	Economic Resilience	(3,140)	Mainly (£3,458k) underspend on add backs partially offset by slippage in delivery of achieving 16-17 Medium Term Financial Plan savings in the Integrated Community Safety Hub model
	Early Intervention & Prevention	(3,034)	Mainly EITS (£2,036k), Community grants budget savings in advance (£750k) & Supporting People.
	Sub-total	(6,174)	
Central Budgets	Treasury Management	(1,771)	Reduced borrowing costs, slippage in 15-16 Capital plan
	Inflation	(1,100)	Contingency and energy inflation not required
	Contingencies	(445)	Carbon Reduction Commitment budget not required for this year.
	Sub-total	(3,316)	
Ringfenced Corporate Budgets	District Committee managed budgets	(973)	Similar levels of underspend to last financial year.
Grand Total (highlight variance)		+8,046	

HRA HIGHLIGHT VARIANCES

Directorate	Activity	Variance £000	Additional comments on variances
HRA	Repairs & Maintenance	(635)	Responsive theme +£498k, chargeable repairs (£250k), offset by minor variances in unplanned works (£181k) and empty homes discretionary items (£70k). Year end internal trading surplus

			transfer to HRA (£632k)
	Housing Management	(85)	Mainly due to : Council Services bought in (£121k). KNH Fee variation required +£135k for possessions online and Estate Pro IT costs. Increase in charges for Sheltered housing cleaning +£32k offset by reduction in Communal Lighting forecast (£95k) and Sheltered Heating forecast (£23k). PFI (£119k) in line with reductions in the unitary charges , offset by an increase on Temp Accommodation due to add costs for empty props + £60k.
	Other Expenditure	+£4780	Mainly due to reduced bad debt provision - delayed implementation of Universal credit (£956k). Planned contribution to reserves +£4,411.
	Income	(190)	Mainly: dwellings rent Income (£200k), Rechargeable repair +£250k, District heating Income +£62k, less, increased income due to other Service Charges (£170k), Leaseholders - Increased level of charges for major repairs (£100k) & Other rents (£28k).
	RCCO	(5,735)	Offset by other expenditure – depreciation, and planned contribution to reserves.
	Sub-total	(1,860)	

FORECAST CAPITAL PLAN MONITORING 2016-17, AS AT QUARTER 3

Capital Plan	Revised Budget	Actual to Date	Outturn	Variance	%	Change in Variance
	£'000	£'000	£'000	£'000		£'000
Strategic Priorities	24,579	6,174	12,716	(11,863)	-48%	(2,409)
Baseline						
Children & Young People	10,573	3,857	7,912	(2,661)	-25%	(922)
Adults	500	20	500	(0)	nil	0
Place	38,022	20,872	32,896	(5,126)	-13%	(1,072)
Communities, Transformation & Change	1,415	40	207	(1,208)	-85%	(14)
Resources	1,633	329	1,533	(100)	-6%	(100)
Leeds City Region	1,874	1,324	1,874	0	nil	0
Baseline Total	54,017	26,442	44,922	(9,095)	-17%	(2,108)
One-Off Initiatives	101	19	101	0	nil	0
Risks & Pressures	5,000	0	0	(5,000)	-100%	0
General Fund Total	83,697	32,635	57,739	(25,958)	-31%	(4,517)
Notional Slippage	(20,264)	-	-	-	-	-
General Fund Total after Slippage	63,433	32,635	57,739	(5,694)	-9%	(4,517)
Housing Revenue Account (HRA)	19,478	10,784	16,611	(2,867)	-15%	(404)
Total Funding Requirement	82,911	43,419	74,350	(8,561)	-10%	(4,921)

Comments on Highlight Variances, as at Quarter 3, 2016-17

Strategic Priorities Capital Plan	Highlight Variance	Comments on Highlight Variances
	£'000	
New Pupil Places in Primary Schools	(7,200)	Slippage to the start on site date at Beaumont Academy has meant that only enabling works will go ahead this financial year. The New North primary school will not start on site until 2017-18. Any underspend in funding on Strategic Priorities will be required to rollover to 2017-18 to enable the rolling programme on schools to be delivered as part of the Schools Investment Needs Strategy.
Kirklees College Loan	(1,000)	Maximum drawdown against the loan is expected to be £2.1m by the end of the financial year. To date £650k has been drawn down.
Huddersfield Leisure Centre	(680)	Final retention payment less than previously estimated figure. Final fee payments to be processed, also anticipated being less than previously estimated figure.
Spenborough Sports Facility	(644)	Delays to programme, expenditure fees only in 2016-17. Projection includes PRP fees, and estimated expenditure to end of March on Stage 2 project development & appraisal.
Local Growth Fund	(645)	No further projected spend expected this financial year.
Strategic Priorities Total	(10,169)	

APPENDIX C

Baseline Capital Plan	Highlight Variance	Comments on Highlight Variances
	£'000	
Children & Young People		
One-off Initiatives	(1,548)	Attributable to Section 106. Some contributions not received from developers. Majority of funds remain unallocated either whilst discussions occur to identify schools to benefit or funds held pending emergence of new Investment Need Strategy.
Basic Need	(651)	The 2016-17 Basic Need Programme, was approved at the 8th March 2016 Cabinet. Any underspend in funding will be required to rollover to 2017-18 to enable the rolling programme to be delivered and borrowing on DCYP Strategic Priorities to be reduced.
Children & YP Total	(2,199)	
Place		
Housing (Private)	(1,342)	Includes Section 106 budget not currently projected to spend (£969k) but looking into possible schemes that could be funded from this pot. Demolition of property at Wakefield Road, Moldgreen is not projected to spend this year (£176k) due to needing to CPO one of the properties and capital allowances budget not planned to spend this year but to be used for Large Housing Sites Scheme.
Highways	(1,760)	The underspend is due to the Unadopted Roads scheme that will not go ahead and anticipated underspends on Street Lighting and Safer Roads & City Cycling Ambition grant schemes.
Economic Delivery	(1,674)	Currently not projecting £1.5m of baseline budget for 2016-17 because there are no schemes in the pipeline at present. The Funding Circle loan scheme is to be discontinued (£110k).
Place Total	(4,776)	
Communities, Transformation & Change		
KAL Self-Funded	(867)	KAL are currently in the early stages of developing a range of potential capital projects, with the likelihood that the more significant schemes will emerge within 2017/18.
CTC Total	(867)	
Baseline Total	(7,842)	
Risks & Pressures Total	(5,000)	Cabinet Approval given on 20.9.16 to fund the loan advance to Kirklees Stadium Development Ltd from the Risks & Pressures line. The commitment against these resources is anticipated to fall into future years.

APPENDIX C

HRA Capital Plan	Highlight Variance	Comments on Highlight Variances
	£'000	
Strategic Priorities	(1,865)	Capital Spend not due to commence until 2017-18 on Ashbrow Extra Care New Build (£1m) and KNH/Building Service Pilot New Build (£0.8m).
Baseline	(1,002)	Underspend expected on budgets managed via district committees (£663k), and Maintaining Decency windows programme (£363k) due to change in specification from replacement to refurbishment of windows, this will deliver better value for money but has a longer lead in time due to procurement issues. This is offset by an overspend on Maintaining Decency Roofing programme +£363k due to expected volume of roofing works higher than budget to deliver commitments on leasehold blocks.
HRA Total	(2,867)	

Prudential Indicators

1. Prudential indicators for affordability (mandatory indicators highlighted)

Capital Expenditure and External Debt

The table below draws together the main elements of Capital Plan expenditure, highlighting borrowing and other financing arrangements. It contains the following prudential indicators:

- 1) Capital expenditure – sets out the latest actual spend and the estimated spend in the plan period, split between General Fund and HRA.
- 2) Capital Financing Requirement (CFR) – this is the Council’s underlying need to borrow to fund capital investment.
- 3) External debt – sets out the latest actual debt for the Council. The difference between external borrowing and the CFR in each year reflects the amount of internal balances that are being “borrowed” to finance capital indebtedness.

	2015/16	2016/17	
	Actual	Approved Indicator	Revised Estimate
	£000s	£000s	£000s
<u>Capital Expenditure</u>			
General Fund	50,796	63,433	57,739
General Fund - PFI	1,539	0	1,392
HRA	22,655	19,478	16,611
HRA - PFI	151	173	173
Total	75,141	83,084	75,915
<u>Financed by -</u>			
Borrowing	11,264	24,928	24,268
PFI	1,690	173	1,565
Other Resources	62,187	57,983	50,082
Total	75,141	83,084	75,915
<u>CFR as at 31 March</u>			
General Fund excl PFI	411,332	413,930	421,112
General Fund PFI	58,058	55,473	55,473
HRA excl PFI	192,440	186,181	186,181
HRA PFI	58,910	56,824	56,824
Total	720,740	712,408	719,590
<u>External debt as at 31 March</u>			
Borrowing	424,418	451,216	446,038
Other LT Liabilities	121,360	116,718	116,560
Total	545,778	567,934	562,598

A further two Prudential Indicators control overall level of borrowing. These are the Authorised Limit and the Operational Boundary. The Authorised Limit represents the limit beyond which borrowing is prohibited. It reflects the level of borrowing which, while not desired, could be afforded in the short-term, but is not sustainable. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3(1) of the Local Government Act 2003.

The Operational Boundary is based on the probable external debt during the course of the year. It is not a limit and actual borrowing could vary around this boundary for short times during this year.

	2016/17 £m
<u>Authorised limit for external debt</u>	
Borrowing	554.6
Other Long Term Liabilities	121.4
Total	676.0
 <u>Operational boundary for external debt</u>	
Borrowing	505.2
Other Long Term Liabilities	121.4
Total	626.6
 <u>Estimated maxima for external debt</u>	
Borrowing	446.0
Other Long Term Liabilities	121.4
Total	567.4

The Council is expected to comfortably remain within its Authorised Limit.

There is also a limit on HRA indebtedness set by the Department for Communities and Local Government under the recent HRA self-financing reform. The limit is set at £247.6 million for the HRA CFR excluding PFI liabilities. The estimated HRA CFR excluding PFI liabilities as at 31 March 2016 is £186.2 million which is well within the limit.

Estimates of ratio of financing costs to net revenue stream

This prudential indicator measures the impact of borrowing costs on the General Fund and the HRA. It expresses financing costs as a percentage of the “net revenue stream” (taxation and non-specific grant income for General Fund and gross income for HRA).

	2015/16 Actual	2016/17	
		Approved Indicator	Revised Estimate
General Fund	12.65%	12.70%	12.75%
General Fund (excl. PFI)	10.61%	10.70%	10.75%
HRA	30.89%	30.22%	30.11%
HRA (excl. PFI)	28.51%	27.93%	27.82%

2. Prudential indicators for prudence

Net Borrowing and the Capital Financing Requirement (CFR)

In order to ensure that over the medium term, net borrowing will only be for a capital purpose, the authority should ensure that net external borrowing does not, except in the short term, exceed the total CFR. The Council comfortably

complied with this requirement in 2015/16 and no difficulties are envisaged for current or future years.

3. **Prudential indicator for treasury management**

Treasury Management

The prudential indicator in respect of treasury management is that the local authority has adopted the CIPFA *Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*. The aim is to ensure that treasury management is led by a clear integrated forward treasury management strategy, and a recognition of the pre-existing structure of the authority's borrowing and investment portfolios. The Council adopted the Code in February 2002.



Name of meeting: Cabinet

Date: 7th February 2017

Title of report: Economic Resilience - Community Learning Works Business Plan

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes – potential spend up to £500,000 over three years
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	Yes
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Director</u> & name Is it signed off by the Assistant Director - Financial Management, Risk, IT & Performance? Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	Jacqui Gedman (Kim Brear) 27 th January Gill Ellis (Jo-Anne Sanders) 27 th January Debbie Hogg (Steve Shackleton, Phil Deighton) 27 th January Julie Muscroft (Karl Larrad) 27 th January
Cabinet member portfolio	Cllr Peter McBride, Economy, Skills, Transportation and Planning Cllr Masood Ahmed, Community Cohesion & Schools Cllr Viv Kendrick, Adults, Health, Activity to improve Health

1. Purpose of report

- 1.1 To consider plans to implement a community learning approach supporting vulnerable residents to participate in learning programmes.

2. Summary

- 2.1 The community learning approach (described in more detail below and in Appendix A) and delivery programmes will enable: individuals and groups to acquire the skills; confidence and knowledge to take positive steps towards employment, improve their individual and family circumstances and benefit their communities.

- 2.2 The Community Learning Works business plan submitted by Third Sector Leaders builds upon the approach and delivery programmes currently commissioned through the Council's Adult and Community Learning contract funded by the Skills Funding Agency. This relatively small contract enables the Council and partners to deliver programmes to approximately 1,000 learners per annum at a number of community venues across the district. Ofsted has rated this provision "Outstanding" and feedback from learners demonstrates the significant role the provision plays in improving lives and communities.
- 2.3 The Community Learning Works programme will enable more people to benefit from the provision and particularly those who are affected by low skills, social isolation, unemployment, mental health issues or long-term illness and / or disability.
- 2.4 The programme is also designed to build the capacity of organisations in the third sector to enable them to take on a more strategic planning and quality assurance role in the future. The devolution of Adult Education Budgets from 2020 may provide an opportunity for more community learning funding to be managed by the sector and it is important that they have the skills and experience to do this.

3. Information Required to take a Decision

- 3.1 The Kirklees Economic Strategy (KES) provides the Council, its partners and local businesses with the framework for driving economic growth in the district. The KES is closely aligned to the Joint Health and Wellbeing Strategy and the strategies share joint outcomes.
- 3.2 The Economic Strategy has a priority around employment and skills issues as a key factor in boosting productivity, wages, employment rates and overall economic growth and in securing the economic resilience of the district. Kirklees has above national average numbers of people with no or low levels of qualifications. Wage levels and employment rates are significantly below national and regional levels. The percentage of economically inactive residents (26.2%) is higher than the regional and national averages and participation in government funded adult learning and skills provision is lower than that in Wakefield, Bradford and Calderdale. Approximately 38,400 people living in Kirklees live in neighbourhoods among the top 10% most deprived in England (IMD 2015).
- 3.3 Work has taken place in the Economic Resilience theme to develop an Employment and Skills proposition that would commission the employment and skills outcomes needed to drive economic resilience and to help create '*a district which combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity and low inequality where people enjoy better health throughout their lives.*' Kirklees Council Corporate Plan 2016 - 17.
- 3.4 Specifically, during the last eighteen months, Council has been working with Third Sector Leaders and the Kirklees Community Learning Trust to develop a Community Led Local Development (CLLD) approach. This CLLD approach was commissioned in order to respond to an opportunity in the Leeds City Region European Structural Investment Fund (ESIF) strategy.

- 3.5 A CLLD approach was developed by Third Sector Leaders and the Kirklees Community Learning Trust and was ready to be submitted for European Funding. The Economic Resilience budget proposals approved by Cabinet had an earmarked allocation of Council funding to match any European Union funds. However, because of the uncertainty resulting from the BREXIT referendum decision and for the following reasons, it was decided not to submit the business plan and bidding document:
- The requirements stipulated by the European Union (for the use of European Social Fund and European Regional Development Fund monies) meant that the project would be limited as to where it could operate geographically and would not be able to operate across the entire Kirklees district;
 - The EU rules also meant that the project would be required to undertake activity which was not consistent with the Economic Strategy and the economic resilience approach;
 - The Council would be required to provide match funding amounting to £575,000. Whilst this sum had been budgeted for, the EU rules also required that Council would also have to act as the Lead Accountable Body and would therefore have to commit to underwrite the entire project budget of approx. £3m. As a consequence a decision was taken that the collective operational, financial and reputational risk arising from the EU rules governing the project and the financial underwrite was deemed to be too high.
- 3.6 The core CLLD approach and proposal developed by the partners was consistent with and built upon the Council’s approach to adult and community learning which has a current “Outstanding” Ofsted judgement. Existing provision in Kirklees draws upon the strengths of key community groups, the work of national bodies e.g. Workers Educational Association and Northern College and the approach of working with volunteers to support learning in the community akin to the University of the Third Age. The proposal submitted by Third sector Leaders also makes clear the scope for ward members to be involved in shaping and bringing forward activity in their areas (see Summary document – Appendix 1).
- 3.7 The CLLD approach also proposed investment in the capacity of the third sector to manage funds earmarked for adult and community learning and in scope for Ofsted. This latter point is of vital importance for the district given two linked and key policy directions:
- I. The devolution of the Adult Education Budget to those combined authority / city-region areas with a signed devolution deal in 2017/18 and to all areas by 2020.
 - II. The processes and interventions required to meet the requirements of the Ofsted Common Inspection Framework and the Skills Funding Agency. In particular, the fact that Local Authority structures and operating models have been considered lacking for the delivery of Adult and Community Learning provision.
- 3.8 This proposal seeks to explore an alternative quality assurance and delivery model for community learning provision in order to build upon its strengths and to safeguard its sustainability in the medium to longer term. Whilst the Third Sector Leaders and Community Learning Trust have played a key role in delivering provision they have limited experience in meeting the quality assurance and management role currently

undertaken by the Council. In order to maximise the opportunity to utilise devolved funds in the future and to ensure that innovative community learning is sustained in Kirklees – investment in the development of the new model is proposed.

- 3.9 Following the decision not to submit the bid for EU funding, Council officers have worked with Third Sector Leaders and the Chair of the Community Learning Trust to develop an alternative approach which will: focus on delivering the right outcomes for Kirklees; support the early help approach and be positioned as part of the community plus offer; and be consistent with other work being commissioned to build capacity in the sector across the district. The key requirements of the commission builds upon the following shared objectives developed through the CLLD approach:
- Widen and develop ways to inspire, engage, and motivate marginalised families and communities;
 - Provide individual pathways to integration, supporting progress towards and transition into positive activity, employment and self-employment;
 - Facilitate community leadership support and the development of peer support programmes; and
 - Facilitate capacity building activity in target areas to mobilise community resources and build upon local assets to underpin economic performance.
- 3.10 The Council has developed a commission and a business plan has been submitted in response. The business plan requests that Council makes a contribution of £500,000 over three years to the Community Learning Works project. The project will:
- Facilitate a growing number of organisations to be involved in robust, collaborative planning and delivery of community learning and become an exemplar body able to influence regional devolution of the Adult Education Budget;
 - Engage 500 people from the key target groups including 350 not recently involved in learning and skills;
 - Enable 300 people to achieve sustained step change into further, learning, skills, employment including 50 unemployed people into sustained employment;
 - Support 225 economically inactive people to seek employment
 - Train and support 80 new volunteers and peer mentors to support delivery;
 - Support 100 people to achieve sustained volunteering placements; and
 - Boost the capacity of smaller community groups through a small grants programme.
- 3.11 In addition to the outputs outlined above, it is expected that the project partners will engage with a much wider cohort of people for whom signposting to other existing provision is more appropriate. There are complex and often confusing programmes and projects to address unemployment and low skills. These are run by a variety of agencies, are often short-term and have differing levels of eligibility and support. Community Learning Works will be charged with providing the necessary support to individuals within this wider cohort ensuring that they are able to navigate their way on to the provision that best meets their needs.

4. Implications for the Council

- 4.1 The Community Learning Works project provides Council with a vehicle to extend its community based learning provision – supporting individuals and communities to affect positive change. The programme will provide direct support for individuals who face most barriers to learning and employment and who are rarely targeted by other programmes because they are too difficult or expensive to support. It will enable groups actively seeking to improve their communities to acquire the learning and skills to enable them to do this. Finally, it will help more people who need support to improve their employment, skills or wellbeing circumstances to access the existing provision which is already available.
- 4.2 The total funding requested to support the Community Learning Works project over three years is £500,000 commencing April 1st 2017. However, the funding would be allocated on an annual basis and would be subject to an annual review of delivery and outcomes and would be based on performance and ongoing affordability / value for money. The amount requested in 2017/18 is £190,000.
- 4.3 A Funding Agreement will be drawn up and issued setting out the performance requirements, monitoring arrangements, annual review process and arrangements in the event that the project is no longer affordable or offering value for money.

5. Consultees and Their Opinions

- 5.1 The partners involved in developing the original CLLD approach and subsequent Community Learning Works projects undertook an extensive consultation process with: 80 community groups, support agencies and businesses; 375 residents and by attending 20 events and meetings. This consultation has enabled the partners to listen carefully to what people and groups need and to build the project from the bottom up. Key issues arising include:
- The need to focus upon addressing the challenges that people face in participating in learning and recognising that these differ from person to person and community to community;
 - Supporting people to progress and ensuring people have a personal contact who can help to sustain motivation and participation;
 - The importance of having provision rooted in communities and delivered by people who understand those communities; and
 - The need to ensure that partners across the system work together to ensure that people do not fall through the gaps.
- 5.2 Consultation on the Business Plan proposal has taken place with the Cabinet Portfolio Holder and the Portfolio Holders for Community Cohesion and Schools and Adults, Health and Activity to Improve Health. The Portfolio Holder for Family Support and Child Protection is a member of Kirklees Community Learning Trust and Adult Learning Advisory Group and has also been consulted.

Finance

- 5.3 Colleagues in Finance have been consulted and confirm that entering into a Funding Agreement would comply with Financial Procedure Rules (FPR) 20.

Public Sector Equality Duty

- 5.4 The Council must have due regard to the need to:
- eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act;
 - advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it; and
 - foster good relations between people who share a relevant protected characteristic and those who do not share it.
- 5.5 The protected characteristics covered by PSED are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership (only in respect of eliminating unlawful discrimination).
- 5.6 An Equality Impact Assessment has been carried out on the proposed programme and must be considered by Cabinet before reaching a decision. This is attached as Appendix 2 – Equality Impact Assessment.

6. Next Steps

- 6.1 The Community Learning Works project will undertake the necessary planning and development to initiate the project with a formal commencement date of 1st April 2017. In this initiation phase – the necessary legal and financial considerations will be finalised with the appointed accountable body (Third Sector Leaders).
- 6.2 Following appraisal of the Business Plan a small number of matters have arisen from officers and portfolio holders which will need to be satisfied before project commencement. The most important of these is that the accountable body will be required to work with Council to determine an appropriate method of evaluating the project and undertaking an assessment of the social and economic return on the Council's investment.

7. Officer Recommendations and Reasons

- 7.1 Subject to Third Sector Leaders providing responses to the matters identified in 6.2 to the satisfaction of the Assistant Directors (Place) in consultation with portfolio Holder(s) that the AD Place be given delegated power to approve the Community Learning Works Business plan.
- I. Cabinet approve the total funding request for £500k over 3 years commencing from 1 April 2017 in principle;

- II. Cabinet approve the delegation to Assistant Directors (Place) in consultation with the Cabinet Portfolio Holder (s)) the sign-off of the matters arising and Funding documentation; and
 - III. Cabinet approve the delegation to Assistant Directors (Place) in consultation with the Cabinet Portfolio Holder) of the Annual Review process and any cessation of activity arising from Affordability / Value for money considerations.
- 7.2 The recommendations above will enable the timely agreement and implementation of the Community Learning Works programme. They will also ensure that Council is able to manage and review performance of the project in terms of quality and value for money on an annual basis.

8. Cabinet Portfolio Holder Recommendation

The Cabinet Portfolio Holder recommends the approval of the proposal submitted by third sector leaders with the caveat that performance and affordability/value for money is reviewed annually

9. Contact Officer and Relevant Papers

Martin Green, Deputy Assistant Director – Skills, Progression and Enterprise,
Learning and Skills
martin.green@kirklees.gov.uk
01484 221000

10. Assistant Director responsible

Kim Brear – Assistant Director Streetscene and Housing

Appendix 1

Planning and Delivering Community Learning in Kirklees – Summary of Business Plan - January 2017

1. Why Community Learning Works

Community Learning Works is a unique opportunity to boost learning and employment opportunities for people in Kirklees who face the most substantial challenges. Third Sector Leaders, in partnership with the Kirklees Community Learning Trust (KCLT), will produce a step change in the way local partners collaborate and work with communities.

Third Sector Leaders (TSL) will develop and implement a self-sustaining 3rd Sector partnership which delivers creative, engaging high quality learning with strong progression routes into mainstream learning, skills and employment. It will widen the range of partners, including residents and communities, working together to plan and deliver learning; critically, it will add value to existing and future delivery through increased synergies.

Community Learning Works (CLW) targets people who are the furthest away from the job market. It will inspire them to take the first steps into learning in safe and trusted environments; motivate them to grow in confidence, ambition, resilience and skills; connect them with supportive community networks as they progress towards and into employment. The project will also have a positive impact beyond learning and work. It will improve health and well-being, reduce loneliness and isolation, build strong social networks supporting families and older people. Local people, 3rd Sector organisations, community groups, and Kirklees College co-produced the Business Plan, providing unique insights to ensure the approach will evolve and develop based on local assets and priorities.

2. Who is involved

Third Sector Leaders (TSL) is the Lead Body for Community Learning Works. TSL is a charitable incorporated body providing a voice for charities and not for profit groups who support Kirklees people, families and communities. TSL supports the sector to be heard, understood, valued and celebrated; influence decision making; adopt new ways of working through creative partnerships and consortia; bring new resources into the 3rd sector and Kirklees. TSL consists of local 3rd Sector agencies who play a leading role in significant Kirklees agendas, including health, social care, learning and skills, environment and economic resilience. Its diverse membership includes larger agencies delivering multimillion pound contracts and small grassroots community groups.

TSL Board members have a wealth of skills, experience and expertise in service delivery, strategic, operational management and contract management. The TSL Board includes the Director of Fusion Housing (who also chairs the CLW Steering Group), the Chief Executives of Northorpe Hall Child and Family Trust; Kirklees Active Leisure; Ravensthorpe Community Learning Centre; Kirkwood Hospice; Director of Volunteering Kirklees; Vice Chair of IMWS.

TSL is recognised as a successful model of partnership working, bringing together knowledge, expertise and resources from a diverse range of organisations who work with vulnerable people and families. Most of the membership deliver services that provide opportunities for engaging vulnerable people and also volunteering opportunities; many deliver services related to learning and skills and employability preparation/support.

A key focus of TSL is building partnerships to support collaborative funding bids (for example, the V6 Consortium; Carers Count partnership; the Listening to Families project; the Bring Me Sunshine partnership Lottery bid).

3. What will be done

Community Learning Works builds on up to date local intelligence, best practice evidence and rich information from extensive community consultation. It provides 3 key responses which local people and providers say will improve access to learning and work for those facing the greatest challenges.

- Inspire and Engage: inspiring and enthusing people about local activities and opportunities for learning and work; promoting opportunities and supporting people to make and sustain connection and engagement.

- Support and Progress: individual support, including peer support, for people facing challenges to learning and work, to maintain their involvement and support their progress; to inspire, motivate and encourage them to develop and pursue their goals tenaciously; to turn the skills and experience they gain into economic benefit.
- Connect and Develop: working alongside, connecting to, contributing to and benefiting from existing provision; working with local groups and delivery organisations to provide targeted and effective services.

Community Learning Works will:

- Establish an innovative, sustainable, resilient partnership of a growing number of 3rd Sector organisations. The partnership will use a collaborative approach to planning and delivery of robust, quality assured community learning; it will leverage additional external funds and seek to secure future funding from devolved budgets
- Build TSL's capacity to manage contracts, bring together and support partnerships, bid for future funding
- Engage 500 people from the key target groups including 350 not recently involved in learning and skills
- Enable 300 people to achieve sustained step change into further, learning, skills, employment including 50 unemployed people into sustained employment
- Support 225 economically inactive people to seek employment
- Train and support 80 new volunteers and peer mentors to support delivery
- Support 100 people to achieve sustained volunteering placements
- Boost the capacity of smaller community groups through a small grants programme
- Add value by collaborating with partners to deliver matched activity in line with the CLW vision

4. Where, who and how will people /groups /communities benefit

Community Learning Works challenges economic exclusion amongst particular groups in Kirklees, by creating opportunities such as learning, qualifications, volunteering for people who find it difficult to engage with mainstream opportunities. The extensive community engagement and consultation process carried out in the summer of 2016 captured a broad range of local knowledge and experience. Local people and community groups informed the analysis and understanding of priority groups.

CLW targets adults (19 plus) who are most likely to be excluded from employment, skills, learning and volunteering. This includes people who do not already engage with community learning and those who do not progress from informal community learning to more formal learning, qualifications, skills and employment. The community engagement process identified that these groups include:

- People with low or no skills and qualifications; disengaged from the labour market; established family and/or community history of worklessness with little or no aspiration to change;
- People who face challenges through lifestyle or behaviour including substance use; offending; homelessness; disabilities; long term physical and mental health conditions;
- People experiencing family challenges; caring responsibilities; parenting problems; safeguarding/early help; care leavers.
- People experiencing cultural/language barriers including minority ethnic, migrant communities, other seldom heard groups;
- People who experience loneliness and social isolation including some older people.

CLW adopts an “*engage, progress, connect*” approach to work collaboratively with people and communities facing the most significant barriers to learning and work. The model will:

- Enable local people to develop aspiration, motivation, confidence and skills; gain or progress towards securing sustainable employment;
- Improve health and wellbeing and reduce loneliness and isolation for community members, including older people not looking for work who will be encouraged to engage and volunteer
- Improve the prosperity of families and their contribution in their communities.
- Harness the strengths, resources and assets of the 3rd sector to build a strong sustainable co-produced Partnership. The partnership will maximise opportunities to bring other external funding into Kirklees and benefit from future opportunities including devolved budgets.

- Build the capacity of the 3rd sector, maximising its potential to play a key role in managing and delivering community learning; have a strong voice that influences strategic decisions and funding allocations at local, regional and national levels.

5. How Community Learning Works fits with other provision

CLW will complement, work collaboratively and add value to other local projects, services and interventions to reduce inequalities and address a wide range of social factors including social justice, stronger families, cohesive and inclusive communities, starting, living and aging well, digital inclusion and strengthening civil society.

- Kirklees College is a key partner on the CLW Steering Group. Community learning providers and the CLW development worker are working with Kirklees College on existing provision and new developments, for example, on aligning the proposed “College in the Community” offer with existing community provision. This includes collaboration about aligning respective curricula and the ongoing development of the LIFE NOW vocational pathways. CLW providers are already working in partnership with mainstream and emerging employment, education and skills initiatives that support people to gain skills, qualifications and to secure employment; for example, Talent Match, Right Steps to Work, Hopeful Families among many others.
- TSL understands that schools have a unique position in communities as they work with families and children every day and have a vital role in forging partnerships to make best use of reducing resources. Consequently, TSL members and CLW providers already work with Schools as Community Hubs as members of the Partnership Board, community forums and in multi-agency meetings. Community learning providers are already connected with Schools as Community Hubs in partnerships delivering through the age range, including addressing the identified gap at Post 16. CLW has much to contribute to the emerging Early Intervention and Prevention model as part of the Community Plus offer; the CLW ethos and approach fits well with the Community Plus focus on building individual and community resilience, supporting people to help themselves and each other so that limited resources can target those with the highest needs. CLW intends to explore options for co-delivery and joint working with the Community Plus hubs as they continue to be developed.
- TSL will develop a credible, professional infrastructure which will have the capacity to harness and employ resources to deliver excellent, high quality learning provision. The providers in the CLW partnership have a reach into those communities facing the most significant challenges and with whom mainstream providers struggle to engage. TSL will gain the reputation and track record, working with the Council to influence future devolution of Adult Education budgets to regions and bid for other external funding opportunities. It will establish a framework to share best practice and actively seek opportunities to influence regional strategic decision making.
- TSL recognises that ward members have extensive knowledge of the strengths, needs and issues within the communities they represent. Ward members also understand the positive impacts of community learning on all areas of people’s lives, beyond the direct benefits in terms of skills, qualification and employability; for example, health and wellbeing; building resilience, social networks, reducing loneliness and isolation, improving community cohesion. Many ward members are already closely involved with community learning providers in their ward. Subject to approval of the CLW Business Plan, TSL intend to consult widely with members, for example, through District Committees and other neighbourhood forums to ensure their local knowledge and understanding of community issues informs CLW delivery plans.

6. How will success be measured

TSL will work with the Council to agree an evaluation strategy and an appropriate framework for measuring impact and return on investment. Discussions have taken place with Huddersfield University who are providing an outline proposal to inform initial discussions with the Council about the evaluation strategy.

TSL will monitor outcomes in Section 3 through management information for example, rates of engagement from target groups; percentage referred to mainstream employment and education; progression to further learning, skills, employment; sustained volunteering/employment/self-employment. This will help the programme both analyse how it can improve learning opportunities and celebrate and share successes.

Evaluation measures will include:

- A range of feedback opportunities for learners, partners and staff – learner and community voices and stories will be of key importance in the project.
- Observing and evaluating provision including learner pathways and journeys.
- Benchmarking outcomes performance and standards with other community learning provision and sharing best practice so that all learners benefit from high standards.
- Ensuring all partnership staff, volunteers and peer mentors (whether directly funded or not) are clear on and working to the CLW Vision and Mission.

Additionally, the project will measure success for individuals and families through ongoing community engagement and consultation; listening to learner and community voices and stories; learner and resident involvement in planning and decision making.

The project will monitor success for TSL and delivery partners by evaluating progress towards the following:

- Development of a collaborative rather than competitive model of commissioning that will foster trust and integration and lead to better outcomes for residents.
- Sustaining and developing the work of Community Learning Trust partners in building a network of community learning providers, securing the future of high quality learning activity and successful outcomes for Kirklees residents.
- Supporting an increasing number of smaller local 3rd Sector organisations to improve the quality of their learning provision and governance with a view to becoming delivery partners; nurturing small grassroots community groups to build capacity through the small grants fund and mentoring.
- Clear progression pathways from community learning into skills, training, work and volunteering.

A guide to equality Impact Assessments (EIAs)

What are Equality Impact Assessments (EIAs)?

- EIAs are a **tool to help you analyse and make more considered decisions** about changes to service delivery, policy and practice. An EIA will help you to identify how specific communities of interest may be affected by decisions and to consider any potential discriminatory impact on people with **protected characteristics**.
- EIAs can also help to improve or promote equality by encouraging you to **identify ways to remove barriers and improve participation** for people with a protected characteristic.

Why do we need to do Equality Impact Assessments (EIAs)?

- Although not a mandatory requirement, EIAs provide important **evidence** of how we have considered the implications of service and policy changes and demonstrate how we have met our legal Public Sector Equality Duty (Equality Act 2010).
 - The three main elements of the **Public Sector Equality Duty** are:
 - ✓ Eliminating discrimination
 - ✓ Promoting equality of opportunity
 - ✓ Fostering good relations
 - In fulfilling our Public Sector Equality Duty we must ensure that we demonstrate that we have followed a number of key **principles** (based on previous case law):
 - ✓ Knowledge
 - ✓ Timeliness
 - ✓ Real consideration
 - ✓ Sufficient information
 - ✓ No delegation
 - ✓ Review
 - ✓ Proper record keeping
 - We need to provide evidence that we have given **due regard to any potential discriminatory impact on people with protected characteristics** in shaping policy, in delivering and making changes to services, and in relation to our own employees.
 - We must always consider whether a service change, decision or policy could have a discriminatory impact on people with protected characteristics, not just any impact that is the same as it would be for everyone else.
 - The EIA tool allows us to **capture, demonstrate and publish our rationale** of how we have considered our communities and legal responsibilities under the Public Sector Equality Duty and is our main way of providing the evidence needed.
- **But above all, EIAs are about understanding and meeting the needs of local people and supporting us to deliver our vision for Kirklees.**

When do we need to do Equality Impact Assessments (EIAs)?

- Whenever you plan to **change, introduce or remove** a service, activity or policy.
- At the **VERY BEGINNING** of any process of:
 - ✓ Budget setting
 - ✓ Service review (including changes to employment practice)
 - ✓ Planning new projects and work programmes
 - ✓ Policy development and review
 - ✓ Procurement or commissioning activity

Who should do it?

- Overall responsibility for EIAs lies at a **service** level. A lead officer should be appointed from the service area that is making a proposal and all decisions should be approved by the senior management team in that service.
- Those directly affected (partners, stakeholders, voluntary groups, communities, equality groups etc) should be engaged with as part of the process.

How should we do it?

- Our EIA process has two stages:
 - Stage 1 - initial screening assessment
 - Stage 2 - further assessment and evidence

EIA STAGE 1 – SCREENING TOOL (initial assessment)

The purpose of this screening tool is to help you consider the potential impact of your proposal at an early stage.

Please give details of your service/lead officer then complete sections 1-3:

- 1) What is your proposal?
- 2) What level of impact do you think your proposal will have?
- 3) How are you using advice and evidence/intelligence to help you?

You will then receive your stage 1 assessment score and advice on what to do what next.

Directorate:	Senior Officer responsible for policy/service:
Children and Families	Martin Green
Service:	Lead Officer responsible for EIA:
Learning and Skills	Martin Green
Specific Service Area/Policy:	Date of EIA (Stage 1):
Skills, Progression and Enterprise	25.01.17

Go back

Move to next
section

1) WHAT IS YOUR PROPOSAL?	Please select YES or NO
To introduce a service, activity or policy (i.e. start doing something)	Yes
To remove a service, activity or policy (i.e. stop doing something)	NO
To reduce a service or activity (i.e. do less of something)	NO
To increase a service or activity (i.e. do more of something)	NO
To change a service, activity or policy (i.e. redesign it)	NO
To start charging for (or increase the charge for) a service or activity (i.e. ask people to pay for or to pay more for something)	NO
Please briefly outline your proposal and the overall aims/purpose of making this change:	
<p>To commission a programme of community learning from a consortium of voluntary and community sector learning providers lead by Kirklees Third Sector Leaders. The programme will:</p> <ul style="list-style-type: none"> • Widen and develop ways to inspire, engage, and motivate marginalised families and communities; • Provide individual pathways to integration, supporting progress towards and transition into positive activity, employment and self-employment; • Facilitate community leadership support and the development of peer support programmes; and • Facilitate capacity building activity in target areas to mobilise community resources and build upon local assets to underpin economic performance 	

Go back

Move to next section

2) WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...		Level of Impact
		Please select from drop down
Kirklees employees within this service/directorate? (overall)		Neutral
Kirklees residents living in a specific ward/local area?		Positive
Please tell us which area/ward will be affected:		Potentially All
Residents across Kirklees? (i.e. most/all local people)		Positive
Existing service users ?		Positive
Each of the following protected characteristic groups ?		Please select from drop down
<i>(Think about how your proposal might affect, either positively or negatively, any individuals/communities. Please consider the impact for both employees and residents - within these protected characteristic groups).</i>		
...age	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Positive
...disability	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Positive
...gender reassignment	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Positive
...marriage/ civil partnership	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Positive
...pregnancy & maternity	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Positive
...race	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Positive
...religion & belief	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Positive
...SEX	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Positive
...sexual orientation	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Positive

Go back

Move to next section

3) HOW ARE YOU USING ADVICE AND EVIDENCE/INTELLIGENCE TO HELP YOU?		Please select YES or NO
Have you taken any specialist advice linked to your proposal? (Legal, HR etc)?		NO
Do you have any evidence/intelligence to support your assessment (in section 2) of the impact of your proposal on...	...employees?	NO
	...Kirklees residents?	Yes
	...service users?	YES
	...any protected characteristic groups?	YES
<p>Extensive consultation has taken place with residents and communities by Third Sector Leaders and this has informed the development of the proposals which are focussed upon alleviating, disadvantage, marginalisation and inequalities.</p>		
		Please select from drop down
To what extent do you feel you are able to mitigate any potential negative impact of your proposal on the different groups of people outlined in section 2?		FULLY
To what extent do you feel you have considered your Public Sector Equality Duty?		FULLY

Go back

Move to next section

STAGE 1 ASSESSMENT

IMPACT	RISK
Based on scoring of 1) and 2)	Based on scoring of 2) and 3)
14	18
SCORE (calculated) Max = - / + 32	SCORE (calculated) Max risk = - / + 40

You need to move on to complete a Stage 2 assessment if:

The final Impact score is negative and or the Risk score is negative.

Go back



Name of meeting: Cabinet – 7 February 2017

Title of report: Determination of school admission arrangements for 2018/19

- **Kirklees co-ordinated admission schemes (including in-year admissions)**
- **Admission arrangements for all Kirklees community and voluntary controlled schools**

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes
Is it in the Council's Forward Plan?	Yes
Is it eligible for "call in" by Scrutiny?	Yes
Date signed off by Director & name	25 th January 2017 – Gill Ellis (Jo-Anne Sanders)
Is it signed off by the Assistant Director - Financial Management, Risk, IT & Performance?	25 th January 2017 – Carole Hardern
Is it signed off by the Assistant Director – Legal Governance and Monitoring?	25 th January 2017 – John Chapman
Cabinet member portfolio	Cllr Masood G Ahmed: Community Cohesion and Schools

Electoral wards affected and ward councillors consulted: All wards

Public or private: Public

1. Purpose of report

Kirklees Council is required by law to produce admission schemes to co-ordinate the admission of children to the first year of all schools in Kirklees. The schemes cover the admission of rising 5 year olds who are starting school for the first time, and admissions to the first year of junior, middle and secondary schools. The report seeks approval for the Kirklees schemes for the co-ordination of the admission of rising five year olds and admission to the first year of junior, middle and secondary schools in 2018/19 (including in-year admissions).

Kirklees Council is the admission authority for Kirklees community and voluntary controlled schools and following the annual consultation about admissions arrangements the report seeks to determine those admission arrangements for all Kirklees community and voluntary controlled schools for 2018/19 which must be done by the 28th February to comply with the School Admissions Code.

2. Key points

2.1 The co-ordinated admission schemes

- Kirklees Council is required by law to produce admission schemes to co-ordinate the admission of children to the first year of all schools in Kirklees. The schemes cover the admission of rising 5 year olds, and admissions to the first year of junior, middle and secondary schools.
- The schemes cover the normal round of admissions to schools at the beginning of the 2018/19 school year in September 2018 and in-year admissions during the school year 2018/19.
- The schemes were drawn up to comply with the requirements of the School Admissions Code which came into force in December 2014.
- The schemes are attached to this report as
 - Appendix 2A: Kirklees co-ordinated schemes for normal year of entry admissions for rising 5 year olds, junior schools, middle schools and secondary schools.
 - Appendix 2B : Kirklees scheme for in-year admissions

2.2 Changes to the co-ordinated admission schemes in 2018/19

- There are no major changes to the schemes for 2018/19 and are very similar to those determined for use in 2017/18.
- The timetable for co-ordination for 2018/19 has been amended to take account of the increased number of own admission authority preferences that have to be processed before lists of pupils can be sent to own admission authority schools for ranking.
- The list of own admission authority schools has been updated to include the schools that have become own admission authorities due to conversion to academy status or a change of category to a trust or aided school and is correct as at 19 January 2017.

2.3 The admission arrangements for all Kirklees community and voluntary controlled schools for 2018/19.

Kirklees LA, as the admissions authority, is responsible for determining the admission policy and admission numbers for the community and voluntary controlled schools it maintains.

As the admissions authority, the LA has a statutory duty to consult with the governing bodies of those schools, the governing bodies of academy, aided, foundation and trust schools in Kirklees and neighbouring LAs on the admissions policy and proposed admission numbers for schools.

This report confirms the outcomes of this process which took place between 1 November and 12 December 2016.

- Appendix 1A to this report explains how the published admission numbers are derived.
- Appendix 1D gives the arrangements for community and voluntary controlled schools for 2018/19.
- Appendix 1E lists the published admission numbers for community and voluntary controlled schools for 2018/19. The admission numbers for own admissions authority

schools; academies, aided, foundation and trust schools are included for information and completeness.

2.4 Changes to the admissions arrangements for community and voluntary controlled schools in 2018/19 (see Appendix 1B).

Kirklees has made no changes to the admission arrangements for community and voluntary controlled schools, apart from amendments to some published admission numbers.

2.5 School organisation proposals

For schools undergoing statutory processes, any impact for admissions purposes have been included as part of the process and will be determined should proposals be approved.

2.6 Published Admission Numbers (PANs) for community and voluntary controlled schools in Kirklees

- The table in Appendix 1E indicates the PAN for each year in a school.
- Where a change is made to the PAN for a particular year of entry (the relevant year), it applies to that cohort of pupils only, at admission and then will apply in successive years as the pupils progress through the school.

3. Implications for the Council

This is a statutory requirement for the council.

There are no financial or HR implications for the council.

4. Consultees and their opinions

The proposed arrangements and schemes were subject to the statutory 6 week consultation between 1 November and 12 December 2016. The consultation proposals were published on the Kirklees website and on social media.

The proposed arrangements and schemes drew attention to the proposed changes to Kirklees own admission authority schools; Roman Catholic and Church of England Aided schools and Trust Schools, Academies and Free Schools as well as the Dioceses of Leeds and West Yorkshire and the Dales, neighbouring Local Authorities, and comments were invited from parents and other interested parties.

The proposed arrangements and schemes were discussed at the meetings of the Place Planning and Admissions Group on 26 September 2016 and 7 November 2016.

4.1 Responses to consultation

No formal responses to the consultation about the co-ordinated schemes have been received. As there are only minor changes from the schemes agreed in previous years it is reasonable to assume that there are no concerns about the proposed schemes.

The response to the proposed admission arrangements for community and controlled schools are shown in Appendix 1F.

5. Officer recommendations and reasons

To comply with statutory duties it is recommended that Members approve;

- the Kirklees co-ordinated admission schemes for 2018/19, including in-year admissions, as set out in Appendix 2
- the admission arrangements for Kirklees community and voluntary controlled schools as detailed in Appendix 1, including
 - a. the recommended PANs for the schools where governing bodies requested a change to the PAN proposed by the LA and this is recommended by Officers.

6. Cabinet portfolio holder recommendation

To support the officer recommendations and acknowledge moving forwards that a thorough review of arrangements will be undertaken

7. Next steps

To publish the approved arrangements on the Council's website and make copies available on request, to inform the public that the admission arrangements have been determined and inform all consultees of the decisions.

To inform the DfE that Kirklees has approved schemes in place for the 2018/19 school year and to send copies of the approved schemes to all consultees.

To fulfil the Council's statutory duty and prepare the composite Guide for Parents to support applications for admission into school in 2018/19.

8. Contact officers and relevant papers

Assistant Director responsible

Jo-Anne Sanders, Interim Assistant Director – Learning and Skills

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1. Consultation regarding admission arrangements for Kirklees community and voluntary controlled schools for the school year 2018/19

- These schemes are intended to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2014. The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). The Code has been made following a consultation under Section 85(2) of the SSFA 1998.
- Some community or voluntary controlled schools in Kirklees may become an own admission authority by converting to academy status or changing category to trust or voluntary aided status during the life of these arrangements. Any school that becomes an own admission authority during the period of these schemes assumes the responsibilities of an admission authority from the date of change of status / category.
- Please consult the websites of Kirklees and other admission authorities to obtain the most up to date information.
- There are no planned changes to the Priority Admission Areas (PAA's) in Kirklees for 2018-19 however, a project is underway to conduct an in depth review of Admissions arrangements in Kirklees, including the priority admission areas and the way priority is given to applications. This did not feed into the consultation on admission arrangements for 2018/19 admissions, however engagement with key partners, including Kirklees admission authorities, Governing Bodies and School Leaders as part of the review process will take place during the Spring and Summer terms of 2017. It is intended that the outcome of that review will inform the consultation arrangements for 19/20.
- Following the publication of the Government's White Paper, 'Educational Excellence Everywhere', as well as previous communication from ministers there are indications that the DFE will undertake a consultation process on potential changes to the School Admissions Code, including changes to the admission of summer born children and a potential requirement for In-Year coordination and Admissions Appeals to be coordinated via the Local Authority. At present, a new Code has not yet been published and therefore there are no proposals to consider those potential changes as part of this process.
- Following the successful implementation that took place in September 2015, all applications for children starting school for the first time, or transferring to the next stage of schooling are made online only. Alongside the in depth review of admissions, the Council will be trialling and testing a digital by design approach for in-year applications. This means all applications are expected to be made online by September 2017. As such, the administrative process has been updated to reflect this.

A. Published Admission Numbers (PANs) and Priority Admission Areas (PAAs)

Published Admission Numbers (PANs)

All schools have a Published Admission Number (PAN or admission number). This is the maximum number of places that the school can offer in each year group. This section explains how we have arrived at the proposed Published Admission Numbers based on the workplace range for each school.

In order to comply with the statutory timetable, the LA must consult the governing body of each community and controlled school about the PAN (and other admission arrangements) 18 months before it comes into effect. PANs for September 2018 must have been consulted on by 31 January 2017.

The table on pages 15 to 25 indicates the PAN for each year in a school.

Where a change is made to the PAN for a particular year of entry (the relevant year), it applies to that cohort of pupils only, at admission and in successive years as the pupils progress through the school.

In order to be consistent when proposing PANs for each community and controlled school the Kirklees LA considers the following:

- **The Net Capacity Calculation**

The internal measurement of a school produces a maximum number of workplaces and a minimum number which is normally 90% of the maximum. We call this 10% spread between the maximum and minimum workplaces the 'range'.

The net capacity of a school is subsequently determined as the agreed PAN multiplied by the number of age groups at the school provided that this figure falls within the 'range' of workplaces. If a PAN is chosen which (when multiplied by the number of year groups) does not fall within that range, the Net Capacity is set as the nearer of either the maximum or the minimum number of workplaces.

Nursery space is excluded from the net capacity measurement, therefore, this age group is also excluded from the calculation.

The net capacity calculation estimates the impact of a sixth form group on the entire school and provides a proportion of a year group. For example, an 11-18 secondary school with a sixth form may have 5.42 year groups (five statutory age groups plus 0.42 equivalent full-size age groups of sixth form students).

- **Flexibility in setting PANs**

The range of workplaces calculated for each school allows Kirklees some discretion in setting the PAN to take account of a school's particular circumstances and governors' views. The Authority's expectation is that, in most cases, PANs will be set within the range with appropriate and realistic regard to the likely demand for places.

- **PANs outside the range**

Kirklees may set a PAN above the range for the following reasons:

- to accommodate all in-area children who apply on time for the first year in school
- where it has been agreed that the school should expand
- where the school accepts that they can accommodate children above the range without the need for extra accommodation.

Priority Admission Areas (PAAs)

In Kirklees each community and voluntary controlled school has an area identified as its Priority Admission Area (other LAs refer to catchment areas). A small number of schools share priority areas; these are known as shared priority areas. Full details of priority areas are available on the Kirklees Council website.

B. Changes for 2018/19

The following changes will be made to the admissions arrangements for community and voluntary controlled schools for 2018/19.

- **Published admission numbers (PANs)** for community and voluntary controlled schools in Kirklees
 - The attached table on page 8 indicates the PAN for each year in a school.
 - Where a change is made to the PAN for a particular year of entry (the relevant year), it applies to that cohort of pupils only, at admission and in successive years as the pupils progress through the school.

