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Ribble Valley
Borough Council

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Dear Councillor

The next meeting of the **COUNCIL** Committee will be held at **6.30 pm** on **TUESDAY, 14 DECEMBER 2021** in the **Council Chamber, 13 Church Street, Clitheroe, BB7 2RA.**

I do hope you can be there.

Yours sincerely

M. H. Scott
CHIEF EXECUTIVE

AGENDA

1. **PRAYERS**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**
4. **PUBLIC PARTICIPATION SESSION**
5. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**
6. **MAYORAL COMMUNICATIONS**
7. **PRESENTATION OF PLAQUE TO PAST MAYOR**
8. **PRESENTATION OF LONG SERVICE AWARDS TO STAFF**
9. **LEADER'S REPORT**
10. **LEADER'S QUESTION TIME**
11. **COMMITTEE MINUTES** (Pages 5 - 80)

To receive and consider, where appropriate, the minutes of the committees since the last meeting (items marked *** are referred to Council for decision).

COMMITTEES	DATE	PAGE	MINUTE
COMMUNITY SERVICES	19 OCT	3 – 7	361 – 376
PLANNING & DEVELOPMENT	21 OCT	9 – 13	377 - 395
PERSONNEL	27 OCT	15 – 17	396 – 405
HEALTH & HOUSING	28 OCT	19 – 23	406 – 421
LICENSING ***	2 NOV	25 – 29	422 – 433

ECONOMIC DEVELOPMENT	4 NOV	31 – 32	434 – 442
POLICY & FINANCE	9 NOV	33 – 39	443 – 464
PARISH COUNCIL LIAISON	11 NOV	41 – 55	465 – 477
ACCOUNTS & AUDIT	17 NOV	57 – 61	478 – 491
EMERGENCY	29 NOV	63 – 64	492 – 495
PLANNING & DEVELOPMENT	2 DEC	65 – 78	496 – 512

12. EXCLUSION OF PRESS AND PUBLIC

None.

NOTES

QUESTIONS (attention is drawn to Standing Orders 9,10 and 12)

- i) A member may ask the Mayor or the Chairman of any committee a question on any matter where the Council has powers or duties or which affects the Borough. A question must either be given to the Chief Executive by noon on the Friday before the meeting or relate to urgent business, in which case agreement of the Mayor to the question being put shall be required and, where possible, a copy of the question will be given to the Chief Executive before 10am on the day of the meeting.
- ii) Any member may ask a question or make a comment on any minute before the Council, provided that he or she does not speak for more than 5 minutes in total on the minutes of a particular committee. The Chairman may decline to answer a question unless written notice of the question has been given to the Chief Executive by noon on the Friday before the meeting.
- iii) Any member may ask questions of the Leader of the Council on matters relating to the general work of the Council which do not fall within the remit of any particular committee. Notice in writing specifying the nature of the question in sufficient detail to enable a reply to be prepared must be given to the Chief Executive by no later than noon on the Friday before the meeting.

Electronic agendas sent to members of Council – Councillor Anthony (Tony) Austin (Chair), Councillor Jan Alcock JP, Councillor Stephen Atkinson, Councillor Richard Bennett, Councillor David Berryman, Councillor Susan Bibby, Councillor David Birtwhistle, Councillor Alison Brown, Councillor Ian Brown, Councillor Stella Brunskill JP, Councillor Robert (Bob) Buller, Councillor Stuart Carefoot, Councillor Judith Clark, Councillor Louise Edge, Councillor Rosemary (Rosie) Elms, Councillor Steve Farmer, Councillor Stewart Fletcher, Councillor Mark French, Councillor Jonathan Hill, Councillor Mark Hindle, Councillor Stuart Hirst, Councillor Brian Holden, Councillor Simon Hore, Councillor Kevin Horkin MBE, Councillor Angeline Humphreys, Councillor Ged Mirfin, Councillor Richard Newmark, Councillor Donna O'Rourke, Councillor Simon O'Rourke, Councillor David Peat, Councillor Sarah Rainford, Councillor Mary Robinson, Councillor James (Jim) Rogerson, Councillor Jennifer (Jenni) Schumann, Councillor Gary Scott, Councillor Richard Sherras, Councillor Robert Thompson and Councillor Robin Walsh.

Contact: Democratic Services on 01200 414408 or committee.services@ribblevalley.gov.uk

Minutes of Community Services

Meeting Date: Tuesday, 19 October 2021, starting at 6.30 pm
Present: Councillor R Newmark (Chair)

Councillors:

J Alcock	A Humpheys
S Atkinson	G Mirfin
S Brunskill	S Rainford
S Carefoot	J Schumann
R Elms	G Scott
S Fletcher	

In attendance: Director of Community Services, Head of Leisure and Cultural Services and Senior Accountant

Not in attendance: Councillor D Birtwhistle

361 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors S O'Rourke and M Robinson.

362 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 24 August 2021 were approved as a correct record and signed by the Chairman.

363 DECLARATIONS OF PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

364 PUBLIC PARTICIPATION

There was no public participation.

365 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report seeking member approval on proposals to increase this committee's fees and charges with effect from 1 April 2022.

These proposals were the first stage in the review of this committee's budget for the forthcoming 2022/23 financial year.

The council's latest budget forecast allows for a 3% inflationary increase in the level of income raised from fees and charges and the review aims to increase budgeted income for 2022/23 by this amount as a minimum.

After applying this percentage increase, proposed charges had generally been rounded up or down to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

Following discussions between financial services, heads of service and budget holders a proposed set of fees and charges for implementation from 1 April 2022 had been produced for this committee for members to consider.

It was reported that since the report had been written there were some fees to be reinstated for aqua fitness, Space card contracts and the Space swimmer saver monthly.

There was some discussion around car park fees and the penalty charges for those who overstay their ticket time.

RESOLVED THAT COMMITTEE:

Approve the level of fees and charges to be levied for this committee for 2022/23 as outlined in the report with the reinstatement of charges for aqua fitness, Space card contracts and Space swimmer saver monthly.

366

PLAYING PITCHES AT EDISFORD

The Director of Community Services submitted a report seeking committee's approval for the use of S106 monies received to help improve the playing pitches at Edisford.

As a result of the housing development at Low Moor, the sum of £18,784 had been given to the Council as the developer contribution for the improvement of off-site leisure provision. It was proposed to use this to improve drainage on the grass pitch that was created following the work to construct the synthetic pitch in 2019. The opportunity would also be taken to install a cut off drain to prevent surface water run-off from the pitch on to the path that leads to the tennis courts.

RESOLVED THAT COMMITTEE:

1. Approve the proposed use of the S106 funding on Edisford playing pitches;
2. Refer the budget request for £18,784 to Policy & Finance committee to be included in the capital programme for 2021/22; and
3. Agree, subject to approval at Policy and Finance committee, to the work being carried out in the current financial year.

