

# Public Document Pack



**Service Director – Legal, Governance and  
Commissioning**

**Julie Muscroft**

The Democracy Service

Civic Centre 3

High Street

Huddersfield

HD1 2TG

**Tel:** 01484 221000

Please ask for: Jenny Bryce-Chan

Email: [jenny.bryce-chan@kirklees.gov.uk](mailto:jenny.bryce-chan@kirklees.gov.uk)

Monday 17 February 2020

## Notice of Meeting

Dear Member

### **Cabinet**

The **Cabinet** will meet in the **Council Chamber - Town Hall, Huddersfield** at **4.00 pm** on **Tuesday 25 February 2020**.

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**

**Service Director – Legal, Governance and Commissioning**

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 Shabir Pandor  
Councillor Viv Kendrick

Councillor Musarrat Khan  
Councillor Naheed Mather  
Councillor Peter McBride

Councillor Carole Pattison

Councillor Cathy Scott  
Councillor Graham Turner  
Councillor Rob Walker

### **Responsible For:**

Leader of the Council  
Cabinet Member - Children (Statutory responsibility for Children)  
Cabinet Member - Health and Social Care  
Cabinet Member - Greener Kirklees  
Deputy Leader and Cabinet Member for Regeneration  
Cabinet Member for Learning, Aspiration and Communities  
Cabinet Member - Housing and Democracy  
Cabinet Member - Corporate  
Cabinet Member for Culture and Environment

# Agenda

## Reports or Explanatory Notes Attached

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### Pages

**1: Membership of Cabinet**

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

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**2: Minutes of previous meetings**

1 - 8

To approve the Minutes of the meetings of the Cabinet held on 20 and 28 January 2020.

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**3: Interests**

9 - 10

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.

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**4: 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.

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**5: Deputations/Petitions**

The Cabinet 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.

In accordance with Council Procedure Rule 10 (2), Members of the

Public should provide at least 24 hours' notice of presenting a deputation.

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**6: Public Question Time**

The Cabinet will hear any questions from the general public.

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**7: Member Question Time**

To receive questions from Councillors.

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**8: Collections Development Policy Review**

11 - 48

A report seeking member approval for the review and renewal of the Museums and Galleries Collection Development Policy

**Wards affected:** Almondbury; Batley East; Birstall & Birkenshaw; Newsome

**Portfolio:** Culture & Environment

**Contact:** Deborah Marsland, Museums and Galleries Manager, Tel: 01484 221000

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**9: Determination of school admission arrangements for 2021/22**

49 - 88

This report presents the results of this year's consultation and seeks to determine admission arrangements for all Kirklees community and voluntary controlled schools for 2021/22.

**Wards affected:** All

**Portfolio:** Children & Learning and Aspiration

**Contact:** Sharon Oldfield, Pupil Admissions Manager and Martin Wilby, Strategic Manager, Education Places and Access Tel: 01484 221000

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**10: Small Affordable Housing Sites Programme (SAHS) – Consideration of an objection received to the Section 123 Notice on the proposed disposal of land at Kitson Hill Crescent, Mirfield** 89 - 98

To report on the outcome of the Section 123 open space process for land at Kitson Hill Crescent, Mirfield and seek Cabinet approval to proceed with the disposal of the site.

**Wards affected:** Mirfield

**Portfolio:** Regeneration and Housing

**Contact:** Julie Hyde, Housing Growth Officer and James Hinchliffe, Housing Growth Manager, Tel: 01484 221000

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**11: Annual RIPA Update** 99 - 102

To brief Cabinet on the use of the Regulation of Investigatory Powers Act 2000 by the Council since the last report in 2019 and to provide an update on the training recommendations made by the Office of the Surveillance Commissioners at the last inspection.

**Wards affected:** All

**Portfolio:** Corporate

**Contact:** John Chapman, Head of Legal Services and David Stickley, Senior Legal Officer, Tel: 01484 221000

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**12: Early Education and Childcare SEND Inclusion Funding Policy** 103 - 114

To approve the SEND Inclusion Funding Policy (SENDIF).

**Wards Affected:** All

**Portfolio:** Learning and Aspiration

**Contact:** Jayne Whitton, Principal Educational Psychologist, Tel 01484 221000

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- 13: Kirklees Youth Alliance Holiday Programme** 115 - 140
- A report to inform Cabinet about the work and impact of the 2019 Council funded Kirklees Youth Alliance Healthy Holidays programme, including consideration of officer proposals for future Programme support.
- Wards affected:** All
- Portfolio:** Children
- Contact:** Tom Brailsford, Service Director Resources, Improvement & Partnerships, Mary White, Commissioning & Partnerships Manager, Resources, Improvement & Partnerships and Susan Greenwood, Development Manager, Kirklees Youth Alliance
- 
- 14: Kirklees Flood Recovery Support Scheme** 141 - 150
- This report seeks approval for the Council to create a local Flood Recovery Support Scheme for businesses and householders in light of the serious flood event which occurred across the district on 9<sup>th</sup> February 2020 and the potential for further flood events in the near future.
- Wards affected:** All
- Portfolio:** Leader of the Council
- Contact:** Chris Duffill, Head of Business and Skills Tel: 01484 221000
- 
- 15: Huddersfield Blueprint - Next Steps** 151 - 182
- The purpose of this report is to seek approval of the Huddersfield Blueprint and approval to proceed with the statutory planning process to convert the Blueprint to a Supplementary Planning Document (SPD).
- Wards affected:** Newsome, Greenhead, Dalton
- Portfolio:** Regeneration
- Contact:** Simon Taylor, Head of Town Centre Regeneration Tel: 01484 221000
-

**16: Corporate Finance Report Quarter 3** 183 -  
214

This report provides information on financial monitoring for General Fund Revenue, Housing Revenue Account (HRA) and Capital Plan, as at Quarter 3 (month 9), 2019/20.

**Wards affected:** All

**Portfolio:** Corporate

**Contact:** James Anderson, Head of Accountancy Tel: 01484 221000

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**17: The Arcade, Market Place Dewsbury** 215 -  
230

To seek authority to purchase The Arcade, Market Place Dewsbury; take action to repair the building and work with third parties to reopen the Arcade

**Ward affected:** Dewsbury East

**Portfolio:** Regeneration

**Contact:** Peter Thompson, ER Project Manager, Tel: 01484 221000

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**18: Dewsbury Riverside Development Strategy** 231 -  
248

A report seeking endorsement of the approach outlined in the report to bring Council owned land in the Central Gateway of the Dewsbury Riverside site forward as first phases of development.

**Wards affected:** Dewsbury South and Mirfield

**Portfolio:** Regeneration, Housing and Democracy and Corporate

**Contact:** Chris Kwasniewski, Strategic Partnerships Lead, Housing Growth and Regeneration, Tel: 01484 221000

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**19: 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 items 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.

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**20. The Arcade - Market Place**

249 -  
252

A private appendix in respect of agenda item 17.

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**21. Dewsbury Riverside Development Strategy**

253 -  
288

Private appendices in respect of agenda item 18.

Contact Officer: Andrea Woodside

## KIRKLEES COUNCIL

### CABINET

**Monday 20th January 2020**

Present: Councillor Shabir Pandor (Chair)  
Councillor Musarrat Khan  
Councillor Naheed Mather  
Councillor Peter McBride  
Councillor Carole Pattison  
Councillor Cathy Scott  
Councillor Graham Turner  
Councillor Rob Walker

Apologies: Councillor Viv Kendrick

**109 Membership of Cabinet**

Apologies for absence were received on behalf of Councillor Kendrick.

**110 Interests**

No interests were declared.

**111 Admission of the Public**

It was noted that Agenda Item 13 would be considered in private session (Minute No.121 refers).

**112 Deputations/Petitions**

Cabinet received a deputation from Gideon Richards, on behalf of Kirklees Climate Emergency Group, relating to (i) electric vehicles and electric vehicle infrastructure issues (ii) actions required to review infrastructure being installed through the WYCA project, and (iii) supporting the development of an EV conversion course for students.

**113 Public Question Time**

Cabinet received a question from Gideon Richards, on behalf of Kirklees Climate Emergency Group, regarding the Council's policy and criteria for purchasing electric vehicles.

**114 Member Question Time**

No questions were asked.

**115 Housing Delivery Plan Update**

Cabinet received a report which provided an update on the housing delivery strategy and the activity which had taken place during the past year to explore opportunities and test options for housing growth in order to ensure the best use of council owned land and to maximise outcomes.

Appendix 1 to the considered report provided a summary of housing growth programmes and details of projects that were currently being undertaken. This included information regarding strategic allocation sites, the accelerated construction programme, specialist and supported housing, small affordable housing sites and the market disposal programme.

Cabinet noted the progress update, and the impact which the progress made would have upon housing growth across the borough.

**RESOLVED** - That the Housing Delivery Plan update be received and noted.

**116 Quarter (2) Corporate Performance Report**

Cabinet received the Corporate Performance Report, Quarter 2, which set out an overview of the Council's corporate performance at the end of Quarter 2 2019/2020 in the context of the strategic intent in the corporate plan. The report provided Cabinet with a summary of impact, improvement and risk against each of the Council's outcomes.

The report set out key highlights for the quarter performance, which included the opening of 'number 12' safe space in Dewsbury, 371 new introductions to the Community Plus Programme, 278 prevented cases of homelessness, the development of Spenborough leisure centre and reduced levels of staff sickness absence.

**RESOLVED** - That the Quarter (2) Corporate Performance Report be received and noted.

**117 St Paul's Road, Mirfield - Supported Living Accommodation development**

Cabinet received a report which set out an update on the scheme at St Paul's Road, Mirfield, pursuant to approval by Cabinet on 29 August 2018. The report advised that, since the approval for the development of 19 flats was given, the proposed scheme plans were considered by the Care Quality Commission to be too large, and consequently revised plans had been developed for 13 flats, plus staff facilities. Cabinet were advised that the flats would be made available to adults with a social care need as supported living accommodation, enabling adult residents with a social care need to live an independent life, within the local community. The report advised that the proposed development offered an excellent cost-effective model of care. It was noted that, as changes had been made to the previously agreed scheme, authorisation was required from Cabinet to proceed with the amended design.

**RESOLVED –**

- 1) That approval be given to the development of new supported living accommodation at St Pauls Road, Mirfield, for adults with social care needs.
- 2) That authority be delegated to the Strategic Director (Economy and Infrastructure) to negotiate and agree the terms of the disposal with Connect Housing.
- 3) That authority be delegated to the Service Director (Legal, Governance and Commissioning) for the Council to enter into and execute any agreement and

transfer and any other ancillary documents and agreements that relate to the disposal of land at the former Mirfield Depot, St Pauls Road.

- 4) That Adults Services be authorised to commission and fund meeting the care and support needs of all intended tenants of the development.

**118 Climate Emergency and Air Quality – next steps - Electric Vehicles**

Cabinet received a report which recommended the prioritisation of budgetary investment in additional vehicles and charging infrastructure in regards to the Council's electric vehicles and publicly accessible charging infrastructure. The report advised that, following consideration of what interventions could be put in place with regards to travel and electric vehicles, recommendations were now presented to take immediate actions and prioritise resources.

Cabinet supported the prioritisation of a step-change for travel which would facilitate a shift to a low carbon, low emissions future through the measures of (i) prioritising the expansion and transformation of public electric vehicle charging infrastructure through the installation of at least 80 additional fast and rapid charging points (ii) re-launching and expanding the free parking offer for low emission vehicles (iii) further investment in the Council's vehicle fleet to add a further 50 electric vehicles (iv) developing a comprehensive electric vehicle and charging infrastructure policy to put Kirklees at the forefront of the development of low emission transport in the area and working with major stakeholders to make Kirklees futureproofed for the electric vehicle revolution and (v) implementing the Air Quality Action Plan, tackling air quality and boosting sustainable travel.

**RESOLVED –**

- 1) That the content of the report be noted and that Council be recommended to prioritise the consideration of allocating spending in the capital bids in relation to Electric Vehicles and infrastructure in the budget setting process.
- 2) That the Service Director (Environment), in consultation with the Portfolio Holder for Greener Kirklees, be delegated authority to amend the terms of the 'Green Permit', as detailed in para. 3.12 of the considered report.

**119 Mixed Tenure Council House Building: Direct Delivery/Bridge Homes Joint Venture**

Cabinet gave consideration to a report which set out proposals to directly deliver future programmes of new mixed tenure council developments, including council housing. Cabinet were advised that the Housing Act 1985 enabled the Council to provide housing accommodation by erecting houses on land acquired and that the activity did not need to be carried out via a commercial trading company, nor did it require the Council to retain ownership often completed units. The report advised that consideration had been given to the options of (i) the Council's capacity to directly deliver new homes across a range of tenures through the Housing Revenue Account, and (ii) a joint venture arrangement with Bridge Homes Local Housing Company, and provided an overview of detail in regards to each option.

The report set out a proposal for direct delivery as the preferred option, which would support the regeneration of existing estates and provide a diverse mix of housing. Cabinet noted the benefits which would be derived from adopting a direct delivery

## Cabinet - 20 January 2020

model, which included (i) retaining strategic control if the Councils assets (ii) influence upon local place making (iii) developing mixed tenure expertise (iv) building a strong reputation within the local housing market and (v) delivering an acceleration of new housing delivery to meet local demand.

(Cabinet gave consideration to the exempt information at Agenda Item 13 (Minute No.121 refers) prior to the determination of this Agenda Item).

**RESOLVED** - That authority be delegated to the Strategic Director (Economy and Infrastructure), via the Housing Growth Board, to approve all future viable schemes worked up under the proposals for mixed tenure council developments, therein; (i) the use of a particular parcel of land for the direct delivery of new council housing (ii) the appropriation of the land (if necessary) (iii) the determination of the split between affordable and market sale housing (iv) the approval of the quantum of prudential borrowing required for the development in consultation with the Council's Service Director and Section 151 Officer (v) the approval of particular house design and (vi) the approval of a particular construction type.

### 120 **Exclusion of the Public**

**RESOLVED** – That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during the consideration of the following item of business, on the grounds that it involves the likely disclosure of exempt information, as defined in Part 1 of Schedule 12A of the Act.

### 121 **Mixed Tenure Council House Building: Direct Delivery/Bridge Homes Joint Venture**

(Exempt information relating to Part 1 of Schedule 12A of the Local Government Act 1972, namely that the report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making).

Cabinet gave consideration to the exempt information prior to the determination of Agenda Item 11 (Minute No. 119 refers).



Contact Officer: Andrea Woodside

## KIRKLEES COUNCIL

### CABINET

**Tuesday 28th January 2020**

Present: Councillor Shabir Pandor (Chair)  
Councillor Viv Kendrick  
Councillor Musarrat Khan  
Councillor Naheed Mather  
Councillor Peter McBride  
Councillor Carole Pattison  
Councillor Cathy Scott  
Councillor Graham Turner  
Councillor Rob Walker

**122 Membership of Cabinet**

All Cabinet Members were present.

**123 Interests**

No interests were declared.

**124 Admission of the Public**

It was noted that all agenda items would be considered in public session.

**125 Deputations/Petitions**

No deputations or petitions were received.

**126 Public Question Time**

No questions were asked.

**127 Member Question Time**

No questions were asked.

**128 Council Annual Budget Report 2020-23; incorporating Capital, Treasury Management, General Fund, Revenue and Housing Revenue Account**

(The report gave notice to Cabinet Members of the requirements of Section 106 of the Local Government and Finance Act 1992 in relation to voting and participation in the meeting).

Cabinet gave consideration to the Council Budget Report 2020-2023, prior to its submission to Council on 12 February 2020. The report (i) reviewed the general fund revenue budget strategies over the medium term financial plan and budget proposals to achieve a balanced general revenue fund revenue budget in 2019-2020, and indicative revenue budget forecasts for the following two years (ii) incorporated the Government's announcement on the Local Government Finance Settlement for 2020-2021, and considered the level of general fund revenue budget

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required for Treasury Management and Central Contingencies (iii) reviewed the current levels general fund reserves and balances and made recommendations on the level of reserves (iv) incorporated Housing Revenue Account proposals to achieve a balanced HRA in 2020-2021, and indicative revenue budget plan for the following two years, informed by the HRA 30 year business plan (v) reviewed the current levels of HRA reserves, and made recommendations on the level of reserves (vi) reviewed the multi-year plan for capital investment (vii) reviewed the 2020-2021 Treasury Management Strategy, Investment Strategy and Capital Strategy (viii) made recommendations on the Council tax requirement for 2020-2021 and (ix) incorporated a statement of assurance from the Council's statutory s151 officer in relation to the robustness of budget estimates and adequacy of General Fund and HRA reserves.

Having considered the content of the report and the accompanying appendices, it was agreed that the proposed budget be submitted to the meeting of Budget Council for determination.

**RESOLVED** - That the Motion be submitted to the Meeting of Council on 12 February 2020 with a recommendation that;

(i) General Fund Revenue

- the draft Revenue Budget 2020-2023 be approved, as attached at Appendix A
- the forecast levels of statutory and other Council reserves, as set out at Appendix Bii, be noted
- the strategy for the use of balances and reserves be approved (paragraph 2.17 refers)
- a further reassessment of reserves requirements be undertaken at year end and reported to Members as part of the 2019-2020 financial outturn and rollover report (paragraph 2.17.8 refers)
- the Council's continued participation in the North and West Yorkshire business rates pool for 2020-2021 be noted and that approval be given in principal to the new arrangements for the 2020-2021 pool, as set out at Appendix I, with authority being delegated to the Service Director (Legal, Governance and Commissioning) in conjunction with the Service Director (Finance), to finalise the new arrangements with the City Solicitor of Leeds City Council (paragraph 2.3.6 refers)
- the Council Tax requirement for 2020-2021 be approved (Appendix G refers)
- the Council's Statutory S151 Officer's positive assurance statement be noted (paragraphs 3.3.1 – 3.3.21 refer)
- the Council's Statutory S151 Officer be given delegated authority to amend how the finally approved precepts are recorded in the Council's revenue budget in line with the final notifications received following decisions by the Office of Police and Crime Commissioner, the Fire and Rescue Authority and Parish Councils, should these be received after 12 February 2020 (paragraph 3.1.3 refers)

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### (ii) Treasury Management

- the borrowing strategy be approved (paragraphs 2.15-2.21 refer)
- the investment strategy be approved (paragraphs 2.22-2.31 refer)
- the policy for provision of repayment of debt (minimum revenue provision/MPR) be approved (paragraphs 2.32-2.36 and Appendix C refer)
- the treasury management indicators be approved (Appendix D refers)
- the Investment Strategy (non-treasury investments) (Appendix E refers) be approved

### (iii) Capital

- the updated Capital Plan 2019-2025 be approved (Appendix A)
- the Capital Strategy (including Prudential Indicators), as detailed at Appendix F, be approved

### (iv) Housing Revenue Account

- the draft Housing Revenue Account Budget for 2020-2023 be approved (appendix A refers)
- the strategy for the use of the Housing Revenue Account reserves, as set out at paragraph 2.19.7, be approved

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<b>KIRKLEES COUNCIL</b>			
<b>COUNCIL/CABINET/COMMITTEE MEETINGS ETC</b>			
<b>DECLARATION OF INTERESTS</b>			
<b>Name of Councillor</b>			
<b>Item in which you have an interest</b>	<b>Type of interest (eg a disclosable pecuniary interest or an "Other Interest")</b>	<b>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]</b>	<b>Brief description of your interest</b>

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:** 25 February 2020  
**Title of report:** Collections Development Policy Review

**Purpose of report:**

- To seek Member approval for the review and renewal of the Museums and Galleries Collections Development Policy (CDP)
- To brief Members on the future of museum collections development plans
- To brief Members on key changes to the CDP

<b>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?</b>	No
<b>Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u></b>	Key Decision - No Private Report/Private Appendix - No
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	Yes
<b>Date signed off by <u>Strategic Director</u> &amp; name</b>	<b>Karl Battersby - 23.12.2019</b>
<b>Is it also signed off by the Service Director for Finance?</b>	<b>Eamonn Croston - 23.12.2019</b>
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	<b>Julie Muscroft - 8.01.2020</b>
<b>Cabinet member <a href="#">portfolio</a></b>	<b>Councillor Rob Walker</b>

**Electoral wards affected:** Kirklees Museums & Galleries serves all Kirklees communities and has sites in the following wards: Almondbury; Batley East; Birstall & Birkenshaw; Newsome.

**Ward councillors consulted:** Councillor Rob Walker

**Public or private:** Public

**Has GDPR been considered?** Yes.

## 1. Summary

The CDP (Collections Development Policy) enables the Council to fulfil its responsibility to ensure that its museum collections will exist for future generations of Kirklees residents and visitors. The CDP helps to ensure that the collection is managed in an appropriate way and that adequate resources are in place. The CDP is a policy for our museums and gallery collections, describing the current collections of around half a million objects, identifying what will be collected in the future and what areas will be reviewed. It helps the Museums and Galleries Service to ensure that the collections are:

- Of the best possible quality
- Relevant to the sites we manage (Oakwell Hall, Bagshaw Museum, Tolson Museum, Huddersfield Art Gallery and in the future the proposed new Museum and Art Gallery, part of the Huddersfield Blueprint Cultural Heart)
- Relevant to the priorities of the Service and the Council
- Reflecting the diverse communities of Kirklees and that they are manageable and sustainable.

The CDP sets out:

- Why we collect
- What we do and don't collect
- How we manage the collections effectively through acquisition, review, significance assessment, rationalisation and disposal
- Key priorities for developing the collections in the future
- The legal and ethical framework in which we operate in order to comply with national museum industry standards

The CDP, also known as an Acquisition and Disposal Policy is usually revised every five years to meet the Museums Accreditation Standard, the quality standard for UK museums. Meeting this Standard is very important and has a number of benefits which are:

- Access to cultural and heritage sector funding which would otherwise be unavailable
- Ability to loan to and borrow from other Accredited museums services
- Eligibility to benefit from advice and support from Arts Council England, Museum Development Yorkshire and the National Lottery Heritage Fund.
- An externally verified framework for continuous improvement

The Arts Council Museum Accreditation Standard requires that the CDP must be approved by the museums service's governing body, which in this case is Kirklees Council. It must be published and made available to the public. Arts Council England, the lead sector body for museums, will be notified of any changes to the CDP, and the implications for the future of the collections. The CDP is a working document which is part of the Service's ongoing planning and improvement process.

This CDP sets out that future collecting will be focussed on Kirklees heritage and will support current display needs, and future display and site development plans. The policy also sets a plan for review and rationalisation, through its Collections Review Board process, usually by transfer to other museums, of some collections. The focus of this review will be items that are:

- no longer relevant to the priorities of the Service and its sites
- that the Service is unable to manage effectively
- are of poor quality



The policy sets out the Service's commitment to operate within legal and ethical constraints in accordance with established museum industry standards.

## 2. Information required to take a decision

The CDP is a requirement of the Museum Accreditation Scheme <https://www.artscouncil.org.uk/accreditation-scheme/about-accreditation#section-1> which is administered by Arts Council England (ACE). The scheme sets out nationally agreed standards for museums. There are currently 1,700 Accredited museums in the UK. Meeting the Accreditation Standard is generally a requirement to receive funding, such as National Lottery Heritage Fund (NLHF) and ACE grants, and to work with other museums, on loans, touring exhibitions and other joint activities. For local authority museums, Accreditation is helpful to ensure museums meet the national standard and are well managed, and can be used as a performance indicator, and as a safeguard for potential sponsors and bequests.

Museums are assessed for Accreditation every few years. Kirklees Museums and Galleries sites (including the off-site museum stores) are being invited to renew their Accreditation in 2020. Services that are applying for Accreditation must have a CDP that has been reviewed and approved by its governing body within the past 5 years. Kirklees Museums and Galleries' current CDP was approved in 2012 and therefore renewal is now vital.

The CDP must follow a detailed standard template with large portions which are prescribed, covering a wide range of legal and ethical issues. Approval of the CDP indicates acceptance of these principles, including that the museums service:

- Has a long-term purpose and holds collections in trust for the benefit of the public
- Will work within the parameters of the Museum Association's Code of Ethics <https://www.museumsassociation.org/ethics/code-of-ethics> when considering acquisition and disposal
- Will not undertake disposal motivated principally by financial reasons and that any funds raised through sale as a last resort would be used for the direct benefit of the collections
- Will carry out acquisition and disposal openly and with transparency
- Will only accept objects where there is clear valid legal title to the item in question
- Will only accept objects when the museum is satisfied that the item has not been acquired or exported in contravention of any relevant laws or treaties

Failure to approve the CDP would compromise the ability of the Council to manage the collections adequately and result in their museums and galleries losing their Accreditation status. This would have a significant impact on Kirklees' institutional reputation and result in the loss of status, trust and respect within the heritage sector and professional organisations generally. On a more practical note, it would mean that the Service would no longer be eligible for grants from the NLHF and ACE, nor would it be eligible for support in kind and advice from ACE, Museum Development Yorkshire and similar sector organisations. The Service would also no longer be eligible for loans from other Accredited museums and institutions, e.g. loans from the V&A to Oakwell Hall or Tate Modern loans to Huddersfield Art Gallery. This would impact severely on the service's ability to deliver a high public quality programme and on its ability to secure funding, support and key partnerships.

## Review of the Policy – Key Changes

### Timescales

The CDP was last reviewed in 2012. The CDP's 2017 review was rescheduled in order to tie in with our next Accreditation submission in 2020, due to a significantly reduced Museums and Galleries service from 2017, as a result of service redesign, and delays in the publication of the new Accreditation standard.

The new policy is more streamlined, concise and focused. It has been created as a useful tool for the Service, and it will be referred to regularly when making decisions on the collection. It reflects the Service's current situation and challenges which are:

- Reduced resources and greater focus on sustainability
- Reduced curatorial expertise for most collection areas
- As with most local authority collections, gaps in documentation dating back decades
- Inadequate stores, which do not fully meet British Standard BS 4971:2017, Conservation and Care of Archive and Library Collections, and therefore restrict future collecting, and reduce opportunities to make collections accessible
- Some inadequate display conditions, which limit the nature of loans we can accept

The new policy also references aspirations for the long term future:

- As set out in the Council's vision document for the future of Kirklees Arts and Heritage provision, approved by Cabinet in October 2016 Culture Kirklees, the need to develop strategic masterplans for Oakwell Hall, Bagshaw Museum and the vision for the proposed new Huddersfield Museum and Art Gallery, underpinned by investment plans, will result in associated extensive collections development requirements. Significant capacity and resources will need to be developed in order to achieve this.

Key changes to the CDP since 2012 are as follows:

- **Embedding in wider strategy**
- The Policy is more thoroughly embedded in wider Council policies and ambitions. It takes its lead from strategic policy documents such as the Council's Corporate Plan and, especially Culture Kirklees to ensure that the collections are managed in a way which reflects the aims and future plans of Kirklees Council.
- **Collections rationalisation**
- There is full recognition of capacity problems caused by over collecting decades ago, with a new focus on collections rationalisation as part of sound and effective collections management. This is particularly apparent in Appendix 2, Terms of Reference for the recently established Collections Review Board.
- **Contextual information**
- This policy is concerned primarily with collecting and disposal. It no longer contains descriptions of the sites or discusses storage, as this contextual information is not a required element of a CDP, and these issues will be dealt with instead through site Masterplans and the Service's Forward Plan.

- **Future Collecting priorities**
- Over the past century, up until a decade ago, collecting has at times been excessive. This has resulted in some outstanding and diverse material. Future collecting will be selective and focused on gaps and areas of weakness. Future collecting targets are informed by Culture Kirklees and the ongoing development of the vision for a new Huddersfield museum and gallery offer as part of the Huddersfield Blueprint, and the development of masterplans for each museum site.
- **Procedural Information**
- Procedural details, which belong in the museums service's Documentation Manual rather than the CDP, have been removed. They are subject to frequent change as technology, staff, sector guidelines, etc. are reorganised and do not require Cabinet authorisation.
- **Contextual Information to Inform Decision making**
- Information that officers/councillors need to approve the document, such as defining the Accreditation Scheme and its implications for the council sit better in an accompanying report for the CDP as it goes through the approval process, but are not a part of the actual policy.
- **Layout**
- The layout of the policy has changed as the collection descriptions, which include targets for collecting and disposals, have been separated from the main document, into an easily accessible appendix, Appendix 1: TITLE. This makes it much easier for quick reference by staff, as this is the section that is used on a daily basis.
- **Thematic Descriptions**
- Collections descriptions now focus on themes rather than specific object types. For example, social and industrial history was divided into 17 sections, including numismatics, firearms, costume, music, agriculture and transport. This placed an emphasis on the objects on their own, rather than the way the objects can help us to tell the story of life in Kirklees. There are now two sections looking at two broad areas of human life: industry/work and personal/domestic/community life.
- **Integrated Collection**
- The policy no longer looks at collections development on a site by site basis, because we manage the collections as a single unit, for the whole of Kirklees, not just the specific sites. For example, we have not stopped collecting material relating to Dewsbury even though we no longer manage a museum site there, because in the future there may be potential to display it through more pop ups and with partner organisations and it is important that we continue to recognise and acquire material relevant to the communities of North Kirklees.

- **Educational Handling Collections**

- Handling objects, used for outreach work with schools and community groups are no longer referred to in the policy as these are not part of the core collections.

### **3. Implications for the Council**

The CDP is a key element of effective museum management and as such helps to support activity of the Service as a whole, its commitment to council priorities and in turn to the communities of Kirklees.

#### **3.1 Working with People**

The CDP enables the Council to fulfil its responsibility to ensure that the collection, which represents the people of Kirklees and is held in trust for their benefit, will exist for future generations of Kirklees residents and visitors to the area.

The CDP sets out collections targets in order to fill gaps and ensure that the collection continues to be relevant to the people of Kirklees. Wherever possible and resources allow, we will work with our residents to develop the collections, and we will seek resources to ensure that this is a continuing activity so that the collection always reflects current local issues. Through the principles of the CDP, our existing collections volunteer programme will continue to provide support to professional staff for the care and management of the collection, whilst ensuring hands on involvement from local people.

#### **3.2 Working with Partners**

The CDP must be reviewed in order to achieve Accreditation to secure future relationships with partners, particularly cultural funding partners or other sector partners e.g. other museums we wish to loan to and borrow collections from.

#### **3.3 Place Based Working**

The way the collection is managed and developed has a direct and significant impact on feelings of pride, belonging, identity and wellbeing. Diversity and inclusion is a key principle of the CDP with one of its collection targets being “Material that reflects the experiences of the diverse communities of Kirklees”. It is very important that communities can share their stories with each other through collections in neutral spaces to enable us to, “increase our understanding of our differences, and also what we have in common, provides us with an opportunity to give a voice to every citizen, and work in different ways that draw on our diverse strengths, to enable people to prosper.” (Kirklees Corporate Plan, 2019 Refresh).

#### **3.4 Climate Change and Air Quality**

Some of the collections areas highlighted for retention, particularly natural history collections can play a very important part in reflecting and informing changes to the environment and species linked to climate change, and their use and accessibility will be explored accordingly. These collections have been used in studied to show the impact of environmental changes and remain a rich and important source of information both locally and beyond.

Archival materials required to manage and develop the collections are of good quality and there are low waste levels. By their nature they are designed to last for decades and can be

re-used. Our role is to manage the collection for the very long term so sustainability is an important element of this work.

### **3.5 Improving outcomes for children**

Museum collections are important resources to inspire young minds particularly as learning outside the classroom is proven to have beneficial effects on attainment levels, confidence and communication skills, especially for those who find it difficult to learn in classroom settings. Our museum and gallery sites are popular with children, providing safe spaces to explore and enjoy, where they can be active, engage with others and learn about the world around them. Developing and managing our collections to meet these needs is an important outcome of the CDP.

### **3.6 Legal Implications**

The Museums Association's prescribed terms of the CDP require that the Museums and Galleries service to agree to the following:

- Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. The proceeds of any sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- To abide by the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (ratified by the UK in 2002).
- To obtain the necessary licence under the Human Tissue Act 2004 and any subordinate legislation from time to time in force.
- Not to acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- To follow procedures as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).
- The Collections Development Policy - especially in relation to the acquisition and disposal of items - is lawful.

To use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission. This outlines the agreed principles, actions and guidance regarding spoliation for non-national museums. It requires that museums conduct adequate research into provenance of existing collections and new acquisitions

- **Financial implications**

The CDP follows Council Financial Regulations in its levels of authorisation for disposal of any object from the collection. Levels are set according to financial value but also level of significance of the object.

See Appendix 2: Collection Review Board Terms of Reference.

#### **4 Consultees and their opinions**

The CDP has been produced in consultation with Museum Development Yorkshire, the regional body funded by ACE to support museum management and maintain professional standards. ACE has been approached for advice on their CDP requirements for museum Services in receipt of National Portfolio Organisation status, so that Kirklees' CDP is an aspirational document, meeting the highest standards of these leading organisations and placing us in a position to be able to apply for NPO status at a later stage. Other NPO Museums Service's CDPs (e.g. Wakefield Museums) have been assessed to ensure benchmarking.

Cllr Rob Walker, Portfolio Lead Member for Culture and Environment has been consulted at Portfolio Briefing about the need for CDP review, and provided with the proposed Policy, of which he is supportive.

Museums and Galleries staff team have been invited to comment on the CDP, with particular input from the Curatorial and Technical Team, the Business and Audiences Team and site managers.

The document Culture Kirklees, published in 2016 consulted on the collections and stories residents of Kirklees would like to be exhibited and showcased. Over 1,000 people took part in an online survey and in face to face meetings. The popular results were social history (music, sport, communities of Kirklees), Industry (particularly textiles), local history, natural history and world collections.

Future reviews of CDP will take into account public and stakeholder engagement specifically regarding collections, which will take place during 2020 as part of the current NLHF Resilient Heritage, Bringing out the Best project for the vision for the proposed new Huddersfield Museum and Gallery and Masterplans for Bagshaw Museum and Oakwell Hall. Resulting information will directly inform future reviews of the CDP. The CDP will be reviewed at least every 5 years, though if necessary can be reviewed before that time as required to inform collections development to support the delivery of museum site masterplans and visions.

#### **5 Next steps and timelines**

Approval of CDP at Cabinet on 25 February 2020. Submission portal opens for Accreditation in March 2020, final submission in August 2020.

#### **6 Officer recommendations and reasons**

That Members approve the Collections Development Policy, for the reasons set out in this report.

#### **7 Cabinet Portfolio Holder's recommendations**

That Members approve the Collections Development Policy, for the reasons set out in this report.

#### **8 Contact officer**

Deborah Marsland, Museums and Galleries Manager

[deborah.marsland@kirklees.gov.uk](mailto:deborah.marsland@kirklees.gov.uk)

01484 221000

## **9 Background Papers and History of Decisions**

Collections Development Policy

Appendix 1 Kirklees Museums and Galleries Collections Summary

Appendix 2 Collections Review Board Terms of Reference

The current Collections Development Policy was approved by Cabinet in April 2012

## **10 Service Director responsible**

Naz Parkar, Service Director, Growth and Housing

[naz.parkar@kirklees.gov.uk](mailto:naz.parkar@kirklees.gov.uk)

01484 221000

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# *Collecting Our Past and Present to Inspire Our Future*



Kirklees Museums and Galleries will collect, preserve and celebrate the history and culture of Kirklees and the diverse people who live and work here. They will encourage pride in the local community and help people to understand the wider world and their place in it.

Exhibitions, outreach, education and other activities will use these collections to entertain, educate and inspire. They will help Kirklees to be an attractive place to live, work and visit.



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**Name of museum:** Kirklees Museums and Galleries

**Name of governing body:** Kirklees Council

**Date on which this policy was approved by governing body:** *Insert date*

**Policy review procedure:** The collections development policy will be published and reviewed from time to time, at least once every five years.

**Date at which this policy is due for review:** February 2025

*Arts Council England* will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of collections.

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## 1 Relationship to other relevant policies/plans of the organisation

- 1.1 The museum's statement of purpose is:  
To share amazing stories of our past and present to inspire our future. This is expanded upon in the *Kirklees Museums and Galleries Manifesto*.
- 1.2 The Collections Development Policy is one of a suite of linked policy documents produced by Kirklees Museums and Galleries, which includes the Forward Plan, Audience Development Plan and Business Plan.
- 1.3 Kirklees Museums and Galleries contributes to the Arts Council for England's [Creative Case for Diversity](#) and [Kirklees Council's Inclusion and Diversity Strategy](#) and strives to be fully inclusive and representative of the diverse people and communities it serves. The Collections Development Policy sets out this aim in future collecting targets.
- 1.4 The Collections Development Policy has been informed by [Culture Kirklees](#), Kirklees Council's vision document for the future of Kirklees Arts and Heritage, and seeks to contribute through the work of the Museums and Galleries service to the outcomes of [Kirklees Council's Corporate Plan](#). It also references the [Huddersfield Blueprint](#) for information regarding the cultural development of Huddersfield Town Centre, including a proposed new Huddersfield Museum and Art Gallery.
- 1.5 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.6 By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- 1.7 Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.8 The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.9 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.10 The museum will not undertake disposal motivated principally by financial reasons.

## 2 History of the Collections

### 2.1 Collection Overview

The history of the collections is complex and comprises objects from a number of institutions that were once independent of each other. Kirklees Council was formed in 1974 and is an amalgamation of a number of smaller Boroughs. Each of the Boroughs had a museum service and some sites acquired collections from earlier institutions, particularly technical schools and colleges. Some items have also been transferred from Town Halls. Kirklees Museums and Galleries therefore holds the collections of a number of different services, each with different histories and strengths and with a certain amount of overlap and duplication. Some of the collections are strongly associated with particular sites or areas. However, some of those museums have now closed and their collections have been absorbed into the collections as a whole.

### 2.2 Collecting by Venues

All sites have collected local material of all periods and material relating to the history of the buildings and the people who lived or worked in them.

In addition, each site has or had had particular focus in certain areas:

- **Tolson Memorial Museum** has a history of natural science and technical collecting and was for a time a centre for regional archaeology collecting. There are also strong social history collections.
- **Bagshaw Museum** has a tradition of world cultures. The collections have developed through loans, gifts and transfers from the Royal Collections, the Imperial Institute, the V&A and private collectors, as well as active collecting by the Bagshaw family.
- **Oakwell Hall** is an Elizabethan manor house, furnished in the late 17<sup>th</sup> century style. Collecting has focused on appropriate furnishings and the history of the building.
- **Huddersfield Art Gallery** is the principal home of the Kirklees art collection that was formed in 1974 as a result of local government reorganisation, which brought together the art gallery collections of Huddersfield, Dewsbury, Batley and a number of small authorities merged into Kirklees Council. The art collection also includes a substantial number of artworks that were donated or acquired by Town Halls. The greatest strengths of the paintings, drawings, sculpture and print collections lie in 19<sup>th</sup> and 20<sup>th</sup> century work by British artists.
- **Red House** closed in 2016. It is the former home of the Taylor family and has strong Brontë connections. It was displayed as an 1830s home, with a Brontë gallery and a local history gallery in its out buildings. The collections focused on appropriate furnishings (often using collections from other Kirklees sites), the history of the Taylor family and the Brontës.
- **Dewsbury Museum** closed in 2016. Early collecting was eclectic and included natural history, archaeology, Egyptian collections (through subscription to the Egypt Exploration Fund) and social history. In more recent years the displays focused on childhood.
- **Holmfirth Postcard Museum** was opened in 1987 and operated until the mid-1990s at Holmfirth library. It was set up to showcase the collection of material relating to Bamforth and Co, publishers of lantern slides and postcards. In addition to collecting Bamforth related material, it also attracted an amount of general postcard history.

## 2.3 The Collections Today

Post 1974, the service continued to collect actively and enthusiastically, especially in support of the museums sites, and their galleries and exhibitions. There were also two long running and substantial projects with dedicated staff covering oral history and digital images.

The museum collection is estimated at about 255,000 objects, with just over 118,000 catalogued on Modes, the Spectrum standard museum database. In addition there are another 250,000 media archive records.

It is clear that much collecting at all sites, especially early on, was, like many museums across the country, eclectic and indiscriminate. Collecting often reflected the curators' personal areas of interest and expertise. Collecting also took place in a social environment that did not necessarily recognise the existence or relevance of diverse peoples and cultures.

The legacy is collections of varying quality and relevance to Kirklees and its current venues and audiences. There are collections and individual objects that are outstanding in their quality, interest and significance locally, nationally and internationally. These include C20th British Art, textile industry, Egyptology, entomology, Bamforth and Co. and Mesolithic microliths. There are also large and very good more general collections of 19<sup>th</sup> and 20<sup>th</sup> century costume, toys, British natural history, regional archaeology and geology. However, there are also substantial collections of duplicated, poor quality or generic material that have little or no display potential or research value but which take up valuable resources.

This policy reflects the need for rationalisation, as part of good collections management, to help to make the collections more efficient, manageable and accessible. Collecting needs to be more selective, audience-focused and linked to strategic developments within the museums service and the wider council. The policy also acknowledges the need to begin redressing the imbalance in the representation of the people that make up Kirklees.

Like many local authority museums, the service has recently experienced substantial reductions in funding and staffing. The service is actively seeking to engage with partners and volunteers to help with the challenge of continuing to manage collections in a professional and ethical manner with reduced resources.

**Please see Appendix 1 for details of each collection area, including approximate numbers and collecting and disposal targets.**

### 3 Themes and priorities for future collecting

#### 3.1 General collecting principles

- The collections will be proportionate to the size of the service and resources available to support progress towards best practice in collections care and management.
- Kirklees M&G will continue to be the primary repository for the history of the towns, villages and countryside that now make up the Kirklees area. Where a lack of resources prevents Kirklees from acquiring or maintaining key local collections, the service will work with other local organisations to try and keep the collection in the public domain and in the local area.
- Kirklees M&G will maintain existing high quality special collections of non-local scientific, historic or cultural material for both display and research purposes, which widen the learning and horizons of residents and visitors.
- Kirklees M&G will support key collections and display areas by maintaining and collecting related archival, technical or other material that supports access, study and research.
- In view of recent reductions in resources, collecting will be limited until such time as resources to support major museum redevelopment are in place. We will seek to increase capacity to appropriately acquire, care for and interpret our collections through the development of our vision and masterplans and an investment strategy to achieve them.
- Proactive collecting will be restricted to very limited areas, as set out in Appendix 1. Passive collecting (i.e. accepting donation offers) must still follow rigorous guidelines and meet specific targeted collection needs. Some collections are 'closed': they will be maintained but not added to except in certain circumstances. This particularly applies to 'orphan collections', where there is currently no in-house specialist knowledge. Disposal of items from orphan collections will also be limited unless external expert review and advice is available.
- Partnership projects with special interest groups, including Specialist Subject Networks, will help inform collecting and review, especially in areas where there is no in-house expertise.

#### 3.2 Future Collecting Themes

Museum collections will focus on the Kirklees Story, especially in relation to textiles, engineering, music, sport and world cultures. These themes have been chosen following public engagement in 2016.

Collecting will also support current display needs and future display and site development plans. These are informed by *Culture Kirklees*, the vision document for the future of Kirklees Arts and Heritage, and the *Huddersfield Blueprint*, a vision for the development of a cultural quarter in Huddersfield Town Centre.



*Culture Kirklees* and the *Blueprint* have long term plans for three sites: **Oakwell Hall** will remain a centre for history of the English Civil War in Yorkshire and the story of the Brontës in Kirklees; **Bagshaw Museum** will continue to focus on local history in North Kirklees and world cultures; a proposed new town centre **Huddersfield Museum and Art Gallery**, part of the cultural quarter development, will tell the history of Huddersfield and South Kirklees' industry, innovation, culture, communities, sport and social and political causes, and showcase the Kirklees art collection.

In the meantime Tolson Memorial Museum and the current Art Gallery will remain open and options for the future of Tolson Memorial Museum will be explored.

### **3.3 To support the development of these sites and display themes, collecting targets will include:**

- Local sport and music
- Good quality Yorkshire-made C17th furniture for display at Oakwell Hall, to improve authenticity, interpretation and quality and to reduce reliance on loans.
- Material that reflects the experiences of the diverse communities of Kirklees
- Kirklees industry, especially textiles
- Items that support or fill gaps in specific exhibitions

## **4 Themes and priorities for review, rationalisation and disposal**

- 4.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

### **4.2 General Disposal Principles**

- Disposal will take place as part of strategic collections management planning. The main reasons for disposal are to make the collections more manageable with the current available resources and to enable best practice in collections care and access.
- Collections review and disposal will respect the integrity of discrete collections and not deal with objects on an individual basis when they are part of a larger group.
- Collections of historical, cultural or scientific significance that cannot be found a home elsewhere, even if the collections are outside the current collecting policy, will be retained until a suitable home can be found.

### **4.3 Disposal Process**

A Collections Review Board (CRB) considers all objects that are proposed for disposal.

The processes for submitting and processing proposed disposals is set out in the Documentation Procedural Manual.

## **See Appendix 2 for CRB Terms of Reference**

### **4.4 Current Review/Disposal Targets**

The service is now operating with greatly reduced resources following budget reductions in 2017 and two site closures. To be manageable, the collections also need to be reduced so that remaining collections can be cared for properly and meet the needs of future development plans.

Immediate targeted areas for review, with the possibility of disposal are:

- Remaining non-relevant material from Dewsbury and Red House museums, particularly duplicated items and generic (non-local) social history items that were used for display purposes but have no direct links to the local area or the sites where they were displayed. However, significant items have been retained in the permanent collections and continue to be used to tell the stories of Kirklees.
- Long case clocks (non-local) – these are bulky and unsuitable for future display needs
- Generic furniture as part of an ongoing review
- Material that is stored inappropriately and likely to be suffering deterioration

Longer term targets for review are:

- Toys, games and children’s books - a very large collection of mostly non-local material that could be reduced in volume
- World culture collections from the Americas and Europe - poor quality material, especially compared to the African, Asian and Australian collections.

In addition, as part of ongoing curatorial work, we will review when found:

- Duplicated material
- Generic and low quality social history material
- Material that is more relevant to other museums
- Hazardous material
- Objects in poor condition, actively deteriorating or degraded beyond reasonable repair

**Please see Appendix 1 for more details of review and disposal targets in different collection areas.**

## **5 Legal and ethical framework for acquisition and disposal of items**

- 5.1 The museum recognises its responsibility to work within the parameters of the Museum Association’s Code of Ethics when considering acquisition and disposal.

## **6 Collecting policies of other museums**

- 6.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.



6.2 Specific reference is made to the following museums/organisations:

- Bradford Museums
- Calderdale Museums
- Hepworth Gallery
- Huddersfield University Heritage Quay
- Leeds Museums and Galleries - Temple Newsam
- National Coal Mining Museum
- Wakefield Museums
- West Yorkshire Archives
- West Yorkshire Archaeology Advisory Service

## **7 Archival holdings**

- 7.1 The service holds different kinds of archives. Small amounts of material of either personal or business archives are collected when they form part of, or support, a collection of 3D material. Any substantial archives offered to the service are directed towards West Yorkshire Archives or other appropriate bodies.
- 7.2 The service maintains two substantial media archives: the Kirklees Image Archive, which comprises negatives, slides, prints and scanned (electronic) images, and an oral history archive of recorded interviews. These are described in more detail as part of Appendix 1.
- 7.3 As the service holds archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002)

## **8 Acquisition**

- 8.1 It is the policy of Kirklees Museums and Galleries to collect artefacts for the permanent collections that support the service in the delivery of its aims as a museum service and contribute to the outcomes of the Kirklees Council.
- 8.2 The service only collects material where there are the appropriate resources to manage and care for the collections.
- 8.3 The service will abide by Kirklees Council financial procedures and all legal requirements.
- 8.4 The service will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 8.5 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences)

Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

## **9 Human remains**

- 9.1 As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

## **10 Biological and geological material**

- 10.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

## **11 Archaeological material**

- 11.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 11.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

## **12 Exceptions**

- 12.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

## **13 Spoliation**

The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

## **14 The Repatriation and Restitution of objects and human remains**

- 14.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
- 14.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

## **15 Disposal procedures**

- 15.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 15.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 15.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 15.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 15.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 15.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 15.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 15.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the

material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

- 15.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 15.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 15.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 15.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.
- 15.13 The museum will not dispose of items by exchange.
- 15.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 15.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 15.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 15.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

- 15.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

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## Kirklees Museums and Galleries Collections Summary

The collections can be divided into three broad areas: human history, natural history and media archives. These have been further divided into smaller areas. Each area contains highly important collections. However, there are currently no natural historians or media archivists in the reduced curatorial team. Understanding of the collections in these areas is limited and development work can only happen in collaboration with outside specialists.

### Explanatory Notes

Each collection has a collecting status: closed = no further collecting at present; passive = suitable items accepted when offered; proactive = actively seeking particularly relevant items.

### **HUMAN HISTORY**

#### General Introduction

The people of Kirklees have always been interested in the wider world and have a history of welcoming people of diverse backgrounds. Its geographical position has long made it an important trade route and stopping off point for travellers. This is most clearly shown by the important collections from Slack Roman fort, a stopping off point between York and Chester, and now close to the M62.

As the area developed economically and industrially, local industries attracted workers from around the world, and they helped develop the region's unique character. Today, Kirklees contains both urban and rural areas. Agriculture is a significant economic activity, with associated industrial trades such as David Brown tractors. The textile (woollen) industry has dominated the region for two hundred years but other industries have also been important, especially engineering and coal mining. These industries are well represented in the collections.

Social and cultural life has been shaped by the area's industrial and economic activity and the two are closely interlinked. Brass bands developed in the collieries; Rugby League emerged because Union matches clashed with mill working hours; the woollen mills provided attractive employment for textile workers from the Indian sub-continent; successful industrialists developed interests in the arts and collecting; contrasts between workers and employers encouraged political awareness and activism.

The first museums in the area reflect the local towns' proud ambitions. They collected world-wide, and collaborated with top institutions to build up world culture collections of great aesthetic value, academic research potential and popular interest.

Collection : **Industry, agriculture, work and technical**

Status : Proactive

Number of items: 9800 on modes



### Collection Summary and Aims

All aspects of work and industry have been collected, and some areas are especially significant: all aspects of the local textile and supporting industries are represented and holdings from the early days of industrialisation, when Kirklees lead the world, are extremely significant; Kirklees has the most important collection in the world of material relating to Bamforth and Co, local publishers of postcards and lantern slides; there is some significant agricultural material with good local provenance; local transport and engineering firms are represented. There are also substantial holdings of more generic trades and industries.

The aim in future is to focus on distinctive local practice, major local firms and industries and businesses with a strong local identity or community association, such as local chains of shops, and to review holdings of more generic trades.

The Bamforth collection is currently stored by Huddersfield University archive service at Heritage Quay.



Future collecting

We will actively seek out collections that fill gaps or improve representation of significant local industries, businesses and their workforce. This includes the following areas:

Bamforth and Co gaps.

Products made from locally produced cloth.

Any clothing by Jessop tailors.

Medieval mining activities at Emley

Wire works at Cleckheaton

Stay/corset making around Kirkburton and Shelley

Exclusions

David Brown tractors (no further collecting but retain existing)

Shop and office equipment and fittings

Packaging, unless of exceptional local interest.

Review Areas

Generic trades, especially cobbling, blacksmithing, coopering

Collection : <b>Personal, domestic and community life</b>	Status : Proactive	Number of items: 22000 on modes
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#### Collection Summary and Aims

This forms the largest portion of the human history collections. However, social history collecting has often been generic rather than locally focussed and there is a great deal of material with little or no provenance, much of poor quality. Also, all sites collected social history independently prior to the formation of Kirklees as a unitary authority, so there is a lot of duplication.

Some areas are notable, often reflecting past curators' particular interests. Local numismatics are well represented and there have been attempts to build up a representative collection of national currency. There is an extensive collection of toys, especially mechanical tin toys. There are collections relating to the buildings the museums are or were housed in, the families who originally lived in them and the founding curators. There is a large collection of costume, mostly C19<sup>th</sup> and C20<sup>th</sup> baby and women's wear. There are collections of C17<sup>th</sup> and C19<sup>th</sup> domestic furnishings to dress Oakwell Hall and Red House (now closed). Any further collecting or review of this area should take account of the collections at Temple Newsam and Shibden Hall. There is a good collection of musical instruments, some locally made, but without any particular focus. There are also some small but significant collections of key local themes, such as sports, politics and protest, public transport etc.

The aim is to develop and maintain a collection that helps tell the story of the public and personal lives of the people within the area now covered by the Kirklees boundary. This covers civic and public developments, diverse communities, the impact of and contributions to significant national events, domestic and social life. Plans for future museum developments have highlighted music, sport and political activism as priorities. The service will also collect and maintain good quality generic items that support exhibitions, display and education work.

#### Future collecting

We will actively seek out collections in the following areas:

Kirklees districts that are less well represented in the existing collections (e.g.: areas of north Kirklees, esp. Dewsbury, villages)

17<sup>th</sup> century and earlier Yorkshire vernacular furniture for OH, to improve interpretation and reduce reliance on loans.

The Battle of Adwalton Moor and the English Civil War in Yorkshire.

Political protest and radicalism

Diverse communities of Kirklees

Sport and music across Kirklees

#### Exclusions

Due to extensive holdings we will not collect material in the following areas, unless there is an exceptional local story or significance attached:

Bed linen, women's and baby clothing 1860-1910.

Sewing machines and typewriters

Flat irons, laundry and cleaning equipment

Books, newspapers and magazines.

Postal collections.

Trophies

Longcase clocks

Due to lack of space and resources, we will not collect architectural fittings or furniture, (except for OH display).

#### Review Targets

Poor quality and generic material

Duplicates

We will aim to transfer items that have geographical relevance to a different area to museums in that relevant area.

Furniture, except Yorkshire vernacular furniture.

Collection : World Cultures incl. Egyptology

Status : Closed

Number of items: 3225 on modes



Collection Summary and Aims

These collections were sourced largely from major institutions or significant private collectors. The Egyptology collection is regularly studied by post graduate researchers but also provides one of the service's most popular galleries. Although the material itself is obviously not local, there are connections with local collectors and its presence is a reflection of the museum's and the local town's ambitions in the early 20<sup>th</sup> century.