C. Current school organisation proposals

Kirklees Cabinet are proposing to bring together Honley CE (VC) I & N School and Honley CE (VC) Junior School to create an all-through primary school for pupils aged 3-11 years from 1 May 2017. This will reduce the number of transitional changes between school phases for those children already on roll or entering Honley CE (VC) I & N School in the future.

D. Admission arrangements for Kirklees community and voluntary controlled schools for 2018/19

1. Admission Criteria

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order. The proposed Kirklees admission criteria for community and voluntary controlled schools are:

1. children in public care (looked after children) or a child who was previously looked after;
2. children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule);
3. children who live in the school's PAA;
4. children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule);
5. children who live outside the school's PAA.

Community and controlled schools will admit a child with Special Educational Needs where the school is named on the Statement or Education Health and Care Plan.

2. Linked infant and junior schools

There are several combinations of infant and junior schools in Kirklees. These are shown in the list below. The majority of children transfer from the infant school to the linked junior school. It is proposed to strengthen the admissions criteria for linked infant and junior schools to increase the continuity for children to a level comparable to that in an all-through primary school

- All Hallow's CE (VA) I & N School and Almondbury Community School#
- Berry Brow I & N School and Newsome Junior School
- Birkby I & N School and Birkby Junior School
- Diamond Wood Community Academy and Ravensthorpe CE (VC) Junior School
- Earlsheaton Infant School and Bywell CE (VC) Junior School
- Honley CE (VC) I & N School and Honley CE (VC) Junior School*
- Kirkroyds Infant School and Wooldale Junior School

- Lindley Church of England Infant School and Lindley Junior School¹
- Manorfield I & N School and Staincliffe CE (VC) Junior School
- Netherton I & N School and South Crosland CE (VA) Junior School
- Pentland I & N School and Headfield CE (VC) Junior School
- Purlwell I & N School and Hyrstmount Junior School
- Rawthorpe St James CE(VC) I & N School and Rawthorpe Junior School
- Reinwood I & N School and Reinwood Community Junior School
- Savile Town CE (VC) I & N School and Headfield CE (VC) Junior School
- Shaw Cross I & N School and Bywell CE (VC) Junior School
- St John's CE (C) Infant School and Westmoor Primary School
- Thornhill Lees CE (VC) I & N School and Headfield CE (VC) Junior School

*On 18 October 2016 a report was taken to Cabinet seeking permission to begin a consultation on proposals to bring together Honley CE (VC) I & N School and Honley CE (VC) Junior School to create an all-through primary school for pupils aged 3-11 years from 1 May 2017. Cabinet agreed for consultation to take place, this will happen between 31 October – 9 December 2016. If approved, pupils who would be in year 2 in 2018/19 (and each year thereafter) would not need to fill in an application to transfer from the Infant to the Junior School.

3. Admission criteria for linked infant and junior schools

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order. The proposed Kirklees admission criteria for linked infant and junior, community and voluntary controlled schools are:

1. children in public care (looked after children) or a child who was previously looked after;
2. children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending either school from the same address at the date of admission (the sibling rule);
3. children who attend a listed infant school (with priority for the linked junior school)
4. children who live in the school's PAA;
5. children who live outside the school's PAA who have a brother or sister attending either school from the same address at the date of admission (the sibling rule);
6. children who live outside the school's PAA.

Community and controlled schools will admit a child with Special Educational Needs where the school is named on the Statement or Education Health and Care Plan.

4. Notes

- a) The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), residence order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded
- b) Children in priority 1 above may be admitted above the PAN.

¹ Please see admission policies on the websites for both schools

- c) If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- d) Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.
- For all-through schools located on two different sites, Kirklees LA will measure the distance to each site in a straight line from the applicant's home address and the shortest distance will be used for admission purposes.
- e) 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places (see section 5d on page 5).
- f) Where a child's parents live at different addresses and the child spends time at each address, we will consider the following factors as part of our decision making process when deciding on the address which we will use for admissions purposes:
- the amount of time spent at each address
 - which parent has parental responsibility for the child
 - who receives child benefit for the child
 - where the child is registered for medical and dental care
 - any residency or custody orders made by the courts.
- We will ask for documentary evidence to support information given about the above points before a decision is made. Each case is looked at on an individual basis.
- g) For children transferring from first or middle schools, we will give preference in priorities 2-5 above (up to the PAN) to children attending a first or middle school in the middle or secondary school PAA.
- h) A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.
- i) Children with Statements of Special Educational Needs or Education Health and Care Plans are admitted to mainstream schools, special units and special schools separately from the general admission policies, but we do ask families to complete the online application if they would like to name a mainstream school as one of their preferences.
- j) **It is important to note that attending a school nursery or pre-school setting on a school site does not give any priority for a place in that primary/infant community/voluntary controlled school and there is no automatic transfer. Some own admission authority schools may give priority to an application for a place in Reception for those children who attend their nursery. Information can be found on those individual school's websites in their admission policy.**

5. Application Procedures

a) Transfer to secondary school

Kirklees residents will apply for a secondary school place by using the online Parent Portal on the Kirklees website. The application period will run from the week beginning **1 September 2017**. **The closing date for applications will be 31 October 2017.**

b) Transfer to junior or middle school

Kirklees residents will apply for a junior or middle school place by using the online Parent Portal on the Kirklees website. The application period will run from the week beginning **1 September 2017**. **The closing date for applications will be 15 January 2018.**

c) Admission to full-time school for rising five year old children

Kirklees residents will apply for admission to full-time school (rising five year old children) by using the online Parent Portal on the Kirklees website. The application period will run from the week beginning **1 September 2017**. **The closing date for applications will be 15 January 2018.**

d) Late applications

Applications received after the appropriate closing date will be regarded as late unless, in Kirklees' judgment, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required.

Late applications are not considered until all on-time applicants have been allocated places. Applications submitted after the closing date due to a significant house move will be regarded as on-time provided that suitable documentary evidence to confirm the move is provided by the following deadlines in time for the allocation process.

For year 7 and year 9 applications - It is expected the allocation process will take place on 18 January 2018. The latest reasonable date for evidence of a significant house move will therefore be 31 December 2017.

For Reception, year 3 and year 6 - It is expected that the allocation process will take place on 16 March 2018. The latest reasonable date for evidence of a significant house move will therefore be 16 February 2018.

e) Waiting lists

A child's name will automatically be placed on the waiting list for any Kirklees community or voluntary controlled school where they have been refused a place in the school's normal year of entry, eg, Year 7 at secondary school.

The waiting lists will be held in admission criteria order and will close on the last school day in December.

For in-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place.

f) In-year admissions

Kirklees residents who wish to apply for a place in the first year at a school after the first school day in September 2018, or to any other age group at any time, will apply on the In-year Common Application Form (ICAF). It is intended that this will be an online process from September 2017 onwards.

g) Twins / multiple births

A twin or sibling from a multiple birth can be admitted as an excepted pupil into an infant class, where admission of more than one of the siblings would exceed the infant class size limit of 30 pupils, such cases would be examined on an individual basis.

h) Flats

In the event of two or more children living equidistant from the school, eg, blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

i) Rising five year old children

Full time places will be available from the September following a child's fourth birthday.

Parents may defer their child's entry until later in the school year and the allocated place will be held for the child. Parents may not defer entry beyond the beginning of the term in which the child reaches their fifth birthday, nor beyond the school year for which the original application was accepted.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

j) Children of Service Personnel

Kirklees Council is signed up to the armed forces Community Covenant, which is a pledge made by the government to ensure that the armed forces and their families are not disadvantaged as a result of their service. As part of the co-ordinated process applications from armed forces families are reviewed on an individual basis to ensure they are not disadvantaged, and, Kirklees LA may ask schools to consider admission over PAN if this is felt to be necessary. If an alternative school place cannot be secured by normal processes, the application may be considered under Fair Access Protocol.

Children of service personnel and crown servants returning from overseas to live within Kirklees, will be allocated a school place in advance of their arrival. The application must be accompanied by an official letter declaring the relocation date and postal address. The allocation will be based upon the anticipated postal address.

k) Summer born children (children born between 1 April and 31 August)

The majority of parents apply and take up a reception place in the school year in which their child will reach the age of five (rising fives). All children are entitled to a full time place in the September following their fourth birthday. However, the legal starting age for full time education is the start of the term following the child's fifth birthday and parents may request that their child's entry is deferred until later in the same school year or until the term in which the child reaches compulsory school age.

Kirklees Council receives a small number of enquiries from parents (whose children are 'summer born') to defer their entry to school until the September following their fifth birthday.

In many of these cases in line with parental/carer wishes, and, in the general view of Kirklees Council, where a request is made for a deferred entry of a 'summer born' child, a place would be offered in Year 1 as this enables the child to remain within their chronological age group. However, in such circumstances, parents are able to request that their application is considered as part of the normal round for a place in Reception. The non statutory Department for Education (DfE) Guidance states;

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.

- There is no statutory barrier to children being admitted outside their normal year group.

All requests for such transfers will be explored with the parent/carer on an individual basis.

‘Advice on the Admission of Summer Born Children’ (DfE, July 2013)

l) Admission of children outside chronological year group

It is the general view of Kirklees Council that all children and young people will complete their primary and secondary education in school year groups according to their chronological age. It is also the general view of the Local Authority that moving pupils into older or younger year groups is usually not in their best educational, social or emotional interests. This includes either early or late admission to primary school or early or late transfer to secondary school.

The National Curriculum sets out a clear, full and statutory entitlement to learning for all pupils. In addition, schools in Kirklees deliver an offer which supports access to high quality differentiated education. This should ensure that a pupil’s curricular needs are met without either early or delayed transfer to the next phase of schooling being necessary other than in exceptional circumstances.

It is for individual admission authorities to consider requests for placement out of the chronological age group. Kirklees Council is the admission authority for community and voluntary controlled schools. The governing body is the admission authority for foundation and voluntary aided schools and the academy trust is the admission authority for academies and free schools.

All requests for such transfers will be explored with the parent/carer on an individual basis.

E Published admission numbers (PANs) for community and controlled schools in 2018/19

SECONDARY PROVISION

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2017-2018	PROPOSED ADMISSION NUMBER 2018-2019	Notes	Consultation response	Year 8 (17/18)	Year 9 (16/17)	Year 10 (15/16)	Year 11 (14/15)
All Saints Catholic College	VA	180	180	Own AA school.	No changes proposed.	180	180	180	160
Almondbury Community School – KS3/4 Centre	Community	120	120		PANs for each key stage noted by GB.	120	120	120	120
Batley Girls High School – Visual Arts College	Academy	205 *(211)	205	Information only. Own AA school. School admitted over PAN in 16/17 and 17/18		205 *(211)	205 *(211)	205	185
Batley Grammar School	Free School (Academy)	105 *(112)	112	Information only. Own AA school. *Have admitted over-PAN		105 *(112)	105 *(141)	84 *(112)	84
BBG Academy	Academy	150 *(180)	200	Information only. Own AA school. *Have admitted over PAN Academy are currently consulting on increase to PAN (7 form entry)		150 *(180)	150 *(180)	150 *(180)	150 *(170)
Castle Hall Academy	Academy	174	174	Information only. Own AA school.		174	174	174	174
Colne Valley High School	Academy	287	287	Information only. Own AA school. Became an academy 1/9/14		287	287	287	287
Heckmondwike Grammar School	Academy	180	180	Information only. Own AA school. No proposed change to PAN **Admission over PAN for 14/15 only		180	180	150 *(180)	150 *(180)
Holmfirth High School	Community	264	264		HT has requested increase in PAN to 268	264	264	264	264
Honley High School	Trust	255	255	Own AA school.		255	255	255 *(264)	255
King James's School	Academy	180	180	Information only. Own AA school.		180	180	180	180

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2017-2018	PROPOSED ADMISSION NUMBER 2018-2019	Notes	Consultation response	Year 8 (17/18)	Year 9 (16/17)	Year 10 (15/16)	Year 11 (14/15)
Kirklees Creative & Media Studio School (part of Netherhall Learning Campus)	Community	60	60					60	60
Manor Croft Academy	Academy	180	180	Information only. Own AA school. *Academy reduced PAN to 180		180	180	180	180
Moor End Academy	Academy	180 *(200)	200	Information only. Own AA school. *Academy working to 200 in every year group		180 *(200)	180 *(200)	180 *(200)	180 *(200)
Netherhall Learning Campus - High School	Community	131	131			131	131	131	131
Newsome High School and Sports College	Community	183	183			183	183	183	183
North Huddersfield Trust School	Trust	180	180	Information only. Own AA school.		180	180	180	180
Royds Hall High School	Trust	172	172	Information only. Own AA school.	GB noted wording of current policy needed tweaking before it can be agreed	172	172	172	172
Salendine Nook High School Academy	Academy	267	267	Information only. Own AA school. *admitted over PAN.	GB have agreed to admit over PAN. Yr 7 and 8 = 267 and year 9, 10 and 11 = 268 Still trying to follow up with Academy to check if they consulted and if in line with funding agreement	267	267 *(275)	267 *(275)	265
Shelley College	Academy	360	360	Information only. Own AA school.				360	360
Spenn Valley High School	Trust	180	190	Information only. Own AA school. School consulted on increase to PAN to 190		180	180	180	180
St John Fisher Catholic High School	Academy	198	198	Information only. Own AA school.		198	198	198	198
Thornhill Community Academy	Academy	180	180	Information only. Own AA school.		180	208	208	208
The Mirfield Free Grammar and Sixth Form	Academy	221	221	Information only. Own AA school.		221	221	221	221
Upper Batley High School	Academy	178	178		GB agreed to set PAN at 120. Still trying to follow up with Academy to check if they consulted and if in line with funding agreement	178	178	178	178

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2017-2018	PROPOSED ADMISSION NUMBER 2018-2019	Notes	Consultation response	Year 8 (17/18)	Year 9 (16/17)	Year 10 (15/16)	Year 11 (14/15)
Westborough High School	Trust	180	180	Information only. Own AA school.	GB noted PAN was changing from September 2017 onwards, as previously agreed by GB.	180	180	180	180
Whitcliffe Mount School	VC	250	250			250	250	250	240

MIDDLE PROVISION

Middle School	Category	PUBLISHED ADMISSION NUMBER 2017/2018	PROPOSED ADMISSION NUMBER 2018/2019	Notes	Consultation response	Year 7 (17/18)	Year 8 (16/17)
Kirkburton Middle School	Academy	167	167	Converted to Academy 1/12/16		167	167
Scissett Middle School	Academy	189	195	Converted to Academy 1/12/16. GB are currently consulting on increase to PAN		189	189

PRIMARY PROVISION

Primary School	Category	PUBLISHED ADMISSION NUMBER 2017-2018	PROPOSED ADMISSION NUMBER 2018-2019	Notes	Consultation response	Year 1 (17/18)	Year 2 (16/17)	Year 3 (15/16)	Year 4 (14/15)	Year 5 (13/14)	Year 6 (12/13)
All Hallows CE (VA) I & N School	VA	30	30		GB noted PAN is 30.	30	30				
Almondbury Community School – KS1/EY Centre	Community	60	60		PANs for each key stage noted by GB.	60	60				
Almondbury Community School – KS2 Centre	Community	110	110		PANs for each key stage noted by GB.				110	110	110
Ashbrow School	Community	60	60		School is not considering any change to current PAN.	60	60	60	60	60	60
Batley Grammar School	Free School (Academy)	26	26	Information only. Own AA school.		26	26	26	24	24	24
Batley Parish CE (A) J I & N School	VA	30	30	Information only. Own AA school.	GB have made changes to oversubscription criteria and how distance from home to school is calculated.	30	30	30	30	30	30

Primary School	Category	PUBLISHED ADMISSION NUMBER 2017-2018	PROPOSED ADMISSION NUMBER 2018-2019	Notes	Consultation response	Year 1 (17/18)	Year 2 (16/17)	Year 3 (15/16)	Year 4 (14/15)	Year 5 (13/14)	Year 6 (12/13)
Battieford CE (VC) Primary School	VC	KS1 60 KS2 62	KS1 60 KS2 62			60	60	62	62	62	62
Beaumont Primary Academy	Academy	90	90	Information only. Own AA school.		90	90				
Berry Brow I & N School	Community	60	60			60	60				
Birdsedge First School	Academy	15	15	Became an Academy on 1/12/16	GB confirmed PAN of 15	15	15	15	15	15	
Birkby I & N School	Community	150	150		GB agreed PAN of 150	150	150				
Birkby Junior School	Community	120	120	*School admitted over PAN					120	120 *(150)	120 *(150)
Birkenshaw CE (VC) Primary School	VC	60	60			60	60	60	60	60	60
Birstall Primary Academy	Academy	30	30	Consulting on changes to oversubscription criteria		30	30	30	30	30	30
Boothroyd Primary Academy	Academy	90	90	*School admitted over-PAN to 90 places		90	90	90	90	60 *(90)	60 *(90)
Brockholes CE (VC) J & I School	VC	30	30			30	30	30	30	30	30
Bywell CE (VC) Junior School	VC	97	97		GB confirmed PAN of 97				97	97	97
Carlinghow Princess Royal JI&N School	Community	50	50	*School admitted over-PAN to 59 places		50	50	50	50	50	45 *(59)
Carlton J & I School	Community	KS1 30 KS2 33	KS1 30 KS2 33			30	30	33	33	33	33
Christ Church CE Academy	Academy	30	30	Information only. Own AA school.	GB agreed admission arrangements unchanged	30	30	30	30	30	30
Clough Head J & I School	Community	12	12			12	12	12	12	12	12
Cowlersley Primary School	Academy	50	50			50	50	50	50	50	50
Crossley Fields J & I School	Community	89	89			89	89	89	89	89	89
Crow Lane J I & N School	Community	30	30			30	30	30	30	33	33
Crowlees CE (VC) J & I School	VC	60	60			60	60	60	60	60	60
Cumberworth CE (A) First School	VA	20	20	Information only. Own AA school.	GB confirmed PAN of 20	20	20	20	20	20	

Primary School	Category	PUBLISHED ADMISSION NUMBER 2017-2018	PROPOSED ADMISSION NUMBER 2018-2019	Notes	Consultation response	Year 1 (17/18)	Year 2 (16/17)	Year 3 (15/16)	Year 4 (14/15)	Year 5 (13/14)	Year 6 (12/13)
Dalton School (J I & N) School	Community	70	70			70	70	70	70	70	70
Denby CE (A) First School	VA	10	10	Information only. Own AA school. *admitted over PAN	GB confirmed no change to PAN	10	10	10 *(15)	10 *(15)	10	
Denby Dale F & N School	Community	KS1 30 KS2 33	KS1 30 KS2 33		GB agreed PAN remain at 30	30	30	33	33	33	
Diamond Wood Community Academy	Academy	120	120	Information only. Own AA school		120	120				
Earlsheaton Infant School	Community	40	40			40	40				
East Bierley CE(VC) Primary School	VC	30	30			30	30	30	30	30	30
Eastborough J I & N School	Community	30	30		GB agreed PAN of 30	30	30	30	30	30	30
Emley First School	Community	25	25			25	25	25	25	25	
Farnley Tyas CE (VC) First School	VC	10	10		GB confirmed no change to PAN	10	10	10	8	8	
Field Lane J I & N School	Community	30	30			30	30	30	30	30	30
Fieldhead Primary Academy	Academy	30	30	Information only. Own AA school.		30	30	30	30	30	30
Fixby J & I School	Community	45	45			45	45	45	45	45	45
Flockton CE (VC) First School	VC	15	15			15	15	15	15	15	
Golcar J I & N School	Trust	60	60	Information only. Own AA school. *school admitted over-PAN to 90 places		60	60	60	60	60 *(90)	60
Gomersal Primary School	Community	60	60		GB confirmed PAN of 60	60	60	60	60	60	60
Gomersal St Mary's CE (VC) Primary School	VC	30	30		GB confirmed PAN of 30	30	30	30	30	30	30
Grange Moor Primary School	Community	15	15		GB confirmed PAN of 15	15	15	15	15	15	15
Hade Edge J & I School	Community	12	12	Increase in PAN does not fit in PAN/net cap range. Can be reviewed next year	GB would like to increase PAN from 12 to 14	12	12	12	12	12	12
Hanging Heaton CE (VC) J & I School	VC	20	20			20	20	20	20	20	20
Partshhead J & I School	Community	12	12	GB requested a published admission	GB would like the PAN to be 12	12	12	12	12	12	12

Primary School	Category	PUBLISHED ADMISSION NUMBER 2017-2018	PROPOSED ADMISSION NUMBER 2018-2019	Notes	Consultation response	Year 1 (17/18)	Year 2 (16/17)	Year 3 (15/16)	Year 4 (14/15)	Year 5 (13/14)	Year 6 (12/13)
				number of 12 in all year groups. This is a reduction from 13 to 12 in some year groups. Children already on roll at the school will be unaffected by this proposed reduction in PAN.							
Headfield CE (VC) Junior School	VC	150	150	*Admitted over-PAN	GB confirmed PAN of 150				150	150	150 *(180)
Headlands CE (VC) J I & N School	VC	60	60			60	60	60	60	55 (60)*	55 (60)*
Healey J I & N School	Community	55	55		GB noted PAN of 55	55	55	55	55	55	55
Heaton Avenue Primary	Academy	60	60	Information only. Own AA school *admitted over PAN	GB to reduce PAN back to 60	60	60 *(75)	60 *(75)	40 *(75)	40 *(60)	40 *(60)
Heckmondwike Primary School	Trust	60	60	Information only. Own AA school.		60	60	60	60	60	60
Helme CE (VA) J & I School	VA	20	20	Information only. Own AA school.	No change to admission arrangements	20	20	20	20	20	21
Hepworth J & I School	Community	16	16			16	16	16	16	16	16
High Bank J I & N School	Community	20	20			20	20	20	20	20	20
Highburton CE (VC) First School	VC	30	30		School want to keep PAN at 30	30	30	30	30	30	
Hightown J I & N School	Community	30	30		PAN was noted by GB	30	30	30	30	30	30
Hillside Primary School	Community	45	45			45	45	45	45	45	45
Hinchliffe Mill J & I School	Community	16	16			16	16	16	16	16	16
Holme J & I School	Community	5	5			5	5	5	5	5	5
Holmfirth J I & N School	Community	KS1 30 KS2 34	KS1 30 KS2 34		PAN was noted by GB	30	30	34	34	34	34
Holy Spirit Catholic Primary School	VA	30	30	Information only. Own AA school.		30	30	30	30	30	30
Honley CE (VC) I & N School	VC	66	66	Approved to become all	GB may seek interim arrangement for PAN in light	66	66				

Primary School	Category	PUBLISHED ADMISSION NUMBER 2017-2018	PROPOSED ADMISSION NUMBER 2018-2019	Notes	Consultation response	Year 1 (17/18)	Year 2 (16/17)	Year 3 (15/16)	Year 4 (14/15)	Year 5 (13/14)	Year 6 (12/13)
				through school with Honley CE (VC) Junior School	of possible amalgamation						
Honley CE (VC) Junior School	VC	68	68	Approved to become all through school with Honley CE (VC) I & N School	GB noted possible amalgamation may affect future PAN				68	68	68
Hopton Primary School	Community	45	45	No need for additional places but will review next year	GB request increase in PAN to 50	45	45	45	45	40	40
Howard Park Community School	Community	30	30		GB noted PAN of 30	30	30	30	30	30	30
Hyrstmount Junior School	Community	90	90		GB noted PAN of 90				90	90	90
Kaye's F & N School	Community	KS1 30 KS2 32	KS1 30 KS2 32	Proposed to become an Academy	GB noted split PAN for each key stage	30	30	32	32	32	32
Kirkburton CE (A) First School	VA	24	24	Information only. Own AA school.		24	24	24	24	24	
Kirkheaton Primary School	Community	60	60			60	60	60	60	60	60
Kirkroyds Infant School	Community	60	60			60	60				
Lepton CE (VC) J I & N School	VC	KS1 30 KS2 33	KS1 30 KS2 33		GB discussed current numbers on roll in school and nursery	30	30	33	33	33	33
Lindley CE Infant School	Academy	120	120	Information only. Own AA school.		120	120				
Lindley Junior School	Academy	120	120	Information only. Own AA school. *admitted over PAN					120	120 *(124)	120 *(124)
Linthwaite Ardron CE (A) J & I School	VA	30	30	Information only. Own AA school.		30	30	30	30	30	30
Linthwaite Clough J I & E Y School	Community	45	45	*school admitted over-PAN to 49	GB agreed PAN of 45	45	45	45	45	45	45 (49)*
Littleton J I & N School	Trust	25	25	Information only. Own AA school.		25	25	25	25	25	25
Lowerhouses CE(VC) J I & E Y School	VC	29	29		GB confirmed PAN of 29	29	29	29	29	29	29
Lydgate J & I School	Community	45	45		GB agreed PAN to remain at 45	45	45	45	45	45	45
Manorfield I & N School	Community	90	90		GB confirmed PAN of 90	90	90				
Marsden I & N School	Community	60	60		GB noted PAN of 60	60	60				
Marsden Junior School	Academy	60	60	Information only.						60	52

Primary School	Category	PUBLISHED ADMISSION NUMBER 2017-2018	PROPOSED ADMISSION NUMBER 2018-2019	Notes	Consultation response	Year 1 (17/18)	Year 2 (16/17)	Year 3 (15/16)	Year 4 (14/15)	Year 5 (13/14)	Year 6 (12/13)
				Own AA school *admitted over- PAN to 60					60		*(60)
Meltham CE (VC) Primary School	VC	60	60			60	60	60	60	60	60
Meltham Moor Primary School	Community	30	30		GB noted PAN of 30	30	30	30	30	30	30
Mill Lane J I & E Y School	Community	25	25		School requested increase in PAN to 27	25	25	25	25	25	25
Millbridge J I & N School	Academy	47	47	Information only. Own AA school *admitted over PAN	GB noted contents of consultation	47	47 *(50)	47	47	47	47
Moldgreen Community Primary School	Community	50	50		GB noted PAN of 50	50	50	50	50	50	50
Moorlands Primary School	Community	90	90		GB confirmed PAN of 90	90	90	90	90	90	90
Mount Pleasant Primary School	Community	90	90			90	90	90	90	90	90
Netherhall Learning Campus - Rawthorpe Junior School	Community	90	90						90	90	90
Netherhall Learning Campus - Rawthorpe St James CE(VC) I&N School	VC	90	90			90	90				
Netherthong Primary School	Community	KS1 30 KS2 32	KS1 30 KS2 32			30	30	32	32	32	32
Netherton I & N School	Community	60	60			60	60				
Newsome Junior School	Community	60	60						60	60	60
Nields J I & N School	Community	30	30		GB agree PAN should be 30	30	30	30	30	30	30
Norriothorpe J & I School	Community	60	60		GB discussed current numbers on roll	60	60	60	60	60	60
Oak CE(VC)Primary School	VC	120	120		GB noted no change to PAN	120	120	140	150	150	150
Old Bank J I & N School	Community	25	25		GB agreed to PAN of 25	25	25	25	25	25	25
Orchard Primary Academy School	Academy	52	52	Information only. Own AA school		52	52	52	52	52	52
Our Lady Of Lourdes Catholic Primary School	VA	30	30	Information only. Own AA school.		30	30	30	30	30	30
Overthorpe C of E Academy	Academy	42	42	Information only. Own AA school.		42	42	42	42	42	42
Paddock J I & N School	Community	50	50	*School admitted over PAN to 60 places		50	50	50	50	50 (60*)	50
Park Road J I & N School	Community	30	30		GB agree PAN of 30	30	30	30	30	30	30
Pentland I & N School	Community	49	49		GB confirmed PAN of 49	49	49				
Purlwell I & N School	Community	90	90		GB noted PAN	90	90				
Pavensthorpe CE(VC) Junior School	VC	108	108	Increase in PAN to support the families whose	GB discussed current numbers on roll at the linked infant school. The school				108	108	108

Primary School	Category	PUBLISHED ADMISSION NUMBER 2017-2018	PROPOSED ADMISSION NUMBER 2018-2019	Notes	Consultation response	Year 1 (17/18)	Year 2 (16/17)	Year 3 (15/16)	Year 4 (14/15)	Year 5 (13/14)	Year 6 (12/13)
				children attend the linked infant school Diamond Wood Community Academy	wants to support the community and so will work with the LA to look at existing building capacity to look at providing places for local children.						
Reinwood Community Junior School	Community	90 (120)*	120		GB noted PAN across whole school				90 *(120)	90 *(120)	90
Reinwood I & N School	Community	90	90		GB noted PAN	90	90				
Roberttown CE (VC) J & I School	VC	34	34			34	34	34	34	34	34
Rowley Lane J I & N School	Community	KS1 60 KS2 66	KS1 60 KS2 66			60	60	66	66	66	66
Royds Hall – Beech Avenue Campus primary provision	Trust	30	30	Information only. Own AA school		30	30	30	30	30	30
Royds Hall – Luck Lane Campus primary provision	Trust	60	60	Information only. Own AA school		60	60	30 *(60)	30 *(60)		
Savile Town CE (C) I & N School	VC	60	60		GB noted PAN	60	60				
Scapegoat Hill J & I School	Community	12	12		GB agreed PAN of 12	12	12	12	12	12	12
Scholes J & I School	Community	KS1 30 KS2 33	KS1 30 KS2 33		GB noted contents of consultation	30	30	33	33	33	33
Scholes Village Primary School	Community	30	30		GB noted PAN of 30 and discussion took place about number of in-area children applying for places and distance of last place allocated	30	30	30	30	30	30
Scissett CE (A) First School	VA	30	30	Information only. Own AA school. Proposed to become an Academy		30	30	32	32	32	
Shaw Cross I & N School	Community	60	60			60	60				
Shelley First School	Academy	34	34	Became an academy on 1/12/16	GB noted PAN	34	34	34	34	34	
Shepley First School	Community	30	30		GB confirmed PAN of 30	30	30	30	30	30	
Kelmanthorpe F & N School	Community	30	30	Proposed to become an Academy	GB noted PAN	30	30	30	30	30	

Primary School	Category	PUBLISHED ADMISSION NUMBER 2017-2018	PROPOSED ADMISSION NUMBER 2018-2019	Notes	Consultation response	Year 1 (17/18)	Year 2 (16/17)	Year 3 (15/16)	Year 4 (14/15)	Year 5 (13/14)	Year 6 (12/13)
Slaithwaite CE (VC) J & I School	VC	23	23			23	23	23	23	23	23
South Crosland CE (A) Junior School	VA	60	60	Information only. Own AA school.	GB agreed PAN of 60				60	60	60
Spring Grove J I & N School	Community	30	30			30	30	30	30	30	30
St Aidan's CE (VA) First School	VA	30	30	Information only. Own AA school. Proposed to become an Academy	GB agreed PAN of 30	30	30	30	30	30	
St John's CE (A) J & I School	VA	30	30	Information only. Own AA school.	GB noted PAN of 30	30	30	30	30	30	30
St John's CE (C) Infant School	VC	60	60	No change in Net Capacity	GB noted PAN of 60	60	60				
St Joseph's Catholic Primary School (Dewsbury)	VA	KS1 30 KS2 32	KS1 30 KS2 32	Information only. Own AA school.		30	30	32	32	32	32
St Joseph's Catholic Primary School (Huddersfield)	VA	45	45	Information only. Own AA school.		45	50	50	50	50	50
St Mary's Catholic Primary School	VA	45	45	Information only. Own AA school.		45	45	45	45	45	45
St Patrick's Catholic Primary School (Batley)	VA	35	35	Information only. Own AA school.		35	35	35	35	35	35
St Patrick's Catholic Primary School (Huddersfield)	VA	60	60	Information only. Own AA school.		60	60	60	60	60	60
St Paulinus Catholic Primary School	VA	60	60	Information only. Own AA school.		60	60	60	60	60	60
St Peter's CE (A) J I & N School	VA	30	30	Information only. Own AA school.		30	30	30	30	30	30
St Thomas CE(VC) Primary School	VC	60	60		GB noted PAN of 60	60	60	60	60	60	60
Staincliffe CE (VC) Junior School	VC	90	90		GB noted PAN and linked school criteria				90	90	90
The John Curwen Co-operative Primary Academy	Academy	60	60	Information only. Own AA school. *school admitted over-PAN to 60 places		60	60	45 *(60)	45 *(60)	45 *(60)	45 *(60)
Thornhill J & I School	Academy	60	60			60	60	60	60	60	60
Thornhill Lees CE(VC) I & N School	VC	90	90		GB agreed PAN of 90 and 100 place nursery	90	90				
Hurstonland Endowed (VC) First School	VC	12	12	*school admitted over-PAN to 12	GB confirmed no change to PAN	12	12	12	12	10 (12)*	

Primary School	Category	PUBLISHED ADMISSION NUMBER 2017-2018	PROPOSED ADMISSION NUMBER 2018-2019	Notes	Consultation response	Year 1 (17/18)	Year 2 (16/17)	Year 3 (15/16)	Year 4 (14/15)	Year 5 (13/14)	Year 6 (12/13)
				places							
Upperthong J & I School	Community	KS1 30 KS2 32	KS1 30 KS2 32		GB agreed PAN for both key stages	30	30	32	32	32	32
Warwick Road J I & N School	Community	48	48	Agreed to increase PAN		48	45	45	45	45	45
Wellhouse J & I School	Community	12	12			12	12	12	12	12	12
Westmoor Primary School	Community	KS1 45 KS2 90	KS1 45 KS2 90		GB noted PAN	45	45	90	90	90	90
Whitechapel Church of England Primary School	VC	60	60		GB discussed demand in area, and noted PAN	60	60	60	60	60	60
Wilberlee J & I School	Community	12	12	*School admitted over PAN to 16 places		12	12	11	11	11	11 (*16)
Windmill CE (VC) Primary school	Community	60	60		GB confirmed PAN of 60 in all year groups	60	60	60	60	60	60
Wooldale Junior School	Community	60	60						60	60	60

F. Consultation response

No formal responses to the consultation about the co-ordinated schemes have been received. As there are only minor changes from the schemes agreed in previous years it is reasonable to assume that there are no concerns about the proposed schemes.

The response to the proposed admission arrangements for community and controlled schools are shown in Appendix 1E.

Kirklees Council : Directorate for Children & Adults

2. Kirklees schemes for school admissions 2018/19

1. Introduction and purpose

- These schemes are intended to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2014.
- Kirklees LA will co-ordinate normal round admission arrangements with all of the admission authorities responsible for school admissions within Kirklees and with other neighbouring local authorities.
- Some community or voluntary controlled schools in Kirklees may become an own admission authority by converting to academy status or changing category to trust or voluntary aided status during the life of these arrangements. Any school that becomes an own admission authority during the period of these schemes assumes the responsibilities of an admission authority from the date of change of status / category.
- Please consult the websites of Kirklees and other admission authorities to obtain the most up to date information.

2. Schemes

- A. Kirklees co-ordinated schemes for normal (relevant) year of entry admissions for 2018/19 for rising 5 year olds, junior schools, middle schools and secondary schools: sections 5-20
- B. Kirklees scheme for in-year admissions 2018/19 sections 21-29

3. Appendices

- Appendix 1 shows the timetables for implementing these schemes.
- Appendix 2 explains the meanings of expressions (marked *) used in these schemes.

4. Kirklees admission authorities

In Kirklees the admission authorities* for schools at the time of publication on the website are listed below. This list will be updated before determination by the cabinet in February 2017.

Some Kirklees community or controlled schools may change category to academy or trust status before the 2018 admissions round. The relevant schemes in this document will apply to any school that becomes an own admission authority from the date of the change to own admission authority. Details will be updated on the Kirklees and school websites.

Kirklees Admission Authorities

(a) Kirklees local authority (LA*) is the admission authority for all Kirklees community and voluntary controlled schools.

(b) The academy trusts are the admission authorities for the academy schools

Primary

- Batley Grammar School (Free school)
- Beaumont Primary Academy
- Birdsedge First School
- Birstall Primary Academy
- Boothroyd Primary Academy
- Christ Church CE Academy
- Cowlersley Primary School
- Diamond Wood Community Academy
- Fieldhead Primary Academy
- Heaton Avenue Primary Academy
- Lindley Church of England Infant School
- Lindley Junior School
- Marsden Junior School
- Millbridge J I & N School
- Orchard Primary Academy
- Overthorpe C of E Academy
- Shelley First School
- The John Curwen Co-operative Primary Academy
- Thornhill J & I School

Middle

Kirkburton Middle School
Scissett Middle School

Secondary

- Batley Girls' High School - Visual Arts College
- Batley Grammar School (Free school)
- BBG Academy
- Castle Hall Academy: Specialising in Languages
- Colne Valley High School
- Heckmondwike Grammar School
- King James's School
- Manor Croft Academy
- Moor End Academy
- Shelley College
- Salendine Nook High School Academy
- St John Fisher Catholic Voluntary Academy
- The Mirfield Free Grammar and Sixth Form
- Thornhill Community Academy
- Upper Batley High School

(c) The governing bodies are the admission authorities for the Church of England voluntary aided (VA) schools

Primary

- All Hallow's CE (VA) I & N School
- Batley Parish CE (VA) Junior, Infant & Nursery School
- Cumberworth CE(VA) First School
- Denby CE(VA) First School
- Helme CE(VA) Junior & Infant School
- Kirkburton CE(VA) First School
- Linthwaite Ardrone CE(VA) Junior & Infant School
- St Aidan's CE(VA) First School
- St John's CE(VA) Junior & Infant School
- St Peter's CE(VA) Junior, Infant & Early Years School
- Scissett CE(VA) First School
- South Crosland CE (VA) Junior School

<p>(d) The governing bodies are the admission authorities for the foundation (F) and trust (T) schools</p> <p><u>Primary</u></p> <ul style="list-style-type: none"> • Golcar J I & N School (T) • Heckmondwike Primary School (T) • Littletown Junior Infant and Nursery School (T) • Royds Hall Community School (T) (Luck Lane and Beech Primary sites) <p><u>Secondary</u></p> <ul style="list-style-type: none"> • Honley High School (T) • North Huddersfield Trust School (T) • Royds Hall Community School (T) • Spen Valley High School (T) • Westborough High School (T) 	<p>(e) The governing bodies are the admission authorities for the Roman Catholic voluntary aided (VA) schools</p> <p><u>Primary</u></p> <ul style="list-style-type: none"> • Holy Spirit Catholic Primary School • Our Lady of Lourdes Catholic Primary School • St Joseph's Catholic Primary School, Dalton • St Joseph's Catholic Primary School, Dewsbury • St Mary's Catholic Primary School • St Patrick's Catholic Primary School, Birstall • St Patrick's Catholic Primary School, Huddersfield • St Paulinus Catholic Primary School <p><u>Secondary</u></p> <ul style="list-style-type: none"> • All Saints Catholic College, Specialist in Humanities
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³Terms marked * are explained in Appendix 2 on page 40.

A.Kirklees co-ordinated schemes for relevant year of entry admissions for 2018-19 for rising fives, junior schools, middle schools and secondary schools			
<p>5. The relevant year is the normal year of admission</p>	<p><u>Rising five year old admissions</u> Children should normally enter full-time education in the school year in which their fifth birthday occurs.</p> <ul style="list-style-type: none"> • Reception class is the relevant year 	<p><u>Junior and middle school admissions</u></p> <ul style="list-style-type: none"> • Year 3 is the relevant year for transfer from infant to junior School • Year 6 is the relevant year for transfer from first to middle school in the Shelley area 	<p><u>Secondary school admissions</u></p> <ul style="list-style-type: none"> • Transfers from junior, primary or middle school to secondary school • Year 7 is the relevant year except for <ul style="list-style-type: none"> ○ Shelley College - Year 9 ○ Kirklees Creative and Media Studio School at the Netherhall Learning Campus where it is Year 10
<p>Deferred entry in Reception- children do not have to be in full-time education until the start of the term following their fifth birthday and may defer their entry to school as follows:</p> <p style="text-align: center;">Date of birth between 1.9.13 and 31.12.13 - may defer entry until start of the Spring term i.e. January 2019</p> <p style="text-align: center;">Date of birth between 1.1.14 and 31.8.14 - may defer entry until start of the Summer term i.e. April 2019</p> <p>If a child has a date of birth between 1.4.14 and 31.8.14 and the parent does not wish them to begin school until September 2019 (their latest legal starting date) they will have to give up the allocated Reception place and re-apply for a place in Year 1. Details about summer born children admissions can be found under section 5k on page 13).</p>			

<p>6. The application</p>	<ul style="list-style-type: none"> • Parents apply online for their child’s school place via the Kirklees Parent Portal. This can be accessed via the Kirklees website. • The Kirklees Parent Portal should only be used by Kirklees residents. • Parent/carers can express up to three preferences, ranked in priority order, for the school at which it is preferred that the child should be educated. • Kirklees will not disclose a parent/carer’s order of preference. • The parent/carer may name state-funded schools in Kirklees or any other LA.
<p>7. Supplementary Information Form</p> <p>SIF*</p>	<ul style="list-style-type: none"> • Own admission authority schools (see sections 4b-4e) may require parent/carers to complete a Supplementary Information Form (SIF). • SIFs are only used to provide the extra information required by the school’s admission criteria which is not available on the Kirklees online application. • A SIF must be returned to the school. • A SIF is required as well as the Kirklees online application. • If the Kirklees online application has been completed, but not a SIF, the preference is still valid and must be considered. If it is not possible to consider the preference fully without the supplementary information, the applicant should be ranked lower than those applicants who met the criteria fully. • Where a SIF is required, the school should follow up any that have not been received.

<p>8. The application process</p>	<p><u>Rising five year old admissions</u></p> <ul style="list-style-type: none"> Parents/carers of children who attend a Kirklees early years setting will receive notification of when it is time to apply for their child's school place. Kirklees will also widely publicise this information. Parents/carers in Kirklees must complete an online application via the Kirklees Parent Portal to apply for their child's school place. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child's eligibility for a school place. Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded. <p>Schools are asked to:-</p> <ul style="list-style-type: none"> let parents/carers know about the online application process. support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline. advise parents of children living in other LA's to apply to their home LA for their school place. advise parents that no priority is given to children attending the school's nursery, where applicable, when allocating school places. 	<p><u>Junior and middle school admissions</u></p> <ul style="list-style-type: none"> At the start of year 2 in an infant school or year 5 in a Shelley pyramid first school Kirklees parents/carers need to apply for their child's school place via the Kirklees Parent Portal. Parents/carers will be sent details via their child's current school of when to complete the online application. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child's eligibility for a school place. Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded. <p>To support on time applications, the child's present school is asked to :-</p> <ul style="list-style-type: none"> let parents/carers know about the online application process and distribute correspondence from Admissions about the application process to pupils. support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline. advise parents of children living in other LA's to apply to their home LA for their school place. 	<p><u>Secondary school admissions</u></p> <ul style="list-style-type: none"> At the start of a year 6 in a primary / junior school or year 8 in a Shelley pyramid middle school parents/carers need to apply for their child's school place via the Kirklees Parent Portal. Parents/carers will be sent details via their child's current school of when to complete the online application. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child's eligibility for a school place. Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded. <p>To support on time applications, the child's present school is asked to:-</p> <ul style="list-style-type: none"> let parents/carers know about the online application process and distribute correspondence from Admissions about the application process to pupils. support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline. advise parents of children living in other LA's to apply to their home LA for their school place.
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<p>9. Procedure for preferences expressed for Kirklees schools</p>	<ul style="list-style-type: none"> • The procedure applies equally to preferences for Kirklees schools received from Kirklees residents and from residents of other LAs. • For a Kirklees community or voluntary controlled school Kirklees LA will determine each application by reference to Kirklees published admissions criteria, the order of priority in which that application for the school is ranked. • For an own admission authority school (see sections 4b-4e) Kirklees LA will send details of applications to the governing body/academy trust of the school. The governing body / academy trust will determine the order of priority in which that application is ranked and provide the Kirklees LA with a list which ranks all the applications for that school.
<p>10. Provision of information to other local authorities</p>	<ul style="list-style-type: none"> • Kirklees LA will supply another LA with details about a child in a Kirklees school, who is resident in the other LA, to provide the child with the appropriate common application form. • Parents/carers resident in Kirklees who wish to express a preference for a school in another LA must name the school as one of the preferences on a Kirklees online application. • Kirklees LA will supply another LA with details of any application made by a Kirklees parent/carer for a school maintained by that other LA. • Kirklees LA will advise another LA of the eligibility of any child resident in that other LA for a place in a Kirklees school.
<p>11. Procedures for a Kirklees academy, foundation, trust or VA school</p>	<p>This scheme requires the governing body/academy trust of a school in Kirklees which is an admissions authority to:</p> <ul style="list-style-type: none"> • Follow the Kirklees application procedure. • Ensure that all applications are made via the Kirklees Parent Portal. • Be responsible for the provision, completion by applicants and retention of any SIF which the governing body/academy trust finds necessary to apply its own admission criteria. (Kirklees LA will ensure that SIFs are available on its website or paper copies can be obtained from Kirklees Pupil Admissions. A prompt will also appear on the Kirklees Parent Portal when a parent names a school that requires a SIF as one of their preferences). • Determine by reference to the school's admission criteria the order of priority in which each and every application is ranked, after they have received information from Kirklees about all the applications for the year for their school. • Notify the Kirklees LA of their decision according to the timetable in Appendix 1 . • Ensure that a decision to grant or refuse a place at that school is only communicated to the parent/carer by the Kirklees LA, on behalf of the governing body/academy trust.
<p>12. Procedures for offers of places to parents / carers</p>	<ul style="list-style-type: none"> • Where a Kirklees child qualifies for a place at one or more schools, and following any necessary liaison with other LAs, Kirklees LA will determine and offer the one school which is ranked as the parent/carer's highest preference where the child qualifies. • Where a Kirklees child does not qualify for a place at any of the parent/carer's preferences a place will be offered at the school designated by Kirklees to serve the parent/carer's address or, if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line. • Kirklees LA will notify the governing body/academy trust of any school in sections 4b-4e (or other LA) of a Kirklees decision to offer or refuse a place at such a school.

<p>13. Offers of places to Kirklees parents / carers and appeals</p>	<p>National offer day for rising five year old admissions is <u>16 April 2018</u></p>	<p>National offer day for junior and middle school admissions is <u>16 April 2018</u></p>	<p>National offer day for secondary school admissions is <u>1 March 2018</u></p>
<p>14. Processing online applications for the normal entry admissions round</p>	<ul style="list-style-type: none"> • On the national offer day Kirklees LA will send notification by email to Kirklees parent/carers of any Kirklees decision to offer or refuse a place at any school in Kirklees or other authority for which the parent/carer has applied. Parents will also be able to log into the Parent Portal to check the result of their application. • Offers or refusals of places will only be made by the Kirklees LA, albeit on behalf of the governing body/academy trust of a academy, foundation, trust or voluntary aided school or other authority, as appropriate. • If the child does not qualify for any of the parent/carer's preferred schools and provided the child is resident in Kirklees, a place will be offered at the school designated by Kirklees to serve the parent/carer's address or, if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line. • The notification will also give reasons why the child is not being offered a place at a parent/carer's higher preference school (where appropriate) and include information about the statutory right of appeal, how to accept or refuse an offer and the availability of assistance with school transport. <ul style="list-style-type: none"> • The normal entry admission round for Kirklees children is defined as any determination of online applications for the relevant year made under this coordinated scheme before the national offer date (see section13). • The processing of online applications for the normal entry admissions round will be as follows:- <ul style="list-style-type: none"> ○ The initial allocation : To assess and allocate a place for all online applications which were received on time or deemed to be on time from parents/carers resident in Kirklees and other LAs. ○ The second allocation : To assess and allocate a place (as soon as possible after the first allocation) for all online applications which were received late from parents/carers resident in Kirklees and other LAs. ○ Waiting lists : After the offer day, unsatisfied higher preferences for a school are placed on that school's waiting list which is held by the admission authority for the school as listed in section 4. Preferences which cannot be satisfied which are received after the offer day are similarly placed on a school's waiting list. 		
<p>15. Late and revised applications</p>	<p><u>Rising five year old admissions</u></p> <ul style="list-style-type: none"> • Closing date for applications 15 January 2018 • Planned allocation date 16 March 2018 	<p><u>Junior / middle admissions</u></p> <ul style="list-style-type: none"> • Closing date for applications 15 January 2018 • Planned allocation date 16 March 2018 	<p><u>Secondary school admissions</u></p> <ul style="list-style-type: none"> • Closing date for applications 31 October 2017 • Planned allocation date 18 January 2018

	<ul style="list-style-type: none"> • Applications received after the closing date without significant and exceptional reasons will be treated as late. • Late applications will not be included in the initial process which will be confined to on-time applications. Late applications will be included in the second allocation process. • Where applications are received after the closing date, in Kirklees’ judgement for significant and exceptional reasons, for example a move into Kirklees, the Authority will endeavour to include the application in the initial allocation process. Proof of such special circumstances will be required. Proof of change of address will be accepted up to the latest reasonable date before the allocation date for school places (see 5d on page 12 for the deadlines). This exception to the closing date only applies to Kirklees schools, other Local Authorities may have their own conditions for accepting late applications. • After the closing date parents/carers will not be able to change their preferences (including a change to the order) unless there is a genuine reason for doing so, for example, a significant house move. Following the offer of places a parent/carer may request a place at a school which has not previously been considered. However, a parent/carer may not have more than three “live” preferences at any time.
<p>16. Waiting lists</p>	<ul style="list-style-type: none"> • Waiting lists for community and voluntary controlled schools are held by Kirklees LA from the offer day and close at the end of one term which is determined to be on the last school day in December. • Waiting lists for own admission authority schools (see sections 4b-4e) are held by the governing body/academy trust for a period of time determined by the admissions authority. • The names on the waiting lists for a school will be children: <ul style="list-style-type: none"> (a) whose parent/carer has expressed a preference for that school but who were offered a lower preference school or an alternative school. (b) (only at the parent/carer's written request) whose parent/carer has expressed a preference for that school but who were offered a higher preference school. • As vacancies occur, the allocation of places to children on a waiting list will be determined by the same admission authority as the initial allocation and according to that admission authority’s published admission criteria (treating on-time and late applications equally). • The offer of places from the waiting lists will only be made by the Kirklees LA. Where the offer is for a place at an academy, foundation, trust or voluntary aided school, it will be made on behalf of the governing body/academy trust of the academy, foundation, trust or voluntary aided school and following consultation with the school.
<p>17. Admissions outside normal admissions round</p>	<ul style="list-style-type: none"> • Admissions outside the normal admissions round means any admissions other than those determined under this scheme. • Applications received for any other age group, or the relevant age group made after the first school day, will be processed under the Kirklees scheme for in-year admissions. • Please see details in sections 21-29

<p>18. Appeals</p>	<p>A parent/carer who has been unsuccessful in obtaining a place at a school for which they have expressed a preference can appeal to an Independent Appeal Panel (except for a child who has been permanently excluded from two schools).</p> <ul style="list-style-type: none"> • For community and voluntary controlled schools parents/carers should contact Kirklees admissions team or look at the website for full information. • For voluntary aided schools, free schools, trust schools and academies parents/carers should contact the school to enquire about the appeal process • For schools outside Kirklees parents/carers should contact the other local authority to enquire about the appeal process.
<p>19. Changes to PAN by admission authorities</p>	<p>Governing bodies / academy trusts of Kirklees own admission authority schools must</p> <ul style="list-style-type: none"> • Notify the LA in writing of any intention to increase the school's PAN and publish the change on the school's website. • Following determination of the PAN, notify the LA if they intend to admit above PAN, in good time to allow the LA to deliver its coordination responsibilities effectively according to the timetable in Appendix 1.
<p>20. Schools with assessment *or testing as part of the admissions process</p>	<p>(a) Batley Grammar School - fair banding assessment for entry into Year 7</p> <ul style="list-style-type: none"> • All children applying to Year 7 at Batley Grammar School will take a fair banding assessment to ensure a comprehensive intake. • Applicants will be placed into one of four ability bands based on the score achieved in the GL Assessment Non Verbal Reasoning test, which will be taken by all applicants to Year 7 at Batley Grammar School. • Applicants will be placed in bands, such that, wherever possible, there are an equal number in each band. • Places will be allocated, as far as possible, such that, an equal number are given in each band and represent the proportion indicated in each of the identified postal code areas below. • Banding will enable Batley Grammar School to achieve an intake representative of the ability range of applicants to the school. • Children who have not taken the banding test (apart from children in care, or adopted children who have been in care, who must always be given priority) will be considered after children who sat the banding test. They will be prioritised on the basis of the oversubscription criteria. All applicants will be offered fair access to the test and will be reminded of the date, times and location available to sit the test. • To ensure that we are meeting the needs of parents in the Batley and Birstall area children will be accepted from an area which will be split into a defined inner catchment area (WF17 0--; WF17 8-- and WF17 9--; a further 45% of places will be allocated to WF17 5--, WF17 6--, and WF17 7--, whilst the remaining 10% of places will be allocated to pupils from the other postal code areas of WF12 7; WF16 9; LS27 0, BD11 1 and BD19 4. Oversubscription criteria will be applied to the bands in each of these groups. • In order to be eligible for a place parents must make the school one of their three preferences on their local authority application. In addition to the application to their home local authority, parents are required to complete the school supplementary information form and return this to Batley Grammar School. There is a strict deadline of 4.00pm on Tuesday 31 October 2017 for return of the School Registration/Supplementary Information Form to be returned to Batley Grammar School. A copy of the school registration form is in the school prospectus, available on the school and the local authority's websites or can be obtained from the school

	<p>admissions office.</p> <ul style="list-style-type: none"> Forms received by the deadline will be considered first. <p>(b) Heckmondwike Grammar School - ability testing</p> <ul style="list-style-type: none"> Heckmondwike Grammar School is a selective school and admission is based on the results of an entrance test. Eleven year olds take the entrance test on a Saturday early in the Autumn term preceding the September of entry. Papers test a range of reasoning skills in a variety of contexts and they are designed to be predictors of likely future performance. The results from each paper will be standardised, age weighted and combined into a total standardised age score. The school will publish outline information about the number, length and format of the tests in the summer term preceding the test date. The outcome of the tests is communicated to parents in mid-October, prior to the deadline for submission of the application for a high school place to the local authority. Any information sent to the parents/carers of children who are successful in the testing must make clear that if more children pass the test than there are places in the grammar school, that passing the test does not constitute the offer of a place and that the parent/carer must wait until the offer day on 1 March 2018 to be notified by their home LA at which school they are to be offered a place.
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B. Kirklees scheme for in-year admissions 2018-19 : sections 21-29	
<p>This scheme is written to reflect that Kirklees intends to move towards a digital by design process which means a move away from paper applications. This will be a change in the administrative process which means all applications are expected to be online by September 2017. This will support Kirklees being able to adapt to the potential requirement for in-year co-ordination.</p>	
<p>21. In-year applications</p>	<p>In-year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.</p>
<p>22. The Kirklees In-year Common Application Form (ICAF)</p>	<p>All applications for an in-year admission to a Kirklees school must be made on the Kirklees In-year Common Application Form (ICAF). This includes applications from parents/carers resident outside Kirklees. The intention is to replace the paper ICAF with an online application by September 2017.</p>
<p>23. Supplementary Information Form SIF</p>	<ul style="list-style-type: none"> Own admission authority schools (see sections 4b-4e) may require parent/carers to complete a Supplementary Information Form (SIF). SIFs are only used to provide the extra information required by the school's admission criteria which is not available on the ICAF. A SIF must be returned to the school. A SIF is required as well as an ICAF. If an ICAF has been completed, but not a SIF, the preference is still valid and must be considered. If it is not possible to consider the preference fully without the supplementary information, the applicant should be ranked lower than those applicants who meet the criteria fully. Where a SIF is required, the school should follow up any that have not been received.