367

PLAY AREAS

The Director of Community Services submitted a report providing a programme of replacement/repair for the play areas that belong to the Borough.

The programme outlined proposed expenditure which could form the basis of a capital bid should members wish. It included repainting of equipment, repair/replacement of safety surfaces and some replacement/refurbishment of equipment.

Members thanked officers for the report and discussed the proposed programme and the need for works to be carried out. Problems with specific plays areas were highlighted.

RESOLVED THAT COMMITTEE:

1. Submit a new capital bid of £490k to Policy & Finance committee to be included in the capital programme, and

2. Agree that the programme should be delivered over 3/4 years.

368

S106 PROJECTS, LONGRIDGE

The Director of Community Services submitted a report seeking committee's approval for an additional capital budget in respect of Mardale Football pitches and Longridge Sports and Arts Centre for 2022/23 and subsequent approval to procure the works.

A sum of £132,990 had been secured from the Dilworth development in Longridge in 2015 for 4 projects. Longridge Cricket Club and Kestor Lane play area had already been beneficiaries of £12k and £30k respectively. The balance of £90,990 was now available following the final payment from the developer. It was proposed to allocate £81k to improve pitch drainage at Mardale and £10k to Longridge Sports Club.

The Director explained to members that the S106 monies had to spent where the legal agreement specified and could not be transferred to any other project.

RESOLVED THAT COMMITTEE:

1. Recommend to Policy and Finance committee the approval of an additional capital budget of £80,900 in respect of Longridge Mardale pitches in the 2022/23 capital programme funded from S106 monies received from Taylor Wimpey in respect of Dilworth development in Longridge, and
2. Authorise the Director of Community Services, subject to approval of the capital budget by Policy and Finance committee, to procure drainage improvement works at Mardale pitch site, Longridge as specified in the report.

369

FOOD FESTIVAL

The Director of Community Services submitted a report providing members with an update on preparations for the 2022 Food Festival event and seeking approval in principle to the 2022 layout.

The date scheduled for the festival was Saturday 30 July 2022, which avoided clashes with other major events in the area. The option of a two-day event was still being explored, although there were some significant obstacles to overcome in this regard.

Members were reminded that safety requirements around crowd management had increased significantly in recent times and that this placed the safety of attendees as a priority and meant that managing the capacity of venues/locations was of paramount importance.

As a 'free to attend' event which was held in open streets/areas there are no physical controls on the numbers attending. From an organisation perspective, the Council is the body accountable for both running the event and potentially acting against organisers who flout their responsibility and could not therefore simply ignore this critical issue.

A plan was circulated showing a proposed revised layout for the event which sought to address the responsibility for crowd management. The same road closures as previously would still be used, but the focus for stalls would be in the New Market Street and market car park area with fewer stalls on the other streets.

It was also suggested that, because of staffing issues, external professional should be sought for the management of the event.

Members discussed the event, whether it should be 1 or 2 days and the issues of crowd safety and where the stalls should be situated. There was a request that the Bull Ring area of the market be earmarked for festival use in order to expand the offering beyond the layout included in the report.

RESOLVED THAT COMMITTEE:

1. Approve the revised layout proposed with the addition of the Bull Ring area, and
2. Agree that costs for external professional support for management of this event be sought.

370 CASTLE GROUNDS WINTER WORK PLANS

The Director of Community Services submitted a report for information providing a detailed overview of the planned winter work in the Castle Grounds. The work includes important clearing and reinstatement of areas to both enhance the look and increase sight lines throughout the grounds.

371 RIBBLESDALE POOL SWIMMING LESSONS

The Director of Community Services submitted a report for information giving an update on the challenges being faced in delivering swimming instruction at Ribblesdale Pool. The report outlined the unsuccessful attempts to recruit swimming teachers and the cost commitments involved with lifeguards getting qualified to teach. It was also apparent that our rate of pay is not competitive with other providers. A new option currently being explored was to establish a partnership with the Institute of Swimming and Swim England to support the aquatic workforce going forward and to offer training to new swimming teachers, who could then be employed by the Council to deliver a programme of lessons.

372 REFUSE COLLECTION

The Director of Community Services submitted a report for information giving an update on refuse collection in relation to the national lack of LGV drivers. In the last 4 months there had been resignations from 6 of the 13 drivers with 2 more due to leave soon. Four new starter drivers had been secured recently but this left only 9 drivers to complete 9 rounds, not accounting for annual or sick leave. Approaches made for temporary support from agencies had been unsuccessful.

Members asked questions regarding the issues around the need to keep the refuse collection service operating fully.

373 CAPITAL MONITORING 2021/22

The Director of Resources submitted a report on the progress on this committee's 2021/22 capital programme for the period to the end of August 2021.

At the end of August 2021 £363,951 had been spent or committed, which was 20.3% of the annual capital programme budget for this committee.

Of the eleven schemes in the capital programme, one scheme was complete, seven schemes were currently expected to be completed in-year, it was unclear whether two

schemes would be completed in-year and one scheme would not be completed in-year.

374 REVENUE MONITORING 2020/21

The Director of Resources submitted a report for information on the position for the period April to August 2021 of this year's revenue budget as far as this committee was concerned.

The comparison between actual and budgeted expenditure shows an overspend of £34,805 for the first five months of the financial year 2021/22. After allowing for transfers to/from earmarked reserves the overspend was £68,863.

375 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

376 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 8.05 pm

If you have any queries on these minutes please contact the committee clerk, Olwen Heap 01200 414408 olwen.heap@ribblevalley.gov.uk.

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Minutes of Planning and Development

Meeting Date: Thursday, 21 October 2021, starting at 6.30 pm
Present: Councillor A Brown (Chair)

Councillors:

I Brown	B Holden
S Brunskill	K Horkin
B Buller	A Humphreys
S Carefoot	S O'Rourke
J Clark	J Rogerson
L Edge	R Sherras
M French	

In attendance: Director of Economic Development and Planning, Head of Regeneration and Housing, Head of Planning Services, Head of Legal and Democratic Services and Senior Accountant

377 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillor M Robinson.

378 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 23 September 2021 were approved as a correct record and signed by the Chairman.

379 DECLARATIONS OF PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

Councillor Horkin declared he owned businesses in Clitheroe.

380 PUBLIC PARTICIPATION

There was no public participation.

381 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

382 PLANNING APPLICATION 3/2021/0699 - CASTLE MUSEUM, CLITHEROE

The Head of Planning Services reported that LCC Archaeology had no need for intervention, the Gardens Trust did not wish to comment and Clitheroe Town Council had no objections.