The majority of the Egyptian Collections were received by Bagshaw and Dewsbury museums directly from the Egyptian Exploration Fund, the British School of Archaeology in Egypt and similar groups from the 1900s to 1930s. The collection covers the entire span of Ancient Egypt and is especially good on pottery.

The world culture collections were developed by Bagshaw Museum and feature items transferred from the Royal Collections, the Imperial Institute and the V&A Museum and items from specialist collectors such as John Hilditch, Copland Sparks, John Speak and the museum's original honorary curator, Walter Bagshaw and his family, who travelled extensively. It mainly comprises decorative arts, costume and textiles and weaponry from Japan, China, the Indian subcontinent and Africa. In recent years there has been some collecting of domestic social history from Kirklees residents' origin communities overseas. The focus has now shifted to reflecting the experience of these communities as they have travelled to and lived in Kirklees and are covered under Personal, domestic and community life (see above).

There are no plans to develop these collections further. Some of the weaker areas may be reviewed for possible transfer.

Future collecting

None

Review Targets

European and American material. (These collections are small and generally of poor quality. Any good quality material would be better off in another museum.)

Collection : Archaeology

Status : passive

Number of items: 21600 on modes



#### Collection Summary and Aims

Kirklees contains a number of significant archaeological sites covering a range of periods, including Slack Roman Fort, Grimescar tile kiln and Upper Heaton kiln. The service is the main repository for excavation material from across Kirklees, but has also received material from other parts of West Yorkshire and the Lancashire border, sometimes because the boundary areas have changed or because other services were not collecting archaeology. There have also been a number of significant collections from individuals, whose collecting was not confined to the local area. Tolson Museum has a history of association with Huddersfield and District Archaeology Society (HDAS) and has been actively involved in excavations. The results are a variable collection, with some periods better represented than others, and more than just local material. The most important part of the collections is the Mesolithic material, which includes a collection of microliths of national importance. The aim is to focus on Kirklees material and to minimise more generic or wider representative material.

The service is committed to supporting the Portable Antiquities Scheme.

The service is currently working with HDAS to catalogue undocumented collections. This may identify future collecting or disposal targets.

#### Future collecting

Kirklees M&G acts as the public depository within Kirklees for archaeological archives generated from work as part of the planning process, under the National Planning Policy framework. It is the policy of Kirklees M&G to accept complete excavation archives from excavations carried out in the administrative area of Kirklees that produce finds.

As long as there is no archaeologist on the curatorial staff, external specialist advice should be sought before agreeing to acquire any other material.

#### Exclusions

Collections that are entirely or primarily from outside Kirklees.

Roman tiles and pottery

#### Review Targets

The service would benefit from having the existing excavation and watching briefs reports reviewed.

Disposal cannot take place without specialist input from an archaeologist. Future targets are likely to be non-local material.

**Collection : Fine and decorative art**

Status : Passive

Number of items: 2800 on modes



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Collection Summary and Aims

The Kirklees art collection was formed in 1974 as a result of local government reorganisation. It includes substantial works of art that were donated to or acquired by Town Halls, along with significant gifts from the Contemporary Art Society. The greatest strengths lie in 19th and 20th century work by British artists and features a number of outstanding artworks of international significance, including the first painting by Francis Bacon to enter a public collection. Artworks from the collection are shown in exhibitions around the world helping to raise the profile of Kirklees and its reputation as a centre for excellence in this area.

The aim is to maintain Kirklees' reputation as a centre for modern and contemporary art by continuing to acquire significant works from the 19<sup>th</sup> century to the present day (where there is the necessary financial support). We will reflect the quality and diversity of contemporary and historic artistic talent in Kirklees and continue to enable residents and visitors to feel inspired with new ideas and the desire to express their own creativity.

Future collecting

Work in all media by notable artists from 1800 onwards, as bequest and grants permit.

Work in all media by contemporary artists of national standing. Gifts by the Contemporary Art Society have proved an important source of work in this category.

Work in all media by regional artists of artistic merit, representative of the professional artists originating from or working today in Kirklees.

Work in all media by artists of national standing representative of the diverse communities in Kirklees.

Exclusions

Our ability to collect certain sorts of work, e.g. Sculpture and 3D craftwork is limited by the available storage space at Huddersfield Art Gallery.

Acquisitions are therefore dependent on adequate storage facilities. Consideration will also be given to the insurance implications of acquiring certain artworks. Future collecting will also recognise the major collections at the art galleries in Leeds, Manchester, Bradford, Sheffield, the Yorkshire Sculpture Park and the Hepworth at Wakefield.

## NATURAL HISTORY

### General Introduction

The study and collecting of natural history have been extremely significant historically in Kirklees. Tolson Memorial Museum grew out of the collections of the Mechanics Institute and Beaumont Park Museum, both of which focussed on science and natural history. Early curators at Tolson Memorial Museum include prominent local natural historians and they engaged in active collecting in the field. The museum was also an important hub for local, regional and national natural history societies.

### Aims

We will maintain collections that support future development plans by telling the story of Kirklees' natural environment and the development of scientific and learning opportunities in the local area.

### Future collecting

No active collecting or disposal can take place without specialist input from a natural historian, which is lacking from the current staff. Well documented collections of local material, supported by appropriate field data may be considered if offered to the service, after consultation with an appropriate specialist.



**Collection : Botany, Zoology and Geology**

Status : Passive

### Botany : Summary

The collection comprises several major herbaria from a number of significant local collectors and includes material of national importance and species now extinct in the British Isles. Fungi are included here and these collections reflect the importance of the local area in the setting up of the British Mycological Society.

Number of items: 27500 on modes

### Zoology: Summary

There is a large taxidermy collection of mostly birds and mammals which primarily have value for display and educational use. This includes a small but significant historic group of double preparations (half skeleton/half taxidermy) which are used in display. There are historic taxidermy displays of birds in both Tolson and Bagshaw Museums.

Number of items: 29300 on modes

There are also collections of documented and scientifically valuable British and world-wide specimens, mostly from local collectors. Bird skins and eggs are well represented and there are good collections of some insect groups, the caddis fly group being especially important.

Geology : Summary

Number of items: 2400 on modes

With a history of coal mining in the area, geology has been a popular subject of study. There are representative fossils, mostly British, from most geological periods. The strength of the collection is its coal measures fossils, including plant and fish material, a number of them figured specimens. There are sedimentary, igneous and metamorphic rocks, mostly British, with a strong tendency towards local Coal Measures and Millstone Grit specimens.

The primary sources of the collection are the Learoyd Collection, Huddersfield Technical College Museum and Beaumont Park. There are important historic links with Huddersfield Geology Group.

Review Targets

Poor quality, worn and damaged mounted specimens of no scientific value.

Duplicate mounted specimens of no scientific value.



<b>MEDIA ARCHIVES</b>		
<b>Collection : Image Archive</b>	Status : passive	Number of items: 62000 scanned images
<p><u>Summary</u>            The collection of photographic images is vast. It includes significant holdings of key local photographers from the early C20th and also images from the Huddersfield Examiner. The majority are local, but there are some national and international subjects. Substantial parts of the collection have been scanned and are available to the public through the Kirklees Image Archive website. The digital archive also includes images where Kirklees does not hold the original but has been given permission to scan and publish them. The online archive also includes some museum collection items of a 2D nature, such as samplers and botanical drawings. Work on scanning the remaining collection is currently on hold as there is no longer an image archivist. There is no systematic collecting of photographic images, though donation offers may be accepted in support of local social and industrial history. The collection is currently stored at Huddersfield University Archive service at Heritage Quay.</p>		
<p><u>Future collecting</u>            No further collecting at present. Any future collecting is reliant on suitable staffing resources and expertise.</p>		
<b>Collection : Sound Archive</b>	Status : closed	Number of items: 600-700 recordings
<p><u>Summary</u>            Between 1985 and 1993 local people were interviewed and recordings made, as part of a systematic oral history project. Since then, a few more ad hoc recordings have been made. The people interviewed were born as early as the 1890s and the recordings are of enormous importance. The archive will be maintained, and ideally, supplemented with further recordings. However, the service does not have the resources to continue with oral history recording at present. The focus at present is on digitisation and transcribing of existing recordings, through a partnership with York St John University.</p>		
<p><u>Future collecting</u>            No further collecting at present. Any future collecting is reliant on suitable staffing resources and expertise.</p>		

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## Collections Review Board Terms of Reference

### Name

Kirklees M&G Collections Review Board

### Members

Museums and Galleries Manager

Business and Audiences Manager

Curatorial and Technical team

Huddersfield Museums Manager

1 museum professional from outside Kirklees M&G

Quorum – at least 5 people, including either the Museums and Galleries Manager or the Business and Audiences Manager in the chair, 2 curatorial team members and one person from outside Kirklees

Other museum officers who may attend from time to time

Disposals must be agreed by a simple majority to be approved by the board.

### Purpose

The board will have an over view of all collections acquisitions and disposals. It will provide guidance on general collecting, and it will review all planned disposals.

The board will monitor ongoing disposal progress via reports and updates.

The board is authorised to approve the disposal of items up to the value of £200.

Items above £200 in value may be recommended for disposal by the board, but approval will take place according to standard council guidance as laid out below.

Disposal Level	Financial Value	Authorisation
Level 1	Up to £200	Collections Review Board, signed off by chairperson of the meeting.
Level 2	£200-£20,000	Collections Review Board; Signed off by Lead Member, Service Director, Finance Director
Level 3	Over £20,000	As Level 2 and also signed off by Chief Executive and Full Council

N.B. The levels of delegated authority are consistent with the council's financial protocols

### Activities

Review all proposed planned disposal of collections, including

- Accessioned objects
- Objects that should have been accessioned but haven't been, including all items with Transfer of Title forms
- Loans-in and unwanted offers of donation where the lender cannot be contacted

The board will receive updates regarding ongoing progress of items that have been passed for disposal but have not yet left the service's care. In the event of issues or conflicts emerging over disposal methods, the board will review the case and give a ruling.

The board will receive reports on all disposals that have taken place since the previous meeting whether or not approved in advance by the board. This may include thefts, breakages and emergency disposals.

The board will consider the lending out of complete or substantial collections and contentious loans. This includes collections that are relocated to another organisation particularly for storage purposes and which may eventually result in transfer of ownership.

The board will review the purchase of collections of £2000 or more. It will give a decision on these collections, or a recommendation where the price is such that other approval is required in accordance with standard council purchasing procedures.

#### **Frequency of Meeting/Timetable**

The board will meet at least twice a year

The curator is responsible for organising the meetings, arranging for the external professional to attend and circulating all paperwork.

All forms will be circulated to the board at least one week prior to the meeting. Information on proposed disposals will also be made available to all M&G teams two weeks prior to the meeting. This will provide the opportunity for them to express an interest in any of the proposed disposals for other uses within the service.

October 2019



**Name of meeting: Cabinet**

**Date: 25 February 2020**

**Title of report: Determination of school admission arrangements for 2021/22**

**Purpose of report:**

Kirklees Council is the admission authority for Kirklees community and voluntary controlled schools and has a statutory responsibility to undertake an annual consultation about admissions arrangements. This report presents the results of this year’s consultation and seeks to determine admission arrangements for all Kirklees community and voluntary controlled schools for 2021/22. Arrangements must be determined by 28 February 2020 to comply with the School Admissions Code.

<b>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?</b>	<b>Yes</b> <b>Effects two or more wards</b>
<b>Key Decision - Is it in the Council's Forward Plan (key decisions and private reports)?</b>	<b>Key Decision – Yes</b> <b>Private Report/Private Appendix – No</b>
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	<b>Yes</b>
<b>Date signed off by <u>Strategic Director</u> &amp; name</b>	Mel Meggs – Director for Children’s Services 28 <sup>th</sup> January 2020
<b>Is it also signed off by the Service Director for Finance?</b>	Eamonn Croston (James Eastwood) 12 <sup>th</sup> February 2020
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	Julie Muscroft (John Chapman) 14 <sup>th</sup> February 2020
<b>Cabinet member <a href="#">portfolio</a></b>	Cllr Viv Kendrick - Children Cllr Carole Pattison – Learning, Aspiration and Communities

**Electoral wards affected: All wards**

**Ward councillors consulted: Yes (as part of the public consultation)**

**Public or private: Public**

**Has GDPR been considered? Yes**

## **1. Summary**

- 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.
- Kirklees Council, as the admissions authority, is responsible for determining the admission policy and admission numbers for the community and voluntary controlled schools it maintains. Kirklees Council consulted on changes to the published admission number for two maintained schools at the request of the governing body; Lowerhouses CE (VC) J I & EY School and Hade Edge J & I School.
- Kirklees Council has made no major changes to the admission arrangements for community and voluntary controlled schools except changes to the priority admission areas for the community and voluntary controlled schools in Kirklees affected by the change in age range at Almondbury Community School.

## **2. Information required to take a decision**

### **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 2021/22 school year in September 2021 and in-year admissions during the school year 2021/22.
- The schemes 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 2021/22**

- There are no major changes to the schemes for 2021/22. They are very similar to those determined for use in 2020/21.
- As in 2020/21 the timetable for co-ordination for 2021/22 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 25 February 2020.

### **2.3 The admission arrangements for all Kirklees community and voluntary controlled schools for 2021/22.**

Kirklees Council, 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 5 December 2019 and 15 January 2020.

- Appendix 1B to this report explains how the published admission numbers are derived.
- Appendix 1C gives the admission arrangements for community and voluntary controlled schools for 2021/22.

- Appendix 1D lists the published admission numbers for community and voluntary controlled schools for 2021/22. The admission numbers for own admissions authority schools; academies, aided, foundation and trust schools are included for information only and may be subject to change.

## 2.4 Changes to the admissions arrangements for community and voluntary controlled schools in 2021/22

Kirklees Council consulted on changes to the priority admission areas (PAA) for community and voluntary controlled schools in Kirklees affected by the change in age range at Almondbury Community School from 3 – 16 years to 3 to 11 years following the Final Cabinet decision on 16 July 2019. To ensure that every child has a priority admission area when making an application for a secondary school place for and during the school year 1 September 2021- 31 August 2022, the local authority proposed the following changes;

- Lowerhouses CE(VC) J I & EY School primary catchment area to become part of the Newsome High School secondary PAA (**appendix 5** – map - Priority Admission Area – Newsome High School). This will widen the secondary school catchment area/Priority Admission Area (PAA) for Newsome High School and will include geographical areas that are currently part of Almondbury Community School’s (ACS) Secondary catchment area.
- Parts of Moldgreen Community Primary School and Dalton School primary catchment areas (south of the A642) to become part of the Netherhall Learning Campus High School Priority Admission Area (PAA) (**appendix 6** – map - Priority Admission Area – Netherhall Learning Campus High School). This will widen the secondary school catchment area/PAA for Netherhall Learning Campus High School and will include some geographical areas that are currently part of ACS’s Secondary catchment area. This will ensure that every child currently in the PAA for ACS is included in a priority admission area when applying for a secondary school place for and during the school year 1<sup>st</sup> September 2020-31<sup>st</sup> August 2021.

A request was made to the Office of the School Adjudicator (OSA) in September 2019 to vary the above priority admission areas for those children applying for a secondary school place in the school year 2020/21 following the determination of admission arrangements on 28 February 2019. A complimentary application was submitted to the Education and Skills Funding Agency (ESFA) for varying admission arrangements for King James’s School by the Academy. These requests were submitted to ensure all children had a priority admission area when making a secondary school application in the 2020/21 school year. Approval was granted by the OSA and the ESFA.

Kirklees Council is the admission authority for Newsome High School and Netherhall Learning Campus High School so consulted on these changes for admission in the 2021/22 school year onwards.

These changes needed to be considered alongside complimentary proposed changes by King James’s School who are an Academy and own admission authority. They have made proposals to include the primary admission areas of Almondbury Community School and All Hallows’ CE (VA) Primary School (**appendix 7** – map – Priority Admission Area – King James’s School) from 2021/22

## 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 in the future.

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

The table in Appendix 1D 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.

- The governing bodies of the following schools requested an increase in their PAN. There is no basic need evidence to support these requests which would normally lead to the local authority not including such proposals on the basis of the negative impact on other local schools. However, the schools provided evidence of engagement with their local schools and no objections to their proposals. In these circumstances the local authority agreed to include proposals in the consultation of admission arrangements. Pre-engagement with local schools does not replace the formal admission consultation process and the local authority invited formal consultation responses from local schools and other interested parties to inform the determination of admission arrangements.
  - The governing body of **Hade Edge J & I School** would like to increase their published admission number from 12 to 14.
  - The governing body of **Lowerhouses CE (VC) J I & EY School** would like to increase their published admission number from 29 to 30.

### 3. Implications for the Council

- **Working with People**

Kirklees Council aims to secure sufficient high quality school places within a reasonable distance of the family home and supports parents/carers to make on time applications and communicates the importance of naming three preferences on their application, including their catchment school.

There are further opportunities to develop processes using 'Digital by Design' which builds upon the online application approach that was introduced four years ago. The quality of data now held is enabling parents/carers to help themselves and allow the Pupil Admission team to focus resources on those most in need of support and to help ensure that no children fall through the gap.

The Pupil Admission Team are available to support parents as required.

- **Working with Partners**

Reviewing and then determining admission arrangements supports the Pupil Admission Team to continue to work together with partners to ensure all children are offered a school place within a reasonable distance from their home. Continuing to develop our partnership and integrated working arrangements with schools, early years providers, neighbouring local authorities, Community Hubs and other departments including SENDACT, Education Safeguarding - Attendance & Pupil Support, Children Missing Education and Early Years to provide better targeted services to support early intervention.

An intelligence led approach will allow the LA to further explore opportunities to reduce unfilled places in a creative and innovative way. This will be integral to sufficiency planning and to taking a proactive approach in assessing need from the Local Plan.

- **Place Based Working**

We want Kirklees to be a place where local people have the chance to develop skills, and where communities have good employment opportunities and wages. In line with this, we are committed to making sure that there are enough high quality school places in the areas where communities and families need them and that we support children to secure a school place.

- **Climate Change and Air Quality**



Whilst parental preference allows applications to be made for any school, Kirklees Council will continue to give priority to school admission applications for children living in the priority admission area, where they are able to walk/cycle to their preferred school. If we are unable to offer a place to the parent's preferred school because the school has reached its published admission number with applicants of a higher priority in the oversubscription criteria for the school, Kirklees Council aims to offer an alternative school place within a reasonable distance.

Choosing a school within walking distance of the family home has great health and wellbeing benefits for children and parents and would contribute to the reduction of pollution and CO2 emissions, a key focus of the key long-term priorities for the Council in tackling climate change and improving air quality.

- **Improving outcomes for children**

Our aim is that all children in Kirklees have equal access to, and equal opportunities in education, regardless of where they were born or their start in life. We are committed to improve the quality of education in our schools to give every child the best possible start. In line with this we are committed to ensuring there are enough high quality school and early learning places in the areas where communities and families need them and that we support children to secure a school place.

- **Other (eg Legal/Financial or Human Resources)**

This is a statutory requirement for the council. There are no financial or Human Resources implications for the council.

**Do you need an Integrated Impact Assessment (IIA)?**      **No**

#### **4. Consultees and their opinions**

The proposed arrangements and schemes were subject to the statutory 6 week consultation between 5 December 2019 and 15 January 2020.

As part of the consultation the proposals were communicated to the following parties:-Governing Bodies and Headteachers of all Kirklees schools including own admission authority schools, Roman Catholic and Church of England Aided schools and Trust schools, Academies and Free schools, the Diocese of Leeds and the Church of England Diocese of Leeds, Councillors, neighbouring Local Authorities, and comments were invited from parents and other interested parties via social media, Involve and the Kirklees website.

The proposed arrangements and schemes were discussed at the meeting of the Places, Access and Inclusion Committee on 14 October 2019.

#### **Responses to consultation**

No responses were received.

#### **5. Next steps and timelines**

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

To prepare the composite Guide for Parents to support their applications for 2021/22.

#### **6. Officer recommendations and reasons**

Taking into account the absence of any consultation responses and therefore no objections to the above proposals, it is recommended that Members approve the;

- the Kirklees co-ordinated admission schemes for 2021/22, 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
- the PANs for the schools set out in appendix 1D including changes to Hade Edge J & I School and Lowerhouses CE (VC) J I & EY School

## 7. Cabinet Portfolio Holder's recommendations

We, the Cabinet Members for Children and Learning, Aspiration and Communities recommend that cabinet approve;

- the Kirklees co-ordinated admission schemes for 2021/22, 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
- the PANs for the schools set out in appendix 1D including changes to Hade Edge J & I School and Lowerhouses CE (VC) J I & EY School

In partnership with the Kirklees family of schools, we are committed to ensuring there are the right number of school places across Kirklees in order that our children and young people can succeed.

## 8. Contact officers

Sharon Oldfield - Pupil Admissions Manager  
Tel: 01484 225007 [sharon.oldfield@kirklees.gov.uk](mailto:sharon.oldfield@kirklees.gov.uk)

Martin Wilby- Senior Strategic Manager – Education Places and Access  
Tel: 01484 221000 [martin.wilby@kirklees.gov.uk](mailto:martin.wilby@kirklees.gov.uk)

## 9. Background Papers and History of Decisions

There are no background papers.

## 10. Service Director responsible

Jo-Anne Sanders  
Service Director for Learning and Early Support  
Directorate for Children and Families  
Tel: 01484 221000  
Email: [jo-anne.sanders@kirklees.gov.uk](mailto:jo-anne.sanders@kirklees.gov.uk)

### Appendix 1- Kirklees admission arrangements

- Introduction
- Published Admission Numbers (PANs) and Priority Admission Areas (PAAs)
- Admission arrangements for Kirklees community and voluntary controlled schools for 2021/22
- Published admission numbers for community and voluntary controlled schools

### Appendix 2 - Kirklees admission schemes

- Kirklees co-ordinated schemes for normal year of entry admissions for rising 5 year olds, junior schools, middle schools and secondary schools.
- Kirklees scheme for in-year admissions

Appendix 3 - Timetable for Kirklees coordinated normal round admissions

Appendix 4 - The meaning of words and expressions used in this scheme.

Appendix 5 – Proposed priority admission area map for Newsome High School

Appendix 6 – Proposed priority admission area map for Netherhall Learning Campus High School

Appendix 7 – Proposed priority admission area map for King James's School

### A. Introduction

- 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.

### B. 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 voluntary controlled school about the PAN (and other admission arrangements) approximately 18 months before it comes into effect. PANs for September 2021 must have been consulted on for six weeks by 31 January 2020.

The table on pages 15 to 23 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 voluntary 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>C Admission arrangements for Kirklees community and voluntary controlled schools for 2021/22</b>
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### **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 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 in England;
2. children who were previously in state care outside of England and ceased to be as a result of being adopted;
3. 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);
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 from the same address at the date of admission (the sibling rule);
6. children who live outside the school's PAA.

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

### **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 included 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

- 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
- New Mill Infant School and Wooldale Junior School
- Lindley Church of England Infant School and Lindley Junior School
- 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

### **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 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 in England;
2. children who were previously in state care outside of England and ceased to be as a result of being adopted;
3. 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);
4. children who attend a listed infant school (with priority for the linked junior school)
5. children who live in the school's PAA;
6. 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);
7. children who live outside the school's PAA.

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

### **Notes**

- The definition of a 'looked after child' in England 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), Child Care Arrangement 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. If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)
- Children in priority 1 above may be admitted above the PAN.

- A child is regarded as having been in public care in a place outside of England (priority 2) if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Evidence must be provided by parents of the child's adoption from public care outside England.
- 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.
- 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 calculate the distance in a straight line from the applicant's home address to both sites and the shortest distance will be used for admission purposes for applications for all year groups. The year group the application is for and where that year group is taught is not part of the consideration, as this is an operational decision down to Headteacher / Governing Body discretion and could change outside of the admission arrangements consultation and determination process.
- '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 page 6).
- Where a child's parents live at different addresses and the child spends time at each address we will consider the following when deciding on the address that will be used 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.

- 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.
- 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.
- Children with 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.
- **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 school and there is no automatic transfer.**

## Application Procedures

### 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 2020**. **The closing date for applications will be 31 October 2020**.

### 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 2020**. **The closing date for applications will be 15 January 2021**.

### 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 2020**. **The closing date for applications will be 15 January 2021**.

### 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.
- Forms submitted after the closing date due to a significant house move will be regarded as on-time provided that 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 15 January 2021. The latest reasonable date for evidence of a significant house move will therefore be 31 December 2020.
- For Reception, year 3 and year 6 - It is expected that the allocation process will take place on 15 March 2021. The latest reasonable date for evidence of a significant house move will therefore be 15 February 2021.

### 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 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.

### 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 2021, or to any other age group at any time, will apply on the In-year Common Application Form (ICAF).

### 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.



## **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.

## **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.

## **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.

## **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 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, 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)

Parents should still apply online in the normal admission round for 2021, and also write to or email Pupil Admissions to make their request. The request will be considered by a panel of education experts after the relevant closing date for applications and the individual case will be

considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

\*\* 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.

### **Admission of children outside normal age 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 normal age group. 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. A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented, has experienced problems such as ill health or has already been taught out of chronological age.
- Parents should still apply online in the normal admission round for 2021, and also write to or email Pupil Admissions to make their request. The application will be considered by a panel of education experts after the relevant closing date for applications and the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.
- There is no statutory barrier to children being educated out of their chronological year group however, there is no duty either for an admission authority to agree such a request and a parent/carer cannot insist their child is educated out of their normal year group. The admission authority for the school ultimately has responsibility for making the decision. All requests for such transfers will be explored with the parent/carer on an individual basis.

## D Published admission numbers (PAN's) 2021/22

### SECONDARY PROVISION

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2020-2021	PROPOSED ADMISSION NUMBER 2021-2022	Consultation response	Notes	Year 8 (20/21)	Year 9 (19/20)	Year 10 (18/19)	Year 11 (17/18)	Net cap range
All Saints Catholic College	VA	180	180		Own AA school.	180	180	180	180	814-905
Batley Girls High School	Academy	211	233 Yr 7 -9 211 Yr 10-11		Information only. Academy are proposing an increase in PAN for year 7 – 9 from 211 to 233 *Academy admitted over PAN	211	211 *(233)	211	211	-
Batley Grammar School	Free School (Academy)	130	130		Information only. Own AA school. *Have admitted over-PAN	130	130	130	112 *(160)	-
BBG Academy	Academy	200	200		Information only. Own AA school. *Have admitted over PAN	200	200	200	150 (200)*	-
Castle Hall Academy	Academy	180	180		Information only. Own AA school.	180	180	180	174	-
Colne Valley High School	Academy	287	287		Information only. Own AA school.	287	287	287	287	-
Heckmondwike Grammar School	Academy	180	180		Information only. Own AA school. No proposed change to PAN *Admission over PAN	180	180 *(210)	180 *(210)	180 *(210)	-
Holmfirth High School	Community	264	264			264	264	264	264	1320-1467
Honley High School	Academy	255	255		Information only. Own AA school.	255	255	255	255	-
King James's School	Academy	186	186		Information only. Own AA school.	186	186	180	180	-
Kirklees Creative & Media Studio School (part of Netherhall Learning Campus)	Community	60	60					60	60	120
Manor Croft Academy	Academy	180	180		Information only. Own AA school.	180	180	180	180	-
Moor End Academy	Academy	200	200		Information only. Own AA school.	200	200	200	200	-

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2020-2021	PROPOSED ADMISSION NUMBER 2021-2022	Consultation response	Notes	Year 8 (20/21)	Year 9 (19/20)	Year 10 (18/19)	Year 11 (17/18)	Net cap range
Netherhall Learning Campus High School	Community	131	131			131	131	131	131	626-709
Newsome High School	Community	183	183			183	183	183	183	915-1017
North Huddersfield Trust School	Trust	180	180		Information only. Own AA school.	180	180	180	180	839-933
Royds Hall Community School	Academy	172	172		Information only. Own AA school.	172	172	172	172	938-1043
Salendine Nook High School Academy	Academy	275	275		Information only. Own AA school.	275	275	275	275	-
Shelley College	Academy	360	360		Information only. Own AA school.			360	360	-
Spenn Valley High School	Trust	190	180		Information only. Own AA school. Proposed reduction in PAN from 190 to 180.	190	190	190	180 *(190)	966-1074
St John Fisher Catholic Voluntary Academy	Academy	198	198		Information only. Own AA school.	198	198	198	198	-
Thornhill Community Academy	Academy	180	180		Information only. Own AA school.	180	180	180	180	-
The Mirfield Free Grammar	Academy	221	221		Information only. Own AA school.	221	221	221	221	-
Upper Batley High School	Academy	150	160 for yr 7-8 150 for yr 9-11		Information only. Own AA school. Proposed change to the PAN for year 7 and 8 from 150 to 160.	150	150	150	150	-
Westborough High School	Trust	180	180		Information only. Own AA school.	180	180	180	180	907-1008
Whitcliffe Mount School	VC	250	250			250	250	250	250	1250
Middle School	Category	PUBLISHED ADMISSION NUMBER 2020/2021	PROPOSED ADMISSION NUMBER 2021/2022	Consultation response	Notes	Year 7 (20/21)	Year 8 (19/20)			
Kirkburton Middle School	Academy	167	167		Information only. Own AA school.	167	167	-	-	
Scissett Middle School	Academy	195	195		Information only. Own AA school.	195	195	-	-	

## PRIMARY PROVISION

Primary School	Category	PUBLISHED ADMISSION NUMBER 2020-2021	PROPOSED ADMISSION NUMBER 2021-2022	Consultation response	Notes	Year 1 (20/21)	Year 2 (19/20)	Year 3 (18/19)	Year 4 (17/18)	Year 5 (16/17)	Year 6 (15/16)	Net cap range	PAN range
All Hallows' Primary CE (VA) Primary School	VA	30	30		Information only. Own AA school.	30	30	30	30	30	30		
Almondbury Community School	Community	30	30			30	30	30	30	30	30		
Ashbrow School	Community	60	60			60	60	60	60	60	60		
Batley Grammar School	Free School (Academy)	27	27		Information only. Own AA school.	27	26	26	26	26	26	-	-
Batley Parish CE (A) J I & N School	VA	30	30		Information only. Own AA school.	30	30	30	30	30	30	210-240	30-34
Battysford CE (VC) Primary School	VC	KS1 60 KS2 62	KS1 60 KS2 62			60	60	62	62	62	62	400-445	57-63
Beaumont Primary Academy	Academy	90	90		Information only. Own AA school.	90	90	90	90	90		-	-
Berry Brow I & N School	Community	60	60			60	60					180-201	60-67
Birdsedge First School	Academy	15	15		Information only. Own AA school.	15	15	15	15	15		-	-
Birkby I & N School	Community	150	150			150	150					423-471	141-157
Birkby Junior School	Community	120	150		Proposal to normalise existing arrangements now that the permanent building solution is in place				120 *(150)	120 *(150)	120 *(150)	453-504	113- 126
Birkenshaw CE (VC) Primary School	VC	60	60			60	60	60	60	60	60	378-420	54-60
Birstall Primary Academy	Academy	30	30		Information only. Own AA school.	30	30	30	30	30	30	-	-
Boothroyd Primary Academy	Academy	90	90		Information only. Own AA school.	90	90	90	90	90	90	-	-
Brambles Primary Academy	Academy	60	60		Information only. Own AA school.	60	60	60				-	-
Brockholes CE (VC) J & I School	VC	30	30			30	30	30	30	30	30	189-210	27-30
Bywell CE (VC) Junior School	VC	97	97						97	97	97	351-390	87-97
Carlinghow Princess Royal JI&N School	Community	50	50			50	50	50	50	50	50	351-390	50-55
Carlton J & I School	Community	KS1 30 KS2 33	KS1 30 KS2 33			30	30	33	33	33	33	214-238	30-34

Primary School	Category	PUBLISHED ADMISSION NUMBER 2020-2021	PROPOSED ADMISSION NUMBER 2021-2022	Consultation response	Notes	Year 1 (20/21)	Year 2 (19/20)	Year 3 (18/19)	Year 4 (17/18)	Year 5 (16/17)	Year 6 (15/16)	Net cap range	PAN range
Christ Church CE Academy	Academy	30	30		Information only. Own AA school.	30	30	30	30	30	30	-	-
Clough Head J & I School	Community	12	12			12	12	12	12	12	12	52-90	7-12
Co-op Academy Smithies Moor	Academy	60	60		Information only. Own AA school.	60	60	60	60	60	60	-	-
Cowlersley Primary School	Academy	50	50		Information only. Own AA school.	50	50	50	50	50	50	-	-
Crossley Fields J & I School	Community	89	89			89	89	89	89	89	89	565-628	80-89
Crow Lane J I & N School	Trust	30	30		Information only. Own AA school.	30	30	30	30	30	30	210-236	30-33
Crowlees CE (VC) J & I School	VC	60	60			60	60	60	60	60	60	367-418	52-59
Cumberworth CE (A) First School	VA	20	20		Information only. Own AA school.	20	20	20	20	20		90-120	15-20
Dalton School (J I & N) School	Community	70	70			70	70	70	70	70	70	420-470	60-67
Denby CE (A) First School	VA	10	10		Information only. Own AA school.	10	10	10	10	10		45-60	7-10
Denby Dale F & N School	Community	KS1 30 KS2 33	KS1 30 KS2 33			30	30	33	33	33		141-180	23-30
Diamond Wood Community Academy	Academy	120	120		Information only. Own AA school	120	120					-	-
Earlsheaton Infant School	Community	40	40			40	40					108-120	36-40
East Bierley CE(VC) Primary School	VC	30	30			30	30	30	30	30	30	210	30
Eastborough J I & N School	Community	30	30			30	30	30	30	30	30	189-210	27-30
Emley First School	Community	25	25			25	25	25	25	25		135-150	22-25
Farnley Tyas CE (VC) First School	VC	10	10			10	10	10	10	10		45-63	7-10
Field Lane J I & N School	Academy	30	30		Information only. Own AA school.	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	290-323	41-46
Flockton CE (VC) First School	VC	15	15			15	15	15	15	15		90-117	15-19
Golcar J I & N School	Trust	60	60		Information only. Own AA school.	60	60	60	60	60	60	375-420	53-60
Gomersal Primary School	Community	60	60			60	60	60	60	60	60	378-420	54-60

Primary School	Category	PUBLISHED ADMISSION NUMBER 2020-2021	PROPOSED ADMISSION NUMBER 2021-2022	Consultation response	Notes	Year 1 (20/21)	Year 2 (19/20)	Year 3 (18/19)	Year 4 (17/18)	Year 5 (16/17)	Year 6 (15/16)	Net cap range	PAN range
Gomersal St Mary's CE (VC) Primary School	VC	30	30			30	30	30	30	30	30	157-206	22-29
Grange Moor Primary School	Community	15	15			15	15	15	15	15	15	105-120	15-17
Hade Edge J & I School	Community	12	14	No objections received	**Please see footnote.	12	12	12	12	12	12	52-90	7-12
Hanging Heaton CE (VC) J & I School	VC	20	20			20	20	20	20	20	20	105-141	15-20
Hartshead J & I School	Community	12	12			12	12	12	12	12	12	52-90	7-12
Headfield CE (C) Junior School	VC	150	150						150	150	150	567-630	141-157
Headlands CE (VC) J I & N School	VC	60	60			60	60	60	60	60	60	367-414	52-59
Healey J I & N School	Academy	55	55		Information only. Own AA school.	55	55	55	55	55	55	-	-
Heaton Avenue Primary	Academy	60	60		Information only. Own AA school	60	60	60	60	60 *(75)	60 *(75)	-	-
Heckmondwike Primary School	Trust	60	60		Information only. Own AA school.	60	60	60	60	60	60	378-420	54-60
Helme CE (VA) J & I School	Academy	20	20		Information only. Own AA school.	20	20	20	20	20	20	-	-
Hepworth J & I School	Community	16	16			16	16	16	16	16	16	105-117	15-16
High Bank J I & N School	Community	20	20			20	20	20	20	20	20	105-143	15-20
Highburton CE (VC) First School	VC	30	30			30	30	30	30	30		162-180	27-30
Hightown J I & N School	Community	30	30			30	30	30	30	30	30	210	30
Hillside Primary School	Community	45	45			45	45	45	45	45	45	295-328	42-46
Hinchliffe Mill J & I School	Community	16	16			16	16	16	16	16	16	103-115	15-16
Holme J & I School	Community	6	6			6	6	5	5	5	5	0-42	0-6
Holmfirth J I & N School	Community	KS1 30 KS2 34	KS1 30 KS2 34			30	30	34	34	34	34	203-226	29-32
Holy Spirit Catholic Primary School	VA	30	30		Information only. Own AA school.	30	30	30	30	30	30	189-210	27-30
Honley CE (VC) J I & N School	VC	66	66			66	66	68	68	68	68	470	66/68
Hopton Primary School	Community	45	45			45	45	45	45	45	45	346-385	49-55
Howard Park Community School	Community	30	30			30	30	30	30	30	30	210-240	30-34
Myrstmount Junior School	Community	90	90						90	90	90	329-366	82-91

Primary School	Category	PUBLISHED ADMISSION NUMBER 2020-2021	PROPOSED ADMISSION NUMBER 2021-2022	Consultation response	Notes	Year 1 (20/21)	Year 2 (19/20)	Year 3 (18/19)	Year 4 (17/18)	Year 5 (16/17)	Year 6 (15/16)	Net cap range	PAN range
Kaye's F & N School	Community	KS1 30 KS2 32	KS1 30 KS2 32			30	30	32	32	32	32	135-177	22-29
Kirkburton CE (A) First School	VA	24	24		Information only. Own AA school.	24	24	24	24	24		135-168	22-28
Kirkheaton Primary School	Community	60	60			60	60	60	60	60	60	397-442	56-63
Lepton CE (VC) J I & N School	VC	KS1 30 KS2 33	KS1 30 KS2 33			30	30	33	33	33	33	166-210	23-30
Lindley Church of England Infant School	Academy	120	120		Information only. Own AA school.	120	120					-	-
Lindley Junior School	Academy	120	120		Information only. Own AA school. *Admission over PAN				120 *(124)	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	157-203	22-29
Linthwaite Clough J I & E Y School	Community	45	45			45	45	45	45	45	45	262-297	37-42
Littleton J I & N School	Trust	25	25		Information only. Own AA school.	25	25	25	25	25	25	157-177	22-25
Lowerhouses CE(VC) J I & E Y School	VC	29	30	No objections received	** Please see footnote.	29	29	29	29	29	29	207-231	29-33
Lydgate J & I School	Community	45	45			45	45	45	45	45	45	295-328	42-46
Manorfield I & N School	Community	90	90			90	90					252-281	84-93
Marsden I & N School	Community	60	60			60	60					154-172	51-57
Marsden Junior School	Academy	60	60		Information only. Own AA school.				60	60	60	-	-
Meltham CE (VC) Primary School	VC	60	60			60	60	60	60	60	60	398-443	56-63
Meltham Moor Primary School	Academy	30	30		Information only. Own AA school.	30	30	30	30	30	30	-	-
Mill Lane J I & E Y School	Community	25	25			25	25	25	25	25	25	157-194	22-27
Millbridge J I & N School	Academy	47	47		Information only. Own AA school.	47	47	47	47	47	47	-	-
Moldgreen Community Primary School	Community	50	50			50	50	50	50	50	50	315-360	45-51
Moorlands Primary School	Community	90	90			90	90	90	90	90	90	567-630	81-90
Mount Pleasant Primary School	Community	90	90			90	90	90	90	90	90	596-663	85-94
Netherhall Learning Campus - Rawthorpe Junior School	Community	90	90						90	90	90	315-350	78-87
Netherhall Learning Campus Rawthorpe St James CE(VC) I&N School	VC	90	90			90	90					221-246	73-82



Primary School	Category	PUBLISHED ADMISSION NUMBER 2020-2021	PROPOSED ADMISSION NUMBER 2021-2022	Consultation response	Notes	Year 1 (20/21)	Year 2 (19/20)	Year 3 (18/19)	Year 4 (17/18)	Year 5 (16/17)	Year 6 (15/16)	Net cap range	PAN range
Netherthong Primary School	Community	KS1 30 KS2 32	KS1 30 KS2 32			30	30	32	32	32	32	199-222	28-32
Netherton I & N School	Academy	60	60		Information only. Own AA school.	60	60					-	-
New Mill Infant School	Academy	60	60		Information only. Own AA school.	60	60					-	-
Newsome Junior School	Community	60	60						60	60	60	216-240	54-60
Nields J I & N School	Community	30	30			30	30	30	30	30	30	157-194	22-27
Norristhorpe J & I School	Community	60	60			60	60	60	60	60	60	367-419	52-59
Oak CE(VC)Primary School	VC	120	120			120	120	120	120	120	140		
Old Bank J I & N School	Community	25	25			25	25	25	25	25	25	157-178	22-25
Orchard Primary Academy School	Academy	52	60		Information only. Own AA school Academy are proposing an increase in PAN	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	189-210	27-30
Overthorpe C of E Academy	Academy	42	42		Information only. Own AA school.	42	42	42	42	42	42	-	-
Paddock J I & N School	Trust	50	50		Information only. Own AA school.	50	50	50	50	50	50	298-332	42-47
Park Road J I & N School	Community	30	30			30	30	30	30	30	30	198-220	28-31
Pentland I & N School	Community	49	49			49	49					146-163	49-54
Purlwell I & N School	Community	90	90			90	90					243-270	81-90
Ravensthorpe CE(VC) Junior School	VC	108	108						108	108	108	392-436	98-109
Reinwood Community Junior School	Community	90	90						90	90	120	324-360	81-90
Reinwood I & N School	Community	90	90			90	90					297-330	99-110
Roberttown CE (VC) J & I School	VC	34	34			34	34	34	34	34	34	210-240	30-34
Rowley Lane J I & N School	Community	KS1 60 KS2 66	KS1 60 KS2 66			60	60	66	66	66	66	420-470	60-67
Royds Hall – Beech Avenue Campus primary provision	Academy	30	30		Information only. Own AA school	30	30	30	30	30	30	-	-
Royds Hall – Luck Lane Campus primary provision	Academy	60	60		Information only. Own AA school	60	60	60	60	60	30 *(60)	-	-
Savile Town CE (C) I & N School	VC	60	60			60	60					169-188	56-63
Scapegoat Hill J & I School	Community	12	12			12	12	12	12	12	12	52-90	7-12

Primary School	Category	PUBLISHED ADMISSION NUMBER 2020-2021	PROPOSED ADMISSION NUMBER 2021-2022	Consultation response	Notes	Year 1 (20/21)	Year 2 (19/20)	Year 3 (18/19)	Year 4 (17/18)	Year 5 (16/17)	Year 6 (15/16)	Net cap range	PAN range
Scholes J & I School	Community	KS1 30 KS2 33	KS1 30 KS2 33			30	30	33	33	33	33	201-224	28-32
Scholes Village Primary School	Community	30	30			30	30	30	30	30	30	189-210	27-30
Scissett CE Academy	Academy	30	30		Information only. Own AA school.	30	30	32	32	32		-	-
Shaw Cross I & N School	Community	60	60			60	60					162-180	54-60
Shelley First School	Academy	34	34		Information only. Own AA school.	34	34	34	34	34		-	-
Shepley First School	Community	30	30			30	30	30	30	30		170-189	28-31
Skelmanthorpe Academy	Academy	30	30		Information only. Own AA school.	30	30	30	30	30		-	-
Slaithwaite CE (VC) J & I School	VC	23	23			23	23	23	23	23	23	154-172	22-24
South Crosland CE (A) Junior School	VA	60	60		Information only. Own AA school.				60	60	60	210-234	52-58
Spring Grove J I & N School	Community	30	30			30	30	30	30	30	30	209-233	29-33
St Aidan's CE Academy	Academy	30	30		Information only. Own AA school.	30	30	30	30	30		-	-
St John's CE (A) J & I School	VA	30	30		Information only. Own AA school.	30	30	30	30	30	30	199-222	28-31
St John's CE (C) Infant School	VC	60	60			60	60					162-180	54-60
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	189-210	27-30
St Joseph's Catholic Primary School (Huddersfield)	VA	45	45		Information only. Own AA school.	45	45	45	50	50	50	314-349	45-49
St Mary's Catholic Primary School	VA	45	45		Information only. Own AA school.	45	45	45	45	45	45	297-330	42-47
St Patrick's Catholic Primary School (Batley)	VA	35	35		Information only. Own AA school.	35	35	35	35	35	35	202-225	28-32
St Patrick's Catholic Primary School (Huddersfield)	VA	60	60		Information only. Own AA school.	60	60	60	60	60	60	378-420	54-60
St Paulinus Catholic Primary School	VA	60	60		Information only. Own AA school.	60	60	60	60	60	60	397-442	56-63
St Peter's CE (A) J I & N School	VA	30	30		Information only. Own AA school.	30	30	30	30	30	30	189-210	27-30
St Thomas CE(VC) Primary School	VC	60	60			60	60	60	60	60	60	378-420	54-60
Staincliffe CE (VC) Junior School	VC	90	90						90	90	90	322-358	80-89

Primary School	Category	PUBLISHED ADMISSION NUMBER 2020-2021	PROPOSED ADMISSION NUMBER 2021-2022	Consultation response	Notes	Year 1 (20/21)	Year 2 (19/20)	Year 3 (18/19)	Year 4 (17/18)	Year 5 (16/17)	Year 6 (15/16)	Net cap range	PAN range
Thornhill J & I School	Academy	60	60		Information only. Own AA school.	60	60	60	60	60	60	-	-
Thornhill Lees CE(VC) I & N School	VC	90	90			90	90					243-270	81-90
Thurstonland Endowed (VC) First School	VC	12	12			12	12	12	12	12		45-77	7-12
Upperthong J & I School	Community	KS1 30 KS2 32	KS1 30 KS2 32			30	30	32	32	32	32	189-210	27-30
Warwick Road J I & N School	Community	48	48			48	48	48	48	45	45	312-347	44-49
Wellhouse J & I School	Community	12	12			12	12	12	12	12	12	52-90	7-12
Westmoor Primary School	Community	KS1 45 KS2 90	KS1 45 KS2 90			45	45	90	90	90	90	431-479	
Whitechapel Church of England Primary School	VC	60	60			60	60	60	60	60	60	420	60
Wilberlee J & I School	Community	12	12			12	12	12	12	11	11	52-84	7-12
Windmill CE (VC) Primary school	VC	60	60			60	60	60	60	60	60	378-420	54-60
Wooldale Junior School	Community	60	60						60	60	60	210-236	53-59

\*\*This indicates a proposal originating from a governing body to increase their published admission number (PAN). There is no basic need evidence to support this request which would normally lead to the local authority not including such proposals on the basis of the negative impact on other local schools. However, the school have provided evidence of engagement with their local schools and no objections to their proposals. In these circumstances the local authority have agreed to include proposals in the consultation of admission arrangements. Pre-engagement with local schools does not replace the formal admission consultation process however as the proposals were included in the LA consultation and the responses to the consultation have been taken into account when making the LA proposals for determination by Kirklees Cabinet.

### **Kirklees schemes for school admissions in 2021/22**

#### **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.

#### **Schemes**

- A. Kirklees co-ordinated schemes for normal (relevant) year of entry admissions for 2021/22 for rising 5 year olds, junior schools, middle schools and secondary schools: sections 5-20
- B. Kirklees scheme for in-year admissions 2021/22 sections 21-29

Page 36 shows the timetables for implementing these schemes.

Page 37 explains the meanings of expressions (marked \*) used in these schemes.

#### **Kirklees admission authorities**

In Kirklees the admission authorities\* for schools at the time of publication on the website are listed below.