<p>24. Assessment of a parent/carer's preference for Kirklees community and voluntary controlled schools</p>	<p>The following applies equally to preferences for Kirklees schools made on the Kirklees ICAF received from Kirklees residents and residents from other LAs.</p> <p>This scheme requires the Kirklees community or voluntary controlled school to:</p> <ul style="list-style-type: none"> • Contact Kirklees admissions regularly to confirm the availability of places at the school. • Kirklees admissions will <ul style="list-style-type: none"> ○ confirm whether the school has vacancies in the year group required ○ confirm by reference to the Kirklees admission criteria the order of priority in which a parent/carer's preference is ranked in relation to other applications for that school. ○ where there are more applications than places available, determine by reference to the Kirklees LA published admission criteria the order of priority in which all applications are ranked. • The offer or refusal of a place is only communicated to the parent/carer by Kirklees LA as the Admission Authority.
<p>25. Kirklees schools where the governing body / academy trust is the admission authority</p>	<p>This scheme requires the LA to make available the details of the application received on the ICAF within 2 school days of the parent submitting the application.</p> <p>This scheme requires the governing body/academy trust to:</p> <ul style="list-style-type: none"> • Check the School Admissions Module daily for new applications. • Be responsible for the provision, completion by applicants and retention of any SIF which the governing body/academy trust finds necessary to apply its own admission criteria. The Kirklees admissions team will ensure that SIFs are available on its website or paper copies can be obtained from Kirklees Pupil Admissions. • Communicate the availability of places to the Kirklees admissions team when requested. • Where there are more applications than places available, determine by reference to the school's published admission criteria the order of priority in which all applications are ranked. • Communicate the offer or refusal of a place to the parent/carer (or the parent/carer's home LA) and notify the Kirklees admissions team of the decision according to the timetable which is detailed in section 26 below.
<p>26. Offers of places to Kirklees parents / carers and appeals</p>	<p>The relevant admissions authority (as noted in section 4) will send out to a parent/carer within 20 school days of their application being received at a school a decision to offer or refuse a place at the school. A copy of the decision should be sent to the Kirklees admissions team.</p> <p>The offer will specify a start date as agreed with the school. This should normally be the first day of the next school term where no significant house move has taken place. Where a child has moved into Kirklees and is without a school place, or has moved a significant distance within Kirklees, the offer should specify a start date no later than 10 school days from the date of the offer.</p> <p>The refusal must give reasons why the child is not being offered a place at a parent/carer's preferred school (where appropriate) and include information about :-</p> <ul style="list-style-type: none"> • the statutory right of appeal, • how to accept or refuse an offer • the availability of assistance with school transport.

<p>27. Waiting lists at academy, foundation, trust and voluntary aided schools</p>	<p>Where a parent/carer has been refused a place for their child at a preferred academy, foundation, trust or voluntary aided school, the child's name will be placed on a waiting list for that school according to the admissions policy of that school.</p>
<p>28. Waiting lists for Kirklees community and voluntary controlled schools</p>	<p>Kirklees LA will keep a waiting list for each Kirklees community and voluntary controlled school as follows:</p> <ul style="list-style-type: none"> • Where a parent/carer has been refused a place for their child at a preferred community or voluntary controlled school, the child's name will be placed on a waiting list for that school. • The waiting list will be kept for the remainder of the term for which they have applied for a place. • The names on the waiting lists for the school will also include children from normal round admissions: <ul style="list-style-type: none"> ○ whose parent/carer had expressed a preference for that school but who were offered a lower preference school or an alternative school. ○ (only at the parent/carer's written request) whose parent/carer had expressed a preference for that school but who were offered a higher preference school. <p>The child's name will remain on the waiting list for the remainder of the term for which they have applied for a place. As vacancies occur, the allocation of places to children on a waiting list will be determined by Kirklees LA according to the published admission criteria (taking no account of the length of time children have been on a waiting list).</p> <p>The offer of places from the waiting lists will only be made by the Kirklees LA and will be for an immediate start.</p>
<p>29. Availability of places</p>	<p>If a parent/carer is requesting a change of school because of a house move, or if a child has not been offered a place in a timely fashion, Kirklees LA will offer a place at the school designated by Kirklees to serve the parent/carer's new address, or if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line (see appendix 2).</p> <p>In some circumstances Kirklees LA may decide to allocate a place immediately at the nearest appropriate Kirklees School where a place is available, following an individual assessment of an application.</p>

Appendix 1 : Timetable for Kirklees coordinated normal round admissions

Process	Rising 5 year old admissions	Junior and Middle school admissions	Secondary school admissions
The online application process opens via the Kirklees Parent Portal	Week starting Friday 1 September 2017	week starting Friday 1 September 2017	week starting Friday 1 September 2017
	↓	↓	↓
			Heckmondwike Grammar School Test on 16 September 2017 Batley Grammar School • SIF deadline 4pm on Tuesday 31 October 2017
	↓	↓	↓
Closing date for online applications and SIFs	Monday 15 January 2018	Monday 15 January 2018	Tuesday 31 October 2017
	↓	↓	↓
Kirklees LA sends information about applications for schools in other LAs to those LAs	Friday 9 February 2018	Friday 9 February 2018	Monday 20 November 2017
	↓	↓	↓
Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools	Friday 23 February 2018	Friday 23 February 2018	Friday 8 December 2017
	↓	↓	↓
Kirklees academy, foundation, trust and VA schools <ul style="list-style-type: none"> send lists of pupils qualifying, and not qualifying, for places to Kirklees LA notify Kirklees LA of any intention to admit above PAN, and specify the PAN 	Friday 2 March 2018	Friday 2 March 2018	Friday 22 December 2017
	↓	↓	↓
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs	Friday 16 March 2018	Friday 16 March 2018	Thursday 18 January 2018
	↓	↓	↓
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities	Wednesday 21 March 2018	Wednesday 21 March 2018	Monday 29 January 2018
	↓	↓	↓
Kirklees and other LAs exchange information on confirmation of offers to be made	Monday 26 March 2018	Monday 26 March 2018	Thursday 8 February 2018
	↓	↓	↓
Statutory National Offer Day	Monday 16 April 2018	Monday 16 April 2018	Thursday 1 March 2018
	↓	↓	↓
	Appeals	Appeals	Appeals

Appendix 2 : The meaning of words and expressions used in this scheme

Term	Definition
Admissions authority	The body which decides admissions to a school and which makes arrangements for its admission appeals.
ICAF	Kirklees common application form for IN-YEAR transfer to a school. It is intended that the paper ICAF will be replaced by an online application from September 2017.
In-year admission	In-year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.
Distance	Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.
Kirklees	Kirklees Council or, as the context requires, its administrative area.
LA	The local authority. In Kirklees, Kirklees Council is the local authority.
Normal (relevant) admissions round	Admissions for the relevant year arising from offers made under these schemes.
Normal (relevant) year	The first age group in a school. <ul style="list-style-type: none"> ▪ Reception class at infant, first and primary schools ▪ Year 3 at junior schools ▪ Year 6 at the two middle schools in the Shelley Pyramid ▪ Year 7 at most Kirklees secondary schools ▪ Year 9 at Shelley College ▪ Year 10 at Kirklees Creative and Media Studio School, Netherhall Learning Campus.
Testing / Assessment	Batley Grammar School and Heckmondwike Grammar School are the only schools in Kirklees where determination of academic ability by testing is part of the admission procedure. <ul style="list-style-type: none"> ▪ The deadline for the Registration/Supplementary Information Form for year 7 applications to Batley Grammar School should be returned by 4.00pm on Tuesday 31 October 2017. The assessment for Batley Grammar School will take place after the 31 October 2016. The deadline for the Registration/Supplementary Information Form for primary places is 4.00pm on 15th January 2018. ▪ The examinations for Heckmondwike Grammar School are to be held on 16 September 2017.
SIF	Supplementary Information form
Trust school	A trust school is a foundation school with a charitable foundation

Pupil Admissions	Second Floor, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY Tel 01484 225007 E-mail: pupiladmissions@kirklees.gov.uk
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Disclaimer

- The information in this document is believed to be correct at the time of publication.
- Please contact Kirklees Admissions or consult the Kirklees Council website for the most up to date information.
- Please consult the websites of other Admission Authorities to obtain the most up to date information.



Name of meeting: Cabinet
Dates: 7 February 2017

Title of report: **Compactor Relocation at Huddersfield Open Market**

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	no
Is it in the Council’s Forward Plan?	no
Is it eligible for “call in” by Scrutiny?	yes
Date signed off by <u>Director</u> & name:	Jacqui Gedman – 27/01/17
Is it signed off by the Assistant Director - Financial Management, Risk, IT & Performance?	Debbie Hogg – 27/01/17
Is it signed off by the Assistant Director – Legal, Governance & Monitoring?	Julie Muscroft – 26/01/17
Cabinet member portfolio	Cllr McBride - Economy, Skills, Transportation and Planning

Electoral wards affected: All
Ward councillors consulted: No

Public or Private: Public

1. Purpose of report

The report seeks approval for spend from the Economic Delivery Capital Budget for the current 2016/2017 financial year. The project is to relocate and improve the compactor facilities at Huddersfield Open Market. The total cost of the work is estimated to be £97,000 excluding purchase of a new compactor.

1.1. Key Points

- The compactor is used at Huddersfield Open Market to dispose of the waste generated by traders. Currently there is a single compactor located at the bottom of Brook Street (see plans attached at Appendix A). Having only a single compactor means that there is no separation of waste therefore we are currently not recycling waste at this site. A larger purpose built compactor enclosure, would allow the addition of a further compactor to deal exclusively with cardboard waste. This waste can then be recycled allowing us to reduce the cost of disposal by approximately £15K per year.

- The location of the existing compactor is approx. 100m away from the Market site and has to be accessed via Brook Street. Kirklees staff currently undertake this work, using large metal barrows to transport waste off the market site to the existing compactor via the public highway. This is a potentially hazardous task during inclement weather and throughout the winter months, when it is often required to be done in darkness.
- The intention is to build the new compactor enclosure adjacent to the market hall with access directly from the market site. The close proximity of proposed site would greatly improve staff safety as they would not need to cross the public highway and provide additional efficiencies in terms of staff time.
- As of January 1st 2017, traders are removing their own waste to a bin store located close to the market. This is to realise additional efficiency savings relating to staff resources. These efficiency savings will free up existing Markets staff time and enable them to carry out evening sweeping of the market site, making a saving of approximately £34k pa. The intention is to incorporate the bin store within the footprint of this scheme.

1.2. Options

The following two options have been explored as per plans at Appendix A, both options subject to planning permission which is currently being sought

- (i) **Non-covered Option** - approximate cost including contingency £97k
In both options the purchase of the compactor is provided as part of the waste contract and is encompassed in the revenue cost stream, not the capital.
- Site preparation, site set up, cabins, excavation, foundations, drainage and electrical connections, slab.
 - New cavity walls with stone outer, steel frame, with cladding
 - Gates and internal fencing/ barriers
 - Electrical cupboard with doors, internal and external lighting
- (ii) **Covered Option** – approximate cost including contingency £141.5k
This would include: (purchase of compactor not included)
- Site preparation, site set up, cabins, excavation, foundations, drainage and electrical connections, slab.
 - New cavity walls with stone outer, steel frame, with cladding
 - Gates and internal fencing/ barriers
 - Electrical cupboard with doors, internal and external lighting
 - Metal Profile Roof sheets, gutters and down pipes.

The preferred option is Number 1 - the Non-covered Option. However the foundations and steel frame have been future proofed to allow a roof to be added in the future.

2. Implications for the Council

2.1 Operational Implications

- Removal of the current operational risks.
- We will reduce the environmental impact of our current waste disposal system.
- The Council is moving towards recycling arrangements equal with market industry standards.

2.2 Financial Implications

- The current cost estimate for the project is £97,000 which will attract annual revenue costs of £6.5k (based on an estimated prudential borrowing rate of 6.7%)
- The works will create a saving in waste costs of c.£15k per annum by facilitating the recycling of significant amounts of packaging which currently goes to landfill/incineration.
- The project will allow the service to realise efficiency savings of £34k in relation to staff, by traders transporting waste to the recycling area allowing staff to fulfil sweeping duties which are currently paid to cleansing services at overtime rates.
- Hence the anticipated net savings available from the project are circa £42.5k per annum.

3. Consultees and their opinions

Market Traders have been made aware of the project as part of the overall changes to working and operating practices. Some minor concerns about traders having to move their own waste were made but no formal objections have been raised and the re-siting of the compactor was not objected to.

4. Next steps

Should Cabinet endorse the Capital spend the works will be commissioned through the Capital Delivery team in accordance with the Council's Contract Procedure Rules.

5. Officer recommendations and reasons

In order to increase the efficiency of the markets operation and increase its recycling capacity market traders are being asked to transfer their own waste to a new recycling and compactor area. This will free markets staff up to undertake general cleaning duties and thereby reduce reliance on contract cleaning. In order to make the movement of waste more safe and efficient it is proposed to move the compactor from the south of Brook Street to adjacent the open market. This project will create significant ongoing waste savings and reduce cleaning costs. **Page 87**

approved it is anticipated the project will be carried out in spring 2017 in order to maximise saving for the financial year 2017/18.

Members are requested to approve capital expenditure of £97k from the Economic Delivery Capital budget to fund the proposed compactor relocation.

7. Portfolio holder recommendation

Cllr McBride has been consulted and is in agreement with the officer recommendation to approve Capital spend and implement these works to realise the significant financial savings involved.

8. Contact officers and relevant papers

Chris Cotton
Markets Manager
Tel: 01484 221000
Email: chris.cotton@kirklees.gov.uk

9. Assistant Director responsible

Paul Kemp
Assistant Director – Place
Tel: 01484 221000
Email: paul.kemp@kirklees.gov.uk



Name of meeting: Cabinet
Date: 7th February 2017

Title of report: Commissioned Enforcement Partnership

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes
Is it in the Council's Forward Plan ?	Yes
Is it eligible for "call in" by Scrutiny ?	Yes
Date signed off by <u>Director</u> & name	Jacqui Gedman - 09.01.17
Is it signed off by the Assistant Director Resources - Financial Management, Risk, IT and Performance?	Debbie Hogg - 05.01.17
Is it signed off by the Assistant Director - Legal, Governance & Monitoring?	Julie Muscroft - 09.01.17
Cabinet member portfolio	Cllr Naheed Mather - Place Housing & Enforcement Management

Electoral [wards](#) affected: ALL
Ward councillors consulted: N/A

Public or private: **Public**

1. Purpose of report

1.1 This report is requesting permission to commission a 12 month trial of joint working with a private enforcement company for the issuing and management of Fixed Penalty Notices (FPN) in relation to litter, dog and related environmental offences.

2. Key points

2.1 Background

2.1.1 The Council has a responsibility to ensure that the district is kept clean, with one strand of this tackling littering, dog fouling and associated environmental offences, which are covered within criminal legislation.

- 2.1.2 The Council has a reducing enforcement presence, with an establishment number of 13 specific dog warden/waste enforcement officers presently reduced to 6 as a result of the proposed service changes. These changes are expected to be in the order of 12 months away.
- 2.1.3 One part of the duties of the team was patrolling and issuing FPN's for littering and dog related offences such as dog fouling and dogs off leads. However capacity to do this has significantly been impacted by the reduction in staff, to the extent that this activity is no longer possible.
- 2.1.4 The patrolling and issue of FPN's was part of a wider strategy to tackle littering and dog fouling in the district running in parallel with education and physical support such as provision of bins at points of assessed need, dog bag dispensers, and signage.
- 2.1.5 The vast majority of tickets were issued by members of the Street Scene Action Team with partners issuing a small number, so the cessation of this activity due to resources has had a significant impact on this area of work.
- 2.1.6 There is the opportunity to commission on a trial basis a company who supply a service to local authorities patrolling and issuing fixed penalties for littering and similar offences, (see appendix one for offences and penalties) they then manage the case file until the fine is either paid or the matter is ready for prosecution
- 2.1.7 This service would include the supply of staff – both street based patrols, management and back office support who will provide support to manage other fixed penalties that are issued by enforcement officers for offences that the external provider do not cover.
- 2.1.8 The enforcement team are currently being trained and authorised to present at magistrates court, simple non contested cases to enable the anticipated increased workload to be dealt with as economically as possible and to minimise the requirement for additional resources in legal services. Even if the decision is not to go forward with a commissioned external provider following the trial, this approach will still be of benefit and achieve efficiency savings.
- 2.1.9 There are two significant changes to the protocols on discharging these offences by means of a fixed penalty under this suggested commissioned approach; the early repayment discount would be removed as would the restorative justice option to attend a good citizen course.
- 2.1.10 The Equality Impact Assessment is attached (appendix 2) which shows that the impact of this does not specifically impact on any identified group, and the intended greater rate of offenders caught has a positive impact on certain groups, for example reduction in dog fouling has a positive impact on wheelchair users.
- 2.1.11 Any income generated would be proposed to be used to carry out environmental deference and enforcement activity.

2.2 Recommendations

- 2.2.1 To give permission to undertake a 12 month trial of a suitable service provider, to see if this has a positive impact on the actual and perceptual issues around littering and dog fouling and related issues, and then undertake a wider procurement exercise to gain a commissioned partner going forward to manage these offences if the impact is seen to be beneficial.

3. Implications for the Council

- 3.1 Financial - There is a saving of support capacity that is being given by the commissioned firm within the overall package to support other enforcement activity. The contract will be cost positive and any surplus will be used to support activities.
- 3.2 Resource - There is some resource implication for the procurement exercise, but after that this scheme is resource positive with the embedded staff releasing business support capacity from FPN management.
- 3.3.1 Legal and reputational risk – This has been put in place in a number of other authorities as a response to reduced internal capacity, and as such is now a tested method of this enforcement delivery. The legal implications of case mismanagement or challenge are reduced with body cams worn by staff, and the experience of people whose central role is the issue and management of Fixed Penalty Notices for a focused number of offences.
- 3.3.2 There is the further impact of the withdrawal of the early repayment option and the opportunity to access the restorative justice route via the good citizen's course, which for these offences would be withdrawn to meet the business model of a service supplier.

4. Consultees and their opinions

- 4.1 The Unions have been informed of the proposals which are to supplement the existing enforcement work undertaken by the council as regards location based ASB, and is not replacing existing service provision.

5. Next steps

- 5.1 Undertake the procurement exercise with the exemptions granted as a trial to see if the approach can be successful within Kirklees to reduce the actual and perceptual issues around litter and dog related offences

6. Officer recommendations and reasons

- 6.1 That Cabinet approve the recommendations to go forward with a commissioned enforcement service supporting the other in house environmental enforcement work and to authorise the AD Place and the AD Legal Governance and Monitoring to make consequential changes to the FPN protocol.

7. Cabinet portfolio holder recommendation

- 7.1 Councillor Naheed Mather, the portfolio holder for Housing and Enforcement Management supports the officer recommendations and would ask, that Cabinet approve the recommendations to go forward with a commissioned enforcement service, supporting the other in house environmental enforcement work and to authorise the AD Place and the AD Legal Governance and Monitoring to make consequential changes to the FPN protocol.

8. Contact officer and relevant papers

Officers:

Rob Dalby - Parks and Greenspaces Manager - Streetscene and Housing,
Tel: 01484 221000
Email rob.dalby@kirklees.gov.uk

<https://www.gov.uk/guidance/litter-and-refuse-council-responsibilities-to-keep-land-clear>

9. Assistant director responsible

Joanne Bartholomew - Assistant Director Place
Tel 01484 221000
Email joanne.bartholomew@kirklees.gov.uk

Offence / Issue	Legislation	Fixed Penalty levels	First response	follow up	Escalation
Littering (age 18 and over)	s. 87 Environmental Protection Act (1990)	FPN £75	Details taken by authorised officer at time of offence & send FPN	N/A	Prosecution £2500
Commercial sale of multiple vehicles on the highway	s.3 Clean Neighbourhoods and Environment Act (2005)	FPN £ 75	First offence issue warning letter	Issue FPN on second and subsequent offences	Prosecution £ 2500
Repair of Motor Vehicles on the highway for gain	s.4 Clean Neighbourhoods and Environment Act (2005)	FPN £ 75	First offence issue warning letter	Issue FPN on second and subsequent offences	Prosecution £ 2500
Proposed Public Space Protection Order: Drinking alcohol in public (designated areas only)	s. 59 Anti-social Behaviour, Crime and Policing Act (2014)	FPN £75	Authorised officer asks person to stop drinking and may require surrender of alcohol.	Details taken by authorised officer at time of offence & send FPN	Prosecution £500
Proposed Public Space Protection Order: public urination or defecation (designated areas only)	s. 59 Anti-social Behaviour, Crime and Policing Act (2014)	FPN £75	Details taken by authorised officer at time of offence & send FPN		Prosecution £1000
Distributing printed material within the designated control area (Inside Huddersfield ring road + springwood Car park) or having large accumulations of flyers left on street	s.94b Environmental Protection Act (1990)	FPN £ 75	Check if distribution is authorised / is business promoting if not follow code	N/A	Prosecution £ 2500
fly posting on highways street furniture	s.132 Highways Act (1980)	£100	Issue one FPN for all adverts on first offence and make clear all subsequent offences will be dealt with as per follow up	issue FPN for every illegal advert on second offence	Prosecution £ 2500
Proposed Public Space Protection Order: Dog Fouling/Not having means to pick up/Dog in exclusion zone/Dog not on lead	s. 59 Anti-social Behaviour, Crime and Policing Act (2014)	FPN £75	Issue of FPN	N/A	Prosecution £1000

A guide to equality Impact Assessments (EIAs)

What are Equality Impact Assessments (EIAs)?

- EIAs are a **tool to help you analyse and make more considered decisions** about changes to service delivery, policy and practice. An EIA will help you to identify how specific communities of interest may be affected by decisions and to consider any potential
- EIAs can also help to improve or promote equality by encouraging you to **identify ways to remove barriers and improve participation** for people with a protected

Why do we need to do Equality Impact Assessments (EIAs)?

- Although not a mandatory requirement, EIAs provide important **evidence** of how we have considered the implications of service and policy changes and demonstrate how we
- The three main elements of the **Public Sector Equality Duty** are:
 - ✓ Eliminating discrimination
 - ✓ Promoting equality of opportunity
 - ✓ Fostering good relations
- In fulfilling our Public Sector Equality Duty we must ensure that we demonstrate that we have followed a number of key **principles** (based on previous case law):
 - ✓ Knowledge
 - ✓ Timeliness
 - ✓ Real consideration
 - ✓ Sufficient information
 - ✓ No delegation
 - ✓ Review
 - ✓ Proper record keeping
- We need to provide evidence that we have given **due regard to any potential discriminatory impact on people with protected characteristics** in shaping policy, in
- We must always consider whether a service change, decision or policy could have a discriminatory impact on people with protected characteristics, not just any impact that is the
- The EIA tool allows us to **capture, demonstrate and publish our rationale** of how we have considered our communities and legal responsibilities under the Public Sector
- **But above all, EIAs are about understanding and meeting the needs of local people and supporting us to deliver our vision for Kirklees.**

When do we need to do Equality Impact Assessments (EIAs)?

- Whenever you plan to **change, introduce or remove** a service, activity or policy.
- At the **VERY BEGINNING** of any process of:
 - ✓ Budget setting
 - ✓ Service review (including changes to employment practice)
 - ✓ Planning new projects and work programmes
 - ✓ Policy development and review
 - ✓ Procurement or commissioning activity

Who should do it?

- Overall responsibility for EIAs lies at a **service** level. A lead officer should be appointed from the service area that is making a proposal and all decisions should be

- Those directly affected (partners, stakeholders, voluntary groups, communities, equality groups etc) should be engaged with as part of the process.

How should we do it?

- Our EIA process has two stages:
Stage 1 - initial screening assessment
Stage 2 - further assessment and evidence

EIA STAGE 1 – SCREENING TOOL (initial assessment)

The purpose of this screening tool is to help you consider the potential impact of your proposal at an early stage.

Please give details of your service/lead officer then complete sections 1-3:

- 1) What is your proposal?
- 2) What level of impact do you think your proposal will have?
- 3) How are you using advice and evidence/intelligence to help you?

You will then receive your stage 1 assessment score and advice on what to do what next.

Directorate:	Senior Officer responsible for policy/service:
Place	Will Acornley
Service:	Lead Officer responsible for EIA:
Environment and Greenspace	Rob Dalby
Specific Service Area/Policy:	Date of EIA (Stage 1):
Environmental enforcement	16-Nov-16

Go back

Move to next
section

1) WHAT IS YOUR PROPOSAL?	Please select YES or NO
To introduce a service, activity or policy (i.e. start doing something)	NO
To remove a service, activity or policy (i.e. stop doing something)	NO
To reduce a service or activity (i.e. do less of something)	NO
To increase a service or activity (i.e. do more of something)	NO
To change a service, activity or policy (i.e. redesign it)	YES
To start charging for (or increase the charge for) a service or activity (i.e. ask people to pay for or to pay more for something)	NO
Please briefly outline your proposal and the overall aims/purpose of making this change:	
<p>To introduce a commissioned service with a third party company to issue and manage fixed penalties for, littering and dog related offences, with the removal of early repayment discounts for these offences and the opportunity to abate the offence by attendance on a good citizens course.</p>	

Go back

Move to next section

2) WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...		Level of Impact
		Please select from drop down
Kirklees employees within this service/directorate? (overall)		Neutral
Kirklees residents living in a specific ward/local area?		Neutral
Please tell us which area/ward will be affected:		all
Residents across Kirklees? (i.e. most/all local people)		Neutral
Existing service users ?		Neutral
Each of the following protected characteristic groups ?		Please select from drop down
<i>(Think about how your proposal might affect, either positively or negatively, any individuals/communities. Please consider the impact for both employees and residents - within these protected characteristic groups).</i>		
...age	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Positive
...disability	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Positive
...gender reassignment	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Neutral
...marriage/ civil partnership	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Neutral

...pregnancy & maternity	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Neutral
...race	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Neutral
...religion & belief	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Neutral
...sex	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Neutral
...sexual orientation	What impact is there on Kirklees employees /internal working practices?	Neutral
	What impact is there on Kirklees residents /external service delivery?	Neutral

Go back

Move to next section

3) HOW ARE YOU USING ADVICE AND EVIDENCE/INTELLIGENCE TO HELP YOU?		Please select YES or NO
Have you taken any specialist advice linked to your proposal? (Legal, HR etc)?		YES
Do you have any evidence/intelligence to support your assessment (in section 2) of the impact of your proposal on...	...employees?	NO
	...Kirklees residents?	YES
	...service users?	YES
	...any protected characteristic groups?	YES
<p>The introduction of a third party and removal of early repayment and good citizen course avenues of abatement of the offence does not impact on any specific group, as the offences of littering and dog fouling / dogs off leads are completely reactive and based within the open environment. The existing appeal process will continue, allowing any special circumstances to be considered, with the final check and balance being the court to decide guilt or innocence if contesed, and to apportion punishment as appropriate if found guilty.</p>		
		Please select from drop down
To what extent do you feel you are able to mitigate any potential negative impact of your proposal on the different groups of people outlined in section 2?		NOT AT ALL
To what extent do you feel you have considered your Public Sector Equality Duty?		FULLY

Go back

Move to next section

STAGE 1 ASSESSMENT

IMPACT	RISK
Based on scoring of 1) and 2)	Based on scoring of 2) and 3)
0	8
SCORE (calculated) Max = - / + 32	SCORE (calculated) Max risk = - / + 40

You need to move on to complete a Stage 2 assessment if:

The final Impact score is negative and or the Risk score is negative.

Go back

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Name of meeting: Cabinet
Date: 7 February 2017

Title of report: Ashbrow Housing Site

<p>Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?</p>	<p>Yes</p> <p>The spending on this site will be in excess of £250,000</p>
<p>Key Decision - Is it in the council's Forward Plan? (Key Decisions and Private Reports)</p>	<p>Key Decision - Yes</p> <p>Private Report/Private Appendix - Yes</p>
<p>The decision - is it eligible for call in by Scrutiny?</p>	<p>Yes</p>
<p>Date signed off by <u>Director</u> & name</p> <p>Is it signed off by the Assistant Director - Financial Management, Risk, IT & Performance?</p> <p>Is it also signed off by the Assistant Director - Legal, Governance & Monitoring? <input type="checkbox"/></p>	<p>Jacqui Gedman - 26.01.17</p> <p>Debbie Hogg - 26.01.17</p> <p>Julie Muscroft - 27.01.17</p>
<p>Cabinet member portfolio</p>	<p>Cllr N Mather - Housing and Enforcement Management</p> <p>Cllr G Turner - Asset Strategy, Resources and Creative Kirklees (Arts)</p>

Electoral [wards](#) affected: Ashbrow

Ward councillors consulted: Cllr Calvert, Cllr A. Pinnock, and Cllr Homewood

Status of Report: Public with Private Appendix 3

Paragraph 3 of part 1 to schedule 12A of the Local Government Act 1972 as amended by the Local Government (access to Information) variation order 2006 contains information regards the financial or business affairs of any person including the Council. It is not in the public interest to disclose the information in the private appendix as disclosure could adversely affect the overall value for money and compromise the confidentiality of the bidders and the council .The public interest in maintaining the exemption outweighs the public interest in disclosure of the information in terms of accountability, transparency in spending public money and openness in council decision making.

1.0 Purpose of report

The purpose of this report is to provide cabinet with a progress update on the Ashbrow Housing Site and make recommendations about the appointment of a development partner.

2.0 Summary

- 2.1 The Ashbrow site is key site for housing delivery as part of the Council's programme of work to address the growing housing crisis in Kirklees. In February 2016, tender documents were issued seeking a development partner to construct a Council Extra Care scheme and open market housing for sale on the site. Two Tenders were returned on 31st August 2016 and an in depth evaluation against predetermined award criteria (50% quality criteria and 50% financial criteria) has been undertaken by a team of officers to identify the most economically advantageous tender.
- 2.2 This report seeks approval from Cabinet to:
- Approve the appointment of a preferred bidder for the Ashbrow Housing scheme (details of the evaluation and the proposed preferred bidder are set out in the private appendix to this report).
 - Delegate authority to the Assistant Director (Legal, Governance, and Monitoring) to finalise and enter in to all appropriate contracts, deeds, and documents in relation to the appointment of a preferred bidder in consultation with the Assistant Directors (Place);
- 2.3 Note that a further report to Cabinet will be made before finalisation and entering into the contract with the preferred bidder.

3.0 Information required to take a decision

Background

- 3.1 In November 2014, a motion submitted to Council, noted that “this Council recognises that there is a growing housing crisis in Kirklees. There is a lack of good quality, energy efficient and affordable homes across all tenures to meet the varied needs of local people. Secure, warm and affordable homes are the greatest determinant of the health and wellbeing of our communities, which is rightly a clear and stated priority of this Council”.
- 3.2 In November 2015, a report was brought to Cabinet detailing the progress being made on housing delivery projects across the district. This included the Ashbrow site as a key site for housing delivery.
- 3.3 The council-owned site is adjacent to Ashbrow Road, approximately 3 miles from Huddersfield Town centre. This greenfield site was previously used by the former Huddersfield Technical College, for the provision of agricultural and horticultural courses. The site is 4.5 hectares, the majority of the site is allocated for housing in the UDP. A plan of the site, and aerial photo, are appended as appendices 1a and 1b. In May 2015 outline planning permission was granted for residential development of the site.

Vision for the site

- 3.4 The overall vision for the site was developed through discussions with elected members, senior managers and discussions between the various services involved. The initial vision was then informed by soft market testing as a desk top exercise with all 25 members of the procurement framework being invited to participate (see 3.7 below for more detail on this framework).

- 3.5 As a result of this work the overall vision for development of the Ashbrow site was stated in the tender documents to be “to create a desirable and sustainable high quality mixed tenure housing development of about 180 new homes to meet local housing needs, and which will include open market homes for sale and Affordable Homes. The Affordable Homes on the site will include a Council Extra Care scheme” (see paragraph 3.11 for further details).
- 3.6 This overall vision reflects the Council’s Housing Strategy, and will contribute to delivering two of the Strategy’s three priorities – a range of products to support housing growth and a longer term supply of affordable housing, and meeting the housing needs of the most vulnerable groups.
- 3.7 Specifically, the inclusion of an Extra Care scheme on the Ashbrow site responds to the Strategy’s identified need for housing a growing population of older people and the need for specialist accommodation, including housing with support, to respond to this. The proposals for the site also give priority to affordable homes, which the Housing Strategy identifies as an area for particular focus due to local economic factors, barriers to housing and lower national priority being given to homes which are within the affordable sector. Furthermore, development of the site will also support the role good housing plays in supporting residents to achieve a good quality of life and in supporting Kirklees’s ambitions for growth.

Procurement and Evaluation Process

- 3.8 To realise the vision for the site, a delivery partner is required to design and construct the open market homes, the Council Extra Care scheme and any additional Affordable Homes for rent.
- 3.9 The Council used the Homes and Communities Agency (HCA) Delivery Partner Panel 2 (DPP2) framework to conduct the procurement. This is a framework panel of prequalified housing developers procured by the HCA using an OJEU compliant process. It offers an OJEU compliant procurement route by which certain public sector organisations can appoint a developer (via a mini competition process prescribed in the framework agreement). Officers have followed the DPP2 process, inviting initial Expressions of Interest from all 25 members of the northern lot of the procurement framework. This was followed by the issue of a sifting brief setting out the delivery requirements and then a Sifting Stage to evaluate responses to the sifting brief, and finally issuing detailed tender documents in February 2016 to 5 bidders. The closing date was 31st August 2016, and two companies returned a response.
- 3.10 A detailed evaluation of bidder’s proposals commenced in early September 2016 and was completed in January 2017. Further detail on the evaluation process and the recommended outcome are set out in the private appendix to this report.
- 3.11 The bids were evaluated 50% on quality criteria and 50% on financial criteria. The quality criteria comprised of the following, weighted as indicated:

Quality Criteria (50% in total)	Weighting
Overall approach to design and construction approach (including planning and highways considerations)	15%
Approach to Extra Care Design	15%
Phasing and Programming	8%
Social Environmental and Economic Benefits	7%

Health and Safety	5%
Financial Criteria (50% in total)	Weighting
Cost of the Council Extra Care Scheme	40%
Affordable Homes over and above the 30% planning policy requirement	10%

Timescales

3.12 It is anticipated that key activity on the project will take place to the following timescales. This will, however, be confirmed once a preferred bidder is appointed and more detailed discussion can take place with them:

7th February 2017	Cabinet decision
Mid February 2017	Issue of standstill letters to bidders
End of February 2017	Standstill period ends
March - May 2017	Preparation of contract documents, Cabinet report
Summer 2017	Planning application preparation, public consultation
Autumn 2017	Planning decision
Autumn/winter 2017	Start on site

Expected Impact, Outcomes, Benefits and Risks

Impact, outcomes and benefits

3.13 The development of the Ashbrow site will help to address the housing crisis in Kirklees, as considered by Cabinet in November 2015. There is a need for 1730 new homes a year across the district. Of these, 1,049 need to be affordable homes. The preferred bidder's proposal (detailed in the private appendix) will deliver a significant number of new homes, including affordable homes.

3.14 The project will deliver the construction of a Council Extra Care scheme enabling older people to live independently for longer, in their own home and to maintain a good quality of life.

Extra Care housing schemes can help to reduce social isolation, which we know is contributing to an increase in depression amongst many elders. Extra Care schemes are designed to be a community 'hub', which will help residents to feel part of the wider community.

As well as enabling older people to remain in their own home, within a supported environment, this provision is a real and more appropriate alternative to residential care. Extra Care may also help to prevent people going into hospital or being kept in hospital, due to the presence of an on-site Care team. The emphasis of Extra Care schemes is one of prevention rather than cure.

For many vulnerable older people, choosing to live in specifically designed housing, rather than residential care, is an important element of retaining independence and dignity in older age.

- 3.15 The scheme is also expected to reduce care costs for the Council. When compared to the average cost of a place within a residential home, the delivery of the Extra Care scheme could potentially generate savings, for the Council, of around £226,800 per year. This is an approximate figure. The actual savings would be very much dependant on individual client need and circumstance.
- 3.16 The development will deliver a good quality of market housing which balances the need for high design quality with the commercial considerations of development partners. For example, the Council's brief for the Ashbrow site asked bidders to consider design standards relating to the size of the homes, the need for homes to meet people's needs through their lives, and security.
- 3.17 The Council's brief also has requirements relating to green infrastructure, such as tree planting and footpath networks, and asked bidders to consider design to reduce the environmental impact of dwelling and minimise energy consumption.
- 3.18 In addition to the creation of housing, the development of the site will also bring other social and economic benefits to the district, for example job creation, including apprenticeships and wider benefits to the local economy and local supply chains.

Risks

- 3.19 All procurement processes are subject to the risk of a legal challenge, either in the form of a procurement challenge, or a judicial review. The HCA is an OJEU compliant process, and the council has followed the terms and conditions of the DPP2 HCA framework. The Council has conducted a robust evaluation process supported with external legal advice at appropriate stages, and this should mitigate the risk to legal challenge. However, there is always a risk that if a legal challenge did occur this would impact on overall timescales for delivery.
- 3.20 There is some risk for the Council in partnering with a third party to deliver an Extra Care scheme and delivery of market and affordable housing, in that the third party may during the course of the contract experience a change of circumstances e.g. financial difficulties and be unable to complete the scheme. However, this risk will be mitigated through the legal documents, which will allow for the Council to step in and complete the Extra Care scheme if necessary, and through the wider contractual documentation which will seek to minimise the risk to the Council, for example, by disposing of the site to the development partner in phases. The detail of the contract, when agreed, will be the subject of a future report to Cabinet.
- 3.21 The tender prices are valid for a minimum of six months from the end of August 2016. The preferred bidder may therefore wish to revisit their costs at the beginning of March if the Council were not in a position to issue a decision by the end of February. If Cabinet were not able to take a decision about the appointment of a preferred bidder on 7th February, this would represent a risk to the project.
- 3.22 There is currently uncertainty at a national level regarding the funding of rents and services charges for tenants of supported accommodation such as Extra Care post 2019/20. Government's intention from 2019/20 is that core rent and service charges will be funded through Housing Benefit or Universal Credit up to the level of the applicable Local Housing Allowance rate. For costs above the level of the LHA rate, Government will devolve an amount of funding for disbursement locally. It is not yet clear if this additional proposed 'top up' funding for all providers of supported housing will be sufficient. This may mean that the

level of funding available to support the provision of for example extra care makes schemes unviable and or unaffordable for tenants. A Council wide approach would need to be agreed when national changes were confirmed and implemented. However, there is a risk if there were substantial changes to funding that the Extra Care scheme would have to close and the property be considered for housing others, for example a retirement living scheme (i.e. without care included) or to general needs housing.

4.0 Implications for the council

a) Legal

As per paragraph 3.19 above, there is a risk of legal challenge with any procurement processes. This has been mitigated by undertaking a robust evaluation and securing external legal advice from Bevan Brittan where appropriate.

Assuming Cabinet agree to the appointment of the recommended preferred bidder, there will be a “standstill” period of ten days during which a contract cannot be entered in to. This is a requirement of the DPP2 framework.

Following expiry of the standstill period, the Council will begin discussion with the preferred bidder on the detail of the contract documentation in accordance with the terms and conditions of the HCA DPP2 Framework. It is anticipated that finalising the contractual documentation will take around three months. This will include a development agreement and build contract for the Extra Care scheme. The detail of the contract with the preferred bidder, and as part of this the issue of disposal of the land, will be the subject of a future report to Cabinet.

Social Value issues have been considered. The tender documents state that the Council’s ambitions for the Ashbrow scheme include contributing to the social, environmental and economic benefit for the Kirklees area. The social, environmental and economic benefits of bidder’s proposals formed part of the evaluation (see 3.11 above).

Public Sector Equality Duty - Public sector acquiring authorities are bound by the Public Sector Equality Duty set out in section 149 of the Equality Act 2010. This requires the Council to have regard to the effect of the proposed development on any differential impacts on groups with protected characteristics. The protected characteristics being race, disability and gender and also covers sexual orientation, age, religion or belief, marriage and civil partnership, pregnancy and maternity and gender reassignment. A Stage 1 Equality Impact Assessment (Screening Tool) has been completed to assess the likely impact on equality groups. This is included as appendix 2 and members are asked to read this before making a decision. This indicated that the proposal is likely to have little or no impact on groups. No further equalities impact assessments are therefore required.

b) Finance

The Housing Revenue Account (HRA) Strategic Capital Plan 2016/17 – 2020/21 outlined a number of strategic priorities including new build scheme proposals which would be subject to more detailed reports to be considered by Cabinet. The Ashbrow Extra Care scheme is identified in the HRA Strategic Capital Plan approved by Cabinet on 2nd February 2016 and Council on 17th February 2016.

The Council will provide the funding for the construction of the Council Extra Care scheme. The Council's budget for the Extra Care Scheme is £6.5m to £7.5m, which is based on the construction costs for similar Extra Care schemes.

The site investigations undertaken during the procurement process totalled £25,239 and were temporarily funded by the Council and the cost will be recovered from the preferred bidder.

The Council has accessed Local Growth Funding, to implement highways improvements work to the site in advance of a preferred bidder being appointed. The use of this funding was approved by Cabinet on 20th October 2015. The costs of the highway works will be apportioned between the Council and the preferred bidder in proportion to the amount of Council (Extra Care) housing and market housing within the scheme.

As a result of development, the council might receive New Homes Bonus, in which the government currently matches the council tax earned by local authorities from each new home built over a six-year period. However, in December 2016 the Department for Communities and Local Government (DCLG) indicated that it will revisit the case for withholding the bonus from areas "not delivering on housing growth from 2018/19." DCLG confirmed that from next year it will introduce a national baseline for housing growth of 0.4%. Below this, the New Homes Bonus will not be paid. DCLG also confirmed that there will be a reduction in the number of years in which payments are made: from six years to five years in 2017/18, and for four years from 2018/19.

5.0 Consultees and their opinions

Cllr Naheed Mather was briefed on 12th January 2017 and was supportive of the scheme. Her recommendation is included in 8.0 below.

Ward Councillors have been periodically consulted and informed in relation to the highways consultations and improvements, the submission of the outline planning application, the Public Open Space disposal notice, accompanied visits to and pre-commencement activities on the site and issues in relation to the current parking arrangements.

Cllr Peter McBride has been briefed and was supportive of the scheme.

6.0 Next steps

Subject to Cabinet approval of the recommendations in 7.0 below, the next steps would be:

- to issue letters to both bidders, as required by the DPP2 framework, advising them of the outcome of the evaluation and Cabinet process
- commence discussions with the preferred bidder about the detail of the contractual documents, and complete these documents
- Bring a further report to Cabinet detailing the contract terms and the position in relation to disposal of the land.

7.0 Officer recommendations and reasons

7.1 Cabinet give their approval to progress with the Ashbrow housing scheme

7.2 Cabinet approve the appointment of the preferred bidder as set out in the Private Appendix 3 to this report.

- 7.3 Subject to para 7.5 below Cabinet delegate authority to the Assistant Director (Legal, Governance, and Monitoring) to finalise and enter in to all appropriate contracts, deeds, and documents in relation to the appointment of the preferred bidder in consultation with the Assistant Directors (Place);
- 7.4 Cabinet note that the Extra Care scheme will be funded through the Housing Revenue Account Strategic Capital Plan and that the expenditure was previously approved by Cabinet on 2nd February 2016 and Council on 17th February 2016.
- 7.5 Note that a further report to Cabinet be submitted setting out the finalised terms of the contract with the preferred Bidder before signature.
- 7.6 The reason for these recommendations is that, as set out in 3.6 and 3.7 above, the Ashbrow site will contribute to the delivery of the Council's housing strategy, specifically in relation to providing a range of products to support housing growth and a long term supply of affordable housing, and meeting the housing needs of the most vulnerable groups.

8.0 Portfolio holders' recommendation

Cllr Naheed Mather was briefed on 12th January 2017 and fully supports the recommendations set out in section 7. Cllr Mather said "I am excited about the delivery of new housing at Ashbrow. The development will create a much needed range of different housing types for a variety of people, including older people and those in need of an affordable home for rent. It will help to meet housing need in this area of Kirklees".