RESOLVED: That the application be approved subject to the following conditions:

1. The development must be begun not later than the expiration of three years beginning with the date of this permission.

REASON: Required to be imposed pursuant to Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

2. The permission shall relate to the development as shown on Plan Reference:

Elevation and castellation detail plan

Location Plan

REASON: For the avoidance of doubt and to ensure that the development is carried out in accordance with the submitted plans.

3. Precise specifications of the proposed dismantling, labelling, and safe storage of historic fabric shall have been submitted to and approved by the Local Planning Authority before its use in the proposed works.

REASON: In order to safeguard the special architectural and historic interest of the listed building.

4. Precise specifications and samples of proposed pointing (including mortar mixes) shall have been submitted to and approved by the Local Planning Authority before their use in the proposed works.

REASON: In order to safeguard the special architectural and historic interest of the listed building.

5. Precise specifications of proposed lead tray repairs shall have been submitted to and approved by the Local Planning Authority before their use in the proposed works.

REASON: In order to safeguard the special architectural and historic interest of the listed building.

383

PLANNING APPLICATION 3/2021/0809 - WELLSPRINGS HOTEL, SABDEN

RESOLVED: That the application be approved subject to the following condition:

Time limit, plans and details

1. The development hereby permitted shall be carried out in complete accordance with the proposals as detailed on drawings:

6218 – Location Plan
6218 – E01D Existing Site Plan
6218 – E03 Existing Plans and Elevations
6218 – P04B Proposed Plans and Elevations
6218 – P06 Proposed Site Plan

REASON: For the avoidance of doubt and to clarify which plans are relevant to the consent.

2. No external lighting shall be fixed to the canopy hereby approved unless details of such lighting, including the intensity of illumination, have been first submitted to, and approved in writing by, the Local Planning Authority prior to first occupation/use of the site.

The external lighting shall be installed precisely in accordance with the approved details and thereby retained as such.

REASON: In order to ensure a satisfactory appearance in the interests of visual amenity

(Mrs Marhraoui spoke in favour of the above application)

384 PLANNING APPLICATION 3/2021/0725 - BUCK INN, GRINDLETON

The Head of Planning Services reported upon an additional letter of support and correspondence with the applicant's agent regarding a reduction in opening hours.

RESOLVED: That the application be minded to approve and deferred and delegated to the Director of Economic Development and Planning for appropriate conditions on the basis of achieving a minimum of a 2m setback on the extension. If unable to secure the proposal goes back to a future Committee.

(Mr R Maudsley spoke in favour of the above application)

385 PLANNING APPLICATION 3/2021/0810 - WELLSPRINGS HOTEL, SABDEN

RESOLVED: That the application be minded to approve and deferred and delegated to Director of Economic Development and Planning for appropriate conditions.

(Mrs Marhraoui spoke in favour of the above application)

386 PLANNING APPLICATION 3/2021/0205 - LAND AT NEDDY LANE, BILLINGTON

Taken off the agenda by officers. Waiting for response from Environment Agency.

387 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report seeking member approval on proposals to increase this committee's fees and charges with effect from 1 April 2022.

These proposals were the first stage in the review of this committee's budget for the forthcoming 2022/23 financial year.

The council's latest budget forecast allows for a 3% inflationary increase in the level of income raised from fees and charges and the review aims to increase budgeted income for 2022/23 by this amount as a minimum.

As planning application fees were set by Central Government these fell outside the remit of the review, however, pre-planning advice fees were included.

As part of the review, the building control section were requesting a 3% increase to charges in the current financial year effective from 1 November 2021, and a further 3% increase for the 2022/23 financial year from 1 April 2022.

RESOLVED THAT COMMITTEE:

Approve the proposed fees and charges as set out in the annexes to the report.

388 PUBLIC SPEAKING AT PLANNING & DEVELOPMENT COMMITTEE

The Director of Economic Development and Planning submitted a report asking members to determine whether the present system for public speaking at planning committee on individual planning applications should be retained or amended.

Some members had queried whether the current rules were sufficient to enable the public to fully participate with the planning process, whereas others considered that it met the needs of residents and communities.

The report outlined a comparison with other Lancashire authorities, explained the process changing the public speaking process and suggested options to be considered should members wish to change the process.

Members discussed the current system and it was acknowledged that no system would be perfect but that the balanced approach of the current system worked well, giving both the applicant and objector(s) a chance to inform members of salient points in relation to a particular application.

It was highlighted by members on the committee that they also receive information in writing from both applicants or their agents and objectors. Officers were also available to give help and advice to both these parties via systems already in place.

RESOLVED THAT COMMITTEE:

Agree to retain the present system for public participation at Planning & Development committees.

389

ASH DIE-BACK ACTION PLAN

The Director of Economic Development and Planning submitted a report asking committee to consider the action plan and procedures the Council should put in place to manage Ash Dieback (*Hymenoscyphus fraxineus*) disease which was having a significant impact on the Borough's tree stock.

The report outlined the issues surrounding the disease and the impact on treescape and loss of habitat, as well as the fine balance between retaining trees for monitoring and resilience reproduction and safe removal.

The Council are subsequently re-surveying their tree stock, but this would take a number of years, so a more reactive approach was to be implemented. A flowchart had therefore been developed that clarifies the process to be followed once ADB has been confirmed. The management plan would enable the Borough to retain as many trees as possible but legislate for the removal and replacement where this was not possible. This might include the use of Tree Preservation Orders to enable the Council to condition/enforce replacement planting to ensure the Borough's treescape.

RESOLVED THAT COMMITTEE:

Approve the measures outlined in the report to mitigate and control the impact of Ash Die Back will have on the Borough.

390

LOCAL PLAN UPDATE

The Director of Economic Development and Planning submitted a report providing members with an update on progress with the Local Plan and asking them to agree proposed amendments and adoption of the Statement of Community Involvement.

As part of the plan review the SCI had been updated and published for consultation. Comments had been received in connection to the arrangements for public speaking at Planning committee with concerns expressed about the 3-minute time limit. As this was a matter only to be amended as part of the Council's constitution, it was proposed that the wording in the relevant section of the SCI be amended to reflect this and refer to the Standing Orders.

RESOLVED THAT COMMITTEE:

Note the updates regarding the Local Plan progress and agree the Statement of Community Involvement be amended at Section 20 regarding the rules for public speaking at committees and that the SCI is adopted and published.

391 CAPITAL MONITORING 2020/21

The Director of Resources submitted a report for information on the progress on this committee's 2021/22 capital programme for the period to August 2021.

At the end of August 2021, there had been no spend on the Introduction of Planning Portal Link to the Planning Application System and Planning System Update scheme. The planning system update element of this scheme was on-hold and would not be undertaken in 2021/22.