Some Kirklees community or voluntary controlled schools may have changed category to academy or trust status before the 2021 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
- Brambles Primary Academy
- Christ Church CE Academy
- Co-op Academy Smithies Moor
- Cowlersley Primary School
- Diamond Wood Community Academy
- Field Lane Junior, Infant and Nursery School
- Fieldhead Primary Academy
- Healey J I & N School
- Heaton Avenue Primary Academy
- Helme Church of England Academy
- Lindley Church of England Infant School
- Lindley Junior School
- Marsden Junior School
- Meltham Moor Primary School
- Millbridge J I & N School
- Netherton I & N School
- New Mill Infant School
- Orchard Primary Academy
- Overthorpe C of E Academy
- Royds Hall Community School (Luck Lane and Beech Primary sites)
- St Aidan's CE Academy
- Scissett CE Academy
- Shelley First School
- Skelmanthorpe Academy
- Thornhill J & I School

Middle

- Kirkburton Middle School
- Scissett Middle School

Secondary

- Batley Girls' High School
- Batley Grammar School (Free school)
- BBG Academy
- Castle Hall Academy
- Colne Valley High School
- Heckmondwike Grammar School
- Honley High School
- King James's School
- Manor Croft Academy
- Moor End Academy
- Royds Hall Community School
- Shelley College

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

Primary

- All Hallows' CE (VA) Primary School
- Batley Parish CE (VA) Junior, Infant & Nursery School
- Cumberworth CE(VA) First School
- Denby CE(VA) First School
- Kirkburton CE(VA) First School
- Linthwaite Ardron CE(VA) Junior & Infant School
- St John's CE(VA) Junior & Infant School
- St Peter's CE(VA) Junior, Infant & Early Years School
- South Crosland CE (VA) Junior School

<ul style="list-style-type: none"> <li>• Salendine Nook High School Academy</li> <li>• St John Fisher Catholic Voluntary Academy</li> <li>• The Mirfield Free Grammar</li> <li>• Thornhill Community Academy</li> <li>• Upper Batley High School</li> </ul>	
<p><b>(d) The governing bodies are the admission authorities for the foundation (F) and trust (T) schools</b></p> <p><u>Primary</u></p> <ul style="list-style-type: none"> <li>• Golcar J I &amp; N School (T)</li> <li>• Heckmondwike Primary School (T)</li> <li>• Littleton Junior Infant and Nursery School (T)</li> <li>• Crow Lane Primary and Foundation Stage School (T)</li> <li>• Paddock J I &amp; N School (T)</li> </ul> <p><u>Secondary</u></p> <ul style="list-style-type: none"> <li>• North Huddersfield Trust School (T)</li> <li>• Spen Valley High School (T)</li> <li>• Westborough High School (T)</li> </ul>	<p><b>(e) The governing bodies are the admission authorities for the Roman Catholic voluntary aided (VA) schools</b></p> <p><u>Primary</u></p> <ul style="list-style-type: none"> <li>• Holy Spirit Catholic Primary School</li> <li>• Our Lady of Lourdes Catholic Primary School</li> <li>• St Joseph's Catholic Primary School, Dalton</li> <li>• St Joseph's Catholic Primary School, Dewsbury</li> <li>• St Mary's Catholic Primary School</li> <li>• St Patrick's Catholic Primary School, Birstall</li> <li>• St Patrick's Catholic Primary School, Huddersfield</li> <li>• St Paulinus Catholic Primary School</li> </ul> <p><u>Secondary</u></p> <ul style="list-style-type: none"> <li>• All Saints Catholic College, Specialist in Humanities</li> </ul>

Terms marked \* are explained on page 37

**A. Kirklees co-ordinated schemes for relevant year of entry admissions for 2021/22 for rising fives, junior schools, middle schools and secondary schools**

<p><b>5.</b> <b>The relevant year</b> is the normal year of admission</p>	<p><b><u>Rising five year old admissions</u></b> Children should normally enter full-time education in the school year in which their fifth birthday occurs.</p> <ul style="list-style-type: none"> <li>• <b>Reception</b> class is the relevant year</li> </ul>	<p><b><u>Junior and middle school admissions</u></b></p> <ul style="list-style-type: none"> <li>• <b>Year 3</b> is the relevant year for transfer from infant to junior School</li> <li>• <b>Year 6</b> is the relevant year for transfer from first to middle school in the Shelley area</li> </ul>	<p><b><u>Secondary school admissions</u></b></p> <ul style="list-style-type: none"> <li>• Transfers from junior, primary or middle school to secondary school</li> <li>• <b>Year 7</b> is the relevant year except for: Shelley College - <b>Year 9</b>, Kirklees Creative and Media Studio School at the Netherhall Learning Campus where it is <b>Year 10</b></li> </ul>
<p><b>Deferred entry in Reception-</b> 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 <b>1.9.16 and 31.12.16</b> - may defer entry until <b>start of Spring term</b> i.e. January 2022</p> <p style="text-align: center;">Date of birth between <b>1.1.17 and 31.8.17</b> - may defer entry until <b>start of Summer term</b> i.e. April 2022</p> <p>If a child has a date of birth between <b>1.4.17 and 31.8.17</b> and the parent does not wish them to begin school until <b>September 2022</b> (their latest legal starting date) <b>they will have to give up the allocated Reception place</b> and re-apply for a place in Year 1. Details about summer born children admissions can be found under page 7)</p>			
<p><b>6.</b> <b>The application</b></p>	<ul style="list-style-type: none"> <li>• Parents apply online for their child’s school place via the Kirklees Parent Portal. This can be accessed via the Kirklees website.</li> <li>• The Kirklees Parent Portal should only be used by Kirklees residents.</li> <li>• 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.</li> <li>• Kirklees will not disclose a parent/carer’s order of preference during the allocation process, prior to offer day.</li> <li>• The parent/carer may name state-funded schools in Kirklees or any other LA.</li> </ul>		
<p><b>7.</b> <b>Supplementary Information Form</b></p> <p><b>SIF*</b></p>	<ul style="list-style-type: none"> <li>• Own admission authority schools (see sections 4b-4e) may require parent/carers to complete a Supplementary Information Form (SIF).</li> <li>• 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.</li> <li>• A SIF must be returned to the school.</li> <li>• A SIF is required as well as the Kirklees online application.</li> <li>• 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.</li> <li>• Where a SIF is required, the school should follow up any that have not been received.</li> <li>• If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website <a href="http://www.kirklees.gov.uk/admissions">www.kirklees.gov.uk/admissions</a></li> </ul>		

<p><b>8. The application process</b></p>	<p><b><u>Rising five year old admissions</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded.</li> </ul> <p>Schools are asked to:-</p> <ul style="list-style-type: none"> <li>• let parents/carers know about the online application process.</li> <li>• 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.</li> <li>• advise parents of children living in other LA's to apply to their home LA for their school place.</li> <li>• advise parents that no priority is given to children attending the school's nursery, where applicable, when allocating school places.</li> </ul>	<p><b><u>Junior and middle school admissions</u></b></p> <ul style="list-style-type: none"> <li>• At the start of <b>year 2</b> in an infant school or <b>year 5</b> in a Shelley pyramid first school Kirklees parents/carers need to apply for their child's school place via the Kirklees Parent Portal.</li> <li>• 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.</li> <li>• Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded.</li> </ul> <p>To support on time applications, the child's present school is asked to :-</p> <ul style="list-style-type: none"> <li>• let parents/carers know about the online application process and distribute correspondence from Admissions about the application process to pupils.</li> <li>• 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.</li> <li>• advise parents of children living in other LA's to apply to their home LA for their school place.</li> </ul>	<p><b><u>Secondary school admissions</u></b></p> <ul style="list-style-type: none"> <li>• At the start of a <b>year 6</b> in a primary / junior school or <b>year 8</b> in a Shelley pyramid middle school parents/carers need to apply for their child's school place via the Kirklees Parent Portal.</li> <li>• 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.</li> <li>• Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded.</li> </ul> <p>To support on time applications, the child's present school is asked to:-</p> <ul style="list-style-type: none"> <li>• let parents/carers know about the online application process and distribute correspondence from Admissions about the application process to pupils.</li> <li>• 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.</li> <li>• advise parents of children living in other LA's to apply to their home LA for their school place.</li> </ul>
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<p><b>9. Procedure for preferences expressed for Kirklees schools</b></p>	<ul style="list-style-type: none"> <li>• The procedure applies equally to preferences for Kirklees schools received from Kirklees residents and from residents of other LAs.</li> <li>• For a <b>Kirklees community or voluntary controlled school</b> 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.</li> <li>• For an <b>own admission authority school</b> (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.</li> </ul>
<p><b>10. Provision of information to other local authorities</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Kirklees LA will advise another LA of the eligibility of any child resident in that other LA for a place in a Kirklees school.</li> </ul>
<p><b>11. Procedures for a Kirklees academy, foundation, trust or VA school</b></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"> <li>• Follow the Kirklees application procedure.</li> <li>• Ensure that all applications are made via the Kirklees Parent Portal.</li> <li>• 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).</li> <li>• 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.</li> <li>• Notify the Kirklees LA of their decision according to the timetable on page 29.</li> <li>• 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.</li> </ul>
<p><b>12. Procedure for offers of places to parents / carers</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>

13. Offers of places to Kirklees parents / carers and appeals	National offer day for rising five year old admissions is <b><u>16 April 2021</u></b>	National offer day for junior and middle school admissions is <b><u>16 April 2021</u></b>	National offer day for secondary school admissions is <b><u>1 March 2021</u></b>
	<ul style="list-style-type: none"> <li>On the national offer day Kirklees LA will send notification 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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>		
14. Processing online applications for the normal entry admissions round	<ul style="list-style-type: none"> <li>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).</li> <li>The processing of online applications for the normal entry admissions round will be as follows:- <ul style="list-style-type: none"> <li><b>The initial allocation</b> : 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.</li> <li><b>The second allocation</b> : 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.</li> <li><b>Waiting lists</b> : 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.</li> </ul> </li> </ul>		
15. Late and revised applications	<b><u>Rising five year old admissions</u></b>	<b><u>Junior / middle admissions</u></b>	<b><u>Secondary school admissions</u></b>
	<ul style="list-style-type: none"> <li>Closing date for applications <b>15 January 2021</b></li> <li>Planned allocation date <b>15 March 2021</b></li> </ul>	<ul style="list-style-type: none"> <li>Closing date for applications <b>15 January 2021</b></li> <li>Planned allocation date <b>15 March 2021</b></li> </ul>	<ul style="list-style-type: none"> <li>Closing date for applications <b>31 October 2020</b></li> <li>Planned allocation date <b>15 January 2021</b></li> </ul>
<ul style="list-style-type: none"> <li>Applications received after the closing date without significant and exceptional reasons will be treated as late.</li> <li>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.</li> <li>Where applications are received after the closing date, in Kirklees' judgement for significant and exceptional reasons, for example a move into Kirklees, the</li> </ul>			

	<p>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 page 6 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.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>16. Waiting lists</b></p>	<ul style="list-style-type: none"> <li>• 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 day in December.</li> <li>• 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.</li> <li>• The names on the waiting lists for a school will be children: <ul style="list-style-type: none"> <li>(a) whose parent/carer has expressed a preference for that school but who were offered a lower preference school or an alternative school.</li> <li>(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.</li> </ul> </li> <li>• 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).</li> <li>• 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.</li> </ul>
<p><b>17. Admissions outside normal admissions round</b></p>	<ul style="list-style-type: none"> <li>• Admissions outside the normal admissions round means any admissions other than those determined under this scheme.</li> <li>• 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.</li> <li>• Please see details in sections 21-29</li> </ul>
<p><b>18. Appeals</b></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"> <li>• For community and voluntary controlled schools parents/carers should contact Kirklees admissions team or look at the website for full information.</li> <li>• For voluntary aided schools, free schools, trust schools and academies parents/carers should contact the school to enquire about the appeal process</li> <li>• For schools outside Kirklees parents/carers should contact the other local authority to enquire about the appeal process.</li> </ul>

<p><b>19. Changes to PAN by admission authorities</b></p>	<p>Governing bodies / academy trusts of Kirklees own admission authority schools <b>must</b></p> <ul style="list-style-type: none"> <li>• Notify the LA in writing of any intention to increase the school's PAN and publish the change on the school's website.</li> </ul> <p>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 on page 29.</p>
<p><b>20. Schools with assessment *or testing as part of the admissions process</b></p>	<p><b>(a) Batley Grammar School - fair banding assessment for entry into Year 7</b></p> <ul style="list-style-type: none"> <li>• All children applying to Year 7 at Batley Grammar School will take a fair banding assessment to ensure a comprehensive intake. This is <b>not</b> a selective entrance test.</li> <li>• 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.</li> <li>• Applicants will be placed in bands, such that, wherever possible, there are an equal number in each band.</li> <li>• 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.</li> <li>• Banding will enable Batley Grammar School to achieve an intake representative of the ability range of applicants to the school.</li> <li>• 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 <b>after</b> 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.</li> <li>• 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) and an outer catchment area (all other postal codes). 45% of places will be allocated to pupils in 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 with preference given to those living in WF12 7; WF13 4; WF16 9; LS27 0, BD11 1 and BD19 4. Oversubscription criteria will be applied to the bands in each of these groups.</li> <li>• 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 30 October 2020 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 admissions office.</li> <li>• Forms received by the deadline will be considered first.</li> </ul>

	<p><b>b) Heckmondwike Grammar School - ability testing</b></p> <ul style="list-style-type: none"> <li>• 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 Monday 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. A selection of familiarisation questions will be placed on the school website late in the summer term preceding each test.</li> <li>• 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.</li> <li>• Parent/carers should note 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 2021 to be notified by their home LA at which school they are to be offered a place.</li> <li>• Parents are required to register for their child's entrance test by noon on 22 June 2020.</li> </ul>
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<b>B. Kirklees scheme for in-year admissions 2021/22 : sections 21-29</b>	
<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. Once implemented this will be a change in the administrative process and means all applications are expected to be online. This will support Kirklees being able to adapt to the potential requirement for in-year co-ordination.</p>	
<p><b>21. In-year applications</b></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><b>22. The Kirklees In-year Common Application Form (ICAF)</b></p>	<p>All applications for an in-year admission to a Kirklees school <b>must</b> be made on the Kirklees <b>In-year Common Application Form (ICAF)</b>. This includes applications from parents/carers resident outside Kirklees.</p>
<p><b>23. Supplementary Information Form SIF</b></p>	<ul style="list-style-type: none"> <li>• Own admission authority schools (see sections 4b-4e) may require parent/carers to complete a Supplementary Information Form (SIF).</li> <li>• SIFs are only used to provide the extra information required by the school's admission criteria which is not available on the ICAF.</li> <li>• A SIF must be returned to the school.</li> <li>• A SIF is required <b>as well</b> as an ICAF.</li> <li>• 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.</li> <li>• Where a SIF is required, the school should follow up any that have not been received.</li> <li>• If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website <a href="http://www.kirklees.gov.uk/admissions">www.kirklees.gov.uk/admissions</a></li> </ul>

<p><b>24. Assessment of a parent/carer's preference for Kirklees community and voluntary controlled schools</b></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. This scheme requires the Kirklees community or voluntary controlled school to:</p> <ul style="list-style-type: none"> <li>• Contact Kirklees admissions regularly to confirm the availability of places at the school.</li> <li>• Kirklees admissions will <ul style="list-style-type: none"> <li>○ confirm whether the school has vacancies in the year group required</li> <li>○ 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.</li> <li>○ 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.</li> <li>○ The offer or refusal of a place is only communicated to the parent/carer by Kirklees LA as the Admission Authority.</li> </ul> </li> </ul>
<p><b>25. Kirklees schools where the governing body / academy trust is the admission authority</b></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"> <li>• Check the School Admissions Module daily for new applications.</li> <li>• 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.</li> <li>• Communicate the availability of places to the Kirklees admissions team when requested.</li> <li>• 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.</li> <li>• 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 <b>section 26 below</b>.</li> </ul>
<p><b>26. Offers of places to Kirklees parents / carers and appeals</b></p>	<p>The relevant admissions authority (as noted in section 4) will send out to a parent/carer within <b>20 school days</b> 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"> <li>• the statutory right of appeal,</li> <li>• how to accept or refuse an offer</li> <li>• the availability of assistance with school transport.</li> </ul>

<p><b>27. Waiting lists at academy, foundation, trust and voluntary aided schools</b></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><b>28. Waiting lists for Kirklees community and voluntary controlled schools</b></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"> <li>• 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.</li> <li>• The waiting list will be kept for the remainder of the term for which they have applied for a place.</li> <li>• The names on the waiting lists for the school will also include children from normal round admissions: <ul style="list-style-type: none"> <li>○ whose parent/carer had expressed a preference for that school but who were offered a lower preference school or an alternative school.</li> <li>○ (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.</li> </ul> </li> </ul> <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><b>29. Availability of places</b></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 page 30).</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>

### 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 Sunday 1 September 2020	week starting Sunday 1 September 2020	week starting Sunday 1 September 2020
	↓	↓	↓
	Batley Grammar School • SIF deadline 4pm 15 January 2021		Heckmondwike Grammar School Register for entrance test by noon on 22 June 2020 Batley Grammar School • SIF deadline 4pm 30 October 2020
	↓	↓	↓
Closing date for online applications and SIFs	Friday 15 January 2021	Friday 15 January 2021	Saturday 31 October 2020
	↓	↓	↓
Kirklees LA sends information about applications for schools in other LAs to those LAs	Friday 5 February 2021	Friday 5 February 2021	Monday 16 November 2020
	↓	↓	↓
Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools	Friday 19 February 2021	Friday 19 February 2021	Friday 4 December 2020
	↓	↓	↓
Kirklees academy, foundation, trust and VA schools • 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 26 February 2021	Friday 26 February 2021	Friday 18 December 2020
	↓	↓	↓
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs	Monday 15 March 2021	Monday 15 March 2021	Friday 15 January 2021
	↓	↓	↓
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities	Friday 19 March 2021	Friday 19 March 2021	Monday 25 January 2021
	↓	↓	↓
Kirklees and other LAs exchange information on confirmation of offers to be made	Wednesday 24 March 2021	Wednesday 24 March 2021	Friday 5 February 2021
	↓	↓	↓
Statutory National Offer Day	Friday 16 April 2021	Friday 16 April 2021	Monday 1 March 2021
	↓	↓	↓
	Appeals	Appeals	Appeals



**The meaning of words and expressions used in this scheme**

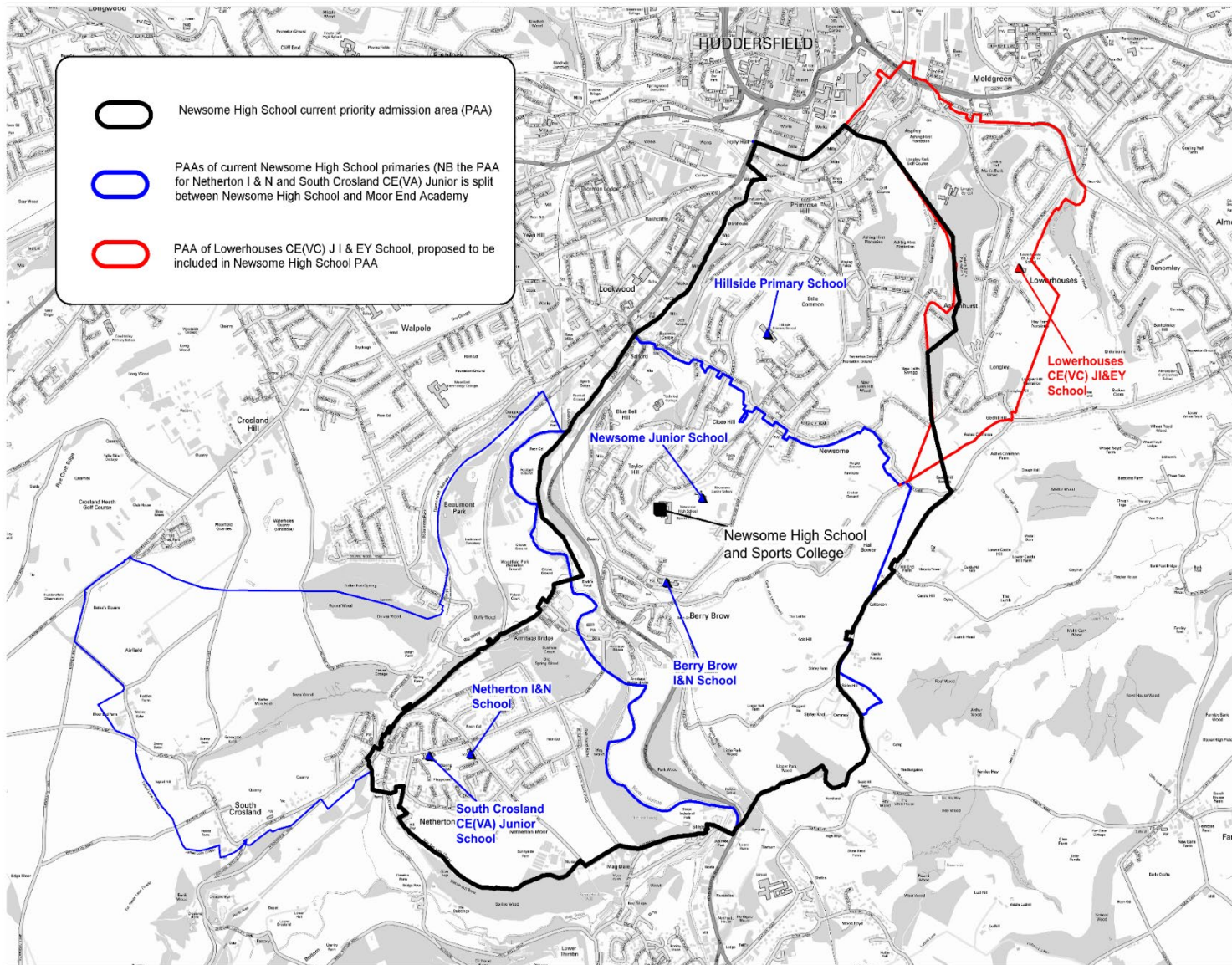
<b>Term</b>	<b>Definition</b>
<b>Admissions authority</b>	The body which decides admissions to a school and which makes arrangements for its admission appeals.
<b>ICAF</b>	Kirklees common application form for IN-YEAR transfer to a school
<b>In-year admission</b>	In-year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.
<b>Distance</b>	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.
<b>Kirklees</b>	Kirklees Council or, as the context requires, its administrative area.
<b>LA</b>	The local authority. In Kirklees, Kirklees Council is the local authority.
<b>Normal (relevant) admissions round</b>	Admissions for the relevant year arising from offers made under these schemes.
<b>Normal (relevant) year</b>	<p>The first age group in a school.</p> <ul style="list-style-type: none"> <li>▪ Reception class at infant, first and primary schools</li> <li>▪ Year 3 at junior schools</li> <li>▪ Year 6 at the two middle schools in the Shelley Pyramid</li> <li>▪ Year 7 at most Kirklees secondary schools</li> <li>▪ Year 9 at Shelley College</li> <li>▪ Year 10 at Kirklees Creative and Media Studio School, Netherhall Learning Campus.</li> </ul>
<b>Testing / Assessment</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• The deadline for the Registration/Supplementary Information Form for year 7 applications to Batley Grammar School should be returned by 4.00pm on 30 October 2020. The deadline for the Registration/Supplementary Information Form for primary places is 4.00pm on 15<sup>th</sup> January 2021. Parents are required to register their child for the entrance test to Heckmondwike Grammar School by noon on 22 June 2020. The entrance test will then be held in early Autumn 2020.</li> </ul>
<b>SIF</b>	Supplementary Information form
<b>Trust school</b>	A trust school is a foundation school with a charitable foundation




<b>Pupil Admissions</b>	<b>Second Floor, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY Tel 01484 225007 E-mail: <a href="mailto:pupiladmissions@kirklees.gov.uk">pupiladmissions@kirklees.gov.uk</a></b>
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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.

Proposed Priority Admission Area - Newsome High School



-  Newsome High School current priority admission area (PAA)
-  PAAs of current Newsome High School primaries (NB the PAA for Netherton I & N and South Crosland CE(VA) Junior is split between Newsome High School and Moor End Academy)
-  PAA of Lowerhouses CE(VC) J I & EY School, proposed to be included in Newsome High School PAA

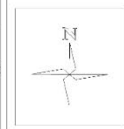


School Organisation and Planning Team

Tel: 01484 221000

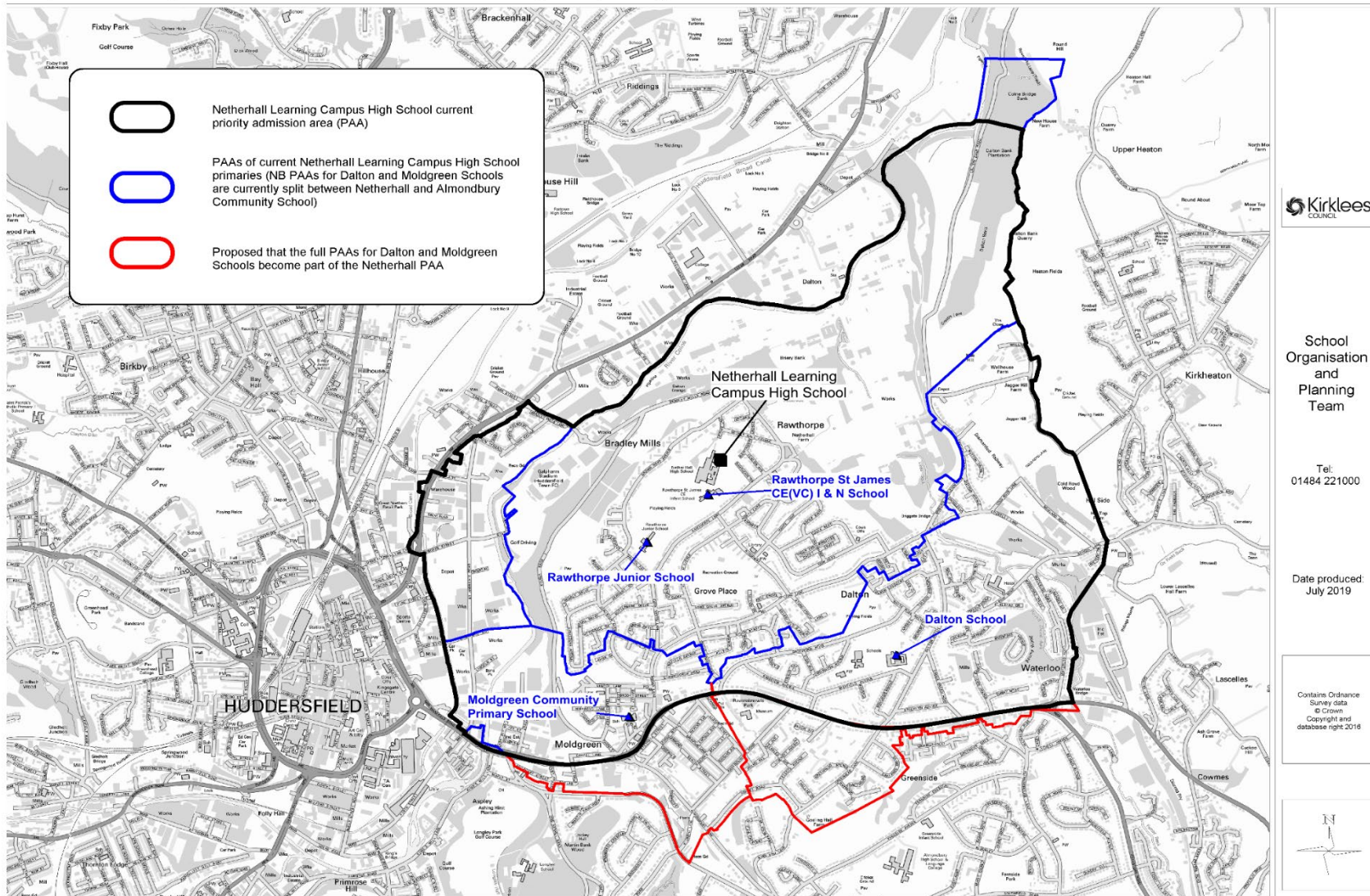
Date produced: July 2019

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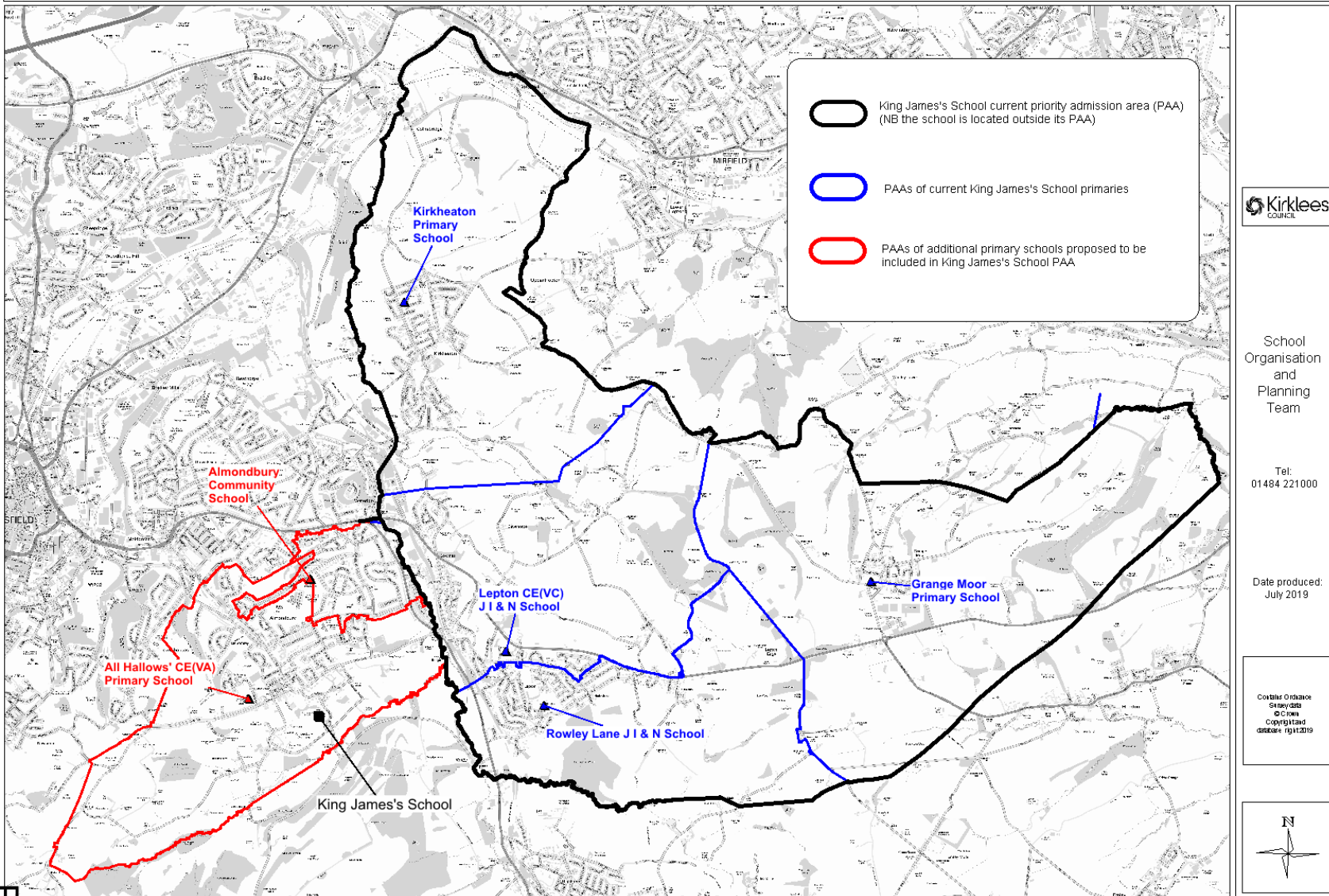




Proposed Priority Admission Area - Netherhall Learning Campus High School



Proposed Priority Admission Area - King James's School

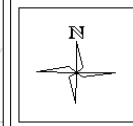


School Organisation and Planning Team

Tel: 01484 221000

Date produced: July 2019

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**Name of meeting:** Cabinet

**Date:** 25<sup>th</sup> February 2020

**Title of report:** Small Affordable Housing Sites Programme (SAHS) – Consideration of an objection received to the Section 123 Notice on the proposed disposal of land at Kitson Hill Crescent, Mirfield

**Purpose of report:** To report on the outcome of the Section 123 open space process for land at Kitson Hill Crescent, Mirfield and seek Cabinet approval to proceed with the disposal of the site.

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  The decision will have a particular effect on one ward ( <i>Sub-section 14.6 of Access to Information Rules</i> ).
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u> ?	Key Decision – Yes  Private Report/Private Appendix – No
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Karl Battersby - 14.02.2020
Is it also signed off by the Service Director for Finance?	Eamonn Croston - 14.02.2020
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft - 13.02.2020
Cabinet member <a href="#">portfolio</a>	Cllr Cathy Scott Cllr Peter McBride

**Electoral wards affected:** Mirfield

**Ward councillors consulted:** Ward Councillors were informed of the Section 123 Notice for the site and were consulted on the Small Affordable Housing Sites prior to the Cabinet Report of 29<sup>th</sup> August 2018.

**Public or private:** Public

**Has GDPR been considered?**

Yes. There is no personal data contained in this report.

## 1. Summary

A Cabinet decision is required on the outcome of the statutory consultation process which has been carried out under Section 123 (2A) of the 1972 Local Government Act on the proposed disposal of land at Kitson Hill Crescent, Mirfield.

It is a requirement that any objections must be considered by Cabinet before the land can be disposed of.

The site is one of eight Council owned site which are to be disposed of to Registered Housing Providers as part of the Small Affordable Housing Sites Programme. The Programme was approved by Cabinet on 29<sup>th</sup> August 2018.

## 2. Information required to take a decision

On 29<sup>th</sup> August 2018 Cabinet:-

- Approved the disposal of a portfolio of sites to a Registered Provider through a competitive exercise
- Endorsed the issue of statutory notices to advertise the disposal of sites that constitute open space
- Delegated authority to the Service Director for Legal, Governance and Commissioning Support and the Strategic Director for Economy and Infrastructure, to negotiate and agree terms and complete the sale of sites once planning permissions have been obtained, unless further authority is required in respect of the disposal of any site where objections have been received following the publication of statutory notices advertising the disposal of the particular site
- Delegated authority to the Service Director for Legal, Governance and Commissioning Support to enter into and execute any agreement and other ancillary documents necessary to enable the sale and transfer of the sites in the Small Affordable Housing Sites portfolio.

Accent Development Consortium (ADC) were appointed as the Council's Preferred Partner to deliver the Small Affordable Housing Programme following a competitive exercise which was undertaken in December 2018.

Land at Kitson Hill Crescent (shown on the attached plan in Appendix A) is one of eight Council owned sites in the Small Affordable Housing Sites Programme and is to be developed by Johnnie Johnson Housing Trust (JJHT) who are part of ADC. It is one of three sites in Mirfield and Liversedge to be developed by JJHT between April 2020 and March 2021.

Section 123 (2A) of the 1972 Local Government Act requires local authorities wishing to dispose of any land consisting of or forming part of an open space to advertise their intention to do so for two consecutive weeks in a local newspaper. The Council must then consider any objections to the proposed disposal. There is a 21 day objection period.

As the Kitson Hill site is classed as open space, a notice of the Council's intention to dispose of the land was published in the Dewsbury Reporter series on Thursday 28<sup>th</sup> November and Thursday 5<sup>th</sup> December. One objection was received. The grounds of the objection focus on planning application 2019/9369 which was submitted by JJHT for 6 bungalows in November 2019 and can be summarised as follows:-

- The construction of the bungalows will have a considerable effect on their property
- Concerns that there will be flooding to the rear of their property and that this will cause damage to their drive and property

- Concerns about access to their property during and after construction work
- Concerns about disturbance during the construction works
- Concerns that the value of their property will depreciate

A copy of the objection, with personal details removed, is included in Appendix B.

Heavy Woollen Planning Sub-Committee resolved to grant planning permission for 6 bungalows on the site on the 9<sup>th</sup> of January 2020. A Decision Notice has now been issued.

The planning concerns are acknowledged and have been considered as part of the planning process. Access to the existing homes will be safeguarded and significantly improved by the proposals. Requirements relating to flooding and drainage are included in the Decision Notice as a Planning Condition.

However, as the objection relates to the effect on a neighbouring property rather than the loss of open space to the community, Cabinet are asked to dismiss the objection and agree to the disposal of the site.

Six of the sites in the Small Affordable Housing Sites Programme were advertised under Section 123 in November 2019. The objection to the Kitson Hill Crescent site is being brought to Cabinet now as it is one of the first sites in the programme to be developed. A decision is required to allow the site to be disposed of at the earliest opportunity and avoid delays to the programme. The outcome of the Section 123 process for the other sites will be brought to Cabinet at a later date as part of a more detailed programme update.

### 3. Implications for the Council

This report is prepared primarily to address the requirements of S123 of the 1972 Local Government Act. It is however important to note that the proposed development will address core council objectives.

- **Working with People**

The scheme will provide much needed affordable rented housing for the over 55 age group, providing access to rent quality affordable housing accommodation for those people who are unable to access market housing without intervention.

This scheme will be managed by JJHT and prior to construction, JJHT propose to liaise with the community to outline the scheme and opportunities for applying to live in the development.

- **Working with Partners**

The scheme involves working collaboratively with Registered Providers in the Accent Development Consortium

- **Place Based Working**

The development of the site will contribute to the attractiveness of the area by improving an overgrown area of land. The access to the existing adjacent properties will also be improved.

- **Climate Change and Air Quality**

ADC are committed to delivering homes which will achieve high levels of energy efficiency to mitigate any negative impacts on the environment. This will involve the use of building materials with good insulating properties. Other measures aimed at reducing the impact on the environment include maximising natural sunlight in the design of the homes to reduce artificial light usage and reducing water usage through the use of specific sanitary fittings.

Air quality has been considered as part of the planning application process. The report to Heavy Woollen Planning Sub Committee on 9<sup>th</sup> January 2020 confirmed that the proposal is classed as a minor proposal in the West Yorkshire Emissions Strategy, requiring the provision of vehicle charging points. The scheme provides vehicle charging points for each dwelling.

- **Improving outcomes for children**

As the scheme will provide housing for the over 55 age group, there will be no particular impact.

#### **4. Consultees and their opinions**

Ward Councillors were informed of the Section 123 Notice for the site and were consulted on the Small Affordable Housing Sites prior to the Cabinet Report of 29<sup>th</sup> August 2018.

#### **5. Next steps and timelines**

If Cabinet agree to the recommendations in the report, the disposal of the site to JJHT under the delegated authority agreed by Cabinet on 29<sup>th</sup> August 2018 will be progressed.

#### **6. Officer recommendations and reasons**

It is recommended that Cabinet:-

- Consider the objection to the Section 123 open space consultation and dismiss it on the grounds that it primarily relates to planning issues and the effect of the scheme on a neighbouring property rather than the loss of open space to the community.
- That approval be given to dispose of the land at Kitson Hill Crescent, Mirfield as described in the report
- That authority be delegated to the Strategic Director for Economy and Infrastructure, to negotiate and agree terms and complete the sale of the land at Kitson Hill Crescent, Mirfield.
- Note that a detailed update on the overall Small Affordable Housing Sites Programme will be brought to Cabinet at a later date. This will include the outcome of the Section 123 consultation process for other sites in the programme.

A decision to proceed with the disposal of the site will allow a start on site at the earliest opportunity and will reduce programme risk.

#### **7. Cabinet Portfolio Holder's recommendations**

Portfolio Holders are supportive of the disposal.

#### **8. Contact officer**

Julie Hyde, Housing Growth Officer  
Economy and Infrastructure  
Telephone: 01484 221000  
Email: [julie.hyde@kirklees.gov.uk](mailto:julie.hyde@kirklees.gov.uk)

James Hinchliffe, Housing Growth Manager  
Economy and Infrastructure  
Telephone: 01484 221000  
Email: [james.hinchliffe@kirklees.gov.uk](mailto:james.hinchliffe@kirklees.gov.uk)

#### **9. Background Papers and History of Decisions**

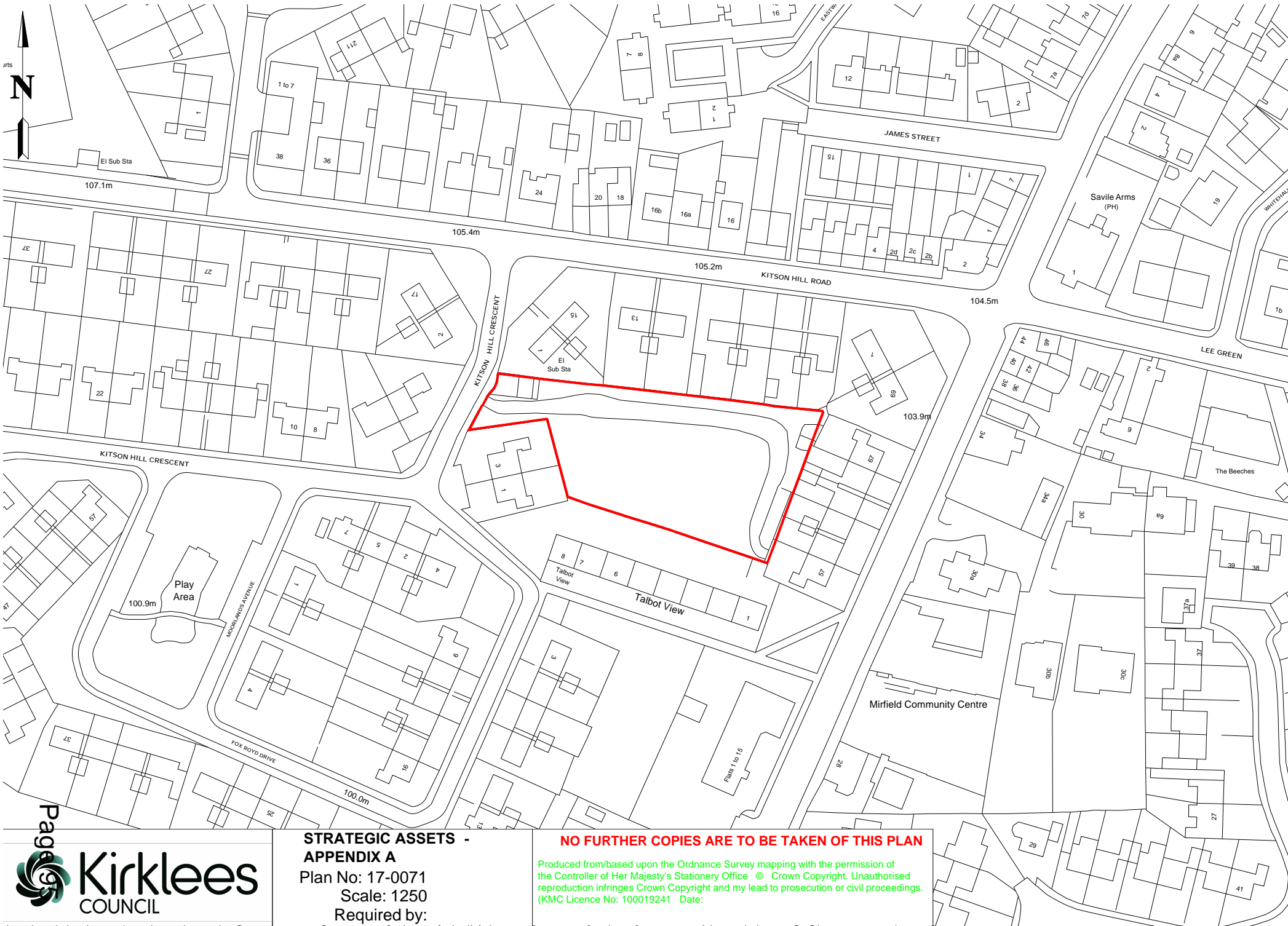
Cabinet Report - Small Affordable Housing Sites. Approved 29<sup>th</sup> August 2019.



**10. Service Director responsible**

Naz Parkar  
Service Director for Growth and Housing  
Telephone: 01484 221000  
Email: [naz.parkar@kirklees.gov.uk](mailto:naz.parkar@kirklees.gov.uk)

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Dear Sir/Madam

PLANNING APPLICATION NO DEV/KL/ML/D70A-505

Construction of 6 bungalows off Kitson Hill Crescent

I write in connection with the above planning application, We have concerns that the construction of the bungalows on the open land will have considerable effect to our property [REDACTED] our concerns are that we will have flooding to the rear of our property as our drive dips and when it is a tarmacked road at the end of our drive the rain water will run down our drive and cause considerable damage to our drive and property, also the access to our drive both during and after construction of the bungalows, we need access to the rear of our property to park on our drive, this is where the proposed bungalows are being built, [REDACTED]

[REDACTED] and are worried we will not be able to get out to work as well as returning home from work due to the disturbance the construction will make to the open land and we have concerns regarding the value of our home, in that the construction of the bungalows on the open land to the rear will considerably depreciate the value of our property.

We object to the building of the bungalows on the reasons mentioned above.

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**Name of meeting: Cabinet**

**Date: 25<sup>th</sup> February 2020**

**Title of report: Annual RIPA update**

**Purpose of report**

**To brief Cabinet on the use of the Regulation of Investigatory Powers Act 2000 by the Council since the last report in 2019 and to provide an update on the training recommendations made by the Office of the Surveillance Commissioners at the last inspection.**

<b>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?</b>	<b>No</b>
<b>Key Decision - Is it in the <a href="#">Council's Forward Plan (key decisions and private reports?)</a></b>	<b>No</b>
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	<b>Yes</b>
<b>Date signed off by <a href="#">Strategic Director</a> &amp; name</b>	<b>Rachel Spencer-Henshall – 17.2.2020</b>
<b>Is it also signed off by the Service Director for Finance IT and Transactional Services?</b>	<b>Eamonn Croston – 17.2.2020</b>
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning Support?</b>	<b>Julie Muscroft – 17.2.2020</b>
<b>Cabinet member <a href="#">portfolio</a></b>	<b>Cllr Graham Turner Corporate</b>

**Electoral wards affected: All**

**Ward councillors consulted: None**

**Public or private: Public**

**Have you considered GDPR? Yes**

**1. Summary**

- 1.1 The role of Cabinet in Regulation of Investigatory Powers Act (RIPA) 2000 matters is to provide strategic oversight and to keep the Council's use of surveillance under review. This is the annual report to Cabinet on the Council's use of RIPA.

1.2 Alongside this Annual Report to Cabinet, brief quarterly RIPA reports are provided to the Corporate Governance and Audit Committee.

## **2. Information required to take a decision**

2.1 The Council is subject to the requirements of RIPA, which sets out how and when a local authority can engage in covert surveillance. RIPA regulates three types of surveillance, these being directed surveillance, the use of covert human intelligence and the obtaining of communications data. The current policy was adopted on 22<sup>nd</sup> January 2019, amending the policy adopted in 2017 to reflect the changes brought by the implementation of GDPR and the Data Protection Act 2018.

2.2 The last visit of the Office of the Surveillance Commissioners (OSC) was in 2016. The next inspection visit was due to take place over the summer of 2019 but, to date, has not taken place.

2.3 One of the recommendations made by the 2016 OSC report was for relevant staff to be identified and provided with training. As a consequence of this recommendation ACT Now, an independent training company that specialises in data law and RIPA, were engaged to provide a day's training to officers from various departments that included Information Governance and Legal Services, as well as the teams that are most likely to work with RIPA, including Licensing and Environmental Enforcement. A separate one-to-one session was also provided to the Chief Executive, in her role as authorising officer for CHIS.

2.4 The number of RIPA authorisations granted in the last 12 months is 0.

## **3. Implications for the Council**

### **3.1 Working with People**

N/A

### **3.2 Working with Partners**

West Yorkshire Police – this will most often be a formal request for access to CCTV information held by the Council and is provided on the basis of a formal written request.

West Yorkshire Trading Standards – this will usually be within the context of test purchase operations, typically involving sales of age restricted goods to minors.

### **3.3 Climate Change and Air Quality**

N/A

### **3.4 Place Based Working**

N/A

### **3.5 Improving outcomes for children**

N/A

### **3.6 Other (eg Legal/Financial or Human Resources)**



Training needs and resources. There was a cost involved with the ACT Now training day but there should be a reduced need for external training spend over the next 12 months. It can be anticipated that any top up training is likely to be provided internally where feasible. No changes to the existing legislation are currently planned, so there may be minimal training needs over the next 12 months.

#### **4. Consultees and their opinions**

4.1 The following have been consulted on the contents of this report and have approved them:

4.1.1 The Service Director – Legal, Governance and Commissioning, as Senior Responsible Officer

4.1.2 The Head of Legal Services, as RIPA Monitoring Officer

4.1.3 The Cabinet member for Corporate Services

#### **5. Next steps and timelines**

5.1 To continue review the RIPA training needs, in particular in light of any developments in the law and relevant case law. To continue to keep the Council's regulated investigatory activities under review and keep Cabinet and the Corporate Governance and Audit Committee informed of these.

5.2 To continue to raise RIPA awareness, particularly with regards to the use of social media to obtain intelligence.

5.3 To draft a social media policy for RIPA.

#### **6. Officer recommendations and reasons**

6.1 That members note the report.

6.2 That members delegate authority to the Senior Responsible Officer to finalise the RIPA social media policy.

#### **7. Cabinet portfolio holder's recommendations**

N/A

#### **8. Contact officers**

David Stickley [david.stickley@kirklees.gov.uk](mailto:david.stickley@kirklees.gov.uk)  
Senior Legal Officer 01484 221000

John Chapman [john.chapman@kirklees.gov.uk](mailto:john.chapman@kirklees.gov.uk)  
Head of Legal Services 01484 221000

9. **Background Papers and History of Decisions**

Kirklees Council RIPA Policy 2018

10. **Service Director responsible**

Julie Muscroft

Service Director – Legal, Governance and Commissioning

01484 221000

[julie.muscroft@kirklees.gov.uk](mailto:julie.muscroft@kirklees.gov.uk)

**Name of meeting:** 25<sup>th</sup> February 2020

**Date:**

**Title of report:** Early Education and Childcare Special Education Needs & Disabilities (SEND) Inclusion Funding Policy

**Purpose of report:** To approve the SEND Inclusion Funding Policy (SENDIF)

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 <a href="#">Council's Forward Plan (key decisions and private reports?)</a>	Yes 31 <sup>st</sup> October 2019
The Decision - Is it eligible for call in by Scrutiny?	YES
Date signed off by Strategic Director & name	Mel Meggs – 27 <sup>th</sup> January 2020
Is it also signed off by the Service Director - Finance, IT and Transactional Services?	Eamonn Croston 17 <sup>th</sup> February 2020
Is it also signed off by the Service Director - Legal Governance and Commissioning?	Julie Muscroft (John Chapman) 17 <sup>th</sup> February 2020
Cabinet member <a href="#">portfolio</a>	Give name of Portfolio Holder Cllr Carole Pattison – Learning and Aspiration

**Electoral wards affected:** All

**Ward councillors consulted:** N/A

**Public or private:** PUBLIC

**Has GDPR been considered?** Yes

## 1. Summary

Funding for support for children with SEND attending early years settings was one of the areas subject to a public consultation in September/October 2017 which related to changes to support and transport for disabled children, adults and older people. The consultation considered whether inclusion support for children with SEND in early years settings provided by the Access Fund should be restricted by linking it with only statutory hours for childcare. The consultation responses were overwhelmingly against this proposal with concerns cited across a number of key themes including:

- Lack of fairness and equity
- Negative impact upon child development and progress
- Reduced opportunity for children with SEND to be fully included in childcare settings, reduced access to childcare provision
- Added costs later on if not investing at the earliest stage
- Negative impact upon parent/carer ability to take up work
- Parent/carer wellbeing and financial stability as a result of decrease in hours worked or additional costs if working beyond statutory childcare hours.

Further information on the consultation findings can be found in the full consultation report [www.kirklees.gov.uk/SupportTransportDisability](http://www.kirklees.gov.uk/SupportTransportDisability).

The results of this consultation and subsequent proposals were discussed at Cabinet on January 23<sup>rd</sup>, 2018 and rather than restricting the funding to statutory hours only, the decision made was to invest in early years specialist outreach support as part of the early help offer and that work commence to determine the investment strategy for capacity building in the Access Fund.

As a consequence of the scoping exercise and subsequent funding decisions made in relation to increasing capacity within the Early Years Special Education Needs (SEN) team, the policy relating to early years SEND funding for inclusion needs to be considered.

The SENDIF Policy has been produced with statutory guidance in mind including 'Early education and childcare – statutory guidance for local authorities' (June 2018) and 'Early years entitlements; local authority funding of providers – operational guidance' (2019-20).

## 2. Information required to take a decision

### 2.1 Background

Following the decision taken by Cabinet in January 2018, additional budget requirements for the Early Years SEN team moving forwards were scoped in line with the new requirements for all local authorities to have a SEND Inclusion Fund for all 3&4 year olds with special educational needs who are accessing their free early entitlement. The free early entitlement for 3&4 year olds is 15 hours per week over 38 weeks per year with up to an additional 15 hours per week for parents/carers who are working or in training.

The SEND Inclusion Fund (**SENDIF**) is to support early years providers in meeting the needs and supporting the inclusion of individual children with SEN and/or a disability. SENDIF is for emerging and lower level needs whereas those children with complex SEND are funded through an Education, Health and Care Plan. As with other elements of early years funding, SENDIF applies to children taking up their free early entitlement in any local authority. In Kirklees, SENDIF is also available for those 2 year olds who meet certain criteria which mean they are eligible for a free early entitlement of 15 hours per week.

Given Cabinet's decision in January 2018, Kirklees Council continue to have an enhanced non-statutory offer (**SENDIF+**) for Kirklees parents/carers who are working. This reflects Kirklees Council's continued commitment to ensuring that Kirklees children have the best start in life through promoting early support and making sure that Kirklees working parents and carers of young children with SEND are not disadvantaged in relation to incurring additional costs or experiencing difficulties with locating a setting for their child. This means that SENDIF+ can be requested for 0-2s where parents/carers are working as well as 3&4 years olds where work commitment exceed the 30 hour free entitlement.

The development of the SEND Inclusion Funding Policy has been determined with reference to ensuring compliance with statutory guidance and is underpinned by the Council's commitment to early support.

The policy sets out the parameters around access to SENDIF and SENDIF+ and provides clarity to early years providers and parents/carers.

### **3. Implications for the Council**

#### **3.1 Working with People**

The policy allows parents and carers of children with SEND to access employment on the same basis as any other parent/carer. It guards against disability discrimination in that it ensures there are no barriers to children with SEND taking up their early education offer. The SEND Inclusion Funding Policy supports parents and carers in becoming financially independent and to have the same opportunities to access work which in itself, has a positive impact upon mental health and well and being.

#### **3.2 Working with Partners**

SENDIF and SENDIF+ funding enables partners delivering the free early entitlement and childcare beyond this to ensure that children with SEND are included in mainstream early years settings. This supports providers in meeting their responsibilities in relation to statutory government guidance.

#### **3.3 Place Based Working**

The SENDIF policy sets out the parameters and process within which early years settings can apply for inclusion funding for young children with SEND. This enables settings to plan provision in accordance with parent/carers needs in relation to childcare.

#### **3.4 Climate Change and Air Quality**

The policy enables support to be available within all local mainstream early years settings meaning that parent and carer can access local provision which reduces the need for any unnecessary travel.

#### **3.5 Improving outcomes for children**

Investing in early years by ensuring access to additional support to promote learning and inclusion will have clear benefits to outcomes for children promoting the best start in life.

#### **3.6 Other (e.g. Legal/Financial or Human Resources)**

The budget for SENDIF, including DSG contributions, and excluding EY SEN team staffing, over the last few years, was as follows:

	2016/17 £	2017/18 £	2018/19 £	2019/20 £
Council budget	401,200	2,850	428,700	723,700
DSG - High Needs	50,000	50,000	50,000	50,000
DSG -Early Years (3 & 4 year olds)	0	50,000	50,000	50,000
DSG - Early Years (2 year olds)	125,000	125,000	125,000	0
	<u>576,200</u>	<u>227,850</u>	<u>653,700</u>	<u>823,700</u>

Historically the council budget has been around £400k, this was taken out in 17/18 and reinstated in 18/19.

19/20 saw an increase of £295k in the council budget, this being the SENDIF's share of the overall £420k investment put in for this year for EYSEN Support.

The SENDIF fund for 2019/20 is overspent by approximately £400K. The overspend has been increasing year on year as a result of an increase in volumes of requests along with increasing levels of complexity of need along with the extension of the free early entitlement for working parents from 15 to 30 hours.

In light of the additional pressures placed on the fund as a consequence of the requirement to extend it to include support for those 3&4 year olds who are taking up their free early entitlement in school-based nurseries, this over spend is highly likely to increase over the next financial year. However, the Early Years SEN team have been recently strengthened by an increase in capacity which will extend the service offer and enable a firm focus to be placed upon upskilling the workforce across all early years providers and this, alongside the delivery of the new national training programme for Early Years SENCOs, should reduce demand on SENDIF moving forwards and mitigate the risks of costs increasing. Whilst it is difficult to predict what the increase in overspend is likely to be without knowing the impact of the increasing numbers netted off against the mitigating factors, expenditure will be monitored throughout the year and any significant increases will be highlighted.

#### 4. **Consultees and their opinions**

This Policy has been approved by Children's Services SLT.

#### 5. **Next steps**

Following approval by Cabinet the Policy will come into effect in April 2020.

#### 6. **Officer recommendations and reasons**

The SEND Inclusion Funding Policy provides an opportunity to both action the outcomes of the Access Fund element of the consultation on proposed changes to support for disabled children, adults and older people in 2017 and subsequent decision taken by Cabinet on January 23<sup>rd</sup>, 2018, to continue to provide inclusion

funding for children with SEND attending settings beyond the free statutory entitlement where parents/carers are working.

7. **Cabinet portfolio holder's recommendations**

That the Special Educational Needs and Disability Inclusion Fund (SENDIF) Policy be approved as a reflection of the Council's commitment to supporting children to have the best start in life and supporting parents and carers of children with SEND by reducing barriers to access employment.

8. **Contact officer**

Jayne Whitton - Principal Educational Psychologist

[Jayne.whitton@kirkees.gov.uk](mailto:Jayne.whitton@kirkees.gov.uk)

Tel: 01924 483744

9. **Background Papers and History of Decisions**

Kirklees Early Years Special Educational Needs & Disability Inclusion Fund (SENDIF) and Early Years SEND Childcare offer 0-4 (SENDIF+) Policy and Guidance for all Mainstream Early Years Providers (Appended)

Key Decision Notice (Appended)

SLT Children's – 17/12/19 Approved

Portfolio Holder Briefing - Approved

10. **Service Director responsible**

Jo-Anne Sanders – Service Director – Learning & Early Support

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## EIA STAGE 1 – SCREENING ASSESSMENT

### PROJECT DETAILS

<b>Name of project or policy:</b> Kirklees Early Years Special Educational Needs & Disability Inclusion Fund (SENDIF) & Early Years SEND Childcare offer 0-4 (SENDIF+)	
<b>Directorate:</b> Children and young People	<b>Senior Officer responsible for policy/service:</b>
<b>Service:</b> Learning and Early Support	<b>Lead Officer responsible for EIA:</b>
<b>Specific Service Area/Policy:</b> Education Safeguarding and Inclusion	<b>Date of EIA (Stage 1):</b> 07/02/20

#### Brief outline of proposal and the overall aims/purpose of making this change:

The DfE requires all local authorities to have a SEND Inclusion Fund to address the needs of children with SEND in early years settings. The policy sets out the conditions for receiving SENDIF and SENDIF+ funding support and provides guidance for the application process. This replaces the previous system of inclusion funding known as Access Funding.