9.0 Contact officers and relevant papers

Liz Jefferson, Regeneration Group Leader
Investment & Regeneration
Telephone: 01484 221000
Email: liz.jefferson@kirklees.gov.uk

Adele Buckley, Head of Economic Delivery;
Investment and Regeneration
Telephone: 01484 221000
Email: adele.buckley@kirklees.gov.uk

10.0 Assistant directors responsible

Paul Kemp - Assistant Director - Place
Tel: 01484221000
Email: paul.kemp@kirklees.gov.uk

11.0 Appendices

Site plan - Appendix 1a
Aerial site photo - Appendix 1b

Equality Impact Assessment Tool - Appendix 2

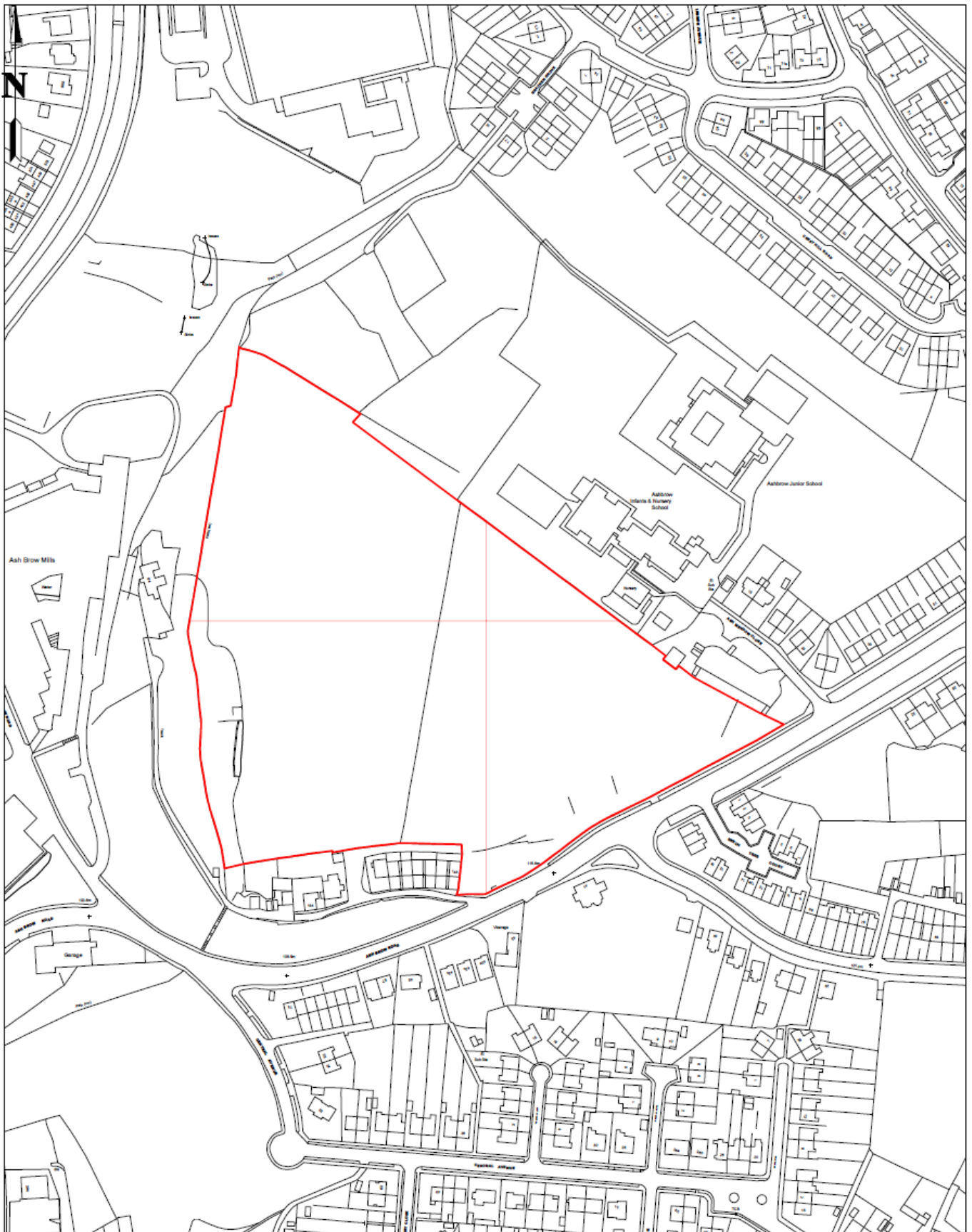
Private Appendix - Appendix 3

12.0 Background papers

November 2015 Cabinet report:

<http://democracy.kirklees.gov.uk/documents/g218/Public%20reports%20pack%2017th-Nov-2015%2016.00%20Cabinet.pdf?T=10>

Appendix 1a - Site Plan



**PHYSICAL RESOURCES
& PROCUREMENT**

Plan No: 11-0095c
Scale: 2500
Required by:

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EQUALITY SCREENING TOOL

This screening tool has been developed to assist you to make an initial assessment on the priority you may give to a proposal about, or review of a service, function, or policy in your area. It acts to indicate the likely impact this proposal could have on groups of people. Multiple proposals, or alternate options, can be run individually through this tool. It should be completed by someone who has knowledge of both the issue and the employees who will be carrying out the work. **[If you feel that there is likely to be a high impact then you can go straight to Stage 2 Document (Ensuring Legal Compliance)]**

LEVEL OF IMPACT Is an indication of the likely impact your proposal could have upon communities &/or employees.

GREEN = low; YELLOW = medium rising to - AMBER = high medium; RED = High;

RISK This is an indication of the chance of not being able to mount a successful defence if challenged.

GREEN =low; YELLOW = medium; AMBER = high medium; RED = High;

NB There is always a risk of challenge. A lack of evidence leads to a high score.

Directorate:
Place
Lead Officer:
Liz Jefferson
Officers responsible for Assessment:
Liz Jefferson

Service:
Investment and Regeneration
Service Area:
Economic Delivery
Date of Review:
24th January 2017

Impact Scores (max = 100)

30 and below - your proposal is likely to have little if any impact.

31 - 40 An EIA could be considered

41 - 54 your proposal is likely to have a **wide impact**. An EIA is advised

55 and above An EIA is **STRONGLY** advised


RISK (see above)

Irrespective of the impact score; **IF risk background is GREEN less than 30%** then there is **likely to be sufficient evidence** demonstrate that **DUE REGARD** has been taken.

LEVEL OF IMPACT	RISK (%)
5	3


QUESTION No.	WHAT IS YOUR PROPOSAL?	type y or n	Comments (please explain your answer)
1	To withdraw a service, activity or presence	n	The proposal relates to the development of a housing site in Huddersfield. The site is allocated in the UDP for housing development. The proposal does not relate to the provision or withdrawal of a service, or charging for a service.
2	To reduce a a service, activity or presence	n	
3	To introduce or increase a charge for Service	n	
4	To change to a commissioned service	n	
5	To introduce, review or change a policy or procedure	n	
6	To introduce a new service or activity	n	
7	Is this about improving access to, or delivery of a service.	n	
8	Will you require supporting evidence on this issue	n	
WHO WILL IT AFFECT?			
9	Does this affect Employees? If YES please list	n	The proposal does not affect employees. It affects Ashbrow ward in that development will take place there, but there are potential wider benefits in homes being available in that area, not just to people in Ashbrow ward
10	Does this affect a <u>Single Ward or Locality ONLY</u>	y	
11	Does this affect most of Kirklees or its Residents	n	
12	Does this issue concern ANY Protected Characteristic Group.	n	
13	Can you foresee a negative impact on any Protected Characteristic Group(s)? If YES please state what these could be.	n	
14	If IMPACT at this stage is less than 15 answer Y to this question	y	IF YOU CAN ANSWER YES HERE THEN DO NOT ANSWER ANY FURTHER QUESTIONS

TAKING DUE REGARD		
<i>Where consultation was needed:</i>		
15	Have you got any general intelligence (research, consultation, etc.)? If YES please list any related documents.	
16	Have you got any specific intelligence (research, consultation, etc.)? If YES please list any related documents.	
17	Have you taken specialist advice? (Legal, E&D Team, etc). If YES please state.	
18	Have You considered your Public Sector Equality Duty? Please provide a rationale	
19	Can the Public access a "Decision Report"? If YES state where and how it can be accessed.	
20	Can you mitigate any negative effect? Please state how	
21	Do you have any supporting evidence? If YES please list the documents	
22	Have you published your information? If YES state where.	



ONLY IF your proposal is likely to have **little or no impact** upon groups and you are confident that you have evidence to support your proposal and this document. (RISK less than 30% [GREEN])

- 1) Save this scoresheet;
- 2) Complete and save a 'Front Sheet';
- 3) Make sure you have gathered any supporting evidence documents and they are listed above
- 4) SEND Electronic copies of this tool and a front sheet to equalityanddiversity@kirklees.gov.uk



IF your proposal is likely to have **medium or above impact** upon groups **AND** you are not confident that you have evidence to support your proposal and this document. (RISK greater than 30% [yellow, amber, red])

- 1) Save this scoresheet;
- 2) Proceed to Stage 2 document (Ensuring Legal Compliance)



Name of meeting: Cabinet
Date: 7 February 2017

Title of report: Southgate Huddersfield

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes/ no or “not applicable” Yes If yes give reason why Sale of the land would be likely to generate a receipt (equivalent to a saving) in excess of £250k
Is it in the council’s Forward Plan?	Yes/ no or “not applicable” Yes If yes give date it first went in 06/01/2017
Is it eligible for call in by Scrutiny?	Yes/ no or “not applicable” Yes
Date signed off by <u>Director</u> & name	Jacqui Gedman – 27/01/17
Is it also signed off by the Assistant Director - Financial Management, Risk, IT & Performance?	Debbie Hogg – 25/01/17
Is it also signed off by the Assistant Director - Legal Governance & Monitoring? <input type="checkbox"/>	Julie Muscroft – 30/01/17
Cabinet member portfolio	Cllr Graham Turner - Asset Strategy, Resources and Creative Kirklees (Arts) Cllr Peter McBride - Economy, Skills, Transportation and Planning

Electoral [wards](#) affected: Dalton

Ward councillors consulted: Members of Dalton Ward, within which the site is located, the councillors for adjoining Newsome Ward, and the Chair of District Committee-Huddersfield have been consulted, and comments received are included in the section Consultees and their opinions.

Status of Report: Public (with Private Appendix)

1.0 Purpose of report

1.1 The report seeks approval for a Draft Development Brief, notes an assessment of potential council uses, and seeks approval to market the site for disposal.

2.0 Background

- 2.1 Southgate is a strategically important site, being relatively large at 6.785 acres (2.75 hectares) and located in a prominent gateway location in Huddersfield town centre where Leeds Road meets the ring road. A site plan (ref. 15-0288) showing the indicative boundary edged red is attached at Appendix 1.
- 2.2 The site was to have been developed by Tesco for a large food store, but in 2015 the company abandoned its plans. The council then entered into an Exit Agreement with Tesco, under which the parties withdrew from the Agreement for Sale, the council retained its land, and Tesco transferred its adjoining land and made an appropriate financial settlement to the council.
- 2.3 On 22 September 2015, Cabinet approved an outline specification and capital expenditure on demolition, noted an outline programme, authorised applications for all necessary consents, and delegated the procurement and appointment of contractors and consultants.

3.0 Draft Development Brief

- 3.1 The Draft Development Brief has been drawn up for the council as landowner, in consultation with the Local Planning Authority (LPA). The Brief is in three parts: the first covering land use planning policy and property market appraisal (Appendix 2 to this report); second, an urban design study (Appendix 3); and third, technical appendices (Appendix 4).
- 3.2 The proposed vision is *“for the Southgate site to be re-developed for activities that will enhance the vitality and viability of Huddersfield town centre. The site will be built out in a comprehensive manner to a complementary mix of uses, or an appropriate single use. Development shall be to a high quality of design and should also help improve surface connectivity between the town centre and the Stadium”*.
- 3.3 **Land use planning policy** is informed by existing planning permission; the statutory Kirklees Unitary Development Plan (UDP); more recent guidance provided by the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG); and the emerging Kirklees Local Plan.
- 3.4 Planning permission for a large food store, which Tesco had obtained, expires on 6 February 2017. The site frontage is unallocated in the UDP. Industry and warehousing to the rear would only be considered if existing premises were to be extended (without harming the amenity of the area or prejudicing highway safety), but the buildings have since been demolished.
- 3.5 Having regard to the NPPF and PPG, the Kirklees Publication Draft Local Plan proposes to allocate the site for mixed use development (which would not rule out an appropriate single use). As the site is inside the boundary of Huddersfield Town Centre, land uses that the LPA might in principle permit are: Leisure, entertainment, and intensive sport and recreation uses; Arts,

culture, and tourism (including hotel) development; Offices; Research & development (R&D) facilities; Education; Health care; Residential.

3.6 Given the location outside the Primary Shopping Area, any new Retail proposals would be subject to a Sequential Test and, above the appropriate size threshold, also an Impact Assessment.

3.7 Consultants Cushman & Wakefield have assessed the current **property market**, evaluating the site's current and future prospects, and highlighted any conflicts with planning or other policy expectations. Developers will make their own assessment of demand; nevertheless, Cushman & Wakefield's view is that the following uses might attract interest from the market:

- Offices – with a shortage of Grade A offices, there is an opportunity to extend the media/creative quarter, and accommodate growing companies;
- Research & development facilities;
- Residential – including starter homes and/or a care home or retirement living, given the connectivity to the town centre;
- Retail – the site might attract interest from smaller format supermarkets/ convenience stores or budget supermarkets, and bulky goods operators.

3.8 Gillespies have produced an **urban design study** in three parts. First, the site analysis considers the context of site description, site setting, existing land use, topography, massing, key views, heritage, connections, movement, gateways/nodes, open space, flood risk, pollution and noise. Second, development principles relate to connectivity; legibility; site uses; scale, massing and form; and landscaping. Third, three 'illustrative' schemes show:

- Offices and research & development facilities;
- Residential mix, excluding purpose-built student housing (due to uncertain market capacity and potential impact on the amenity of other residents);
- Offices and residential (again excluding student housing).

3.9 The illustrative schemes demonstrate how the development principles might be applied to these uses. However, the schemes are not intended to be prescriptive for any developer proposals, or to rule out mixes of other uses.

3.10 In the interests of achieving comprehensive development, the council has a strong preference for any disposal and development of the site to be as a whole, and not in parts; although given the relatively large size of the site the development (and transfer) may be progressed in phases.

4.0 **Assessment of potential council uses**

4.1 A report to Cabinet on 22 September 2015 explained that the specification for site clearance works had been informed by five criteria, one being assessing the suitability for **temporary uses**. Such uses generally mean a higher

specification of surface finishes and therefore greater cost and timescale. Most had been ruled out to meet other criteria, in some cases alternative locations are available, and there is uncertainty as to when a disposal or development of the site would occur which makes planning for any temporary use such as car parking, outdoor events, or public space/public art difficult.

- 4.2 On 18 October 2016, Cabinet considered site options for a new **primary school** in Huddersfield North. The report noted that the Southgate site is in council ownership and there is sufficient space for a new primary school. However, the council has identified other potential uses for the site that meet a range of key strategic council goals. Officers recommended that this site was not to be pursued for a school, and Cabinet gave approval to the feasibility and design development of a new school at Clare Hill.
- 4.3 At present, officers are finalising the terms of reference with Members for a **car parking** study/strategy for the district (including Huddersfield town centre), and those terms of reference have not yet been fully determined. When they have, the work done and the strategy approved, the principles agreed will be taken into account when finalising the Draft Development Brief for the Southgate site.

5.0 Marketing the site for disposal

- 5.1 Government guidance sets out principles to help ensure that local authorities carry out the disposal of assets effectively and efficiently. It is for each council to determine the most appropriate mechanism for disposal of an asset. Potential approaches include formal tender, informal or negotiated tender, public auction, private sale and exchange of land. In some cases, local authorities may choose to retain land and take a more direct role in delivery.
- 5.2 In this instance, the proposed **disposal strategy and process** is to bring the Southgate site to the open market as a development opportunity. Marketing would be undertaken in conjunction with external agents with a two stage negotiated tender process:
1. Expressions of interest would be invited from developers with a proven track record. Developers would be required to submit an indicative masterplan for the site in accordance with the principles contained in the Draft Development Brief. All expressions of interest would be evaluated on the basis of the initial submissions and shortlisted for the next stage.
 2. Shortlisted parties would be invited to submit their detailed development proposals, outline programme, and financial bid for the site to the council as landowner by a specified closing date.
- 5.3 In order to achieve comprehensive and co-ordinated development, the strong preference would be for a disposal and development of the site as a whole, and not in parts, although given its size the development (and transfer) of the site may be progressed in phases.

6.0 Implications for the council

a) Policy

- 6.1 The Draft Development Brief has been informed by the extant planning permission, relevant planning policies in the Kirklees UDP and the Publication Draft Local Plan.
- 6.2 One of the supporting documents to the Publication Draft Local Plan is the Kirklees Economic Strategy (KES) 2014 - 2020. The vision of the Kirklees Economic Strategy is: *“Kirklees to be recognised as the best place to do business in the north of England and one where people prosper and flourish in all of our communities.”* The KES identifies five priorities to deliver the vision; Precision engineering and innovative manufacturing, Innovation and enterprising businesses: Workforce, skills and employment, Infrastructure and Quality places. The range of development options for the Southgate site will potentially significantly contribute towards a number of these priorities.
- 6.3 The Kirklees Joint Health and Wellbeing Strategy 2014 - 2020 recognises that healthy people enjoying a great quality of life for longer via a strong and growing economy will be pivotal to making Kirklees a better place in the future. Development of the Southgate site, at least in part for employment uses, has the potential to provide good jobs and incomes and thereby make a contribution to prosperity, health and wellbeing. Development of quality housing could promote good physical and emotional health and wellbeing.

b) Legal

- 6.4 Under Section 123 of the Local Government Act 1972, a principal council may dispose of land held by them in any manner they wish. Except with the consent of the Secretary of State, a council shall not dispose of land under this section, otherwise than by way of a short tenancy, for a consideration less than the best that can reasonably be obtained.
- 6.5 Best consideration is the unrestricted market value, expressed in capital terms, for disposal where the principal aim is to maximise the value of the receipt. The unrestricted value should take account of whatever land uses might be permitted by the Local Planning Authority insofar as these would be reflected by the market rather than having regard only to the use(s) intended by the parties to a disposal.

c) Finance

- 6.6 The private Appendix 5 to this report considers the financial implications of the disposal of the site, including potential capital receipt from a sale of the land.
- 6.7 As a result of development, the council might receive New Homes Bonus, in which the government currently matches the council tax earned by local authorities from each new home built over a six-year period. However, in December 2016 the Department for Communities and Local Government

(DCLG) indicated that it will revisit the case for withholding the bonus from areas “not delivering on housing growth from 2018/19.” DCLG confirmed that from next year it will introduce a national baseline for housing growth of 0.4%. Below this, the New Homes Bonus will not be paid. DCLG also confirmed that there will be a reduction in the number of years in which payments are made: from six years to five years in 2017/18, and for four years from 2018/19.

- 6.8 The council would receive on an ongoing basis, a proportion of the business rates income from any future commercial occupiers, and Council Tax income from any new residents except students.

7.0 Monitoring and review

- 7.1 Given the strategic importance of the site, two further reports would be brought back to Cabinet, the first for a decision on the preferred developer of the site, and second to consider the preferred developer’s draft masterplan for redevelopment.

- 7.2 An indicative programme for the site disposal process is set out below, with the provisional dates being subject to the response of the property market to the development opportunity:

- Draft disposal strategy to Cabinet, February 2017
- Site placed on the market, June 2017
- Report on preferred purchaser to Cabinet, June 2018
- Due diligence and pre-planning consultation, mid-2018
- Preferred developer’s draft masterplan to Cabinet, November 2018
- Planning application, March 2019
- Planning decision and transfer of land through an initial lease, August 2019
- Transfer of the freehold of the land upon completion of development.

8.0 Consultees and their opinions

- 8.1 Senior Legal Officers in Legal, Governance & Monitoring have been consulted and their advice is reflected in this report and private Appendix 5. The Strategic Council Finance Manager has advised on the financial implications of the disposal of housing land.

- 8.2 Members of Dalton Ward, within which the site is located, the councillors for adjoining Newsome Ward, and the Chair of District Committee-Huddersfield have been consulted. Cllr Mather (Dalton Ward) is happy to support the project and proposals in the report

- 8.3 Cllr Stewart-Turner (Newsome Ward) has commented as follows:

- I think the priority for the Southgate site should be residential. It will help us to hit our housing targets, take pressure off the need to develop our green corridors, etc., and it will help a struggling town centre.

- I would not want to see any retail included on this site; I think that would receive a hostile reception from town centre retailers, who are already struggling.
- I do think that allocating some space for Research & Development / Innovation, would be helpful, I think there are opportunities to support local employment and therefore the local economy.
- I wouldn't like to see offices developed on this site, while we have so many that are empty in the town centre. I'd like to think that an R&D site, alongside a large residential development, would provide a boost for the town centre, and make the existing empty offices more desirable.
- I would like all new development to include measures that mitigate against climate change, and flooding, e.g. adopt Green Streets proposals
- All new development should support healthy lifestyles, e.g. enhance the canal so it is more convenient and safer for walkers and cyclists.

9.0 Next steps

- 9.1 The next step would be for officers to prepare an information pack in advance of marketing of the land.

10.0 Officer recommendations and reasons

- 10.1 It is recommended that Cabinet:

- a) Approves the Draft Development Brief, as set out in Appendices 1, 2 and 3 to this report;
- b) Authorises the Assistant Director (Place) to market the land for disposal for redevelopment;
- c) Agrees to receive two further reports in due course, first for a decision on the preferred purchaser of the site, and second to comment on the preferred developer's draft masterplan for redevelopment.

- 10.2 The reasons for the recommendations are that the site is strategically important for redevelopment, and therefore the council (as landowner) should issue a Draft Development Brief to guide interested developers in drawing up proposals.

11.0 Portfolio holders' recommendation

- 11.1 The portfolio holder Cllr Graham Turner is fully supportive of the project and recognises the importance of moving forward on this important gateway site. Given the important strategic nature of the site, it is important that the council moves to see the site developed as soon as it can, but must ensure that any

future development delivers the best possible outcome for Huddersfield and the Council. The portfolio holder supports all of the recommendations and asks Cabinet to agree the recommendations set out above.

12.0 Contact officers

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Email: adele.buckley@kirklees.gov.uk

Joe Tingle, Physical Resources & Procurement
Telephone: 01484 221000
Email: joe.tingle@kirklees.gov.uk

13.0 Assistant director responsible

Paul Kemp, Assistant Director - Place
Telephone: 01484 221000
Email: paul.kemp@kirklees.gov.uk

14.0 Appendices

14.1 Appendix 1: Site Plan (ref: 15-0288)

14.2 The Draft Development Brief is in three parts:

Appendix 2: Draft Development Brief Part 1
Appendix 3: Urban Design Study
Appendix 4: Technical Appendices

14.3 The Financial Implications of Site Disposal (Appendix 5) and associated plans (Appendix 6 & Appendix 7) are set out in the private part of today's agenda.

15.0 Background paper

Southgate Huddersfield: Site preparation, Cabinet, 22 September 2015.



**PHYSICAL RESOURCES
& PROCUREMENT**

Plan No: 15-0288

Scale: 1250

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Southgate Huddersfield

Draft
Development Brief
Part 1

Kirklees Council

In association with:

Cushman & Wakefield

Gillespies

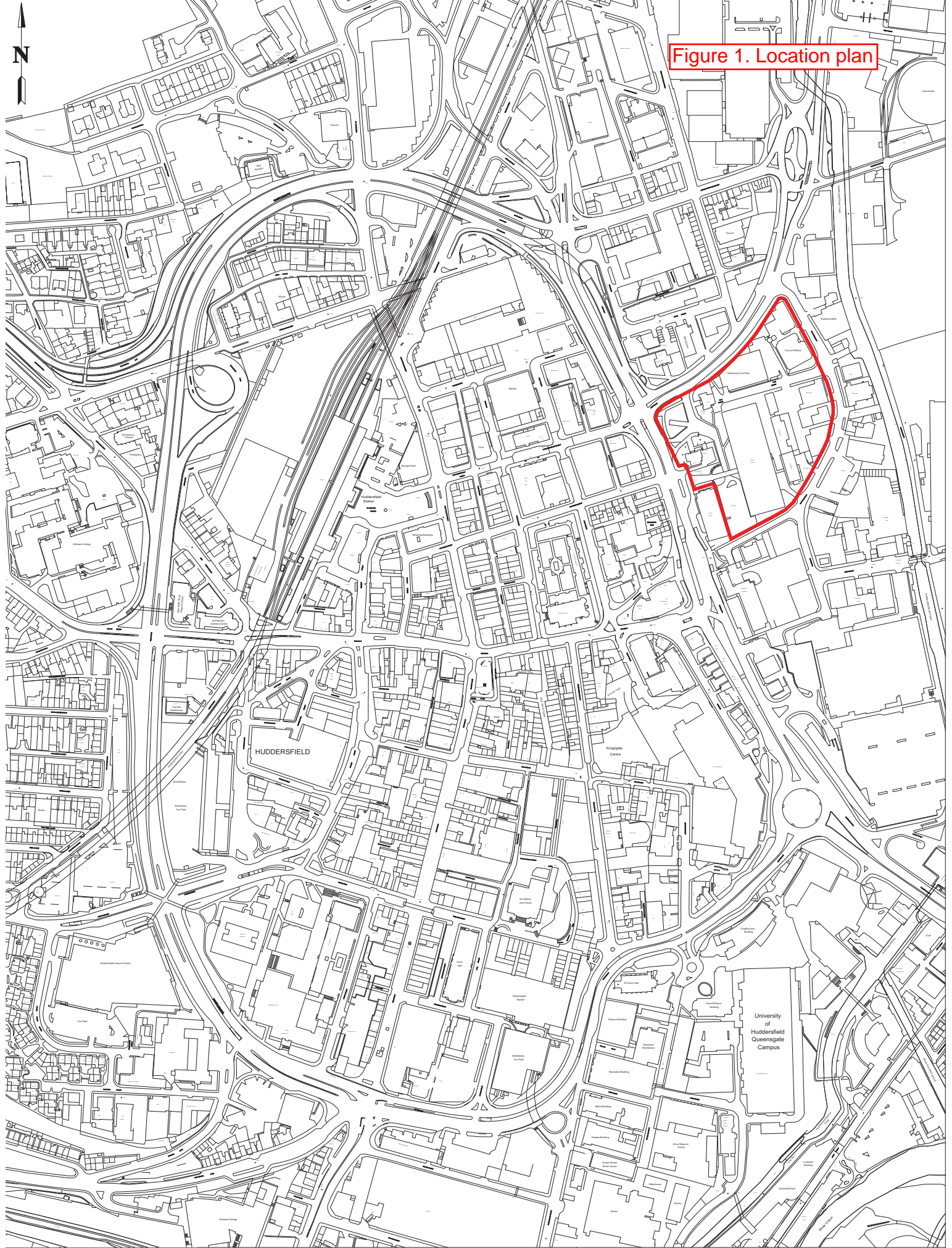


Figure 1. Location plan

CONTENTS

1. BACKGROUND.....	1
The site.....	1
Purpose of the guidance.....	1
Status of the document.....	1
Acknowledgements.....	1
2. VISION STATEMENT.....	3
3. PLANNING POLICY REVIEW.....	4
Planning permission.....	4
Kirklees Unitary Development Plan.....	4
Kirklees Publication Draft Kirklees Local Plan.....	4
4. OTHER POLICY CONSIDERATIONS.....	7
Kirklees Economic Strategy.....	7
Kirklees Joint Health and Wellbeing Strategy.....	8
5. FEASIBILITY APPRAISAL.....	9
Site ownership.....	9
Legal rights.....	9
Financial context.....	9
Complementary and competing developments.....	9
Property market appraisal.....	11
Topography.....	17
Ground conditions.....	17
Infrastructure requirements.....	18
6. SITE AND CONTEXT APPRAISAL.....	21
Urban design study.....	21
7. PLANNING AND DESIGN PRINCIPLES.....	22
Potential uses.....	22
Mix of uses.....	23
The form of new development.....	23
Parking.....	25
Contributions to infrastructure costs.....	26
Affordable housing.....	27

Continued overleaf

8. THE DEVELOPMENT PROCESS.....	29
Site disposal.....	29
The design process.....	29
Legal agreements.....	30
9. LIABILITY, CONTACTS AND REFERENCES.....	31
Liability.....	31
Contacts.....	31
References.....	32

Figures

1. Location plan.....	ii
2. Site plan.....	2
3. Aerial view pre-demolition.....	3
4. Infrastructure projects it is intended to fund through CIL.....	26
5. Infrastructure projects it is intended to fund through S106 & S278 Agreements.....	27

1. BACKGROUND

The site

The Southgate site enjoys a **gateway location** on the eastern edge of Huddersfield town centre, alongside the A62 where Leeds Road meets the Southgate section of the ring road. The Huddersfield Broad Canal is a little further to the east (Figure 1). Old Leeds Road sweeps around to form the eastern and southern boundaries to the **site**. The area is relatively large, approximately 2.744 hectares (6.785 acres), and broadly rectangular in shape (Figure 2). The postcode is HD1 1TW.

Buildings on the site, including the former Huddersfield Sports Centre, the two blocks of Ibbotson and Lonsbrough Flats, an ex-local authority computer centre, Pine Street car park, and former commercial premises, were demolished in Spring/Summer 2016. The clearance and re-grading works have helped make the site ready for **re-development**. An electrical sub-station has been retained to serve future uses (Figure 3).

The Sports Centre has been replaced by the new Huddersfield Leisure Centre at Spring Grove, while tenants in the Flats have been re-housed in various locations including the remodelled Harold Wilson Court on the opposite side of Leeds Road.

Purpose of the guidance

This document provides guidance on how this important site should be re-developed in line with relevant planning and design policies, so as to promote appropriate land use(s) and form of development. It is intended to guide whoever may be interested in developing the site, whether that might be council services or other public bodies, the private sector, or the voluntary and not-for-profit Third Sector.

Status of the document

This document has been produced by Kirklees Council as current landowner. Appendices referred to in the text are set out in a separate document titled **Southgate Huddersfield Technical Appendices**. The Draft Brief has been drawn up in consultation with the Local Planning Authority, but without full public consultation it does not have the status of an approved Supplementary Planning Document. As a result, the document constitutes a Draft Development Brief.

Acknowledgements

The Property Market Appraisal has been provided by commercial consultants Cushman & Wakefield. Urban designers Gillespies have drawn up the Site and Context Appraisal and guidelines on The Form of New Development, which are set out in full in a separate report titled **Southgate Huddersfield Urban Design Study**.

Figure 2. Site plan



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2. VISION STATEMENT

The council's vision, based on relevant planning policies and proposals, is for the Southgate site to be re-developed for activities that will enhance the vitality and viability of Huddersfield town centre. The site will be built out in a comprehensive manner for a complementary mix of uses, or an appropriate single use. Development shall be to a high quality of design and should also help improve surface connections between the town centre and the Stadium.

Figure 3. Aerial view pre-demolition



© Geomapping plc 2012. Photo d Scale - 1:2000

Development Site at Old Leeds Road,
Huddersfield, West Yorkshire

3. PLANNING POLICY REVIEW

The planning policy context for re-development is provided by planning permission, the Kirklees Unitary Development Plan (UDP)¹, policies in the National Planning Policy Framework (NPPF)² and Planning Practice Guidance (PPG)³, and the emerging Kirklees Local Plan.

Planning permission

A planning application by Tesco Stores Ltd for a **food store** with petrol filling station, car parking and landscaping, and taking up the full extent of the site, was approved on 7 February 2012. The net sales area was not to exceed 6,860 sq m (73,841 sq ft), with no more than 4,585sqm (49,353 sq ft) to be used for the sale of food, and 2,275 sq m (24,488 sq ft) for non-food goods (Appendix 1). Tesco announced in January 2015 that it no longer intended to implement the scheme, and subsequently concluded an agreement for the land which resulted in the council owning the entire site. Nevertheless, the planning permission remains valid to 6 February 2017.

Kirklees Unitary Development Plan

The statutory Development Plan comprises the Kirklees Unitary Development Plan (UDP) (saved Policies 2007). The statutory development plan is the starting point in the consideration of planning applications for the development or use of land unless material considerations indicate otherwise (Section 38(6) Planning and Compulsory Purchase Act 2004).

Around two-thirds of the Southgate site, fronting the two main roads, is unallocated in the UDP. The remainder, adjoining Old Leeds Road, is subject to Policy TC12 which states that in this location industrial and warehousing development will not normally be permitted. The policy makes an exception for the extension of existing premises where this would not be seriously detrimental to the amenity of the area or prejudice highway safety, but all buildings on the site have now been demolished.

Kirklees Publication Draft Local Plan

The council's Local Plan⁴ was published for consultation on 7 November 2016 under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The council considers that, as at the date of publication, its Local Plan has limited weight in planning decisions. However, as the Local Plan progresses, it may be given increased weight in accordance with the guidance in paragraph 216 of the National Planning Policy Framework. In particular, where the policies, proposals and designations in the Local Plan do not vary from those within the UDP, do not attract significant unresolved objections and are consistent with the National Planning Policy Framework (2012), these may be given increased weight. Pending the adoption of the Local Plan, anticipated to be in early 2018⁵, the UDP (saved Policies 2007) remains the statutory Development Plan for Kirklees.

In the Publication Draft Local Plan, the Southgate site is proposed to be **allocated for mixed use** development, as this can be more flexible, viable and allow for more sustainable development and place shaping than a single use (Appendix 2). Nevertheless, the proposed allocation would not rule out an appropriate single use.

The site is within the proposed boundary of **Huddersfield Town Centre** (Appendix 3). Huddersfield is a Principal Town Centre in the shopping centre hierarchy, where the aim is to accommodate a range of uses to serve the local community, businesses and visitors; with the uses complementing each another whilst retaining a strong retail core and supporting the daytime and evening economy (Appendix 4).

Proposals for the town centre uses of **leisure**⁶, entertainment facilities, intensive sport and recreation uses, **offices** (including high quality grade A office space)⁷, and arts, culture and tourism (including **hotel**) development, would be supported in principle within the town centre boundary (Appendix 5). The policy also supports:

- Opportunities for **residential** uses^{8,9,10,11} - subject to protecting the amenity of occupiers (Appendix 6), achieving a density of development to ensure **efficient use of land** in keeping with the character of the area and scheme design (Appendix 7), and ensuring provision for a broad **housing mix and affordable housing** (Appendix 8). Supplementary Planning Document 2 sets out the current planning framework for affordable housing in Kirklees, and the council has approved an interim policy until Local Plan adoption (see Section 7);
- High quality **educational facilities** - the council would support development which relates to the operational needs of and/or expansion of all of the district's higher, further and specialist education establishments. Ancillary and related uses would also be supported in principle to help develop **skills** (Appendix 9). When proposals for new housing development are considered, the need for the provision of additional school places will be a material consideration; and
- **Health services** - where the scale of development proposed may impact on educational and health needs, the council will work actively with applicants to resolve key planning issues in advance of a planning application (Appendix 10).

If **community facilities** are provided as an integral part of a development, they should wherever possible be within adaptable mixed-use buildings (Appendix 11). The council would seek well-designed new and improved **open space** in the district, and new housing developments would be expected to provide or contribute towards new open space or the improvement of existing provision (Appendix 12).

The Southgate site is within 300 metres of the proposed Primary Shopping Area, an edge of centre location for **retail** planning purposes. A Sequential Test would therefore be required with any application for retail use. An Impact Assessment should also be submitted if the retail floorspace exceeds 300 sq m (3,229 sq ft)¹². Plans for **food and drink** and licensed entertainment would be assessed according to the potential harm to the character and function of the town centre (Appendix 13).

The ring road (including Southgate) and the A62 Leeds Road - which links the town centre with the Stadium, the A644 and junction 25 of the M62 motorway - are part of

the West Yorkshire Key Route Network and the West Yorkshire Core Bus Network. These highways form part of the **strategic transport infrastructure**, which would be improved and maintained where possible to reduce congestion and reliance on the private car (Appendix 14). Leeds Road and Southgate are also part of the core **walking and cycling** network, which would be safeguarded and extended to provide opportunities to reduce the number of car journeys (Appendix 15).

The council would support development proposals that can be served by public transport, cycling and walking, with travel plans required for all major planning applications to ensure **sustainable travel** patterns (Appendix 16). Proposals should demonstrate that they can accommodate sustainable modes and be accessed effectively and safely by all users. Development would not be permitted if it materially adds to **highway safety and access** problems, or in the case of schemes which will generate a substantial amount of trips that cannot be served by the existing network (Appendix 17).

Development should incorporate **parking provision** for cars, motorcycles and cycles, and accommodate vehicle parking for disabled people (Appendix 18). **Parking standards** will in due course be set out in a Parking Supplementary Planning Document to the Local Plan, and these will provide the starting point for assessing how much parking is required in new development. In the meantime, the parking standards in the UDP provide the reference (Appendix 19).

Huddersfield Town Centre has been identified as an Area of Concern for **air quality**, with potentially elevated levels of nitrogen dioxide from road traffic. Where development introduces new receptors into such areas or near roads or junctions, it should incorporate sustainable measures that protect the new receptors from unacceptable levels of air pollution (Appendix 20). Where possible, all new development should improve existing **environmental quality**, including in respect of noise pollution (Appendix 21). Since Southgate is a 'brownfield' (previously developed) site, the expectation is that re-development should incorporate a Sustainable Drainage System (SuDS) to help reduce surface water run-off, improve water quality, and ensure any proposed open spaces contribute towards **sustainable drainage** (Appendix 22).

Good design^{13,14,15} should be at the core of all proposals, and considered at the outset of the development process as part of pre-application consultation. Proposals should promote good design by ensuring: the form, scale, layout and details respect and enhance the character of the townscape and important views and vistas; a high standard of amenity for future and neighbouring occupiers; high levels of sustainability; the risk of crime is minimised; the needs of a range of different users are met; the natural environment is enhanced, biodiversity supported, and ecological networks enhanced; new trees¹⁶ are planted with other landscaping; and public art is provided where appropriate. Where appropriate, and in agreement with the developer, schemes would be submitted for design review (Appendix 23).

Developers should draw up masterplans for key sites to help secure high quality, accessible, inclusive and safe design. The **masterplanning** process would involve all relevant stakeholders, including the landowner, the Local Planning Authority, service providers, the local community, and other interested parties (Appendix 24).

4. OTHER POLICY CONSIDERATIONS

Kirklees Economic Strategy

One of the strategies underpinning the Publication Draft Kirklees Local Plan is the Kirklees Economic Strategy (2014-2020)¹⁷. A key priority in the Economic Strategy (Priority 5 Quality places - Action 5b) is to **revitalise Huddersfield town centre**, through a number of initiatives including:

- The provision of more cultural, leisure, and independent retail attractions (including the new Huddersfield Leisure Centre), and development at Kingsgate, Packhorse Centre and The Piazza;
- The development of mixed use schemes in the town centre, to include quality residential and office space including St George's Quarter, the Waterfront Quarter, and other prominent gateway sites; and
- Delivery of The HD One scheme in ways which enhance the leisure offer and job opportunities and build connectivity to the town centre - without undermining investment and activity in the town centre itself.

In this context, Southgate would be seen as a prominent **gateway site** with potential for mixed use development possibly including (but not necessarily restricted to) housing and offices.

The Economic Strategy reinforces the precedence under planning policy for **retail** floorspace to be located within the Primary Shopping Area inside the town's ring road, where the Kingsgate Shopping Centre, Packhorse Centre and The Piazza are all located.

New **leisure and entertainment** attractions are promoted in the Draft Strategy at:

- Kingsgate - where the council has resolved to grant planning permission for an extension called Kingsgate Leisure incorporating a new multi-screen cinema;
- The HD One – a major leisure destination which has been granted outline planning permission, with full approval given for a hotel which would be the first phase of development on land adjoining the John Smith's Stadium.

Under Priority 4 (Infrastructure), action 4j seeks to develop the **Kirklees Smart Corridor** plan for a network of high quality hubs and corridors. This identifies the potential for the Leeds Road corridor to align design and delivery of investment in transport, green infrastructure, flood alleviation, district heating, broadband, skills and town centre regeneration.

Priority 2 (Innovation and enterprising businesses), action 2a is to ensure the right combination of physical centres and maximise their strategic co-ordination to help **businesses to start-up and innovate**.

Kirklees Joint Health and Wellbeing Strategy

The Kirklees Joint Health and Wellbeing Strategy 2014-2020¹⁸ recognises that two things will be pivotal to making Kirklees a better place in the future - healthy people enjoying a great quality of life for longer via a strong and growing economy. Those goals are not only crucial, but intimately bound together. A successful economy that offers good jobs and incomes for all of our communities makes a huge contribution to prosperity, health and wellbeing of all age groups. Likewise, confident, healthy, resilient people are better able to secure a job and more productive in the workplace.

Because of the importance of these issues and the connections between them, the council and its partners are focusing on both the Kirklees Economic Strategy and the Kirklees Joint Health and Wellbeing Strategy as complementary strategies that will set future priorities and guide action. Both focus on building resilience in business, communities and people in order to increase independence, with a shared aim that Kirklees is a District combining great quality of life and a strong and sustainable economy – leading to thriving communities, growing businesses, high prosperity and low inequality and where people enjoy better health throughout their lives.

The Joint Health and Wellbeing Strategy vision is that by 2020, no matter where they live, people in Kirklees live their lives confidently, in better health, for longer and experience less inequality. The outcomes for people and their communities will be:

1. People in Kirklees are as well as possible, for as long as possible, both physically and psychologically, through:
 - Having the best possible start in life, and having the chance to make the most of their talents, skills and qualities;
 - Encouraging the development of positive health and social behaviours;
 - Identifying issues as soon as possible that affect health and wellbeing;
 - Enhancing self-care.
2. Local people can control and manage life challenges through:
 - Being resilient, and being connected to others;
 - Feeling safe and positively included;
 - Being able to navigate through life.
3. People have a safe, warm, affordable home in a decent physical environment within a supportive community through:
 - Continuing to work in partnership to deliver an appropriate supply of homes and jobs to meet the needs of a growing and ageing population;
 - Enabling and supporting independent living and an environment which promotes good physical and emotional health and wellbeing;
 - Improving homes and neighbourhoods.
4. People take up opportunities that have a positive impact on their health and wellbeing.

5. FEASIBILITY APPRAISAL

Site ownership

The Southgate site is in the freehold ownership of Kirklees Council.

The land occupied by the electrical sub-station is leased to Yorkshire Electricity Board (now Northern Powergrid) for a term of 60 years from 9 June 1961.

Legal rights

Under a licence from the council to Cabletel (now Virgin Media) dated 18 June 1999 for a term of 23 years, the statutory undertaker installed fibre optic cabling and cabinet within the footways to the quarter-circle of roads within the site close to Southgate/Leeds Road junction. The licence includes provision for Virgin Media to relocate the apparatus to accommodate re-development of the site.

To the west of the Southgate land and fronting the ring road is Crown House, the site of which is the subject of a lease dated 28 February 1994 for a term of 200 years from the council to Davos Investments Ltd. The lease stipulates that there is to be no development or building within 30 feet (approximately 9.2 metres) of the eastern wall that restricts, diminishes or interferes with the access of light and air to the rear ground floor windows of Crown House.

Financial context

Section 123 of the Local Government Act 1972 requires councils to dispose of land for the best consideration that can reasonably be obtained, unless there is consent to do otherwise from the Secretary of State. Best consideration is the unrestricted market value, expressed in capital terms, for disposal where the principal aim is to maximise the value of the receipt. The unrestricted value should take account of whatever land uses might be permitted by the Local Planning Authority. Subject to this, a council may dispose of land in any manner it wishes.

If local authorities dispose of land at less than best consideration, they are providing a subsidy to the owner, developer and/or occupier of the land. Councils are therefore required to ensure that the nature and amount of subsidy that may be consented by the Secretary of State also complies with the European Commission's State Aid rules.

Complementary and competing developments

Property developments in and around Huddersfield town centre, exceeding 1,400 sq m (15,000 sq ft) of floorspace or 40 housing units, were either under construction or planned at 31 December 2016 at the following locations:

Leisure

- The HD One, Stadium Way – resolution to grant an extension of time for outline planning permission on land adjoining the John Smith’s Stadium for 11,488 sq m (123,200 sq m) of leisure, with 5,365 sq m (57,750 sq m) of restaurants and bars, and 2,320 sq m (24,970 sq ft) of food and non-food retail;
- The HD One – full planning permission for a 149-bed four star hotel, the proposed operator being Park Inn by Radisson;
- Kingsgate Leisure, Cross Church Street – resolution to grant planning permission for a multi-screen cinema complex of 2,303 sq m (24,790 sq ft) and 6 restaurant units (2,911 sq m or 31,224 sq ft).

Retail

- Kingsgate Centre, King Street – resolution to grant planning permission to extend the unit of retailer Next by 1,943 sq m (20,915 sq ft) net.

Offices

- St George’s Quarter, New North Parade – works started on converting a Grade II Listed former railway warehouse to 14,865 sq m (160,000 sq ft) of offices.

Educational facilities (University of Huddersfield)

- Oastler Building, Shorehead – 7,624 sq m (82,065 sq ft) education centre under construction;
- Queen Street South – outline consent for 31,825 sq m (342,564 sq ft) of new buildings.

Student housing

- Standard House, Half Moon Street – conversion and extension to create 55 bedrooms nearing completion;
- Waterfront Quarter, Manchester Road (plot C) – work ongoing on a new block of 252 bedrooms;
- Waterfront Quarter (plot B) – permission for a second block of 252 bedrooms;
- Waterfront Quarter (plot A) – resolution to approve an application to develop 168 bedrooms;
- Ramsden House, New Street – consent to convert floors 2-6 to 45 bedrooms;
- New Wharf, Wakefield Road – approval for re-development to 59 bedrooms;
- Colne Road – permission for development of 336 bedrooms (and 38 apartments);
- Queensgate Retail Park – outline approval for 60 new flats (and 13 town houses);
- Broomfield House, Firth Street – full permission to build 40 studio flats (phase1), and outline consent for a second phase of 24 studio flats (with 3 retail units).

The Publication Draft Local Plan proposes to allocate a second town centre site for mixed use development. The former Kirklees College campus, on the north-western

edge of the ring road (Castlegate) between Trinity Street, Portland Street and New North Road, measures 2.44 hectares (6.03 acres). Full planning permission was granted in June 2016 for a new Lidl food store with a sales area of 1,424 sq m (15,328 sq ft); the masterplan for 'Trinity Central' indicating a health care facility, NHS medical centre, veterinary practice, and retirement living on the rest of the site.

Princess Royal Health Centre, at Greenhead Road, was acquired in December 2016 by Locala Community Partnerships which provides NHS community services. Locala announced that existing healthcare services would continue there, and more services were likely to transfer onto the 1.13 hectare (2.8 acre) site from 2017.

Properties within or near the town centre that were for sale at 31 December 2016 included:

- Crown House, Southgate – largely vacant ten storey office building of 5,745 sq m (58,929 sq ft) constructed in the 1970s and now marketed as suitable for a variety of uses including hotel, student housing, or residential, subject to planning permission. The building adjoins the council's Southgate site;
- The George Hotel, St George's Square – Grade II* Listed building, built 1849-50. Closed since early 2013, a scheme to reduce the number of hotel bedrooms from 60 to 30 and to create 11 apartments, a dental centre, health spa, and rooftop coffee shop/diner was later started but not finished;
- 103 New Street – Co-operative department store building (1936), comprising 2,555 sq m (27,500 sq ft) over 6 floors, with development potential and suitable for various uses subject to planning consent; and
- Gasworks Street/St Andrew's Road – former Gasworks site, measuring 2.93 hectares (7.24 acres), with the benefit of outline planning permission for 4,198 sq m (45,187 sq ft) of non-food retail (bulky goods only).

Property market appraisal

The appraisal of the property market was produced for the council by Cushman & Wakefield in April 2016. This was before the referendum on the United Kingdom's membership of the European Union (23 June 2016) which resulted in a majority vote to leave the EU.

UK property market context

The UK economy has lost some momentum recently, mainly due to weaker manufacturing output. GDP growth is estimated to have been 0.5% quarter on quarter in Q3 2015, following growth of 0.7% in Q2.

The consumer sector remains very strong, with confidence at the highest level since the late 1990's. Household budgets are being boosted by steady wage growth and renewed deflationary pressures on the back of further declines in oil prices and heavy discounting by retailers. According to the Office of National Statistics, the

employment rate reached 73.7% Q3 2015, which is the highest level since comparable records began in 1971. Meanwhile, the unemployment rate fell to 5.3% in Q3 2015 - the lowest level since April 2008.

Profitability is close to previous peaks, companies' cash holdings are near record levels and credit availability is much improved and many companies are still showing a healthy appetite for capital spending and hiring staff. Business investment is forecast to grow by 5.1% in 2016.

The property investment market has stabilised over recent months, with performance in many of the strongest sectors increasingly driven by rental growth and less so by yield compression, occupier sentiment is positive and is underpinned by healthy consumer and business confidence and the positive outlook for the economy. The low interest rate environment combined with the relatively high and stable income yields of UK commercial property, is still proving attractive to new investors.

According to the RICS UK Commercial Market Survey, occupational demand rose for the 12th consecutive quarter in Q3 2015, with demand strengthening across all three main property sectors, although the improvements in retail are more modest in comparison to the office and industrial sectors. This is maintaining upward pressure on prime rents across all sectors, led by offices, which saw average rents increase 7.1% in the year to September 2015, while retail rents rose 7% and industrial rents were up 3.8% during the same period.

Investment activity has been aided by the greater depth and liquidity in the financing market, particularly in the regions, with a broad range of bank and non-bank lenders targeting opportunities across prime, and more recently, secondary markets. Institutions are very active across all sectors, while there is also very strong appetite from UK property companies and overseas private equity, especially for prime and, more recently, secondary office and industrial stock that offer asset management potential.

Prime yields have been relatively stable in recent months and strong investor demand and high pricing is expected to persist into 2016.

UK funds and institutions and overseas private equity continue to show good appetite for prime regional retail assets. With risk appetites improving and investors adopting a slightly more relaxed attitude to covenant strength, the best non-prime and secondary stock is attracting healthy interest. In the out of town segment, lot sizes in the £20-£50m range are particularly sought after, although these are in short supply. More private equity buyers and opportunity funds have emerged in recent months and are boosting demand for attractively priced assets in second tier and secondary locations.

Huddersfield – a place to live, work and invest

Huddersfield is the principal town in the metropolitan borough of Kirklees and is a thriving commercial centre with a population (in the former Huddersfield County Borough area) of 134,987 people. The town is known for its role in the industrial revolution and for being the birthplace of rugby league, Prime Minister Harold Wilson

and international film stars James Mason and Patrick Stewart. Huddersfield is a town of Victorian architecture including the Grade I listed railway station building situated in St George's Square.

Connectivity

Huddersfield is situated approximately 21 miles south west of Leeds, 27 miles north-west of Sheffield and 28 miles north east of Manchester.

The town benefits from excellent transport connections by:

- Road – the town is at the convergence of the A641 and A642, two miles south of the M62 motorway and 12 miles west of the M1. These in turn provide access to the national motorway network.
- Rail – Huddersfield railway station has a comprehensive local and regional rail service, including frequent express services to Dewsbury, Leeds, Manchester and beyond, including Manchester International Airport and major sea ports on the west and east coasts.
- Bus – the town's bus station provides excellent connectivity with surrounding towns and villages.
- Air – Manchester International Airport is accessible via rail (48 minutes) and the M62 (63 km (39 miles)).

Employment

Huddersfield's status as a major manufacturing centre is underlined with the sector accounting for over 30,000 jobs. Specialisms include advanced manufacturing and precision engineering. A total of over 13,000 employers are based within the town, of which there are over 2,300 businesses in the creative and digital sector within the area.

Leeds City Region

Huddersfield is located within the Leeds City Region which is home to over seven million people and has the largest and fastest growing workforce in the UK with over 31% of the working population educated to degree level. The City Region has a workforce of over 1.9 million - the largest in the UK outside London and a GVA of £60.5 billion. Over 109,000 businesses are based in the Leeds City Region which is more than in any other city region. The manufacturing sector is the largest in the UK and is worth over £7 billion and the Leeds City region has the second largest financial sector outside London. The City Region is a recognised leader in health innovation with the UK's largest concentration of health analysts.