392 REVENUE MONITORING 2020/21

The Director of Resources submitted a report for information on the position for the period April 2021 to August 2021 of this year's original revenue budget as far as this committee was concerned.

The comparison between actual and budgeted expenditure showed an underspend of £64,481 to August 2021 of the financial year 2021/22. After allowing for transfers to/from earmarked reserves that was an underspend of £54,790.

393 APPEALS (IF ANY)

3/2020/0668 – proposed construction of 2no. houses and 3no. apartments at Land off Whalley Road, Mellor Brook, BB2 7HY – appeal dismissed.

394 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

395 EXCLUSION OF PRESS AND PUBLIC

There were items under this heading.

The meeting closed at 7.58 pm

If you have any queries on these minutes please contact the committee clerk, Olwen Heap olwen.heap@ribblevalley.gov.uk.

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Minutes of Personnel

Meeting Date: Wednesday, 27 October 2021, starting at 6.30 pm
Present: Councillor S Bibby (Chair)

Councillors:

S Atkinson
D O'Rourke
D Peat

S Rainford
J Schumann

In attendance: Chief Executive and Head of Human Resources

Also in attendance: Councillors S Fletcher, S Hore and S O'Rourke

396 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillors R Bennett, R Thompson and M Hindle.

397 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 1 September 2021 were approved as a correct record and signed by the Chairman.

398 DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS

There were no declarations of pecuniary and non-pecuniary interest.

399 PUBLIC PARTICIPATION

There was no public participation.

400 MINUTES OF THE PAY STRUCTURE WORKING GROUP - 16 SEPTEMBER 2021

The minutes of the Pay Structure Working Group held on 16 September 2021 were submitted for the Committee's information.

401 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

402 EXCLUSION OF PRESS AND PUBLIC

That by virtue of the next items of business being exempt information under Category 1 of Schedule 12A of the Local Government Act the press and public be now excluded from the meeting.

403 PROPOSAL ON PAY AND CONDITIONS

The Chief Executive reminded members of the rationale, costings and options set out in the report he had submitted to the last meeting of the Pay Structure Working Group.

RESOLVED THAT COMMITTEE:

1. Authorise the Chief Executive to submit the financial implications of the report to the Policy and Finance Committee for budgetary approval.

Subject to budgetary approval and acceptance by the Union:

2. Agree to adopt the new pay scales as set out in Annex 4 of the report with effect from 1 October 2021.
3. Agree to changes in annual leave entitlement as set out in the report and with effect from 1 October 2021.
4. Authorise officers to bring a report to the next Committee on improving wider aspects of organisational development, building on the Strategy set out in Annex 5 of the report.

404

GENERAL STAFFING UPDATE

The Director of Resources submitted a report updating members on general staffing matters since the last meeting.

The report noted that:

- 12 new staff had been appointed between 1 August 2021 and 15 October 2021.
- In the same period, there had been 7 leavers, 2 of which had been optional retirements.

The report set out the overall recruitment position as of 15 October by service area and updated members on; internal movements, training, and Kickstart placements.

RESOLVED THAT COMMITTEE:

1. Noted and approved the decisions taken by CMT and Chairman as outlined in the report.
2. That where appropriate, the Council write letters of thanks to staff who have left the Council.

405

UPDATE ON PAY NEGOTIATIONS

The Director of Resources submitted a report informing members on the latest position in respect of the National Trade Union Pay Claim for 2021/2022.

The report noted that amongst other items the National Employers had made a final offer to the NJC Trade Unions on 27 July 2021 as follows:

- With effect from 1 April 2021, an increase of 2.75% on NJC pay point 1.
- With effect from 1 April 2021, an increase of 1.75% on all NJC pay points 2 and above.

The report also noted that:

- The Employers side of the JNC for Chief Executives had made a final one year offer of an increase of 1.5% on basic salary, with the same offer being made to Chief Officers.
- Unison, Unite and GMB had carried out consultation ballots with their members in September and each group had voted by a majority to reject the final offer.

- The unions had now agreed to begin preparations for a ballot on industrial action.

The meeting closed at 7.37 pm

If you have any queries on these minutes please contact the committee clerk, Mike Hill mike.hill@ribblevalley.gov.uk.

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Minutes of Health and Housing

Meeting Date: Thursday, 28 October 2021, starting at 6.30 pm
Present: Councillor M Hindle (Chair)

Councillors:

J Alcock	G Mirfin
S Atkinson	R Newmark
I Brown	D O'Rourke
S Farmer	M Robinson
J Hill	R Sherras
B Holden	R Walsh
K Fletcher	

In attendance: Chief Executive, Head of Regeneration and Housing, Acting Head of Environmental Health and Senior Accountant

Also in attendance: Councillor D Berryman

406 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillor R Elms.

407 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 2 September were approved as a correct record and signed by the Chairman.

408 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

Councillor M Robinson declared an interest in Agenda Item 16.

409 PUBLIC PARTICIPATION

There was no public participation.

410 MOBILE HOMES SITE MANAGER - FIT AND PROPER PERSON REQUIREMENT

The Chief Executive submitted a report informing members of the implications of the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, and to seek approval for the adoption of the Council's Fit and Proper Person, Determination Policy and Fee Policy in relation to caravan site licensing for residential sites.

Members were reminded that:

- Following a review of the Mobile Homes Act 2013, the Government introduced a new regime under the Caravan Sites and Control of Development Act 1960 called the Fit and Proper Person test.
- The Ribble Valley currently has 27 licensed caravan sites but only two sites that meet the criteria of 'relevant protected sites', these being 'Shireburne', in Clitheroe and 'Three Rivers', in West Bradford.

- When conducting the fit and proper person assessment, a local authority must consider the following points relevant to the application:
 - Whether the individual can conduct effective management of the site
 - Personal information relating to the applicant (including a criminal record check).
- On receipt of an application the local authority may:
 - grant the application unconditionally.
 - grant the application subject to conditions.
 - reject the application.

RESOLVED THAT COMMITTEE:

1. Approve the adoption of the proposed Determination Policy set out in Appendix A of the report.
2. Approve the adoption of the proposed Fees Policy set out in Appendix B, of the report and approve the following fees:
 - Mobile Homes Fit and Proper Test Application Fee - £261.00.
 - Mobile Homes - Site Manager Appointment Costs (costs recovered in full from site owner).

411

REVIEW OF FEES AND CHARGES 2022/23

The Director of Resources submitted a report seeking member approval on proposals to increase this Committee's fees and charges with effect from 1 April 2022.

Members were reminded that the Council's fees and charges are reviewed on an annual basis.