### ASSESSMENT SUMMARY

Theme	Calculated Scores						Stage 2 Assessment Required
	Proposal	Impact	P + I	Mitigation	Evidence	M + E	
Equalities	4	3.5	7.5	0	0	0	No
Environment		4.5	4.5	0	8	8	No

### NATURE OF CHANGE

WHAT IS YOUR PROPOSAL?	Please select YES or NO
To <b>introduce</b> a service, activity or policy (i.e. <b>start</b> doing something)	NO
To <b>remove</b> a service, activity or policy (i.e. <b>stop</b> doing something)	NO
To <b>reduce</b> a service or activity (i.e. <b>do less</b> of something)	NO
To <b>increase</b> a service or activity (i.e. <b>do more</b> of something)	YES
To <b>change</b> a service, activity or policy (i.e. <b>redesign</b> it)	NO
To <b>start charging</b> for (or increase the charge for) a service or activity (i.e. ask people to <b>pay</b> for or to pay more for something)	NO

WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...	Level of Impact Please select from drop down
Kirklees <b>employees</b> within this service/directorate? (overall)	Neutral
Kirklees <b>residents</b> living in a specific ward/local area?	Very Positive
Please tell us which area/ward will be affected:	All wards
<b>Residents</b> across Kirklees? (i.e. most/all local people)	Very Positive
Existing <b>service users</b> ?	Very Positive

Each of the following groups?		Please select from drop down
(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).		
...age	What impact is there on Kirklees <b>employees</b> /internal working practices?	Positive
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Very Positive
...disability	What impact is there on Kirklees <b>employees</b> /internal working practices?	Positive
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Very Positive
...gender reassignment	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...marriage/ civil partnership	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...pregnancy & maternity	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...race	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...religion & belief	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...sex	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...sexual orientation	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...those in poverty or low-come	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Very Positive
...unpaid carers	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral

Unpaid carers

What impact is there on Kirklees residents/external service delivery?

Neutral

WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...		Level of Impact	
		Please select from drop down	
Kirklees Council's <b>internal practices</b> ?		Positive	
Lifestyles of <b>those who live and work</b> in Kirklees?		Positive	
<b>Practices of suppliers</b> to Kirklees council?		Positive	
<b>Practices of other partners</b> of Kirklees council?		Neutral	
Each of the following <b>environmental themes</b> ? (Please select from the drop down list)			
	People	Partners	Places
...clean air (including Climate Changing Gases)	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Clean and plentiful water	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
... Wildlife and habitats	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Resilience to harm from environmental hazards	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
... Sustainability and efficiency of use of resources from nature	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Beauty, heritage and engagement with the natural environment	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
... Resilience to the effects of climate change	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Production, recycling or disposal of waste	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
... Exposure to chemicals	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2

**HOW ARE YOU USING ADVICE AND EVIDENCE/INTELLIGENCE TO HELP YOU?**

Please select YES or NO

**Equality Themes**

Have you taken any <b>specialist advice</b> linked to your proposal? (Legal, HR etc)?	Yes
...employees?	Yes
Do you have any <b>evidence/intelligence</b> to support your assessment (in section 2) of the impact of your proposal on...	Yes
...Kirklees residents?	Yes
...service users?	Yes
...any protected characteristic groups?	Yes
Please list your <b>equalities</b> evidence/intelligence here [you can include hyperlinks to files/research/websites]: www.kirklees.gov.uk/SupportTransportDisability	

	Please select from drop down
To what extent do you feel you are able to mitigate any potential negative impact of your proposal outlined on the different groups of people?	FULLY
To what extent do you feel you have considered your Public Sector Equality Duty?	FULLY

**Environmental Themes**

Have you taken any <b>specialist advice</b> linked to your proposal?	Yes
...Kirklees Council practices?	No
Do you have any <b>evidence/intelligence</b> to support your assessment (in section 2) of the impact of your proposal on...	No
...resident and worker lifestyles?	No
...Practices of Supplier to Kirklees Council?	No
...Practices of other Kirklees Council partners?	No
Please list your environmental evidence/intelligence here [you can include hyperlinks to files/research/websites]: Due to the nature of this proposal there are no know environmental impact.	

	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 environmtenal issues identified?	

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**Name of meeting: Cabinet**

**Date: 25<sup>th</sup> February 2020**

**Title of report: Kirklees Youth Alliance Holiday Programme**

**Purpose of report:**

To inform Cabinet about the work and impact of the 2019 Council funded Kirklees Youth Alliance Healthy Holidays programme, including consideration of officer proposals for future Programme support.

<b>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?</b>	<b>Yes – affects all wards.</b>
<b>Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u></b>	<b>Key Decision Yes</b> <b>Is it in the Forward Plan? Yes 23<sup>rd</sup> January 2020</b>
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	<b>Yes</b>
<b>Date signed off by <u>Strategic Director</u> &amp; name</b>	Mel Meggs – 27 <sup>th</sup> January 2020
<b>Is it also signed off by the Service Director for Finance IT and Transactional Services?</b>	Eamonn Croston 17 <sup>th</sup> February 2020
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning Support?</b>	Julie Muscroft (John Chapman) 17 <sup>th</sup> February 2020
<b>Cabinet member <a href="#">portfolio</a></b>	<b>Give name of Portfolio Holder/s</b> Cllr Viv Kendrick Cllr Carole Pattison

**Electoral wards affected: All**

**Ward councillors consulted: N/A**

**Public or private: Public**

**Has GDPR been considered?** There is no personal data contained in this report.

## 1. Summary

- 1.1 In Summer 2019, Kirklees Youth Alliance (KYA) co-ordinated the delivery of a school holiday activity programme. The programme aimed to engage children in informal learning in the 6 weeks holiday period by providing fun enrichment programmes, varied physical activities and healthy food. It was council funded, with a budget of £225k. 700 sessions were delivered by 45 community organisations, with over 11,000 attendances. The programme targeted communities with higher levels of deprivation, and was designed to support good outcomes for children, especially those who are less likely to have the same opportunities and benefits from enrichment programmes because of their cost. Feedback on the programme from children, families and community groups has been very positive.

This report proposes that cabinet approves a proposal to agree recurring funding for the programme at the same level for future years.

## 2. Information required to take a decision

- 2.1 Council approved £100k revenue rollover on 17 July 2019 to fund a 2019 Summer Holiday activity programme to keep children engaged in fun informal learning activities, provide space for physical activities and exercise, have healthy food outside of term time free school meals.

School holidays can present additional financial hardship for many households due to reductions in income, increased childcare costs, additional food bills and extra spending on recreational activities to keep children occupied. There is evidence that for families living in deprived areas, children's learning may stall, and they may fall behind on return to school. The January 2019 school census identified that 13,591 children are eligible for free school meals – 20.7% of the pupil population. Kirklees has the highest percentage of free school meals children in West Yorkshire and the second highest in the Yorkshire and Humber region.

- 2.2 Kirklees Youth Alliance led and coordinated the programme. KYA is a not-for-profit network of 130+ community youth organisations. These organisations provide positive activities for children and young people in communities across Kirklees. They are run by a mix of trained youth workers and sports coaches as well as dedicated, passionate volunteers. The council provides funding for KYA infrastructure support (£45k per annum 2018 – 2021).
- 2.3 The first Healthy Holidays Programme in summer 2019 targeted areas of significant child poverty in Kirklees. The 2019 KYA Holiday Programme delivered:
- 46 clubs, delivered by 45 community organisations, in 60 different community venues
  - 2711 children were registered on the app developed by KYA
  - There were 11,000+ attendances with 12,379 meals served
  - 2065 hours were contributed by volunteers
  - 36.6% of the children were eligible for free school meals
  - 24% of the children were Asian; 5% dual heritage; 3% Black & 68% white.
  - 6.8% of the children were known to have special educational needs or disability.
  - 95% of parents and carers rated the clubs 4 or 5 stars out of 5.



2.4 Between the award of funding on 30<sup>th</sup> April 2019 and the start of the Summer holiday, KYA offered and delivered training for community organisations and volunteers to deliver the programme. They conducted in-depth checks and offered support to enable organisations to deliver safe and legal provision. The community organisations and Community Hub Coordinators identified those families likely to benefit most from the provision and encouraged them to participate.

Every club was asked to run for a minimum of 4 hours a day, 4 days a week, for 4 weeks of the school holiday. Clubs provided a healthy meal for each child, enrichment activities and at least an hour a day of physical activity.

The full Evaluation Report is appended. It identifies the following outcomes:

- Reduced holiday hunger
- Increased levels of physical activity
- Children enjoying and achieving in their holiday
- Increased knowledge and skills around food
- New friendships and reduced isolation
- Reduced parental stress
- Reduced anti-social behaviour
- Increased capacity in the voluntary and community youth sector.

2.5 The programme also faced some challenges. These included the short period of time available to develop the programme, train community organisations and volunteers, secure venues, liaise with professionals and volunteers to advertise, market and recruit targeted participants. An app was developed to support marketing and enable parents to register children, which had some success in attracting participation but also caused some issues, including bookings not translating into attendance, and not being able to control targeted recruitment as closely to encourage even wider take up by the families in greatest need. Programme monitoring was not consistent across the participating community organisations, suggesting a need for additional training and new processes in the future.

2.6 The success of the programme, including feedback from children, parents & carers and through the community hubs suggest that families and professionals welcomed its availability and its impact. More children had access to good food, physical activity and informal learning opportunities in a safe and fun environment. They were able to return to a new school year ready to learn and engage.

2.7 A £225k annual commitment from the council would enable KYA to take a longer-term approach, recruit and train new partners to deliver the programme in community settings and increase the effectiveness of targeting priority participants and under-represented children. A longer-term approach would enable efficiencies and cost reductions, such as for food supplies. As a result, KYA would extend the provision to include the Easter and half term holidays.

2.8 The programme makes an important contribution to providing community-based support for families and to support positive learning & health outcomes for children. It is also a key strand of work to help deliver the Community Based Youth Work Offer work stream of the Youth Development Programme Board, and the new Youth Work Offer priority of the children and Young People's Plan.

### 3. Implications for the Council

- **Working with People**

The programme is third sector led and engages children and families, workers and volunteers in community settings. It addresses the needs and wants of children and families – positive activities in holiday times, access to good food when free school meals are not available. The third sector organisations involved in managing and delivering the programme value and deliver co-production and inclusion in the design and delivery of the work. The evaluation of the 2019 programme highlighted the positive connections and relationships that are fostered between families and community organisations.

- **Working with Partners**

130 community organisations are members of Kirklees Youth Alliance. 45 of them participated in delivering the 2019 programme - a huge resource of skills, knowledge, assets and commitment. KYA is a key partner organisation to deliver community-based play work, youth work and informal learning. This programme relies on good partnership working and helps to foster its development through providing opportunities for training, shared planning and delivery, and making stronger the connections between local people, community organisations and the services delivering in Community Hubs and locality settings.

- **Place Based Working**

Every ward had some provision in 2019, and the most deprived wards had the highest levels. A differentiated approach is taken, reflecting the diverse needs of areas, the focus of the community groups in each patch, and the knowledge and understanding of local populations that informed the programme planning. The holiday programme enables positive use of community resources. This use of local insight and intelligence will be applied in the planning and design of future programmes.

- **Climate Change and Air Quality**

The provision of community based activities in each ward enables children and young people to travel locally and actively, so reducing the use of and potential exposure to more polluting forms of travel. Young people are at the forefront of climate change activism, and as programmes are young person-centred, there is a strong incentive to address climate issues as part of the programme's planning, delivery and in the offer of specific activities.

- **Improving outcomes for children**

The underpinning motivation to develop a holiday programme is to improve children's outcomes, especially for those children who are less likely than their peers to thrive. This proposal supports key strategic drivers. It promotes physical activity and keeps children engaged in learning over the school holidays and reduces hunger so that they return to school ready to learn. The programme helps to keep children safe, by providing somewhere to go, with positive adult support and supervision, and a potential alternative from more risky circumstances.

- **Other (eg Legal/Financial or Human Resources)**

The Council's ongoing commitment to support the work of KYA and community organisations with the School Holiday Programme, estimated to be £225k per annum, will be contained within existing service budget provision through the Stronger Families Programme. KYA will become the operator of a grant programme

to the community organisations delivering holiday activity, applying appropriate safeguards and standards.

#### **4. Consultees and their opinions**

Portfolio Holders for Children and Learning, Aspiration & Communities have been consulted and endorse this proposal.

The programme evaluation has been reviewed at the Children's Integrated Commissioning Group and shared at the recent Youth Summit. It was recognised for its positive impact on children and families and as a valuable community resource.

#### **5. Next steps and timelines**

If approved, Kirklees Youth Alliance will undertake the work to develop a holiday programme across Kirklees from April 2020 onwards. A programme will be available in the Summer and Easter holidays, and every half term holiday.

#### **6. Officer recommendations and reasons**

- i) That Cabinet notes the work and impact of the 2019 Kirklees Youth Alliance Healthy Holidays Programme as set out in this report, including the Council's financial support, and
- ii) That Cabinet endorses the officer recommendation to work with KYA with ongoing support to enable the continued development of the Programme, which actively supports positive outcomes for children especially those living in our more deprived communities. It provides community-based support to children and families when school-based support is often unavailable, contributing to early help and prevention of issues escalating unnecessarily.
- iii) That Cabinet approves the proposal to offer a grant to KYA to operate the scheme in line with a process to be agreed with the Service Director for Resources, Improvement and Partnerships under Financial Procedure Rules regulation 20.8a. The intention is to replicate the work in future years, subject to positive evaluation and budget availability

#### **7. Cabinet Portfolio Holder's recommendations**

Councillors Viv Kendrick & Carole Pattison support the proposal. Both have contributed to the content of the report.

#### **8. Contact officers**

Tom Brailsford, Service Director Resources, Improvement & Partnerships, Children's Services. [Tom.brailsford@kirklees.gov.uk](mailto:Tom.brailsford@kirklees.gov.uk) tel:07711 015748

Mary White, Commissioning & Partnerships Manager, Resources, Improvement & Partnerships, Children's Services. [Mary.white@kirklees.gov.uk](mailto:Mary.white@kirklees.gov.uk) tel:07976497683

Susan Greenwood, Development Manager, Kirklees Youth Alliance  
[kya@tslkirklees.org.uk](mailto:kya@tslkirklees.org.uk) tel: 07776588696

**9. Background Papers and History of Decisions**

Healthy Holidays Programme Evaluation Report 2019 <https://tslkirklees.org.uk/wp-content/uploads/2019/11/KYA-HH-Report-low-res.pdf>

**10. Service Director responsible**

Tom Brailsford, Service Director Resources, Improvement & Partnerships, Children's Services. [Tom.brailsford@kirklees.gov.uk](mailto:Tom.brailsford@kirklees.gov.uk) tel:07711 015748

# HEALTHY HOLIDAYS PROGRAMME

EVALUATION REPORT 2019

KYA'S  
**SCHOOL'S OUT!**



**BOOOM!**



**WHAT!**

**POW!**





## HEALTHY HOLIDAYS BACKGROUND

Kirklees Youth Alliance (KYA) is a not-for-profit network of 100+ community youth organisations. These organisations provide positive activities for children and young people in communities across Kirklees. They are run by a mix of trained youth workers and sports coaches as well as dedicated, passionate volunteers.

KYA has a Development Manager whose aim is to *enable* the network e.g. through organising training, facilitating networking opportunities, developing and co-ordinating programmes delivered by the network etc. The Development Manager is supported by final year students from the University of Huddersfield's Youth and Community Work degree course.

Over the last few years, "holiday hunger" has become a huge concern. According to the Government's 2017 APPG "Hungry Holidays" report, research has shown that in long holiday breaks as well as going hungry, some children's learning and behaviour also go backwards.

Kirklees has over 12000 children and young people eligible for free school meals (FSM); the highest percentage in West Yorkshire and the second highest in the Yorkshire and Humber region, according to DfE figures (December 2018). FSM is one of the key indicators of child poverty in an area, with the impact acutely felt in the 6 weeks' holiday.

In its April 2019 report, the national Child Poverty Action Group highlighted the plight of 3 million children now living in working households in poverty after housing costs have been paid. The school holidays present additional financial hardship for many

households due to a reduction of income, increased childcare costs, increased food bills and spending on recreational activities to keep children occupied.

In Summer 2018 the Government gave £50k to national charity Streetgames to co-ordinate summer provision in Kirklees that addressed holiday hunger. This programme was part of Streetgames national programme, "Fit and Fed".

In December 2018, as part of its ongoing trial of different approaches to holiday hunger, the Government announced a £9M Holiday Activities and Food Fund. KYA and the Council submitted a joint bid however they were not one of the 9 organisations selected. The Executive Team at Kirklees Council was nevertheless impressed by the bid and on 30 April £225k was committed to the Healthy Holidays Programme

KYA'S  
**SCHOOL'S OUT!**

**FREE, FUN SUMMER CLUBS**  
FOR CHILDREN AND YOUNG PEOPLE HAPPENING NEAR YOU

REGISTER AND BOOK PLACES NOW ON OUR **SCHOOL'S OUT** APP  
[HTTPS://IKYASCHOOLSOUT.ORG.UK/](https://ikyaschoolsout.org.uk/)

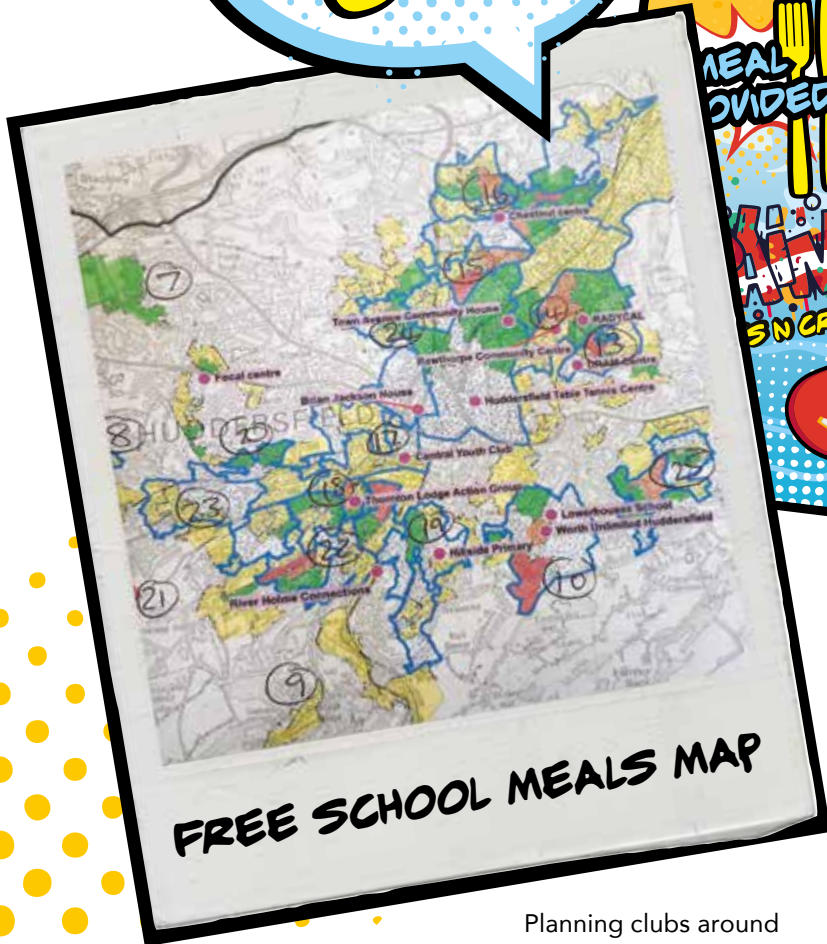
**22 JULY TO 30 AUGUST 2019**

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FULL PROGRAMMES AT:  
<https://thirdsectorleaderskirklees.org/resources-links/>

**KIRKLEES YOUTH ALLIANCE**  
@KirkleesYouth

KYA  
Kirklees Youth Alliance  
Supported by  
Kirklees COUNCIL



Planning clubs around high concentrations of FSM eligibility

**EXAMPLE CLUB: STAINCLIFFE**

"Mount Cricket Club is proud to have held its first Healthy Holidays summer camp in partnership with Kirklees Youth Alliance. This is the first time we have delivered a comprehensive summer camp package focussing on educational, social as well as physical sporting activities with healthy hot lunches" Mount Cricket Club had an average of 28 children at each of their sessions in Batley.

## PREPARING FOR TAKE OFF!



KYA ran 5 different training courses between the end of June - mid July to support the Healthy Holidays Programme. A total of 42 individuals attended from 13 different community organisations. Courses were held in different community venues across Kirklees.

As well as offering training, the central KYA support team, completed in-depth checks to make sure organisations were going to be running safe and legal provision. Organisations had to provide insurance certificates, risk assessments, safeguarding policies and proof of DBS checks

<b>Course Training</b>	<b>Provider</b>	<b>No of attendees</b>	<b>Organisations represented</b>
Paediatric First Aid	Denby Dale Training Centre	12	Shape Lindley Happy Hour Yorkshire Café 100 Kumon Y'all Conscious Youth
Food hygiene level 2	Denby Dale Training Centre	12	Shape Lindley Ultimate Sports Happy Hour Yorkshire Chickenley Community Centre Conscious Youth Spark Skills
FINE Briefings (Food Initiatives Nutrition Education) X2	KC Public Health Team	7	Ready Steady Active Positive Stepz Romans Community Organisation Spark Skills
Managing Risks	Ladbroke Insurance	8	Ready Steady Active Happy Hour Yorkshire Positive Stepz Shape Lindley Grow to School
KSCB Basic Awareness of Child Abuse and Neglect	Kirklees Youth Alliance	3	Keep It Real Romans Community Organisation



## AND WE'RE OFF!

KYA delivered 46 clubs (see appendix 1) for school age children across Kirklees which took place in 60 different community venues. Clubs were run by 45 different community organisations and a total of 747 sessions were planned.

The clubs were divided into 12 geographical "clusters" with each benefiting from a local co-ordinator; in the main these were the new Kirklees Community Hub Co-ordinators however there was also input from a Community Plus Co-ordinator, an Area and Neighbourhood Co-ordinator and a community leader from Ashbrow Partnering Together.

The specification for the clubs was based on the DfE's so-called "4 x 4 x 4" model which is 4 hours a day for 4 days a week for 4 weeks of the 6 weeks' holiday. Clubs had to provide a healthy meal for each child as well as physical activity and enrichment. There were 3 age categories of clubs: 13-18 years, 8-12 years and 5-7s with adult supervision (i.e. family activity).

KYA contributed £5k towards the "WACKY" programme of activities for SEND children in north Kirklees; one of the 46 clubs above was for SEND children in south Kirklees.

The Programme also funded The Welcome Centre to provide food packs to families through a partnership with schools in Huddersfield.

"My kids had a great time and enjoyed the balance of exercise and time out to play table tennis. The encouraging talk at the end of the session to focus on staying away from danger was well received. They're both looking forward to attending next week. Thanks for organising a great event."

*Mother of Rayhan and Raece who attended the Milnsbridge club run by RABC*

### EXAMPLE CLUB: THORNTON LODGE

**64** hours of provision, supported **43** families, fun filled activities for **62** children, **460** meals served, recruited **8** volunteers, **2** staff trained in food hygiene.

*"Our centre became a lively hub for the young people in the community" Ibrar Hussain, Thornton Lodge Action Group*

In order to manage registrations and bookings, KYA commissioned young Huddersfield company, Torchbearer Interactive, to develop an app for the programme. The app meant that families, carers or professionals could register children electronically for their local cluster of clubs and then book them onto specific sessions. Paper versions of the registration forms were also provided to club leaders for those families who could not use the app. KYA produced a poster for each cluster of clubs. Each poster was distributed by the cluster co-ordinator to promote the sessions. Some clubs however trialed a targeted approach e.g. High Bank J,I & N School, Birkby I & N School and LS2Y Nursery; places were not advertised and professionals worked together to identify children who would benefit most.



## WHAT DIFFERENCE DID WE MAKE?

In the Healthy Holidays Proposal Paper, KYA outlined various outcomes that were planned for the programme. There is evidence that all these outcomes were met:

### Proposed Outcomes Did we achieve? Some examples of evidence

<b>1</b> Reduced holiday hunger	Yes	<ul style="list-style-type: none"> <li>Nearly 12,400 meals were served during the programme.</li> <li>The Welcome Centre provided 169 food packs for 132 children from 55 different families.</li> <li>147 families whose children attended the clubs indicated that their child would miss meals in the 6 weeks' holidays.</li> </ul>
<b>2</b> Increased levels of physical activity	Yes	<ul style="list-style-type: none"> <li>700 delivered sessions included physical activity.</li> <li>Parents told us that their 3rd top reason for booking their children onto a summer club was to ensure they got enough exercise.</li> </ul>
<b>3</b> Children enjoy & achieve in their summer holiday	Yes	<ul style="list-style-type: none"> <li>95% of families whose children attended the clubs rated them 4 or 5 stars (out of 5).</li> <li>700 delivered sessions included an enrichment activity e.g. arts &amp; crafts, nutritional education, trips out.</li> <li>Parents told us that their top reason for booking their children onto a summer club was to ensure they took part in positive activities "away from screens".</li> </ul>
<b>4</b> Increased skills and knowledge around food	Yes	<ul style="list-style-type: none"> <li>Nutritional education was part of the Healthy Holiday club specification so clubs had to deliver this as part of their sessions.</li> <li>Children tried new foods in many clubs.</li> </ul>
<b>5</b> Make new friends/reduced isolation	Yes	<ul style="list-style-type: none"> <li>Parents told us that their 2nd top reason for booking their children onto a summer club was to ensure they socialised, made new friends and avoided loneliness.</li> <li>A vast amount of anecdotal evidence about children making new friends and mixing with children from different schools.</li> </ul>
<b>6</b> Less parental stress	Yes	<ul style="list-style-type: none"> <li>Parents told us that their 4th top reason for booking their children onto a summer club was around alleviating pressures on family finances (multiple references to childcare costs &amp; increased food bills).</li> <li>A vast amount of anecdotal evidence about how the clubs helped families cope with a variety of mental health issues.</li> </ul>
<b>7</b> Less Youth ASB	Yes	<ul style="list-style-type: none"> <li>Parents told us that their 5th top reason for booking their children onto a summer club was around reducing the likelihood of them getting into unsafe or risky situations.</li> </ul>
<b>8</b> Increased capacity in VCS youth sector	Yes	<ul style="list-style-type: none"> <li>45 different community youth organisations delivered the 46 clubs.</li> <li>Around 4000 hours were contributed by volunteers at the clubs.</li> <li>42 individuals from 13 different community organisations gained new skills by attending courses in the training programme.</li> <li>Organisations reported gaining new volunteers.</li> <li>Organisations also reported improved relationships with community venues and facilities.</li> </ul>

**EXAMPLE CLUB:  
DEIGHTON**

Email from Claire McGlynn, LS2Y nursery, two weeks into the programme: "It's been an amazing couple of weeks and wanted to send you a few of the positive things that have come out from it so far:

- over 50 children are registered on our scheme
- strong working together with the community plus, family support team school hubs and staff working within the schools and other groups
- children building confidence
- children trying foods they have never tried before
- children have learnt about different cultures and have been excited by this
- children making new friendships with children from other schools
- children accessing the library every day, every child on our scheme is now a member
- hard to reach families accessing the club with help from the family support team
- our wrap over model working well for parents who were not able to drop and pick up at the four-hour slots due to having to work
- wonderful feedback from children - they can't wait to return
- good feedback from parents and carers"

**EXAMPLE CLUSTER:  
COLNE VALLEY**

Colne Valley High School's Safeguarding Officer wrote to Children Services directly attributing good news from the first weeks of the new 2019/20 term to the Healthy Holidays programme and the input of the new Community Hub Co-ordinator:

- Attendance has increased, particularly with some students that were being monitored last term
- Significant reduction in Social Care referrals (4 in September 2018, 0 in September 2019)
- Significant reduction in local police incidents/ASB involving students and families.

"Statistically, the figures below show the impact I feel the Community Hub Coordinator and projects provided has had on the families locally..."

"IT WAS REALLY FUN AND I REALLY HOPE YOU WILL DO IT AGAIN" FROM CORY AGE 11.

September 2018		September 2019	
Monitored students	89	Monitored Students	60
S C Referrals	4	S C Referrals	0
BASE Referrals	8	BASE Referrals	0
Open Cases	14	Open Cases	8
TAF Plans	12	TAF Plans	6

## WHAT DID WE DO WELL?

**1** KYA co-ordinated a programme of good quality provision. In the parent/carer post-programme survey 95% rated the clubs either 4 or 5 stars (out of 5); 74% rated provision 5 stars, 21% rated it 4 stars, 2% 3 stars, 1% 2 stars and 2% 1 star.

**2** Participation in the Healthy Holidays programme has led to inward investment for some organisations e.g. Thornton Lodge Action Group has received £24k from Children in Need for holiday provision for 7 weeks of the year for the next 3 years.

**3** Many organisations who have taken part in the programme report increased participation in their mainstream activities.

**4** Digital registration and booking system, while experiencing significant teething problems, was praised by the majority of parents/carers and club leaders. 1893 parents/carers registered 2711 children (Appendix 2) and a total of 8062 bookings were made.

**5** Community organisations reported improved relationships with a number of key stakeholders through participation in the programme:

*Percentage of participating organisations reporting improved relationships with the following:*

Kirklees Youth Alliance	79%
Local families	61%
Kirklees Community Hub Co-ordinators	43%
Local schools	32%
Local community venue or facility	29%
Other local partners e.g. Police, Fire Service	21%
Community Plus teams	14%
Other KYA organisations	10%

**6** KYA's branding of the Healthy Holidays Programme is recognisable and popular; it appeals to both adults and children.

### EXAMPLE CLUB: NETHERTON

"Hi KYA. This is my feedback for the Netherton Community Centre. My 3 children Sophie 11, Ashton 5, and Lilly May 7, loved coming to group. There were different activities on each day. They got given a proper dinner. I can't thank the team enough for keeping my kids entertained for a few hours a day. I suffer from anxiety and depression and this means sometimes my kids miss out so the group has helped us all. Thank you from me and the kids, we hope you're able to do it again next holidays".

"Thank you for providing such a wonderful and nurturing environment throughout meticulously planned sessions for my SEN child who would normally struggle to engage in such social activities. What you guys provide is second to none"

*Laura Futers, mum of Luke Berry, 13, who attended the Café 100 club in Holmfirth.*



# OUR BIGGEST CHALLENGES

## 1 Timescales

Commitment to fund the programme was received on 30 April which gave a lead time of 11 weeks. The biggest challenge with this timescale was ensuring the new app was fit-for-purpose; there was insufficient time to trial it properly, so this meant there were lots of issues when it went live.

The timescale also meant there was a tight turnaround for publicity materials and not enough time to promote the clubs as effectively as we would have liked; Hub Co-ordinators had two weeks to share posters and flyers with schools. We were also unable to target places as effectively as we had wanted with partner agencies.

## 2 Reaching the children in most need

Clubs were purposely located in communities with multiple indicators of deprivation as well as high concentrations of FSM eligibility and families were only allowed to book onto sessions in their local cluster on the app; this was difficult to enforce with paper registrations without creating a stigma around the clubs.

## 3 Monitoring

Attendance registers for 18% of the 700 sessions that took place were not returned by providers raising two concerns; firstly, we are unable to report on exact numbers of attendances for the programme and secondly, if the registers were not completed, these clubs were potentially not following fire safety procedures.

50% of providers didn't return monitoring information around volunteer hours donated to the programme.

## 4 Attendance

Only 62% of bookings on the app translated to an actual attendance. (Appendix 3)

There was also an issue with under 8s being booked onto 8+ sessions.

"IT DID SO MANY ACTIVITIES THAT MY KID SIMPLY WOULDN'T DO OTHERWISE"





# 2020 AND BEYOND!

## 1 Bigger, Better Partnership

2020 will see a wider partnership, including other key third sector organisations e.g. KNH, Huddersfield Town Foundation, Yorkshire Children Centre, delivering one, integrated "Healthy Holiday Programme". We will look to get food partners on board. The programme will be supported by lots of Council teams e.g. Kirklees Community Hub Co-ordinators, Early Support, Community Safety and the detached youth work team as well as third sector initiatives like Good Gym.

## 2 Improved core support

Providers will be paid in two instalments: upfront for planning and the first third of delivery and then a second payment on receipt of monitoring information.

There will be a more flexible specification, more training and a comprehensive funding application pack will outline exactly what is expected and when.

Support with volunteer recruitment and training will also be provided.

## 3 School's Out! App (Version 2)

Next year parents, carers and professionals will register children and young people, make bookings and cancel sessions easily. We will also ensure that club leaders can access information more easily and produce and return attendance lists without fuss.

## 4 Targeted approach

Following the examples of High Bank J,I & N, Birkby I & N and Hillside Primary Schools we will work with more schools to deliver targeted provision (as well as having higher attendance levels these clubs worked with more children with SEND, FSM eligibility and high end social care involvement).

## 5 Inclusion

KYA is committed to enabling organisations to work in a more confident way with more SEND children.

We would also like to create an offer specifically for young people aged 14+ and deliver more family sessions to include school children aged under 8.



## 6 The Future

This year we enjoyed linking in with Public Health's Change 4 Life Programme. In 2022 we will link provision to the second Kirklees Children's Bienalle and in 2023 to the Kirklees Year of Music. We are open to any partnerships that will benefit children and families in Kirklees!

***"What an amazing scheme! My daughter and foster child had an amazing time and are so looking forward to the next one".***

Faye, 9, and Tia, 8, both went to the Chickenley Community Centre club.

## BUDGET SUMMARY 2019/20

### Money In

Carried fwd Fit & Fed monies	£2407
KC funding	£225,000
Total Programme Fund	£227,407

### Money Out

Club Delivery (45 organisations)	£190,689
Training	£1421
IT	£8231
Project Support Salary	£6693
Expenses (mileage)	£137
Marketing	£4247
Total spent in 6 weeks' holiday	£211418
Surplus for Oct half term & development for 2020	£15,989



# APPENDIX I

## Cluster 1 Colne Valley

Club 1-2	Marsden, Slaithwaite	Grow to School Globe Arts Project Sport Face Forward Donna School of Dance Experience Community
Clubs 3-5	Linthwaite & Cowlersley, Golcar, Milnsbridge	Ruddi's Retreat Rawthorpe Amateur Boxing Club Fair n Funky Sport Works Ultimate Sports

## Cluster 2 Holme Valley

Club 6	Netherton/Berry Brow	Netherton Community Centre CIC
Club 7	Holmfirth	Café 100
Club 8	Holmfirth - Wooldale	Happy Hour Yorkshire
Club 9	Honley	Netherton Community Centre CIC

## Cluster 3 Flockton, Lepton & Dearne Valley

Club 10	Flockton (incl. Emley)	Happy Hour Yorkshire
Club 11	Skelmanthorpe (incl. Scissett)	Grow to School
Club 12	Grange moor/Lepton/Kirkheaton	Happy Hour Yorkshire

## Cluster 4 Springwood, Marsh, Lindley

Club 13	Birchcliffe/Lindley/Salendine Nook	Shape Lindley
Club 14	Oakes/Marsh/Paddock	Niko's Martial Arts Academy
Club 15	Springwood	Central Youth Club
Club 16	Additional needs	Central Stars

## Cluster 5 Newsome, Thornton Lodge, Crosland Moor

Club 17	Crosland Moor (Walpole)	Netherton Community Centre CIC
Club 18	Thornton Lodge/Lockwood	Thornton Lodge Action Group
Club 19	Newsome	Ultimate Sports
Club 20	Lowerhouses	Worth Unlimited
Club 21	Hillside	Castle Community Hub

## Cluster 6 Dalton & Almondbury

Club 22	Almondbury	Kirklees Library Service Gladiators Boxing Deighton Table Tennis Club
Club 23	Dalton, Moldgreen	Keep it Real Youth Group
Club 24	Rawthorpe and Leeds Road estates	RADYCAL



**Cluster 7 Ashbrow**

Club 25	Birkby	Birkby Infant & Nursery School
Club 26	Sheepridge	Conscious Youth
Club 27	Deighton	LS2Y
Club 28	Bradley	Positive Stepz

**Cluster 8 Dewsbury East**

Club 29	Chickenley	Chickenley Community Centre
Club 30	Eastborough	Happy Hour Yorkshire

**Cluster 9 Dewsbury South and West**

Club 31	Saville Town	Kumon Y'all
Club 32	Thornhill	Trillz Youth Group
Club 33	Pilgrim/Scout Hill	Roman's Community Group
Club 34	Schools Estate/Moorcroft	Bramwell Sports Development

**Cluster 10 Mirfield & Ravensthorpe**

Club 35	Ravensthorpe	Ready Steady Active Timestep Community Dance
Club 36	Mirfield (London Park) Mirfield general	Gilder Hall Youth Foundation Maina Poppa (Artist)

**Cluster 11 Batley & Birstall**

Club 37	Batley Carr Batley Central	Spark Skills Kirklees Library Service
Club 38	Batley Central	Mount Cricket Club
Club 39	Healey/Staincliffe	Avolve Wellbeing
Club 40	Carlinghow/Wilton	Ultimate Sport
Club 41	Birstall/Fieldhead	Training Cave Boxing Club

**Cluster 12 Spen Valley**

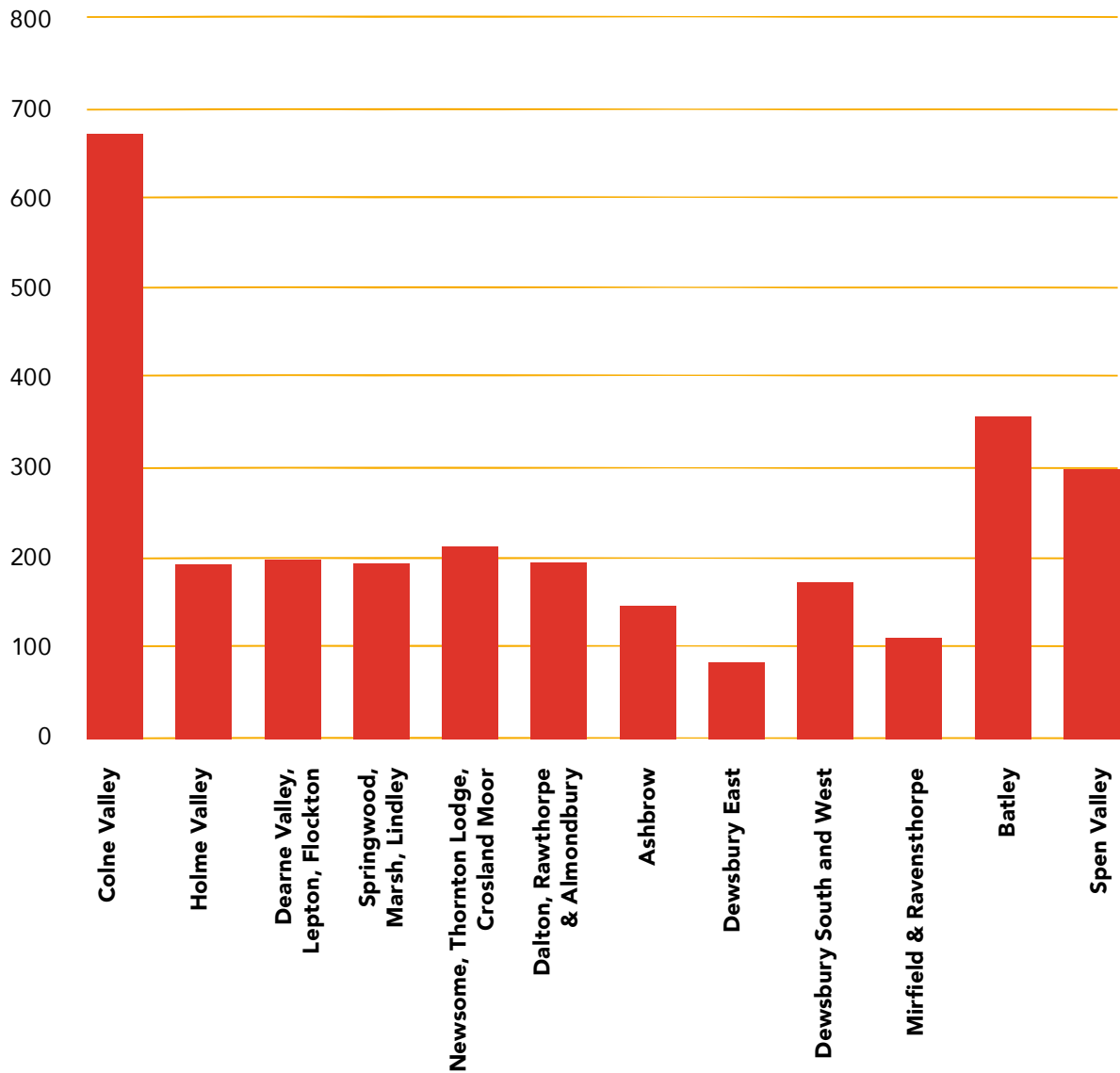
Club 42	Heckmondwike	Legacy Sport
Club 43	Heckmondwike (older kids)	Timestep Community Dance
Club 44	Windy Bank/Hightown	Legacy Sport
Club 45	Scholes	Pro Vision sports
Club 46	Cleckheaton	Pro Vision sports

**Miscellaneous Healthy Holidays Provision**

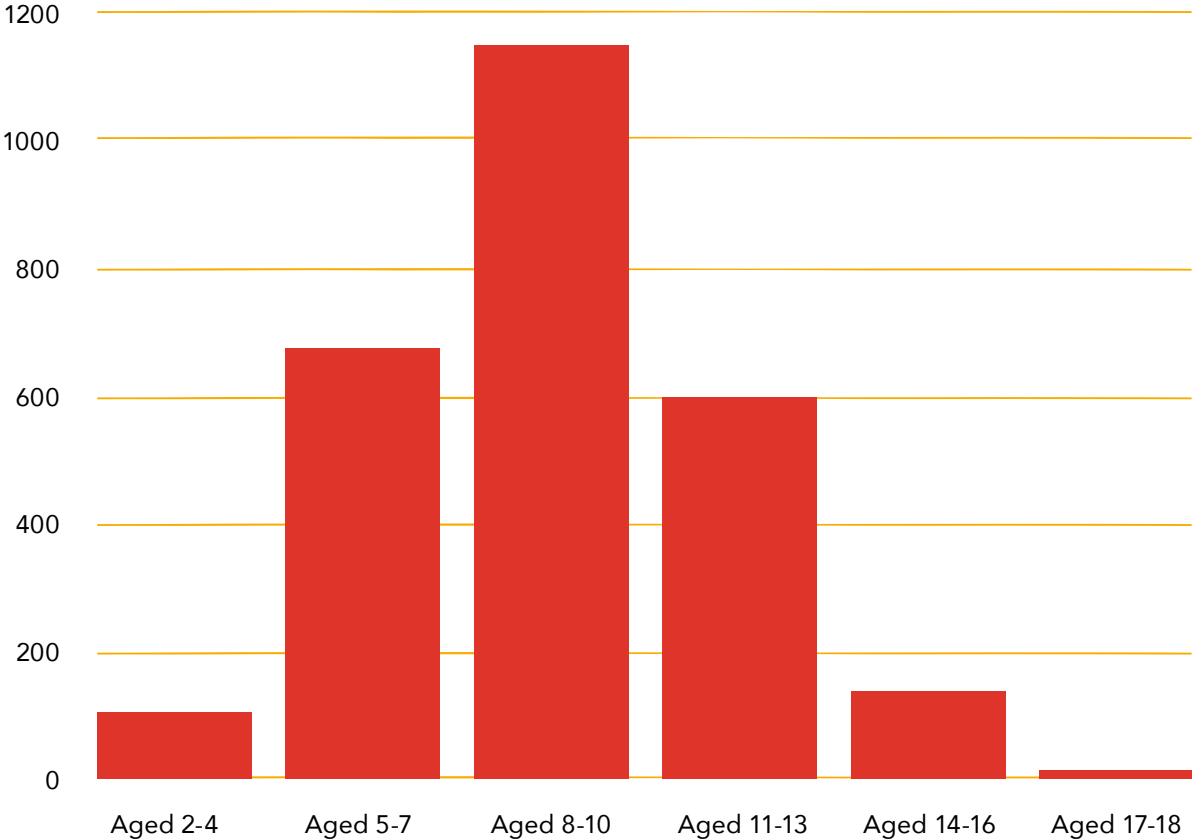
Misc	The Welcome Centre	Food packs
Misc	WACKY, Little Deer Wood, Mirfield	Young people with additional needs

# APPENDIX 2

NUMBER OF APP REGISTRATIONS PER CLUSTER



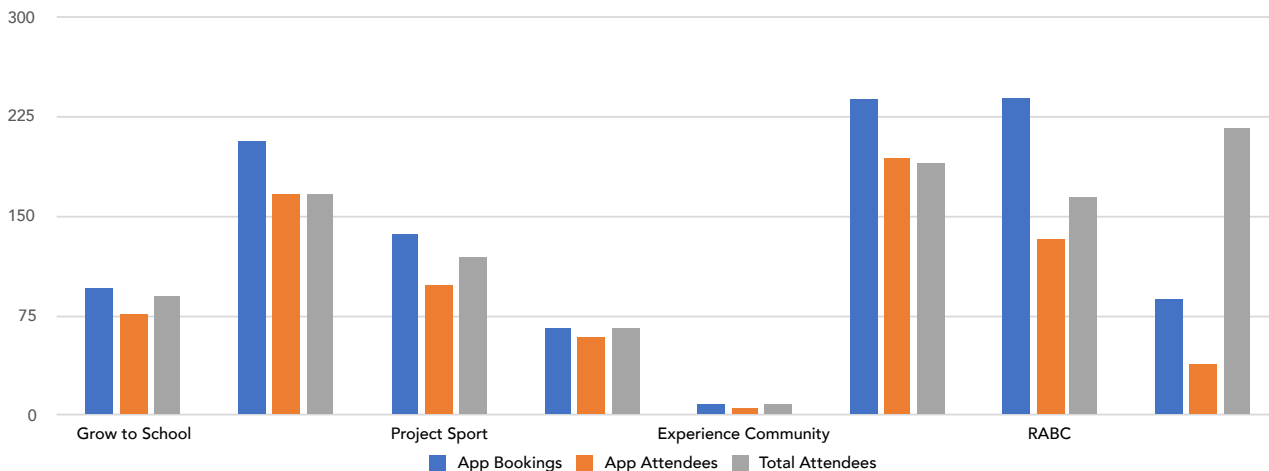
**NUMBER OF CHILDREN REGISTERED BY AGE**



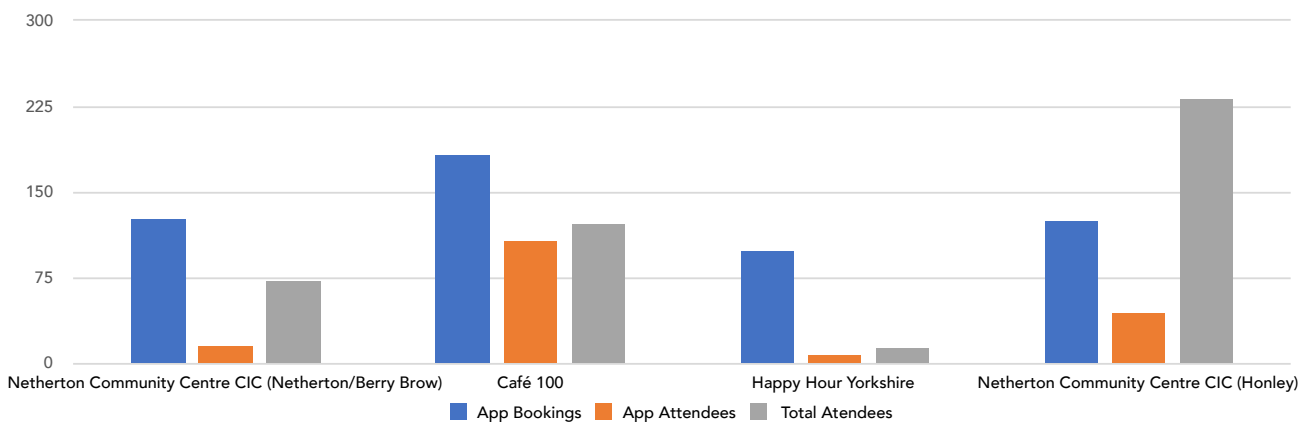
# APPENDIX 3

The following shows the reported attendance figures at each club and reflects the fact that 119 attendance sheets were not returned by providers (18% of sessions).