Higher education

The University of Huddersfield is one of the largest employers in the town, and is estimated to contribute more than £300m in direct and indirect contributions to the local economy. The University offers 500 courses and currently has over 23,000 students with 3,000 from overseas. Many of the University's graduates choose to

stay in the area once they complete their education. Huddersfield is a diverse and multi-cultured town with a large ethnic population, and the student population adds to the eclectic mix.

Arts and culture

Numerous festivals take place each year, including the Huddersfield Contemporary Music Festival, Huddersfield Literature Festival, Huddersfield Caribbean Carnival, and the Food and Drink Festival which is held in the historic St George's Square offering a wide range of cuisines from around the world.

Tourism

Huddersfield is on the doorstep of the Peak District National Park. Nearby visitor attractions include Holmfirth, a thriving village with speciality shops and markets; Honley, home to cobbled streets, quaint shops and fabulous restaurants; Kirklees Light Railway at Clayton West; Yummy Yorkshire's ice cream bar in Denby Dale; and the National Trust's Marsden Moor Estate.

Huddersfield Property Market Overview

Residential

The Nationwide Building Society has reported that the average property price in the UK in January 2016 represents an annual house price growth of 4.5% from the previous year. The RICS Residential Market Survey (December 2015) indicates that price momentum remains firm and purchaser demand grew at a more moderate pace during October 2015, however due to an ongoing shortage of new instructions to the market demand continues to outpace supply across most parts of the UK.

Analysis of HM Land Registry data of achieved residential house prices in Huddersfield shows a total of 4,506 residential sales over the 12 month period Q3 2014 to Q3 2015 with an average house price of £159,493. A number of new build residential developments have been completed in Huddersfield over the last three years. Of the sample assessed, the average sale price of the new build units equates to circa £186,563.

There is an established private rental market operating across the country with property companies and funds increasing their holdings of residential investment stock. The private rented market in the urban centre of Huddersfield is strengthened by the requirement for student accommodation, particularly as the University is located to the immediate south of the town centre.

Retail

Huddersfield is ranked in the top 5% of all UK Shopping Centres in the Venus score 2011-2012 survey. Property Market analysis estimates that the retail catchment population of the town is 210,000. Town centre retail floor space in Huddersfield is estimated at 1.36 million sq ft, which is above the sub regional centre average ranking the town 47 out of 200 PROMIS centres.

The total retail warehouse accommodation in Huddersfield is estimated at 595,000 sq ft. Around 70% of the total retail warehousing floor space in the Huddersfield area is on retail parks which include Leeds Road Retail Park, Great Northern Retail Park, Huddersfield Retail Park in Beck Road, and Gallagher Retail Park. There is a total of some 536,000 sq ft of food retail floor space in the town, including Tesco (Viaduct Street), Sainsbury's (Market Street and Southgate), Asda (Carr Pit Road), Aldi (Beck Road), Lidl (Castlegate and Wakefield Road), and Iceland (Trinity Street and Carr Pit Road).

Leisure

The main leisure destinations in Huddersfield are the recently-opened Huddersfield Leisure Centre, Grosvenor Casino and Mecca Bingo at Folly Hall, and the John Smith's Stadium, multi-screen cinema and leisure facilities off Leeds Road. Within the Huddersfield area there is a current supply of 90,000 sq ft of leisure space.

Offices

Huddersfield has a diverse office supply, with a range of purpose-built office accommodation in out of town business parks, converted mill buildings, and town centre office blocks. There is however a dearth of new purpose-built Grade A accommodation in the town centre.

Industrial

Befitting the town's status as a major manufacturing centre and close proximity to the M62, Huddersfield has a healthy stock of modern purpose-built industrial and warehousing accommodation. Major concentrations of this include Bradley Junction, Hoyer, Bradley Mills, Queens Mill and Tandem Industrial Estates, Ringway Industrial Park, Trident and Aspley Business Parks, Ringway Industrial Park and Shaw Park.

Potential conflict with planning or other policy considerations

The planning policy context for the redevelopment of the site is currently provided by existing planning permission, the Kirklees Unitary Development Plan (UDP) and policies in the National Planning Policy Framework and National Planning Practice Guidance. The council is in the process of preparing a new Local Plan which sets out the council's long-term strategy on managing development across the district over the next 15 years.

The site is proposed to be allocated for mixed use development in the Publication Draft Kirklees Local Plan. This is to ensure maximum flexibility for the development of the site, although it should be noted that an appropriate single use would still be considered by the Local Planning Authority.

Having reviewed the planning policy for the site, it is clear that a wide range of uses could be supported on the site without conflicting with planning policy. These include:

- Leisure, entertainment facilities and the more intensive sport and recreation uses;
- Arts, culture and tourism development;
- Offices;
- Research and development facilities;
- Education;
- Healthcare; and
- Residential.

There is an extant planning permission for a large food store however, as an “edge of centre” site for retail purposes, any new retail proposals would be subject to the requirements for a Sequential Test and an Impact Assessment.

Whilst an appropriate single use may be acceptable in planning policy terms, the council has expressed a preference towards a mixed-use development on the Southgate site with complementary uses – the uses to complement one another not only on the subject site, but also to existing and proposed developments within Huddersfield town centre.

The Publication Draft Kirklees Local Plan is underpinned by the draft Kirklees Economic Strategy (2014). One of the key priorities in the Kirklees Economic Strategy (2014) (Priority 5 Quality places - Action 5b) is to revitalise Huddersfield town centre, through a number of initiatives.

Evaluating the site’s current and future prospects

The scale of the site lends itself to a large single occupier or a mixed use development. Developers will make their own assessment of market demand, however we suggest the following uses may be acceptable from both a planning context and market perspective:

Offices

The success of nearby Media Centre is apparent, and there is an opportunity to provide additional capacity to the creative and media quarter. There is also potential to develop larger “grow-on space” for occupiers looking to expand their business operations (either through leasing or self-build).

Research and Development facilities

Given the proximity of the site to The Media Centre and the University of Huddersfield, the site has potential to incorporate a small, high value research and development hub.

Residential

Residential development on part or all of the site could enable the delivery of starter homes and/or a care home or retirement living given the site’s connectivity to the town centre and excellent public transport links. Given the proximity of the University Campus, there may also be developer interest in providing student accommodation.

Retail

While the “Big Four” are being highly selective in their development of new large food stores, there is likely to be interest from the retail sector including both food (smaller format or budget supermarkets) and possibly from non-food (bulky goods) operators. Planning policy would direct other non-food retail to the Primary Shopping Area inside the ring road. Any retail proposals for the Southgate site will be subject to planning requirements for Sequential Test and Impact Assessment.

Leisure and tourism development

New leisure facilities and / or a hotel on this “town centre” site would be compatible with planning policy. We acknowledge the proposals at Kingsgate Leisure (for a cinema) and The HD One at the Stadium (for a hotel and multi-use leisure, entertainment and sporting destination) and if these schemes were to be fully developed out it is likely to reduce demand for further facilities on the Southgate site.

Healthcare

The site has potential to be used for a range of healthcare facilities, although the proposals for a Health Hub on the former Kirklees College site at New Road are acknowledged.

Topography

The land slopes down from west (Southgate) to east (Old Leeds Road) by about 7.5 metres (24 feet), and from north (Leeds Road) to south (Old Leeds Road in the vicinity of its junction with Watergate) between around 1 to 3 metres (3 to 10 feet)

When the demolition works were carried out for the council in 2016, existing roads and paths within the site were retained in situ to avoid both disturbing any services beneath and pre-judging any end-developer’s proposals. As part of operations, clean demolition materials were crushed and utilised to re-grade the land temporarily pending re-development of the land.

Updated **topographical drawings** of the site, post-demolition, were produced for the council in November 2016 (Appendix 25).

Ground conditions

A **Phase 1** Preliminary Site Assessment (PSA) - also known as a Desk Study - including a Coal Mining Risk Assessment (CMRA), was completed for the council in November 2016.

At 31 December 2016, a brief for a **Phase 2** intrusive study had been prepared and issued for tender.

Infrastructure requirements

Off-site highways

Improvements required under the existing planning permission for a large food store would accommodate the forecast traffic generation, including an additional left-turn lane from Leeds Road into Southgate, and the Leeds Road/Old Leeds Road junction to be signalised to ease vehicle movements in and out of Old Leeds Road. Car parking and servicing was to be accessed in Old Leeds Road, with restrictions to discourage an alternative route via the narrow Locomotive Bridge (a scheduled Ancient Monument) in Turnbridge Road. Pedestrian facilities appropriate to the forecast pedestrian movements would be provided and upgraded at the key junctions within the vicinity of the site, at Leeds Road/Southgate/ Northgate/ Northumberland Street and at Leeds Road/ Old Leeds Road.

Highway infrastructure requirements for alternative development of the site will be dependent on the use class(es) and scale of proposed development. Until the nature and scale of the proposed use(s) have been established, the Local Planning Authority (LPA) has indicated that it would not wish to be overly directing in respect of vehicular access arrangements. Nevertheless, the first principles for the site access have been established and tested with the planning consent for the food store, namely access off Old Leeds Road via a signalised junction with Leeds Road.

Without being prescriptive on developers having to provide a signalised junction on Leeds Road, or ruling out alternatives to access the site, the LPA will require junction analysis to be undertaken in relation to the nature and scale of the forecast development traffic to determine the new site access arrangements.

It is envisaged that new development proposals for the site will promote and enhance pedestrian and cycle connectivity with the town centre and the Stadium and associated HD One leisure-led development scheme. Leeds Road is a bus route, and public transport is also expected to play a key role; therefore provision should be integrated as far as possible with the development of the Southgate site.

Green Streets

The council is keen to see property developments within the Kirklees Smart Corridor – which runs along the A62 between the town centres of Huddersfield and Dewsbury – adopt **Green Streets principles**. The Green Streets project uses green and blue infrastructure, such as strategic tree planting and sustainable urban drainage systems, to help improve air quality, reduce surface water flooding, and promote the use of cycling and walking (Appendix 26).

On-site highways

The Secretary of State for Transport made an order to stop up highway within the site to enable implementation of the planning permission for a new Tesco food store under section 247 of the Town and Country Planning Act 1990.

After Tesco's decision not to proceed with that development, the council made an application under section 116 of the Highways Act 1980 to **stop up an area of highway** that had become unnecessary following demolition of buildings. In December 2016, the Magistrates Court made an order authorising the stopping up of the identified area of highway for the purposes of all traffic. With immediate effect, the order extinguished that area of highway and as a result removed the obligation for the council, in its role as highway authority, to maintain it (Appendix 27).

The council has made arrangements for utility companies to access their apparatus within the temporary perimeter hoarding in cases of maintenance and emergencies. Footways fronting Southgate, Leeds Road and Old Leeds Road remain as highways open to pedestrians passing the site.

Water and drainage

There are **Yorkshire Water supplies** on the edge of and within parts of the site, and supplies to redundant buildings on the land were disconnected prior to demolition works (Appendix 28). **Sewers** run along the site boundaries and in Pine Street (Appendix 29); for the latter, Tesco agreed with Yorkshire Water a Public Combined Sewer Diversion Plan with a new route in Leeds Road as part of the planning permission for the proposed food store.

Electricity

An electrical sub-station inside the old Sports Centre was decommissioned following closure of the facility in 2015. **Northern Powergrid's** 11kV electrical substation to the north-east of Ibbotson Flats, which also serves properties outside of the site including the residential block at Harold Wilson Court on the north side of Leeds Road, remains in situ (Appendix 30). Individual supplies to redundant buildings on the Southgate site were disconnected prior to demolition.

Gas

The **Northern Gas Networks** infrastructure includes gas pipes in Old Leeds Road and part of Pine Street (Appendix 31). The supplies to individual buildings within the site were disconnected before demolition.

Telecommunications

A number of telecommunications operators have voice and data apparatus either on or in the vicinity of the site, including **BT Openreach** (Appendix 32), **Virgin Media** (Appendix 33), **Vodafone** (Appendix 34), and **City Fibre/Kirklees CORE** (Appendix 35).

Coal mining

The Southgate site is located within the Development High Risk Area as defined by The Coal Authority. As a result, a Coal Mining Risk Assessment would need to be submitted with any planning application for re-development. The Assessment should

be prepared by suitably qualified and competent person, and meet The Coal Authority's guidance¹⁹.

Flood risk

The site is located in the Environment Agency's Flood Zone 1 'Low Probability', having a less than 1 in 1,000 annual probability of river or sea flooding.

As the site area exceeds 1 hectare, a Flood Risk Assessment (FRA)²⁰ would need to be submitted with any planning application. The FRA should identify and assess the risks of all forms of flooding to and from the proposed development and demonstrate how these flood risks will be managed, taking climate change into account. The Assessment should identify opportunities to reduce the probability and consequences of flooding. The FRA should demonstrate that the development is appropriately flood resilient and resistant including safe access and escape routes where required and that any residual risk can be safely managed. It should also give priority to Sustainable Drainage Systems (SuDs).

Health and Safety Executive

The north-eastern corner of the site, near the junction of Leeds Road with Old Leeds Road, is located within an Outer Zone for Health and Safety Executive (HSE) consultation. The consultation zone relates to a gas holder which represents a major hazard site off Gasworks Street to the north-east of the Southgate site.

The Local Planning Authority will consult the HSE on any planning application on the Southgate site. When consulted, the HSE will classify the proposed development into one of four 'Sensitivity Levels'. The main factors that determine these levels are the numbers of persons at the development, their sensitivity (vulnerable populations such as children, old people) and the intensity of the development.

The HSE can provide pre-application advice to developers, and further information can be found on its website²¹.

6. SITE AND CONTEXT APPRAISAL

Urban design study

Gillespies were commissioned by the council to produce an urban design study, starting with a site and context appraisal which forms the design analysis for the site. This is set out in full in the Urban Design Study report which should be read in conjunction with the short summary below.

Introduction

Southgate is a key gateway for Huddersfield town centre and represents an opportunity to create a new high quality development. Through a detailed analysis of the site, the Urban Design Study is designed to inform the Draft Development Brief, setting out a number of design principles for developing the site, and offering a number of illustrative schemes to show how the principles could be implemented through a variety of site uses.

The brief

The main objective of the Urban Design Study is to inform the Draft Development Brief which will provide guidance to potential developers on how the site should/could be redeveloped in line with relevant planning and design policies, so as to promote appropriate land use(s) and form of development.

The council's preference is for mixed-use development, as this can be more flexible, viable and allow for a more sustainable development and better place shaping.

The site

The Southgate site enjoys a gateway location on the eastern edge of Huddersfield town centre, alongside the A62 where Leeds Road meets the Southgate section of the ring road. Old Leeds Road sweeps around to form the eastern and southern boundaries.

Analysis

A detailed analysis of the site and the wider context of the town centre has been used to help inform the design principles. The analysis looked at:

- Site description
- Site setting
- Existing land use
- Topography
- Massing
- Views
- Heritage
- Connections
- Movement
- Gateways
- Open space
- Flood risk
- Pollution
- Noise

7. PLANNING AND DESIGN PRINCIPLES

Potential uses

From the Planning Policy Review and the Feasibility Appraisal, land uses for the Southgate site that may meet both market demand and planning policy, subject to detailed planning and highways considerations, are:

- **Offices;**
- **Research & development facilities;**
- **Residential.**

The list is not in any order of priority. Other uses would also be acceptable in principle under planning policy, and developers will inevitably make their own market assessments; nevertheless, it currently appears to the council that demand might be satisfied by existing facilities and proposals for other sites in the town for:

- **Leisure, entertainment facilities, and intensive sport and recreation uses;**
- **Arts, culture, and tourism (including hotel) development;**
- **Health care;**
- **Education.**

The entire site has planning permission for the development of a food store which is valid to 6 February 2017, but the Property Market Appraisal suggests there is now unlikely to be operator interest in such a large facility. There might be developer and operator interest for other scales or categories of **Retailing**; however, because the site is outside the designated Primary Shopping Area any new proposals will need to address the specific requirements of retail planning policy. Applicants will therefore have to satisfy the Local Planning Authority (LPA) through the Sequential Test that proposals cannot be accommodated within the Primary Shopping Area or closer to it than this site. Policy also requires applicants and LPAs to demonstrate flexibility on issues such as format and scale.

Furthermore, if retail floorspace is greater than 300 sq m (3,229 sq ft), the applicant should submit to the LPA an Impact Assessment to show the effect on existing, committed and planned public and private investment in Huddersfield Town Centre, and on the vitality and viability of the town centre. If a proposal fails to satisfy the Sequential Test, or the Impact Assessment shows a probable significant adverse impact on the town centre, it would not be supported.

Given the key gateway opportunity the site offers, **other uses** not listed above may be better located elsewhere. For example, light and general industry and warehousing are contrary to UDP policy for this site; the council would instead encourage such developments to locate on sites for Employment or in Priority Employment Areas in the Publication Draft Local Plan, such as the St Andrew's Road and Leeds Road corridors to the east and north-east.

In all cases the Feasibility Appraisal acts only a guide, and developers should make their own assessment of market demand.

Mix of uses

An appropriate single use may be acceptable, but the council's preference is to see **mixed use development** on the Southgate site, as this can often be more flexible, viable and allow for more sustainable development and place shaping – as long as the individual uses complement one another. In order to create a quality place and make effective and efficient use of land, the site should be developed in a **comprehensive**, rather than piecemeal, manner.

In considering potential land-uses for this location, developers need to be aware of **the wider area**, where at the time of writing (January 2017):

- Queensgate Revival, a retail-led mixed-use scheme of 32,500 sq m (350,000 sq ft) centred on the Market Hall, Library and Art Gallery, and The Piazza, is unlikely to proceed at the scale proposed in 2008 because of changed market conditions. Nevertheless, the Primary Shopping Area remains the council's priority location for new investment in 'high street' retailing;
- major new leisure destinations are on course to be delivered at Kingsgate in the town centre, and at The HD One alongside the Stadium;
- new leisure and retail floorspace at The HD One in the June 2016 application (to extend the time limit) is 30% lower than the original outline consent. Kirklees Stadium Development Ltd has announced partnerships with Hotel Land & Development Ltd and operator Radisson, Briton Engineering (snow sports centre), Hollywood Bowl (ten-pin bowling), Gravity Trampoline Parks, and restaurant operators Zizzi, Nando's, GBK, Five Guys and Frankie & Benny's;
- Kirklees College has announced that the developer behind the 'Trinity Central' proposals, at Castlegate/Trinity Street/Portland Street/New North Road, has withdrawn and the college is now in discussions with another party;
- outline consent for 18,100 sq m (194,000 sq ft) of Grade A offices at The Waterfront, which forms part of the Waterfront Quarter in Chapel Hill/Manchester Road, expired in December 2015, and the council as landowner now intends to produce a new development brief for the 1.2 hectare (3 acre) site;
- expansion of the University's Queensgate campus continues apace, with the Oastler Building at Shorehead nearing completion and land cleared for re-development at Queen Street South; and
- new student housing schemes, if all implemented, would result in another 1,300 or so bedrooms, a not insignificant number.

The form of new development

The final parts of the urban design study consider development principles and illustrative schemes for the site. These are set out in full in the Urban Design Study report which should be read in conjunction with the summary overleaf.

Development principles

Following the site analysis, a set of development principles has been derived that help to inform the connectivity; legibility; uses; scale; massing and form; and landscaping of any future proposals.

Connectivity looks at ways of improving the pedestrian and cycle access to the site, any possible junction improvements that may need to be made, and how permeable the site should be.

Legibility describes different ways that the site responds to its context. These include: key views that should be considered; wayfinding around the site; gateways within the site and how the site acts as a gateway for the town; building frontage; and locating service yards.

A number of possible **site uses** have been proposed. These include: offices (including grow-on space from the creative and media quarter); research and development facilities; residential (Including Starter Homes, retirement living, and Extra Care); and public realm.

The **scale, massing and form** principle looks at the general massing across the site; the locations of landmark buildings; development offsets from existing buildings; and the general layout of the site.

The **landscaping** principle indicates how the public realm should respond to the context of the site.

Illustrative schemes

Three options have been explored in more detail to show how the development principles could be applied to any future development proposals. The options considered are for mixed use development schemes that include:

1. Offices and research & development (R&D) facilities
2. Residential
3. Offices and residential

Option 1 is a combination of offices and R&D facilities. The building massing responds to the site and the development principles. Two landmark buildings are located on the key axes, an **office** building terminates the view down Northumberland Street and a **research & development facility** acts as a gateway building on the approach from Leeds Road. Special care will be required with the facade treatments of the two buildings to ensure that they are high quality and address the street with active frontages.

Two main public open spaces are provided. One is a soft landscaped space and acts as a pocket park in the centre of the development that can incorporate Sustainable Urban Drainage attenuation. The other is more formal, with hard landscaping that acts as an entrance to the development from the town centre, and

will have a number of ground floor cafés that can spill out into the open space creating a lively and attractive hub within the development.

Option 2 is a **residential** option that has a combination of apartments, houses and an Extra Care facility. **Apartments** are located on the high ground on the west of the site closest to the primary shopping area to allow for focal point prominence in height and design. The massing of the apartments will terminate the key view down Northumberland Street and will act as wayfinding to the Stadium. The **Extra Care** facility is located in the centre of the development. **Houses** are located in a rim on the lower ground to the east and along Leeds Road.

Development along Leeds Road will generally run perpendicular to the road to help alleviate noise issues, the exception to this is the northern block where buildings face Leeds Road to provide a gateway to the town centre.

Option 3 is a mix of offices and residential including Extra Care. **Offices** have been located close to the primary shopping area for design and massing reasons and to aid access. They also help to screen the rest of the site from traffic noise. Housing is located on the low ground away from the main roads in general, and has a more appropriate massing for the adjacent properties along Old Leeds Road.

On the high ground to the west, the same principles applied within Option 1 for the layout of the offices are applied here in Option 3. The central block of offices in Option 1 is replaced by an **Extra Care** unit. To the east of the site on the lower ground are new **houses** and a limited number of **apartments**. Again the same principles applied within Option 2 are used here.

The illustrative schemes show how the development principles might be applied to the identified uses. However, the schemes shown are not intended to be prescriptive for any developer proposals, and are not meant to rule out mixes of other uses for the site.

Parking

The **parking standards** in the Kirklees Unitary Development Plan (Appendix 19) provide the present starting point for assessing how much parking is required in new development.

Where the parking standards for a particular development use class indicate that car parking provision for a town centre site should be to the 'operational minimum requirement/level', this will be subject to the applicant supporting their proposals with a reasoned parking and sustainable model assessment for each element of the development. The assessment should be robust to ensure that the development does not promote indiscriminate on-street parking within the vicinity of the site to the detriment of other local businesses.

Consideration should be given to shared parking on the site throughout the development's use classes.

In due course, new parking standards may be set out in a Supplementary Planning Document to the Local Plan.

Contributions to infrastructure costs

The Local Planning Authority will consider the infrastructure works required in relation to any development proposals that come forward, and the appropriate funding contributions from the developer including the amounts and mechanisms.

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a proposed tariff-based charge on new development that will help to deliver new district-wide infrastructure projects. CIL will be set by Local Planning Authorities, and Kirklees Council began consultation on a Publication Draft CIL and Charging Schedule²² on 7 November 2016. Once finalised and adopted, the CIL will be a mandatory and non-negotiable charge.

The list of infrastructure projects it is intended to be funded through CIL is set out in Figure 4. The Publication Draft CIL Charging Schedule relevant to the Southgate site is shown in Appendix 36.

Figure 4. Infrastructure projects it is intended to fund through CIL*

Regulation 123 List CIL Infrastructure
Strategic transport infrastructure Kirklees wide
Strategic education infrastructure Kirklees wide
Strategic open space infrastructure Kirklees wide
Strategic flood alleviation schemes Kirklees wide
Strategic community and cultural infrastructure Kirklees wide
Strategic sports, leisure and recreation infrastructure Kirklees wide

* Extracted from the Local Plan Infrastructure Delivery Plan and Infrastructure Delivery Plan Addendum – see for further information on strategic infrastructure projects.

Section 106 and 278 Agreements

The CIL will work alongside scheme design, conditions of planning permission, and planning and highways obligations in Section 106 and 278 agreements. Such agreements will continue to be used to ensure that developments are acceptable in planning terms. Figure 5 specifies the infrastructure projects intended to be funded through S106 and S278 agreements.

Figure 5. Infrastructure projects it is intended to fund through S106 & S278 Agreements

S106 & S278 Planning Obligations
Transport infrastructure directly related to a specific site which makes a development acceptable in planning terms and is fairly and reasonably related in scale and kind
Strategic development site school provision which makes a development acceptable in planning terms and is fairly and reasonably related in scale and kind: <ul style="list-style-type: none"> • primary provision for Bradley Strategic Site (H1747 & H351) • primary and secondary provision for Chidswell Strategic Site (MX1905) • primary and secondary provision for Dewsbury Riverside Strategic Site (H2089)
On-site open space / green space provision as required by Local Plan Policies (which includes requirements for a financial contribution in lieu of on-site provision in certain circumstances) directly related to a specific site which makes a development acceptable in planning terms and is fairly and reasonably related in scale and kind
On-site flooding and drainage mitigation directly related to a specific site which makes a development acceptable in planning terms and is fairly and reasonably related in scale and kind
On-site community and cultural infrastructure directly related to a specific site which makes a development acceptable in planning terms and is fairly and reasonably related in scale and kind
On-site sports, leisure and recreation infrastructure directly related to a specific site which makes a development acceptable in planning terms and is fairly and reasonably related in scale and kind
Affordable housing

Affordable housing

Affordable housing policy

Supplementary Planning Document 2: Affordable Housing (‘SPD2’) ²³ is the current adopted planning framework for achieving affordable housing. Adopted in 2008, SPD2 elaborates on UDP policy which aspires to secure 15% of gross internal floorspace of brownfield residential development as affordable housing, to meet the needs of households who cannot afford to achieve this on the open market. The presumption is for on-site affordable housing provision at agreed transfer prices.

When the Local Plan is adopted, its provisions on affordable housing will replace SPD2. In the meantime, an interim policy on affordable housing contributions in new housing developments ²⁴ was approved by the council in December 2016. This is an informal policy, for development management purposes, that fast tracks to the Local

Plan position and will be considered as a material consideration in the decision making process for planning applications. Affordable housing is defined in a note at Appendix 8 of this Draft Development Brief, which also sets out the Publication Draft Local Plan policy for housing mix and affordable housing.

Evidencing housing needs: The Strategic Housing Market Assessment

The Strategic Housing Market Assessment (SHMA) provides evidence for affordable housing, including the need for affordable homes to rent, and for other tenure options. All areas of Kirklees exhibit a shortfall in affordable housing provision. The SHMA will provide to further evidence on the need for student housing, local incomes, and how Starter Homes can help to meet needs. Additional evidence will be provided from partner services and organisations and the Joint Health and Wellbeing Strategy and Mental Health Accommodation Strategy.

Securing affordable housing

The council will take a flexible view to securing the type, tenure and range of housing proposed, and it particularly welcomes innovative approaches to affordable housing delivery and approaches which will provide an enhanced affordable housing offer, related to local incomes in Kirklees.

To meet local needs, the council will need to agree the number, type, tenure and transfer cost and trigger points for the delivery of affordable housing. It will also require arrangements to ensure that the housing remains genuinely affordable in the longer term, and can be retained for as long as possible. Affordable housing is most effectively secured through a S106 Agreement.

The Southgate site presents an opportunity to incorporate a range of housing offers, and can help to respond to a number of housing needs and provider an offer for graduates who may wish to stay in Huddersfield after leaving the University.

Starter Homes

The Housing and Planning Act 2016 introduced provisions for Starter Homes in England, which are to be new dwellings; available to first-time buyers aged between 23 and 39 years old and any other criteria to be specified by the Secretary of State; and sold at a discount of at least 20% of the market value and always for less than £250,000 outside of Greater London. Full details as to how the Starter Homes provisions will operate are to be set out in Regulations to be made by the Secretary of State. These could provide that a Local Planning Authority may only grant planning permission for a residential development of a specified description if the Starter Homes requirement is met.

Starter Homes are affordable housing for the purposes of the National Planning Policy Framework, and therefore will count towards the provision of affordable housing by developers under Section 106 Agreements. Starter Homes may offer opportunities to secure town centre living. This is part of the council's approach to improve the residential offer for our towns and to build vibrancy, footfall and economic resilience in the longer term.

8. THE DEVELOPMENT PROCESS

Site disposal

The council proposes to bring the Southgate site to the open market as a development opportunity. Marketing would be undertaken by external agents and would be a two stage process as set out below.

Stage one

Expressions of interest will be invited from developers with a proven track record in the design, funding, construction and sale/letting of mixed use (or single use) development sites of a similar size to the opportunity at Southgate. At this initial stage, developers will be required to submit an indicative masterplan for the site in accordance with the principles contained in this Draft Development Brief. All expressions of interest will be evaluated on the basis of the initial submissions and shortlisted for the next stage.

Stage two

Shortlisted parties will be invited to submit their detailed development proposals, outline programme, and financial bid for the site to the council landowner.

In order to achieve comprehensive and co-ordinated development, the council's strong preference is for a disposal and development of the site as a whole, and not in parts; although the development (and transfer) of the site may be progressed in phases.

The design process

Planning Practice Guidance highlights established ways in which good design can be achieved, and these include masterplans, design codes, and design review.

For ***stage one*** of the site disposal process for Southgate, the council as landowner will require each interested developer to draw up its initial masterplan in consultation with the Local Planning Authority.

Each **masterplan** should set out the strategy for new development including its general layout and scale and other aspects requiring consideration. The process should include testing out options and considering the most important parameters such as the mix of uses, requirement for open space or transport infrastructure, the amount and scale of buildings, and the quality of buildings. The masterplan can show these issues in an indicative layout and massing plan where the shape and position of buildings, streets and open space is set out.

At ***stage two*** of the site disposal process - and prior to submission of a planning application - the selected developer should refine its masterplan, in consultation with

all relevant stakeholders, including the Local Planning Authority, the council as landowner, service providers, the local community, and other interested parties.

To complement the masterplan, the selected developer might also wish to draw up a **draft design code** to provide detailed design guidance on how the design and planning principles of the masterplan should be applied to development of the site, and include detailed drawings or diagrams. This will help to coordinate design across this large, complex site to deliver a coherent locally agreed vision; and to ensure consistency across the site where development is likely to be phased and more than one developer and design team might be involved, and/or the site may end up in multiple ownerships.

The selected developer will be asked to submit the draft masterplan (and if available, the draft design code) for **design review**, to the Yorkshire Design Review Panel managed by Integreat Plus²⁵. This is the Design Council CABE affiliated panel for Yorkshire and the Humber, and works as part of a national design review network across England. Design review is an independent peer-review system that aims to improve the design quality of development proposals. A panel of recognised design experts will objectively test the scheme's performance against a number of fundamental design criteria, and look at ways that the design could be enhanced before a planning application is drawn up and submitted.

Legal agreements

The selected developer will be expected to enter into a Development Agreement with the council which will include the following key principles:

- Submission to the council as landowner for endorsement of a final masterplan and design code;
- Submission of a planning application to the Local Planning Authority^{26, 27};
- Development obligations and programme;
- Transfer of the freehold of the site (either as a whole or in phases) and payment of land value following the granting of planning permission; and
- Overage and claw back provisions.

9. LIABILITY, CONTACTS AND REFERENCES

Liability

Every effort has been made to ensure that the information contained within this document is as accurate as possible at the time of writing, but Kirklees Council does not accept responsibility for any errors or omissions.

The council will seek to select a preferred developer by the end of stage two of the site disposal process. However, the council does not bind itself to necessarily accept any developer submission.

Contacts

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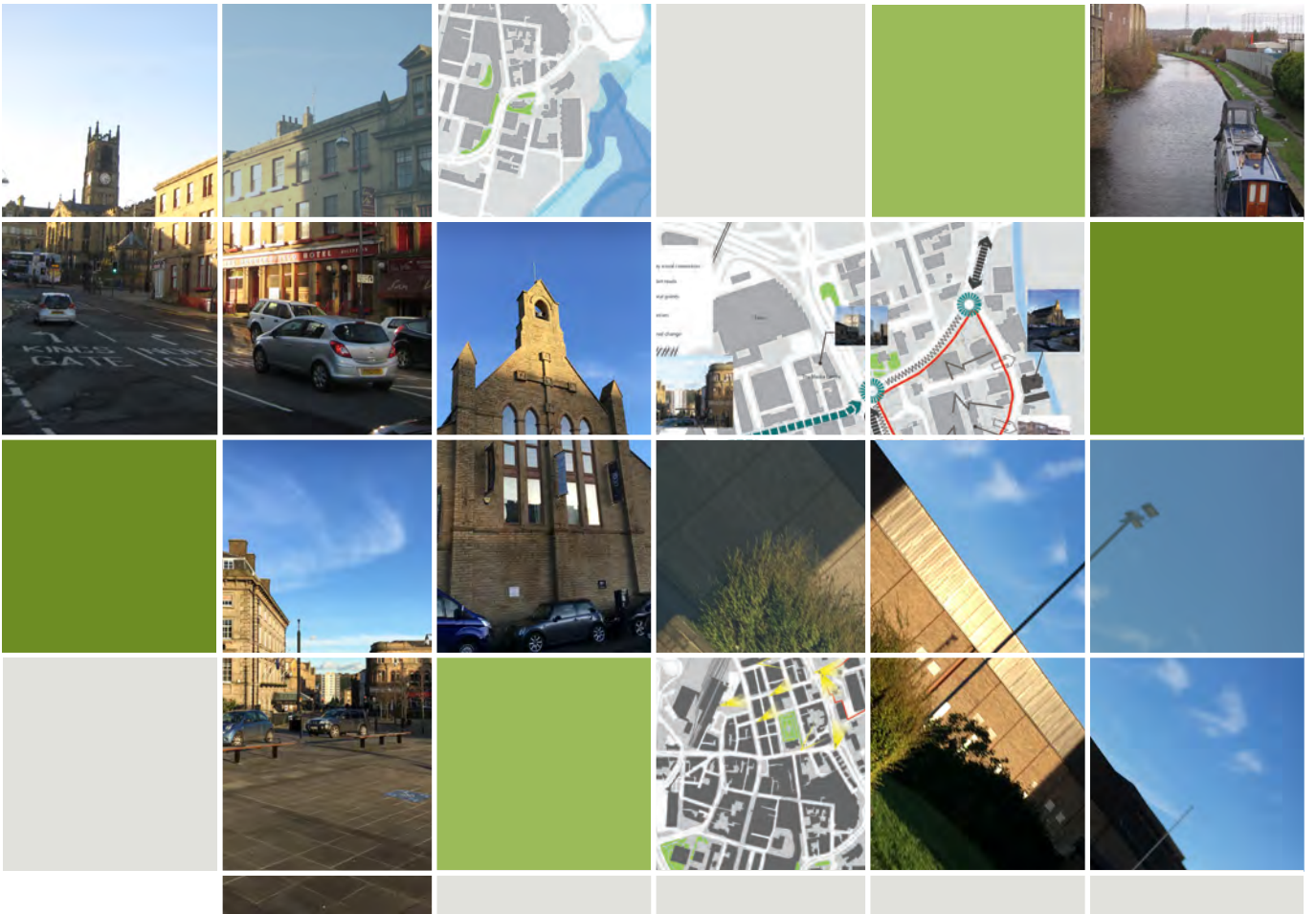
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January 2017

Page 163

AUGUST 2016



SITE ANALYSIS AND DEVELOPMENT PRINCIPLES

SOUTHGATE HUDDERSFIELD

Urban Design Study

For Kirklees Council



M5410-700

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CONTENTS

1.0 Executive Summary

2.0 Introduction

- 2.1 The brief
- 2.2 The study area
- 2.3 Structure of report

3.0 Site Analysis

- 3.1 Site description
- 3.2 Site setting
- 3.3 Existing land use
- 3.4 Topography
- 3.5 Massing
- 3.6 Views
- 3.7 Heritage
- 3.8 Connections
- 3.9 Movement
- 3.10 Gateways
- 3.11 Open Space
- 3.12 Flood risk
- 3.13 Pollution
- 3.14 Noise

4.0 Development Principles

- 4.1 Connectivity
- 4.2 Legibility
- 4.3 Site uses
- 4.4 Scale, Massing and Form
- 4.5 Landscaping

5.0 Illustrative Schemes

- 5.1 Option 1
- 5.2 Option 2
- 5.3 Option 3

6.0 Appendix

- 6.1 Accommodation schedule





1.0: Executive Summary



EXECUTIVE SUMMARY

Southgate is a key gateway for Huddersfield town centre and represents an opportunity to create a new high quality development. Through a detailed analysis of the site, this Urban Design Study is designed to inform the 'Draft Development Brief' setting out a number of design principles for developing the site, and offering a number of illustrative schemes to show how the principles could be implemented through a variety site uses.

INTRODUCTION

Gillespies were commissioned by Kirklees Council to produce this urban design study to support a draft development brief for the Southgate site in Huddersfield. The report contains two main sections: first a 'site and context appraisal' which forms the analysis for the site; and second the 'form of new development' which is presented in terms of *design principles* and *illustrative schemes*.

THE BRIEF

The main objective of the Urban Design Study is to inform the *Draft Development Brief* which will provide guidance to potential developers on how the site should/could be re-developed in line with relevant planning and design policies, so as to promote appropriate land use(s) and form of development.

The Council's preference is for mixed-use development, as this can be more flexible, viable and allow for a more sustainable development and better place shaping.

THE SITE

The Southgate site enjoys a gateway location on the eastern edge of Huddersfield town centre, alongside the A62 where Leeds Road meets the Southgate section of the ring road. Old Leeds Road sweeps around to form the eastern and southern boundaries.

ANALYSIS

A detailed analysis of the site and the wider context of the town centre has been used to help inform the design principles. The analysis looked at

- Site description
- Site setting
- Existing land use
- Topography
- Massing
- Views
- Heritage
- Connections
- Movement
- Gateways
- Open space
- Flood risk
- Pollution
- Noise

DEVELOPMENT PRINCIPLES

Following the site analysis, a set of development principles has been derived that help to inform the connectivity; legibility; uses; scale; massing and form; and landscaping of any future proposals.

Connectivity looks at ways of improving the pedestrian and cycle access to the site, any possible junction improvements that may need to be made, and how permeable the site should be.

Legibility describes different ways that the site responds to its context. These include: key views that should be considered; wayfinding around the site; gateways within the site and how the site acts as a gateway for the town; building frontage; and locating service yards.

A number of possible **site uses** have been proposed. These include: offices (including grow-on space from the creative and media quarter); research and development facilities; residential (including Starter Homes, retirement living, and Extra Care); and public realm.

The **scale, massing and form** principle looks at the general massing across the site; the locations of landmark buildings; development offsets from existing buildings; and the general layout of the site.

The **landscaping** principle indicates how the public realm should respond to the context of the site.

ILLUSTRATIVE SCHEMES

Three options have been explored in more detail to show how the development principles could be applied to any future development proposals. The options considered are for mixed use development schemes that include:

1. Offices and research & development (R&D) facilities
2. Residential
3. Offices and residential

Option 1 is a combination of offices and R&D facilities. The building massing responds to the site and the development principles. Two landmark buildings are located on the key axes, an **office** building terminates the view down Northumberland Street and an **R&D facility** acts as a gateway building on the approach from Leeds Road. Special care will be required with the facade treatments of the two buildings to ensure that they are high quality and address the street with active frontages.

Two main public open spaces are provided. One is a soft landscaped space and acts as a pocket park in the centre of the development that can incorporate Sustainable Urban Drainage attenuation. The other is more formal, with hard landscaping that acts as an entrance to the development from the town centre, and will have a number of ground floor cafes that can spill out into the open space creating a lively and attractive hub within the development.

Option 2 is a residential option that has a combination of apartments, houses and an Extra Care facility.

Apartments are located on the high ground on the west of the site closest to the primary shopping area to allow for focal point prominence in height and design. The massing of the apartments will terminate the key view down Northumberland Street and will act as wayfinding to the Stadium. The **Extra Care** facility is located in the centre of the development. **Houses** are located in a rim on the lower ground to the east and along Leeds Road.

Development along Leeds Road will generally run perpendicular to the road to help alleviate noise issues, the exception to this is the northern block where buildings face Leeds Road to provide a gateway to the town centre.

Option 3 is a mix of offices and residential including Extra Care.

Offices have been located close to the primary shopping area for design and massing reasons and to aid access. They also help to screen the rest of the site from traffic noise. Housing is located on the low ground away from the main roads in general, and has a more appropriate massing for the adjacent properties along Old Leeds Road.

On the high ground to the west, the same principles applied within Option 1 for the layout of the offices are applied here in Option 3.

The central block of offices in Option 1 is replaced by an **Extra Care** unit.

To the east of the site on the lower ground are new **houses** and a limited number of **apartments**. Again the same principles applied within Option 2 are used here.





2.0: Introduction

The practice ethos is to work with the defining characteristic and inherited qualities of a place to create inspirational, vibrant spaces that integrate with and invigorate their surroundings.



▲ 17 Old Leeds Road

INTRODUCTION Gillespies were commissioned to produce this urban design study to support a draft development brief for the Southgate (former Huddersfield Sports Centre, residential flats, business use, and offices) site in Huddersfield. The report will contain two main sections of a 'site and context appraisal' and the 'form of the new development', expressed through a number of illustrations, diagrams, text, photographs and options. .

2.1 The Brief

The main objective of the Urban Design Study is to inform a document ('Draft Development Brief') that will provide guidance to potential developers on how the site should/could be re-developed in line with relevant planning and design policies, so as to promote appropriate land use(s) and form of development.

There is an extant planning permission for a new Tesco food

store that would take up the entire site, but recent changes in the retail market suggest there is now unlikely to be operator interest in such a large unit. Other land uses that would be acceptable in principle, subject to detailed planning and highway considerations are:

- ▶ Leisure, entertainment, and the more intensive sport and recreation uses;
- ▶ Arts, culture and tourism;
- ▶ Offices;
- ▶ Research and development;

- ▶ Educational facilities;
- ▶ Health care;
- ▶ Residential;
- ▶ Other retail - subject to a sequential test and an impact assessment.

A single use would not be ruled out, but the Council's preference is for mixed-use development as this can be more flexible, viable and allow for a more sustainable development and better place shaping.

2.2 The Study Area

The Site

The Southgate site enjoys a gateway location on the eastern edge of Huddersfield town centre, alongside the A62 where Leeds Road meets the Southgate section of the ring road. Old Leeds Road sweeps around to form the eastern and southern boundaries.

The site is relatively large, approximately 2.744 hectares (6.785 acres) in area, and broadly rectangular in shape. The land slopes down from west (Southgate) to east by about 8.45 metres, and from north (Leeds Road) to south between around 1 to 3 metres (3 to 10 feet).

At the time of writing, the site was occupied by vacant buildings, including the former Huddersfield Sports Centre – replaced by the new Huddersfield Leisure Centre at Spring Grove in Summer 2015 – the two blocks of Ibbotson and Lonsbrough Flats, an ex-local authority computer centre, Pine Street car park, and former commercial premises. All the buildings on the site, with the exception of an electrical sub-station to the north-east of Lonsbrough Flats, are programmed for demolition in the Spring and Summer of 2016.

The site is currently in the freehold ownership of Kirklees Council.

Purpose of the Urban Design Study

This study will form part of a draft Development Brief to facilitate the development of the site and to aid the decision making processes in regards to future development, the study is required to show the context in relation to the immediate area and that of the town centre.

2.3 Structure of the report

The Urban Design Study is in two parts:

1. Site and context appraisal

The Study will look at, but not exclusively, the following issues:

- ▶ Topography;
- ▶ Context of the immediate area and the town centre;
- ▶ Legibility of the site;
- ▶ The highway network;
- ▶ Connectivity between the site and the surrounding area;
- ▶ The current scale and massing of the buildings on the development site and those in the immediate vicinity, including the area outside of the town centre; and
- ▶ The historic assets in the immediate area and how these could influence the development of the site.

2. The form of new development

Following on from the site and context appraisal, the Study will provide urban design guidance indicating how the site could be developed bearing in mind the opportunities and the constraints. The potential forms of development will be indicated through the use of illustrations.

The potential forms of development will indicate, but not exclusively, how the following principles could be applied:

- ▶ Connectivity;
- ▶ Legibility;
- ▶ The proposed location of each individual use;
- ▶ Height, scale and massing of the development;
- ▶ How this impacts upon the context of the immediate area and the context of the town centre; and
- ▶ How the impact upon any heritage assets could be mitigated.



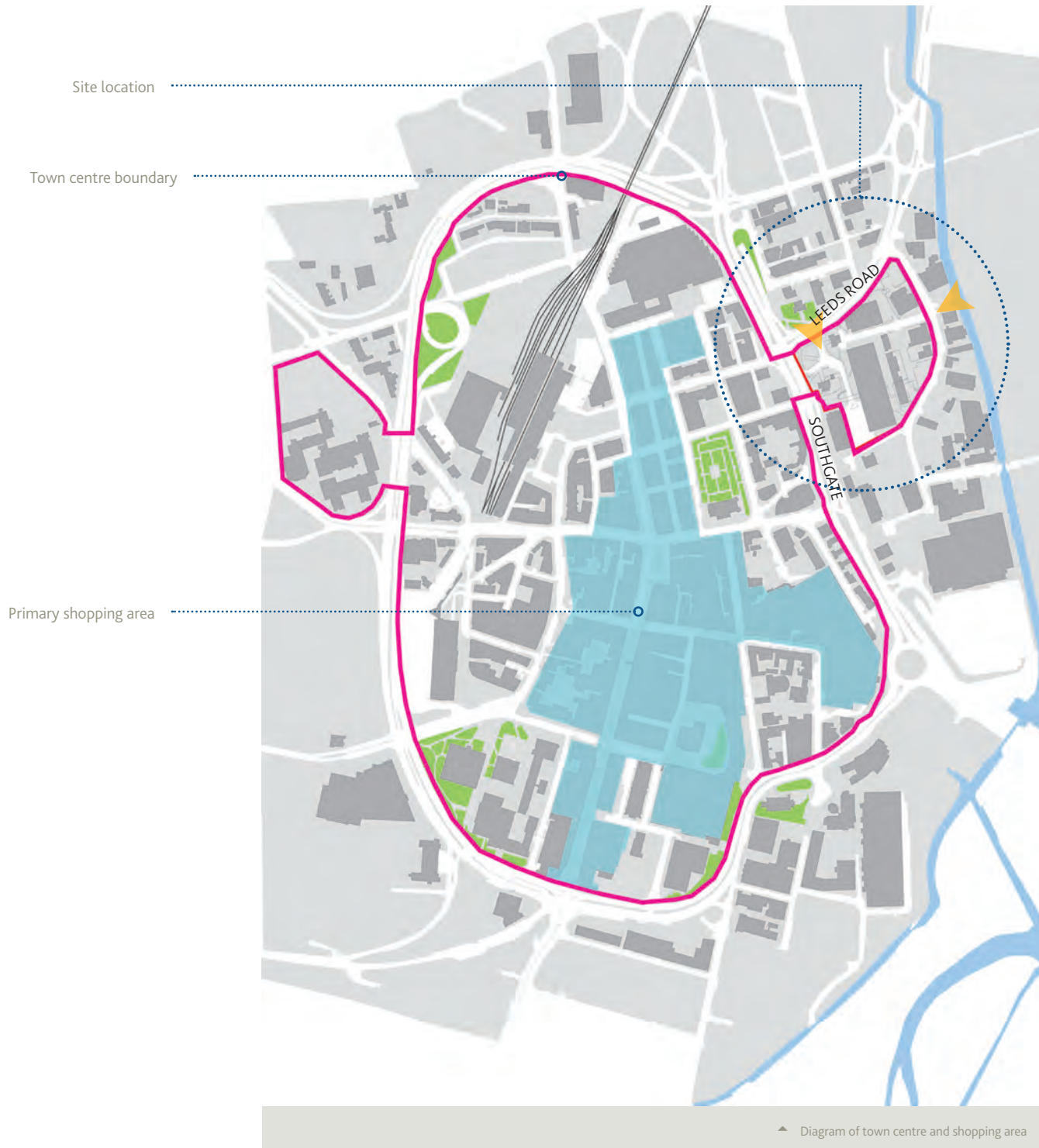


3.0: Site Analysis

SITE ANALYSIS

3.1 Site Description

The site is located on the eastern edge of Huddersfield town centre and covers an area of 2.744 hectares. The site slopes down from Southgate in the west towards Old Leeds Road in the east by a maximum of 8.45metres.



Boundaries

The site is separated from the town centre by Southgate which is part of the ring road that forms the western boundary of the site. The north of the site is bounded by Leeds Road. Both Southgate and Leeds Road are busy dual carriageways that act as a barrier to movement onto site from these directions. The town's primary shopping area lies inside the ring road

Access

The main vehicle access to the site is via Old Leeds Road which is accessed from Leeds Road. The junction is currently a priority junction that requires turning across the dual carriageway. Access to the site can also be gained via Quay Street/Watergate from the east although this is a secondary access with limited access across a very narrow bridge with 7.5 ton weight limit.

Demolition

The site is currently occupied by a number of buildings that are due for demolition in spring/summer 2016 to help prepare the site for re-development. Following completion of demolition work, the only structures that will remain above ground are the electrical substation to the north east of Lonsbrough Flats, the tarmac surfaces of Pine Street and un-



named roads and footways, and the surface car park between the old Sports Centre and Crown House

Stopping up

The Secretary of State had confirmed a permanent closure of highways within the site so that the planning permission for a food store could be implemented. The Council will now seek a new order for any re-development. In the meantime, the existing highway infrastructure on site is being temporarily stopped up for the duration of demolition works. The stopping up affects Pine Street and a number of un-named roads and footpaths that cross the site.

Easement

In the south west corner of the site there is an easement restricting re-development within 30 feet (approximately 10 metres) of the rear elevation of Crown House.

Utilities

The majority of utilities that cross the site run down Pine Street. The Substation within the old Sports Centre building is being removed. The substation to the rear of Lonsbrough flats is being retained. It will be up to a developer to negotiate the relocation of this if required.



3.2 Site setting

The Southgate site occupies an important 'gateway site' on the edge of the ring road at a busy junction that links to Leeds Road retail parks, John Smith's Stadium and junction 25 of the M62 motorway.

To the east of the site, along Old Leeds Road, are a number of low rise business uses that are a mix of traditional stone buildings, converted ecclesiastical buildings, and 1960's / 70's brick buildings, these back onto the Huddersfield Broad Canal. Further south along the canal there are the two large mill buildings and chimney of John L Brierley's Turnbridge Mills. Further south still is the Sainsbury's store at Shore Head.

Between Sainsbury's and the site there are two high-rise office blocks. The first of these is the BT Exchange that is a 6 storey 70's building. The other is adjacent to the site and is Crown House, a privately-owned and currently under-utilised office building. This 10 storey building helps to protect part of the site from the noise and pollution of the ring road due to its position fronting Southgate.

3.3 Recent land uses

The site is currently vacant and due for demolition in the spring and summer of 2016, however the site has recently had a number of different land uses.