The report noted that:

- The proposals were the first stage in the review of this Committee's budget for the forthcoming 2022/23 financial year.
- The Council's latest budget forecast allows for a 3% inflationary increase in the level of income raised from fees and charges and the review aims to increase budgeted income for 2022/23 by this amount as a minimum.
- Following discussions between financial services, heads of service and budget holders a proposed set of fees and charges for implementation from 1 April 2022 had been produced for this Committee for members to consider.

Most fees proposed were based on applying a 3% inflationary increase and applying rounding up or down as appropriate to minimise any problems with small change.

- Some proposed fees were set on a different basis to a 3% increase. These were Mobile Homes Fit and Proper Person Test fees, the Clitheroe Cemetery Memorial Bench fee and fixed penalty notice charges. These were explained in the report.

RESOLVED THAT COMMITTEE:

1. Approve the 2022/23 fees and charges proposed for this Committee in Annex 1 of the report, for implementation from 1 April 2022.
2. Approve to change the Clitheroe Cemetery Memorial Bench fee with immediate effect to "At Cost – Materials and Labour".

412

DISABLED FACILITIES GRANTS - PROPOSED POLICY AMENDMENTS

The Director of Economic Development and Planning submitted a report requesting members approve the proposed amendments to the Discretionary Disabled Facilities Grant (DFG) Policy.

Members were reminded that delivering DFG adaptations is a mandatory function of the Council which must be set out in an approved policy.

The report noted that:

- The proposed amendments are intended to improve the overall offer to applicants and ensure vulnerable households can remain in their own home for as long as possible.
- If approved, the introduction of these measures could see an increase in the opportunity for qualifying residents to access the grants, improve the services for the local community as well as addressing the desire to increase delivery.

RESOLVED THAT COMMITTEE:

1. Approve the proposed amendments to the policy and approve that the revised document be subject to appropriate consultation.
2. Agree to delegate consideration of the consultation responses to the Director of Economic Development and Planning, in consultation with the Chair and Vice Chair of this Committee, and subject to there being no issues raised, agree to adopt, and publish the policy as soon as practicable.

413

ALTERNATIVE SYSTEM FOR DOG WASTE LITTER BINS - REPORT FROM THE DOG FOULING WORKING GROUP

The Director of Community Services presented a report that the Dog Fouling Working Group had authorised him to submit to this Committee.

The Director talked members through the report and highlighted the options and the financial implications associated with each option. Members considered in detail both options and voted for their preference.

RESOLVED THAT COMMITTEE:

Agree to put forward Option 1 as set out in the report, to the Policy and Finance Committee, as a growth item for consideration in the Council's budgetary process for inclusion in the budget for the 2022-23 financial year.

- 414 STRATEGIC HOUSING WORKING GROUP - DRAFT TERMS OF REFERENCE
- RESOLVED THAT COMMITTEE:
- Approve the Draft Terms of Reference for the Strategic Housing Working Group.
- 415 CAPITAL MONITORING 2021/22
- The Director of Resources submitted a report on this Committee's 2021/22 capital programme for the period to the end of September 2021.
- The report noted:
- That following budget changes, the total approved budget for this Committee's capital programme of eight schemes was now £1,336,560.
 - At the end of September 2021, £271,826 had been spent or committed, which is 20.3% of the total approved capital programme budget for this Committee.
 - No schemes were completed by the end of September 2021.
 - The progress and remaining budgets on each of the schemes.
- 416 REVENUE MONITORING 2021/22
- The Director of Resources submitted a report relating to the progress of the 2021/22 revenue budget for this Committee, as at the end of September 2021.
- The comparison between actual expenditure and the original estimated budget for the period April 2021 to September 2021, showed an overall underspend of £50,564 after allowing for transfers to and from earmarked reserves.
- The reasons for the main income and expenditure variances for the year to date were explained in the report.
- 417 ENVIRONMENTAL HEALTH - GENERAL UPDATE
- The Chief Executive submitted a report providing members with an update on the relevant issues that have arisen since the last meeting.
- The issues covered included:
- Minutes from the Hanson Cement Liaison Meeting
 - Air Quality Annual Status Report - 2020
 - COVID-19 - Update
- Councillor Berryman was given permission to speak on this item.
- 418 MINUTES OF THE DOG FOULING WORKING GROUP - 26/07/21
- The minutes were noted.
- 419 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES
- There were no reports from representatives on outside bodies.

420 EXCLUSION OF PRESS AND PUBLIC

That by virtue of the next item of business being exempt information under Category 1 of Schedule 12A of the Local Government Act the press and public be now excluded from the meeting.

421 DISABLED FACILITIES GRANT - UPDATE

The Director of Economic Development and Planning submitted a report informing members of the recent approvals relating to the following grant schemes:

- Disabled Facilities
- DEFRA/Property Flood Resilience
- Ribble Valley Adaptation
- Flood Resilience

The report noted that since the last committee meeting no grants had been approved for the Landlord Tenant Grant Scheme.

The meeting closed at 8.23 pm

If you have any queries on these minutes please contact the committee clerk, Mike Hill, mike.hill@ribblevalley.gov.uk.

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Minutes of Licensing

Meeting Date: Tuesday, 2 November 2021, starting at 6.30 pm
Present: Councillor J Alcock (Chair)

Councillors:

R Bennett	S O'Rourke
I Brown	S Rainford
S Farmer	J Rogerson
G Hibbert	G Scott
A Humpheys	R Walsh
D O'Rourke	

In attendance: Head of Legal and Democratic Services and Solicitor

Also in attendance: Councillor G Mirfin

422 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors S Brunskill, S Hore and R Newmark.

423 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7 September 2021 were approved as a correct record and signed by the Chairman.

424 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

There were no declarations of pecuniary or non-pecuniary interests.

425 PUBLIC PARTICIPATION

Two residents of Whalley spoke in relation to decision Item 8.

426 ANNUAL REVIEW OF FEES AND CHARGES

The Chief Executive submitted a report to determine the annual fees for hackney carriage, private hire, scrap metal and sex establishment licences.

Members were reminded that the legislation provides that fees should be set at a level that is considered reasonable with a view to recovering the costs of issue and administration.

The report outlined the current fees charged alongside the proposed fees to be charged; the uplift in fees was approximately 3% rounded up or down as most appropriate

RESOLVED THAT COMMITTEE:

1. Agree to set the fees for Hackney Carriage and Private Hire Licences for the year 2022/2023 as those set out in Appendix 1 of the report.

2. Agree to set the fees for Scrap Metal Dealers Licences for the year 2022/2023 as those set out in Appendix 2 of the report.
3. Agree to set the fees for Sex Establishment Licences for the year 2022/2023 as those set out in Appendix 3 of the report.

427

PRIVATE SECURITY ACT 2001

The Chief Executive submitted a report seeking approval to nominate officers to the Security Industry Authority (SIA) for such officers to be granted powers of inspection by the SIA under Section 19(2) of the Private Security Industry Act 2001 (“the Act”) and to arrange any officer training that may be required.