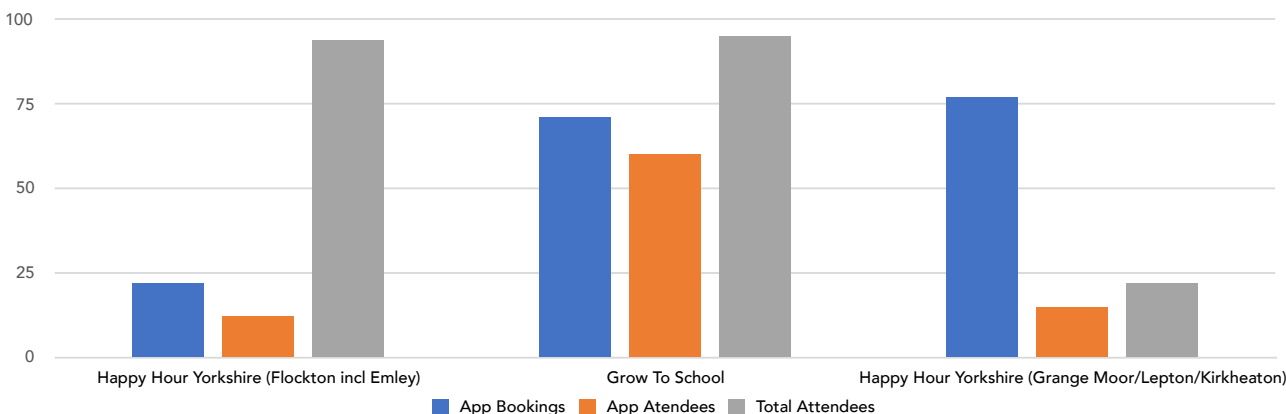
Attendance Per Cluster - Cluster 1 Colne Valley



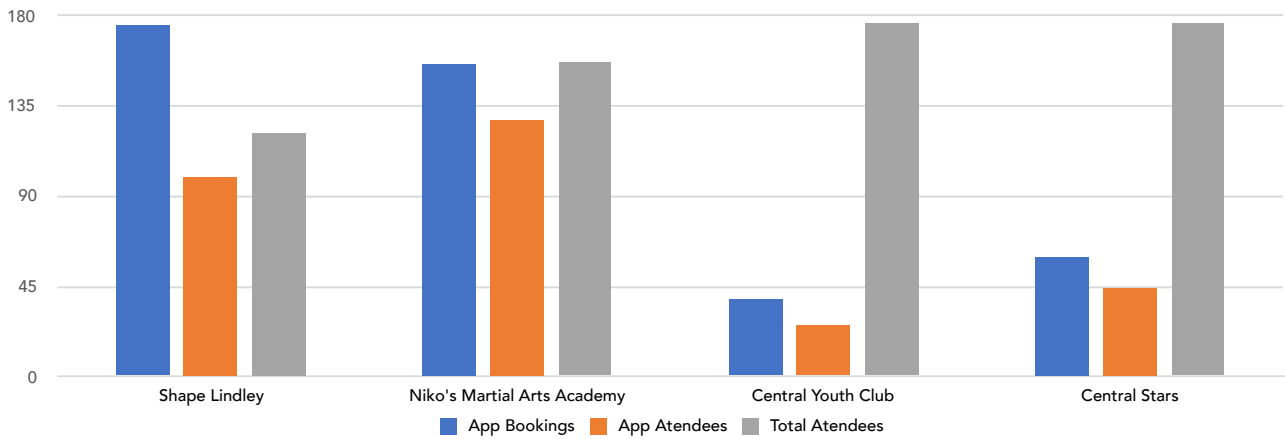
Attendance Per Custer - Cluster 2 Holme Valley



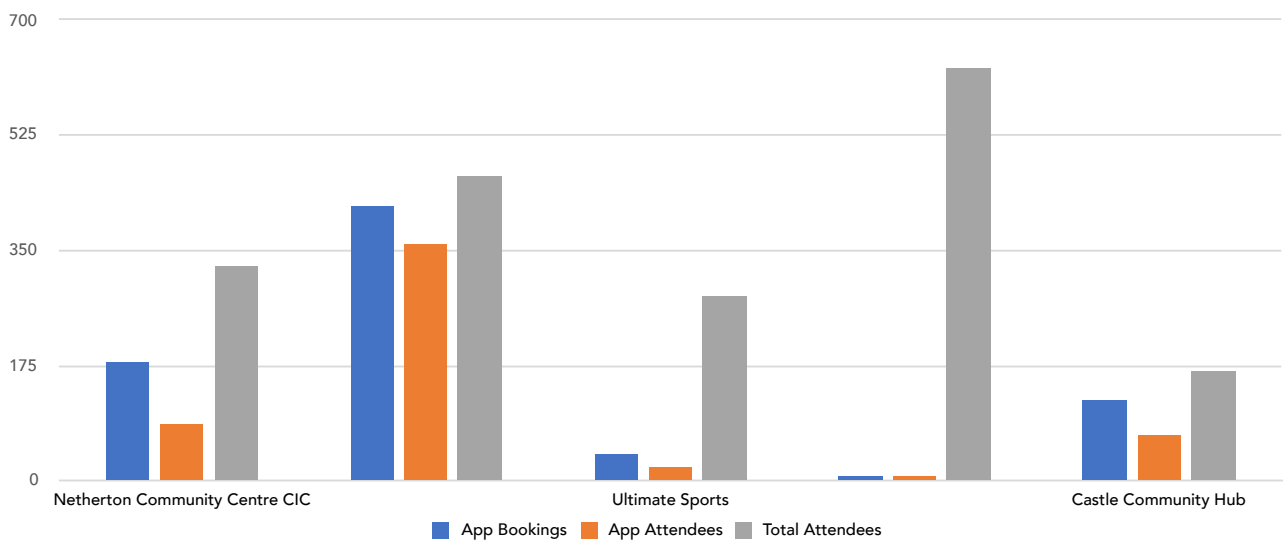
Attendance Per Cluster - Cluster 3 Flockton, Lepton and Dearne Valley



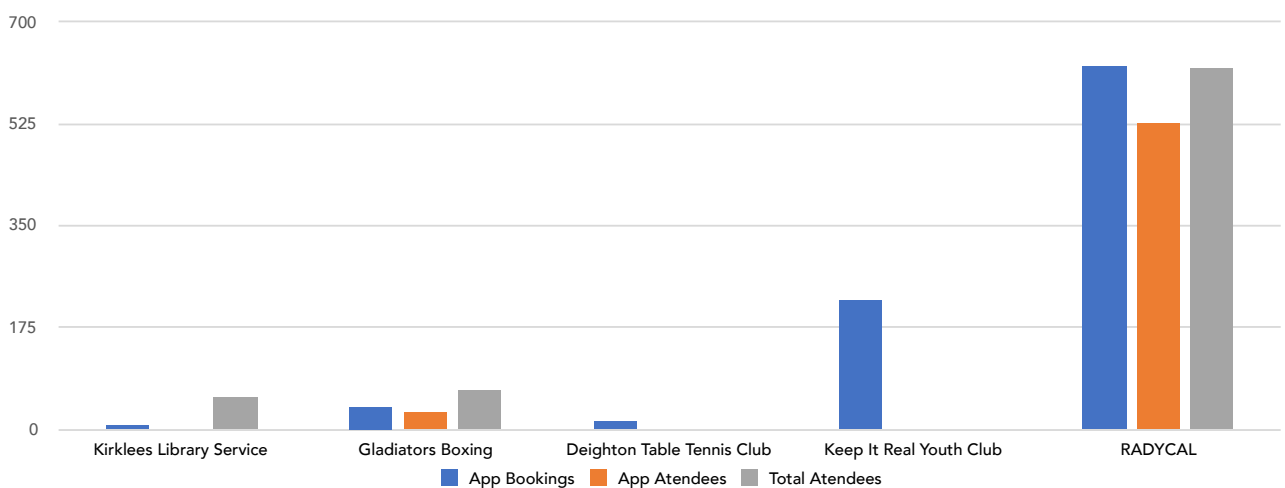
Attendance Per Cluster - Cluster 4 Springwood, Marsh and Lindley



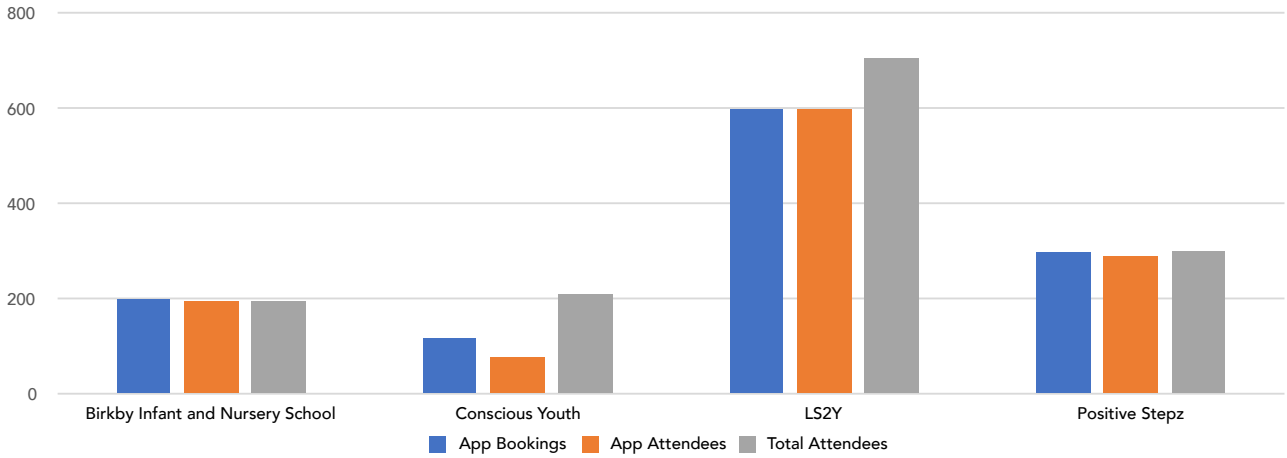
Attendance Per Cluster - Cluster 5 Newsome, Thorton Lodge and Crosland Moor



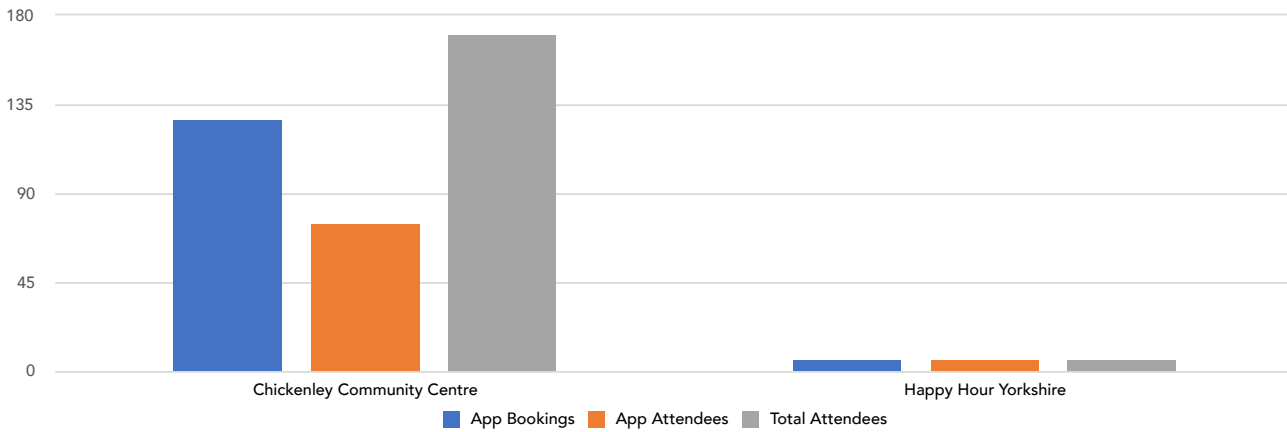
Attendance Per Cluster - Cluster 6 Dalton and Almondbury



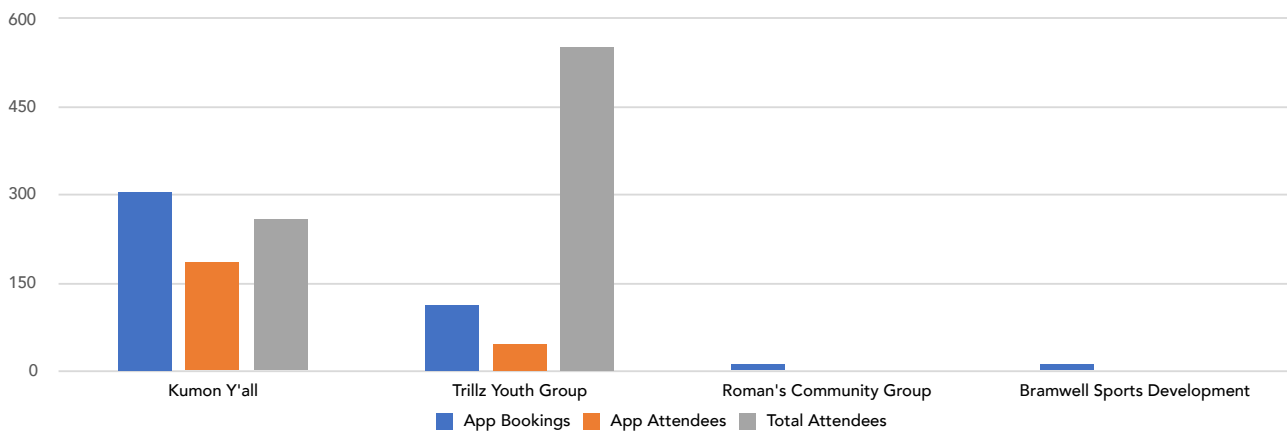
Attendance Per Cluster - Cluster 7 Ashbrow



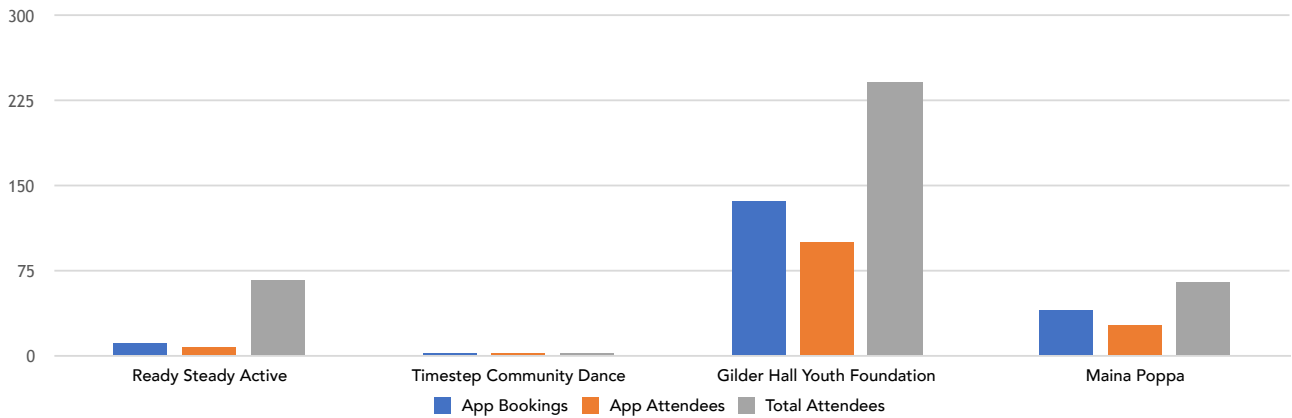
Attendance Per Cluster - Cluster 8 Dewsbury East



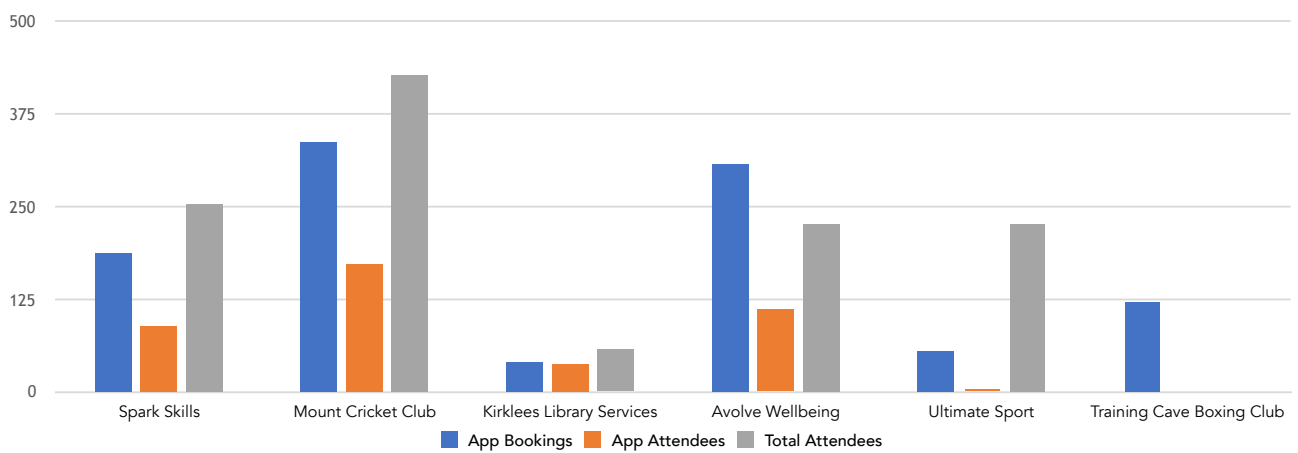
Attendances Per Cluster - Cluster 9 Dewsbury South and West



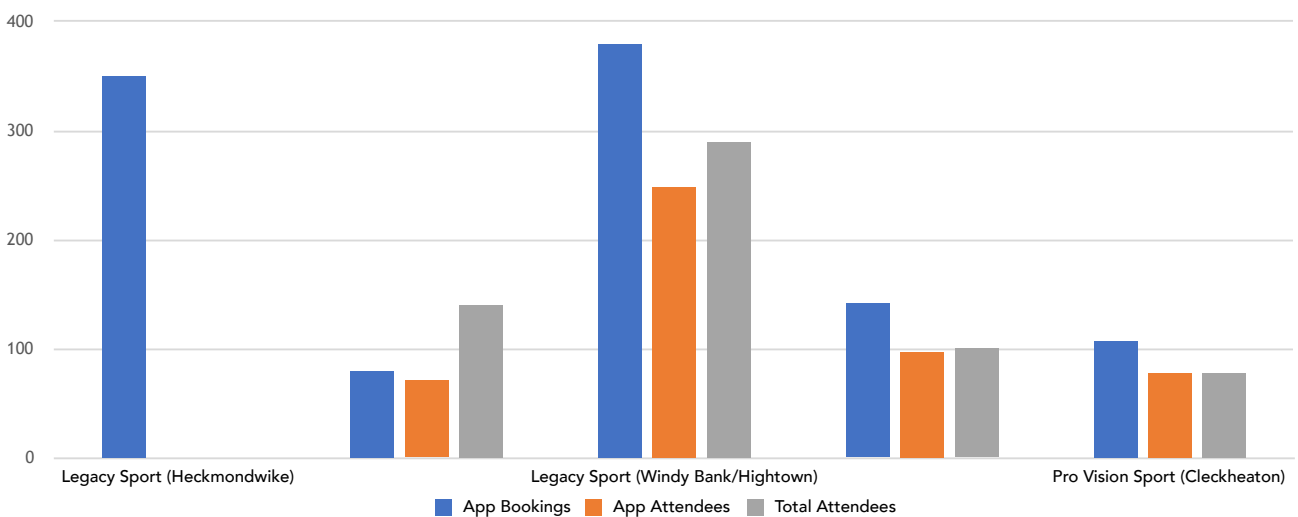
Attendance Per Cluster - Cluster 10 Mirfield and Ravensthorpe



Attendances Per Cluster - Cluster 11 Batley and Birstall



Attendances Per Cluster - Cluster 12 Spen Valley



FOR MORE INFORMATION  
PLEASE CONTACT:



# Kirklees Youth Alliance

Supporting community organisations to  
deliver positive activities for young people

KYA is currently hosted by TSL Kirklees,  
12 New Street, Huddersfield, HD1 2AR  
T: 01484 519053 M: 07776588696  
E: [kya@tslkirklees.org.uk](mailto:kya@tslkirklees.org.uk) F: @KirkleesYouth

## WHAT DOES KIRKLEES YOUTH ALLIANCE DO?

Helps to develop  
new partnerships

Helps with funding

Connects organisations

Shares good practice  
& youth work news

Builds capacity in the  
community youth sector

Signposts to training  
& other support

Promotes activities of  
member organisations







**Name of meeting:** Cabinet  
**Date:** 25<sup>th</sup> February 2020  
**Title of report:** Kirklees Flood Recovery Support Scheme

**Purpose of report:**

This report seeks approval for the Council to create a local Flood Recovery Support Scheme for businesses and householders in light of the serious flood event which occurred across the district on 9<sup>th</sup> February 2020 and the potential for further flood events in the near future.

<p><b>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?</b></p>	<p>Yes</p> <p>The proposals are likely to result in spending of more than £250,000 and have a significant effect on more than two electoral wards.</p>
<p><b>Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u></b></p>	<p><b>Key Decision - Yes</b></p> <p><b>Private Report/Private Appendix - No</b></p>
<p><b>The Decision - Is it eligible for call in by Scrutiny?</b></p>	<p>Yes</p>
<p><b>Date signed off by <u>Strategic Director</u> &amp; name</b></p> <p><b>Is it also signed off by the Service Director for Finance?</b></p> <p><b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b></p>	<p><b>Karl Battersby - 17 February 2020</b></p> <p><b>Eamonn Croston - 17 February 2020</b></p> <p><b>Julie Muscroft - 17 February 2020</b></p>
<p><b>Cabinet member <u>portfolio</u></b></p>	<p><b>Councillor Shabir Pandor – Leader of the Council and holder of the Leaders Cabinet Portfolio</b></p>

**Electoral wards affected:** All wards

**Ward councillors consulted:** Due to the nature of this emergency, Ward councillors have not been consulted.

**Public or private:** Public.

**Has GDPR been considered?** Yes.

**1. Summary**

- 1.1 On Sunday 9 February 2020, Storm Ciara made landfall across the UK. The subsequent flood event was the worst experienced in Kirklees since the Boxing Day floods of 2015 with Mirfield, Ravensthorpe and other communities severely affected. The Council, West Yorkshire Fire and Rescue and West Yorkshire Police initiated emergency response measures.
- 1.2 This report seeks Cabinet approval to put in place a package of financial and other measures to support households, businesses and charitable organisations to meet the immediate costs associated with cleaning up their premises. This will include a free bulky waste collection for residents affected by flooding.

**2. Information required to take a decision**

**Background**

- 2.1 On Sunday 9 February 2020, Storm Ciara made landfall across the UK. The Met Office issued a number of National Severe Weather Warnings for strong wind and heavy rain including an Amber Warning for much of the UK on 9<sup>th</sup> February. The Environment Agency issued more than 12 flood warnings for the River Calder and River Colne. It was reported that Huddersfield experienced its highest ever rainfall level of over a single 12-hour period and some rivers in the district reached their highest recorded levels.
- 2.2 The subsequent flood event was the worst experienced in Kirklees since the Boxing Day floods of 2015 with Birkby, Marsden, Milnsbridge, Mirfield, Ravensthorpe and other communities severely affected. The Council, West Yorkshire Fire and Rescue and West Yorkshire Police initiated emergency response measures, closing roads where necessary, inspecting bridges and other structures and supporting vulnerable residents. The Council received an unusually high volume of phone calls, with 1146 being received on 9 February, in contrast to a figure of 135 for the previous Sunday.
- 2.3 As of 13 February, 47 residential properties and 19 business premises had notified the Council that they had experienced internal flooding.

**Government Flood Recovery Framework**

- 2.4 The Council's proposed package of local support measures has been developed in accordance with the Government's Flood Recovery Framework, published by the then Department for Communities and Local Government on 1 December 2017. The framework allows Ministers to trigger support measures for households and businesses including grant support for flood recovery, Council Tax Discounts and Business Rate Relief.
- 2.5 To date, this support has yet to be made available by the Government to households, businesses and charities in Kirklees. As a result, to ensure that support is provided rapidly to those in need, it is proposed that the Council now directly funds and implements these measures, in accordance with the principles set out in the Flood Recovery Framework.
- 2.6 The Ministry of Housing, Communities and Local Government has activated the government's emergency Bellwin scheme to reimburse the Council for any immediate, uninsurable costs incurred in response to the flooding, above a defined threshold.

## Kirklees Flood Recovery Grant Scheme

- 2.7 It is proposed to put in place a package of financial support to help meet the immediate recovery needs of communities and businesses following the severe weather events of 9 and 15/16 February and to provide support in the event of further flooding during 2020. The grant scheme will support eligible households, businesses and community organisations that experienced damage caused by internal flooding of properties; or where the local authority considers that the property was unliveable.
- 2.8 The proposed Flood Recovery Grant scheme is intended to support immediate recovery/clean-up costs only and is not intended to be a replacement for flood insurance. It will provide funding to support the following activities:
- Clean up equipment – e.g. generators, dehumidifiers, lighting, brushes, power sprayers
  - Building and stock security
  - Costs associated with getting IT and electricity up and running
  - Essential fixtures and fittings
  - Temporary accommodation costs
  - Specialist advice.
- 2.9 Damage to the fabric of buildings, damaged stock or other items normally covered by property insurance, where available, will not be eligible for grant support.
- 2.10 The Council will make available a fixed grant of £750 per eligible household. These will be primary residences (as defined on the electoral roll), where, as a result of the relevant weather event:
- flood water entered into the habitable areas of the residence; or
  - flood water did not enter into the habitable areas, but the local authority considers that the residence was rendered *unliveable* for any period of time, for example where access to the property is severely restricted (e.g. where upper floor flats with no access); key services such as sewerage, draining, and electricity are severely affected; or where as a result of damage to the property it would be/would have been advisable for residents to vacate the premises for a period of time.
- 2.11 Second homes, empty homes and student accommodation will not be eligible for support. There will also be specific eligibility criteria associated with Houses in Multiple Occupation (HMOs). Flooded gardens will not usually render a household unliveable unless exceptional circumstances apply.
- 2.12 The Council will also make available a fixed grant of £3,000 per eligible business and community organisation. Eligible applicants will be small and medium sized businesses (SMEs) (see [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)) or registered charities (see <http://www.legislation.gov.uk/ukpga/2011/25/contents/enacted>) within flooded areas that are
- *directly impacted* by the weather event - for instance there was flood damage to the property, equipment, and/or stock; or;
  - *indirectly impacted by the weather event*– for instance the organisation has had no/highly restricted access to premises, equipment and/or stock as a result of flooding, restricted access for customers, suppliers and/or staff; and has directly suffered a loss of trade or activity as a result.
- 2.13 It is anticipated that grants will be paid against items that have already been purchased (after 9<sup>th</sup> February 2020) and items which the household/business/charity has not yet purchased. There will be a simple application process to ensure funding can be distributed quickly to those in greatest need.

2.14 The scheme will be administered in accordance with the Government's adopted Flood Recovery Framework (see overleaf) and as such it will be necessary for grant recipients to provide evidence of expenditure if required, in the event that the Government agrees to reimburse the Council in line with the framework. If approved by Cabinet, the Council will make full details of the application process available on its website.

### **Council tax and business rate discounts**

2.15 Local authorities have discretionary powers to grant council tax and business rates discounts, set out in Section 13A of the Local Government Finance Act for council tax: and Section 47 of the Local Government Finance Act 1988, as amended by the Localism Act 2011, for business rates. Ordinarily, the costs of providing such discounts are met by the local authority.

2.16 It is proposed that the Council awards council tax reductions and business rate discounts for those households, businesses and charities that have suffered internal flooding as a result of a severe weather event, in accordance with the criteria set out in the Government's Flood Recovery Framework:

- 100% council tax discount for a minimum of three months, or while anyone is unable to return home if longer for primary residences where, as a result of the flood:
  - flood water entered into the habitable areas; or
  - flood water did not enter into the habitable areas, but the local authority regards that the residence was otherwise considered unliveable for any period
- 100% parallel council tax discount on temporary accommodation for anyone unable to return to their home, in parallel with the discount on their primary residence where this applies;
- 100% business rates discount for a minimum of three months or until the business is able to resume trading from the premises if longer, up to state aid de minimus levels, for hereditaments which for any day:
  - the hereditament was directly impacted by the floods, for instance flood damage to the property, equipment and/or stock; or the business could not function due to lack of access to premises, equipment and/or stock as a result of the floods and no alternatives were available;
  - on that day business activity undertaken at the hereditament was adversely affected as a result;
  - on that day the rateable value of the hereditament was less than £10 million.

2.17 Wherever possible, discounts will be awarded to qualifying households and businesses automatically without the need for a separate application. Information from applications for the Flood Recovery Grant will be used to determine entitlement to the council tax and business rates discounts as well as general information and intelligence on the flood impact being gathered by the Council.

2.18 The proposed package of support will also include a free collection of bulky waste items (for households only) by the Council. Normal arrangements will remain in place for the collection of commercial waste.

### **Options**

2.19 The Council could have considered waiting for the Government to trigger the package of measures set out in the Flood Recovery Framework overleaf. However, it remains open to Ministers to determine when and where this support will be made available and it has not yet been triggered in Kirklees.

2.20 This option is not recommended as it would not provide affected households, businesses and charities with the assurance that support will be made available to cover those costs that cannot be met through insurance. The proposals will ensure that those affected by the flooding will gain access to financial support as soon as possible through a locally administered grant scheme. The Council will continue to engage with Government to ensure that, if further support is released, this

complements the proposed package of measures and, where appropriate, the Council can seek reimbursement from Government.

### **Costs**

- 2.21 As highlighted overleaf to date 47 residential properties and 19 businesses have notified the Council that internal flooding of their property has occurred. As evidence of impact is being assembled it is not yet possible to precisely identify the costs of the proposed scheme, including the proposed bulky waste collection for households. In 2015, approximately 70 businesses benefited from the support put in place following the Boxing Day flooding.
- 2.22 The costs will be met through the Council's existing Adverse Weather Revenue Reserve. Council officers will manage the scheme to ensure that only eligible households/businesses/charities apply and that appropriate evidence of expenditure is provided. The operation of the scheme will be subject to regular review by the Council's Section 151 Officer.

### **Expected impact/outcome/benefits**

- 2.23 The outcomes/benefits of the proposals will include reducing the financial and other impacts of flooding on households, particularly in the district's most deprived communities. This could help residents to return to their homes earlier than would have been the case in the absence of the proposals. Implementing the scheme will also enable businesses to recommence trading earlier than would have been the case if the package of support was not in place, safeguarding local employment.

### **Risks**

- 2.24 There are a number of risks associated with the scheme, including:
- applicants may seek grant support for ineligible activity
  - need/demand may strip the funding available
  - reputational risks for the Council in relation to the amount of support available or the activities eligible for grant funding.
- 2.25 These risks will be managed and mitigated through the operation of the grant scheme. Council Officers will put in place appropriate mechanisms, to ensure that only eligible activities are funded and suitable evidence of expenditure is provided. It is considered that the positive reputational benefits of providing access to immediate financial support for affected householders, businesses and charities outweigh the negative reputational impacts of the proposals.
- 2.26 The proposals for free bulky waste collections for householders could have a negative impact on recycling rates as it will not be possible to recycle flood damaged or contaminated bulky waste. This will be monitored by the Council.

## **3. Implications for the Council**

### **Working with people**

- 3.1 The proposals will support the Council's efforts to work together with people and communities to find shared solutions. The Council has drawn on learning from the implementation of the support scheme implemented following the Boxing Day floods in 2015. The operation of the scheme will be kept under regular review in response to resident/business feedback.

### **Working with Partners**

- 3.2 The proposed package of support has been developed in response to feedback from businesses and other key stakeholders following the response to the 2015 severe weather event.

## **Place Based Working**

- 3.3 The allocation of resources will be in response to local need where residents and businesses have notified the Council that their property has been subject to internal flooding. Ward Councillors will be engaged in the process to encourage affected households, businesses and charities to apply for support

## **Climate Change and Air Quality**

- 3.4 There is strong evidence to link climate change with the increased prevalence of severe weather events. The Council has declared a Climate Emergency and, in addition to its own efforts to reduce carbon emissions and encourage individuals and businesses to do so, will continue to press Government for a step change in the funding available for flood defence schemes in the Calder and Holme Valleys. It will also continue to lobby DEFRA and the Environment Agency (EA) to accelerate delivery of flood defence schemes that are already in the identified EA project delivery pipeline.
- 3.5 The Council will also aim to ensure that sustainability is incorporated into any works or activities supported through the grant by, where possible, ensuring that they do not result in a net increase in emissions. Applicants will be provided with further guidance on this matter.

## **Other (legal/financial/human resources)**

- 3.6 Financial matters are addressed in section 2 of the report.
- 3.7 The scheme will be operated in accordance with the Council's Contract Procedure Rules and State Aid guidance.
- 3.8 The proposed grant scheme will be administered by existing Council Officers. No additional resources will be required to support implementation of the scheme.
- 3.9 An Integrated Impact Assessment (IIA) has not been undertaken for the proposals as a result of the short timeframe for implementing the scheme in response to the 9 February severe weather event. An IIA will be undertaken during the first three months of implementation.

## **4. Consultees and their opinions**

- 4.1 Engagement with stakeholders including the Environment Agency and Ministry for Housing, Communities and Local Government will continue as the scheme is implemented and it will be shaped in response.

## **5. Next steps and timelines**

- 5.1 Subject to approval, the Flood Recovery grant scheme will be launched as soon as practicable after the Cabinet meeting on 25 February. The scheme will be in operation for the remainder of 2020 and cover any further severe weather events causing internal flooding of eligible properties.
- 5.2 The Council will publish detailed scheme guidance and application forms on its website as soon as the scheme is launched. The Council will put in place a streamlined process to ensure the rapid turnaround of applications for support.
- 5.3 The Council will keep the operation of the scheme under review, gathering evidence of the location and nature of flood damage to inform future policy and delivery in relation to flood risk management.

## 6. Officer recommendations and reasons

1. Cabinet notes the content of this report and approves the implementation of the proposed package of financial support measures for households, businesses and charities that are severely affected by flooding as outlined in section 2 of the report.
2. Cabinet delegates authority for implementation and monitoring of the Flood Recovery Grant scheme to the Strategic Director Economy and Infrastructure and the Service Director (Finance).
3. Cabinet delegates authority to the Service Director (Finance) to award Council Tax Reductions under s13A(1)(c) of the Local Government Finance Act 1992 in any case where properties have experienced internal flooding as defined in section 2 of the report, and that such reductions be limited to a maximum of three months.
4. Cabinet delegates authority to the Service Director (Finance) to award Business Rate Discounts under s47 of the Local Government Finance Act 1988, as amended by the Localism Act 2011, in any case where properties have experienced internal flooding as defined in section 2 of the report, and that such reductions be limited to a maximum of three months or until the business is able to resume trading from the premises if longer.
5. Cabinet delegates monitoring of the programme and development of further financial and other measures to support recovery from severe weather events to the Strategic Director- Economy and Infrastructure and the Service Director (Finance) in consultation with the Leader of the Council.
6. Cabinet delegates to the Service Director (Finance) negotiation with the Ministry for Housing, Communities and Local Government in relation to the recovery of any eligible costs arising from the implementation of the Flood Recovery Grant scheme, Council Tax and Business Rate Discounts; and the reimbursement of the Council's uninsurable costs under the Bellwin Scheme.

### Reasons

1. To enable Cabinet to approve a package of financial and other support than can be made available to households, businesses and charities as soon as practicable after the severe weather events of 9<sup>th</sup> and 15<sup>th</sup>/16<sup>th</sup> February 2020 and in response to future severe weather events.
2. To enable rapid implementation of the Flood Recovery Grant scheme and ensure the scheme is responsive to user/stakeholder feedback.
3. To enable Council Tax Discounts to be awarded in an efficient and effective manner in accordance with the Council's discretionary powers
4. To enable Business Rate Discounts to be awarded in an efficient and effective manner in accordance with the Council's discretionary powers.
5. To enable the identification and implementation of additional measures, where required, to complement the approved package of flood recovery support.
6. To ensure the Council achieves value for money for Kirklees taxpayers in implementing the proposals and optimises the attraction of external funding to support flood recovery.

**7. Cabinet Portfolio Holder's recommendations**

The Cabinet Portfolio Holder supports the recommendations, which have been developed as a matter of urgency at the request of Cabinet in order to enable actions to be put in place so that local households and businesses who have been adversely effected can be supported as quickly as possible.

**8. Contact officer**

Chris Duffill, Head of Business and Skills [chris.duffill@kirklees.gov.uk](mailto:chris.duffill@kirklees.gov.uk) 01484 221000.



**9. Background Papers and History of Decisions**

Flood Recovery Framework – guidance for local authorities in England, DCLG December 2017 - <https://www.gov.uk/government/publications/flood-recovery-framework-guidance-for-local-authorities-in-england>

**10. Service Director responsible**

Angela Blake, Service Director Economy and Skills  
Sue Procter, Service Director Environment  
Eamonn Croston, Service Director Finance.

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**Name of meeting:** Cabinet  
**Date:** 25<sup>th</sup> February 2020  
**Title of report:** Huddersfield Blueprint - Next Steps

**Purpose of report:**

The purpose of this report is to seek approval of the Huddersfield Blueprint and approval to proceed with the statutory planning process to convert the Blueprint to a Supplementary Planning Document (SPD). The report outlines areas of change to the original Blueprint arising from consultation in June - October 2019 and the timetable to convert to an SPD.

The benefit of converting the Blueprint to an SPD is that its weight as a planning tool will add greater support to the delivery of Huddersfield Town Centre Regeneration Programme including potential funding applications for the delivery of key sites and transport schemes identified in the Blueprint.

<b>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?</b>	Yes Expenditure >£250,000 and affects more than 1 ward (Newsome, Greenhead and Dalton)
<b>Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u>?</b>	Key Decision - Yes Private report - No
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	Yes
<b>Date signed off by <u>Strategic Director</u> &amp; name</b>	Karl Battersby - 17 February 2020
<b>Is it also signed off by the Service Director for Finance?</b>	Eamonn Croston - 17 February 2020
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	Julie Muscroft - 14 February 2020
<b>Cabinet member <u>portfolio</u></b>	Cllr McBride

**Electoral wards affected:** Newsome, Greenhead and Dalton

**Ward councillors consulted:**

Cllr McBride was briefed on the report on 3<sup>rd</sup> February 2020 and was supportive of the next steps.

A Member workshop was held 23<sup>rd</sup> October 2018 to shape the Blueprint document and a briefing session prior to the launch of the Blueprint in June 2019.

**Public or private:** Public

**Has GDPR been considered?**

Yes. The report does not contain any personal data. The supporting early engagement reports referenced in Section 3 do not contain personal information. The storage of information collected in response to the proposed consultation on the SPD in March will be in accordance with the Planning Policy Privacy Note.

## 1. Summary

Kirklees Council launched its ambitious £250million Huddersfield Blueprint regeneration vision in June 2019.

It focuses on regenerating six key areas of Huddersfield Town Centre: Station Gateway, St Peter's, Kingsgate and King Street, New Street, the Civic Quarter and a new Cultural Heart in the Queensgate and Piazza area.

The council's vision for a new Cultural Heart, built around the Queensgate Market and library building includes; a library, art gallery, museum and live music venue in the Piazza and Queensgate area.

As part of the new Cultural Heart, the plans propose to remove buildings in the Piazza area to create a large, family-friendly open space for people to gather. The council purchased the Piazza on 14 June so this can be delivered.

In the months following the Blueprint launch, progress has already been made in delivering the vision.

SKA Developments are on site, converting 103 New Street into a student accommodation.

A bid for up to £1million from Historic England to help deliver the council's visions for Estate Buildings at St Georges Square as laid out in the Huddersfield Blueprint has been successful.

The council's engagement on the Blueprint reached more than one million people online and thousands of residents took part to share their views, to help shape it.

On 8 October Kirklees Council's Cabinet approved £5.2million plans to improve New Street – between Ramsden Street to Cloth Hall Street - as well as Cloth Hall Street and Market Place.

Forming part of the Cultural Heart, Kirklees Council is making a major investment into the iconic Huddersfield Library and Art Gallery building over the next 12 months. It will focus on a major renewal of the roof, and the top floor of the building currently housing Huddersfield Art Gallery.

The purpose of this report is to seek approval of the Huddersfield Blueprint and approval to proceed with the statutory planning process to convert the Blueprint to a Supplementary Planning Document (SPD).

The report outlines areas of change to the original Blueprint arising from consultation in June – October 2019 and the timetable to convert to an SPD.

The benefit of converting the Blueprint to an SPD is that its weight as a planning tool will add greater support to the delivery of Huddersfield Town Centre Regeneration Programme including potential funding applications for the delivery of key sites and transport schemes identified in the Blueprint.

## 2. Information required to take a decision

### Proposed Timetable

Subject to approval by Cabinet on 25<sup>th</sup> February 2020, it is proposed to proceed to a four week public consultation commencing on 2<sup>nd</sup> March 2020 and running until 30<sup>th</sup> March 2020. Officers will analyse the comments received during April and then seek approval by Cabinet for the Huddersfield Town Centre Blueprint SPD in May/June.

### **Engagement and council interdependencies**

The Blueprint was launched in June 2019 and has been subject to three main area areas of early engagement:

- a. Early engagement with internal and external stakeholders including council members over the period 9<sup>th</sup> August 2018 – 6<sup>th</sup> September 2019 including a launch event in June 2019.
- b. Place Standard Interviews – 1000 responses received through town centre interviews and Place Standard focus groups 12<sup>th</sup> August – 20<sup>th</sup> September 2019.
- c. Launch of a Huddersfield Blueprint on-line questionnaire and a staffed exhibition for 12 weeks 15<sup>th</sup> July – 6<sup>th</sup> October.

Feedback from the engagement is outlined in <https://howgoodisourplace.org.uk/huddersfield-town-centre/> which includes feedback from the interviews and focus groups. A further document has been produced which reports on the Huddersfield Blueprint On-line Questionnaire Feedback.

Planning Policy officers have worked throughout the process with the council's Citizen Engagement Reference Group to co-ordinate town centre engagement activity.

Following the analysis of feedback, a meeting was held with Heads of Service to review the document and allow an opportunity for further input into the document and to seek to co-ordinate town centre programmes and operations.

Officers have continued to work with partners to deliver joint outcomes from the Blueprint including regular meetings with Public Health colleagues including supporting the council's commitment to its Healthy Weight Declaration.

Simon Taylor, Head of Town Centre Regeneration is the link officer between the Policy and Implementation Board, Town Centre Board and Major Projects and Infrastructure Board. Co-ordination of activities will enable the delivery of the Town Centre Programme and the Blueprint/SPD.

### **Key Changes proposed to the Blueprint**

The points raised through the engagement largely fall into the following categories.

1. Comments relating to further clarification of projects outlined in the SPD (these are addressed in Appendix 1).
2. Comments already addressed in the existing version of the Blueprint.
3. Comments relating to detailed actions that were considered to be more appropriately covered in future Strategies and programmes such as the Huddersfield Area Action Plan, Transport Programmes, Parking Strategy, and Climate Change Action Plan. Appendix 1 outlines text to signpost to these documents.
4. Comments relating to general operation/maintenance/repair/care/promotion of the town – which will be considered as part of an overarching 'Getting the Basics Right' approach in the Huddersfield Town Centre programme.

Summary of changes:

- Addition of new text to explain the role and purpose of a SPD.

- New section on national and local context to explain the drivers behind the Blueprint/SPD and reference to the Kirklees Local Plan policies to support delivery.
- Reference to other council strategies to explain how the council will address getting the basics right, operational issues, climate change, parking strategy etc.
- Updating of proposed projects such as TransPennine Route Upgrade, Better Connected Stations and the Market including delivery based on planning permission, funding, work with partners.
- Updating of projects and capacity in light of council's Parking Study.
- Updating of funding and delivery programme.

A schedule of comments and changes to the SPD is set out in Appendix 1. A copy of the original Blueprint can be viewed via the following link:

<https://www.kirklees.gov.uk/beta/huddersfield-blueprint/index.aspx>

### 3. Implications for the Council

- **Working with People**

The production of the Blueprint has involved early engagement with internal and external colleagues who will continue to be involved in the SPD process. The Blueprint/SPD has provided an opportunity for stakeholders to shape and inform the vision for the town centre and the document will enable communities to understand the focus and priorities for town centre regeneration in Huddersfield Town Centre. A key focus for the SPD is on promoting and creating opportunities for a family friendly, inclusive and welcoming town centre. This is outlined in the vision for the town centre contained in the SPD.

- **Working with Partners**

Collaboration and joint working on the Blueprint is outlined in Section 2 Early engagement and council interdependencies. The SPD will enable developers and statutory consultees to understand the council's focus and priorities for town centre regeneration, it will be used alongside the Kirklees Local Plan to promote high quality development and can be used to support funding bids for delivery.

The SPD will be used as part of the early engagement for a Huddersfield Town Centre Area Action Plan (AAP) (agreed by cabinet December as part of the revised Local Development Scheme). The AAP will be the tool to deliver allocations and detailed policies to support the delivery of town centre sites and priorities. This will address many of the detailed comments received through the Blueprint early engagement with regard to the design and implementation of key sites.

- **Place Based Working**

The use of the Place standard tool provided a valuable tool to shape and inform the Blueprint. Outcomes of this exercise can be viewed via the following link: <https://howgoodisourplace.org.uk/huddersfield-town-centre/> The Blueprint/SPD seeks to bring new uses to Huddersfield Town Centre and act as a catalyst for regeneration making it a place that people want to use for a variety of uses helping the vitality and vibrancy of the area.

- **Climate Change and Air Quality**

The Blueprint/SPD contains a strong focus on improving public transport, walking and cycling including better connections across Huddersfield to improve active/sustainable travel as a whole. This includes the Bus and Rail improvements and Cross Church Street proposals as examples. This will contribute to reducing emissions and improved air quality.

The focus on re-using town centre buildings and bringing them back into re-use will also contribute to the climate change agenda through reducing the need for new building.

- **Improving outcomes for children**

A key focus for the SPD is on promoting and creating opportunities for a family friendly, inclusive and welcoming town centre.

- **Other (eg Legal/Financial or Human Resources)**

Financial implications for the delivery of projects are identified in the Blueprint and opportunities for current/future funding bids.

Existing resources within the Planning Policy Team will be used to take the Blueprint through the statutory planning process to adopt the SPD subject to endorsement by cabinet.

The delivery of the Town Centre programme including outputs from the SPD will be managed and co-ordinated by the Head of Town Centre Regeneration.

- **Integrated Impact Assessment (IIA)** An IIA has been completed and is attached at Appendix 2. This indicates that a stage 2 assessment is not required.

#### 4. **Consultees and their opinions**

See Section 2 Early engagement and interdependencies.

#### 5. **Next steps and timelines**

- Proposed consultation start date 2<sup>nd</sup> March to 30<sup>th</sup> March 2020. All the documents outlined in Section 9 will be placed on the council's website and available to view at Huddersfield Customer Service Centre.
- April 2020 Officers will analyse the comments received and amend the document where required.
- May/June 2020 – seek Cabinet approval to adopt the Huddersfield Town Centre Blueprint SPD.

Whilst the provisions of the SPD become operative from the time of a resolution of Cabinet any person aggrieved by the SPD has a period of 3 months from the date of adoption to appeal to the High Court.

#### 6. **Officer recommendations and reasons**

- To approve the Huddersfield Blueprint and endorse it as a council document.
- To proceed with the statutory planning process to convert the Blueprint to a SPD with consultation commencing 2<sup>nd</sup> March 2020.
- Subject to the decision on recommendation 1 above, Cabinet delegate authority to the Strategic Director Economy and Infrastructure to make any further additional modifications that relate exclusively to factual updates, grammatical and formatting corrections in the process of publishing the Huddersfield Town Centre Blueprint SPD.

#### 7. **Cabinet Portfolio Holder's recommendations**

The Cabinet Portfolio Holder recommends that Cabinet:

- Approve the Huddersfield Blueprint and endorse it as a council document.

- Approve to proceed with the statutory planning process to convert the Blueprint to a SPD with consultation commencing 2<sup>nd</sup> March 2020.
- Subject to the decision on recommendation 1 above, Cabinet delegate authority to the Strategic Director Economy and Infrastructure to make any further additional modifications that relate exclusively to factual updates, grammatical and formatting corrections in the process of publishing the Huddersfield Town Centre Blueprint SPD.

#### **8. Contact officer**

Simon Taylor  
Head of Town Centre Regeneration  
E-mail: [simon.taylor@kirklees.gov.uk](mailto:simon.taylor@kirklees.gov.uk)  
Tel: (01484) 221000

#### **9. Background Papers and History of Decisions**

- Huddersfield Blueprint June 2019
- Huddersfield Blueprint Integrated Impact Assessment (Appendix 2)
- Huddersfield Blueprint On-line Questionnaire Feedback
- Huddersfield How Good is Our Place Feedback  
<https://howgoodisourplace.org.uk/huddersfield-town-centre/>
- Huddersfield Blueprint Consultation Feedback Report
- Huddersfield Blueprint Strategic Environmental Assessment

#### **10. Service Director responsible**

Karl Battersby  
Strategic Director for Economy and Infrastructure  
E-mail: [karl.battersby@kirklees.gov.uk](mailto:karl.battersby@kirklees.gov.uk)  
Tel: (01484) 221000



## Appendix 1 Proposed Amendments to the Huddersfield Town Centre Blueprint

Change Number	Page number	Proposed amendments made (additions underlined and deletions crossed out) and reason for proposed change
1	Cover	<u>Huddersfield Town Centre Masterplan-Blueprint Supplementary Planning Document (SPD) Kirklees Council 2019-2020-2031</u> <del>June-March 2019-2020</del> Reason: To update reference to Supplementary Planning Document for the purpose of future consultation.
2	<u>All document</u>	Ensure all references to masterplan are changed to Blueprint SPD Reason: To update reference to Supplementary Planning Document for the purpose of future consultation.
3	<u>3</u>	Amend as the cover Reason: To update reference to Supplementary Planning Document for the purpose of future consultation.
4	5 Contents page	Amend Header to read: Huddersfield Town Centre Blueprint SPD Amend Contents to read The purpose of the Town centre Blueprint SPD at 01 and add in new section 02 Policy Context. Renumber the rest. Reason: To update reference to Supplementary Planning Document for the purpose of future consultation.
5	7	<del>Why we need a masterplan</del> <u>Purpose of the Town Centre Blueprint SPD 01</u> Reason: To update reference to Supplementary Planning Document for the purpose of future consultation.
6	8	0.1 <del>Why we need a Masterplan</del> <u>The purpose of the Town Centre Blueprint SPD</u> Insert new paragraph after title <u>The Huddersfield Town Centre Blueprint SPD sets out the vision and ambitions for the future of Huddersfield Town Centre for the period to 2031. The SPD sets a framework to capitalise and build on the unique aspects and character of Huddersfield to promote its regeneration and bring forward new uses which reflect the changing nature of our town centre.</u> <u>Objectives of the SPD are:</u> <b>To help deliver certainty</b> We recognise that the role of Huddersfield town centre is changing. The key to responding to this change is a strong framework for regeneration, revitalisation and investment based on an agreed vision. This <del>masterplan</del> <u>Blueprint SPD</u> seeks to promote and guide growth to create a vibrant, high quality environment where people

		<p>want to live, do business, shop and visit. Early engagement with key stakeholders supported this aim and the <del>masterplan-SPD</del> brings together ....</p> <p>Reason: To update reference to Supplementary Planning Document for the purpose of future consultation.</p>
7	8	<p>To support our cultural and commercial activities</p> <p>We must make the most of our existing cultural and commercial communities. Our first class <del>institutions</del> <u>organisations</u> and events <del>programmers</del> <u>promoters</u> deserve space to be celebrated within the heart of the town. The <del>masterplan</del> <u>Blueprint SPD...</u></p> <p>Reason: Clarification of partners</p>
8	8	<p>To develop a package of tangible opportunities Having a <del>masterplan-Blueprint SPD</del> ...</p> <p>What else you should read with our plan</p> <p>The <del>masterplan-Blueprint SPD</del> should not be ...</p> <p>Alongside the <del>masterplan-Blueprint SPD</del> we have</p> <p>The <del>masterplanning-Blueprint SPD</del></p> <p>Insert new text after this paragraph to read: <u>A key message from the consultation was that while there was a high level of support for the ambitions of the Blueprint, there needed to be a focus on getting the basics right such as better maintenance of our town centre, cleaner streets and increased perception of safety. These issues will be addressed as part of a Town centre Operational Plan.</u></p> <p><u>Climate change and how this was addressed as part of the future of Huddersfield's future was also a high priority for our citizens. The Council's Climate Change Action Plan is the main document which will draw together the Council's priorities for climate change but references have been included in the Blueprint SPD.</u></p> <p>Reason: Clarification of how issues raised through early engagement/consultation will be dealt with and links to other strategies and programmes</p>
9	Insert new section 02.	<p><u>02. Policy Context</u></p> <p><u>National Planning Policy Framework (NPPF)</u></p>

The NPPF endorses local policies that support the vitality and viability of the town centre. Paragraph 85 of the NPPF aims to support the role of town centres by taking a positive approach to their growth, management and adaptation.

National Planning Policy Guidance (NPPG) Planning for town centre vitality and viability

The NPPG is statutory guidance which underpins NPPF. NPPG states that Local Planning Authorities (LPAs) can take a leading role in promoting a positive vision for town centres, bringing together stakeholders and supporting sustainable economic and employment growth. It further states that LPAs need to consider structural changes in the economy, in particular changes in shopping and leisure patterns and formats, the impacts these are likely to have on individual town centres, and how planning tools available to them can support necessary adaptation and change.

Local Policy

Kirklees Local Plan Strategy and Policies (February 2019)

The Local Plan sets out a vision and objectives for the district which shape the framework for Huddersfield Town centre. The relevant objectives which impact on the town centre are:

Objective 1: Support the growth and diversification of the economy, to increase skill levels and employment opportunities including the provision of a high quality communication infrastructure.

Objective 2: Strengthen the role of town centres, particularly Huddersfield, Dewsbury and Batley to support their vitality and viability.

Objective 3: Improve the transport links within and between Kirklees towns and the neighbouring towns and cities, giving priority to public transport, and to cycling and walking, providing an efficient highway network which supports the district's economy.

Objective 7: Promote development that helps to reduce and mitigate climate change, and development which is adapted so that the potential impact from climate change is reduced and to help the transition towards a low carbon economy.

Objective 8: Protect and enhance the characteristics of the built, natural and historic environment and local distinctiveness which contribute to the character of Kirklees.

Objective 9: Promote the re-use of existing buildings and the use of brownfield land to meet development needs and support the regeneration of areas.