On the corner of Southgate and Leeds Road there are two eleven storey 60's residential tower blocks. These help create a visual link to the town centre and are framed by the view from the railway station by Northumberland Street. A third tower, Harold Wilson Court, is located to the north of the site and has recently undergone a refurbishment. In the centre of the site is the old Huddersfield Sports Centre, with pedestrian access via a bridge link from Southgate. The Sports Centre was served by surface parking and a multi-storey car park accessed off Pine Street. Along Old Leeds Road there are a number of smaller former commercial and Local Authority buildings.



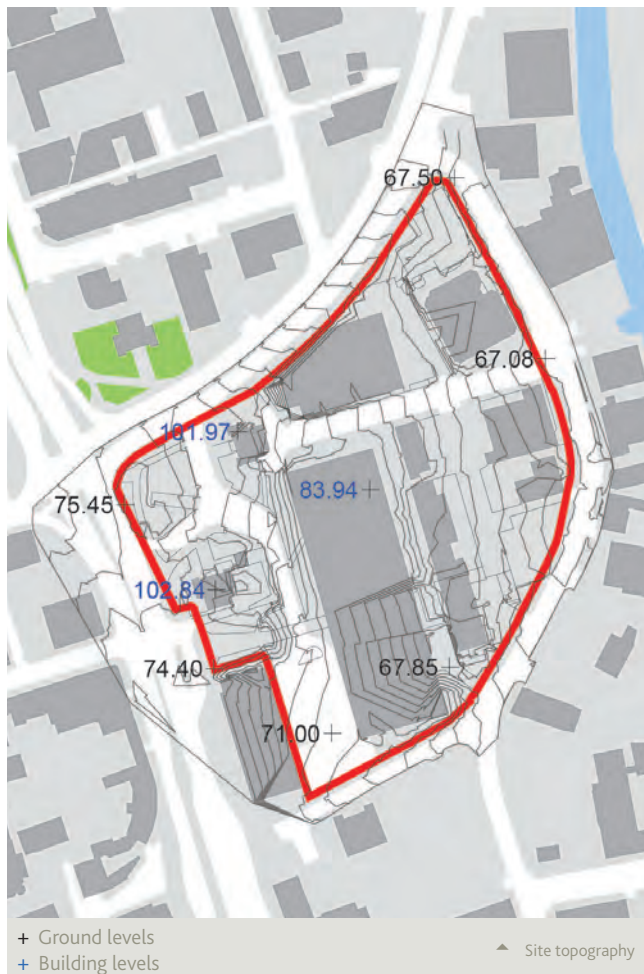
3.4 Topography

Huddersfield town centre sits on the side of a hill that generally slopes from west to east. The site is on the east of the town centre and therefore generally sits lower than the town centre.

The high point of the site runs along Southgate and falls towards Old Leeds Road and the canal and River Colne beyond to the east. At its greatest, the height change across the site is 8.45m over a distance of 190 metres giving a cross fall of close to 1 in 24.

Sitting above the height of the canal and river the site is in the Environment Agency's Flood Zone 1.

The diagram of topography shows the site levels prior to demolition works which are likely to result in some modest re-grading of the site.



3.5 Massing

The site and its surrounding is a mix of low-rise and high-rise buildings. Generally speaking, the buildings are lower around the Old Leeds Road area where there are a number of industrial buildings that back onto the canal with the exception of John L Brierley's Turnbridge Mills which include two 7 storey buildings and a tall chimney. The 60's and 70's buildings along Southgate tend to be of above 5 storeys with the more traditional buildings being between 3 and 5 storeys.

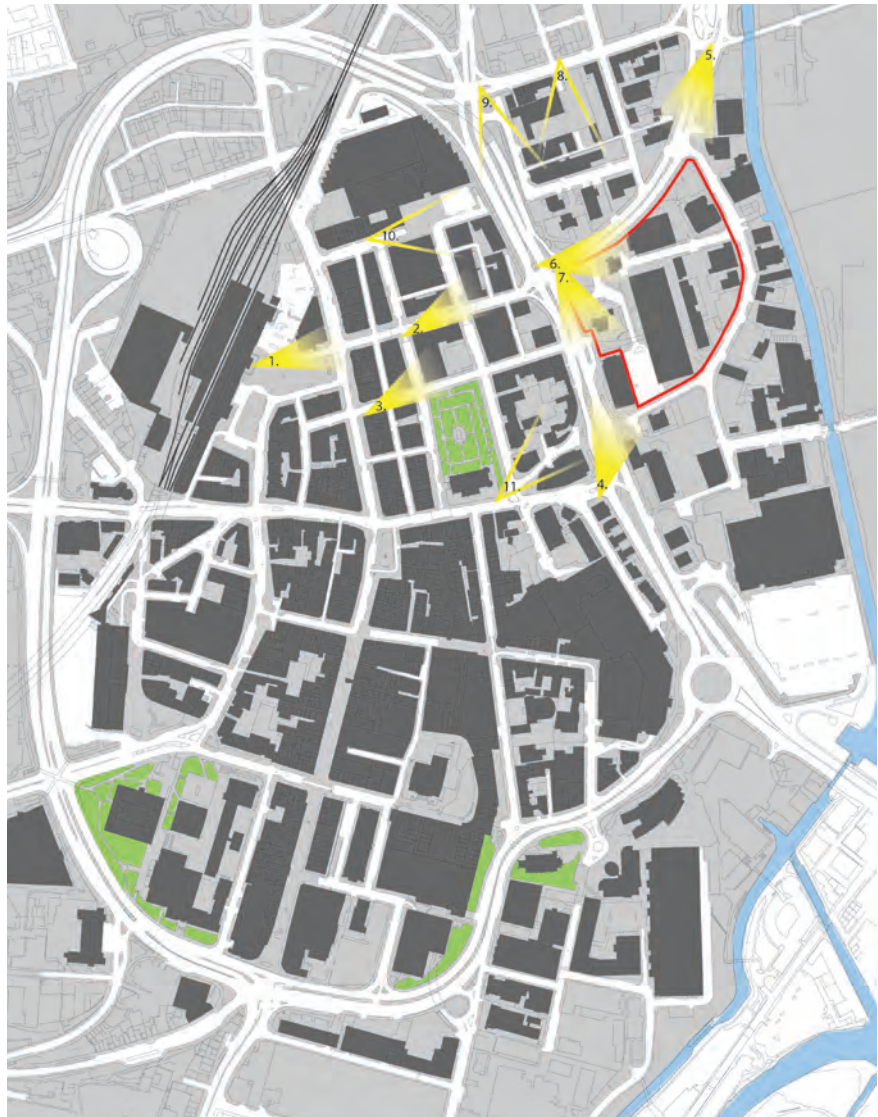


3.6 Views

Located on the edge of the town centre, there are a number of key views that help to visually connect the site to the town centre. As a gateway site there are also a number of views that could signify the arrival to the town centre. In addition to these, there are views from the site beyond the town to Castle Hill and Kilner Bank.

Key Views

- ▶ View 1. From the front of the railway station. View down Northumberland Street of Ibbotson Flats that creates a focal point at the end of the view. This key axis view should act as a wayfinder to the site and a signpost to the Stadium and Leeds Road retail parks.
- ▶ View 2. From Northumberland Street. Similar to view 1 but from within the primary shopping area.
- ▶ View 3. From St Peter’s Street. Lonsbrough Flats creates a focal point within the view and helps to visually link the site with the town centre.
- ▶ View 4. View as approached from the south. Crown House dominates this approach visually.
- ▶ View 5. View of site approaching from along Leeds Road. This approach to the site should act as a gateway to the town centre.
- ▶ View 6 and 7. View from junction of Southgate and Leeds Road. Close views of the site.



▲ Diagram of key views and glimpsed views

Glimpsed Views

- ▶ View 8. View along William Street with high rise flats visible.
- ▶ View 9. View down Broadway towards junction of Southgate and Leeds Road.
- ▶ View 10. View down Brook Street looking at the back of the open market and The Media Centre. Tall buildings on site would be visible.
- ▶ View 11. View down Beast Market with Crown House and the site beyond.

There are two areas of the site that are visually prominent. The first of these is the junction of Southgate and Leeds Road which offers the main visual link to the town centre as well as views from the south and north along Southgate. The second is the junction of Leeds Road and Old Leeds Road as this offers the first view of the town centre when approached from along Leeds Road.

- ▶ Key views of the site
- ▶ Glimpsed views of the site



3.7 Heritage

a. Historic street pattern

Most of Huddersfield town centre has been laid out on a grid street pattern. This is strongly evident within the inner ring road. The majority of the roads that existed prior to the inner ring road being built in the 1960's and 70's are still evident. The exception to this are some of the roads close to the junction of Southgate and Leeds Road. Other changes include the loss of a road that ran parallel and to the south of Pine Street, and one that ran parallel and to the east of Southgate. Any proposal that looks to break up the site into smaller parcels of land should look to extend the existing street pattern across the ring road and Leeds Road to knit the site back into the town street pattern.

b. Listed Buildings

Huddersfield has the third highest density of listed buildings in England. The site does not have any listed buildings within the boundary. There are a number of listed buildings that are adjacent to the site and are mainly located on the west side of Southgate. The setting of these will need to be considered

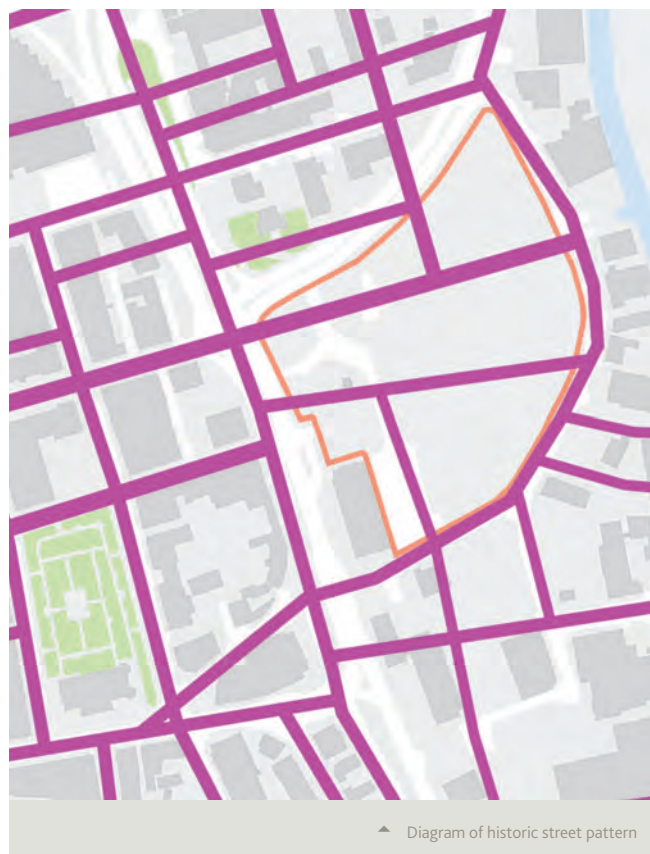
in any proposal to develop the site, however the presence of Southgate between the listed buildings and the site should limit any impact on their setting.

c. Conservation Area

The site lies outside the town centre Conservation Area that runs adjacent to the site along Southgate. There is a clear separation of the Conservation Area and site, with Southgate acting as a barrier to the character and appearance of the Conservation Area. The existing buildings on the site were constructed in the 60's and 70's and have very low architectural merit and as such add little to the setting of the Conservation Area. The massing of the residential tower blocks and Sports Centre have little consideration of the built form within the Conservation Area.

d. Materials

For much of Huddersfield the traditional building material is a dressed or ashlar sand stone that in many cases is rusticated. Roofing is typically slate.



3.8 Connections

The site is located on the edge of the town centre and as such is accessible through a choice of transport modes. It is well connected with the road, bus, pedestrian and cycle networks.

The site is well served by public transport, including the railway station 330 metres from the site with frequent trains to Leeds, Bradford, Sheffield and Manchester and the wider rail network. The site is well linked with bus services to the town centre that operate to Batley, Dewsbury and Leeds with stops on both sides of Leeds Road.

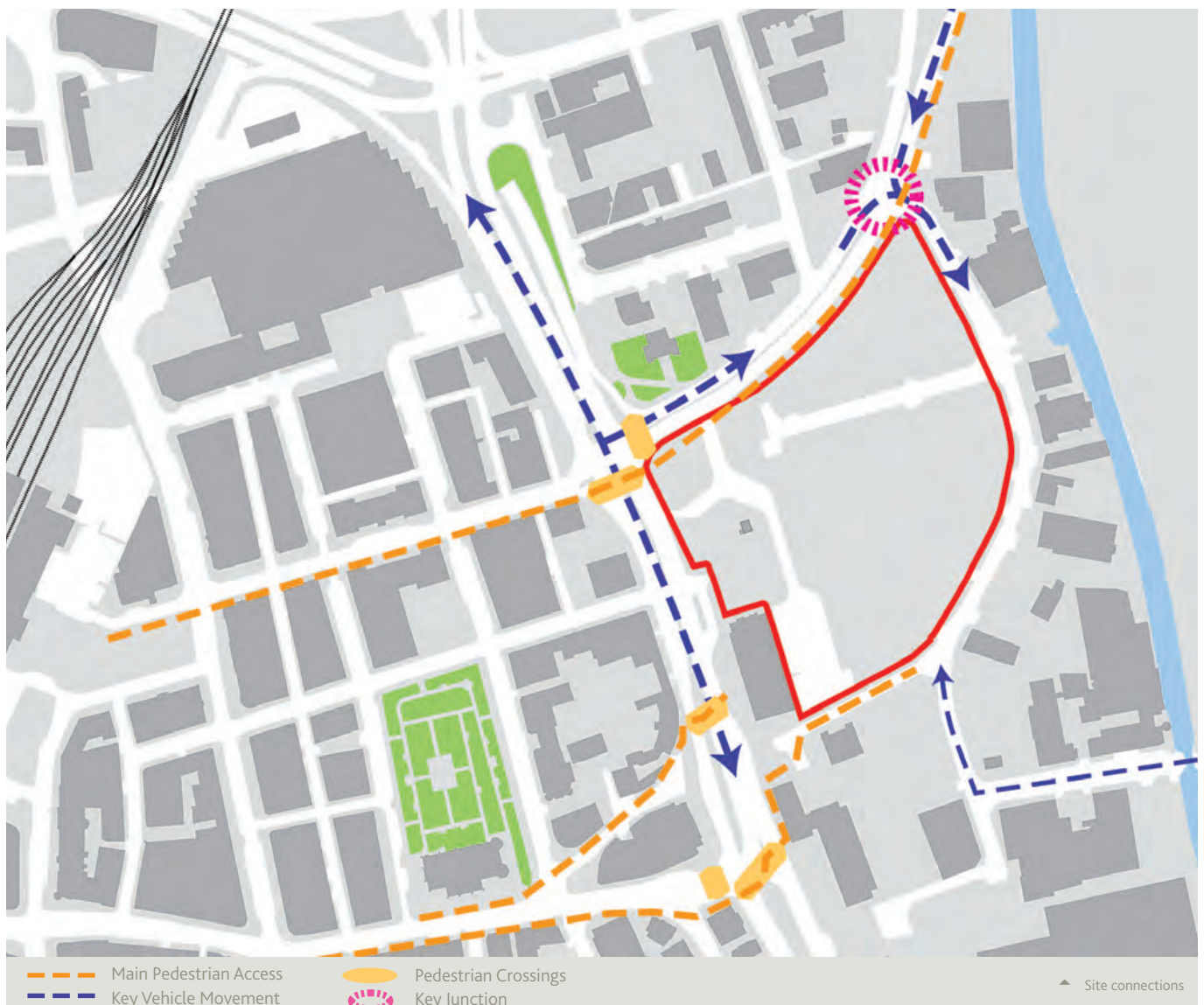
3.9 Movement

The site has a number of pedestrian crossings across Southgate that link it with the town centre. The existing pedestrian permeability of the site is quite good with a number of points

of access from Southgate and along Old Leeds Road. The quality and accessibility of these though is relatively poor with narrow, stepped and undefined access being prevalent.

There is a designated cycle lane along Leeds Road but this is part of the road and is very narrow. As part of the 'CityConnect2' project there are proposed cycle routes across West Yorkshire. The proposals in Huddersfield are to improve the network within the town and along the canal footpath in the Colne Valley.

The existing vehicle movement passes around the site, with very little permeability of the site due to restricted access onto Southgate and Leeds Road that take the form of dual carriageways. Vehicle access onto the site is possible on Pine Street via Old Leeds Road. This is accessed from both Leeds Road and Watergate. The access from Leeds Road is via a priority junction, and it is possible that any future use (depending on scale and vehicle trips generated) may require



this junction to be signalised and vehicle access to the site formed in Old Leeds Road - as proposed for the Tesco scheme. The access from Watergate is limited due to the very narrow turn bridge over the canal which is a scheduled Ancient Monument and has a weight limit of 7.5 tons.

3.10 Gateways / Nodes

Through the introduction of the inner ring road in the 1970's a defined core has been created. Where main arterial roads connect onto the ring road, key gateway sites have been formed around the town centre. These sites should be of a merit and quality that help to signify arrival and act as wayfinders around and through the town. The Southgate site is one of these gateway sites that not only indicates arrival from along Leeds Road, but should also act as a wayfinding site to the Stadium and Leeds Road retail parks from the railway station and town centre.

3.11 Open Space

Throughout Huddersfield there are a number of public open spaces. Within the town centre the majority of open space is in the form of squares and pedestrianised streets. The most significant and formal open space is St George's Square outside the railway station, which has a direct link to the site along Northumberland Street. The Brook Street Market is part covered and part open space. There is also a small square in Macaulay Street in front of the bus station

There is limited green space, with St Peter's Churchyard the largest and closest to the site. There are also small green spaces around the Library/Art Gallery and Civic Centre.

Within the site there is an area of green space on the junction of Leeds Road and Southgate that forms the setting for the residential flats. This is continued on the opposite site of Leeds Road outside Harold Wilson Court. Bounded on one side by Southgate and dissected by Leeds Road, this area is uninviting and under utilised and primarily acts as a buffer from the road and the residential flats.



✿ Key town centre Gateways
✿ Key focal point
▲ Gateways and nodes



■ Key Squares and pedestrianised streets
■ Green space
▲ Open spaces diagram

3.12 Flood Risk

The site is within the Environment Agency's Flood Zone 1 and as such has low, less than 1 in 1,000 year flood probability. The closest Flood Zones 2 and 3 to the site are across the canal to the east within 100m of the site. Due to the topography there is also very limited likelihood of surface water flooding or river / canal flooding.

3.13 Pollution

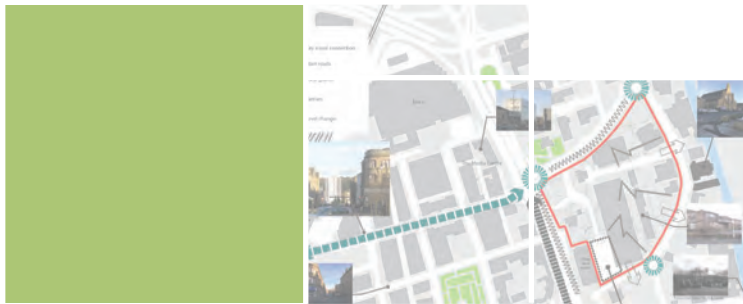
The town centre has been identified as an area of concern for air quality, with potentially elevated levels of nitrogen oxide from road traffic on busy routes and junctions. The site is in such a location, and development should therefore incorporate sustainable measures to provide protection from unacceptable levels of air pollution. Mitigation will be particularly important where residential uses are proposed, and could include tree planting and provision for cycling.

3.14 Noise

With the site being bounded on two sides with busy dual carriageways, the areas in these vicinities will suffer from traffic noise. The existing structures act as a noise barrier for the remainder of the site with Crown House shielding much of the south of the site from traffic noise.





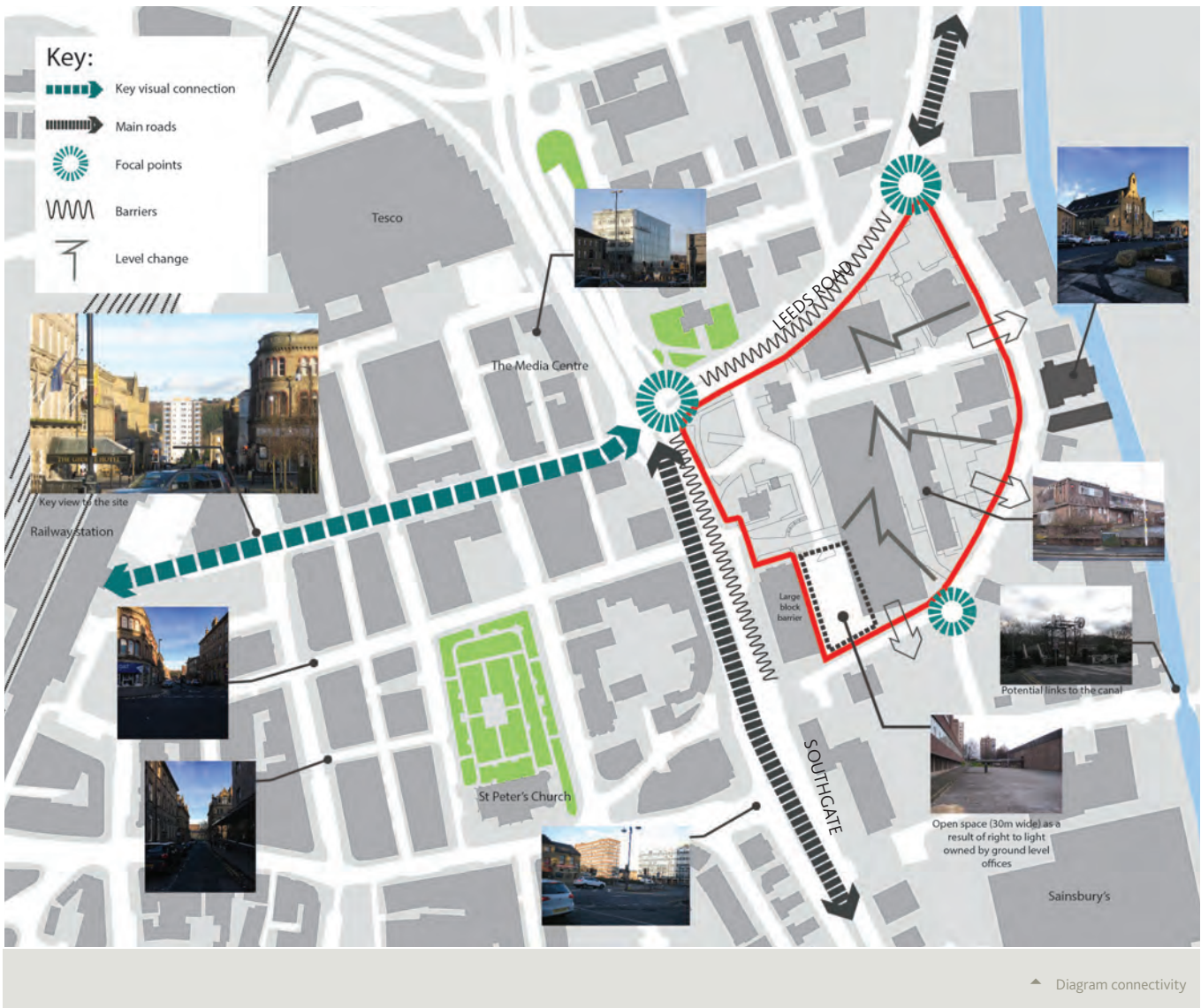


4.0: Development Principles

DEVELOPMENT PRINCIPLES

A set of principles that inform the design process covering the following:

- ▶ Connectivity
- ▶ Legibility
- ▶ Site Uses
- ▶ Scale, Massing and Form
- ▶ Landscaping



4.1 Connectivity

Existing planning permission.

The plans for the Tesco food store include the probable maximum extent of highway improvements required for the development of the site, as the proposal represented a very high trip generator with over 750 short stay parking spaces, a petrol filling station, internet shopping delivery vehicles and store delivery vehicles needing to access the site. In this scenario there were a number road, junction, cycle, footpath and crossing improvements and public transport measures.

Site permeability.

To create a lively and viable site that is well used and is connected to the town centre, it is important to develop a number of routes that increase choice and convenience. Well used and utilised space increases the feeling of security. Bounded on two sides by Leeds Road and Southgate, the opportunity for vehicle permeability is relatively limited with access / egress only possible from Old Leeds Road. There is greater opportunity for pedestrian, cycle and visual permeability, and a variety of smaller mixed uses would assist in this as compared with a large scale single use.

Pedestrian access.

Located within the town centre, the site should make best possible use of pedestrian and cycle access for visiting the site and potential uses. There are a number of improvements that would help with access between the site and the town centre by improving links across Southgate. This could also enhance the route to the Stadium by improving facilities for pedestrians and cyclists past the site. In addition to the east / west links with the town centre, the site should aim to improve the north / south connectivity along Southgate.

Cycling.

There is an opportunity to improve cycle access to the site through the proposals outlined within 'CityConnect2'. On the edge of the site, the proposals include a segregated lane from Leeds Road to the town centre with improved crossing to Northumberland Street (with an outbound lane on the opposite side of Leeds Road), and a southbound route along Southgate with a two-way segregated cycle lane and crossing to Beast Market.

Public transport.

In the vicinity of the site there are bus stops on the Huddersfield-Dewsbury-Batley-Leeds route, one stop is on the northern boundary for inbound services, and one on the opposite side of the Leeds Road near the Fitzwilliam Street junction for outbound buses.

Junction improvements.

Improvements to the junctions may be required, depending on the site use and vehicle trips generated by specific development proposals which will be subject to traffic modelling. Possible improvements may be required at two junctions. Where it meets Southgate, Leeds Road may need a third vehicle lane adding to ease movements straight ahead (to Northumberland Street) and right turn (into Northgate) lanes while improving pedestrian crossing. The Leeds Road / Old Leeds Road junction may require signalling with an additional separate right turn lane into Old Leeds Road and better pedestrian crossing.



4.2 Legibility

While the site is part of the designated town centre, Southgate acts as to sever it from the town centre. To aid legibility of the site, a number principles should be followed that will help to orientate users and link the site back to its context.

Views of the site.

- ▶ The View from the railway station to the corner of Southgate and Leeds Road is a key view of the site and should act as the main visual link to the town centre. The built form in this location should be of a height that acts as a wayfinder. (See below)
- ▶ View north along Southgate. This view is dominated by Crown House and the BT Exchange. The massing of these two buildings obscures much of the site from this direction. The only area of the site that is visible is the corner of Southgate and Leeds Road.
- ▶ View south along Southgate. The junction of Southgate and Leeds Road.
- ▶ View as approached from Leeds Road. The junction of Old Leeds Road and Leeds Road is a nodal point. This offers the potential to act as a gateway as any built form would face the approach to the town centre.



Wayfinding.

The site sits on a key axis from the town centre to the Stadium and the Leeds Road retail parks. Its location is directly visible from the railway station and as such offers the opportunity to act as a landmark to aid wayfinding between these locations.

Gateways.

Located on the edge of town centre on a key arterial route, the site offers opportunities to act as a gateway to the town.

Frontage and servicing.

To become integrated with the town centre, it is important that the development should front onto Southgate and Leeds Road. With a site of this size it is possible to provide servicing to the sides of buildings which allows for active frontages along the main roads, while also providing internal areas of public realm that are protected from the noise and pollution of these edges. The identified focal points should act as main entrances as this will not only aid the legibility of buildings but also the site as a whole.

Site access.

Because of the traffic flows on Leeds Road and Southgate, the main vehicle access into and out of the re-development site is likely to be in Old Leeds Road. Key building entrances should be located on the identified focal points to aid legibility.



4.3 Site uses

The site has planning permission for the development of a large food store, but changed market conditions mean this is unlikely to be implemented. While another single use may be acceptable, the preferred option is for a mixed use development as this could offer greater flexibility, viability and connectivity. A number of possible site uses that might attract developer and end user interest have been suggested to us in discussions with commercial consultants Cushman & Wakefield:

- ▶ Offices (including space for growing media and creative companies)
- ▶ Research & development facilities
- ▶ Residential (Including Starter Homes, retirement living, Care Home)

To ensure the vitality and viability of the town's primary shopping area, the following would be subject to Planning requirements for a sequential test and, if floorspace exceeds 300 sq m, also an impact assessment:

- ▶ Retail (shops, financial and professional services, restaurants and cafes, drinking establishments, hot food takeaways)

Market demand would be limited here if proposals are fully developed out at the expansion of Kingsgate (cinema) and The HD One adjoining the Stadium for:

- ▶ Leisure and hotel

Uses less likely to attract interest at Southgate because of proposals elsewhere in the town are:

- ▶ Education
- ▶ Healthcare

Due to the important gateway location of the site, some uses have been deemed inappropriate as they would not offer the opportunity to enhance the setting of the town centre through improved quality and appearance, specifically:

- ▶ Light and general industry
- ▶ Warehousing

4.4 Scale, Massing and Form

General massing.

The built form should respond to the different contexts around the site. These can be split into the three general areas of Southgate and the town centre, Leeds Road, and Old Leeds Road.

1. Southgate and the town centre.

The massing along Southgate should respond to the historic town centre within the locality. This will help link it back to the scale of its setting and improve the relationship to the heritage assets of the town centre Conservation Area and listed buildings. New buildings along Southgate should be in the region of 5 storeys with a landmark building of up to 7 storeys.

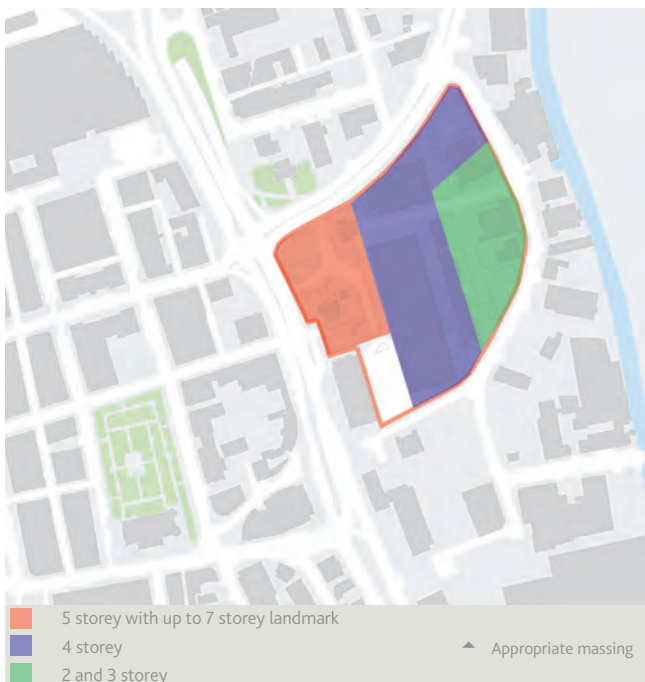
2. Leeds Road.

There is limited, appropriate context on Leeds Road for massing to respond to, however it should act as a means of building up to the town centre and Southgate. Buildings should be around 4 storeys.

3. Old Leeds Road.

There are a number of relevant buildings that offer a frame of reference along this edge, however due to the more fractured nature of development here, there are a number of approaches that could be employed.

- ▶ If development is along the boundary of the site then it should respond to the earlier buildings and be of between 2 and 3 storeys.
- ▶ If the development is set back from the edge there is an opportunity to increase the height to 3 to 4 storeys.



Landmark buildings.

To aid legibility and wayfinding, the massing at key locations could be increased to create points of focus:

- ▶ **Junction of Southgate / Leeds Road.** To improve visual links with the town centre, act as a wayfinder and create a strong focus on this visually prominent corner, proposals should aim to improve the façade quality and the massing and height of the buildings in this area.
- ▶ **Junction of Leeds Road and Old Leeds Road.** Again there is an opportunity to increase the massing, height and quality in this location to act as a gateway and signify arrival to the town centre.

Offset from Crown House.

There is an existing right to light and air easement for the benefit of the ground floor of Crown House. This limits the extent of any development within 30ft (approximately 10m) of the rear (east elevation) of the building.

Single or multiple buildings.

This will be very much driven by market demand for the site. A single large block building, accommodating either a sole use or a mix of uses, would limit the opportunities to provide many of the principles described. A preferred option would therefore be for a mixed use development, or a single use in more than one building which would allow for flexibility in massing, form and layout that could deliver the principles described.

Layout.

The layout will depend on the type of use and the size of blocks, however where possible the development should address Southgate and Leeds Road. Due to the existing fractured nature of development along Old Leeds Road, there is the opportunity to have a more relaxed frontage along this edge. The road and path network should aim to extend roads across the site that link it into the existing street pattern. Where there are links onto Southgate or Leeds Road, these should be paths for pedestrians and cyclists as vehicle access is problematic.

4.5 Landscaping

The landscaping principles will greatly depend on the type of use decided upon. In general the approach should be that the areas adjoining the two roads of Southgate and Leeds Road should be more formal creating high quality public realm at street level and a distinctive setting for the buildings in this area.

Other overarching objectives will include:

- ▶ Accessibility around site should be an integral part of the public realm.
- ▶ Formalising levels and working with the topography of the site to create positive landscape features that create a distinctive sculptural landscape.
- ▶ A variety of vibrant spaces that can be enjoyed both by day and night through the use of feature lighting and focal points.
- ▶ Materials that are robust and durable.
- ▶ A safe external environment that is well overlooked.
- ▶ Integration of Sustainable Urban Drainage System (SuDS) within the landscape.





5.0: Illustrative Schemes

This section looks at three options for the development of the site:

- ▶ 1. Offices and research & development.
- ▶ 2. Residential mix.
- ▶ 3. Offices and residential.

Schemes incorporating other uses that might be acceptable under planning policy and/or (in the opinion of Cushman & Wakefield) attract developer interest have not been drawn up. This is because either their built form is typically single-storey and bespoke to operator requirements (for example leisure, large scale retail), or there are competing proposals elsewhere in the town which might limit developer interest here (for leisure, large scale retail and healthcare). For options including residential development, purpose-built student housing has not been included because of doubts about both market capacity, and compatibility with the amenity of other residents on-site (particularly those in retirement living or Extra Care).

The illustrative schemes presented here show how the development principles, set out in Section 4.0 of this study, might be applied to the identified uses. However, the schemes shown are not intended to be prescriptive for any developer proposals, and are not meant to rule out mixes of other uses for the site.

General Assumptions

In order to provide a framework and structure for the proposals some assumptions have been made that will remain in place for each option.

We have based each option on a cleared site broadly retaining the existing topography, pre-demolition.

Parking has been designated according to "operational minimum requirement" for the various categories of building use. We are demonstrating a logical area of parking for each use based on the masterplan area available. However, the operational minimum requirement at this location is

subject to an applicant supporting their proposals with a reasoned parking and sustainable model assessment for each element of the development proposed. The assessment should be robust in that the development does not promote indiscriminate on-street parking within the vicinity of the site to the detriment of other local businesses.

The eastern part of the site has the steepest falls so the layouts will take regard of contours.

The old street pattern will be reinstated where possible and the existing Pine Street containing services will be retained.

5.1 Option 1

Mixed use to include offices and research & development

Option 1 is a combination of offices and research and development (R&D) facilities. The building massing responds to the site and the development principles. Two landmark buildings are located on the key axes, an office building terminates the view down Northumberland Street and an R&D facility acts as a gateway building on the approach from Leeds Road. Special care will be required with the facade treatments of the two buildings to ensure that they are high quality and address the street with active frontages.

The main vehicle access to the site is from Old Leeds Road and utilises the existing Pine Street. New high quality pedestrian paths cross the site and allow for building maintenance vehicles to access the envelope of the buildings. Pedestrian and cyclist connectivity to the site from the local highway network and town centre will be assessed and where appropriate improved.

Two main public open spaces are provided. One is a soft landscaped space and acts as a pocket park in the centre of the development that can incorporate Sustainable Urban Drainage attenuation. The other is more formal with hard landscaping that acts as an entrance to the development from the town centre, and will have a number of ground floor cafes that can spill out into the open space creating a lively and attractive hub within the development.

The **office blocks** are limited to a cross width of 12 metres to allow for natural lighting and ventilation with a maximum floor to floor height of 3.6 meters. These will vary in height

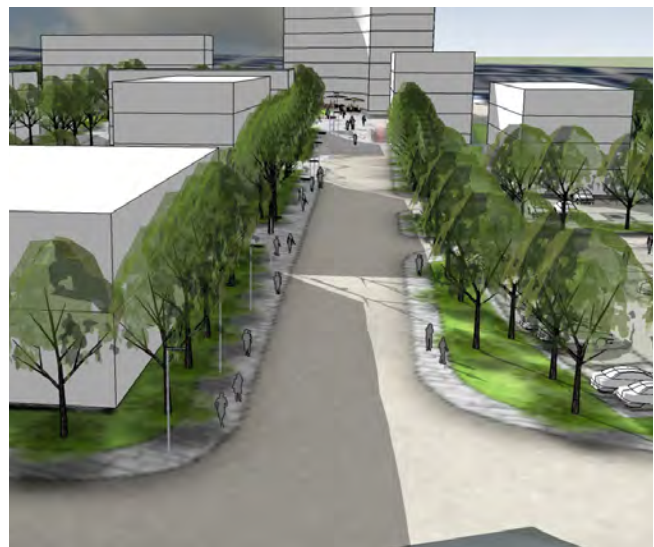
from four to seven storeys. They are located on the west of the site on the high ground and are closer to the primary shopping area. The blocks that face Leeds Road and Southgate will act as a sound buffer for the rest of the site, and careful consideration will be required for these facades. There is an opportunity to incorporate a number of passive sound solutions such as double facades or green walls.

The **R&D blocks** are located on the east of the site on the lower ground and are closer to the light industry uses that surround the site. These will have a floor to floor height of no more than 5 meters and are limited to 2 storeys (11 meters) to ensure that they are of similar height and scale to the existing rim of properties along Old Leeds Road. Due to the type of proposed use, there is limited opportunity for natural ventilation. This frees up the width limit and allows for a large floor plate to accommodate machinery and equipment required for the proposed uses.

As a town centre site, the parking standards are based on the operational minimum, but discussions will be required with Kirklees Council as to what provision will be acceptable for the development. At this high level stage, an indicative parking schedule is included in Section 6.0 with consideration being given to shared parking throughout the development's use classes. Good cycle parking provision will be provided that is undercover, located close to entrances, and is well overlooked. The cycle parking structures will also incorporate bin storage.



▲ Option 1. Masterplan showing offices and R&D facilities



▲ View looking up Pine Street.



▲ Option 1. Aerial view from north east of the site



▲ View looking across the site from the north

5.2 Option 2

Residential mix

The residential option has a combination of apartments, houses and an Extra Care facility.

Access to the site will be from Old Leeds Road along the existing Pine Street and a new access linking the south and east of the site that broadly follows the historic street pattern. Pedestrian and cyclist connectivity to the site from the local highway network and town centre will be assessed and where appropriately improved.

Apartments are located on the high ground on the west of the site closest to the primary shopping area to allow for focal point prominence in height and design. The massing of the apartments will terminate the key view down Northumberland Street and will act as wayfinding to the Stadium. The facade treatment for the apartments will require careful consideration to limit traffic noise. A double skin facade could be incorporated that would provide both access and sound control for the apartments.

Between the apartments there is an opportunity for a public open space that should incorporate a play area.

The **Extra Care** facility is located in the centre of the development. An entrance and on-site support facility allows access to the private central courtyard garden.

Houses are located in a rim on the lower ground to the east and along Leeds Road.

Development along Leeds Road will generally run perpendicular to the road to help alleviate noise issues,

the exception to this is the northern block where buildings face Leeds Road to provide a gateway to the town centre. The northern-most building within this block may be an apartment to provide additional height to this gateway location. The buildings that are adjacent to Leeds Road should be special corner units that provide a dual aspect and natural surveillance onto Leeds Road. Development adjacent to Crown House will be perpendicular to limit overlooking and the overbearing presence of Crown House to improve visual amenity.

The housing units have been designed with a footprint of 7.5 x 6 metres giving a floor area of 90 sq m.

Using Kirklees UDP parking standards, each house could fall into the affordable housing category of less than 110 sq m. and have one designated parking space. A mixed parking strategy has been employed with a variety of rear court and front curtilage parking. Parking for the apartments may happen in a new parking court around Crown House. The apartments are a mix of one and two bed with a parking requirement of 1.25 spaces per apartment (equating to 1 residents' space for each unit plus 1 visitor space for every 4 units). At this high level stage, an indicative parking schedule is included in Section 6.0 with consideration being given to shared parking throughout the development's use classes.



▲ Option 2. Masterplan showing residential development



▲ View of development along Old Leeds Road



▲ Option 2. Aerial view from north east of the site



▲ View looking across the site from the north

5.3 Option 3

Mixed use to include offices and residential

The third option is a mix of offices and residential including Extra Care.

The principal form of vehicle access is from Old Leeds Road using Pine Street and two new points of access from the south. There are a number of new pedestrian and cycle access points around the site. Pedestrian and cyclist connectivity to the site from the local highway network and town centre will be assessed and where appropriate improved.

Offices have been located close to the primary shopping area for design and massing reasons and to aid access. They also help to screen the rest of the site from traffic noise. Housing is located on the low ground away from the main roads in general and has a more appropriate massing for the adjacent properties along Old Leeds Road.

On the high ground to the west, the same principles applied within Option 1 for the layout of the **offices** are applied here.

- Key building to terminate the view down Northumberland Street.
- Formal open space to act as an entrance to the development from the town centre.
- Offices fronting Leeds Road to act as a buffer for the rest of the site.
- Large green area that will incorporate a play area.
- Limited vehicle parking with ample cycle parking.



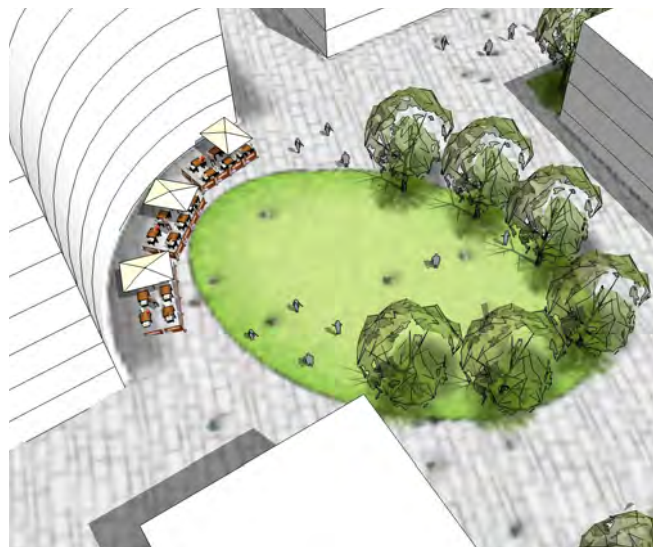
▲ Option3. Masterplan showing offices and residential

The main change from the office layout in Option 1 is that the central block of offices is replaced with an **Extra Care** unit.

To the east of the site on the lower ground are new **houses** and a limited number of **apartments**. Again the same principles applied within Option 2 are used here.

- Apartment building creates a gateway feature when approaching the town centre.
- Limited parking provision as appropriate for a town centre site.

At this high level stage, an indicative parking schedule is included in Section 6.0 with consideration being given to shared parking throughout the development's use classes.



▲ New public Square. with outdoor cafe seating



▲ Option 3. Aerial view from north east of the site



▲ View looking across the site from the north





6.0: Appendix

01 Accommodation schedule

01 ACCOMMODATION SCHEDULE

Indicative data for each of the illustrative schemes in Section 5.0 of this study is shown in the table below.

Option 1						
Indicative parking numbers 266 spaces						
Building	No of Buildings	Type of building	Foot print [m2]	Number of Floors	Gross Floor Area [m2]	No of residential units
A	1	Office	420	5	2100	N/A
B	1	Office	455	7	3185	N/A
C	1	Office	360	4	1440	N/A
D	1	Office	360	4	1440	N/A
E	1	Office	360	4	1440	N/A
F	1	Office	360	4	1440	N/A
G	1	Office	360	4	1440	N/A
H	1	Office	420	4	1680	N/A
I	1	R&D	1055	2	2110	N/A
J	1	R&D	1050	2	2100	N/A
K	1	R&D	1155	2	2310	N/A

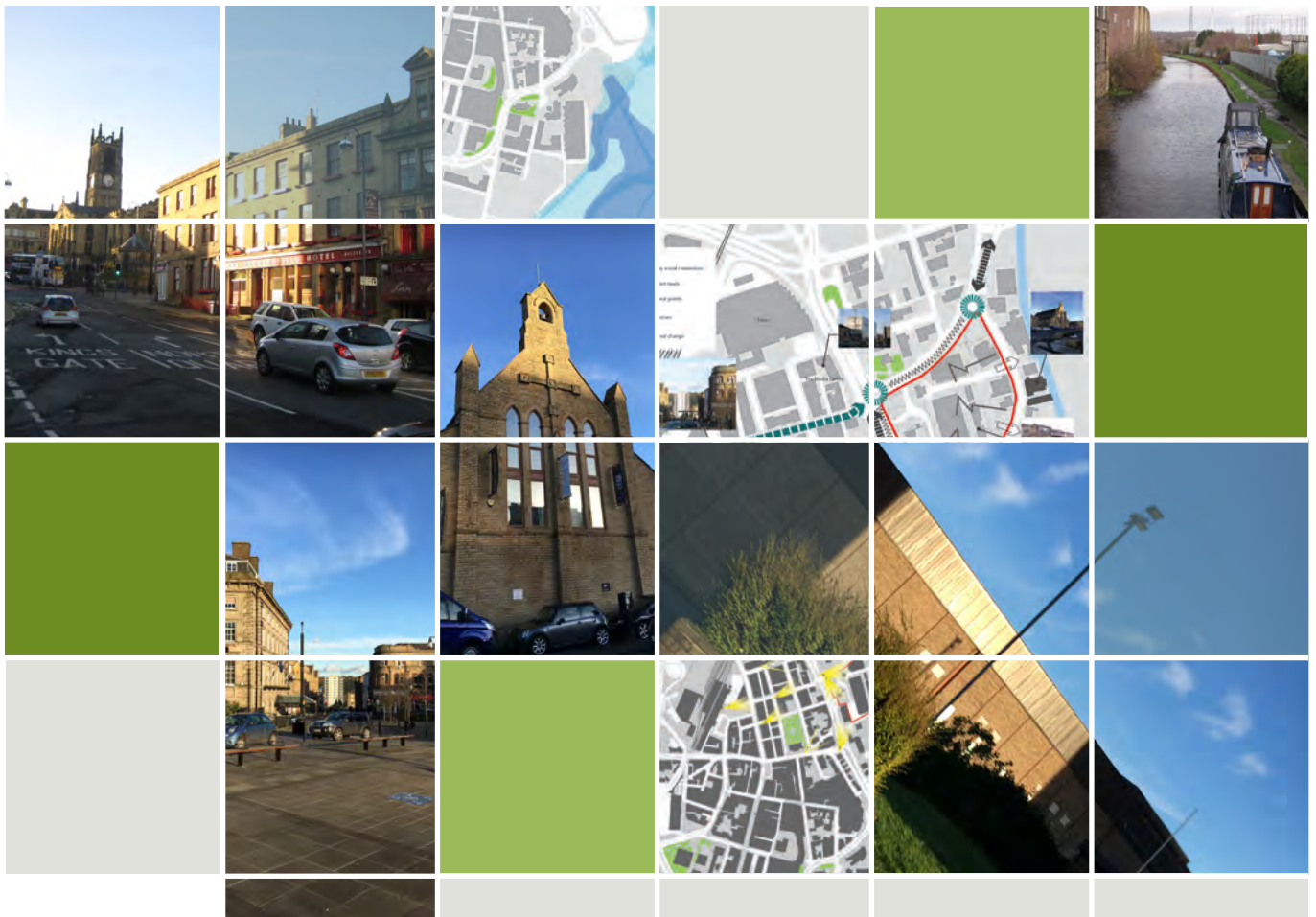
		Option 1 Office		Office total	14165	
		Option 1 R&D		R&D total	6520	

Option 2						
Indicative parking numbers 210 spaces, equivalent to 1 space per dwelling + 25% visitor parking. With aN additional 18 spaces for the Extra care facility						
Building	No of Buildings	Type of building	Foot print [m2]	Number of Floors	Gross Floor Area [m2]	No of residential units
A	1	Apartment	455	6	2730	30
B	1	Apartment	970	4	3880	43
C	1	Extra care	850	2	1700	44 beds
D	75	House	45	2	90	75
E	1	Apartment	115	4	460	4
F	3	Apartment	115	3	345	9

				Residential total		161 + 44 beds
--	--	--	--	-------------------	--	---------------

Option 3						
Indicative parking numbers 257 spaces						
Building	No of Buildings	Type of building	Foot print [m2]	Number of Floors	Gross Floor Area [m2]	No of residential units
A	1	Office	420	5	2100	N/A
B	1	Office	455	7	3185	N/A
C	1	Office	360	4	1440	N/A
D	1	Office	360	4	1440	N/A
E	1	Office	360	4	1440	N/A
F	1	Office	420	4	1680	N/A
G	1	Extra care	650	2	1300	32 beds
H	50	House	45	2	90	50
I	1	Apartment	115	4	460	4
J	3	Apartment	115	3	345	9

		Option 3 Office		Office total	11285	
				Residential total		63 + 32 beds



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Southgate Huddersfield

Technical
Appendices

Kirklees Council

Status of the document

These Technical Appendices have been compiled by Kirklees Council as current landowner.

Details of planning permission, draft planning policies and proposals reflect the position known at the time of writing (January 2017).

The services drawings were supplied by utility companies prior to the implementation of the council's demolition and site clearance works during Spring and Summer 2016. The topographical drawings at Appendix 25 include utilities mapping post-demolition.

The document should be read in conjunction with the **Southgate Huddersfield Draft Development Brief Part 1** and the **Southgate Huddersfield Urban Design Study**.

Liability

Every effort has been made to ensure that the information contained within this document is as accurate as possible at the time of writing, but Kirklees Council does not accept responsibility for any errors or omissions.