Members were reminded that:

- Within the Ribble Valley, several licensed premises utilise the services of door staff licensed by the SIA. Some of these establishments engage staff voluntarily, based on their own risk assessments. Other establishments have door staff on certain days and at certain times, because of conditions on their licence.
- Currently, the Council’s licensing enforcement staff do not have the power to require door staff to produce documents or information to verify their membership of the SIA. In most circumstances, such documents or information are produced voluntarily on request, by staff who wish to cooperate with the Council and other regulatory authorities.

The report noted that:

- An approach had been received from the SIA seeking to establish whether the Council would wish them to grant powers to certain specified officers of the Council under Section 19(2) of the Act.
- If members approved the recommendations, confirmation would be provided that any Council officers nominated are fit and proper and appropriately trained to be granted authority under section 19(2) of the Act.

RESOLVED THAT COMMITTEE:

1. Authorise the Head of Legal and Democratic Services to nominate Council officers to the Security Industry Authority to be granted powers of inspection by the SIA under Section 19(2) of the Private Security Industry Act 2001
2. Authorise the appropriate training be provided to Council officers so nominated.

428

GAMBLING ACT 2005 - REVIEW OF STATEMENT OF PRINCIPLES - OUTCOME OF CONSULTATION

The Chief Executive submitted a report seeking members approval to the Council’s Statement of Principles under the Gambling Act 2005 for 2022-2025.

Members were reminded that:

- The Gambling Act 2005 (the “Act”) gave the Council responsibility for licensing a variety of types of premises, for example betting offices and arcades.

- There were only a few premises in the Council's area which hold such licences. However, many premises that are licensed under the Licensing Act 2003 also held permits under the Act for gaming machines.
- The Act requires Councils to have a statement of principles, to publish it every three years and to review it from time to time and that the Council's revised statement is required to be in place by January 2022.
- On 7 September 2021, the Council's Licensing Committee reviewed the Council's Statement of Principles on Gambling ("Statement") as required by the Act. The Statement was approved by Committee to form the basis of a consultation exercise. That consultation ran from 10 September 2021 to 24 October 2021.
- The Council had received no responses from those consulted.

The report noted that in the absence of responses, Committee was asked to approve the Statement as set out in Appendix 1 to the report and recommend its adoption to Full Council.

***RESOLVED THAT COMMITTEE:

Approve the Statement of Principles under the Gambling Act 2005 for 2022-2025 and recommend its adoption to Full Council.

429

EXPIRY OF WHALLEY CUMULATIVE IMPACT ASSESSMENT - REVIEW OF RESPONSES TO RECENT SURVEY

The Chief Executive submitted a report informing Committee of the results of the Whalley Cumulative Impact Assessment Survey.

Members were reminded that in June 2021, Committee resolved to authorise the Head of Legal and Democratic Services to make enquiries of the responsible authorities to assess whether there was sufficient evidence to support a Cumulative Impact Policy for Whalley and the area to which the policy would relate; consult informally with licensees in Whalley, the Parish Council and community groups and to report back with recommendations based on responses received.

The report noted that:

- The Council had received 65 responses from the community consultation exercise and that these were shown in Appendix 2 of the report.
- When considering the responses, Committee needed to decide whether they evidenced sufficient concern about crime and disorder, public safety, public nuisance, or protection of children from harm in the Whalley and Painter Wood area for the Council to progress to the next stage of the process.
- Should Committee decide to progress to the next stage, then further evidence would have to be collated to allow the Council to assess whether there is a sound evidential basis to any decision to publish a cumulative impact assessment.

RESOLVED THAT COMMITTEE:

Authorise the Head of Legal and Democratic Services to seek and collate the evidence necessary to create an evidence base and to consult formally upon the proposed continuation of the cumulative impact assessment for Whalley and Painter Wood as required by the Licensing Act 2003.

Please note that Councillor G Mirfin was given approval to speak on this Item.

430

TAXI ENFORCEMENT OPERATION - UPDATE

The Chief Executive submitted a report informing Committee of the results of an inspection of licensed private hire and hackney carriage vehicles.

The report noted that:

- On 6 September 2021, the Council's Taxi Enforcement Officer carried out an inspection of licensed private hire and hackney carriage vehicles, in a joint operation with the Police, and Vehicle and Operator Services Agency.
- Eight vehicles were inspected. Two vehicles were found not to be of the required standard and the drivers were served with delayed prohibition notices which requiring work to be carried out on their vehicles within 7 days. The notices related to worn brake pads and worn ball joints.
- The Council's Taxi Enforcement Officer confirmed that the works had been carried out and both vehicles had been issued with new MOT certificates.

431

MEMBER TRAINING

The Chief Executive submitted a report informing Committee of the training to be provided for sitting on Licensing Sub-committees.

Members were reminded that:

- Licensing Sub-Committees are held periodically to determine licensing applications and/or review licences.
- Licensing responsibility is heavily governed by statute and guidance; therefore, the discharge of these functions requires that Members have a good understanding of the latest statutory frameworks.
- Licensing, as an area of local authority decision-making, has become a fertile topic for legal challenge.

The report noted that:

- The evening's training session would focus on the procedural and legal issues surrounding Sub-committees relating to hackney carriage and private hire licencing.
- A further training session would be held in relation to Sub-committees that determine issues under the Licensing Act 2003.

432

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

EXCLUSION OF PRESS AND PUBLIC

None.

The meeting closed at 7.57 pm

If you have any queries on these minutes please contact the committee clerk, Mike Hill mike.hill@ribblevalley.gov.uk.

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Minutes of Economic Development

Meeting Date: Thursday, 4 November 2021, starting at 6.30 pm
Present: Councillor S Hirst (Chair)

Councillors:

D Berryman	S Farmer
D Birtwhistle	S Fletcher
B Buller	M French
J Clark	S Hore
L Edge	R Thompson
R Elms	

In attendance: Director of Economic Development and Planning, Head of Leisure and Cultural Services and Senior Accountant

Not in attendance: Councillors R Bennett and S Carefoot.

434 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillor G Mirfin.

435 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of registrable pecuniary, other registrable or non-registrable interests.

436 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9 September 2021 were approved as a correct record and signed by the Chairman.

The Director of Economic Development and Planning gave members an update on Minute 276. She also informed them that a Senior Economic Development Officer had been appointed.

437 PUBLIC PARTICIPATION

There was no public participation.

438 REVENUE OUTTURN 2020/21

The Director of Resources submitted a report for information on the outturn for the financial year 2020/21 in respect of the revenue budget for this committee.

There had been several variations in both income and expenditure during the year and this had given rise to an overall underspend of £63,937 on the net cost of services. After transfers to and from earmarked reserves there was an overall underspend of £51,119.