		<p><u>This Blueprint SPD will supplement Local Plan Policy LP 17 Huddersfield Town Centre which sets out the focus for new development. The Blueprint SPD vision reflects the strategic framework set by the Local Plan. Other relevant Local Plan policies are: LP13 Town centre uses, LP15 Residential use in town centres and LP16 Food and drink uses in the evening economy.</u></p> <p><u>The council is also preparing a Huddersfield Area Action Plan which will provide further policy guidance for the town centre.</u></p> <p><u>Local Context</u></p> <p><u>The Blueprint SPD recognises the changing role of town centres nationally and the impact of these changes on Huddersfield Town Centre. The traditional shopping streets of Huddersfield have struggled in recent years with the challenge of internet shopping and the changing role of town centres resulting in higher vacancies and a higher proliferation of “discount” retailers. The Blueprint SPD recognises these changes and that citizens are seeking experiences through leisure and culture and provides a framework for our ambitions for the future of Huddersfield.</u></p> <p><u>The Huddersfield Blueprint was first launched in June 2019 following extensive early engagement with key stakeholders, internal council services and council members. The Blueprint was then subject to a 12 week period of engagement which involved nearly 1,000 face to face interviews with Huddersfield citizens, focus groups, a staffed exhibition in the Piazza, Huddersfield and an on-line Blueprint questionnaire. The outcomes of the engagement are set out in the following documents which have been used to shape this document which is now subject to a further 4 week consultation:</u></p> <ul style="list-style-type: none"> <li>• <u>Huddersfield Town Centre Blueprint SPD Consultation Statement</u></li> <li>• <a href="https://howgoodisourplace.org.uk/2019/11/20/how-do-you-feel-about-huddersfield-results/">https://howgoodisourplace.org.uk/2019/11/20/how-do-you-feel-about-huddersfield-results/</a></li> <li>• <u>Blueprint on-line questionnaire feedback</u></li> </ul> <p><u>These documents are available as part of the consultation.</u></p> <p>Reason: Clarification on the policy context for developing the Huddersfield Blueprint and the links to other planning policy documents which will support the delivery and implementation of town centre programmes which was a key issue raised through early engagement and consultation.</p>
10	13 Vision	<p>...We will promote town centre living and creative industries which will intertwine with an all year round cultural, music, arts and leisure offer and a dynamic retail mix including a thriving independent sector and <del>promoting our markets as</del> a destination <u>market</u>.</p> <p>A place that celebrates its heritage</p>

		Change reference to masterplan to Blueprint SPD Reason: Clarification of role of the market in response to early engagement/consultation.
11	15	Open for longer ...This will include cinemas, food and drink outlets, music venues and a variety of programmed <del>art and cultural</del> events <u>and street animations</u> from...  Open for business  ... We will support our <del>people</del> citizens <del>having</del> <u>to have</u> access to good local jobs.  Reason: Clarification of proposed activities.
12	17	A well-defined and convenient retail area We want our citizens to have a selection of the best high street <u>and independent</u> retailers...  Reason: Further reference to independent retailers as part of Huddersfield's town centre offer in response to early engagement/consultation.
13	17	A vibrant market Huddersfield has always had a strong market presence which we will seek to retain. The energy and vitality of a strong market culture should complement the more traditional high street shops. We want to create a <del>varied shopping and browsing experience which brings repeat visits.</del> <u>vision for the market – a social space which offers unique, personal, ethical shopping experience alongside opportunities to test ideas, eat, learn and be entertained.</u>  Reason: Clarification of the role of the market in response to early engagement/consultation.
14	20 Map	<del>Open market</del> <u>Market</u>  Reason: Clarification of the role of the market in response to early engagement/consultation.
15	22	<b>Enhanced transport hubs, with mixed-use opportunities</b>  The upgrades to the Transpennine Railway provide a key opportunity for enhanced facilities around the bus and rail stations. This will include opportunities to make better use of the buildings surrounding the railway, including St George's Warehouse and the George Hotel. We support the refurbishment of the bus station and <u>improved</u> car parking to create an inspirational arrival point.  <b>Re-imagined Civic Quarter and bus station improvements</b>  In the short term the role of the Civic Centre buildings will not change, but in the long term we have considered the opportunity for residential development which would link with our other ambitions for <u>housing</u> <del>residential</del>

		<p>within the town centre. The main focus will be on improvements to the bus station and car park and links to the railway station.</p> <p>Reason: Project update to project in light of the council's Parking Strategy.</p>
16	22	<p>A cultural heart  This masterplan Blueprint SPD is promoting a consolidated leisure, music arts and cultural heart offer focussed in the Queensgate and Piazza area. Key to the success of this ambition is the provision of an art gallery, a museum, archive and sound space as well as high quality public realm <u>in which events can take place</u> supported by <del>event space</del> food and drink outlets. We particularly want an area where all our citizens can visit and enjoy the town centre experience. By <u>offering more for families to do</u> <del>aiming to be a family friendly town</del> we hope to <del>bring</del> <u>attract more visitors who stay longer</u> <del>into the area</del> and create an environment where parts of the town are vibrant <del>for longer</del> <u>and feel safe</u>.</p> <p>Reason: Clarification of proposed town centre offer and focus for offering more for families to do.</p>
	23	<p><b>Key arrival gateways: the bus station and connections to the railway: Station Link</b></p> <p><u>Huddersfield The bus station is the busiest in West Yorkshire, but the</u> space around the bus station is well worn and past its best. With the predicted enhancement and facilities at the railway station, significant benefits might be made by improving the environment around the bus station/car parking and <u>creating defining a 'Better Connected Stations' link between bus and from the rail hubs way along St George's Street and Upperhead Row, and redefining</u> better spaces around the bus station. This will make better use of capture car parks to take <u>vehicles</u> <del>cars</del> out of the town centre network earlier, and to allow people to access destinations and public transport better.</p> <p><b>Parking network and strategy</b></p> <p>We have commissioned a <del>p</del><u>Parking study Strategy</u> to look at the links between and distribution of our current car parks <u>and on-street spaces and facilities for cycle parking</u> so that we can use them more efficiently. We also want to improve the quality of parking so that it is convenient, safe and secure alongside measures to promote accessibility for pedestrians and cyclists.</p> <p>We will promote the use of new technology to help support efficient use of our town centre <del>car</del><u>parking</u> and traffic management. The use of App-based <u>smart</u> technology to manage traffic around the town, better pricing of our <del>car</del><u>parking</u> and the introduction of electric <u>vehicle</u> charging points will be key considerations in <u>enhancing</u> <del>balancing</del> the attractiveness of the town centre.</p> <p><u>The study will lead to the production of a town centre parking strategy and delivery plan for cars, motorcycles and cycles that would seek to strike an appropriate balance between economic, environmental and social objectives. The strategy and plan will also reflect the needs of different town centre user groups, including</u></p>

		<p><u>shoppers, leisure visitors, commuters working in the town centre, users of park and ride from the railway station, town centre residents and educational users.</u></p> <p><b>Downgrading the ring road</b></p> <p>Our ambition is to reduce the impact of the ring -road as a barrier to our citizens visiting and using our town centre. We will provide enhanced crossing points suitable for pedestrians and cyclists, while seeking to introduce traffic management measures to reduce the level of traffic on the ring road as a whole through App technology to assist car parking management.</p> <p>Reason: Project update in light of the council's Parking Strategy and to provide clarification in response to early engagement and consultation responses.</p>
17	31	<p>We want to create a new cultural heart which contains a museum, library, <u>archive</u> and art gallery, sound space...Options to deliver a museum, library, art gallery and archive facility include refurbishing the existing library and art gallery and <u>an extension providing extended or new accommodation for the museum</u>, relocating all activities to a single site or dispersed across various sites and buildings.</p> <p>A National Lottery Heritage Fund (NLHF) <del>Heritage Lottery Fund (HLF bid)</del> is being prepared for long term investment in a resilient heritage programme for Huddersfield and the wider area.</p> <p>Reason: Project update in light of further viability work and to update reference to funding mechanism.</p>
18	33	<p><b>Creativity</b></p> <p>The creative scene is thriving in Huddersfield. The Temporary Contemporary initiative offers an engaging use of vacant space within the indoor market and <u>on the Piazza and</u> maintains some short term momentum...</p> <p><del>The two town centre markets</del> <u>Mill facilities</u> are recognised as having unrealised potential for creative industries., <del>as do the mill facilities typical to the local area.</del></p> <p><b>Music</b></p> <p>Our music industry is recognised as an important contributor to the regional and local economy. <u>HCMF//</u>- Huddersfield Contemporary Music Festival is the UK's largest international festival of new and experimental music and is held in the town centre in November each year. The University of Huddersfield has one of the most comprehensive prospectus of undergraduate music courses in the UK <u>and is ranked 25<sup>th</sup> globally for its performing arts courses.</u></p> <p>The ambition is to <del>develop</del> <u>deliver</u> strategies to support new music talent and connect the town and its organisations more strongly...</p>

		Reason: Update to projects and clarification on the role of the market in response to early engagement/consultation and feasibility work
19	37	<p><b>Wellbeing and Social Integration and Family Friendly</b></p> <p>The regeneration of Huddersfield town centre provides an opportunity to influence and impact upon the physical and mental health of people visiting, working or living within the town. It will also be an opportunity to increase civic pride in Huddersfield. There are a range of factors which need to be considered within this, much of which crosses over to other themes:</p> <ul style="list-style-type: none"> <li>- Ensuring that walking and cycling is easy and accessible throughout the town;</li> <li>- Ensuring easy access to public transport;</li> <li>- Ensuring that roads are easy to cross;</li> <li>- Providing adequate and pleasant places to rest; <u>and</u></li> <li>- Ensuring there is plenty of green space and opportunities for children to play in a car free environment.</li> </ul> <p>Reason: To correct typographical errors.</p>
20	41	<p>Improved leisure, culture, music and arts <u>activities</u>...</p> <p>Reason: To correct a typographical error.</p>
21	43	<p><b>Regional connections</b></p> <p>Huddersfield is on the Transpennine rail line, just 20 minutes by train to Leeds and 35 minutes to Manchester. The Transpennine Route Upgrade will enable us to improve connection times and deliver an enhanced passenger environment.</p> <p>We will support plans to open up the railway station and provide better access to our town centre. St George's Warehouse, located adjacent to the station, offers a significant regeneration opportunity given its size and prominence along the rail line.</p> <p><b>Local connections</b></p> <p>The bus station is located within the ring -road, to the west of the town centre and serves a wide range of routes across Kirklees and beyond. We support the refurbishment of the bus station and car park and enhanced public space to improve the attractiveness of this area.</p> <p>There are a number of large public car parks around the ring road, while shops provide customer parking at Sainsbury's Market Street and Shorehead sites in the west and south-east respectively, Tescos at Viaduct Street</p>



		<p>(north-east) and Kingsgate (east). A number of other private sites currently provide temporary parking pending re-development.</p> <p><b>Arrival and dwell time in Huddersfield Town Centre</b></p> <p>At present, the links between the bus station, the rail station and the town centre are unclear or difficult to navigate and are being addressed through the Better Connected Stations <u>scheme link</u>. We will support enhanced public transport and walking and cycling opportunities to access our town centre alongside a review of our town centre car parks.</p> <p><b>Performance headlines: Transport</b></p> <p>The masterplan aims to...</p> <ul style="list-style-type: none"> <li>- Increase the accessibility to transport links;</li> <li>- Increase modal choice into and around the town centre;</li> <li>- Provide active travel infrastructure and networks;</li> <li>- <del>Complement</del> <u>Contribute to</u> a new parking strategy <u>for within</u> the town centre;</li> <li>- Relieve pressure on the road network;</li> <li>- Encourage walking and cycling within the town centre;</li> <li>- Strengthen the arrival experience into Huddersfield; and</li> <li>- Enhance the rail and bus station facilities.</li> </ul> <p>Reason: To correct typographical errors.</p>
22	51	<p>Open Market Huddersfield</p> <p><del>Open Market is operating successfully. Huddersfield cannot sustain two markets and so it is proposed to combine the indoor and outdoor markets on the existing outdoor market site. However, we</del> We want to work with local traders to <u>reinvigorate the market; look at ways of increasing increase footfall, extend the daytime offer into the evening and create a more social and cultural space alongside an interesting retail experience, and linking it to evening uses.</u> There is currently a limited food and drink offer and there is thought to be an opportunity to improve this offer by providing small units within the market itself elongating the potential opening hours and tying into the evening economy around Wood Street.</p> <p>Reason: To update the text in relation to the future of the Market in response to early engagement and consultation.</p>

**Key Sites and Opportunities for Change:****A) St George's Warehouse**

This is a major development opportunity, ~~currently comprising the~~ a largely vacant Grade II listed former London & North Western Railway goods warehouse (1885), a listed accumulator tower and engine house, and an unmarked surface car park on the site of the station goods yard. The property could be suited to mixed use, comprising offices, complementary commercial use and car parking development, due to its scale and proximity to the railway station. Improving the physical connections between this employment site, the station and the town centre would turn this into a regeneration scheme benefitting the wider area.

**D) Southgate**

Southgate is a cleared site which provides a considerable opportunity for major mixed use (potential residential/ educational/ commercial use development with car parking). It is well located with good access to the town centre and links to wider road networks via the Huddersfield ring road, and is a key priority for redevelopment in the short to medium term.

**G) Post Office & Car Park**

This site currently comprises ~~the recently closed a~~ Post Office, operational Royal Mail sorting delivery office and depot, and adjacent privately-operated surface car park. With the relocation of current occupiers the site will become available for new uses. It is in a well-connected location within the town centre and is situated in an area which is gaining a reputation for high quality independent A1/A3 retail. As such, the site could be suited to a mix of uses including residential, commercial and ancillary retail/leisure uses.

~~The combining the site with the adjacent surface car park in Lord Street currently supports people working at or visiting the Open Market, The Media Centre, the Parish Church and other businesses in the quarter. Parking here could also support re-development of the Post Office and sorting office. The retention of parking on the Lord Street site will therefore be an important ingredient in helping to regenerate the St Peter's Quarter. could provide a space of sufficient scale to maximise the potential for development in this area. Alternatively, the adjacent car parking could potentially be developed to provide multi storey car parking.~~

**H) Queensgate Neighbourhood**

The Queensgate neighbourhood currently comprises Queensgate indoor market, Market Hall car park, the Piazza shopping centre and Huddersfield library and art gallery. There is an opportunity to regenerate this area with a focus on creating a cultural heart for the town centre.

		Reason: To update the projects in the light of feasibility work and the council's parking strategy and to add clarification in response to early engagement/consultation.
23	58	<p>Graphic</p> <p>The graphic shows a footbridge from the railway station to the surface car park and on to St George's Warehouse, and a new Station Square between the surface car park and the warehouse. The graphic needs amending to:</p> <ul style="list-style-type: none"> <li>• Delete the footbridge;</li> <li>• Show a new western entrance for the station emerging in an above-ground (glass) building at the end of the proposed subway extension; and</li> <li>• Show two routes, one for cars from the surface car park to the parking in the lower levels of the warehouse, and the second for emergency vehicles to the trackside, at both sides of the new Station Square (i.e. alongside the trackside and alongside the retaining wall).</li> </ul> <p>Reason: To update the project details in the light of comments received from Historic England.</p>
24	61	<p><b>Objective 3: A strong commercial offer</b></p> <p>Many of the buildings fronting St George's Square are either inactive or vacant, undermining the functionality and sense of place in this area. Lively commercial activity on both sides of the station is desired to present a strong commercial offer on arrival by train. As one of the most accessible locations within the town, there is an opportunity to build a hub around the station which better links to other parts of our town.</p> <p>St George's Warehouse to the west of the station represents a significant opportunity for potential office and commercial use, which could capitalise on the footfall and pedestrian traffic through the <u>railway train station, with car parking to serve the development, the station and the town centre.</u></p> <p><b>Objective 4: A multi-modal hub</b></p> <p>We are seeking to support a multi-modal movement hub through clear links to the bus station, and enhanced car parking facilities. The facilities at the bus station need attention and the route between the bus and <u>railway train station (Station Link)</u> is not easy to find and could benefit from improved design and wayfinding.</p> <p>To the west of the railway line, <del>and the bus station</del> better connections and <u>improved increased</u> car parking need to be considered. <u>The railway station is the second busiest in West Yorkshire but has only around 50 dedicated car parking spaces to the east off St George's Square. The surface car park on the other side of the tracks at the privately-owned St George's Warehouse provides another 200 spaces for rail and town centre uses, but only on a temporary basis pending development of the building.</u></p>

		Reason: To update the projects in the light of the council's parking strategy and in response to early engagement/consultation.
25	62	<p><i>Page 62</i></p> <p><b>1. The Railway Station</b></p> <p>With the expected Transpennine <u>Route</u> Upgrade, we are seeking improvements to the <u>railway</u> station to raise the profile of Huddersfield as a destination on this line. We have the following aspirations for the station:</p> <ul style="list-style-type: none"> <li>- A new iconic western entrance;</li> <li>- A new platform;</li> <li>- Better circulation;</li> <li>- Connections between <u>the town and St George's Warehouse; and</u></li> <li>- <u>In the longer term, to connect the warehouse with St George's Square.</u></li> </ul> <p>To compete with other regional destinations, our station will provide a comfortable environment for travellers, and include good quality waiting areas and a choice of eating, drinking and convenience shopping to align with consumer expectations.</p> <p>We imagine the station to be served by two distinctive public spaces; St George's Square to the east and a new 'Station Square' to the west, adjacent to St George's Warehouse. Based on our early feasibility work, proposed movement will be encouraged from the station into these two spaces.</p> <p>Reason: For clarification.</p>
26	63	<p><b>2. St George's Warehouse including Station Square</b></p> <p>The Grade II listed warehouse represents the biggest empty building in the town centre, and there are definitely challenges around viability and the <u>re-use of such a large structure, while respecting its heritage value and the setting of the neighbouring Grade I railway station and the Conservation Area within which both are located.</u></p> <p><u>The warehouse has two unique selling points, one is its large floorplates which are much wider than in the textile mills typical of the area, and the other is significant space for on-site parking in a town centre location. The most pragmatic options for the building include converting the low levels into deck parking alongside surface parking to provide the greater capacity close to the station. The long-term plan ambition is to bring find a uses for all the three upper floors into use for offices and ancillary commercial activities, with a sensitively designed central lightwell serving characterful new commercial spaces with natural light and ventilation. Pedestrian access would be from the courtyard off New North Parade. The upper floors can be considered for a variety of uses, which will be market driven and could deliver a range of spaces for.</u> The derelict former engine house adjoining the listed</p>

		<p>accumulator tower would be brought into complementary commercial or leisure use. <del>Accommodation, residential apartments or an alternative location for a hotel.</del> It is likely <u>that occupiers would be attracted by high quality modern accommodation in a historic setting, with</u> <del>will be stimulated by proximity to car parking the station and improved connectivity</del> to the station and town centre. <del>a mixed use commercially lead proposition driven by proximity to the station.</del></p> <p><u>One option for permanent parking to serve the development, park and ride for the station, and the town centre could be to build a multi-storey car park alongside the warehouse. However, this would impact on heritage and be costly to construct. A better option would be to convert the lower levels of the warehouse below New North Parade, into decked parking alongside surface parking, all accessed off Fitzwilliam Street. In this way, parking for up to 400 cars, together with motorcycles and cycles, could be delivered.</u> <del>accommodated by the partial use of the warehouse and external surface parking.</del></p> <p><del>The parking would serve the uses in the upper floors of the warehouse, the railway station and the town centre.</del> The site would be connected to the railway station by extending the existing pedestrian subway and creating a new western station entrance. A new 'Station Square' to provide an arrival space with drop off/pick up and taxi parking, will be designed to link to the new accommodation in the warehouse and the engine house.</p> <p><u>A lift and stair tower next to the warehouse would help create a walking route for non-rail users between the car parking and Trinity Street-Westgate.</u> <del>The derelict former engine house adjoining the accumulator tower would be brought into complementary commercial or leisure use. Conversion of the buildings. However, this will be subject to a full technical survey and protection of historic features to be confirmed. A new "Station Square" will provide an arrival space and drop off and will be designed to link to accommodation in the warehouse and the engine house.</del> There is also an ambition to create a direct link between the site and St George's Square, without compromising station security.</p> <p>Reason: To update the projects in the light of feasibility work and the council's parking strategy</p>
27	67	<p><b>6. Southgate Site</b></p> <p>Although not directly located within the Station Gateway focus area, the Southgate site is considered to be a key influencer on the town centre and as such has been considered in this section of the masterplan.</p> <p>The Southgate site is well connected and will come forward for a number of uses, which could include residential although commercial uses including research and development is an early preference. <u>There is also potential, as part of any redevelopment, to include public parking to serve the nearby St Peter's Creative Quarter if existing parking elsewhere is lost to redevelopment.</u></p> <p>Given its key location at the Northumberland Street/ A62 corridor, development will have a significant impact on the vitality of the town centre. Development of this site must be cognisant of aspirations to reinforce a strong physical relationship to the town centre, and respond well to the intersection of Southgate and the A62. It is</p>

		<p>expected that pedestrian routes through the site will improve the area's permeability to other destinations such as the stadium.</p> <p>Reason: To update the projects in the light of feasibility work and the council's parking strategy</p>
28	71	<p><del>Objective 2: Protect and support the outdoor market</del> <u>Redevelop the Market</u></p> <p><del>The outdoor market brings much social value and character to the north of the town centre. Its place in the town will be preserved and celebrated as a unique focal point. As well as accommodating undercover stalls, the extended pedestrianised space along Byram Street and Brook Street can allow activities to spill out and encourage movement up to the north of the town.</del></p> <p><u>A new market experience will be developed on the site of the existing outdoor market which retains the social value and character of our markets. A focal point for both daytime and evening economies, the market will offer unique, personal, ethical shopping experience alongside opportunities to test ideas, eat, learn and be entertained. The site will comprise a food hall, street food traders; spaces for dining, drinking and cultural activities and stalls selling a wide range of vintage and new goods.</u></p> <p><del>The architecture and aesthetic of this Grade II* asset</del> <u>market canopy should be respected. The extended pedestrianised space along Byram Street and Brook Street can allow activities to spill out and encourage movement up to the north of the town.</u> <del>the role it plays in confirming the use of this part of the town centre protected.</del></p> <p>Reason: To update the project in the light of feasibility work and in response to early engagement/consultation.</p>
29	74	<p><b>8. Market improvement area</b></p> <p><del>The area of hard standing to the north of the main market building could be used in a number of ways to support the viability of the market. This can include pop up stalls, parking and or a semi-permanent food/drink maker units. Examples of this include Hatch on Oxford Road in Manchester, and cafés in the public square at Reading Station.</del></p> <p><u>There is parking nearby, on-street in Brook Street and Lord Street, and in the Brook Street car park, and the market scheme should take into account the future needs of shoppers for short-stay car parking, and traders for long stay van parking.</u></p> <p>Reason: To update the projects in the light of the council's parking strategy.</p>
30	77	<p><b>11. The Post Office and sorting office</b></p> <p><del>The Post Office and sorting office in St Peter's could provide the opportunity to deliver bespoke new residential development. It is understood that</del> <u>The Post Office counter main office has recently moved to New Street, will be vacated and the old building which on its own could deliver in the region of 60 one and two bed apartments.</u> <del>If the sorting office is also vacated, this could provide around a further 60 units and offer a rare opportunity to create a new artisan living space.</del></p>

		<p>It should be noted <del>though</del> <u>that although the location is relatively close to the railway station, any new residential development could increase the demand for parking in the area.</u> <del>could increase, as St Peter's is an easy walk to the new station facilities. Alongside the parking requirements for any new residential properties, consideration to intensify the parking on the adjacent car park would need consideration. A well-designed multi-storey car park accommodating around 230 spaces could fit on this site.</del></p> <p>Reason: To update the project in the light of feasibility work and to add clarity to residential offer.</p>
31	81	<p>Objective1: <del>A new street market</del> <u>Opportunities for New Street</u></p> <p>New Street (north)...One of the best ways to ensure this is by developing a platform for events, <u>cultural activities</u> and <u>occasional specialist markets</u> ...</p> <p>Reason: To add clarity to leisure offer.</p>
32	85	<p><b>15. New possibilities for living in the town centre</b></p> <p>We want to promote new residential offer on New Street (south). There are some 1970's buildings which, in the longer term, could provide an interesting split level residential development. On the eastern side of the street, <u>the upper floors of the Wilko's building</u> may lend <u>themselves</u> <del>itself</del> to a sensitive conversion in keeping with similar proposals to the adjoining <u>1930's eCo-operative building</u> <u>at</u> -103 New Street.</p> <p>If both areas were brought forward for residential development, about 170, one and two bed apartments could be delivered. <del>The parking provision could be partially met through intensifying the parking provided off Albion Street and New Street.</del></p> <p>Reason: To update the project to add clarity to the proposal and to update in light of council's Parking Strategy.</p>
33	88	<p><b>Queensgate Neighbourhood Focus Area</b></p> <p>This focus area is the most significant in size and captures a large area to the south-west of the town centre, both within and outside the ring road. It encapsulates the current Library and Art Gallery, Piazza, Queensgate Market and Market Hall car park. These are all considered to be Key Sites and Opportunities for Change.</p> <p>The influence of the University of Huddersfield, Bates Mills and other surrounding retail and commercial units mean that these have also been included in the focus area boundary.</p> <p>Reason: To correct a typographical error.</p>
Page 171	91	<p>Objective 5: Rethinking Queensgate <del>Market</del> <u>Building</u></p> <p>The <del>masterplan</del> <u>Blueprint SPD looks to</u> ...With reconfiguration, the <del>market</del> <u>building</u> has the capacity...</p>

		<p>Our objective is to bring the <del>market building</del> back into effective use ...</p> <p>Objective 7: Gateway opportunities...</p> <p>The location lends itself... This prime location should be explored and capitalised on, with any development adopting a strong aesthetic and clear functionality, supporting the use of the Queensgate <del>market building</del> and the wider Queensgate area.</p> <p>Reason: For clarification.</p>
35	91	<p><b>Objective 7: Gateway opportunities</b></p> <p><del>Work on developing a Parking Strategy for the Town Centre shows the importance of the Market Hall car park at Queensgate/Alfred Street in both supporting existing facilities and supporting the proposals for a new Cultural Heart is emerging as an opportunity site with a key position on the ring road. The underpass at the top of Queen Street South site means the facility enjoys vehicle access from the ring road in either direction. However, the car park structure is 50 years old and approaching the end of its economic life. The site is at a key gateway on the ring road, Despite the many development options a site of this size offers, and efforts should therefore be made to ensure that a replacement multi-storey car park is iconic and influential in its design.</del></p> <p>The <u>prime</u> location lends itself to a building which demands a strong and high quality facade. This <del>prime location</del> should be <del>explored and</del> capitalised on, with any development adopting a strong aesthetic and clear functionality, supporting the <u>re-use</u> of Queensgate <u>Market Building</u> and the wider Queensgate area.</p> <p>Reason: To update project in light of council's parking strategy and public concerns about a potential hotel development in this location.</p>
36	93	<p>17 The Piazza</p> <p>This development is well located close to the <u>Lawrence Batley Theatre</u>, as well as the proposed new cinema at Kingsgate and the proposed new <u>cultural centre (incorporating a museum, gallery, library and archive centre)</u>. This promotes the opportunity to re-think this development either via a refurbishment or with a new build as a leisure-led site <del>and may offer a home for one of Huddersfield's desired music venues.</del> Some bold interventions ....</p> <p>Reason: For clarification.</p>
37	95	<p><b>19. Market Hall Gateway</b></p> <p>The structural deterioration of the Market Hall car park <del>highlights the need opens up the opportunity to</del> <u>redevelop for the development of</u> this site. As a gateway site which we can influence, we feel that <u>a replacement multi-storey car park here</u> <del>whatever is brought forward here</del> should set a strategic direction for Queensgate in keeping with a bold vision.</p>



		<p>The <u>existing car park opened in 1970 with 588 spaces</u>, which gives an indication of the capacity of the site to <del>re provide parking in</del> <u>A</u> a replacement facility of similar scale but designed to present-day standards could provide around 550 spaces. <del>new structure. Re is the site capacity for either:</del>  A large hotel and conferencing facilities;  A youth zone  160 apartments; or  A re-provided car park.</p> <p><del>The preference is that whatever the development,</del> <u>The proposal to continue a parking it-use in a new facility on the site is well aligned with the cultural, arts and music opportunities for the Queensgate area. It could also continue to provide visitor parking to the university campus immediately opposite.</u></p> <p>Reason: To update project in light of council's Parking Strategy</p>
38	96	<p>20 Queensgate <del>Market Building</del>  The structure is listed... Considered options include <del>the retention of the market with space allocated to the creation of a new sound space as part of the overall ambition for the cultural heart.</del></p> <p>Alternatively, space could be allocated for a re-located library, <u>archive</u> and art gallery...</p> <p>Other uses include the conversion of the <u>market building</u> into events space, <del>if aligned with a business hotel on the Queensgate site.</del> Taking in the Piazza units adjoining the <u>Queensgate building</u>, this could provide in the region of 81,000sqft and is comparable to other large events space in the region. It might be that a mixed development accommodation either the art gallery or museum, combined with other events/conferencing space and bespoke <del>market and</del> retail space might present a combined solution.</p> <p>Reason: To update in light of review of requirement for potential archive space and consistency within the document.</p>
39	97	<p>21 Heart of the Queensgate Neighbourhood  There is capacity here subject to relocation of some units for a small hotel, conference rooms and supporting food and drink offer. Further if the Piazza units can be removed, this would also provide a new public space for <u>small events and festival activities</u> as part of a new Town Park (Queensgate Lawns)....</p> <p>Reason: For clarification.</p>
40	103	<p><b>25. Improving the bus station</b></p> <p>We will help to make this a comfortable and pedestrian friendly interchange which is well integrated to the town and makes public transport more attractive. The bus station also includes, <u>on the upper decks</u>, town centre parking <u>that is reasonably close to the rail station. An upgrade would</u> <del>As well as improving-improve the current bus passenger commercial and parking experiences-offer,</del> <u>and introduce new commercial opportunities.</u></p>

		<p>It is important <del>to see that the investment is</del> complemented by public realm well connected to other parts of the town centre, <del>in particular through the proposed</del> <u>noted</u> stations link.</p> <p>Reason: To update project in light of the council's Parking Strategy and early engagement/consultation.</p>
41	105	<p><b>Area Objectives: Kingsgate and King Street</b></p> <p><b>Objective 2: Operating diversity</b></p> <p>There- are opportunities within Kingsgate to diversify the current offer. With emerging plans for additional leisure uses within Kingsgate Shopping Centre, and potential to promote the evening economy along King Street, <u>parking in the area is critical and should be optimised for 24 hour use.</u></p> <p>Reason: To update project in light of the council's Parking Strategy.</p>
42	106	<p><b>26. Leisure offer &amp; car parking</b></p> <p>The Kingsgate Centre is changing, with plans to develop a cinema and leisure extension. New uses would help to strengthen the Centre beyond its retail dependence, but it also offers an opportunity for the owner to reconsider the current parking provision. Increasing leisure uses across Cross Church St/ Queen Street would locate the Kingsgate parking facilities centrally to these functions. <del>Alteration to closing times could provide capacity for evening uses, without the requirement to develop additional parking facilities.</del></p> <p>Reason: To update project in light of the council's Parking Strategy.</p>
43	110	<p>In terms of the Cultural Heart, the strategy for this area is to reinvent it into a cultural and visitor based economy centred on the repurposed <u>Queensgate</u> and Library Buildings.</p> <p>To develop this concept further, this project was the basis of the Council's <u>Future High Street Fund</u>...</p> <ul style="list-style-type: none"> <li>- Produce a preliminary design and technical study to determine the constraints and reusability of the <u>Queensgate</u> building.</li> <li>- Produce an <u>options</u> appraisal to determine the preferred use.</li> </ul> <p>Reason: For clarification.</p>
44	110	<p><i>Page 110</i></p> <p><b>Priority Projects and Programmes</b></p> <p>Our investment framework focuses on the project specific actions required to bring forward each scheme. The key priorities for the Council stand out as:</p> <ul style="list-style-type: none"> <li>- <del>the</del> Cultural Heart; and</li> </ul>

		<p>- Station Gateway.</p> <p>These are key locations where the Council has the ability to exert control and can underpin growth and regeneration in the town centre.</p> <p>In terms of the Cultural Heart, the strategy for this area is to reinvent it into a cultural and visitor-based economy centred on the repurposed Market Hall and Library buildings. The removal of existing Piazza buildings will create a high-quality public/ park space that links better to the University across Queensgate and to the Lawrence Batley Theatre. To develop this concept further, this project was the basis of the <u>council's Future High Streets Fund bid</u> made earlier in the year. Land assembly has been a priority for the Council so far. Completion of this element of the project will be followed by detailed feasibility that will:</p> <p>The Station Gateway will be shaped in the medium term by the aspirations for the <u>Transpennine Route</u> Upgrade. This project presents opportunities for a remodelled station, with entrances facing to the west as well as east on to St George's Square. <del>The Development of connection of the</del> <u>St George's Warehouse</u>, <u>connecting the site</u> with the town, <u>and providing parking</u> will provide an opportunity to regenerate the area significantly. With respect to <u>the St George's Warehouse</u>, the Council already <del>have</del> <u>has</u> an ongoing dialogue with the owners of the site to discuss the various routes and mechanisms for delivery. This will lead to a robust delivery plan that will realise the repurposing of this important asset. The council <del>has</del> <u>has</u> already appointed a property advisor and procured further technical studies and preparation of business cases to pursue external funding.</p> <p>Reason: To update in relation to typographical errors and in the light of the council's Parking Strategy.</p>
	Section 8 Delivery	<p>A Funding and Delivery Programme</p> <p>The Plan has identified a range of interventions <del>that That...</del> <u>The programme for delivery can be seen in Time line of transformation diagram and the tables below.</u> <del>The later</del> <u>These</u></p> <p>Reason: To correct typographical errors.</p>
45	111	<p>A Funding and Delivery programme</p> <p>The plan has identified a range of intervention. <del>That that ...</del> <u>The later</u> <u>These</u> summarise...</p> <p>Reason: To correct typographical errors.</p>
46	111	<p>Each of the tables below set out ambitions for delivery. However, the programme will evolve over time and be influenced by funding availability and opportunities. It will be the Council's <u>role</u> to keep this up to date and communicate progress.</p> <p>Reason: To correct typographical errors.</p>

47	111	<p>To supplement this... <del>Feedback on the submission is expected later in 2019 and This may realise upto £25m. This has also been supplemented by a heritage element to the Fund which could bring in between £5000,000 and £2m- will net up to £1m for projects around St George's Square.</del></p> <p>Reason: To update project information and funding.</p>
48	111	<p>The Council is also... As part of a larger bid it is hoped to secure funds for other works around the town centre including the refurbishment of Huddersfield Bus Station. <u>The Kirklees element will bring forward up to £66m in funding across Huddersfield and Dewsbury.</u></p> <p><del>To complement capital funding, the Council are currently developing its music offer using an allocation of £30K from the Business Rates Pool administered by WYCA Heritage Lottery Fund (HLF) have supported a bid submission to develop a cultural heritage aspiration to the value of £285k. Both of these elements will support the cultural heart project.</del></p> <p>As funding opportunities become available the council will make bids to deliver its programme.</p> <p>Reason: To update project information and funding.</p>
49	112	<p>Early delivery</p> <p>Amend Southgate disposal Project Description to: Employment – land disposal process advanced – preferred bidder Delete 2020 from Estimated cost</p> <p>Medium Term Projects</p> <p>Amend Indicative timeframe for Kingsgate Cinema to 2021 Delete N/A from Estimated Cost</p> <p>Delete the following rows in the table:</p> <ul style="list-style-type: none"> <li>• Northumberland Street</li> <li>• Wood Street &amp; St Peter's Garden – refurbishment</li> <li>• Market Place and Cloth Hall Street improvements</li> <li>• Macaulay Street – Playful Huddersfield</li> </ul> <p>Amend Cross Church Street Public Realm Estimated Cost from £1.6m to £2m</p> <p>Amend Open Market Refurbishment to New Market Refurbishment. Amend Progress to Date to delete Procurement stage to Design Stage</p>

		<p>Amend Project Description for Sound Venue to Delivery of music venue <del>in time for Year of Music 2023</del>-Amend Indicative Timeframe to 2023 onwards</p> <p>Amend New Street Garden Street Indicative Timeframe to 2021 onwards</p> <p>Amend George Hotel Project Description <del>Determine Planning application and works with owner to deliver to</del><u>Help to deliver approved scheme</u></p> <p>Amend George Hotel Indicative Timeframe to 2021-22</p> <p>Delete Youth Zone row</p> <p>Huddersfield Bus Station Amend Estimated Cost to read: Funding likely from Transforming Cities Fund</p> <p>Estate Buildings Amend Progress to Date to: In development</p> <p>Estate Building Amend Estimated Cost to FHSF-HAZ</p> <p>Reason: To update project delivery, funding and implementation information.</p>															
50	112	<p>Timeline of Transformation</p> <p>Delete this page</p> <p>Reason: This information has now been incorporated as part of changes to pages 111 and 114</p>															
51	114	<p><b>Long Term and Transitional Projects</b></p> <p>These are complex projects that require additional funding and third parties to deliver. The council will ensure that milestones and changes are communicated to show progressive delivery.</p> <table border="1"> <thead> <tr> <th>Project</th> <th>Project Description</th> <th>Indicative Timeframe</th> <th>Progress to Date</th> <th>Estimated Cost</th> </tr> </thead> <tbody> <tr> <td><u>Transpennine Route Upgrade</u></td> <td>Major <del>R</del>refurbishment of Huddersfield <u>Railway Station</u></td> <td>2022-</td> <td>Engagement by Network Rail</td> <td></td> </tr> <tr> <td><u>St George's ation Warehouse</u></td> <td>Various work to <u>warehouse land and station west entrance</u> –</td> <td><u>2022-</u></td> <td>Bidding Stage</td> <td>In part through - WYTF</td> </tr> </tbody> </table>	Project	Project Description	Indicative Timeframe	Progress to Date	Estimated Cost	<u>Transpennine Route Upgrade</u>	Major <del>R</del> refurbishment of Huddersfield <u>Railway Station</u>	2022-	Engagement by Network Rail		<u>St George's ation Warehouse</u>	Various work to <u>warehouse land and station west entrance</u> –	<u>2022-</u>	Bidding Stage	In part through - WYTF
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		<table border="1"> <tr> <td></td> <td>Mixed use development</td> <td></td> <td></td> <td></td> </tr> </table> <p>Reason: To update project delivery, funding and implementation information.</p>		Mixed use development			
	Mixed use development						
52	20	<p><b><u>Images</u></b>  <b>Figure 1: Big Moves Plan</b></p> <p>Key: Parking Network (parking linked by strategic routes)</p> <p>QUEEN STREET GATE-SOUTH</p> <p>Car park at Thomas Broadbent &amp; Sons Delete as this is a private works car park.</p> <p>Car park at Bus Station - Delete the addition of parking decks as this has not been shown to be feasible e.g. through any structural survey.</p> <p><i>Pages 20, 51, 56, 62, 63, 64, 65, 66, 67, 68, 74, 75, 76, 77, 78, 80, 83, 84, 85, 86, 88, 93, 94, 95, 96, 97, 98, 100, 101, 102, 103, 106 and 107</i></p> <p><b>Line drawings</b></p> <p><b>and...</b></p> <p><i>Pages 94, 95 and 98</i></p> <p><b>Computer generated images</b></p> <p><b><i>Amend from current appearance of a (very tall) hotel to that of a well-designed car park with a capacity of around 550 spaces.</i></b></p> <p>Reason: To reflect project updates and proposed written amendments outlined in this schedule.</p>					

## EIA STAGE 1 – SCREENING ASSESSMENT

### PROJECT DETAILS

<b>Name of project or policy:</b> Huddersfield Town centre Blueprint Supplementary Planning Document (SPD)	
<b>Directorate:</b> Housing and Growth	<b>Senior Officer responsible for policy/service:</b> Mathias Franklin, Acting Head of Planning and Development
<b>Service:</b> Planning	<b>Lead Officer responsible for EIA:</b> Steven Wright, Planning Policy Group Leader
<b>Specific Service Area/Policy:</b> Huddersfield Town Centre Blueprint	<b>Date of EIA (Stage 1):</b> 23/12/2020

#### Brief outline of proposal and the overall aims/purpose of making this change:

The Huddersfield Town Centre Blueprint SPD sets out the vision and ambitions for the future of Huddersfield Town Centre for the period to 2031. The SPD sets a framework to capitalise and build on the unique aspects and character of Huddersfield to promote its regeneration and bring forward new uses which reflect the changing nature of our town centres. The SPD will provide detailed guidance and additional information about the implementation of the Kirklees Local Plan and will be a material consideration in the determination of planning applications.

### ASSESSMENT SUMMARY

Theme	Calculated Scores						Stage 2 Assessment Required
	Proposal	Impact	P + I	Mitigation	Evidence	M + E	
Equalities	0	4.2	4.2	0	4	4	No
Environment		3.9	3.9	0	6	6	No

### NATURE OF CHANGE

WHAT IS YOUR PROPOSAL?	Please select YES or NO
To <b>introduce</b> a service, activity or policy (i.e. <b>start</b> doing something)	NO
To <b>remove</b> a service, activity or policy (i.e. <b>stop</b> doing something)	NO
To <b>reduce</b> a service or activity (i.e. <b>do less</b> of something)	NO
To <b>increase</b> a service or activity (i.e. <b>do more</b> of something)	NO
To <b>change</b> a service, activity or policy (i.e. <b>redesign</b> it)	NO
To <b>start charging</b> for (or increase the charge for) a service or activity (i.e. ask people to <b>pay</b> for or to pay more for something)	NO

WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...	Level of Impact Please select from drop down
Kirklees <b>employees</b> within this service/directorate? (overall)	Positive
Kirklees <b>residents</b> living in a specific ward/local area?	Positive
Please tell us which area/ward will be affected:	All wards
<b>Residents</b> across Kirklees? (i.e. most/all local people)	Positive
Existing <b>service users</b> ?	Positive

Each of the following 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 <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...disability	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...gender reassignment	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...marriage/ civil partnership	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...pregnancy & maternity	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...race	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...religion & belief	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...sex	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...sexual orientation	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...those in poverty or low-come	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...unpaid carers	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral



WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...		Level of Impact	
		Please select from drop down	
Kirklees Council's <b>internal practices</b> ?		Positive	
Lifestyles of <b>those who live and work in</b> Kirklees?		Positive	
<b>Practices of suppliers</b> to Kirklees council?		Neutral	
<b>Practices of other partners</b> of Kirklees council?		Neutral	
Each of the following <b>environmental themes</b> ? (Please select from the drop down list)			
	People	Partners	Places
...clean air (including Climate Changing Gases)	Neutral Score: 2	Neutral Score: 2	Positive Score: 1
...Clean and plentiful water	Neutral Score: 2	Neutral Score: 2	Neutral Score: 2
... Wildlife and habitats	Neutral Score: 2	Neutral Score: 2	Neutral Score: 2
...Resilience to harm from environmental hazards	Neutral Score: 2	Neutral Score: 2	Neutral Score: 2
... Sustainability and efficiency of use of resources from nature	Neutral Score: 2	Neutral Score: 2	Positive Score: 1
...Beauty, heritage and engagement with the natural environment	Positive Score: 1	Positive Score: 1	Positive Score: 1
... Resilience to the effects of climate change	Positive Score: 1	Positive Score: 1	Positive Score: 1
...Production, recycling or disposal of waste	Neutral Score: 2	Neutral Score: 2	Neutral Score: 2
... Exposure to chemicals	Neutral Score: 2	Neutral Score: 2	Neutral Score: 2

## HOW ARE YOU USING ADVICE AND EVIDENCE/INTELLIGENCE TO HELP YOU?

Please select YES or NO

### Equality Themes

Have you taken any <b>specialist advice</b> linked to your proposal? (Legal, HR etc)?	No
...employees?	Yes
Do you have any <b>evidence/intelligence</b> to support your assessment (in section 2) of the impact of your proposal on...	Yes
...Kirklees residents?	Yes
...service users?	No
...any protected characteristic groups?	Yes

Please list your **equalities** evidence/intelligence here [you can include hyperlinks to files/research/websites]:  
 The Huddersfield Town Centre Blueprint SPD has been informed by a wide range of internal and external consultees including businesses, third sector groups, education organisations, developers and investors, service providers etc. It was subject to 12 week consultation and a staff exhibition in the town centre provided the opportunity for the public and other interested parties to come and speak about the Blueprint. Citizens were invited to provide their views through an on-line questionnaire and over 850 face to face interviews were undertaken with citizens and focus groups through the How good is your place exercise to gain people's views on the town centre. <https://howgoodisourplace.org.uk/huddersfield-town-centre/>

	Please select from drop down
To what extent do you feel you are able to mitigate any potential negative impact of your proposal outlined on the different groups of people?	FULLY
To what extent do you feel you have considered your Public Sector Equality Duty?	FULLY

### Environmental Themes

Have you taken any <b>specialist advice</b> linked to your proposal?	No
...Kirklees Council practices?	Yes
Do you have any <b>evidence/intelligence</b> to support your assessment (in section 2) of the impact of your proposal on...	Yes
...resident and worker lifestyles?	Yes
...Practices of Supplier to Kirklees Council?	No
...Practices of other Kirklees Council partners?	No

Please list your environmental evidence/intelligence here [you can include hyperlinks to files/research/websites]:  
 The How Does your Town Feel consultation indicated that people wanted a plan for Huddersfield based on getting the basics right including maintenance, cleansing and improved perception of safety outlined in <https://howgoodisourplace.org.uk/huddersfield-town-centre/>. The SPD includes links to the Town Centre Operation Plan. The SPD also supports the Huddersfield Town Centre Design Framework and New Street improvements which seek to improve the environmental quality of the town centre. The vision of the SPD seeks to set a framework for environmental improvement as part of the overall future vision for the town centre and there is a focus on improving the environment throughout the document.

	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 environmental issues identified?	FULLY



**Name of meeting:** Cabinet

**Date:** 25th February 2020

**Title of report:** Corporate Financial Monitoring Report, Quarter 3, 2019/20

**Purpose of the Report**

To receive information on financial monitoring for General Fund Revenue, Housing Revenue Account (HRA) and Capital Plan, as at Quarter 3 (month 9), 2019/20.

<b>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?</b>	<b>Yes</b>
<b>Key decision - is it in the <u>Council's Forward Plan (key decisions and private reports)</u>?</b>	<b>Key decision - Yes</b>
<b>The Decision - Is it eligible for “call in” by Scrutiny?</b>	<b>Yes</b>
<b>Date signed off by Strategic Director &amp; name</b>	<b>Rachel Spencer Henshall – 17.2.2020</b>
<b>Is it also signed off by the Service Director for Finance?</b>	<b>Eamonn Croston – 17.2.2020</b>
<b>Is it also signed off by the Service Director – Legal, Governance &amp; Commissioning?</b>	<b>Julie Muscroft – 17.2.2020</b>
<b>Cabinet member portfolio - Corporate</b>	<b>Give name of Portfolio Holders Cllr Graham Turner</b>

**Electoral wards affected: None Ward**  
**Councillors Consulted: None**

**Public or private: Public**

**GDPR:** This report contains no information that falls within the scope of General Data Protection Regulations.

## 1. Summary

### 1.1 General Fund

- 1.1.1 The Council's revised General Fund controllable (net) revenue budget for 2019-20 is **£293.5m**. The budget included planned (net) revenue savings in-year of £10.9m. The in year planned savings target has been adjusted for Quarter 3 monitoring to reflect where existing savings targets have now been reversed out as part of Council approved 2020-23 budget report, on 12 February 2020. This has resulted in a revised in-year planned savings target of £7.7m
- 1.1.2 The revised budget includes a number of planned transfers from reserves during the year, with the most significant being £3.5m from the revenue grants reserve, £0.8m from the Public Health reserve and £0.7m from the Waste Management reserve.
- 1.1.3 Quarter 3 forecasts reflect strong progress to delivering overall spending plans within available resources. Quarter 2 monitoring reported a modest forecast overspend of £0.9m (equivalent to 0.3%), and as at Quarter 3, this has reduced by a further £0.4m to a reported forecast £0.5m overspend. It is expected that this downward trend will continue and that by current year end, overall spending plans will come in within budget. The forecast overspend at Quarter 3 of £0.5m is against a revised budget at Quarter 3 of £293.5m; equivalent to just 0.2%. This includes the following:
- forecast delivery of £6.6m planned savings against the revised in-year planned savings target of £7.7m; equivalent to 85%;
  - proposed transfer and roll forward of unbudgeted forecast in-year high needs pressure of £11.2m, through the Dedicated Schools Grant (DSG) funding account, within allowable Government rules;
  - forecast £0.6m net underspends elsewhere.

A detailed breakdown of the planned savings can be found at Appendix 5.

- 1.1.4 The forecast revenue outturn as at Quarter 3 is summarised at Appendix 1 and also in Table 1 below.

**Table 1 - Overview of 2019-20 general fund forecast revenue outturn position as at Quarter 3**

	<b>Revised Budget</b>	<b>Outturn Forecast</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Children & Families	80,380	80,320	(60)
Adults & Health	102,646	103,259	613
Economy & Infrastructure	41,880	45,977	4,097
Corporate Services	33,922	34,789	867
Central Budgets	34,650	29,626	(5,024)
<b>Grand Total</b>	<b>293,478</b>	<b>293,971</b>	<b>493</b>

- 1.1.5 As noted at paragraph 1.1.3, it is expected that Strategic Directors continue to ensure as far as possible that management actions are taken between now and year end to manage down the £0.5m forecast overspend, to deliver an overall balanced position for the Council for

2019/20. Headline variances are described in more detail in sections 1.2 to 1.6 below and a summary of all key variances can also be found at Appendix 4.

## 1.2 Children & Families

### Learning – High Needs

- 1.2.1 The National Fair Funding (NFF) regime was implemented by Government from 2018/19. The High Needs block under the new NFF acknowledges the level of previous under-funding, and Government intention was to increase Kirklees' annual allocation by £7m in comparison to the 2017/18 baseline. Due to transitional arrangements, this was to be phased over a 7 year period, at about £1m per annum. This phasing was reflected in existing budget plans.
- 1.2.2 The Council has reported extensively on the fact that since the 2014 Children and Families Act was implemented, there has already been a 44% rise in the number of Education Health & Care Plans (EHCP's) within Kirklees in the last four years (2015 to 2019; 47% nationally). The rising demand and cost pressures show no sign of slowing down, with continued growth of EHCP numbers expected in future years (over 10% in each of the last three years nationally).
- 1.2.3 For Kirklees, there is a significant and increasing funding pressure against the High Needs block of the Dedicated Schools Grant; to the extent that the Council's general fund has supported unfunded DSG pressures at £4.4m in 2017/18 and £8m in 2018/19. However, this is considered unsustainable going forward, with further demand and cost pressures anticipated in future years, adding between £1.5m to £2m spend pressures per annum.
- 1.2.4 Government has acknowledged the extent of current and growing spend pressures on high needs through the 2019/20 Spending Round (SR2019) announcement in September 2019, which included £700m additional funding for high needs in 2020/21. This was subsequently confirmed through the Provisional Local Government Finance Settlement in December 2019, with the Council's share at £6.1m for 2020/21. This includes the minimum £1m annual uplift for Kirklees as part of transitional arrangements to mitigate the £7m baseline 2018/19 under-funding (see also para 1.2.1 above).
- 1.2.5 The 2019/20 Dedicated Schools Grant (DSG) High Needs funding allocation for Kirklees is £37.0m. At Quarter 3, the forecast in-year pressure on High Needs spend in excess of the DSG funding allocation is £11.2m (equivalent to 30.26%). As per recently published updated Government guidance following an initial consultation, this spending pressure must be carried forward on the balance sheet in full, as a funding deficit against Dedicated School Grant (DSG), from 2019/20 onwards.
- 1.2.6 Previously, in-year financial monitoring had assumed that the High Needs pressure would be part offset from the planned release of Central Budget Minimum Revenue Provision (MRP) budget of £5m in 2019/20, as per existing budget plans.
- 1.2.7 In anticipation of Government confirmation of its consultation on treatment of DSG deficits, the 2020-23 Annual Budget Report included proposals to create a demand reserve from the re-direct of MRP set-asides that would previously have been used to at least part offset in-year High Needs spend pressures. It is intended that this will be used to mitigate the impact and volatility of a range of potential demand risks on statutorily provided service activity going forwards. The MRP re-direct has been reflected in the summary of revenue reserves at Appendix 2, with a proposed transfer of £5m into the demand reserve by year end.
- 1.2.8 High Needs remains an area of significant and growing pressure on Council budgets nationally and locally, and officers will continue to review and update current and future year forecasts informed by national and local intelligence. It is anticipated that medium term, growth pressures

may be mitigated at least in part through other measures, with the Council currently working on the implementation of a ten point action plan with key educational partners across the district. The approved capital budget plans for 2019-24 also include £25m to support increased District high needs specialist placement sufficiency.

### Learning and Early Support

- 1.2.9 Currently there are 245 children with Education Health and Care Plans (EHCP's) using Post 16 Home to School Transport, which is an increase of 48 from the previous year and 91 from 4 years ago. The increase in the number of pupils with requiring transport is also reflected in a forecast pressure of £0.8m on Post -16 Home to School Transport.
- 1.2.10 This pressure also links in to other schools transport pressures highlighted in paragraph 1.4.2 further below, and the Council is currently exploring a range of alternate approaches, working with pupils, parents, schools sector and providers, to deliver more innovative and tailored transport options while reducing overall cost pressures. An additional £1.1m has been built into base budgets going forwards as part of the 2020-23 Annual Budget Report to address the estimated residual ongoing pressure in this area.
- 1.2.11 The increased number of approved applications for funding support from Special Educational Needs and Disability Inclusion Fund (SENDIF) has resulted in a forecast overspend of £400k. At this point in 2018/19 approved applications totalled £917k; currently they total £1,389k. The fund primarily supports 2-4 year olds with special educational needs who attend a Private Voluntary and Independent (PVI) or mainstream school nursery setting. Numbers of children accessing the fund have increased from 299 to 406 over the last 12 months alongside a growth in complexity of need. The service have strengthened the resources in the Early Years SEN Inclusion Team and are providing training to nursery settings to upskill their workforce so that they can meet the needs of the children rather than having to access SENDIF and this is intended to help mitigate pressures on this budget going forward.
- 1.2.12 There is a projected overspend of £0.3m within Statutory Responsibility for Education. This relates to staffing (£163k) and one off, additional school support payments in respect of the work needed at Almondbury Community School (£114k). This is offset by a one-off saving of £0.6m relating to vacant posts in the Early Support Service. Approved budget plans for 2020-23 have added back £300k into this budget heading.

### Child Protection and Family Support

- 1.2.13 Within Child Protection and Family Support there was a plan to reduce the number of External Residential Placements from 37 to 23 during 2019/20. As a result of the largely successful implementation of this plan, numbers of placements have reduced, resulting in an underspend of £0.6m. This figure is reflective of the increased pressures on other demand led budgets following the successful transition of the placements.
- 1.2.14 There are also additional pressures within the service of £0.6m relating to increased demand on the Youth Remand Service budget and also the Persons from Abroad budget, both of these pressures are as a result of increasing numbers. Additionally, there is an underspend of £0.9m on staffing.

## **1.3 Adults and Health**

- 1.3.1 Within Adults and Health there is a planned saving on independent sector home care of £0.5m, and this is anticipated to be achievable, in part due to strengths based approaches having an impact. However there is a further projected £1.7m home care underspend; mainly due to current capacity challenges in the Independent Sector Home Care market which is resulting in

some re-direct of anticipated Home Care spend to other activities; notably self-directed support, which is projecting an overspend of £1.2m.

- 1.3.2 Home care capacity measures have been implemented part-year to support providers, at an estimated cost of £400k. This is already factored into the £1.7m home care underspend above. The additional cost is offset by compensating funding from Better Care fund; achieved through continued flexible deployment of funding allocations in conjunction with the CCG (Clinical Commissioning Group). The level of weekly hours provision of home care (and therefore cost) is now steadily increasing.
- 1.3.3 The other main projected variance in Adults relates to employee pressures at £1.4m. A Programme is underway to further develop understanding around demand and growth predictions, levels of productivity and the workforce shape required to best deliver pathways. It will also enable an intelligence led approach to vacancy management. In addition, there has been a risk assessment of the sustainability of further social work staff planned savings, in light of emerging service demands and the requirement to ensure standards remain fully compliant with strengthened Care & Quality Commission regulatory standards. The outcome of the above has been to reverse further planned assessment and care management savings of £500k from 2020/21, and a rebasing of existing in house provision budgets (residential) by a further £1.4m in future budget plans.
- 1.3.4 Adults budgets include income from a number of specific adult social care grants such as Winter Pressures at £1.9m, Social Care grant at £1.2m and the Improved Better Care Fund (iBCF) totalling £15.4m. There is also funding allocated through the Better Care Fund (BCF) pooled with Health, with the Council share about £17.2m. This (along with the iBCF, and Winter Pressures grant) has national reporting conditions and joint health sign off agreements. The 2020/21 Local Government Finance Settlement confirmed that all existing social care specific grants, including BCF, will roll into 2020/21 baselines.
- 1.3.5 The Finance Settlement also confirmed the overall national increase in social care funding by £1.5bn in 2020/21, previously announced in SR2019 as funding to 'stabilise the system'. This had been described by the Chancellor as a down payment for more extensive reforms to fix adult social care in the autumn through the delayed release of the Adult funding green paper.
- 1.3.6 Of this, £1bn funding has been allocated to Councils as a specific Social Care grant in 2020/21 Kirklees share is £7.8m. Existing budget plans already assumed £3.6m additional social care grant in 2020/21; therefore only £4.2m of this allocation represents unbudgeted funding growth which has been factored into baseline budgets in the 2020-23 Annual budget Report to Cabinet and Council.

## **1.4 Economy and Infrastructure**

- 1.4.1 Within Environment there is a projected overall income shortfall of £1.4m in Car Parking. As part of 2019-20 budget, car parking charges were frozen, and have been for a number of years. This means that the income targets within the budget cannot be achieved. As part of the Council's town centre and climate change ambition, within Environment, a strategic review of Parking is underway. Also an additional £600k has been built into forward budget plans, as part of a strategic alignment of future income targets.
- 1.4.2 Also within Environment there is a projected overspend of £1.0m on Schools Transport; in the main linked to special educational needs demand (links also to the Learning-High Needs Section 1.2 of the report earlier), and a £0.5m short-term pressure in Bereavement due to a revised income shortfall projection relating to the Cremator Replacement project.

- 1.4.3 Economy and Skills has a £0.3m projected overspend on Commercial Properties. This is due to upgrade and maintenance requirements across several sites.
- 1.4.4 There is a £0.4m projected overspend within Growth & Housing relating to income across Markets. This includes the part year effect of the rent reduction following the introduction of the new tenant leases for Huddersfield and Dewsbury Markets on 1<sup>st</sup> January 2020. Also as part of the town centre ambition, a strategic review of income targets has been undertaken, resulting in a baseline budgeted income adjustment for Markets of £500k which has been built into base budgets in the recent Annual Budget report to Cabinet and Council.