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CONTENTS

Status of the document.....	ii
Liability.....	ii
Contacts.....	ii
A1. Planning permission.....	1
A2. Publication draft mixed use allocation.....	7
A3. Publication draft principal town centre boundary and primary shopping area map	8
A4. Publication draft policy for Huddersfield town centre.....	10
A5. Publication draft policy for town centre uses.....	11
A6. Publication draft policy for residential use in town centres.....	13
A7. Publication draft policy for efficient and effective use of land and buildings.....	14
A8. Publication draft policy for housing mix and affordable housing.....	15
A9. Publication draft policy for supporting skilled and flexible communities and workforce.....	17
A10. Publication draft policy for educational and health needs.....	18
A11. Publication draft policy for community facilities and services.....	19
A12. Publication draft policy for new open space.....	20
A13. Publication draft policy for food and drink uses and the evening economy.....	21
A14. Publication draft policy for strategic transport infrastructure.....	22
A15. Publication draft policy for core walking and cycling network.....	23
A16. Publication draft policy for sustainable travel.....	24
A17. Publication draft policy for highway safety and access.....	25
A18. Publication draft policy for parking.....	26
A19. Unitary Development Plan parking standards.....	27
A20. Publication draft policy for protection and improvement of local air quality.....	32
A21. Publication draft policy for protection and improvement of environmental quality..	33

Continued overleaf

A22. Publication draft policy for drainage.....	34
A23. Publication draft policy for design.....	35
A24. Publication draft policy for masterplanning sites.....	37
A25. Topographical drawings.....	39
A26. Green Streets principles.....	42
A27. Stopped up highway drawing.....	43
A28. Yorkshire Water mains supply drawing.....	45
A29. Yorkshire Water sewers drawing.....	47
A30. Northern Powergrid drawing.....	49
A31. Northern Gas Networks drawing.....	51
A32. BT Openreach drawing.....	53
A33. Virgin Media drawing.....	55
A34. Vodafone drawing.....	57
A35. City Fibre/Kirklees CORE drawing.....	59
A36. Publication draft Community Infrastructure Levy charging rates.....	61

APPENDIX 1 PLANNING PERMISSION

A planning application by Tesco Stores Ltd for a replacement retail (Class A1) store with petrol filling station, car parking, landscaping and associated works (ref. 2009/93675) was approved with conditions on 7 February 2012 by the Secretary of State following a Local Public Inquiry. The approved plans and other documents can be viewed on-line at: 2009/93675

The planning permission **expires on 6 February 2017.**

Schedule of conditions

Procedural

- 1) The development hereby permitted shall begin not later than five years from the date of this decision.
- 2) The development hereby permitted shall be carried out in complete accordance with the following approved plans and specifications except as may be required by other conditions:
 - 51H General Arrangement External Areas
 - 52J General Arrangement Gross Internal Areas
 - 53H General Arrangement Gross External Areas
 - A916 Existing Northern Elevation
 - A917 Existing Western Elevation
 - A918 Existing Southern Elevation
 - A919 Existing Eastern Elevation
 - A101 AA Sales Floor Level
 - A102 Z Level B1 Car Park Mezzanine Deck
 - A103 AA Level B2 General Car Park
 - A104 M Roof Level
 - A105 W Sales Floor Level
 - A106 M Level B1 Car Park Mezzanine Deck
 - A107 M Level B2 General Car Park
 - 201P Proposed Elevations 1 of 2
 - 202P Proposed Elevations 2 of 2 (as amended by 5221.P21 in respect of Fig 3 South West Elevation)
 - A261 Service Yard Access Ramp Proposed Elevations
 - A250 Rev A Proposed Petrol Station Elevations
 - A301 Rev G Proposed Sections
 - A950 Existing Block Plan
 - LS17830 Lighting Plan
 - ASP3 Rev N Landscape Masterplan
 - ASP4 Public Realm
 - ASP6 (a)&(b) Rev I Planting Plans
 - 675905/16 Site Location Plan
 - PSK002 Public Combined Sewer Diversion Plan
 - PSK002 Existing Public Combined Sewer Easements
 - PSK003 Water Mains Plan
 - PSK003 Water Mains Easement Plan

Design

- 3) All areas of the proposed development indicated to be constructed of stone, including the building, boundary / retaining walls and petrol filling station, shall be constructed of natural stone.
- 4) Before development (excluding demolition) commences details of all facing, roofing, hard landscaping materials and sample panels showing (i) the coursing, colour, type, finish and pointing of the stone facing; and (ii) the staining/painting of the timber boarding; and (iii) all facing materials for the tower feature, shall be submitted to and approved in writing by the Local Planning Authority and the development shall thereafter be constructed using the approved materials and finishes which shall thereafter be retained as such.

Landscaping and biodiversity

- 5) Notwithstanding the submitted details, no development (excluding demolition) shall take place until a revised species mix for the landscaping shown on plan ASP3 Rev N to include a programme for implementation has been submitted to and approved in writing by the Local Planning Authority. The scheme shall include structurally diverse predominantly native plant species including a proportion of heavy standard/ semi-mature trees. The approved scheme shall be carried out in accordance with the approved programme for implementation, and shall be maintained in accordance with the approved Vegetation Management Plan referred to in Condition 6.
- 6) No development (excluding demolition) shall take place until a Vegetation Management Plan has been submitted to and approved in writing by the Local Planning Authority. The principal aims of the Plan shall be to optimise biodiversity interests and shall include a timescale for implementation. The measures contained in the Vegetation Management Plan shall be implemented in accordance with the approved timescale and the vegetation shall be maintained in accordance with the principles of the Plan for a period of 5 years from the date set in the programme for implementation. All plants which die or are removed within that period shall be replaced on a like for like basis in the next planting season.
- 7) No development shall take place until a scheme for the provision of a minimum ten bat boxes / bricks and ten bird boxes (including a timetable for installation and agreeing suitable locations) has been submitted to and approved in writing by the Local Planning Authority. The bat bricks/boxes and bird boxes shall be installed in accordance with the approved timetable before the first opening of the store and shall thereafter be maintained throughout the lifetime of the development.
- 8) No development (excluding demolition) shall take place until details of a scheme including a proposed timetable for the eradication of Japanese Knotweed and Himalayan Balsam have been submitted to and agreed in writing by the Local Planning Authority. All works to eradicate the two species shall be completed in accordance with the approved timetable, unless otherwise agreed in writing by the Local Planning Authority.
- 9) No development shall take place until details of a Bat Watching Brief for Building B5 (south of Pine Street at the corner of Old Leeds Road and Pine Street, as identified on drawing no. 1733/EC03 in the submitted Ecological Assessment) has been submitted to and approved in writing by the Local Planning Authority. The demolition of Building B5 shall thereafter be implemented in full accordance with the approved Bat Watching Brief. In the event that bats are identified or encountered during demolition, demolition works

on Building B5 shall cease immediately and the Local Planning Authority shall be notified in writing within two working days. Unless otherwise agreed in writing with the Local Planning Authority, works shall not recommence on Building B5 until a Bat Mitigation Strategy has been submitted to and approved in writing by the Local Planning Authority. The demolition of Building B5 shall thereafter proceed in accordance with the approved Bat Mitigation Strategy.

Contaminated land remediation

- 10) Development (excluding demolition) shall not commence until a Phase II Intrusive Site Investigation Report has been submitted to and approved in writing by the Local Planning Authority.
- 11) Where site remediation is recommended in the Phase II Intrusive Site Investigation Report approved pursuant to Condition 10, development shall not commence until a Remediation Strategy has been submitted to and approved in writing by the Local Planning Authority. The Remediation Strategy shall include a timetable for the implementation and completion of the approved remediation measures.
- 12) Remediation of the site shall be carried out and completed in accordance with the Remediation Strategy approved pursuant to Condition 11. In the event that remediation is unable to proceed in accordance with the approved Remediation Strategy or contamination not previously considered (in either the Preliminary Risk Assessment or the Phase II Intrusive Site Investigation Report) is identified or encountered on site, all works on site (save for site investigation works) shall cease immediately and the Local Planning Authority shall be notified in writing within two working days. Unless otherwise agreed in writing with the Local Planning Authority, works shall not recommence until proposed revisions to the Remediation Strategy have been submitted to and approved in writing by the Local Planning Authority. Remediation of the site shall thereafter be carried out in accordance with the approved revised Remediation Strategy.
- 13) Following completion of any measures identified in the approved Remediation Strategy or any approved revised Remediation Strategy a Validation Report shall be submitted to the Local Planning Authority. Unless otherwise agreed in writing with the Local Planning Authority, no part of the site shall be brought into use until such time as the remediation measures for the whole site have been completed in accordance with the approved Remediation Strategy or the approved revised Remediation Strategy and a Validation Report in respect of those remediation measures has been approved in writing by the Local Planning Authority.

Crime prevention

- 14) The superstore shall not be opened for trade until a scheme detailing crime prevention measures to protect staff, customers and their property has been submitted to and approved in writing by the Local Planning Authority. The development shall be operated in accordance with the approved scheme upon the store first being operated and retained as such for the life of the development thereafter unless otherwise agreed in writing by the Local Planning Authority.

Noise and odour control

- 15) No development (excluding demolition) shall commence until details of the installation and/or erection of any extract ventilation systems, including details of the methods of treatments of emissions, and filters to remove odours and control noise emissions, have been submitted to and approved in writing by the Local Planning Authority. The extract

ventilation systems shall thereafter be installed and operated in accordance with the approved scheme, and maintained in accordance with the manufacturer's instructions unless otherwise agreed in writing by the Local Planning Authority.

- 16) The rating level of plant noise emitted from the site shall not exceed 35dBA between 2300hrs and 0700hrs or 40dBA at any other time. The noise levels shall be determined by measurements or calculation at the boundary of the nearest noise sensitive property. The measurements and assessments shall be made according to BS 4142:1997. No fixed plant and/or machinery serving the development hereby permitted shall come into operation until details of the fixed plant and machinery, and any mitigation measures to achieve the above rating, have been submitted to and approved in writing by Kirklees Council.

Water and drainage

- 17) Unless otherwise agreed in writing by the local planning authority, no building or other obstruction shall be located over or within 3.0 (three) metres either side of the centre line of the water main, which crosses the site.
- 18) No development (excluding demolition) shall take place until details of the separate proposed means of disposal of foul and surface water drainage, to include details of a 30% reduction on surface water run-off rates, and any balancing and off-site works, have been submitted to and approved in writing by the Local Planning Authority. Unless otherwise agreed in writing by the Local Planning Authority, there shall be no piped discharge of surface water from the development prior to the completion of the approved surface water drainage works and no buildings shall be occupied or brought into use prior to completion of the approved foul drainage works.
- 19) Surface water from vehicle parking and hardstanding areas shall be passed through an interceptor of adequate capacity prior to discharge. Roof drainage shall not be passed through any interceptor.
- 20) Any liquid storage tanks (other than for water) should be located within a bund with a capacity of not less than 110% of the largest tank or largest combined volume of connected tanks.

Waste management

- 21) No development shall take place until a Site Waste Management Plan (SWMP) has been submitted to and approved in writing by the Local Planning Authority. The SWMP shall include measures, objectives and targets for the reduction, recycling and re-use of waste generated from the operation of the store.

Light pollution

- 22) No development shall take place until a scheme which indicates the measures to be taken for the control of any glare or stray light arising from the operation of any proposed artificial lighting has been submitted to and approved in writing by the Local Planning Authority. These measures shall be implemented before any of the lighting is brought into use and thereafter the artificial lighting shall be operated in accordance with the approved scheme and maintained as such. The scheme shall include the following information:-
 - i) The proposed design level of maintained average horizontal illuminance for the site.

- ii) The predicted vertical illuminance that will be caused by lighting when measured at windows of any properties in the vicinity.
- iii) The proposals to minimise or eliminate glare from the use of the lighting installation.
- iv) The proposed hours of operation of the lighting.

Retail floorspace

- 23) The net sales area of the store hereby permitted shall not exceed 6,860sqm. The net sales area is defined as the sales area within the building (i.e. all internal areas accessible to the consumer) but excluding lobbies, restaurants/cafes, customer toilets and walkways behind the checkouts. Within the net sales area hereby permitted, no more than 2,275sqm shall be used for the sale of comparison goods and no more than 4,585sqm shall be used for the sale of convenience goods.
- 24) The store hereby permitted will not include a post office, an optician, a dry cleaner, photo processing, or any other in-store concessions apart from a catalogue sales counter and the National Lottery.

Energy

- 25) No development (excluding demolition) shall take place until a scheme has been submitted to and approved in writing by the local planning authority setting out the measures that will minimise carbon dioxide emissions over the lifetime of the development and achieve at least 10% of the expected energy needs of the development from on-site renewable sources of energy, unless that is demonstrated to be impractical in which event the scheme shall make provision for the same proportion of the expected energy needs to be achieved from a mixture of on-site and off-site renewable sources of energy. The scheme shall be implemented as approved.

Parking Management Plan, Travel Plan and Highways Works

- 26) No development shall take place until a scheme detailing the proposed design, construction and stability of all retaining walls adjacent to the public highway, together with a timetable for its implementation, has been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be undertaken in accordance with the approved scheme and implementation timetable, and the retaining walls shall thereafter be retained during the life of the development.
- 27) No part of the development shall become operational until a Parking Management Plan detailing arrangements for the management and operation of the supermarket car park have been submitted to and approved in writing by the Local Planning Authority. This should include details of monitoring and enforcement of the length of stay. The Parking Management Plan shall be implemented before the development is first brought into use and thereafter retained subject to such amendment as may be agreed in writing by the local planning authority.
- 28) In advance of the completion/implementation of the Full Travel Plan for the development, the development shall be operated in accordance with the details set out in the submitted Interim Travel Plan dated January 2011.
- 29) Within 3 months of the development becoming operational, a Full Travel Plan shall be submitted for the approval in writing of the Local Planning Authority. The Full Travel Plan shall be consistent with the criteria/content of the Interim Travel Plan and the

approved Travel Plan shall be operated from the time of approval for the lifetime of the development, unless otherwise approved in writing by the Local Planning Authority.

- 30) No development (excluding demolition) shall take place until details and phasing all highway works substantially in accordance with the proposals set out in submitted plans, Transport Assessment November 2010, Transport Assessment Addendum January 2011, and to include supporting Safety Audits, have been submitted to and approved in writing by the Local Planning Authority. These highway works shall include the following:
- i) changes to the Southgate / Leeds Road / Northumberland Street junction;
 - ii) changes to the Leeds Road / Old Leeds Road junction;
 - iii) changes to Old Leeds Road / Development site access junction;
 - iv) formation of the servicing access junction off Old Leeds Road;
 - v) changes to the staging and phasing at the Gas Works Street / Leeds Road Gyratory;
 - vi) changes to the Castlegate / Northgate / Lower Fitzwilliam Street junction; and
 - vii) formation of a signalised pedestrian crossing on Leeds Road.

The superstore shall not open for trade until the highway works have been implemented in accordance with the approved details and phasing.

- 31) No development shall take place until details of the scope and programme of a traffic monitoring study at Quay Street, the Turnbridge and Turnbridge Road have been submitted to and approved in writing by the Local Planning Authority. The study shall be delivered within the approved programme and within three months of occupation, unless otherwise agreed in writing with the Local Planning Authority. Any Traffic Regulation Order(s) or works required to facilitate changes to restrict vehicular use of Turnbridge Road, Quay Street or Turnbridge shall be progressed within a timetable to be agreed with the Local Planning Authority.

Demolition and Construction Method Statement

- 32) No development (including demolition) shall take place until a Demolition and Construction Method Statement has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be adhered to throughout the demolition and construction. The Statement shall provide for:
- (i) the parking of vehicles of site operatives and visitors;
 - (ii) access routing for demolition and construction traffic and methods of loading and unloading of plant and materials;
 - (iii) storage of plant and materials used in constructing the development;
 - (iv) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
 - (v) wheel washing facilities and measures to control the emission of dust and dirt during construction;
 - (vi) a site waste management plan for recycling/disposing of waste resulting from demolition and construction works; and
 - (vii) measures for run-off water quality management to prevent adverse impacts on the Sir John Ramsden Canal.

**APPENDIX 2
PUBLICATION DRAFT MIXED USE ALLOCATION**

The site is allocated for mixed use development in the Publication Draft Local Plan. These mixed use allocations allow a degree of flexibility in how they can be developed. Where there is more clarity about the proposed development of specific sites, the indicative capacities for housing and employment are included in the Local Plan's capacity figures. Other uses may be considered on mixed use sites subject to adherence with relevant Local Plan and National planning policies. The reports listed in the site boxes should accompany planning applications submitted on these sites although this is not an exhaustive list.

Site no	MX2101
Site address	Land east of Southgate, Huddersfield
Ownership	Council
Gross site area (Ha)	2.67
Net site area (Ha)	2.67
Constraints	<ul style="list-style-type: none"> • Air quality issues • Site is within an Air Quality Management Area • Site is close to listed buildings • Site is close to a conservation area • Site includes area of archaeological interest • Part/all of the site is within a High Risk Coal Referral Area • Site's connection to the wider town centre currently restricted by the ring road
Proposed allocation	Mixed use
Indicative capacity: Housing	46 dwellings
Indicative capacity Employment (sq m.)	4,656
Reports required	<ul style="list-style-type: none"> • Air Quality Impact Assessment • Heritage Impact Assessment • Pre-determination archaeological assessment • Flood Risk Assessment • Health Impact Assessment • Coal Mining Risk Assessment
Other site specific considerations	<ul style="list-style-type: none"> • The site lies within the Huddersfield Town Centre boundary but outside the primary shopping area • The flood risk vulnerability of proposed uses will be considered and an exception test may still be required as part of a planning application as set out in national planning policy • Residential amenity will need safeguarding through sensitive siting of buildings and landscape buffer areas

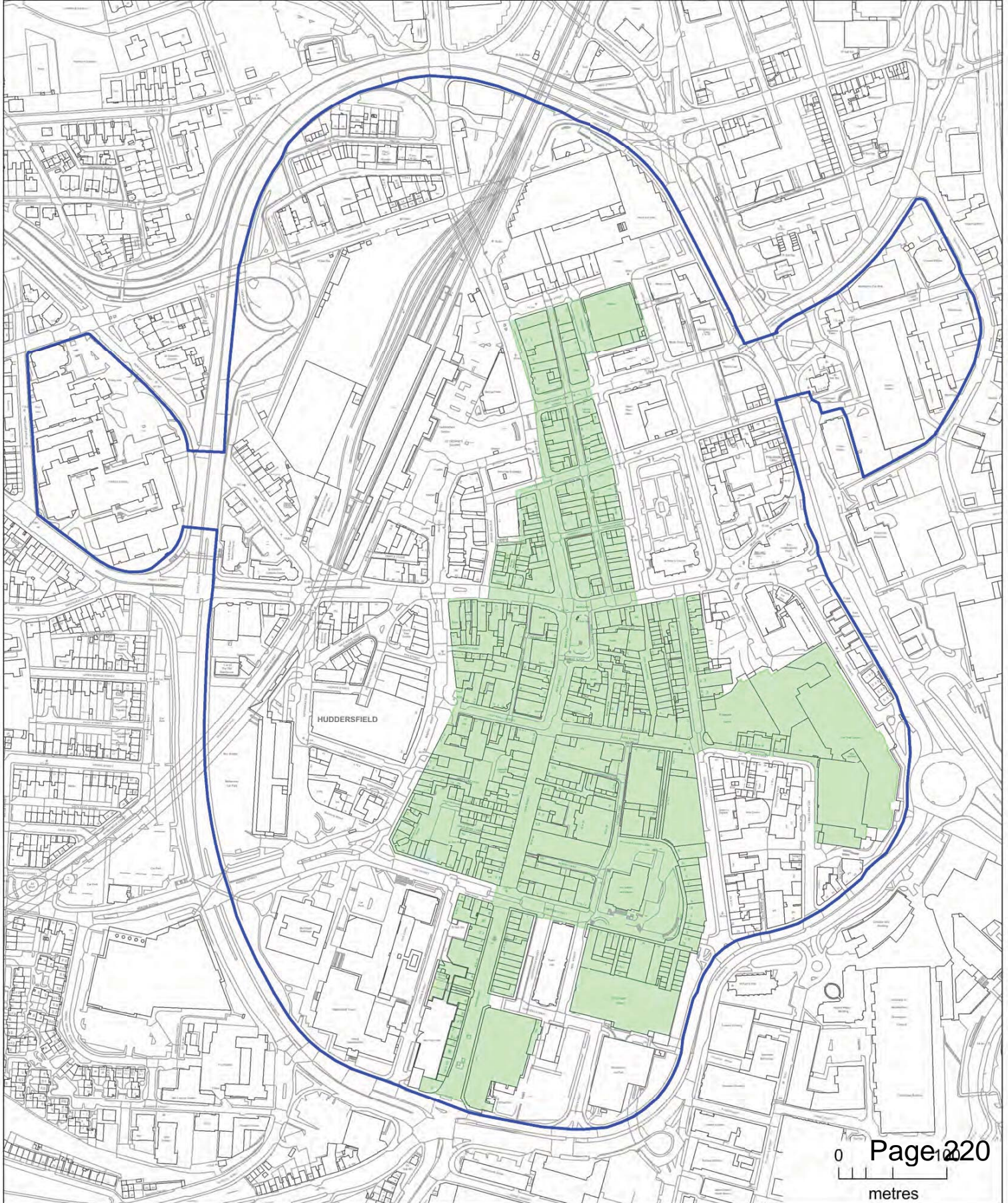
**APPENDIX 3
PUBLICATION DRAFT PRINCIPAL TOWN CENTRE BOUNDARY AND PRIMARY
SHOPPING AREA MAP**

Boundary and Primary Shopping Area

Key

— Principal Town Centre Boundary

■ Primary Shopping Area



APPENDIX 4 PUBLICATION DRAFT POLICY FOR HUDDERSFIELD TOWN CENTRE

Policy PLP 17 of the Publication Draft Local Plan states that Huddersfield town centre will be the principal focus for high quality comparison retail goods within the district, supported by a range of leisure, tourism, office (including high quality grade A office space), and other main town centres uses. Huddersfield town centre will also provide high quality educational facilities and opportunities for town centre living.

Proposals for new development within the town centre will be supported where they:

- a. preserve and enhance the town's cultural and architectural heritage and open spaces, and connections to them;
- b. provide a safe welcoming inclusive destination for people of all ages of the district to visit throughout the day from morning into the evening;
- c. provide space for town centre residential living;
- d. provide opportunities for larger scale individual retail floor plates;
- e. provide, where appropriate, sustainable modes of transport, such as cycle and pedestrian routes, cycle parking and charging points for electric vehicles;
- f. provide space for a range of businesses from small scale start-ups to larger multinational corporations;
- g. create opportunities for the economic development and expansion of the town and the district;
- h. retain and regenerate key historic features of the town centre such as pedestrian arcades, yards and historic listed buildings, both within and outside of the Huddersfield Town Centre Conservation Area;
- i. retain and refurbish traditional shop fronts wherever practicable;
- j. facilitate development and continued evolution of the University of Huddersfield and its Queensgate campus, enhancing its connections with the town centre core; and
- k. provide where appropriate urban green infrastructure such as street trees.

Proposals on the edge of Huddersfield Town Centre which pass the sequential test shall in all instances include enhanced connections to the town centre. Proposals where appropriate shall make them more attractive to pedestrian, cyclists and public transport users, and shall provide appropriate connections and enhancements to convenient pedestrian and cycling routes.

Proposed development schemes along the Leeds Road/St Andrew's Road corridor from the Stadium to the Town Centre shall include enhanced pedestrian and cycling linkages between the Stadium and the Town Centre.

APPENDIX 5 PUBLICATION DRAFT POLICY FOR TOWN CENTRE USES

A. Town centre uses

Policy PLP 13 of the Publication Draft Local Plan states that within Kirklees main town centre uses* shall be located within defined centres as shown on the Policies and Town Centre Maps, and as detailed in the shopping centre hierarchy and then in accordance with the sequential test.

In the shopping centre hierarchy, the defined centre of Huddersfield is at the highest level 1, Principal Town Centre.

Main town centre uses which are appropriate in scale, help to retain an existing centre's market share, and enhance the experience of those visiting the centre and the businesses which operate in that centre, will be supported. In the delivery of services, the scale and type of services expected within a Principal Town Centre are:

- Provide for the shopping needs (particularly for non-food goods) of residents across Kirklees.
- The main focus in Kirklees for the provision of financial and professional services; entertainment; sport, leisure and cultural facilities; further and higher education; and health services.

Proposals that have a significant adverse impact on the vitality and viability of a centre, or compromise the role and function of a centre will not be supported.

Centres shall provide a mix of uses to serve the local community, businesses and visitors to the district. The uses shall complement each another whilst retaining a strong retail core. Centres in Kirklees shall aim to provide a range of uses to support the daytime and evening economy.

All proposals shall be inclusive for all users, and be attractive to pedestrians, cyclists, and public transport users. They shall also conserve and enhance the local character, heritage, green spaces and the public realm where appropriate.

The creation of new Local Centres in areas of significant residential growth or where there are deficiencies in the existing network of centres will be supported, where it can be demonstrated that existing centres cannot be expanded to deliver local services, and subject to the sequential test and impact assessment as set out in B and C below

B. Sequential Test

Proposals which come forward for main town centre uses, which are located outside of the defined centre boundaries, will require the submission of a Sequential Test. For retail proposals this shall be the Primary Shopping Area; for all other main town centre uses this shall be the extent of the centre boundary. Main town centre uses shall be first located in the defined centres, then edge of centre locations, and only if there are no suitable sites shall out of centre locations be considered. For offices and small scale proposals in non urban areas** the sequential approach will not be required for proposals of 150 square metres and under.

All proposals in out of centre locations shall demonstrate:

- the business model for the development and appropriate catchment that the business would seek to serve in accordance with the Shopping Centre Hierarchy;
- an extensive audit trail of any sequentially preferable sites that have been discounted and robust justification given;
- any regeneration or economic benefits brought forward by the development;
- appropriate access/improvements to access by all travel modes, in particular by public transport, safe and convenient pedestrian and cycling routes, and provision of an appropriate level of vehicular and cycle parking; and
- connectivity to surrounding defined centres, and appropriate enhancements to these linkages.

The scope and content of any Sequential Test shall be agreed with the council and shall be reflective of the scale, role and function of the proposal.

Proposals which fail to pass the sequential test will not be supported.

C. Impact Assessment

An Impact Assessment will be necessary for proposals (including the formation of mezzanine floors) for/or which include retail, leisure and office developments which are not located within a defined centre where:

- the proposal provides a floorspace greater than 500 sq m gross; or
- the proposal is located within 800 metres of the boundary of a Town Centre or District Centre and is greater than 300 sq m gross; or
- the proposal is located within 800 metres of the boundary of a Local Centre and is greater than 200 sq m gross.

The scope and content of any Impact Assessment shall be agreed with the council and shall be reflective of the scale, role and function of the proposal.

Proposals which would have an adverse impact on surrounding centres shall not be supported.

***Main town centre uses** are defined as: retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities, the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

****Non urban areas** are defined as areas or land located within the Green Belt.

APPENDIX 6

PUBLICATION DRAFT POLICY FOR RESIDENTIAL USE IN TOWN CENTRES

Policy PLP 15 of the Publication Draft Local Plan states that proposals for residential uses (including student accommodation) within the defined town centres as set out on the Policies Map will be supported subject to:

- a. the protection of primary shopping areas, primary and secondary shopping frontages, and space for other main town centre uses within the defined centre. Residential proposals in these areas shall only be permitted on upper floors, and shall not prejudice existing established uses;
- b. the protection of the character of the centre, and the local street scene. Proposals should retain and enhance the design and heritage features of buildings;
- c. the protection and retention of existing ground floor uses and active frontages both within and outside the primary shopping area;
- d. the protection of the amenity of existing residents and future occupiers of the proposed residential use in accordance with amenity and design policies within the plan, and will in particular consider matters such as privacy, noise and air quality;
- e. the provision of space for the storage of sustainable modes of transport such as bicycles, where appropriate charging points of electric cars, and access to public transport;
- f. the provision of space for vehicular parking which is appropriate to the scale of the proposal, particularly where it would otherwise cause highway and pedestrian safety concerns;
- g. provision of affordable housing in accordance with policies set out in the Local Plan; and
- h. the provision of refuse storage and collection.

APPENDIX 7 PUBLICATION DRAFT POLICY FOR EFFICIENT AND EFFECTIVE USE OF LAND AND BUILDINGS

Policy PLP 7 of the Publication Draft Local Plan states that to ensure the best use of land and buildings, proposals should encourage:

- a. the efficient use of previously developed land in sustainable locations provided that it is not of high environmental value;
- b. the reuse or adaptation of vacant or underused properties;
- c. giving priority to despoiled, degraded, derelict and contaminated land provided that it is not of high environmental value;
- d. allowing the opportunity for access to adjoining undeveloped land so it may subsequently be developed.

Housing density should ensure efficient use of land, in keeping with the character of the area and the design of the scheme:

- a. developments should achieve a net density of at least 35 dwellings per hectare, where appropriate;
- b. higher densities will be sought in principal town centres and in areas close to public transport interchanges;
- c. lower densities will only be acceptable if it is demonstrated that this is necessary to ensure the development is compatible with its surroundings, development viability would be compromised, or to secure particular house types to meet local housing needs;
- d. more detailed density requirements may be set out in area actions plans, neighbourhood plans, supplementary planning documents and development briefs, where appropriate.

APPENDIX 8 PUBLICATION DRAFT POLICY FOR HOUSING MIX AND AFFORDABLE HOUSING

Policy PLP 11 of the Publication Draft Local Plan requires that all proposals for housing, including those affecting the existing housing stock, will be of high quality and design and contribute to creating mixed and balanced communities in line with the latest evidence of housing need.

All proposals for housing must provide a broad mix of housing suitable for different household types which reflect changes in household composition in Kirklees in the types of dwelling they provide, taking into account the latest evidence of the need for different types of housing. This includes consideration of provision for those with specialist needs. For schemes of more than 10 dwellings or those of 0.4ha or greater in size, the housing mix should specifically reflect the proportions of households that require housing and achieve a mix of house size and tenure. This should include design elements that ensure buildings are suitable or can be adapted to meet the needs of people needing specialist accommodation at present and into later life. The council will encourage proposals for custom/self-build homes where consistent with other policies in the Local Plan.

Taking into account the annual overall shortfall in affordable homes*, the council will negotiate with developers for the inclusion of an element of affordable homes in planning applications for housing developments of more than 10 homes, including proposals involving self-contained residential units. The proportion of affordable homes should be at least 20% of the total units on market housing sites. The proportion may be less where viability evidence demonstrates that there are development costs which would otherwise prejudice the implementation of the proposal. Achievement of a higher proportion of affordable housing on sites will be encouraged.

The affordable homes should be incorporated within the development but where justified, a financial contribution of at least equal value may be accepted to provide affordable homes elsewhere or to re-use or improve the existing housing stock.

The affordable housing provision should:

- a. cater for the type of affordable need identified in the latest housing evidence in terms type, tenure, and suitability to meet the needs of specific groups;
- b. incorporate appropriate arrangements to retain the benefits of affordability for initial and subsequent occupiers or for the subsidy to be recycled for alternative affordable housing provision; and
- c. be indistinguishable from market housing in terms of achieving the same high quality of design.

Exceptionally, planning permission may be granted for affordable homes in small freestanding settlements on land which would not normally be permitted for housing development, where there is otherwise little prospect of meeting robustly evidenced local needs particularly for housing to rent by people who work locally. Such schemes must include arrangements for the homes to remain affordable in perpetuity.

***Affordable housing** is defined as 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. Affordable housing 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.

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 other persons 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 of social housing to households who 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.

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

APPENDIX 9 PUBLICATION DRAFT POLICY FOR SUPPORTING SKILLED AND FLEXIBLE COMMUNITIES AND WORKFORCE

Policy PLP 9 of the Publication Draft Local Plan states that the council will work with partners to accelerate economic growth through the development of skilled and flexible communities and workforce in order to underpin future economic growth to deliver the Kirklees Economic Strategy.

Wherever possible, proposals for new development will be required to contribute to the creation of local employment opportunities with the aim of increasing wage levels and to support growth in the overall proportion of local residents in education or training. Applicants should reach an agreement with the council about measures to achieve this, which could include: provision of specific training and apprenticeships that are related to the proposed development or support other agreed priorities for improving skills and education in Kirklees or the creation of conditions to support a higher performing workforce, increasing productivity and the in work progression of employees.

To contribute to skills development, the council will support development which relates to the operational needs of and/or expansion of all of the district's higher, further and specialist education establishments including the University of Huddersfield and Kirklees College.

Ancillary and related uses will also be supported providing it can be demonstrated that such uses are:

- a. genuinely linked to the education establishment and its operations;
- b. in locations where they are compatible with the surrounding land uses;
- c. in accessible locations which minimise the need to travel;
- d. where it does not conflict with the plan's town centre policies or other relevant policies.

Where appropriate any new or proposed extensions to existing campuses should be guided by a comprehensive, up to date strategy and masterplan.

APPENDIX 10 PUBLICATION DRAFT POLICY FOR EDUCATIONAL AND HEALTH NEEDS

Policy PLP 49 of the Publication Draft Local Plan states that where the scale of development proposed may impact on education and health provision, the council will actively work with applicants to resolve key planning issues in advance of a planning application being submitted.

The need for the provision of additional school places will be a material consideration when proposals for new housing development are considered. Developers should work with the council at the earliest opportunity to ensure the phasing of development and appropriate mitigation is identified in a timely manner to ensure education provision can be secured.

Proposals for new or enhanced education facilities will be permitted where:

- a. they will meet an identified deficiency in provision;
- b. the scale, range, quality and accessibility of education facilities are improved;
- c. they are well related to the catchment they are intended to serve to minimise the need to travel or they can be made accessible by walking, cycling and public transport.

Proposals for new or enhanced healthcare facilities will be permitted where:

- a. the scale and location is appropriate for the catchment;
- b. there is a need for a new healthcare facility, particularly in relation to the spatial development strategy;
- c. they are well related to the catchment they will serve to minimise the need to travel or they can be made accessible by walking, cycling and public transport;

APPENDIX 11 PUBLICATION DRAFT POLICY FOR COMMUNITY FACILITIES AND SERVICES

Policy PLP 48 of the Publication Draft Local Plan states that community facilities should be provided in accessible locations where they can minimise the need to travel or they can be made accessible by walking, cycling and public transport. This will normally be town, district or local centres.

Proposals will be supported for development that protects, retains or enhances provision, quality or accessibility of existing community, education, leisure and cultural facilities that meets the needs of all members of the community.

Where community facilities are provided as an integral part of a development, they should wherever possible be within adaptable mixed-use buildings.

Proposals which involve the loss of valued community facilities such as shops, public houses and other facilities of value to the local community will only be permitted where it can be demonstrated that:

- a. there is no longer a need for the facility; or
- b. its current use is no longer viable; or
- c. there is adequate alternative provision in the locality to serve the local community which is in an equally accessible location; or
- d. an alternative facility of equivalent or better standard will be provided, either on-site or equally accessible;

In all instances, the following must be demonstrated that:

- a. all options for their continuance have been explored, including any scope for alternative community uses; and
- b. any assets listed on a Community Asset Register have satisfied the requirements under this obligation.

APPENDIX 12 PUBLICATION DRAFT POLICY FOR NEW OPEN SPACE

Under Policy PLP 63 of the Publication Draft Local Plan, the council will seek to secure well-designed new and improved open space, sport and recreation facilities in the district to encourage everyone in Kirklees to be as physically active as possible and promote a healthy lifestyle for all.

New housing developments will be required to provide or contribute towards new open space or the improvement of existing provision in the area, unless the developer clearly demonstrates that it is not financially viable for the development proposal.

In determining the required open space provision, the council will have regard to the type of housing proposed and the availability, quality and accessibility of open space provision in the area assessed in accordance with the council's district wide open space standards. The provision of playing pitches will also be considered. This analysis will help determine the need for new on-site or off-site provision, enhancement of existing provision and/or a financial contribution.

In areas where existing open space provision is insufficient to meet local needs, provision of new open space on-site would be preferred to meet the needs of the development. Where this not viable the expansion or improvement of existing open space provision in the area will be sought and the co-location of open space, sport and recreation facilities will be encouraged. Open space provided on-site should be designed to complement existing facilities in the area and to allow for informal children's play through good quality landscape design.

In areas where existing provision is sufficient to meet local needs, new open space can be provided on-site for amenity purposes and to achieve a well-designed scheme. New provision should complement existing facilities in the vicinity and enhance the natural landscape and environment.

The council will support proposals that provide a sustainable and community led approach to the management and maintenance of public open spaces to encourage local communities to take an active role in looking after public open spaces near where they live.

APPENDIX 13 PUBLICATION DRAFT POLICY FOR FOOD AND DRINK USES AND THE EVENING ECONOMY

Policy PLP 16 of the Publication Draft Local Plan states that proposals for food and drink, licensed entertainment and associated proposals will be supported, provided they are located within a defined centre, and subject to:

- ensuring the concentration of food and drink and licensed entertainment uses are not located in a particular centre or part of a centre where they would result in harm to the character, function, vitality and viability of the centre, either individually or cumulatively.

In order to assess the potential harm of food and drink and licensed entertainment proposals on a centre, the following criteria will be considered with a planning application:

- a. the number, distribution and proximity of other food and drink uses, including those with unimplemented planning permission in a particular centre;
- b. the impacts of noise, general disturbance, fumes, smells, litter and late night activity, including those impacts arising from the use of external areas;
- c. the potential for anti-social behaviour to arise from the development, having regard to the effectiveness of available measures to manage potential harm through the use of planning conditions and / or obligations;
- d. the availability of public transport, parking and servicing;
- e. highway safety;
- f. the provision of refuse storage and collection; and
- g. the appearance of any associated extensions, flues and installations.

Proposals for food and drink uses and licensed entertainment uses located outside of defined centres will also require the submission of a Sequential Test and Impact Assessment.

APPENDIX 14

PUBLICATION DRAFT POLICY FOR STRATEGIC TRANSPORT INFRASTRUCTURE

Policy PLP 19 of the Publication Draft Local Plan states that the ability to move goods and people is particularly important given the district's strategic position on the national motorway and rail networks, its links with regional facilities such as airports/ports and its central position between the Leeds, Sheffield and Manchester City regions. This gives the district a distinct locational advantage. Efficient access for goods and services is also a key factor in supporting the vitality of urban areas. The aim is to achieve a balanced and integrated transport network which makes the most efficient and effective use of road, rail and public transport.

1. The Council is committed to ensuring that new developments have safe and convenient access to the West Yorkshire Key Route Network where possible, the main arterial routes and the West Yorkshire Core Bus Network that connect the region. Development will be strategically placed along core networks where available and the developing core cycle network, all of which will be improved and maintained where possible to reduce congestion and reliance on the private car;
2. Proposals will be encouraged where they assist to bring forward strategic transport infrastructure where possible, particularly where they would directly benefit from these schemes;
3. Proposals that may prejudice the future development of the following will not be permitted:
 - strategic transport infrastructure;
 - identified highway improvements;
 - traffic management schemes;
 - proposed public transport facilities, including the improvement of existing rail stations and rail corridors and walking and cycling infrastructure; and
 - strategic cross boundary schemes.
4. National, regional and local transport schemes are identified on the Policies Map and listed below:
 - TS1 A62/A644 Huddersfield to M62 J25
 - TS2 New Motorway junction 24a on M62
 - TS3 Huddersfield Southern Gateways
 - TS4 A629 Halifax Road (Huddersfield to Halifax Corridor)
 - TS5 Mirfield to Dewsbury to Leeds and North Kirklees Growth Zone
 - TS8 Highway Network Efficiency Programme
 - TS9 Public Transport Improvement Schemes
 - TS10 Walking and Cycling Improvement Schemes
 - TS11 Strategic Road Network Improvements
5. The Council will safeguard land to ensure these schemes can be delivered. Detailed transport schemes that require planning permission will have regard to the constraints and considerations as set out in Local Plan such as impact on designated heritage assets and any other environmental impacts.

APPENDIX 15 PUBLICATION DRAFT POLICY FOR CORE WALKING AND CYCLING NETWORK

Policy PLP 23 of the Publication Draft Local Plan states that the core walking and cycling network as shown on the Policies Map will provide an integrated system of cycle routes, public footpaths and bridleways that provide opportunity for alternative sustainable means of travel throughout the district and provide efficient links to urban centres and sites allocated for development in the local plan.

The core cycling and walking network will be safeguarded and extended to provide opportunities to reduce the number of car journeys and to link settlements, employment sites and transport hubs. The safeguarding of the network will also provide further opportunities for leisure uses, cycling, walking and riding in the countryside by linking to existing bridleways and national trails where appropriate.

Disused railway lines and waterways throughout the district shall be protected from other forms of development to safeguard their potential to be reinstated to their former use for commercial or leisure purposes or to extend the cycling or footpath networks.

Proposals that may prejudice the function, continuity or implementation of the core walking and cycling network will not be permitted.

Proposals shall seek to integrate into existing and proposed cycling and walking routes as identified in the core walking and cycling network by providing connecting links where appropriate; and regard shall also be had to linking to Strategic Green Infrastructure networks as identified on the Policies Map.

Where there is an identified need, extensions or enhancements to the existing network can be secured through scheme design, planning conditions and planning obligations if this does not prejudice the overall viability of the development.

APPENDIX 16 PUBLICATION DRAFT POLICY FOR SUSTAINABLE TRAVEL

Under Policy PLP 20 of the Publication Draft Local Plan, new development will be located in accordance with the spatial development strategy to ensure the need to travel is reduced and that essential travel needs can be met by forms of sustainable transport other than the private car. The council will support development proposals that can be served by alternative modes of transport such as public transport, cycling and walking and in the case of new residential development is located close to local facilities or incorporates opportunities for day to day activities on site and will accept that variations in opportunity for this will vary between larger and smaller settlements in the area.

The council will support demand management measures which discourage single occupancy car travel within new development and encourage the use of low emission vehicles to improve areas with low levels of air quality. Proposals should include measures to encourage the use of sustainable travel options, including public transport, the promotion of personal journey planning, walking, cycling, car sharing, electronic communication and home working.

Travel plans will be required for all major planning applications in accordance with current guidance and should set targets and monitoring arrangements to ensure sustainable travel patterns are maintained. Travel plans should include agreed and defined outcomes related to a package of specified measures to be implemented including an approach to lower carbon emissions where applicable.

Proposals for new development shall be designed to encourage sustainable modes of travel and will be required to facilitate the needs of the following user hierarchy:

- a. pedestrians
- b. cyclists
- c. public transport
- d. private vehicles

For larger schemes, proposals will:

- a. be supported by travel plans which encourage the use of public transport, cycling and walking, where appropriate;
- b. address how the hierarchy of users have been taken into account during the master planning/design process and how links have been utilised to encourage connectivity;
- c. provide full details of the design and levels of proposed parking provision. They should demonstrate how the design and amount of parking proposed is the most efficient use of land within the development as part of encouraging sustainable travel.

APPENDIX 17 PUBLICATION DRAFT POLICY FOR HIGHWAY SAFETY AND ACCESS

Policy PLP 21 of the Publication Draft Local Plan requires that proposals shall demonstrate that they can accommodate sustainable modes of transport and be accessed effectively and safely by all users.

New development will not be permitted if it materially adds to highway safety problems or in the case of development which will generate a substantial amount of trip generation, cannot be served by the existing highway network.

Proposals shall demonstrate adequate information and mitigation measures to avoid a detrimental impact on highway safety and the local highway network. Proposals shall also consider any impacts on the Strategic Road Network.

All proposals shall:

- a. ensure the safe and efficient flow of traffic within the development and on the surrounding highway network;
- b. in locations where development is otherwise considered acceptable, infrastructure or improvements on or off site may be required to ensure safe access from the highway network to the development site for pedestrians or disabled people, cyclists, public transport users, and private vehicles which will not materially add to highway safety problems or reduce the efficiency of the highway network;
- c. be accompanied by a supporting Transport Assessment or Transport Statement where the development would generate significant trip generation, providing detail as to the impact on highway safety, air quality, noise and light restrictions;
- d. take into account changes in site levels and topography to ensure the development can be accessed easily and safely by all sections of the community and by different modes of transport;
- e. take into account the features of surrounding roads and footpaths and provide adequate layout and visibility to allow the development to be accessed safely;
- f. take into account access for emergency, service and refuse collection vehicles;
- g. have provision for electric vehicle charging points within the site layout;
- h. provide on-site safe, secure and convenient cycle parking/storage facilities to encourage sustainable travel modes.

APPENDIX 18 PUBLICATION DRAFT POLICY FOR PARKING

Policy PLP 22 of the Publication Draft Local Plan states that the provision of parking will be based on the following principles:

- a. in town centres, car parks close to the main shopping area will be for short-stay use and peripheral car parks for long stay use;
- b. long stay parking in town centres will be reduced progressively in conjunction with improvements to sustainable transport opportunities, where appropriate;
- c. provision of private non-residential parking in town centres will not be permitted unless it can be demonstrated that it is required for operational reasons. Where such provision is permitted, appropriate arrangements will need to be put in place to provide management arrangements consistent with public parking in the centre;
- d. provision of residential parking schemes within town centres for private vehicles/motorcycles/and cycles will be permitted; where appropriate and where schemes can be shown to enhance residential developments in the town centre;
- e. car parking provision in new developments will be determined by the availability of public transport, the accessibility of the site, location of the development, local car ownership levels and the type, mix and use of the development;
- f. new developments will incorporate flexibly designed minimum parking spaces for private cars, considering a range of solutions, to provide the most efficient arrangement of safe, secure, convenient and visually unobtrusive car parking within the site including a mix of on and off street parking in accordance with current guidance;
- g. provision will be made to meet the needs of cyclists for cycling parking in new developments;
- h. provision will be made to accommodate the needs of disabled people for the parking of vehicles.

USECLASS A3: FOOD AND DRINK		
1 Customer parking	<i>1 space per:</i> 4 sq. m.	(of public floor area)
But in areas with poor accessibility to public transport	2 sq. m.	(of public floor area)
2 Staff parking	<i>1 space per:</i> 3 staff	In town centres this standard will be replaced by the operational minimum requirement
3 Cycle parking	<i>1 space per:</i> 40 sq. m.	(of public floor area)
USE CLASS B1: BUSINESS		
1 Car parking	<i>1 space per:</i>	
a) Offices		
i) in town centres and locations with good public transport accessibility	minimum operational requirement	
ii) in locations with medium public transport accessibility	25 sq. m.	
iii) in locations with poor public transport accessibility	20 sq. m.	
2 Cycle parking	<i>1 space per:</i> 300 sq. m.	
USE CLASS C1: HOTELS, MOTELS AND GUEST HOUSES		
1 Guest parking	<i>1 space per:</i> bedroom	Other facilities will be subject to relevant standards, e.g. for restaurant see class A3
2 Staff parking	<i>1 space per:</i> 3 staff	In town centres this standard will be replaced by the operational minimum requirement
3 Cycle parking	<i>1 space per:</i> 15 bedrooms	

USE CLASS C2: RESIDENTIAL INSTITUTIONS		
A) Hospitals	<i>1 space per:</i>	
1 Outpatient/visitor parking	2 beds	In town centres this standard will be replaced by the operational minimum requirement
2 Staff parking	3 staff plus 1 per doctor	
3 Cycle parking	40 beds	
B) Nursing/residential homes	<i>1 space per:</i>	
1 Resident/visitor parking	6 beds	In town centres this standard will be replaced by the operational minimum requirement
2 Staff parking	3 staff	
3 Cycle parking	10 staff	
USE CLASS C3: RESIDENTIAL		
1 Resident parking	<i>spaces per unit:</i>	
Houses <140 sq. m.	2	Conversions in town centres, e.g. above shops, should provide parking at the operational minimum level
Houses >140 sq. m.	3	
Affordable housing		
Houses <110 sq. m.	1	
Houses >110 sq. m.	2	
Flats		Development served by informal roads should include 1 space for visitor parking per 4 units
Bedsits	0.5	
1 bedroom	1	
2 bedroom or > 70 sq. m.	1.5	
Sheltered housing	0.25 plus 1 per resident staff	
2 Cycle parking	<i>spaces per unit:</i>	
	1	

USE CLASS D1: NON-RESIDENTIAL INSTITUTIONS

A) Education		
1 Visitor parking Day nurseries/playgroups Schools Colleges of Further Education	<i>1 space per:</i> 6 children classroom or 30 students 4 full time students plus 1 per 3 part time	Space for parents to drop off and collect children and for school buses will be required Shared use of school facilities may give rise to the need for additional parking provision
2 Staff parking	<i>1 space per:</i> 3 staff	In town centres this standard will be replaced by the operational minimum requirement
3 Cycle parking	<i>1 space per:</i> 20 students	
B) Medical – doctors, dentists, vets etc.		
1 Visitor parking	<i>4 spaces per:</i> consulting room	
2 Staff parking	<i>1 space per:</i> doctor or equivalent plus 1 per 3 other staff	In town centres this standard will be replaced by the operational minimum requirement
3 Cycle parking	<i>1 space per:</i> 10 staff	
C) Public halls, community centres, places of worship		
1 Visitor parking	<i>1 space per:</i> 5 seats or per 25 sq. m.	
2 Staff parking	<i>1 space per:</i> 3 staff	In town centres this standard will be replaced by the operational minimum requirement
3 Cycle parking	<i>1 space per:</i> 40 sq. m.	

USE CLASS D2: LEISURE AND ASSEMBLY		
A) Cinemas, concert halls (including theatres) and sports arenas		
1 Visitor (audience) parking	<i>1 space per:</i> 4 seats	(1) In town centres the standards for staff parking will be replaced by the operational minimum requirement
2 Staff parking (1)	<i>1 space per:</i> 3 staff	
3 Cycle parking	<i>1 space per:</i> 100 seats	
B) Dance halls/discotheques		
1 Visitor parking	<i>1 space per:</i> 10 sq. m.	(1) In town centres the standards for staff parking will be replaced by the operational minimum requirement
2 Staff parking (1)	<i>1 space per:</i> 3 staff	
3 Cycle parking	Not normally required	
C) Leisure centres, bowling alleys		
1 Visitor parking	<i>1 space per:</i> 2 patrons	(1) In town centres the standards for staff parking will be replaced by the operational minimum requirement
2 Staff parking (1)	<i>1 space per:</i> 3 staff	
3 Cycle parking	<i>1 space per:</i> 40 sq. m.	

**APPENDIX 20
PUBLICATION DRAFT POLICY FOR PROTECTION AND IMPROVEMENT OF LOCAL
AIR QUALITY**

Policy PLP 51 of the Publication Draft Local Plan states that:

1. Development will be expected to demonstrate that it is not likely to result, directly or indirectly, in an increase in air pollution which would unacceptably affect or cause a nuisance to the natural and built environment or to people.
2. Proposals that have the potential to increase local air pollution either individually or cumulatively must be accompanied by evidence to show that the impact of the development has been assessed in accordance with the relevant guidance. Development which has the potential to cause levels of local air pollution to increase to unsafe levels must incorporate sustainable mitigation measures that reduce this impact to a safe level. If sustainable measures cannot be introduced the development will not be permitted.
3. Where the development introduces new receptors into Air Quality Management Areas or Areas of Concern or near other areas of relatively poor air quality, for example near roads or junctions, the development must incorporate sustainable mitigation measures that protect the new receptors from unacceptable levels of air pollution. Where sustainable mitigation measures cannot be introduced which prevent receptors from being exposed to unsafe levels of air pollution, development will not be permitted.