The Director of Economic Development and Planning gave an update on the Clitheroe to Hellifield railway project.

439 REVENUE MONITORING 2021/22

The Director of Resources submitted a report for information on the position for the period April to September 2021 of this year's revenue budget as far as this committee is concerned.

The main variances were highlighted. The comparison between actual and budgeted expenditure shows an overspend of £15,616 for the first six months of the financial year 2021/22. After allowing for transfers to/from earmarked reserves the overspend is £2,798.

The Director of Economic Development and Planning gave an update on 'Reopening the High Streets Safely Fund' now known as 'Welcome Back Fund'.

440 CAPITAL MONITORING 2021/22

The Director of Resources submitted a report for information on the progress on this committee's 2021/22 capital programme for the period to the end of September 2021.

At the end of September 2021 £7,950 had been spent or committed. This was 7.8% of the capital programme total approved budget for this committee. At this stage, one of the two schemes in the capital programme was expected to be completed in-year. It was unclear whether the other scheme would be fully committed in-year.

The Head of Leisure and Cultural Services informed members that the Gateway Signs had been ordered with Lancashire County Council but no timetable for installation was yet known.

441 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

442 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 6.40 pm

If you have any queries on these minutes please contact the committee clerk, Olwen Heap olwen.heap@ribblevalley.gov.uk.

Minutes of Policy and Finance

Meeting Date: Tuesday, 9 November 2021, starting at 6.30 pm
Present: Councillor S Atkinson (Chair)

Councillors:

D Berryman	M Hindle
S Bibby	S Hirst
A Brown	S Hore
J Clark	K Horkin
S Fletcher	D Peat
G Hibbert	R Thompson
J Hill	

In attendance: Chief Executive, Director of Resources, Director of Community Services, Director of Economic Development and Planning and Senior Economic Development Officer

443 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillor M French.

444 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 14 September 2021 were approved as a correct record and signed by the Chairman.

445 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

Councillors A Brown, S Fletcher, G Hibbert, J Hill, D Peat and R Thompson declared an other registrable interest in Agenda Item 5 – Platinum Jubilee - as members of parish councils

In response to a question regarding membership of the Clitheroe Town Team the Chief Executive informed councillors who were members of the Town Team group that in his view they did not need to declare any interests as the group has no standing.

Councillor K Horkin as a owner of several businesses in Clitheroe did not declare any interest in agenda item 6 – ARG Funding as he would not be making any applications to the fund.

446 PUBLIC PARTICIPATION

There was no public participation.

During the next item Councillors A Brown, S Fletcher, G Hibbert, J Hill, D Peat and R Thompson declared an interest in the parish grant element of the report and left the meeting for that part.

447 CELEBRATING THE PLATINUM JUBILEE

The Chief Executive submitted a report asking members to consider how to celebrate and commemorate the Queen's Platinum Jubilee in June 2022.

He informed members that all councils had been requested by Pageant Master, Bruno Peek LVO OBE OPR to light a beacon and he suggested this be done at Clitheroe Castle as had been done on previous occasions.

He also suggested that a grant be awarded to each parish council to encourage them to take part in the celebrations in their area.

Other suggestions had been made by members of staff and councillors that included several ideas. The Chief Executive also informed members that in the week prior to the celebrations the Duke of Lancaster's Regiment would be doing a Freedom March through the streets of Clitheroe, that would be a fitting start to the jubilee celebrations. The Chief Executive said that the project(s) were one off items that could be funded from reserves. However the Council would still need to set a budget for the Jubilee celebrations and the Freedom March.

Members considered the ideas put forward and felt that a permanent living fixture/reminder would be the most appropriate. It was suggested a task and finish group be set up to move forward with plans.

RESOLVED THAT COMMITTEE:

1. Agree to have a Beacon lighting at Clitheroe Castle;
2. Agree to give a grant of £500 to every parish council who provides a letter of intent to use it to commemorate the Platinum Jubilee;
3. Agree to set up a task and finish group consisting of Councillors S Atkinson, K Horkin, J Clark, S Fletcher and R Thompson to finalise the plans for commemorating the Queen's Platinum Jubilee

Councillors A Brown, S Fletcher, G Hibbert, J Hill, D Peat and R Thompson returned to the meeting.

448

ARG FUNDING - NEXT STEPS

The Director of Economic Development and Planning submitted a report asking committee to consider the allocation of the second top-up of Additional Restrictions Grant (ARG) funding.

Following the last meeting of this committee, the task and finish group comprising of councillors Atkinson, Peat, Bibby, Fletcher and Thompson had met to discuss potential options and were now making recommendations of how best to allocate the funding to assist businesses with their recovery from the impacts of the pandemic.

Three schemes were proposed –

- Travel Agents - £1000 to those based at home and £5000 to those who have a business premises/shop and are registered for business rates in the Ribble Valley;
- Business Recovery – businesses seeking to invest in their premises or facilities as a direct result of the pandemic who had not received a Restart Grant.
- Business Growth – to support businesses in recovering from the impact of the pandemic and to support businesses in expanding and adapting their businesses to support long-term sustainability and the Council's Climate Change Strategy.

A scale of eligible expenditure was outlined with the minimum expenditure being £5,000. The grant would provide up to 50% of any eligible expenditure with a maximum grant of £25,000. Eligible expenditure would count from 1 July 2021 for those businesses based in Ribble Valley who were trading on 1 April 2021 and registered for business rates.

Members were supportive of the recommendations made by the task and finish group.

RESOLVED THAT COMMITTEE:

1. Agree to providing an additional one-off fixed grant to Travel Agents in accordance with the report;
2. Agree to the remainder of the additional restrictions grant being used to fund the Business Recovery grant and the Business Growth grant in accordance with the details in the report and the Grants Policy outlined;
3. Delegate to the Director of Economic Development and Planning and the Director of Resources, in consultation with the ARG task and finish group, any minor amendments to the scheme that arise during the administration of the scheme.

449 REFERENCES FROM COMMITTEES

450 COMMUNITY SERVICES COMMITTEE - PLAYING PITCHES AT EDISFORD

The Director of Resources submitted a report asking committee to consider a request from Community Services committee in respect of approval to help improve the playing pitches at Edisford.

As a result of the housing development at Low Moor a commuted sum of £18,784 had been given to the council as the developer contribution for the improvement of off-site leisure provision and it was planned to use this funding to improve the drainage at the Edisford playing pitches site.

RESOLVED THAT COMMITTEE:

Approve the request for additional capital budget of £18,780 in respect of drainage works at Edisford Playing Pitches and that this be funded from the S106 monies from the housing development at Low Moor.