## **1.5 Corporate Strategy, Commissioning and Public Health**

- 1.5.1 Within Finance, there is a projected £0.6m overspend in benefit Payments relating to homelessness. Since the introduction of the Homelessness Reduction Act in April 2018 the number of people eligible for, and being provided with, temporary accommodation in Kirklees has increased by 13%.
- 1.5.2 Within Governance and Commissioning there is a forecast £0.3m overspend in Legal As part of the wider Corporate capacity review, previous planned savings targets have been reversed as part of approved budget plans 2020-23.

## **1.6 Central Budgets**

- 1.6.1 Approved Central Budgets for 2019/20 include the set aside of £2.7m minimum revenue provision (MRP) over-allocation budget, as in-year contingency. This has been released in-year, to part mitigate the balance of in-year pressures set out in this report. (see also Appendix 5).
- 1.6.2 Further underspends within Central budgets at Quarter 3 include £0.6m from Yorkshire Purchasing Organisation (YPO) dividend income, £0.5m relating to inflation budgets not required in-year, and £1.4m due to additional in-year business rates s31 grants compared to budget.

## **1.7 General Fund Reserves**

- 1.7.1 The reserves position at Appendix 2 reflects the Council's reserves strategy and approach reported and approved at Budget Council on 12 February 2020.
- 1.7.2 General fund reserves and balances are estimated to reduce through 2019-20 by £1.9m; from £112.5m at the start of the year to £110.6m as at 31 March 2020. The movement includes the Quarter 3 forecast overspend of £0.5m, together with planned drawdowns in the year of £6.4m; the most significant being £3.5m from the Revenue Grants reserve, £0.8m from Public Health, and £0.7m from the Waste Management reserve. These drawdowns are offset in part by the transfer of £5m re-directed MRP budget to create a new demand reserve in order to mitigate the impact and volatility of a range of potential demand risks on statutorily provided service activity going forwards (see also paragraph 1.2.7).
- 1.7.3 The forecast reserves as at 31<sup>st</sup> March 2020, includes £9.5m relating to statutory schools reserves (which cannot be re-directed for non-school uses), leaving £10.0m general balances and £91.1m earmarked reserves.
- 1.7.4 Total forecast usable reserves at 31<sup>st</sup> March 2020, net of Public Health and statutory School reserves, is equivalent to 34.8% of the original 2019/20 net revenue budget of £287.1m. For comparator purposes, the median percentage across the 26 metropolitan Councils on this particular indicator was 35% as at 31 March 2019.



- 1.7.5 The significance of this indicator is that it features as part of CIPFA's suite of 'financial resilience' performance indicators being developed to support officers, members and other stakeholders as an independent and objective suite of indicators that measure the relative financial sustainability and resilience of Councils, given extensive and ongoing national coverage and concern about financial sustainability across the local government sector.
- 1.7.6 Forecast financial resilience reserves as at 31<sup>st</sup> March 2020 are £36.7m, net of the forecast Quarter 3 overspend. This is currently below the minimum £37m requirement recommendation by the Chief Financial Officer at least to the start of 2021/22, as set out in the 2020-23 Annual Budget Report. It is expected however, that Strategic Directors continue to ensure as far as possible that management actions are taken between now and year end to manage down the £0.5m forecast overspend to deliver an overall balanced position for the Council for 2019/20 (see also paragraph 1.1.5). This would enable financial resilience reserves to be maintained at the 2019/20 opening balance of £37.1m.
- 1.7.7 Regular monitoring and review of corporate reserves will be continue to be undertaken as part of the standard monitoring cycle through the remainder of the financial year.
- 1.7.8 Work is ongoing with regards to profiling the commitments against the Strategic Investment reserve. Current projections estimate around £2.0m per annum of expenditure for the period from 2019/20 to 2021/22. These include managing the medium term revenue impact associated with the strategic acquisitions of key assets in support of the Council's broader Blueprint agenda for the major transformation of our key Town Centres and include specifically the purchase of the Piazza, support for Dewsbury Riverside and the town centre masterplan.
- 1.7.9 Commitments against the Strategic Investment reserve will be monitored on an ongoing basis and the level of the reserve will be reviewed going forward with a potential for further resources to be provided to ensure continued support for the Council's strategic agenda.
- 1.7.10 Kirklees had been allocated £315k funding from Government to help Councils with preparations for the UK's planned withdrawal from the EU; £105k in 2018/19 and a further £210k in 2019/20. This is being held within earmarked reserves in the first instance. Any costs incurred relating to planning, for example for increasing capacity or research on economic impact on local businesses, will be monitored and funding drawn down from the reserve to cover these costs in due course.

## **1.8 Collection Fund**

- 1.8.1 The Collection Fund accounts separately for council tax and business rates income and payments. At Quarter 3, there is a projected in year surplus of £2.1m; £1.6m with respect to Business Rates and £0.5m from Council Tax.
- 1.8.2 The projected £0.5m in-year surplus from council tax in part reflects a service review of student property exemptions resulting from student accommodation along with a review of collection rates and the in-year effect of new properties becoming chargeable.
- 1.8.3 The forecast Business Rates surplus relates to an anticipated reduced appeals provision requirement. This is due to a continuation of historical appeals being settled or withdrawn, alongside the new more stringent appeals system implemented from April 2017 onwards. Officers will continue to review and update appeals provision assumptions throughout the remainder of the financial year.
- 1.8.4 Taking into account the opening balance and repayments to the general fund in year, the above in-year projections result in a forecast surplus of £58k at 31<sup>st</sup> March 2020 for council tax.

equivalent to just 0.03% of Kirklees annual council tax requirement of £180m, and a forecast surplus of £3,377k for business rates, equivalent to 3.7% of planned income of £92m. The overall impact is a repayment of £3.4m from the collection fund to the general fund in 2020/21 which has been factored into updated budget plans in the 2020-23 Annual Budget Report to Cabinet and Council. See also the collection fund summary at Table 2 below.

**Table 2 – Collection Fund Summary**

<b>Collection Fund forecast (Council Share)</b>	<b>Council Tax</b>	<b>Business Rates</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>(Surplus)/Deficit at 1st April 2019</b>	<b>1,621</b>	<b>(8,700)</b>	<b>(7,079)</b>
Re-payments to/(from) General Fund 19-20	(1,179)	6,923	5,744
In year Financial Performance	(500)	(1,600)	(2,100)
<b>(Surplus)/Deficit at 31st March 2020</b>	<b>(58)</b>	<b>(3,377)</b>	<b>(3,435)</b>

### **North and West Yorkshire Business Rates Pool**

- 1.8.5 Kirklees is part of the Leeds City Region (LCR) and North Yorkshire Joint Business Rates 75% Pool in 2019/20. The financial model underpinning the pool estimates a potential overall gain to the combined pool in the region of £24m in-year.
- 1.8.6 Pool income is shared out so that member authorities receive two thirds of the additional income generated through the 75% pilot, with the remaining third of additional income being retained by the pool. This retained funding is re-distributed to projects that meet the Pool's strategic aims; Reducing Digital Isolation, Inclusive Growth, Culture, Sport and Major Events, Business Support, Trade and Investment and Enabling Housing Growth.
- 1.8.7 The 75% pilot will cease at current year end, but Government confirmed a successful further Joint North and West Yorkshire Business Rates 50% Pool application for 2020/21. This was approved as part of the Finance Settlement announcement for 2020/21. It is anticipated that the 50% Pool will still benefit overall from retained levies, in the region of £9m. Specific proposals for the allocation of retained levies will be considered through the Business Rates Joint Committee for the start of the new financial year.

### **1.9 Housing Revenue Account**

- 1.9.1 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 forecast revenue outturn at Quarter 3 is a surplus of £0.9m against an annual turnover budget of £92.0m in 2019-20; equivalent to 1%. The surplus includes a planned re-payment to the HRA by Kirklees Neighbourhood Housing of £1.1m fee underspend rolled forward from 2018/19.
- 1.9.2 Forecast HRA reserves at 31 March 2020, net of set asides for business risks and investment needs and a minimum working balance, is £59.0m. A summary of the HRA outturn and reserves position can be found at Appendix 3. Key variances are highlighted as part of Appendix 4.

### **1.10 Capital**

- 1.10.1 Officers have undertaken a fundamental review of capital plan requirements over the 2019-25 period and these are reflected in the annual budget report to Council on 12th February 2020.

Significant re-profiling into future years of current in-year capital budgets was undertaken, with the aim of narrowing of the gap between the reported in-year capital budget and forecast outturn for 2019/20. The 2019/20 budget was set at £96.8m.

- 1.10.2 Since then, capital budgets have been further reviewed under Financial Procedure Rules 3.10-3.15, in terms of re-profiling slippage into future years. In total £5.2m (£1.5m borrowing slippage, £0.5m grant slippage, £3.2m HRA reserves) has been re-profiled into subsequent financial years as shown in Appendix 7.
- 1.10.3 The Council's revised capital budget for 2019/20 is £91.6m. The forecast capital outturn at Quarter 3 is £85.5m; forecast £6.1m variance.
- 1.10.4 The quarter 3 position is summarised in Table 3 below, categorised by Council primary outcomes as set out in the Corporate Plan, which illustrates how the Council's investment proposals align with the Council's ambitions for its residents. Each primary outcome is further structured between strategic priorities, baseline work programmes and one-off projects.

**Table 3 – Forecast Capital Outturn 2019/20 at Quarter 3**

<b>By Category</b>	<b>Revised Budget £000</b>	<b>Actuals to Date £000</b>	<b>Annual Forecast £000</b>	<b>Variance £000</b>
Achieve & Aspire	12,669	6,747	11,145	(1,524)
Best Start	3	2	3	0
Independent	905	397	887	(18)
Sustainable Economy	49,542	26,131	45,594	(3,948)
Well	2,820	1,104	2,715	(105)
Safe & Cohesive	15	2	15	0
Clean & Green	1,625	632	1,625	0
Efficient & Effective	2,479	900	2,479	0
<b>General Fund</b>	<b>70,058</b>	<b>35,915</b>	<b>64,463</b>	<b>(5,595)</b>
Independent –Strategic Priorities	4,200	2,730	3,700	(500)
Independent - Baseline	17,377	11,638	17,377	0
<b>Housing Revenue Account</b>	<b>21,577</b>	<b>14,368</b>	<b>21,077</b>	<b>(500)</b>
<b>Total Capital Plan</b>	<b>91,635</b>	<b>50,283</b>	<b>85,540</b>	<b>(6,095)</b>

- 1.10.5 A more detailed breakdown of the capital outturn position including a breakdown of the budget adjustments incorporating the re-profiling exercise outcome is provided at Appendix 6, along with key variances highlighted.
- 1.10.6 Officers will continue to review capital budget profiles in year, including any more detailed recommendations for potential re-profiling of scheme budgets between years (allowable under Financial Procedure Rules 3.10-3.15), as part of outturn financial monitoring. Any such recommendations would reflect the growing complexities and challenges over the next 5 years in delivering to this scale of ambition.
- 1.10.7 The overall capital funding position will also be updated for outturn, based on the actual spending at the end of the financial year. It should be noted that early indicators of actual expenditure as at Quarter 3 are £8.9m ahead of last year (£50.3m for 2019/20 compared to £41.4m in 2018-19), which highlights the progress to date in delivering the capital plan.
- 1.10.8 The capital financial outturn position will be presented to Council as part of the Financial Outturn and Rollover Report. Future capital plan updates will continue to be presented to Council via the annual budget strategy update and annual budget approval reports to Cabinet and Council

as a matter of course, as part of the annual planning cycle. This will include the outcome of a member approved summer review to re-shape the plan to reflect realistic delivery timescales.

- 1.10.9 Corporate Landlord Asset Investment presented a report to Cabinet on 19th March 2019 which included a final business case to approve refurbishment and fire safety works at Cliffe House for £1m. Further detailed investigations have highlighted pressures, resulting in revised design specifications, which have increased the overall budget allocation to £1.5m over the 2019-21 period, in order for the contract to be let. The increase will be funded from within existing corporate landlord capital budgets.

## **2 Information required to take a decision**

- 2.1 The Appendices accompanying this report provide a more detailed breakdown of the Quarter 3 financial monitoring position, as follows:

- i) Appendix 1 sets out by service area, the forecast general fund revenue outturn position in 2019/20;
- ii) Appendix 2 summarises the forecast general fund reserves and balances movements in-year,
- iii) Appendix 3 summarises the forecast HRA financial position including movements in HRA reserves in-year;
- iv) Appendix 4 highlights the more significant general fund and HRA variances across service areas;
- v) Appendix 5 shows forecast performance against planned revenue savings at Quarter 3.
- vi) Appendix 6 sets out by Outcome area the forecast capital outturn position in 2019/20 and the reasons for the more significant forecast capital variances across strategic priority and baseline capital schemes.
- vii) Appendix 7 shows capital budget re-profiled into future years of the capital plan.

## **3 Implications for the Council**

### **3.1 Working with People**

### **3.2 Working with Partners**

### **3.3 Place Based working**

### **3.4 Climate Change & Air Quality**

### **3.5 Improving Outcomes for Children**

### **3.6 Other (eg Legal/Financial or Human Resources)**

- 3.6.1 The financial climate facing local government remains challenging; in particular with regard to Council's like Kirklees that have statutory education and social care responsibilities. The number of people who require support continues to increase and the complexity of services provided to vulnerable children and adults require higher levels of resourcing, while the cost of services continues to increase.

- 3.6.2 A one-year Spending Round (SR2019) was announced on 4<sup>th</sup> September 2019, setting out proposals for Government departmental spend over the 2020/21 financial year. Government noted that the announcement was fast tracked ahead of official Office of Budget Responsibility (OBR) independent fiscal forecasts which inform the Autumn Budget statement. The Chancellor outlined £13.8bn of investment in areas including Health and Education in what he described as the fastest increase for 15 years.
- 3.6.3 Following the general election on 12 December 2019, Government subsequently released the detail of the 2020/21 provisional local government financial settlement on 20 December 2019, subsequently confirmed as the final settlement.
- 3.6.4 As noted in the 2020-23 Annual Budget Report, the funding announcements outlined above have made a significant contribution in delivering a balanced budget for 2020/21, however there remains uncertainty regarding funding for Kirklees in future years. In part, this is due to the implementation of a national Council 75% Business Rates Retention Scheme, incorporating a re-basing of Council funding through a National Fair Funding Review; now due to commence in 2021/22.
- 3.6.5 In addition, Government intends to deliver a multi-year Spending Review in 2020 which "...will take into account the nature of Brexit and set out further plans for long-term reform" (HM Treasury Spending Round 2019). HM Treasury commentary here re-affirms the unpredictability regarding the outcome of the next spending review beyond SR2019.
- 3.6.6 Updated budget plans in the Annual Budget Report include further target savings proposals of £5.4m over the 2020-23 period. However, given the uncertainties outlined above, there is significant volatility in future years funding forecasts from 2021/22 onwards, and the Council at least needs to ensure that it achieves overall delivery of its planned savings over the 2019-22 period, including corrective action or alternative proposals.
- 3.6.7 Quarter 3 monitoring forecasts indicate the delivery in-year of £6.0m forecast savings against a revised planned savings of £7.7m; equivalent to 85%, noting as well that the High Needs spend pressure will roll forward on the balance sheet as a deficit against DSG.
- 3.6.8 Strategic Directors will continue to ensure as far as possible that management actions are taken between now and year end to manage down the remaining net overspend position to a nearer overall break-even position.
- 3.6.9 The Council's refreshed reserves strategy recently approved in the 2020-23 budget plans are directed at strengthening organisational flexibility and financial resilience over the medium to longer term in account of the continued funding uncertainty for Councils post 2021. Any projected overspend would in the first instance effectively be transferred to reserves at year end and offset by financial resilience reserves, as indicated at Appendix 2.
- 3.6.10 Officers will undertake a further review of reserves as part of the closure of accounts process, and reflect any further changes as appropriate, which will be subsequently reported to Cabinet and Council early Summer 2020 as part of the 2019/20 financial outturn & rollover report.
- 3.6.11 The collection fund financial performance reflected at Quarter 3 suggests that in the region of £3.4m can be repaid to the general fund in 2020/21. This was reflected in the 2020-23 Annual Budget Report to Cabinet and Council.
- 3.6.12 Whilst the capital investment ambition over the next 5 years as set out in the 2020-23 Annual Budget Report, is considered to be affordable, the Council will continue to review its assessment of affordability, and potentially re-prioritise and flex current plans, if the national funding and economic landscape changes significantly over the next 12 months.

#### **4 Consultees and their opinions**

This report has been prepared by the Service Director Finance, in consultation with the Executive Team.

#### **5 Next Steps and timelines**

To present this report to Cabinet as part of the Quarterly financial monitoring reporting cycle.

#### **6 Cabinet portfolio holders recommendations**

The portfolio holder agrees with the recommendations set out in this report.

#### **7 Officer recommendations and reasons**

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

##### General Fund

- 7.1 note the roll forward of the £11.2m High Needs overspend through the DSG mechanism for the reasons set out in the narrative of this report ;
- 7.2 note the 2019/20 forecast revenue overspend of £0.5m as at quarter 3; net of the proposal set out at 7.1 above;
- 7.3 note the expectation that Strategic Directors work to identify opportunities for spending plans to be collectively brought back in line within the Council's overall budget by year end;
- 7.4 note the forecast year end position on corporate reserves and balances;

##### Collection Fund

- 7.5 note the forecast position on the Collection Fund as at Quarter 3;

##### HRA

- 7.6 note the Quarter 3 forecast HRA surplus and forecast year-end reserves position;

##### Capital

- 7.7 note the Quarter 3 forecast capital monitoring position for 2019-20;
- 7.8 approve the re-profiling across years of the capital plan as outlined in paragraph 1.10.2.
- 7.9 note the increased capital expenditure budget for the works at Cliffe House as outlined at paragraph 1.10.9.

#### **8 Contact Officer**

James Anderson, Head of Service - Accountancy

[james.anderson@kirklees.gov.uk](mailto:james.anderson@kirklees.gov.uk)

Sarah Hill, Finance Manager

[sarahm.hill@kirklees.gov.uk](mailto:sarahm.hill@kirklees.gov.uk)

#### **9 Background papers and History of Decisions**

Annual budget report 2020-23  
Outturn and Rollover Report 2018-19

- 10 Service Director responsible**  
Eamonn Croston, Service Director Finance.

## Appendix 1

Corporate Revenue Budget Monitoring 2019/20 – Month 9									
	Year To Date			Annual					
Strategic Director portfolio responsibilities	Controllable Budget (Net)	Actuals	Variance	Controllable Budget (Net)	Planned use of reserves	Revised Budget	Forecast	Variance	Change in Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£000
Child Protection & Family Support	46,568	45,514	(1,054)	58,596	161	58,757	57,706	(1,051)	(24)
Learning & Early Support & Schools	30,187	37,399	7,212	20,965	658	21,623	22,614	991	10
<b>Sub Total (Children &amp; Families)</b>	<b>76,755</b>	<b>82,913</b>	<b>6,158</b>	<b>79,561</b>	<b>819</b>	<b>80,380</b>	<b>80,320</b>	<b>(60)</b>	<b>(14)</b>
Adults Social Care Operation	51,492	53,475	1,983	33,492	920	34,412	32,532	(1,880)	(287)
Commissioning, Quality and Performance	56,305	55,776	(529)	60,327	3	60,330	62,833	2,503	7
Integration, Access & Community Plus	5,909	6,307	398	7,904	-	7,904	7,894	(10)	30
<b>Sub Total (Adults &amp; Health)</b>	<b>113,706</b>	<b>115,558</b>	<b>1,852</b>	<b>101,723</b>	<b>923</b>	<b>102,646</b>	<b>103,259</b>	<b>613</b>	<b>(250)</b>
Growth & Housing	5,566	5,665	99	5,718	932	6,650	6,749	99	(106)
Economy & Skills	6,683	6,964	281	7,542	665	8,207	8,488	281	103
Environment	12,296	16,253	3,957	24,531	669	25,200	28,734	3,534	627
E&I Management	2,221	2,404	183	1,823	-	1,823	2,006	183	148
<b>Sub Total (Economy &amp; Infrastructure)</b>	<b>26,766</b>	<b>31,286</b>	<b>4,520</b>	<b>39,614</b>	<b>2,266</b>	<b>41,880</b>	<b>45,977</b>	<b>4,097</b>	<b>772</b>
Strategy, Innovation & Planning	11,512	11,528	16	14,616	33	14,649	14,666	17	78
Public Health & People	3,166	3,109	(57)	2,151	1,481	3,632	4,072	440	495
Governance & Commissioning	4,614	4,665	51	6,212	168	6,380	6,430	50	47
Finance	42,106	42,466	360	8,343	918	9,261	9,621	360	(262)
<b>Sub Total (Corporate Strategy, Commissioning &amp; Public Health)</b>	<b>61,398</b>	<b>61,768</b>	<b>370</b>	<b>31,322</b>	<b>2,600</b>	<b>33,922</b>	<b>34,789</b>	<b>867</b>	<b>358</b>
Central	19,087	21,221	2,134	34,860	(210)	34,650	29,626	(5,024)	(1,225)
<b>General Fund Total</b>	<b>297,712</b>	<b>312,746</b>	<b>15,034</b>	<b>287,080</b>	<b>6,398</b>	<b>293,478</b>	<b>293,971</b>	<b>493</b>	<b>(359)</b>



General Fund Earmarked Reserves							
	As at 1st April 2019	Reserves Review 2019/20 Annual Budget Report	Revised Balance	Planned drawdown in-year	Planned contribution in-year	Unplanned use of Reserves (forecast variance)	Forecasted Reserves position as at 31st March 2020
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Statutory (School Reserves)	(9,744)		(9,744)	268	-	-	(9,476)
<b>Earmarked</b>							
Financial Resilience Reserves	(32,746)	(4,400)	(37,146)	-	-	493	(36,653)
<b>Earmarked (Other)</b>							
Rollover	(2,161)	-	(2,161)	477	(189)	-	(1,873)
Revenue Grants (various)	(12,945)	21	(12,924)	3,502	-	-	(9,422)
Public Health	(2,069)	-	(2,069)	827	-	-	(1,242)
Stronger Families Grant	(1,817)	-	(1,817)	-	-	-	(1,817)
Insurance	(1,900)	-	(1,900)	-	-	-	(1,900)
Other	(3,912)	(120)	(4,032)	114	-	-	(3,918)
Ward Based Activity	(1,067)	(160)	(1,227)	145	-	-	(1,082)
Social Care Reserve	(2,496)	-	(2,496)	-	-	-	(2,496)
Property and Other Loans	(3,000)	-	(3,000)	-	-	-	(3,000)
Adverse Weather	(4,000)	1,000	(3,000)	-	-	-	(3,000)
Strategic Investment support	(5,400)	-	(5,400)	279	-	-	(5,121)
Waste Management	(11,000)	-	(11,000)	663	-	-	(10,337)
Mental Health	-	(1,400)	(1,400)	-	-	-	(1,400)
Business Rates	-	(2,000)	(2,000)	-	-	-	(2,000)
Commercialisation	(500)	-	(500)	-	-	-	(500)
Elections	-	(500)	(500)	123	-	-	(377)
Demand Reserve	-	-	-	-	(5,000)	-	(5,000)
<b>Total-Earmarked Other</b>	<b>(52,267)</b>	<b>(3,159)</b>	<b>(55,426)</b>	<b>6,130</b>	<b>(5,189)</b>	-	<b>(54,485)</b>
<b>Sub Total Earmarked Reserves</b>	<b>(85,013)</b>	<b>(7,559)</b>	<b>(92,572)</b>	<b>6,130</b>	<b>(5,189)</b>	<b>493</b>	<b>(91,138)</b>
GENERAL BALANCES	(10,215)	-	(10,215)	-	189	-	(10,026)
<b>Grand Total</b>	<b>(104,972)</b>	<b>(7,559)</b>	<b>(112,531)</b>	<b>6,398</b>	<b>(5,000)</b>	<b>493</b>	<b>(110,640)</b>
<b>Total usable reserves (excluding schools and public health)</b>	<b>(93,159)</b>	<b>(7,559)</b>	<b>(100,718)</b>	<b>5,303</b>	<b>(5,000)</b>	<b>493</b>	<b>(99,922)</b>

HOUSING REVENUE ACCOUNT 2019/20 - MONTH 9								
	Year to			Annual				
	Date							
	Controllable Budget (Net)	Actuals	Variance	Revised Budget	Forecast	Variance	Variance from Previous Month	Change in Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Repairs & Maintenance	17,956	18,005	49	23,549	23,549	0	0	0
Housing Management	25,007	25,341	334	34,187	34,450	263	193	70
Other Expenditure	614	805	191	27,568	26,828	(740)	27	(767)
<b>Total Expenditure</b>	<b>43,577</b>	<b>44,151</b>	<b>574</b>	<b>85,304</b>	<b>84,827</b>	<b>(477)</b>	<b>220</b>	<b>(697)</b>
Rent & Other Income	(65,483)	(65,046)	437	(91,999)	(91,237)	762	853	(91)
Revenue Contribution to Capital Funding	0	0	0	6,695	6,695	0	0	0
Planned transfer to HRA Reserves	0	(1,200)	(1,200)	0	(1,200)	(1,200)	(1,200)	0
<b>Total</b>	<b>(21,906)</b>	<b>(22,095)</b>	<b>(189)</b>	<b>0</b>	<b>(915)</b>	<b>(915)</b>	<b>(127)</b>	<b>(788)</b>

## HRA RESERVES

	Balance at 31 March 2019	Approved Movement in Reserves	Balance at 31 March 2020
	£'000	£'000	£'000
Set aside for business risks	(4,000)		(4,000)
Forecast in Year Surplus/Deficit		(915)	(915)
To support the Capital Investment Programme		3,722	3,722
Set aside to meet investment needs (as per HRA Business Plan)	(56,282)		(56,282)
Working balance	(1,500)		(1,500)
<b>Total</b>	<b>(61,782)</b>	<b>2,807</b>	<b>(58,975)</b>

## Key Highlights – Child Protection &amp; Family Support

Activity Level	Description	Annual Budget £'000	Variance to Date £'000	Variance for the year £'000	Comments
Various	Accelerated progression/ Reinstate savings re agency usage	11,463	(685)	(858)	Substantive vacancy/ Turnover savings
Various	Social Care volume inflation	20,988	(421)	(636)	Estimated underspending on demand led placement costs due to improvements in service delivery, review of high cost placements and reduced numbers of Looked After Children.
Fostering - Placements	Impact of reducing children outside Kirklees by 50%	6,655	(236)	424	Overspending on demand led placement costs.
Various	Other social care pressures	11,111	716	597	Estimated overspending linked primarily to service investment and delivery as part of the service improvement plan and Ofsted inspection recommendations. Also, overspending on Youth Offending Team Remand and persons from abroad without UK citizenship and no recourse for public funds

## Key Highlights – Learning &amp; Early Support &amp; Schools

Activity Level	Description	Annual Budget £'000	Variance to Date £'000	Variance for the year £'000	Comments
Post 16 Services	Post-16 Transport	508	635	814	Over spending on Post-16 Home to School Transport due to increase in number of pupils with EHC plans requiring transport.
Early Support Service	Review of Early Support	5,439	(869)	(600)	One off temporary saving due to vacant posts over the period April to September.
Early Years Quality & Improvement	Review support to early learning	64	(55)	112	Balance of 2019/20 MTFP budget savings not achieved
Early Yrs SEN Support incl. Portage service		1,085	(6)	311	Forecast overspending on Inclusion Fund £400k. Approvals for current financial year total £1,389k in comparison to £917k for last financial year. Overspending on Inclusion Fund partly offset by underspending on EYSEN Inclusion team staffing.
Statutory Responsibility for Education System		497	299	277	Overspending on Employee costs.

## Key Highlights – Adults Social Care Operation

Activity Level	Description	Annual Budget £'000	Variance to Date £'000	Variance for the year £'000	Comments
<b>Assessment &amp; Care Management</b>	Staffing re-alignment	4,389	861	596	Multiple transformation work-streams on-going resulting in slippage in achieving savings.
<b>Self-Directed Support</b>	Reduced spend on independent sector home care & Apply proportional spend on direct payments.	18	53	(1,335)	Lack of capacity in the Independent Sector Home Care market is resulting in lower home care spend, and alternate spend on direct payments.
<b>Independent Sector Residential. &amp; Nursing – Older People</b>	Reduction of Older People Placements	20,100	135	(670)	Lower than anticipated activity, partially offset by higher than anticipated unit costs.
<b>Independent Sector Residential. &amp; Nursing – Physical Disability</b>	Reduction of Physical Disability Placements	3,003	199	708	Higher than anticipated unit costs.
<b>Contracted Services (independent sector daycare)</b>	Review of contracts	1,634	160	423	Work ongoing to identify means of achieving savings.

## Key Highlights – Commissioning, Quality &amp; Performance

Activity Level	Description	Annual Budget £'000	Variance to Date £'000	Variance for the year £'000	Comments
<b>Self-Directed Support</b>	Apply proportional spend on direct payments	15,702	21	412	Higher Commissioned Services activity and higher Direct Payment unit costs than anticipated. Lower health income than anticipated
<b>Contracted Services (independent sector daycare)</b>	Review of contracts	3,303	637	271	Work on-going to identify means of achieving savings.
<b>Independent Sector Residential. &amp; Nursing- Learning Disability</b>	Reduction of Learning Disability Placements	21,039	(1,295)	44	Higher than anticipated unit costs, partially offset by lower than anticipated activity.
<b>Assessment &amp; Care Management</b>		2,913	512	596	Mainly agency spend.
<b>Self-Directed Support</b>		896	(157)	516	Lack of capacity in the Independent Sector Home Care market is resulting in lower spend. Higher Commissioned Services activity and higher Direct Payment unit costs than anticipated. Lower health income than anticipated.

## Key Highlights – Environment

Activity Level	Description	Annual Budget £'000	Variance to Date £'000	Variance for the year £'000	Comments
Car Parking	Bus Lane Enforcement	(4,831)	1,268	1,404	Ongoing income shortfall on parking charges, due to no price increase and some loss of land.
Bereavement Services		(602)	526	526	Planned closures for cremator replacement works. Estimated shortfall for the year £527k (Dewsbury works only, Huddersfield now due to start April 2020)
Public Protection		4,582	1,135	1,457	Schools Transport; £1m. Budget savings in previous years not achieved due to high volumes of clients linked to high needs. Service offer being reviewed.

## Key Highlights – Economy &amp; Skills

Activity Level	Description	Annual Budget £'000	Variance to Date £'000	Variance for the year £'000	Comments
Commercial Properties		(1,860)	271	271	Several sites sold off. Some sites require upgrade/maintenance.

## Key Highlights – Growth &amp; Housing

Activity Level	Description	Annual Budget £'000	Variance to Date £'000	Variance for the year £'000	Comments
Markets		(552)	435	435	Declining income across all Markets - Part of Huddersfield Blueprint plans

## Key Highlights – Finance

Activity Level	Description	Annual Budget £'000	Variance to Date £'000	Variance for the year £'000	Comments
Benefit Payments		(81)	635	635	Homeless subsidy costs, reduced clawback income

## Key Highlights – Governance &amp; Commissioning

Activity Level	Description	Annual Budget £'000	Variance to Date £'000	Variance for the year £'000	Comments
Legal Services		1,459	283	283	Current & previous years savings target not achieved



## Key Highlights – Central budgets

Activity Level	Description	Annual Budget £'000	Variance to Date £'000	Variance for the year £'000	Comments
Treasury Management		12,080	-	(2,700)	Release of MRP overprovision to part offset 2019-20 savings unlikely to be achieved
Inflation		479	-	(479)	Inflation budget not required
General contingencies		(5,522)	1,773	(2,037)	YPO dividend £0.6m, additional Section 31 Business Rates Grants £1.4m.

## Key Highlights - HRA

Activity Level	Description	Annual Budget £'000	Variance to Date £'000	Variance for the year £'000	Comments
Income		(91,999)	437	761	Income forecast lower than budget for rechargeable repairs, Leaseholder income, Rents and Service Charges

## Planned Savings Table

Reference	Service Activity	Headline Proposal	Forecast Saving	Planned Saving	Variance Month 9
			£000	£000	£000
EX CP3	Management and Regulatory	Planned reduction in Legal Disbursement charges	-339	-175	-164
EX CP4	Service Wide	Planned reduction in the use of Agency Social Workers	-609	-636	27
<b>TOTAL CHILD PROTECTION AND FAMILY SUPPORT</b>			<b>-948</b>	<b>-811</b>	<b>-137</b>
EX IN1	Access Strategy & Delivery – Library and Information Centres	Re-shape Library and Information Service	-275	-300	25
EX OC7	Access, Strategy & Delivery – Access to Services	New ways of working; customer service centres/Kirklees Direct	-173	-100	-73
EX OC8	Access Strategy & Delivery – Library and Information Centres	Organisation wide – cross-cutting savings from Place based working	-348	-300	-48
<b>TOTAL INTEGRATION, ACCESS &amp; COMMUNITY HUB</b>			<b>-796</b>	<b>-700</b>	<b>-96</b>
EX AS3	Demand Led Services	Reduce spend on independent sector home care and apply proportional spend on direct payment	-988	-988	0
EX AS4/5	Independent Sector Residential & Nursing Placements	Reduction of older people and physical disability placements	-349	-387	38
EX AS6	Day care and Contracted Services	Review all existing contracts	290	-133	423
EX AS7	Day care and Contracted Services	– Older People’s Independent Sector Day Services	-50	-50	0
EX AS8	Other demand led services	Community equipment	-33	-33	0
EX AS 9	Care Phones & Assistive Technology	Care Phones – Increased Income	9	-20	29
New AS1	Care Phones & Assistive Technology	Additional savings	0	-250	250
New AS2	Other demand led services	Change in bad debt provision requirement	-200	-200	0
<b>TOTAL ADULT SOCIAL CARE OPERATION</b>			<b>-1,321</b>	<b>-2,061</b>	<b>740</b>
NEW CR2	Management & Regulatory	Increase income collection efficiency thereby reducing bad debt requirement	117	-50	167
NEW CR3	Management & Regulatory	Increased contribution from HRA/KNH for housing management service	-1,500	-1,500	0
<b>TOTAL ECONOMY &amp; INFRASTRUCTURE MANAGEMENT</b>			<b>-1,383</b>	<b>-1,550</b>	<b>167</b>
EX CR6	Corporate Landlord	New ways of working	-140	-300	160
<b>TOTAL ECONOMY &amp; SKILLS</b>			<b>-140</b>	<b>-300</b>	<b>160</b>
EX CR1	Transport Services	Smarter practices/efficiencies	-90	-103	13

Reference	Service Activity	Headline Proposal	Forecast Saving	Planned Saving	Variance Month 9
			£000	£000	£000
EX CR2	Bereavement Services	Additional income potential, 20%, through smarter marketing/product offer	-11	-50	39
EX CR3	Parks & Open Spaces	Increased cost recovery on services from KNH	-25	-25	0
NEW CR1	Management & Regulatory	Income generation initiatives ; 10% booking fee – town hall tickets	-50	-50	0
EX CR4	Schools Facilities Management – Catering/Assets	Meal price increase/reduced subsidy on living wage	-79	-55	-24
EX CR5	Schools Facilities Management - Cleaning	Realignment to current performance	-57	-25	-32
<b>TOTAL ENVIRONMENT</b>			<b>-312</b>	<b>-308</b>	<b>-4</b>
NEW ER1	Management & Regulatory	Reduction in the events budget	-147	-100	-47
EX ER3	Strategic Investment - Planning	Increase in Planning Fees	57	-120	177
<b>TOTAL GROWTH &amp; HOUSING</b>			<b>-90</b>	<b>-220</b>	<b>130</b>
EX CS3	Finance and Accountancy	Efficiency Savings	-178	-201	23
EX CS5	Welfare and Exchequer	More automation on back office services	-107	-50	-57
<b>TOTAL FINANCE</b>			<b>-285</b>	<b>-251</b>	<b>-34</b>
EX CS6	HD-One Financial & HR Transactional Services	Income generation	-100	-100	0
EX PI1	Sexual Health	Incorporating additional schemes into integrated sexual health services main contract	49	-100	149
EX PI3 / 4 / 5	Obesity, Physical Activity, Healthy Child	Incorporating additional schemes into healthy child programme	-129	-103	-26
EX PI2	Substance Misuse	Reducing payments in primary care and ongoing contract efficiencies	-11	-100	89
<b>TOTAL PUBLIC HEALTH &amp; PEOPLE</b>			<b>-191</b>	<b>-403</b>	<b>212</b>
EX CS1	Transformation team	Organisation wide – cross-cutting reduction in sickness absence	-859	-859	0
NEW CS1	Management & Regulatory	Strategy & Commissioning review	-250	-250	0
<b>TOTAL STRATEGY, INNOVATION &amp; PLANNING</b>			<b>-1,109</b>	<b>-1,109</b>	<b>0</b>
<b>TOTAL GENERAL FUND PLANNED BUDGET SAVINGS STILL IN VIEW</b>			<b>-6,575</b>	<b>-7,713</b>	<b>1,138</b>

<b>SAVINGS NO LONGER IN VIEW (BASE BUDGET ADJUSTMENT IN 2020-21 BUDGET REPORT)</b>					
EX LE4	Education services for vulnerable children	Part of a broader strategic review of services to vulnerable children	100	-84	184
EX LE5	Early Learning	Review support to early learning (sufficiency and development)	0	-300	300
EX AS1 / 2 / 10 / 12 / 13	Assessment and Care Management	Staff Realignment within Adult Social Care	-125	-740	615

Reference	Service Activity	Headline Proposal	Forecast Saving	Planned Saving	Variance Month 9
			£000	£000	£000
EX CQ1	Demand led services	Apply proportionate spend on direct payments	0	-412	412
EX CQ2	Independent sector residential and nursing placements	Reduction in high cost learning disability placements	-379	-423	44
EX CQ3	Independent sector residential and nursing placements	Mental Health Placements	399	-67	466
EX CQ4	Day care and contracted services	Review of all existing contracts	37	-234	271
EX CR7	Parking	Bus lane enforcement	0	-750	750
EX ER4	Markets	Closure of Heckmondwike & Holmfirth markets and other increase income	395	-40	435
EX CS2	Legal Services	Further savings to be identified	161	-122	283
<b>TOTAL SAVINGS NO LONGER IN VIEW</b>			<b>588</b>	<b>-3,172</b>	<b>3,760</b>
<b>ORIGINAL GENERAL FUND PLANNED BUDGET SAVINGS</b>			<b>-5,987</b>	<b>-10,885</b>	<b>4,898</b>

	Annual Budget Report Plan £'000	Budget Adjustment incl Re- profiling £'000	Qtr 3 Revised Budget £'000	Actuals to Date £'000	Forecast £'000	Variance £'000	Variance %	Change in Variance £'000
<b>General Fund</b>								
Achievement	12,669	0	12,669	6,747	11,145	(1,524)	(12)	(1,524)
Children	10	(7)	3	2	3	0	0	0
Independent	1,263	(358)	905	397	887	(18)	(2)	(18)
Sustainable Economy	50,752	(1,210)	49,542	26,131	45,594	(3,948)	(8)	(2,946)
Well	2,821	(1)	2,820	1,104	2,715	(105)	(4)	76
Safe & Cohesive	25	(10)	15	2	15	0	0	0
Clean and Green	2,005	(380)	1,625	632	1,625	0	0	85
Efficiency & Effectiveness	2,479	0	2,479	900	2,479	0	0	0
<b>GENERAL FUND TOTAL</b>	<b>72,024</b>	<b>(1,966)</b>	<b>70,058</b>	<b>35,915</b>	<b>64,463</b>	<b>(5,595)</b>	<b>(8)</b>	<b>(4,327)</b>
<b>Housing Revenue Account</b>		-						
Strategic Priorities	5,800	(1,600)	4,200	2,730	3,700	(500)	(12)	1,189
Baseline	19,024	(1,647)	17,377	11,638	17,377	0	0	0
<b>HOUSING REVENUE TOTAL</b>	<b>24,824</b>	<b>(3,247)</b>	<b>21,577</b>	<b>14,368</b>	<b>21,077</b>	<b>(500)</b>	<b>(2)</b>	<b>1,189</b>
<b>CAPITAL PLAN TOTAL</b>	<b>96,848</b>	<b>(5,213)</b>	<b>91,635</b>	<b>50,283</b>	<b>85,540</b>	<b>(6,095)</b>	<b>(7)</b>	<b>(3,138)</b>

## Capital Monitoring Key Highlights – Aspire & Achieve

## Appendix 6

Activity Level	Annual Budget £'000	Variance for the year £'000	Comments
<b>Strategic Priorities</b>			
New Pupil Places in Primary/Secondary Schools	2,679	(567)	Underspend on Beaumont Academy. Any underspends in funding Strategic Priorities schemes (grant funding) will be required to rollover into next year to enable the rolling programme on schools to be delivered as part of the Schools Investments Needs Strategy.
<b>Baseline</b>			
Capital Maintenance	4,479	(697)	Due to disputes in final accounts and holding retention payments on contracts.
<b>Aspire &amp; Achieve Total</b>	<b>7,158</b>	<b>(1,264)</b>	

## Capital Monitoring Key Highlights – Sustainable Economy

Activity Level	Annual Budget £'000	Variance for the year £'000	Comments
<b>Baseline</b>			
Highways	16,204	(1,413)	Resourcing for schemes within Structures and Safer Roads teams to be scoped up and undertaken next year and rescheduling of Network Management schemes for 2020-21.
Corporate Landlord	4,802	(1,267)	Underspend due to delays on Dewsbury Cremator implementation (-£500k). Various underspends across a range on schemes which are due for completion in 2020-21 (-£770k)
<b>Sustainable Economy Total</b>	<b>21,006</b>	<b>(2,680)</b>	

## Capital Monitoring Key Highlights – Housing Revenue Account

## Appendix 6

Activity Level	Annual Budget £'000	Variance for the year £'000	Comments
<b>HRA Strategic Priorities</b>			
KNH New IT System	500	(500)	Delays in signing of contract
<b>HRA TOTAL</b>	<b>500</b>	<b>(500)</b>	

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	£'000	£'000	£'000	£'000	£'000	£'000
<b>General Fund</b>						
<b>Best Start</b>						
<i>Strategic Priorities:</i>						
New Build Residential Children’s Units	(7)	7	0	0	0	0
<b>Best Start Total</b>	<b>(7)</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Independent</b>						
<i>Strategic Priorities:</i>						
Commissioning Option Appraisals to facilitate outcomes of Specialist Accommodation Strategy	(50)	50	0	0	0	0
<i>One Off Projects:</i>						
Adults Social Care Operation	(163)	163	0	0	0	0
Information Technology	(145)	45	100	0	0	0
<b>Independent Total</b>	<b>(358)</b>	<b>258</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sustainable Economy</b>						
<i>One Off Projects:</i>						
Leeds City Region Revolving Investment Fund	(1,211)	1,211	0	0	0	0
<b>Sustainable Economy Total</b>	<b>(1,211)</b>	<b>1,211</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Safe &amp; Cohesive</b>						
<i>Strategic Priorities:</i>						
Youth Offending Team	(10)	10	0	0	0	0
<b>Safe &amp; Cohesive Total</b>	<b>(10)</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Clean and Green</b>						
<i>Strategic Priorities:</i>						
Depot Works	(85)	85	0	0	0	0
<i>One Off Projects:</i>						
Electric Vehicle Charge Points	(295)	295	0	0	0	0
<b>Clean &amp; Green Total</b>	<b>(380)</b>	<b>380</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GENERAL FUND TOTAL</b>	<b>(1,966)</b>	<b>1,866</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>



	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Housing Revenue Account</b>						
<b><i>Strategic Priorities:</i></b>						
(Your Home, Your Place)	(1,082)	1,082	0	0	0	0
Estate Improvements	(217)	217	0	0	0	0
Compliance	(368)	368	0	0	0	0
Fuel Poverty	20	(20)	0	0	0	0
<b><i>Baseline:</i></b>			0	0	0	0
Housing Growth	(1,100)	1,100	0	0	0	0
Remodelling – High Rise	(500)	500	0	0	0	0
<b>HOUSING REVENUE ACCOUNT TOTAL</b>	<b>(3,247)</b>	<b>3,247</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CAPITAL PLAN RE-PROFILED</b>	<b>(5,213)</b>	<b>5,113</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>Funding:</i></b>						
Borrowing – General Fund	(1,508)	1,408	100	0	0	0
Grants – General Fund	(458)	458	0	0	0	0
HRA Revenue Contribution/Major Repairs Reserve	(3,247)	3,247	0	0	0	0
<b>TOTAL FUNDING RE-PROFILED</b>	<b>(5,213)</b>	<b>5,113</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**Name of meeting:** Cabinet  
**Date:** 25<sup>th</sup> February 2020  
**Title of report:-** The Arcade, Market Place Dewsbury: Acquisition

## Purpose of report

To seek authority to purchase The Arcade, Market Place Dewsbury; take action to repair the building and work with third parties to reopen the Arcade.

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, purchase price will be greater than £250k
Key Decision - Is it in the <a href="#">Council's Forward Plan (key decisions and private reports?)</a>	Published 9 <sup>th</sup> September 2019
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Karl Battersby - 13 February 2020
Is it also signed off by the Service Director for Finance?	Eamonn Croston - 13 February 2020
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft - 13 February 2020
Cabinet member <a href="#">portfolio</a>	Cllr Peter McBride Economy Portfolio Holder

**Electoral wards affected:** Dewsbury East  
**Ward councillors consulted:** Cllr Firth, Cllr Scott, Cllr Lukic

Public. Appendix 6 in private

(Have you considered GDPR?) Yes.

## 1. Summary

- 1.1 The Arcade is a Grade 2 listed Victorian arcade in the centre of Dewsbury. Once a popular and thriving retail arcade, it has been closed and vacant since July 2016 and is an increasing cause of concern regarding;-
- Poor visual appearance due to accumulation of pigeon guano, litter at the entrances and inside the arcade
  - General deterioration of the structure
  - The blighting effect its closure and vacancy has on the town centre and
  - The lost opportunity it represents to have this unique asset unused.
- 1.2 Bringing the Arcade back to life is a key part of the Council's plans to regenerate the town centre. Due to its historic and enclosed character it provides a great opportunity to create something unique; which will contribute to the regeneration of the Town Centre. This could involve a mix of uses, with a key element being leisure/retail activity that will add to the current offer in the town centre, with other complementary uses. A programme of repairs needs to be undertaken to ensure that the condition of the building does not deteriorate further.
- 1.3 The Council has attempted over the last 5 years to work with the owners to try and get the building reoccupied and the condition of the building addressed. Once a popular and thriving retail arcade, it has been in decline since the recession of 2008-10. Since that time the occupancy levels had steadily declined leading to the point where by November 2014 only two units were occupied, leading to its initial closure in early 2015. Following intervention and encouragement from the Council the Arcade was leased in 2015/16 to a community interest company but unfortunately closed in July 2016 and the main arcade has been vacant since that time, a period of over 3 years.
- 1.4 It is considered that while the Arcade remains in its current ownership the issues identified above will not be addressed and it will remain a vacant and underused asset; undermining the Council's attempts to regenerate the town centre. Officers have recently agreed terms to acquire the property from the owners and Cabinet approval is now sought for the purchase.
- 1.5 Cabinet approval is also sought for funding to carry out repair works to the building and in parallel with this enter into discussions with third parties with the view to them reopening the Arcade for a mix of uses. As part of the above it is proposed to undertake out some 'emergency' works to improve the appearance of the Arcade and slow down the deterioration of the building.

## 2. Information required to take a decision

### Property Details

- 2.1 The Arcade is a Grade 2 listed Victorian arcade in the centre of Dewsbury and lies within the Dewsbury Town Centre Conservation Area. It links Market Place to Corporation Street (Appendix 1 & 2). All of the building is listed and details can be found at Appendix 3. It is one of the unique architectural elements of Dewsbury Town Centre and can be considered to be one of the architectural jewels of the town.
- 2.2 The Arcade provides a number of small ground floor retail units, some of which have upper floor accommodation. There are four units with external frontage on either side of the two entrances, one of which (25, Market Place) is occupied by an amusement arcade in conjunction with a neighbouring property (27 market Place). There are small units ranging from 114 sq.ft. to 588 sq.ft with an overall estimated gross internal

area of 11,882 sq ft over a maximum of four levels. With the exception of 25 Market Place and 16, Corporation Street, all units are vacant.

## **Strategic Context**

- 2.3** The Dewsbury Blueprint which was launched on 5<sup>th</sup> February 2020 and includes the reopening of the Arcade as one of the key projects. The Blueprint draws heavily on the Dewsbury Town Centre Strategic Development Framework and the accompanying Delivery Programme that was approved by Cabinet on the 22<sup>nd</sup> January 2019. One of its three strategic aims is to increase activity in the town centre and one of the objectives supporting this aim, is to bring historic and other vacant buildings into use. The Arcade is highlighted as one of the key projects that will help achieve this objective and is similarly highlighted in the Delivery Programme as a specific property requiring action to get it reopened and in active use.
- 2.4** If the town centre is to be properly regenerated then the Arcade needs to be brought back to life and a sustainable use or uses found to utilise the building. Due to its historic and enclosed character it provides a great opportunity for the town centre to offer something unique, a destination for leisure/retail and other uses that is are not available elsewhere in the area.

## Local Plan Policies

- 2.5** The Local Plan lays considerable weight on the importance of conserving the areas historic environment and finding sustainable uses for individual buildings. The Strategic Objectives set the scene to; Protect and enhance the characteristics of the built, natural and historic environment ... (Objective 8) . Policy PLP35 (see Appendix 4) sets out in more detail the policies in this respect. With regards to 'Delivery and Implementation' of its policies on the Historic Environment the Local Plan (para 14.20) states that "The Council has a range of responsibilities and statutory powers to positively manage the historic environment. In order to safeguard and maximise the gain from heritage assets, the Council will seek to use the measures appropriately and responsibly for the public benefit in order to conserve and enhance the historic environment." Officers consider that the compulsory purchase of the Arcade is an excellent example of where the Council can use its powers appropriately and responsibly to conserve and enhance the historic environment.
- 2.6** The Local Plan classifies Dewsbury Town Centre as one of the two principal town centres in Kirklees district and provides a framework to support the town centre, and aid in its regeneration, transformation and evolution. This outlined in Policy PLP18 and recognises the importance the Council and the community place upon having a vibrant Dewsbury Town Centre that is diverse, with a mix of uses to attract visitors.
- 2.7** This policy will be delivered, in part, by developers and investors who propose new developments in Dewsbury Town Centre. The Council will also deliver the policy through the planning application process via the Development Management and Planning Policy Teams, to support new development and growth in Dewsbury, and by other partner organisations and local business who operate in Dewsbury Town Centre. By compulsory purchasing the Arcade the Council propose to work collaboratively with a suitable investor/operator to bring the Arcade back to active use.
- 2.8** The Local Plan also seeks the efficient and effective use of land and buildings and in Policy PLL7 it seeks, "To ensure the best use of land and buildings, proposals should encourage: (b) the reuse or adaption of vacant or underused buildings. The proposal for C.P.O. is fully in line with this ambition.

**2.9** Local Plan policies are supported by policies and guidance in the national Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG). A full list of relevant policy and guidance is contained in Appendix 5.

### Heritage Action Zone

**2.10** The Dewsbury Town Centre Conservation Area (DTCAA) was awarded Heritage Action Zone (HAZ) status in December 2017. The award of HAZ status was partly a reflection of the fact that Historic England regard the DTCCA as 'being at risk' as a result of the high number of historic buildings that are vacant and underused and therefore a risk of further deterioration. The aim of the HAZ is to help drive the Councils ambitions for the regeneration of the town centre by halting and reversing the decline of heritage assets. There are 5 key objectives of the HAZ:

- To improve the condition, appearance and sustainability of key buildings and sites within the Dewsbury Town Centre Conservation Area
- Support the living town concept introducing new activity through the reuse of vacant buildings and sites
- To develop a new heritage home ownership model with Historic England
- To improve public spaces within the town centre and connectivity between them
- To deliver a programme of engagement with participation from all communities to recognise and celebrate the area's heritage

**2.11** The Arcade is one of a number of key heritage buildings in the town that are vacant and require action to get it back into active use.

**2.12** Cabinet on the 21st August 2018 approved, subject to meeting a number of criteria, the purchase of 'key properties' within the Dewsbury Town Centre Conservation Area (DTCCA) and the use in principle of C.P.O. powers to acquire these properties. Key properties, either buildings and/or sites, that may be acquired, would all be within the DTCCA and would exhibit at least three of the following characteristics :-

- Acquisition by the Council would be likely to contribute to achieving the promotion or the improvement of the economic, social, environmental improvement of the area
- Acquisition supports the objectives of the HAZ
- Is within the HAZ priority Area
- Is a 'heritage asset'
- Is vacant, partially vacant, underused
- Is of poor condition
- Is part of a potentially larger site that would meet the objectives immediately above

**2.13** The Arcade meets 5 of the above criteria and is also one of a number of significant listed buildings in the town centre. On that basis the Councils approved policies and decisions support the case for acquisition.

### **History**

**2.14** The current owner, Adhan Real Estates Ltd based in Blackburn Lancashire, purchased the Arcade on 24th May 2006 when it was fully occupied and trading. The ownership boundary is shown in Appendix 2. Adhan purchased the Arcade near the height of retail property values, prior to the 'property crash' in 2008. Since then town centres generally have suffered decline and the value of retail assets has decreased accordingly.

**2.15** A combination of the economic problems in 2008-2010, the changing retail environment and the general decline in the Dewsbury Town Centre made trading in the Arcade

difficult. By November 2014 only 2 units were in occupation and in 2015 the Council considered options for reviving the Arcade, including purchase. There appears to have been little or no upkeep or repairs since the property was purchased in 2008. A condition report was undertaken by the Council in May 2015, which identified that important repairs were required of which a significant proportion related to the roof.