**APPENDIX 21
PUBLICATION DRAFT POLICY FOR PROTECTION AND IMPROVEMENT OF
ENVIRONMENTAL QUALITY**

Policy PLP 52 of the Publication Draft Local Plan states that proposals which have the potential to increase pollution from noise, vibration, light, dust, odour, shadow flicker, chemicals and other forms of pollution or to increase pollution to soil or where environmentally sensitive development would be subject to significant levels of pollution, must be accompanied by evidence to show that the impacts have been evaluated and measures have been incorporated to prevent or reduce the pollution, so as to ensure it does not reduce the quality of life and well-being of people to an unacceptable level or have unacceptable impacts on the environment.

Such developments which cannot incorporate suitable and sustainable mitigation measures which reduce pollution levels to an acceptable level to protect the quality of life and well-being of people or protect the environment will not be permitted.

Where possible, all new development should improve the existing environment.

APPENDIX 22 PUBLICATION DRAFT POLICY FOR DRAINAGE

In Policy PLP 28 of the Publication Draft Local Plan, the presumption is that Sustainable Drainage Systems (SuDS) will be used to assist in achieving the following on each site:

- a. for proposals on greenfield sites, typical greenfield run-off rates should not be exceeded;
- b. for proposals on brownfield sites there should be a minimum 30% reduction in surface water run-off where previous positive surface water connections from the site can be proven. New connections will be subject to at least greenfield restrictions;
- c. no negative impact on local water quality and improvements in water quality where practicable;
- d. consider whether proposed open spaces and green infrastructure within sites can contribute to the sustainable drainage of the site.

Local conditions including the existence of critical drainage areas may require a lower run-off rate to be agreed to reflect volume control, local surface water risks, water course capacity and flood risk further downstream.

There will be a general presumption against pumping surface water. It must also be demonstrated that the surface water management solution is designed to meet requirements over the lifetime of the development including evidence that management and maintenance arrangements have been secured to cover that period. This includes ensuring proposals to store water meet national standards and latest best practise.

Flow paths accommodating water from outside the site or due to an exceedance event should be designed to avoid buildings and curtilages.

Development will only be permitted if it can be demonstrated that the water supply and waste water infrastructure required is available or can be co-ordinated to meet the demand generated by the new development.

APPENDIX 23 PUBLICATION DRAFT POLICY FOR DESIGN

Policy PLP 24 of the Publication Draft Local Plan requires that good design should be at the core of all proposals in the district and should be considered at the outset of the development process, ensuring that design forms part of pre-application consultation of a proposal. Development briefs, design codes and masterplans should be used to secure high quality, accessible, inclusive and safe design, where applicable. Where appropriate and in agreement with the developer schemes will be submitted for design review.

Proposals should promote good design by ensuring:

- a. the form, scale, layout and details of all development respects and enhances the character of the townscape, and important views and vistas;
- b. they provide a high standard of amenity for future and neighbouring occupiers; including maintaining appropriate distances between buildings and the creation of development-free buffer zones between housing and employment uses incorporating means of screening where necessary;
- c. extensions are subservient to the original building, are in keeping with the existing building in terms of scale, materials and details and minimise the impact on residential amenity of future and neighbouring occupiers;
- d. high levels of sustainability through:
 - i. the re-use and adaptation of existing buildings where practicable;
 - ii. design that promotes behavioural change, promoting walkable neighbourhoods and making walking and cycling more attractive;
 - iii. using innovative construction materials and techniques, including reclaimed and recycled materials;
 - iv. minimising resource use in the building by orientating buildings to utilise passive solar design, incorporating vegetation and tree planting to assist heating and cooling and providing for the use of renewable energy;
 - v. encouraging the use of electric and low emission vehicles by providing charging points;
 - vi. incorporating adequate facilities to allow occupiers to separate and store waste for recycling and recovery that are well designed and visually unobtrusive and allows for the convenient collection of waste;
 - vii. designing buildings that are resilient and resistant to flood risk, where such buildings are acceptable in accordance with flood risk policies and through incorporation of multi-functional green infrastructure where appropriate;
 - viii. designing places that are adaptable and able to respond to change, with consideration given to accommodating services and infrastructure, access to high quality public transport facilities and offer flexibility to meet changing requirements of the resident / user.

- e. the risk of crime is minimised by enhanced security, and the promotion of well-defined routes, overlooked streets and places, high levels of activity, and well-designed security features;
- f. the needs of a range of different users are met, including disabled people, older people and families with small children to create accessible and inclusive places;
- g. any new open space is accessible, safe, overlooked and strategically located within the site and well integrated into wider green infrastructure networks;
- h. development contributes towards enhancement of the natural environment, supports biodiversity and connects to and enhances ecological networks;
- i. the retention of valuable or important trees and where appropriate the planting of new trees and other landscaping to maximise visual amenity and environmental benefits; and
- j. the provision of public art where appropriate.

APPENDIX 24

PUBLICATION DRAFT POLICY FOR MASTERPLANNING SITES

Policy PLP 5 of the Publication Draft Local Plan stipulates that masterplans must involve all relevant stakeholders, including the council, landowners, developers, the local community, service providers and other interested parties. Masterplans will be developed in consultation with the council prior to the submission of a planning application.

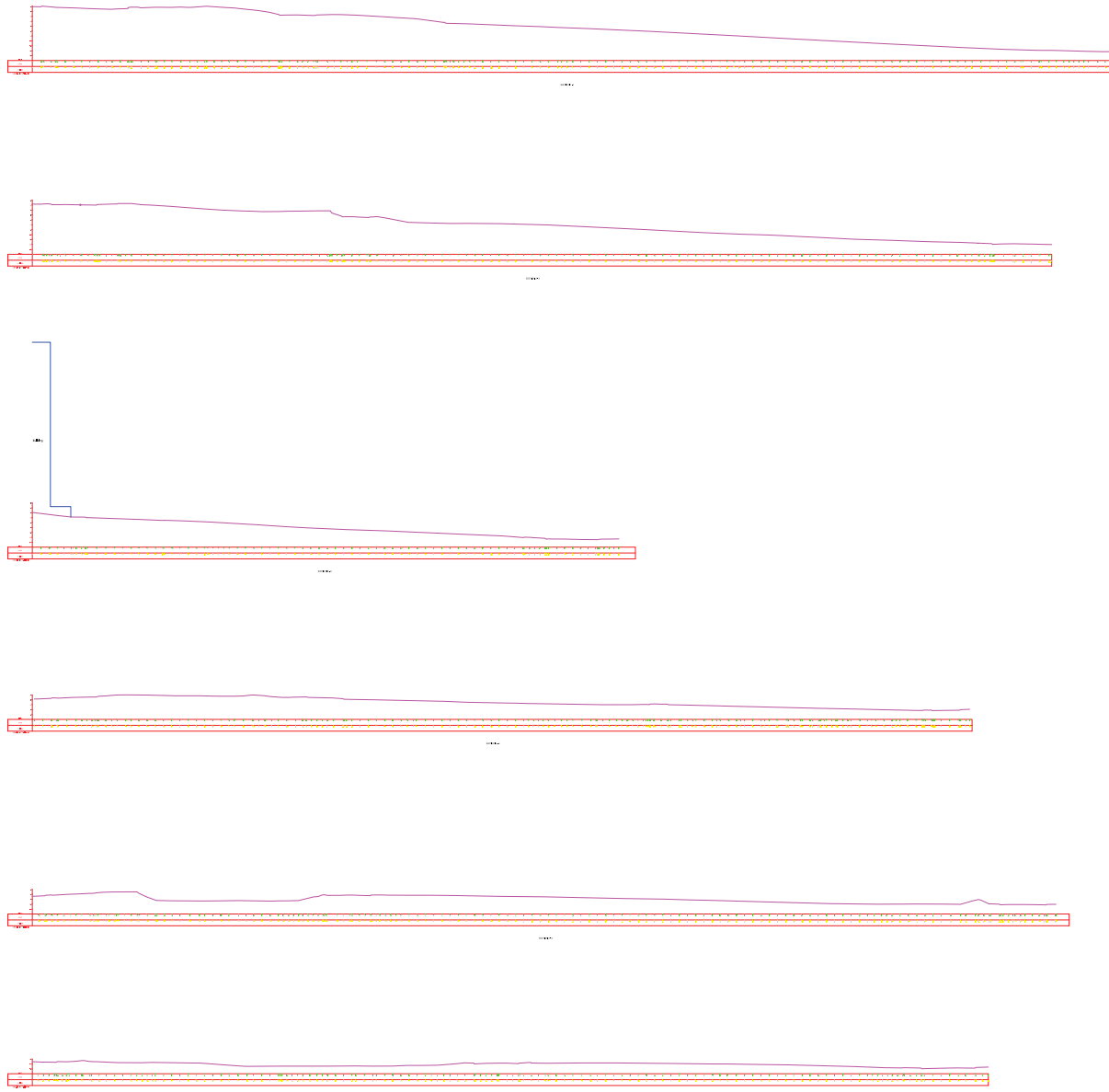
Masterplans will be expected to achieve the following (proportionate to the scale of development):

- a. an indicative development layout and phasing and implementation plan;
- b. high standards of design that respect the character of the landscape, heritage, adjacent and nearby settlements and built development, reflecting the urban to rural transition with appropriate boundary treatment;
- c. make effective use of the site through the application of appropriate densities in terms of scale, height and massing, and its relationship to adjoining buildings and landscape;
- d. create a strong sense of place, ensuring the proposed development makes a positive contribution to local character and distinctiveness;
- e. plan for integrated development, providing for a mix of housing that addresses the range of local housing needs, and encourages community cohesion;
- f. reduce the need for car use and encourage sustainable modes of travel, including provision for public transport, cycle routes, footpaths and bridleways and electric charging points;
- g. a network of permeable and interconnected streets and public spaces;
- h. measures to mitigate the traffic impacts of the proposed development on the strategic and local road networks;
- i. timely delivery of physical infrastructure, including sewage connections and fibre optic broadband;
- j. appropriate employment provision and community facilities to serve the new development (e.g. local shops, community halls, schools and health facilities, community sport and fitness provision);
- k. accessible open space to meet identified local needs and/or increase accessibility to existing open spaces;
- l. a green infrastructure strategy, providing an integrated network of green spaces;
- m. appropriate measures to mitigate flood risk and ensure that the development is resilient to the potential impacts of climate change;
- n. assessment of the potential for energy efficient design including renewable energy schemes; and
- o. demonstration of a good understanding and respect for the natural environment, its heritage assets and their setting both within the site and in the wider locality, whether

designated or not, and include details of how the natural environment and heritage assets will be conserved and enhanced.

A management plan must be produced as part of the master-planning process to demonstrate how infrastructure and community assets will be maintained and managed following completion of development.

**APPENDIX 25
TOPOGRAPHICAL DRAWINGS**



Symbol & Abbreviation Key.

	BARBED WIRE FENCE
	POST & RAIL FENCE
	CLOSE BOARD FENCE
	RAILINGS
	CHAINLINK FENCE
	OTHER FENCE
	KERB
	DROPPED KERB
	GULLY CHANNEL
	TOP / BOTTOM OF BANK
	FOLIAGE
	DITCH
	VERGE
	OVERHEAD CABLES
	GATE
	HEDGE
	TREE - BROAD LEAVED
	TREE - CONIFEROUS
	BUSH
	BUILDING
	BOREHOLE
	SURVEY STATION
	ORDNANCE SURVEY BENCHMARK

AC	ARI CONDITIONING UNIT	KO	KERB OFFSET
AV	AR VALVE	LC	LIGHTING COLUMN
BOL	BOLLARD	LP	LAMP POST
BH	BOREHOLE	NP	NAME PLATE
BL	BED LEVEL	NB	NOTICE BOARD
BM	BENCH MARK	PR	FIRE RISER
BT	BRITISH TELECOM	RP	ROOFTOP POINT
CTV	CABLE TV	RS	ROAD SIGN
CL	COVER LEVEL	SP	SEW FOOT
CR	CABLE RISER	SV	STOP VALVE
DP	DOWN PIPE	TL	TRAFFIC LIGHT
ER	EARTH ROSE	TP	TELEGRAPH POLE
EP	ELECTRICITY POLE	TOP	TOP OF FENCE
EM	ELECTRICITY MARKER	TOH	TOP OF HEDGE
FB	FUSE BOX	TOR	TOP OF RAILINGS
FH	FIRE HYDRANT	TOS	SERVICE LEVEL
FP	FENCE POST	TOW	TOP OF WALL
FL	FLOOR LEVEL	UTL	UNLABLE TO LIFT
GV	GAS VALVE	VM	VALVE MARKER
GM	GAS MARKER	VP	VENT PIPE
GU	GULLY	WL	WATER LEVEL
HM	HYDRANT MARKER	WM	WATER MARKER
IL	INVERT LEVEL	WD	WASH OUT

General.
 This survey has been prepared with a scaling accuracy for a plot at a scale of 1:200.
 All tree heights and spreads are approximate. We have tried to identify tree types, however if tree species are critical specifications should be gained.
 Drainage plus data have been measured from the surface. Chamber access has not been gained for safety reasons, therefore data should be regarded as approximate.
 Some detail may have been omitted due to parked vehicles.

Notes.
 Levels related to GPS.
 Based on 100416



Rev	Details of Revision	Drawn	Date

Surveyed	Drawn	Date	Checked	Date	Approved	Date
GD	GD	08/11/16	ROT	08/11/16	ROT	08/11/16

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Client.
 KIRKLEES COUNCIL
 FIRST FLOOR, CIVIC CENTRE III
 MARKET STREET
 HUDDERSFIELD
 HD1 2TG

Title.
CROSS SECTIONS
 SOUTHGATE DEVELOPMENT
 HUDDERSFIELD

Dwg No. **160625** Sheet **2 of 2**
 Scale 1:100 A1 Sheet Rev. -

APPENDIX 26 GREEN STREETS PRINCIPLES

Developers should recognise that the Southgate site is on a strategic location in regards to Huddersfield Town Centre, the ring road and the Huddersfield Broad Canal.

The use of green and blue infrastructure in developments is an intrinsic part of designing in economic resilience and contributing to the aspirations of the Kirklees Smart Corridor.

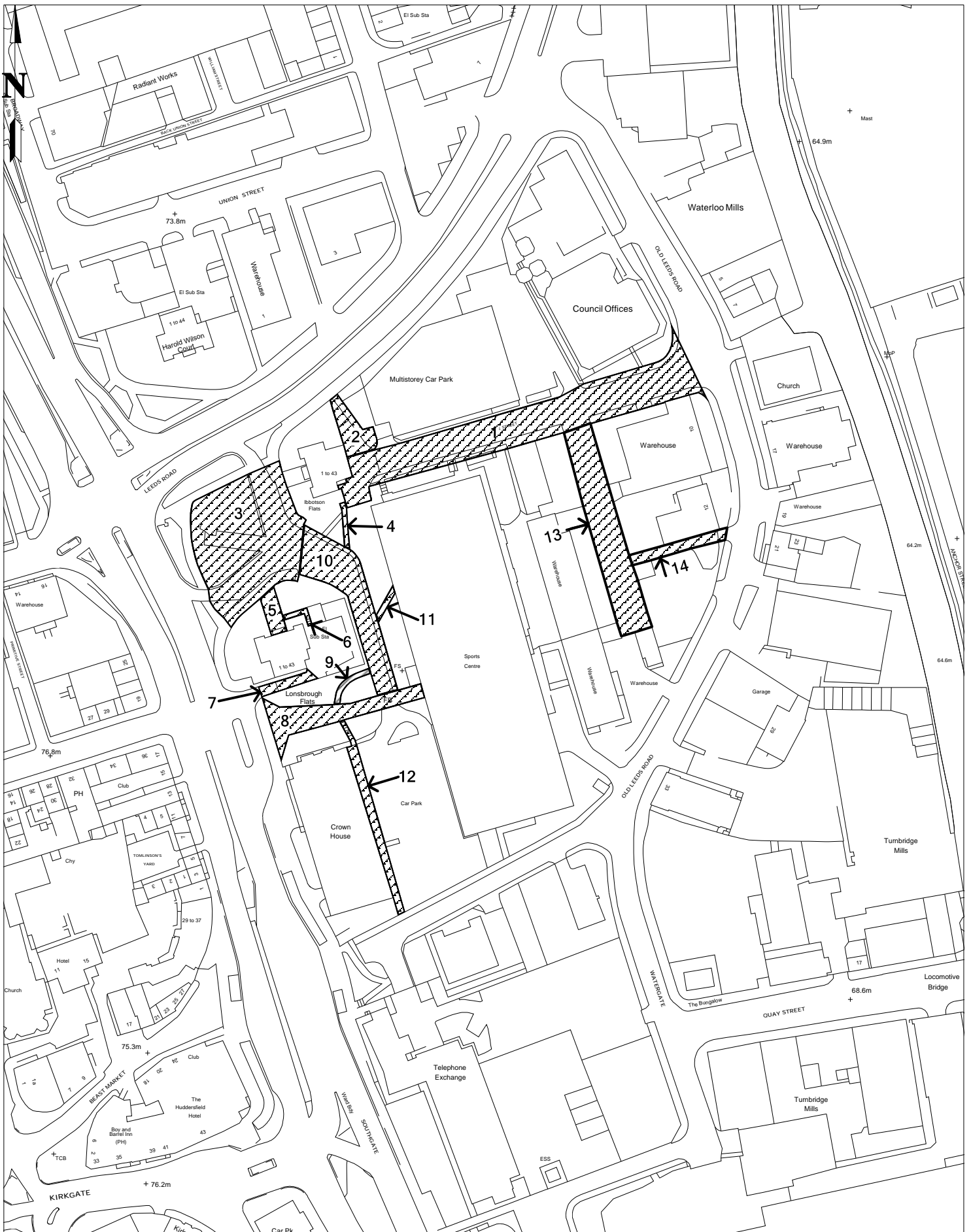
Green Streets principles should be applied in the design of development so that it plays its part in:

- Helping to connect the Town Centre and Broad Canal (the nearest link to the Ecological Habitat Network) with suitably selected and managed urban trees (e.g. Lime) and access routes;
- Contributing to the air quality improvements by planting suitable urban trees alongside the ring road/A62 that are in keeping with Kirklees Council's proposals (being developed) for tree planting along the Ring Road;
- Providing facilities for cyclists and links to the local proposed cycling network should be made with these routes being tree lined. Trees reduce perception of distance and therefore will promote uptake of cycling and walking;
- Promoting retail spend and encouraging a "café culture" by selective use of suitable trees and seating and for evening use, and if viable "starpaths" leading into the town centre;
- Reducing potential surface water flooding issues with Sustainable Drainage Systems (SuDS) used in the drainage design. The latest SUDS manual can be accessed at: [SUS Manual](#)
- Reducing maintenance costs of any green infrastructure used on site by careful design. For example, could groundcover be used instead of grass verges?
- Retaining heat, reducing surface water flooding, and providing some additional biodiversity by use of green roofs (where green roofs are not possible the roofs might be finished white to reflect sunlight back into space).

Developers should note that:

- The trees planted should follow guidelines laid down in BS8545 and principles found in Trees in Hard Landscapes by the Trees Design Action Group: [Trees in Hard Landscapes](#)
- This process will therefore ensure that the trees have suitable sized rooting volumes and the underground architecture to support their growth.
- The species of trees used should be considered with the local authority which is in process of redesigning the tree scape of the ring road.

**APPENDIX 27
STOPPED UP HIGHWAY DRAWING**



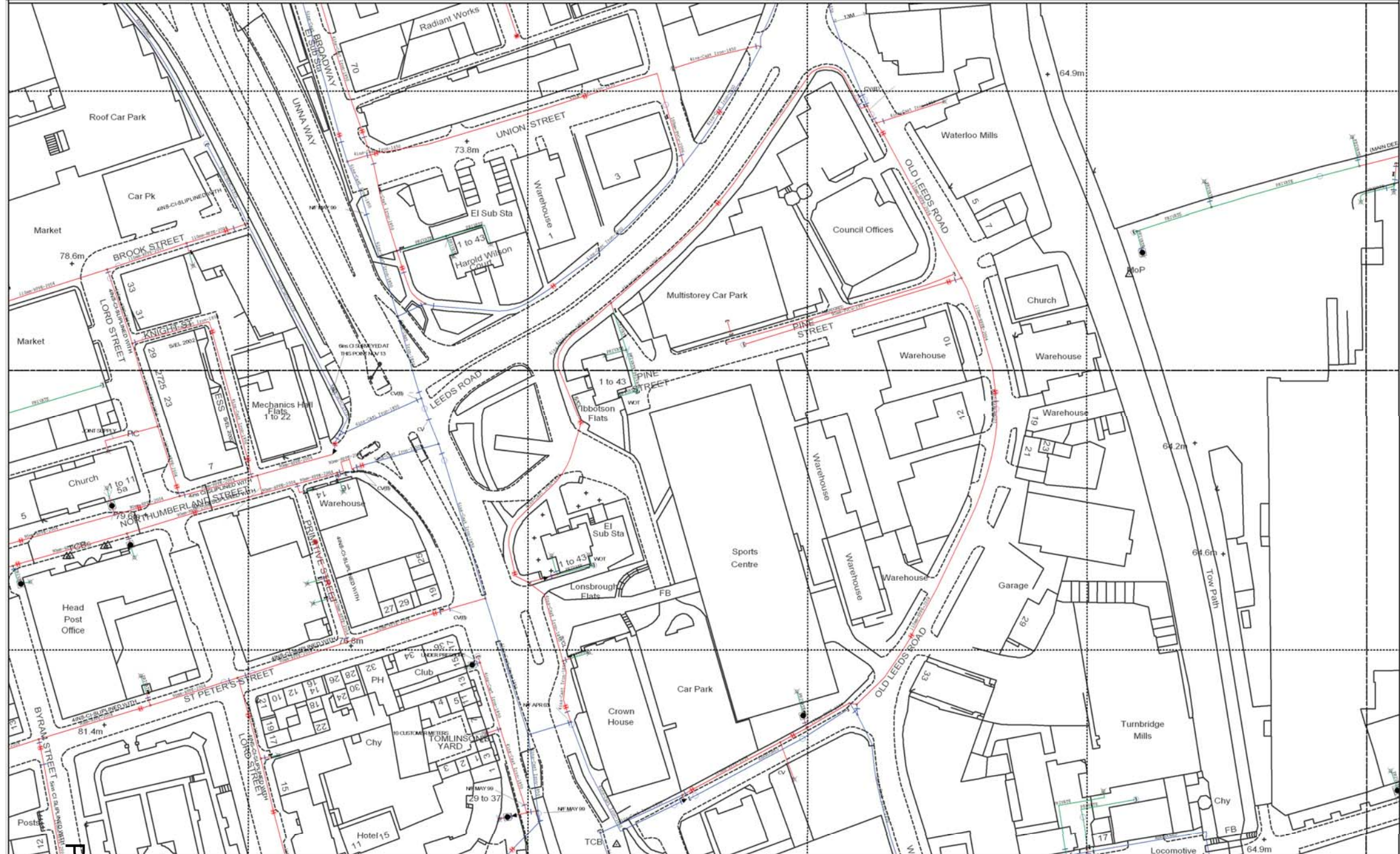
**PHYSICAL RESOURCES
& PROCUREMENT**

Plan No: 15-0487b
 Scale: 1250
 Required by:

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APPENDIX 28
YORKSHIRE WATER MAINS SUPPLY DRAWING



Bottom-left: 414514, 416826 Scale: 1250

Map Name : SE1416NE

Notes

Partial Key

This plan is furnished as a general guide only and no warranty as to its correctness is given or implied. This plan must not be relied upon in the event of excavations or other works made in the vicinity of public sewers. No house or property connection

Yorkshire Water,
 PO Box 500,
 Halifax Road,
 Bradford BD6 2LZ
 Contact Name :
 Contact Tel :

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Foul Sewer = F
 Combined Sewer = C
 Surface Water Sewer = SW
 Trade Sewer = TD
 Partially Separate = PS

Date Req :
 Source :

Last Data Update: 01/12/2015 09:52:00

APPENDIX 29
YORKSHIRE WATER SEWERS DRAWING



Bottom-left: 414514, 416826 Scale: 1250

Map Name : SE1416NE

Notes

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Partial Key

- Foul Sewer = F
- Combined Sewer = C
- Surface Water Sewer = SW
- Trade Sewer = TD
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This plan is furnished as a general guide only and no warranty as to its correctness is given or implied. This plan must not be relied upon in the event of excavations or other works made in the vicinity of public sewers. No house or property connection

Date Req :

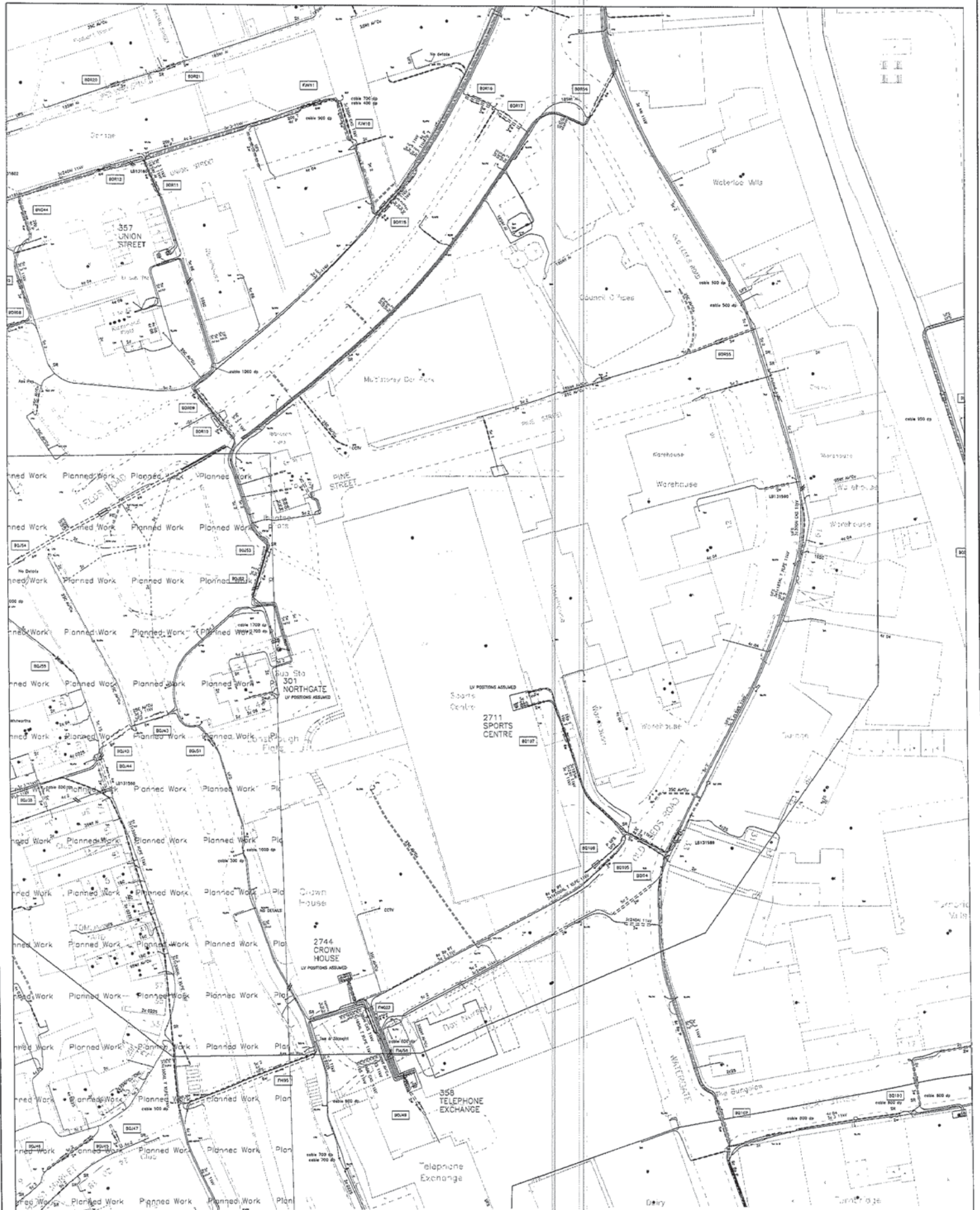
Last Data Update: 01/12/2015 09:53:00

Source :

Yorkshire Water Web Mapping System

Yorkshire Water,
PO Box 500,
Halifax Road,
Bradford BD6 2LZ
Contact Name :
Contact Tel :

**APPENDIX 30
NORTHERN POWERGRID DRAWING**

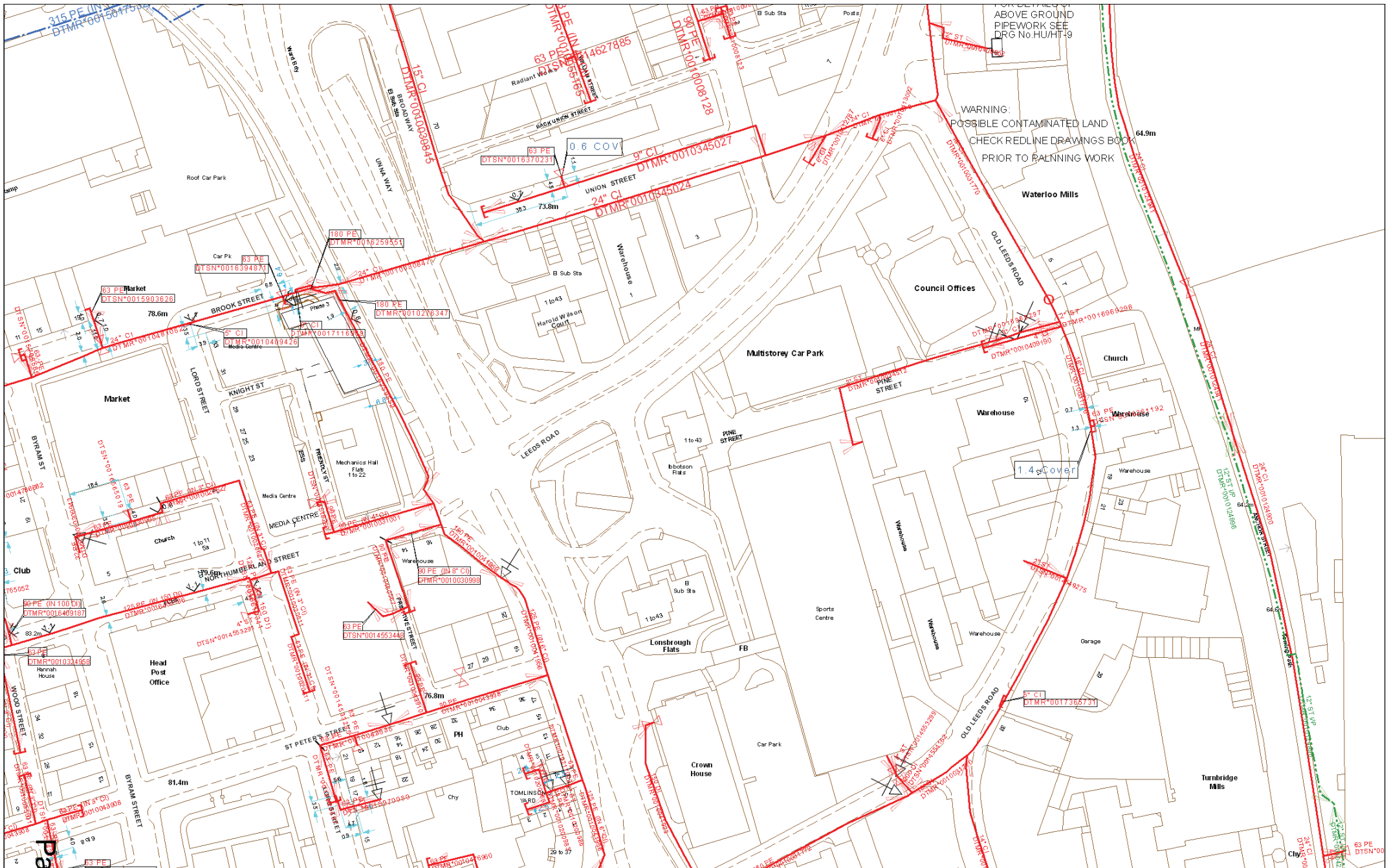


Northern Powergrid Holdings Company.

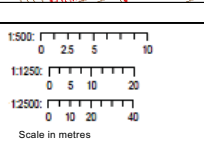
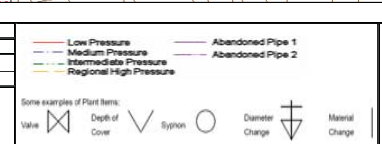
The position of our equipment is shown on this plan as accurately as possible. However, it may have changed since the plan was produced. Therefore, the position of our equipment and those of service cables which may not be shown should be established on site. Electricity cables not owned by Northern Powergrid Holdings Company may be laid in this area and may not be shown on this plan. Where private cables are shown, the information should not be regarded as accurate and should be used for guidance purposes only. In all cases, accurate information should be obtained from the owner of such cables prior to the commencement of work on the site.

Northern Powergrid Holdings Company	Mains Record	16-06-2015
	414646,416762	Page 261

**APPENDIX 31
NORTHERN GAS NETWORKS DRAWING**



Title: Southgate Demolition
Scale: 1:1250
User ID: 01/12/2015
Date: 414731.416997
Grid Ref: Internal Use Only



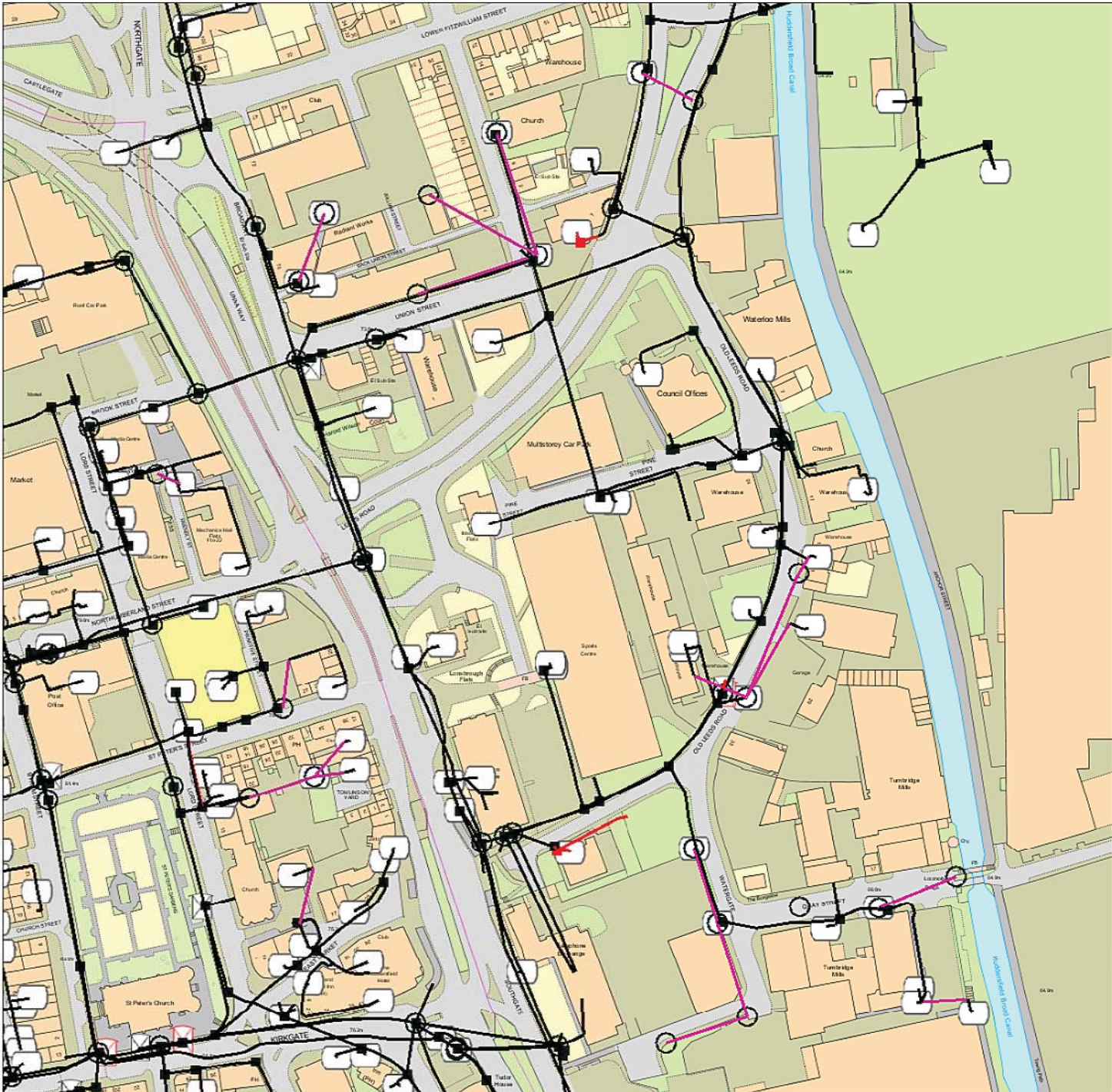
Gas Plan

This plan shows those pipes owned by Northern Gas Networks or the relevant Gas Distribution Network in their roles as Licensed Gas Transporters (GT). Gas pipes owned by other GTs, or otherwise privately owned, may be present in this area. Information with regard to such pipes should be obtained from the relevant owners. The information shown on this plan is given without warranty, the accuracy thereof cannot be guaranteed. Service pipes, valves, syphons, stub connectors, etc. are not shown but their presence should be anticipated. No liability of any kind whatsoever is accepted by Northern Gas Networks, the relevant Gas Distribution Network, or their agents, servants or contractors for any error or omission. Safe digging practices, in accordance with HS(G)47, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that this information is provided to all persons (either direct labour or contractors) working for you or near gas apparatus. The information included on this plan should not be referred to beyond a period of 28 days from the date of issue.

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Page 263

**APPENDIX 32
BT OPENREACH DRAWING**



IMPORTANT WARNING

Information regarding the location of BT apparatus is given for your assistance and is intended for general guidance only. No guarantee is given of its accuracy. It should not be relied upon in the event of excavations or other works being made near to BT apparatus which may exist at various depths and may deviate from the marked route.

DIAL BEFORE YOU DIG

FOR PROFESSIONAL ON SITE ASSISTANCE PRIOR TO COMMENCEMENT OF EXCAVATION WORKS

ADVANCE NOTICE REQUIRED
(Office hours: Monday-Friday 08.00 to 17.00)

Tel: 0800 9173993
E-mail: dbyd@openreach.co.uk
Website: www.dialbeforeyoudig.com

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KEY TO BT SYMBOLS

	UNDERGROUND PLANT		POLE
	OVERHEAD PLANT		CABINET
	JOINT BOX		BURIED JOINT
	DISTRIBUTION POINT		JOINTING POST
	MANHOLE		PROPOSED U/G
	DP BOUNDARY		PROPOSED O/H
	OTHER BT BOUNDARY		PROPOSED BOX

Other proposed plant is shown using dashed lines. BT symbols not listed above may be disregarded. Existing BT plant may not be recorded. Information valid at the time of preparation.

**APPENDIX 33
VIRGIN MEDIA DRAWING**



DN:KAA7010:R4

DN:KAA7020:R4

DN:KAA7060:R4

DN:KAA7030:R4

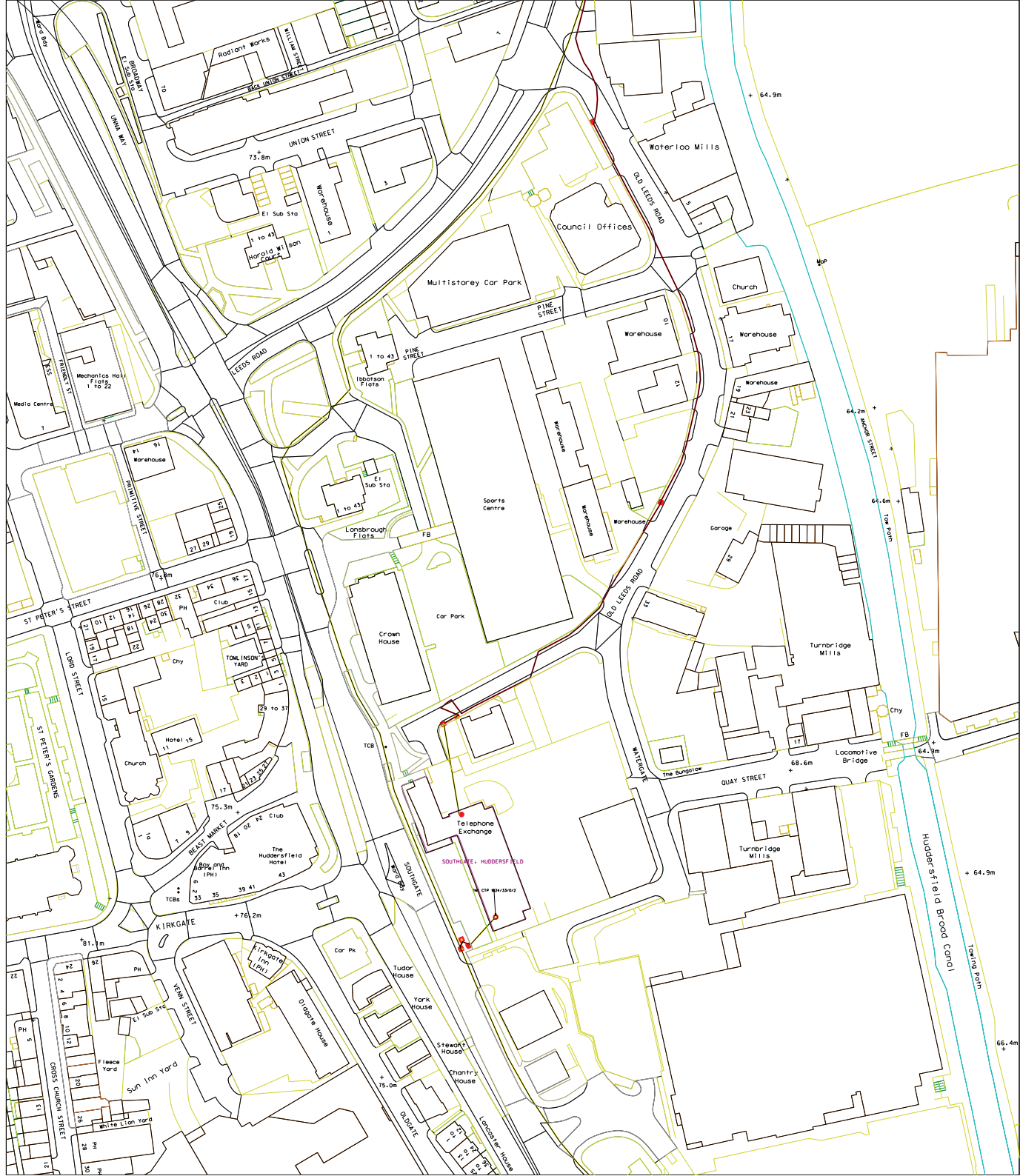
SM:KAA7000:R5
FN:KAA7000:R4

RICMOND FLATS/8F/100m
HUDD/KAN8/KA031/96/96F/2070m
HUDD/KA007-KA031/144F/1948m
HUDD/KA004-KA031/48F/48F/1420m
HUDD/KA031
HUDD/KA031-KA(ANP)/144F/1200m
KA031KA144(GHJ)/144F/1200m
KA031KA110/48F/48F/1000m

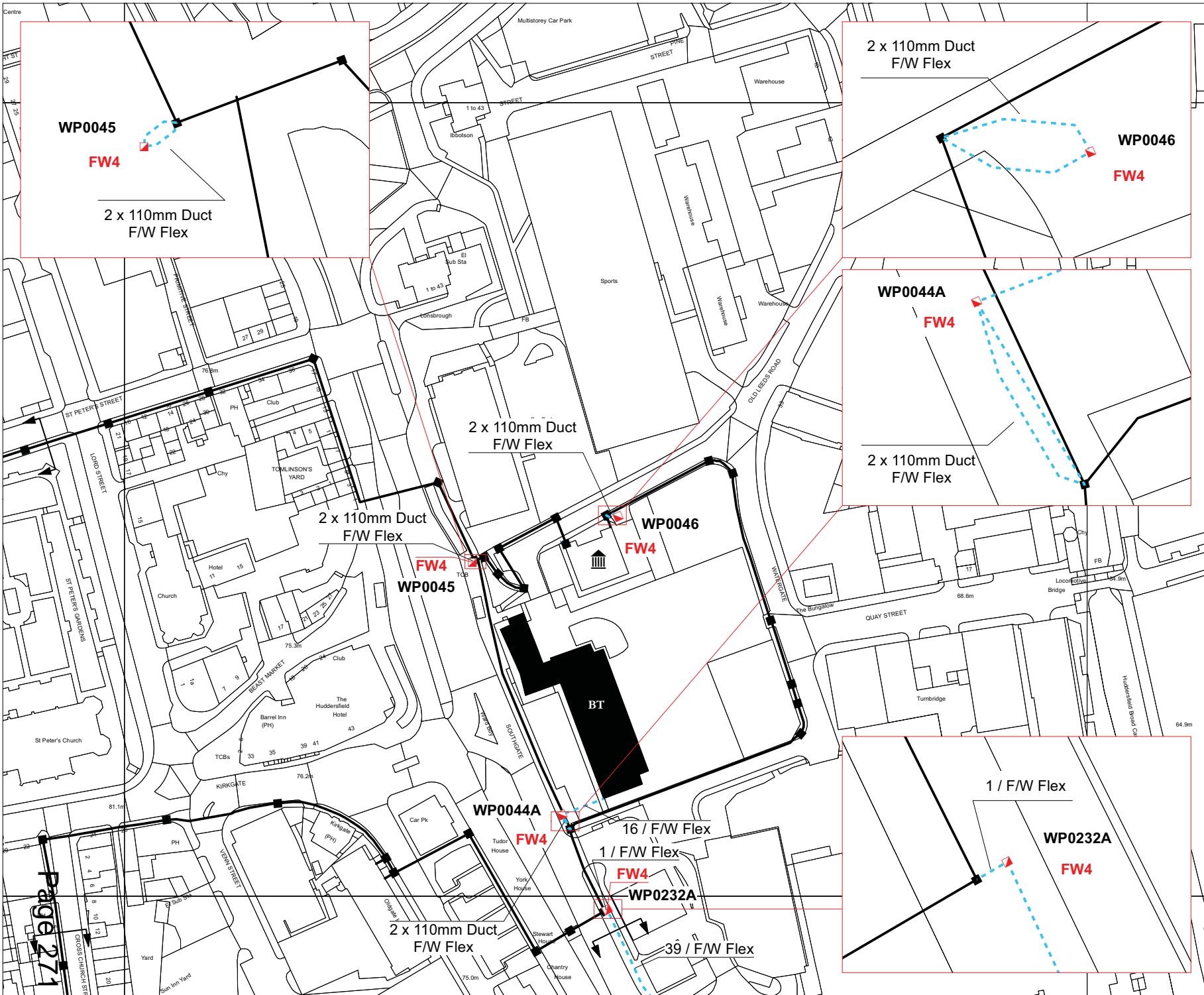
NTL HOUSE (NK1 EAS)/8F/1092m
HUDD W-E/KA22-KA023/48F/1870m
HUDD W-E/HE-KA022/48F/1060m
KMC COMPUTER CTR - HUDD'S HUB/48F/175m
HUDD W-E/KA022

MBNL KKS032:8F/330m
DN:MBNL KKS032:RM
MBNL KKS032:RADIO

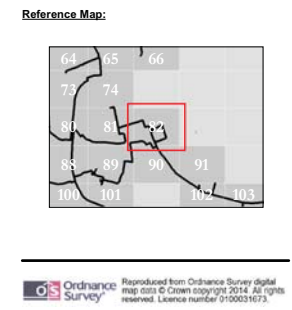
**APPENDIX 34
VODAFONE DRAWING**



**APPENDIX 35
CITY FIBRE/KIRKLEES CORE DRAWING**



- Notes:**
- Duct to be laid at 350mm depth of cover in verge and footway
 - Duct to be laid at 600mm depth of cover in carriageway
 - Cable loops of 10m length to be left in chamber unless otherwise stated
 - Chambers are to be constructed to depth of 450mm unless otherwise stated
- Legend:**
- ONE WAY (dashed blue line with arrow)
 - TWO WAY (dotted red line)
 - New Chamber (red square)
 - THIRD PARTY Duct (solid black line)
 - THIRD PARTY Chamber (black square)
 - WP 0010 (black square with 'WP 0010')
 - Work Point Reference (red square)
 - ANCHOR Site (black square)
 - BT Exchange (black square)



Rev.	By	Date	Description
A	AB	01/04/2015	Duct re-routing (design change)
B	AB	10/04/2015	Chamber type added

North Midland Construction PLC
 Num Close
 The County Estate
 Hattwale
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 NG17 2HW

Tel: 01623 515008
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Project

NMC Proj. No: 55170
CFH Proj. No: MBN0009

Drawn by: Maciek Drozda Date: 10/04/2015
 Checked by: Alan Boot Date: 10/04/2015

Drawing No. **KI / HUD / CIV / 0082** Revision **B**

Scale 1:1250 **A3**

**APPENDIX 36
PUBLICATION DRAFT COMMUNITY INFRASTRUCTURE LEVY CHARGING RATES**

The Kirklees Community Infrastructure Levy (CIL) Charging Schedule, when adopted, will establish which types of development are liable for a CIL charge. It will usually apply to those developments that create net additional floor space of 100 square metres or more, or create a new dwelling. Developments built under general consent are also liable to pay CIL. 'General consent' includes permitted development rights granted under the General Permitted Development Order 2015. Payment is due from the point of the commencement of development, and liability will start at the point at which planning permission is granted.

In the Publication Draft CIL Charging Schedule, the Southgate site is shown in CIL Zone 4, and the relevant draft charging rates for CIL are set out below.

Kirklees CIL draft charging rates

	CIL preliminary draft charging rate (per sq m)	
Residential development in Zone 4*	More than 10 units £5	10 units or less £5
Retail warehousing**	£100 district wide	
All other uses	£0	

*Not including 'Retirement Living Accommodation' defined as residential units which are sold with an age restriction typically over 50s/55s with design features and support services available to enable self-care and independent living.

**Retail Warehouse definition: large stores in edge-of-centre and out-of-centre locations specialising in the sale of household goods (such as carpets, furniture and electrical goods), clothes, DIY items and other ranges of goods, catering mainly for car-borne customers.

The Draft Charging Schedule is primarily concerned with the rates proposed rather than the Council's mechanism for allocating the funds. The Publication Draft CIL Charging Schedule also sets out proposed CIL exemption and payment terms, including an instalment policy to spread the cost of CIL payments for developers.

January 2017

Page 273

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Document is Restricted

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