- 2.16** An options appraisal was carried out by the Council and the outcome was that in summer 2015 Dewsbury Pioneers (Community Interest Company), took on a 5 year lease on the main part of the property. Unfortunately Dewsbury Pioneers was unable to achieve the levels of occupancy required to make it viable, which meant that rent for the property could not be paid and they vacated The Arcade in July 2016.
- 2.17** The main Arcade closed in July 2016, although two units (part of ownership) fronting onto both Market Place and Corporation Street are occupied and let. Public complaints of the state of the Arcade arose thereafter and an enforcement warning re: cleanliness was sent on 24th February 2017. The owners undertook the cleaning in 31st October 2017.
- 2.18** Council officers have met with representatives of the company on a couple of occasions during 2018 to discuss how the issues identified in this report could best be addressed. The Company stated at these meetings that they had no proposals for investment in the property and indicated a willingness to sell. Issues continued with the appearance of the building.

### **Building Condition**

- 2.19** The Council undertook a survey of the building in 2015. At that time issues were reported on the condition of the structure, that if not addressed could lead to further deterioration in the condition of the building. Officers have recently been able to gain access to the building and undertake a condition survey. This has confirmed that the condition has worsened considerably since 2015. Water is getting into the building at a number of points and dry rot is present. More details of the repair costs are in Part B of this report.

### **Rationale for Purchase**

- 2.20** Officers are of the view that without a vision for the property; substantial investment in the fabric of the building and effective proactive marketing and management, the main Arcade will continue to remain empty. As a result it is very likely to experience further deterioration; continue to be a blight and a lost opportunity to help regenerate the town centre. Officers have little confidence that the current owners will invest sufficiently in the property to safeguard its future or proactively market and manage the property in a way that provides the greatest chance of successfully operating a vibrant Arcade.
- 2.21** The strategic case and history of the building described above provide the overarching rationale for purchasing the building. The current owners have been reactive in their management of the Arcade over the last 5 years; any substantive action has taken place in response to approaches by the Council. Discussions with the company's representatives have indicated an unwillingness to invest in the property and to actively seek the letting of the Arcade and this has been demonstrated by the company's actions. This has been the case for over 5 years. Officers are of the view that the Arcade will not be brought back into active use, in a way that will positively add to the regeneration of the town centre in the foreseeable future, if the building remains under the current ownership.
- 2.22** Officers therefore consider that there is a strong case to acquire the property. A freehold purchase by the Council would provide the opportunity for the Council and its partners to invest in the property and take a long term approach to its use.

## Options

- 2.23** There are three main options open to the Council
- Do nothing
  - Compulsory purchase the property
  - Purchase by agreement
- 2.24** Doing nothing is not an appropriate option for the Council, because if the Arcade remains in its current ownership it will not achieve the Council's objectives for a key project in the town. The property will remain empty and continue to deteriorate.
- 2.25** The Council has the necessary powers to compulsorily purchase the building. This process is prescribed by law, the process may take 2 years to complete and there is no guarantee of a positive outcome for the Council. In addition, owners of property that has been compulsorily purchased can claim monies that are above the open market value of the property. The items that they can claim are set out in law and can be summarised as follows:-
- The Value of the land taken
  - Severance and injurious affection
  - Disturbance
  - Fees
  - Loss Payments
- 2.26** In summary compulsory purchase comes with a risk, as it does not guarantee an outcome in favour of the Council and can take up to 2 years to complete, which will delay the Council's efforts to deliver its regeneration plans for the town centre.
- 2.27** In contrast to C.P.O; purchase by agreement can be achieved quickly and provides certainty. If the Cabinet approve the purchase at today's meeting then the aim would be to complete the purchase before the end of March 2020. Officers consider that certainty and short timescales provided by the proposed purchase are, when combined with the high priority of this project, sufficiently strong to justify a purchase now rather than pursuing a C.P.O. for the property.

### The Proposal

- 2.28** Purchase of the building is an important first step in bringing the building back into use. However, there are other things that will need to be undertaken if the Council's ambitions are to be delivered. A key item will be developing a plan for the sustainable occupation of the building. Although the Council could manage and operate the building itself, the chances of success would be maximised if it works with a third party who shares the Council's vision for the building and are prepared to proactively manage and operate the Arcade.
- 2.29** Council officers have undertaken exploratory discussions with two interested private sector partners about the nature of a potential scheme and the contractual arrangements. These have focussed around using the building, essentially in its current configuration as a centre of creative uses including designer/makers, retail and related leisure uses. A number of options are available, and the Council would look to come to an arrangement that best meets its objectives.

### Risks

- 2.30** Subsequent to purchasing of the property the Council will need to devote the appropriate staff and financial resources to achieve the outcome it desires. The



refurbishment process and agreeing the long term management and operation of the Arcade will pose challenges and risk. Officers will put in place project management arrangements and as part of this a risk management plan to proactively manage these risks. As part of the discussions about the mix of uses within the Arcade due consideration will be given to ensuring that the new Arcade offer complements and adds to the wider offer of the town.

### **3. Implications for the Council**

#### **3.1 Working with People**

The Strategic Development Framework approved by Cabinet on the 22<sup>nd</sup> January 2019 draws upon the earlier Strategic Development Framework produced in 2010. This was a result of extensive public engagement and highlighted the importance local people place on having an attractive and vibrant town centre. Public consultation is currently being undertaken on the Dewsbury Blueprint. Early indications are that the public are supportive of the plans to reopen the Arcade.

#### **3.2 Working with Partners**

As part of the plans to reopen the Arcade the Council will work with potential partners to develop the most appropriate and deliverable plans to bring the Arcade back to life for sustainable uses. Key stakeholders in the town, including the Chamber of Trade and Dewsbury Forward wish to see the Arcade brought back into use.

#### **3.3 Place Based Working**

The Strategic Development Framework approved by Cabinet on the 22<sup>nd</sup> January draws upon the earlier Strategic Development Framework produced in 2010. This was a result of extensive public engagement and highlighted the importance local people place on having an attractive and vibrant town centre.

#### **3.4 Climate Change and Air Quality**

The repair, refurbishment and reopening of the Arcade will contribute to town centre regeneration and conservation of the town's heritage. By improving the leisure and retail offer of the town centre it will provide greater opportunity for linked trips to the town centre, potentially reducing the number of journeys and production of carbon.

#### **3.5 Improving outcomes for children**

No implications.

#### **3.6 Legal**

The Council has the power to acquire the Arcade under Section 120 Local Government Act 1972. Under this section the Council can pay a premium for the acquisition that is above the price that the Council would be likely to pay if it sought to compulsorily acquire the Arcade. However, the Council should at all time act prudently in the negotiation and agreement of the terms of any acquisition and therefore Cabinet should be satisfied that it is more beneficial to the Council to voluntarily acquire the Arcade now by paying an enhanced premium than for the Council to wait and seek to compulsorily acquire the Arcade at what the Council's property advisers consider would be likely to be at a lower overall cost.

### **3.7 Finance**

Financial details of the acquisition and likely costs of renovation are contained in Appendix 6 of this report (private). Following acquisition, it will be necessary to undertake repairs to the building. Some of this will be short term 'emergency' repairs, while a comprehensive scheme is drawn up. Working with partners there may be opportunities to secure external grant support and this will be explored as part of the delivery plan for the project.

The cost of acquisition can be met from the Council's 'strategic acquisitions fund' that was approved by Full Council on 12<sup>th</sup> February 2020. The funds required for repairs could be met from the capital plan allocation for 'Strategic Regeneration of Town Centres – Dewsbury'. The Council has allocated £14.912 Million in the approved Capital Plan to support regeneration of Dewsbury Town Centre and there are currently enough uncommitted funds from this allocation to fund immediate repair and environmental works. Funding of more substantial repairs and any other works would be subject to negotiation with potential partners.

### **4. Consultees and their opinions**

- 4.1 Local ward Councillors were briefed on the proposal to acquire the Arcade as part of the Dewsbury Blueprint Launch.

### **5. Next steps and timelines**

- 5.1 Following a decision by Cabinet, officers will undertake all the necessary legal and other work required to complete the purchase. It is planned to complete the purchase by the end of March 2020.
- 5.2 Shortly following acquisition, it is proposed to carry out works to generally improve the external appearance of the Arcade e.g. tidying up the entrances and to carry out some 'emergency' maintenance to slow the deterioration of the building. During 2020 detailed plans and specifications will be drawn up to renovate the building.
- 5.3 In parallel to the above officers will in conjunction with potential partners: -
- further explore the options for the mix of uses in the building,
  - funding opportunities
  - who would be best placed to undertake repairs and refurbishment
  - and the ongoing lease and management arrangements

### **6. Officer recommendations and reasons**

It is recommended that Cabinet:-

- (i) Approves the acquisition of the Arcade by the Council on the terms outlined in Part B of this report.

Reason: To progress the delivery of a key project within the Dewsbury Town Centre Strategic Development Framework & Dewsbury Blueprint

- (ii) Approves the subsequent grant by the Council of a lease of the Arcade to a third party who will manage and operate the Arcade and also approves the Council entering into any supporting or ancillary agreement to that Lease with the third party

Reason: To enable the effective delivery of the Arcade project

- (iii) Delegates authority to the Strategic Director (Economy and Infrastructure) in consultation with the Economy Portfolio Lead to negotiate and agree the terms of any lease of the Arcade that is to be granted to a third party and the terms of any supporting or ancillary management agreement or operating agreement that may be entered into with the third party.

Reason: To enable the effective delivery of the Arcade project

- (iv) Approves the funds required to purchase the building and carry out works to the building as recommended in Appendix 6 (Part B) of today's agenda.

Reason: To enable the purchase of the Arcade to be purchased.

## **7. Cabinet portfolio holder's recommendations**

That the report be approved.

## **8. Contact officer**

Peter Thompson: ER Project Manager  
[peter.thompson@kirklees.gov.uk](mailto:peter.thompson@kirklees.gov.uk)  
01484 221000

## **9. Background Papers and History of Decisions**

Report to Cabinet 21st August 2018: Dewsbury Heritage Action Zone.

Report to Cabinet 22<sup>nd</sup> January 2019: Dewsbury Town Centre Strategic Development Framework.

## **10. Strategic Director responsible**

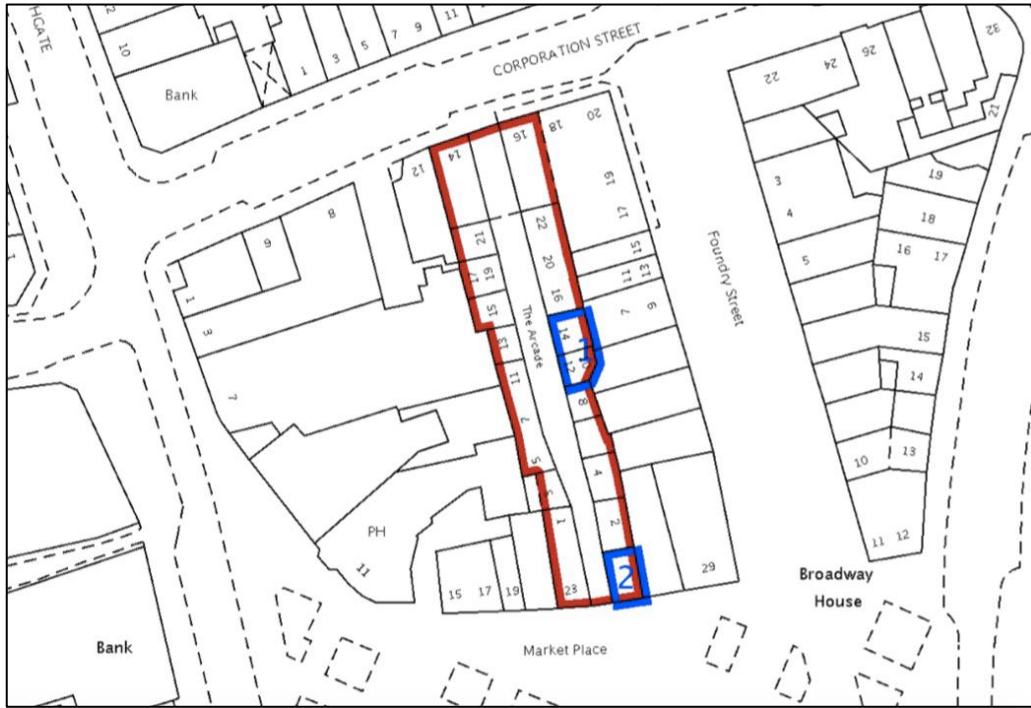
Karl Battersby  
Strategic Director Economy and Infrastructure  
[karl.battersby@kirklees.gov.uk](mailto:karl.battersby@kirklees.gov.uk)  
01484 221000

# APPENDIX 1: LOCATION PLAN



# APPENDIX 2: Boundary of The Arcade (land registry plan)

Title Number WYK458187



## APPENDIX 3: LIST ENTRIES

The Arcade has three separate listings covering the building, the two entrances and the internal arcade.

1. DEWSBURY THE ARCADE SE 2421 NE FORMER COUNTY (Dewsbury) 8/1 BOROUGH

18/11/77 Nos. 1-22 (consecutive)

G.V. II

Arcade of shops to each side. Probably 1899. Glazed roof on decorative, cast iron, round arched frames. At 1st floor 3-light canted oriels with sashes, alternate with 3-light plain sashes. Some contemporary shop fronts to ground floor, some modern.

2. DEWSBURY CB MARKET PLACE SE 2421 NE (Dewsbury) 8/69 Nos. 23 & 25 18/11/77

G.V. II

Shops forming the southern entrance to the Arcade. Probably 1899. Ashlar in restrained Renaissance style. Stone slate pitched roof. 3 storeys. 3 bays, the side bays being gabled. Central round arched portal of one and a half storeys, with 'THE ARCADE' in raised capitals over. A cross window above this at 2nd floor level. Symmetrical side bays each have 1st floor 8-light transomed canted oriel, and 2nd floor transomed 6-light window. Each shaped and pedimented gable has cross window. Modern shops to ground floor.

3. DEWSBURY CB CORPORATION STREET SE 2421 NE (Dewsbury)

8/36 Nos. 14 & 16 18/11/77 G.V. II

Shops forming northern entrance to The Arcade. Dated 1899. Ashlar in restrained Renaissance style. Stone slate roof. 3 storeys. 3 bays, the side bays being gabled. Central round arched portal of one and a half storeys with 'THE ARCADE' in raised capitals over. A cross window above this at 2nd floor level. Symmetrical side bays each have 1st floor 8-light, transomed canted oriel, and 2nd floor transomed 6-light window. Each shaped and pedimented gable has cross window. Modern shops to ground floor.

*N.B. It should be noted that as part of the HAZ programme Historic England propose to simplify the listing of this property, combining the 3 entries into one.*

## **APPENDIX 4: Local Plan Policies**

### **Policy PLP35 Historic environment**

1. Development proposals affecting a designated heritage asset (or an archaeological site of national importance) should conserve those elements which contribute to its significance. Harm to such elements will be permitted only where this is outweighed by the public benefits of the proposal. Substantial harm or total loss to the significance of a designated heritage asset (or an archaeological site of national importance) will be permitted only in exceptional circumstances.
2. Development proposals affecting archaeological sites of less than national importance should conserve those elements which contribute to their significance in line with the importance of the remains. In those cases where development affecting such sites is acceptable in principle, mitigation of damage will be ensured through preservation of the remains in situ as a preferred solution. When insitu preservation is not justified, the developer will be required to make adequate provision for excavation and recording before or during development. Proposals which would remove, harm or undermine the significance of a non-designated heritage asset, or its contribution to the character of a place are permitted only where the public benefits of the development would outweigh their harm.
3. Proposals should retain those elements of the historic environment which contribute to the distinct identity of the Kirklees area and ensure they are appropriately conserved, to the extent warranted by their significance, also having regard to the wider benefits of development. Consideration should be given to the need to:
  - a. ensure that proposals maintain and reinforce local distinctiveness and conserve the significance of designated and non-designated heritage assets;
  - b. ensure that proposals within Conservation Areas conserve those elements which have been identified as contributing to their significance in the relevant Conservation Area Appraisals;
  - c. secure a sustainable future for heritage assets at risk and those associated with the local textile industry, historic farm buildings, places of worship and civic and institutional buildings constructed on the back of the wealth created by the textile industry as expressions of local civic pride and identity;
  - d. identify opportunities, including use of new technologies, to mitigate and adapt to, the effects of climate change in ways that do not harm the significance of heritage assets and, where conflict is unavoidable, to balance the public benefit of climate change mitigation measures with the harm caused to the heritage assets' significance;
  - e. accommodate innovative design where this does not prejudice the significance of heritage assets;
  - f. preserve the setting of Castle Hill where appropriate and proposals which detrimentally impact on the setting of Castle Hill will not be permitted

Page	Policy / Para	Text
21	Vision for Kirklees	<p>“Dewsbury will be transformed by building on its strategic location, driven by integrated housing and economic development in the town centre and connected to communities.”</p> <p>“The local character and distinctiveness of Kirklees and its places will be retained. The natural, built and historic environment will be maintained and enhanced through high quality, inclusive design... and the protection and enhancement of heritage assets.”</p>
22	Strategic Objectives	<p>2. Strengthen the role of town centres, particularly Huddersfield, Dewsbury and Batley, to support their vitality and viability</p> <p>8. Protect and enhance the characteristics of the built, natural and historic environment, and local distinctiveness which contribute to the character of Kirklees, including the South Pennine Moors, Moorland fringe and the area's industrial heritage.</p> <p>9. Promote the re-use of existing buildings and the use of brownfield land to meet development needs and support the regeneration of areas.</p>
27	Strengths / opportunities for growth	“Attractive buildings and townscape in Dewsbury, with enhanced buildings such as Pioneer House and the Victorian Arcade”
27	Challenges to growth	“Higher than average retail floor space vacancy in Dewsbury Town Centre.”
47	PLP 7	<p>To ensure the best use of land and buildings, proposals:</p> <p>...</p> <p>b. should encourage the reuse or adaptation of vacant or underused properties...*</p>
76	PLP 13	<p>Dewsbury is identified as a Principal Town Centre</p> <p>Principal Town Centre role and function:</p> <ul style="list-style-type: none"> <li>• “Provide for the shopping needs (particularly for non-food goods) of residents across Kirklees.</li> <li>• The main focus in Kirklees for the provision of financial and professional services; offices, entertainment; sport, leisure, arts, culture and tourism facilities; further and higher education; and health services.”</li> </ul>
90	PLP 18	Dewsbury Town Centre will be a place of vibrancy, vitality and diversity, with a mix of uses to attract visitors and provide new space for town centre living. The town centre will form the focus for retail provision for the north of the district, supported by other main town centres uses
90	PLP 18	<p>Proposals within the town centre will be supported where they: ...</p> <p>b. preserve and enhance the towns' cultural and architectural heritage and open spaces, and connections to them;</p> <p>c. provide a safe welcoming inclusive destination for the district's residents of all ages to visit throughout the day from morning into the evening;</p> <p>...</p>



		<p>g. provide space for a range of businesses from small scale start-ups to larger multinational corporations</p> <p>...</p> <p>i. retain and regenerate key historic features of the town centre such as pedestrian arcades, yards and historic listed buildings; ...</p>
145	PLP35	<p>3. Proposals should retain those elements of the historic environment which contribute to the distinct identity of the Kirklees area and ensure they are appropriately conserved, to the extent warranted by their significance, also having regard to the wider benefits of development. Consideration should be given to the need to:</p> <ul style="list-style-type: none"> <li>a. ensure that proposals maintain and reinforce local distinctiveness and conserve the significance of designated and non-designated heritage assets;</li> <li>b. ensure that proposals within Conservation Areas conserve those elements which contribute to their significance*</li> <li>c. secure a sustainable future for heritage assets at risk and those associated with the local textile industry, historic farm buildings, places of worship and civic and institutional buildings constructed on the back of the wealth created by the textile industry as expressions of local civic pride and identity;</li> </ul>

## NATIONAL PLANNING POLICY FRAMEWORK 2019

Page	Policy / Para	Text
25	85	Planning policies and decisions should support the role that town centres play at the heart of local communities, by taking a positive approach to their growth, management and adaptation.
35	119	Local planning authorities, and other plan-making bodies, should take a proactive role in identifying and helping to bring forward land that may be suitable for meeting development needs, including suitable sites on brownfield registers or held in public ownership, using the full range of powers available to them. This should include identifying opportunities to facilitate land assembly, supported where necessary by compulsory purchase powers, where this can help to bring more land forward for meeting development needs and/or secure better development outcomes.

## PLANNING PRACTICE GUIDANCE

Policy / Para	Text
<p>Paragraph: 003</p> <p>Reference ID: 18a-003-20140306</p>	<p>The <a href="#">conservation</a> of <a href="#">heritage assets</a> in a manner appropriate to their <a href="#">significance</a> is a core planning principle. Heritage assets are an irreplaceable resource and effective conservation delivers wider social, cultural, economic and environmental benefits.</p>

	<p>Conservation is an active process of maintenance and managing change. It requires a flexible and thoughtful approach to get the best out of assets as diverse as listed buildings in every day use to as yet undiscovered, undesignated buried remains of archaeological interest.</p>
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**Name of meeting:** Cabinet  
**Date:** 25<sup>th</sup> February 2020  
**Title of report:** Dewsbury Riverside Development Strategy

**Purpose of report:** This report seeks:

1. Endorsement of the approach outlined in the report to bring Council owned land in the Central Gateway of the Dewsbury Riverside site forward as first phases of development.
2. Approval for the Council to acquire 11.5 hectares of land currently owned by the Leeds Diocese subject to the parameters set out in the private appendix.
3. Approval for the Council to acquire land interests within the Dewsbury Riverside site within the cap and subject to the parameters set out in the private appendix.
4. Approval of capital expenditure of up to £1,050,000 in the 2020/21 and 2021/22 financial years to:
  - Facilitate the relocation of the Council owned Ravenshall allotments
  - Procure the preparation of a detailed and costed delivery plan for the development of Council owned land within the Dewsbury Riverside site
  - Prepare detailed designs and invite tenders for the construction of the Forge Lane junction, spine road and associated drainage.

<b>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?</b>	<b>Yes</b>  <b>If yes give the reason why</b> Affects two wards and likely to result in expenditure of over £250,000
<b>Key Decision - Is it in the Council's Forward Plan (key decisions and private reports)?</b>	<b>Key Decision – Yes</b>  <b>Private Report/Private Appendix – Yes</b> Private Appendices 1 and 2  The Appendices are recommended for consideration in private in accordance with Schedule 12A of the Local Government Act 1972 namely it contains information relating to the financial and business affairs of the Council and third parties. It is considered that disclosure of the information would adversely affect negotiations with third party landowners and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the council, outweighs the public interest in disclosing the information and providing greater openness in the council's decision making.
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	<b>Yes</b>
<b>Date signed off by Strategic Director</b>	Karl Battersby - 13.02.2020
<b>Is it also signed off by the Service Director for Finance IT and Transactional Services?</b>	Eamonn Croston - 13.02.2020
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning Support?</b>	Julie Muscroft - 17.02.2020
<b>Cabinet member <a href="#">portfolio</a></b>	<b>Councillor McBride - Regeneration</b> <b>Councillor Scott - Housing and Democracy</b> <b>Councillor Turner - Corporate</b>

**Electoral wards affected:** Dewsbury South and Mirfield

**Ward councillors consulted:** Cllr Ahmed, Cllr Asif, Cllr Dad (Dewsbury South); Cllr Bolt, Cllr Lees-Hamilton, Cllr Taylor (Mirfield)

**Public or private:** Public with private appendices  
**Has GDPR been considered?** Yes

## 1. Summary

- 1.1 Dewsbury Riverside is a key site within the North Kirklees Growth Zone which is identified as a spatial priority area for housing growth in the Leeds City Region Strategic Economic Plan. The site is allocated for housing in the recently adopted Kirklees Local Plan with capacity for up to 4000 homes, of which approximately 1869 are proposed to be developed within the Local Plan period up to 2031.
- 1.2 The vision for Dewsbury Riverside is to create a sustainable urban extension that will deliver social, environmental and economic benefits, provide a mix of high quality homes of different tenures together with community infrastructure to create a sustainable, vibrant mixed community; and to retain, expand and enhance existing green infrastructure, connecting new and existing communities to healthy lifestyle opportunities. The scale of the development is intended to be large enough to allow a degree of “market repositioning” and thereby to act as a catalyst for the regeneration of the wider area.
- 1.3 On the 19<sup>th</sup> March 2019 the Council’s Cabinet:
- Endorsed a masterplan and masterplan framework for the Dewsbury Riverside site which together set out the high level ‘what and where’ for the development of the allocation.
  - Noted that the Chief Finance Officer in consultation with the Service Director Legal Governance & Commissioning and the appropriate Strategic Director is authorised to approve the acceptance of Grant Agreements in relation to funding bids of £4.612 million to the West Yorkshire Combined Authority and £22.5 million to Homes England to provide infrastructure that will open up the central and eastern parts of the site
- 1.4 The approved masterplan (Appendix A) shows 3 points of access into the site from Ravensthorpe Road, Forge Lane and Lees Hall Road, connected via a new spine road which in turn feeds an internal access loop. Highway modelling undertaken for the local plan indicates that the site can accommodate the scale of development proposed during the plan period provided that a number of off-site interventions within the local network are delivered.
- 1.5 This report :
- Outlines progress that has been made since the March Cabinet meeting;
  - seeks approval of detailed proposals for the development of land in the Council’s ownership within the Central Gateway
  - Seeks approval for the acquisition of additional land to support the overall delivery strategy to meet Local Plan targets.

## 2. Information required to take a decision

### 2.1 *Infrastructure requirements*

#### Lees Hall Road junction (Eastern Gateway)

- 2.1.1 Following on from the March Cabinet report the Council’s Housing Growth Team has progressed a funding bid to the West Yorkshire Combined Authority for up to £4.612 million to support the Council purchasing land currently owned by the Leeds Diocese and the construction of highway and drainage infrastructure associated with the Lees Hall Road junction which will facilitate the construction of 240 homes. Good progress is being made on this proposal which is outlined in more detail in Private Appendix 2 to this report.

### Forge lane junction (Central Gateway)

- 2.1.2 As reported to the March Cabinet meeting a £22.5 million bid was submitted for investment from Homes England's Housing Infrastructure Fund (HIF) that focused on the construction of the following infrastructure:
- The construction of the Forge Lane roundabout junction and spine road to open up 70.76 acres of land in the Council's ownership.
  - The construction of a 2-form entry primary school and nursery.
- 2.1.3 Homes England's Housing Infrastructure team conducted extensive due diligence on the proposed scheme during the summer months. Although a decision on the bid was anticipated by December 2019, this was delayed as a result of the General Election and is now unlikely to be made until the spring of 2020. If the funding bid is successful, the investment has to be spent by the end of March 2024. If the HIF bid is unsuccessful, the Council infrastructure requirements outlined above will need to be funded from alternative sources.
- 2.1.4 The location of its current land holding shown on the plan in Appendix B offers a clear opportunity for the Council to have a lead role in delivering a critical early phase of development and shaping the overall scheme, particularly in the context of emerging proposals for adjoining Leeds Diocese land at the eastern part of the site as part of the Lees Hall Gateway.
- 2.1.5 In order to meet these aspirations and progress the delivery of the Dewsbury Riverside site the following design and feasibility work has been undertaken:
- Design of the Forge Lane junction and spine road
  - Meetings with the Ravenshall allotment holders to discuss the Council's proposals and identify options for the provision of a new site
  - Meetings with the Trustees of the owners of 555 Lees Hall Road to discuss the Dewsbury Riverside proposals.
- 2.1.6 The Council's highways team has now developed draft designs for the Forge Lane highway infrastructure. These show a roundabout junction and length of spine road that will facilitate the development of 70.76 acres (28.63 ha) of Council land for housing and education purposes, and potentially at some point in the future, other land to the south in third party ownership. It is essential that work is progressed to facilitate the development of the central part of the site which will contribute towards the 5 year land supply and Local Plan targets.
- 2.1.7 The construction of the Forge Lane junction has an impact on the Ravenshall allotment gardens and 555, Lees Hall Road (currently in use as a mosque and playgroup). These organisations and appropriate stakeholders were consulted on this principle as part of the preparation of the approved Masterplan and Masterplan Framework.
- 2.1.8 Options for the relocation of the existing Ravenshall allotment site are being explored. The Dewsbury Riverside masterplan approved by the Council's Cabinet in March 2019 proposed new allotments on a site that is currently in third party ownership. This is being investigated along with other options to provide a replacement facility on Council owned land.
- 2.1.9 There are currently 24 plots of varying sizes on the existing Ravenshall allotment site of which 3 are vacant. It is currently intended that the new site will accommodate 25 plots built to standard 200 m<sup>2</sup> sizes at an estimated cost of £750,000. The new site will be constructed in accordance with national guidance and is likely to incorporate a water supply, surfaced paths and associated car parking. Although the status of the allotment gardens is unclear due to case law, which is pending appeal, the Council is currently

treating them as Statutory and as such their proposed closure will be subject to the approval of the Secretary of State. Options for the new site are being considered, including within the first phase of development on Council owned land.

2.1.10 The approved Dewsbury Riverside Masterplan and Masterplan Framework shows the construction of a new two-form entry primary school and nursery as part of the first phases of development, although the precise location of the school will need to be finalised following the design of the highway infrastructure. The construction of the primary school forms part of the HIF bid and is scheduled for completion by the summer of 2024. The location and timing of the construction of the school is however related to the quantum and type of housing constructed on the Dewsbury Riverside site and will need to be reviewed as detailed proposals are developed.

#### Ravensthorpe Road junction (Western Gateway)

2.1.11 The third junction that is required to fully open up the whole of the Dewsbury Riverside site is in third party ownership. Discussions with the owner of this land have been limited to date.

## **2.2 Proposed Delivery Framework**

2.2.1 The Masterplan and Masterplan Framework approved by Cabinet in March 2019 showed a high level vision for the Dewsbury Riverside site that sets out the distribution of and inter-relationship between land uses across the Local Plan allocation and the main points of access into the site. A considerable amount of work has already been undertaken to design the Forge Lane junction to support the HIF bid and the next stage will be to commission external consultants to prepare a detailed delivery plan for the 70.76 acres of Council owned land within the Dewsbury Riverside site shown on the plan in Appendix B. This will:

- Accommodate the design of the Forge Lane junction and the related spine road/junctions to enable the development of the Council's land and potentially facilitate the future development of land currently owned by the Savile Trust
- Identify proposed uses for the Council's land and appropriate development parcels
- Identify appropriate highway, pedestrian and cycle links into adjacent land currently owned by third parties.
- Review high level infrastructure requirements for Dewsbury Riverside to ensure that the development of the Council's land maximises the potential of the whole site.

2.2.2 As part of this process officers will continue to engage with adjacent landowners to ensure that a coherent and comprehensive development strategy is promoted for the entire site and develop options/proposals to accelerate the delivery of the housing required to meet Local Plan targets. The proposals to purchase land within the Dewsbury Riverside site to support the delivery of housing is the most efficient and cost effective method and gives the Council the most control. Joint Venture and land equalisation have been considered however these are not recommended as they give less control to the Council and are bureaucratic and inefficient. Details of this are in the private appendix.

The overall approach to accelerating the delivery of the Dewsbury Riverside site may involve the Council acquiring other land interests, the implications of which are outlined in more detail in Private Appendix 1 of this report.

## **3 Implications for the Council**

### **Working with People**

3.1 The Dewsbury Riverside housing allocation has been through two rounds of extensive public engagement through the Local Plan process. The production of the Masterplan and Masterplan

Framework included several rounds of more localised public engagement involving leaflet drops and drop in events in Thornhill Lees and Mirfield, alongside on-going engagement with Local Members and community groups.

- 3.2 As proposals for the Central Gateway have developed, consultation meetings were held with the Ravenshall allotment holders on the 26<sup>th</sup> September and the 18<sup>th</sup> December 2019 and the Trustees of the Masjid Abu Bakr mosque in parallel with ongoing engagement with the Dewsbury South Ward members.

### **Working with Partners**

- 3.3 In addition to public, community group and member engagement other partners have also been engaged in developing proposals for the Central and Eastern Gateways. These include all relevant infrastructure providers that will have a role in delivering the site, other landowners within the site, Miller Homes as the promoter of the Lees Hall Road site and the West Yorkshire Combined Authority and Homes England as potential funding partners.

### **Place Based Working**

- 3.4 The public engagement that has been undertaken to date is the start of placed based working with local communities to realise the benefits that Dewsbury Riverside will bring to the local area. The Neighbourhoods set out in the design principles of the Masterplan Framework outline how local geography and character is being fed into the delivery of Dewsbury Riverside going forwards.
- 3.5 The first phases of the scheme will include the development of improved community facilities in the form of a new primary school, replacement allotments and the potential relocation of the Masjid Abu Bakr mosque and Lees Hall Playgroup.

### **Climate change and Air Quality**

- 3.6 The development of the Dewsbury Riverside site will make a significant contribution towards the Council's commitment to achieve zero carbon emissions by 2038. The masterplan for the site approved by the Council's Cabinet in March 2019 demonstrated an ambition to create and connect a sustainable community within 6 neighbourhood areas. These neighbourhoods will provide a wide range of local facilities and services that will include easily accessible public open spaces, allotment gardens a local centre, two primary schools and a secondary school.
- 3.7 Multi-disciplinary teams will be established to promote sustainable development that meets the requirements of the Council's approved Air Quality Strategy and recommendations of the Climate Emergency Working Party. The promotion and use of public transport will be strongly emphasised, especially through links to Ravensthorpe railway station and Dewsbury Town Centre.
- 3.8 The phased development of the site will incorporate sustainable highway and drainage infrastructure (for example through the use of on-site surface water storage, smart traffic management technology, rapid electric vehicle charging points, LED street lighting etc.), new tree planting and the promotion of cycling and walking by seeking to connect the site to footpaths, bridleways and cycle routes in the surrounding area (e.g. Route 66, Calder Valley Greenway Route 69 and Spen Valley Greenway).
- 3.9 From the outset the Council will also work with housing developers to achieve higher standards of energy efficiency for new homes through improvements to the built fabric incorporating the use of new technology such as off-site manufacturing methods, heat recovery systems, photovoltaic panels, low carbon heating systems and improvements to insulation and airtightness.

## **Improving outcomes for children**

- 3.10 Dewsbury Riverside will provide family living accommodation within a sustainable masterplan development which will include new early years, school, recreational and sporting opportunities for new residents and the surrounding areas. If deemed appropriate in the context of safe area assessments, the provision of new bespoke Care home(s) and specialist accommodation to support young people leaving care will be considered.

## **4 Legal/Financial**

- 4.1 A Detailed Business Case has been submitted to the West Yorkshire Combined Authority for £4.612 million of funding from the Local Growth Fund to facilitate the development of 240 homes as part of the Eastern Gateway. The Council continues to have positive dialogue with the LGF team regarding this proposal and it is anticipated that a final decision on the bid will be made in June 2020. Further details about this proposal are outlined in private appendix 2 of this report.
- 4.2 As outlined above the Council has also submitted a £22.5 million funding bid to Homes England to construct infrastructure to open up the Central Gateway of the site. A decision on this bid is unlikely to be made until the spring of 2020 but in order to enable the early delivery of housing on this part of the site Members are requested to authorise capital expenditure of up to £3.6 million to enable critical design work to be progressed and facilitate the relocation of the Ravenshall allotment gardens and mosque/playgroup.
- 4.3 Capital funding has been allocated in the five year Capital Plan to support the strategy.
- 4.4 The Service Director for Legal, Governance and Commissioning has been consulted on the emerging proposals. The Council will be required to enter into a number of legal agreements with funding partners and developers to ensure compliance with grant conditions and will need to adhere to statutory guidelines relating to the relocation of the allotment site.
- 4.5 The Council has the power to acquire the land under section 120 of the Local Government Act 1972.

## **5 Consultees and their opinions**

- 5.1 During the preparation of the masterplan members of the local community were invited to attend exhibitions and public drop-in events promoted by Spawforth Associates as master-planners of the Dewsbury Riverside site. The key issues raised related to highways, drainage and the need for community infrastructure. There was also interest expressed in the type of housing that would be developed on the site and a number of people expressed an interest in purchasing a home within the Dewsbury Riverside scheme.
- 5.2 The Dewsbury South Ward members have been extensively involved in shaping the proposals for the Lees Hall and Central Gateways. They have expressed a specific desire to ensure that the first phases of the development results in benefits for the local community through on-site and off-site provision and intend to set up a Dewsbury South Riverside Community Trust to influence how these benefits are captured and managed.
- 5.3 The Ravenshall allotment holders and the Trustees of the Majid Abu Bakr mosque/Lees Hall Playgroup have been consulted on emerging proposals for the Central Gateway.
- 5.4 The Trustees of the Abu Bakr mosque and the Council's Children and Families Directorate are being consulted on the proposed relocation of their facility.



5.5 The Dewsbury Riverside project is being led by the Council's Housing Growth team with support from a number of disciplines who have been extensively involved in the submission of funding bids and developing proposals for the Lees Hall and Central Gateways, including Highways, Planning, Finance, Education, Capital Projects and Flood Management and Drainage.

## 6 Next steps and timelines

6.1 The next steps in the Dewsbury Riverside project are as follows:

Action	Target date
Cabinet endorsement of proposals for the Central and Eastern Gateways of the site	February 2020
Options for the relocation of the Ravenshall allotments finalised	March 2020
Consultants appointed to prepare detailed proposals for Council owned land within the Central Gateway area	March 2020
Draft Central Gateway proposals submitted to Cabinet for approval	July 2020
Detailed planning application submitted for the replacement allotment site	May 2020
Submission of case to close the existing Ravenshall allotments to the Secretary of State	May 2020
Start on site for the replacement allotment site (subject to Secretary of State approval)	September 2020
New allotment site operational	December 2020
Agreed approach for the relocation of the Masjid Abu Bakr mosque/lees Hall Playgroup	June 2020

## 7 Officer recommendations and reasons

- 1 Endorsement of the approach outlined in the report to bring Council owned land in the Central Gateway of the Dewsbury Riverside site forward as first phases of development.
- 2 Approval for the Council to acquire 11.5 hectares of land currently owned by the Leeds Diocese subject to the parameters set out in the private appendix.
- 3 Approval for the Council to acquire land interests within the Dewsbury Riverside within the cap and subject to the parameters set out in the private appendix.
- 4 Approval of capital expenditure of up to £1,050,000 in the 2020/21 and 2021/22 financial years to:
  - Facilitate the relocation of the Council owned Ravenshall allotments
  - Procure the preparation of a detailed and costed delivery plan for the development of Council owned land within the Dewsbury Riverside site
  - Prepare detailed designs and invite tenders for the construction of the Forge Lane junction, spine road and associated drainage.

## **8 Cabinet Portfolio Holder's recommendations**

The portfolio holder is supportive of the overall strategy for Dewsbury Riverside.

## **9 Contact officer**

Chris Kwasniewski, Strategic Partnerships Lead, Housing Growth and Regeneration  
[chris.kwasniewski@kirklees.gov.uk](mailto:chris.kwasniewski@kirklees.gov.uk)  
(01484) 221000

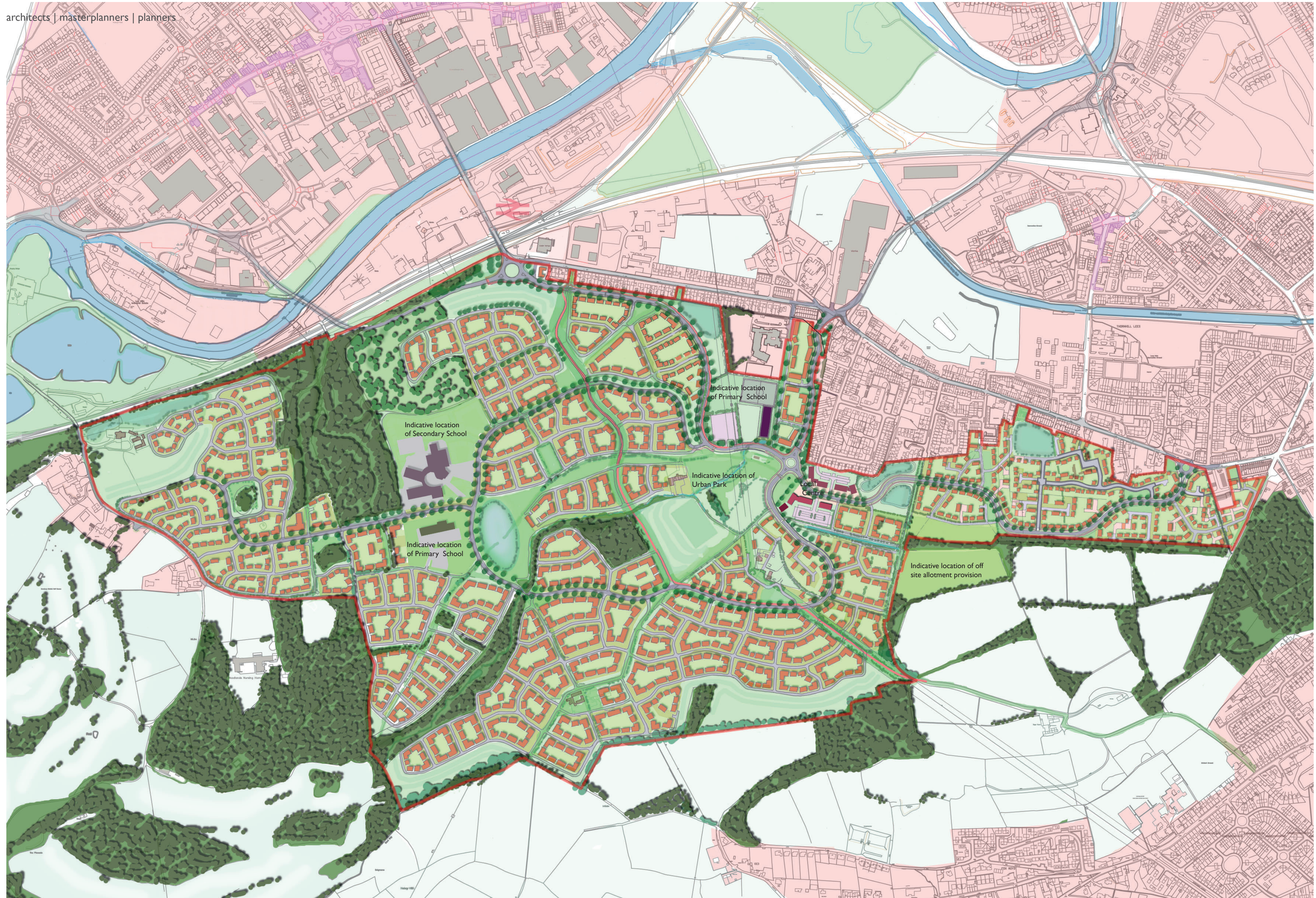
## **10 Background Papers and History of Decisions**

Cabinet approval of the Dewsbury Riverside Masterplan and Masterplan Framework, 19<sup>th</sup> March 2019

## **11 Service Director responsible**

Naz Parkar - Growth and Housing  
[naz.parkar@kirklees.gov.uk](mailto:naz.parkar@kirklees.gov.uk)  
(01484) 221000



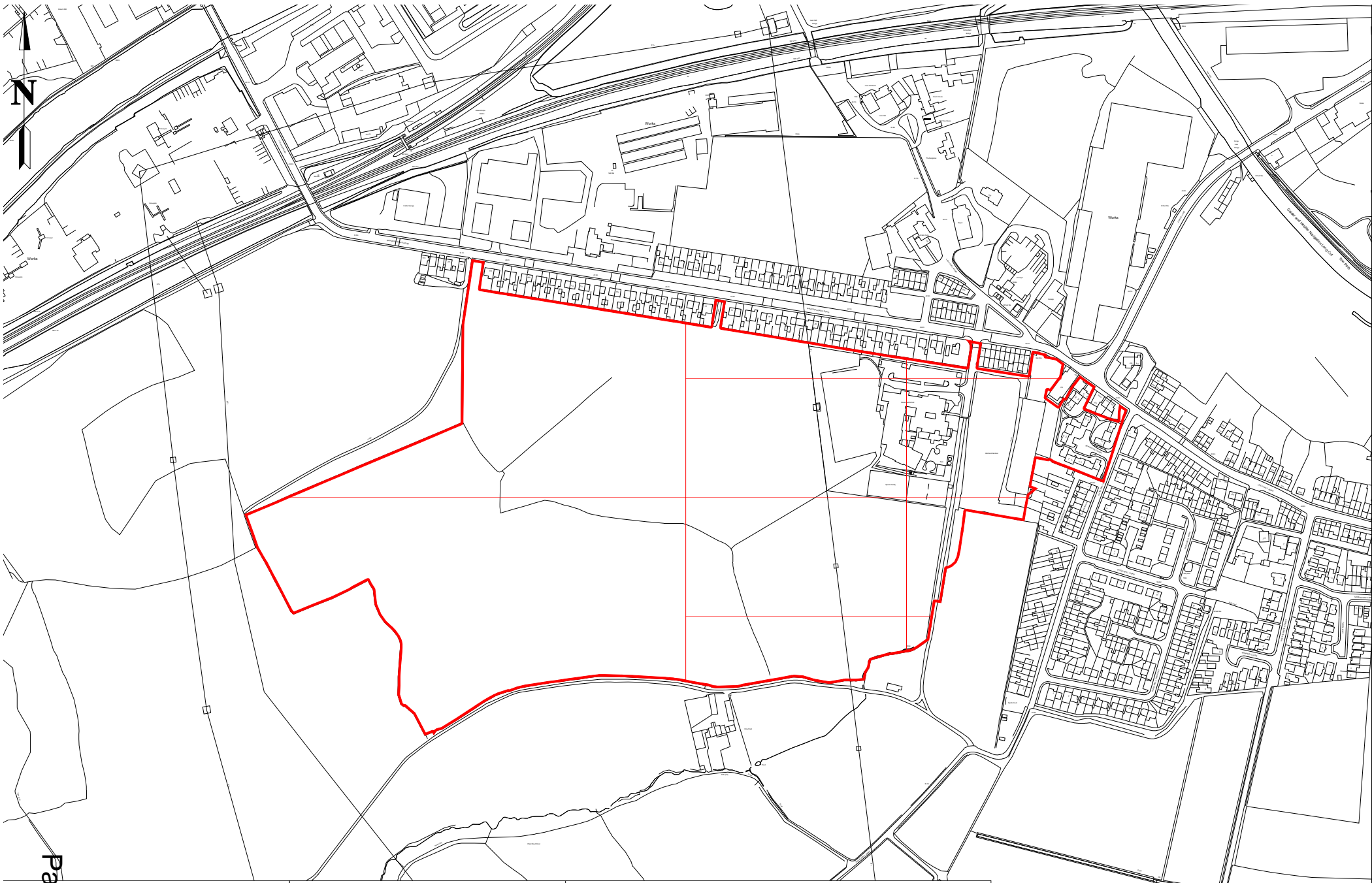


CLIENT: Miller Homes  
 SCALE: not to scale @ A1  
 DATE: January 2019  
 REVISION: R-LEES HALL RD SPINE REVISED  
 FILE NAME: P0-MP-SPA-P3565-IL-1000-09 S  
 PSD NAME: PR-MASTERPLAN-BLOCL-PLAN-23G

**MILLER HOMES | DEWSBURY RIVERSIDE**  
 Indicative Masterplan January 2019



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**STRATEGIC ASSETS**

Plan No: 19-0711  
Scale: 5000  
Required by:

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## EIA STAGE 1 – SCREENING ASSESSMENT

### PROJECT DETAILS

#### Name of project or policy:

Dewsbury Riverside Delivery Strategy Integrated Impact Assessment

#### Directorate:

Economy and Infrastructure

#### Senior Officer responsible for policy/service:

Chris Kwasniewski

#### Service:

Housing Growth & Regeneration

#### Lead Officer responsible for EIA:

Thomas Fish

#### Specific Service Area/Policy:

Housing Growth & Regeneration

#### Date of EIA (Stage 1):

28/01/20

#### Brief outline of proposal and the overall aims/purpose of making this change:

To implement the first phases of developing for infrastructure and housing at Dewsbury Riverside urban extension, south of Ravensthorpe Road, Ravensthorpe. Including allotment, mosque and playgroup relocation, alongside the construction of new highway infrastructure.

### ASSESSMENT SUMMARY

Theme	Calculated Scores						Stage 2 Assessment Required
	Proposal	Impact	P + I	Mitigation	Evidence	M + E	
Equalities	6	3.4	9.4	0	8	8	No
Environment		4.9	4.9	0	8	8	No

### NATURE OF CHANGE

#### WHAT IS YOUR PROPOSAL?

Please select YES or NO

To <b>introduce</b> a service, activity or policy (i.e. <b>start</b> doing something)	YES
To <b>remove</b> a service, activity or policy (i.e. <b>stop</b> doing something)	NO
To <b>reduce</b> a service or activity (i.e. <b>do less</b> of something)	NO
To <b>increase</b> a service or activity (i.e. <b>do more</b> of something)	YES
To <b>change</b> a service, activity or policy (i.e. <b>redesign</b> it)	YES
To <b>start charging</b> for (or increase the charge for) a service or activity (i.e. ask people to <b>pay</b> for or to pay more for something)	NO

WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...	Level of Impact Please select from drop down
Kirklees <b>employees</b> within this service/directorate? (overall)	Very Positive
Kirklees <b>residents</b> living in a specific ward/local area?	Positive
Please tell us which area/ward will be affected:	Dewsbury South/Mirfield
<b>Residents</b> across Kirklees? (i.e. most/all local people)	Very Positive
Existing <b>service users</b> ?	Positive

Each of the following 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 <b>employees</b> /internal working practices?	Positive
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Positive
...disability	What impact is there on Kirklees <b>employees</b> /internal working practices?	Positive
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Positive
...gender reassignment	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...marriage/ civil partnership	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...pregnancy & maternity	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...race	What impact is there on Kirklees <b>employees</b> /internal working practices?	Positive
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Positive
...religion & belief	What impact is there on Kirklees <b>employees</b> /internal working practices?	Positive
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Positive
...sex	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...sexual orientation	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...those in poverty or low-income	What impact is there on Kirklees <b>employees</b> /internal working practices?	Neutral
	What impact is there on Kirklees <b>residents</b> /external service delivery?	Neutral
...unpaid carers	What impact is there on Kirklees <b>employees</b> /internal working practices?	Positive



What impact is there on Kirklees residents/external service delivery?

Positive

WHAT LEVEL OF IMPACT DO YOU THINK YOUR PROPOSAL WILL HAVE ON...		Level of Impact	
		Please select from drop down	
Kirklees Council's <b>internal practices</b> ?		Positive	
Lifestyles of <b>those who live and work</b> in Kirklees?		Very Positive	
<b>Practices of suppliers</b> to Kirklees council?		Neutral	
<b>Practices of other partners</b> of Kirklees council?		Neutral	
Each of the following <b>environmental themes</b> ? (Please select from the drop down list)			
	<b>People</b>	<b>Partners</b>	<b>Places</b>
...clean air (including Climate Changing Gases)	Negative	Negative	Negative
	Score: 3	Score: 3	Score: 3
...Clean and plentiful water	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
... Wildlife and habitats	Negative	Negative	Negative
	Score: 3	Score: 3	Score: 3
...Resilience to harm from environmental hazards	Positive	Positive	Positive
	Score: 1	Score: 1	Score: 1
... Sustainability and efficiency of use of resources from nature	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Beauty, heritage and engagement with the natural environment	Negative	Negative	Negative
	Score: 3	Score: 3	Score: 3
... Resilience to the effects of climate change	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
...Production, recycling or disposal of waste	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2
... Exposure to chemicals	Neutral	Neutral	Neutral
	Score: 2	Score: 2	Score: 2

## HOW ARE YOU USING ADVICE AND EVIDENCE/INTELLIGENCE TO HELP YOU?

Please select YES or NO

### Equality Themes

Have you taken any <b>specialist advice</b> linked to your proposal? (Legal, HR etc)?	Yes
...employees?	No
Do you have any <b>evidence/intelligence</b> to support your assessment (in section 2) of the impact of your proposal on...	...Kirklees residents?
...service users?	No
...any protected characteristic groups?	No

Please list your **equalities** evidence/intelligence here [you can include hyperlinks to files/research/websites]:  
 Kirklees Local Plan which assessed and allocated the scale and nature being proposed for development. The Local Plan was subject to an Equalities Impact Assessment. Local Plan Sustainability Appraisal Incorporating Equalities Impact Assessment and Health Impact Assessment: <https://www.kirklees.gov.uk/beta/planning-policy/pdf/sustainability-appraisal-2016.pdf> The Site also has its own specific policy within the Kirklees Local Plan which will ensure the mitigation of impacts (H61) <https://www.kirklees.gov.uk/beta/planning-policy/pdf/local-plan-allocations-and-designations.pdf> Kirklees Cabinet has also endorsed the Dewsbury Riverside Masterplan and Masterplan Framework on 19th March 2019, which sets the

	Please select from drop down
To what extent do you feel you are able to mitigate any potential negative impact of your proposal outlined on the different groups of people?	FULLY
To what extent do you feel you have considered your Public Sector Equality Duty?	FULLY

### Environmental Themes

Have you taken any <b>specialist advice</b> linked to your proposal?	Yes
...Kirklees Council practices?	No
Do you have any <b>evidence/intelligence</b> to support your assessment (in section 2) of the impact of your proposal on...	...resident and worker lifestyles?
...Practices of Supplier to Kirklees Council?	No
...Practices of other Kirklees Council partners?	No

Please list your environmental evidence/intelligence here [you can include hyperlinks to files/research/websites]:  
 Kirklees Local Plan which assessed and allocated the scale and nature being proposed for development. The Local Plan was subject to an Equalities Impact Assessment. Local Plan Sustainability Appraisal Incorporating Equalities Impact Assessment and Health Impact Assessment: <https://www.kirklees.gov.uk/beta/planning-policy/pdf/sustainability-appraisal-2016.pdf> The Site also has its own specific policy within the Kirklees Local Plan which will ensure the mitigation of impacts (H61) <https://www.kirklees.gov.uk/beta/planning-policy/pdf/local-plan-allocations-and-designations.pdf> Kirklees Cabinet has also endorsed the Dewsbury Riverside Masterplan and Masterplan Framework on 19th March 2019, which sets the framework for the sustainable development of the site:

	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 environmental issues identified?	FULLY

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