451 LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report asking for committee's approval to write off three cases of business rates where the companies had been dissolved.

RESOLVED THAT COMMITTEE:

Approve the writing off £13,001.25 in Business Rates and £300.00 costs where it has not been possible to collect the amounts due.

452 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report seeking member approval on proposals to increase this committee's fees and charges with effect from 1 April 2022.

These proposals were the first stage in the review of this committee's budget for the forthcoming 2022/23 financial year.

The council's latest budget forecast allows for a 3% inflationary increase in the level of income raised from fees and charges and the review aims to increase budgeted income for 2022/23 by this amount as a minimum.

After applying this percentage increase, proposed charges had generally been rounded up or down to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

Following discussions between financial services, heads of service and budget holders a proposed set of fees and charges for implementation from 1 April 2022 had been produced for this committee for members to consider.

The Director of Resources reported that when considering the fees and charges the Head of Legal and Democratic Services had recommended the introduction of new fees to cover extensive administrative processes, complex legal agreements and a charge for providing a proof of life service. It was also proposed to increase charges for S106 agreement review and completion work by 20.6%.

RESOLVED THAT COMMITTEE:

Approve the proposed fees and charges as set out in the report for implementation from 1 April 2022.

453 REVENUES AND BENEFITS GENERAL REPORT

The Director of Resources submitted a report for information on debts outstanding for business rates, council tax and sundry debtors. It also updated members on benefits performance, including benefits processing times and overpayment recovery.

454 COUNCIL TAX BASE 2022/23

The Director of Resources submitted a report for information on the council tax base for 2022/23. The council tax base is set each year between 1 December and 31 January and is an important calculation which sets out the number of dwellings to which council tax is chargeable in an area or part of an area. The tax base is used for the purposes of calculating the band D council tax for the billing authority and also major precepting authorities and parish councils.

The council tax base has increased steadily over the period 2007/08 to 2013/14, however since then it has averaged overall increases of 1.5% to 2.5% each year. The Council Tax Base for 2022/23 is 24,553.

455 REVENUE MONITORING 2021/22

The Director of Resources submitted a report for information on the position for the period April to September 2021 of this year's revenue budget as far as this committee was concerned.

The main variations were highlighted. The comparison between actual and budgeted expenditure within service cost centres shows an underspend of £188,176 for the April to September period of the financial year 2021/22. After allowing for transfers to/from earmarked reserves there was an underspend of £203,496.

The balance of grant funds accounted for within coronavirus specific cost centres of £920k have increased the underspend within this committee to £1.16m. Whilst for the period to September coronavirus funding had had a significant impact that had created a large underspend on the net cost of services within this committee, many of the variances would resolve as the year progresses and grant funds are either paid out or allocated to specific coronavirus response activities.

456 OVERALL REVENUE MONITORING 2021/22

The Director of Resources submitted a report for information on the overall position for the current financial year for the half year position up to the end of September 2021.

There is an overall net underspend to the end of September 2021 of £1,148,776. However, this is skewed by income and expenditure on covid response cost centres, where the variance will resolve itself as the year progresses. When the variances for the usual service cost centres are examined, there is a net underspend of £188,131.

It was pleasing to report that the refuse collection vehicle repair and maintenance costs have returned to be closer to budgeted costs.

457 CAPITAL MONITORING 2021/22

The Director of Resources submitted a report for information on the progress on this committee's 2021/22 capital programme for the period to the end of September 2021.

At the end of September 2021 £19,623 had been spent or committed. This was 10.9% of the total approved capital programme budget for this committee.

Of the eight schemes in the capital programme at the end of September 2021, one scheme was complete, two schemes were currently on-track to be completed in-year, two schemes would not be completed in-year and it was unclear whether three of the schemes would be completed in-year.

458 OVERALL CAPITAL MONITORING 2021/22

The Director of Resources submitted a report for information on the progress on the Council's approved 2021/22 capital programme for the period to the end of September 2021.

At the end of September 2021 £669,102 had been spent or committed. This was 19.5% of the overall capital programme budget for 2021/22. Of the 30 schemes in the capital programme it was reported that two schemes were complete, ten schemes were currently expected to be completed in-year, it was unclear whether six schemes would be completed in-year, four schemes were unlikely to be completed in-year and six schemes would not be completed in-year. Two further schemes were on-going housing related grant schemes.

459 TREASURY MANAGEMENT MONITORING 2021/22

The Director of Resources submitted a monitoring report for information on the treasury management activities for the period 1 April 2021 to 30 September 2021. This included temporary investments, interest on investments, local government bonds agency, borrowing, borrowing requirements, prudential indicators, approved organisations, recent events and exposure to risk.

460 ANNUAL OMBUDSMAN REPORT

The Chief Executive submitted a report for information on the referrals to the Local Government Ombudsman for the period to 31 March 2021. The Ombudsman had not carried out any detailed investigations during this period or upheld any complaints during the period.

461 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

462 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next items of business being exempt information under paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

463 LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report requesting committee's approval to write off a council tax debt where the debtor had passed away.

RESOLVED THAT COMMITTEE:

Approve writing off £984.45 of Council Tax debts plus £110.00 costs where it has not been possible to collect the amount due.

464 REFERENCES FROM COMMITTEES

(i) Personnel Committee - Review of Pay and Conditions

The Director of Resources submitted a report for members to consider a request from Personnel committee to improve the pay and conditions of staff.

Personnel committee had agreed to the recommendations made subject to budgetary approval and acceptance from the union.

The Director of Resources outlined the options available to committee to fund the recommendations bearing in mind that the outcome of the Draft Local Government Finance Settlement had not yet been received.

She reminded members that as the Section 151 officer, she was required to give the council formal advice on the robustness of the estimates and adequacy of reserves.

She explained that whilst the Council was currently benefitting from significant levels of earmarked reserves it would be possible to fund the costs arising from the pay review from these, however this was not recommended in the long term. She reminded members that the best use of earmarked reserves was to fund one off items eg the capital programme or non-recurring revenue items.

She suggested that cost of the pay review covering the next three years be transferred from the Business Rate Growth reserve and as a matter of priority recurring funding be identified when the outcome of the Draft Local Government Finance Settlement was known.

The Director of Resources also referred to other budget growth items which would

need to be considered by members in the budget cycle and also assessed as to whether the Council could afford them.

Members discussed this in some detail.

RESOLVED THAT COMMITTEE:

1. Agree to fund the extra cost by transferring funding of £1,078,000 from the Business Rate Growth reserve to finance the cost over the years 2022/23 to 2024/25 and fund the part year cost from the underspends on salaries due to vacant posts delegating the maximum flexibility on financial planning to the Director of Resources;
2. Identify ongoing sustainable funding for this item once the outcome of the Draft Local Government Finance Settlement is known, and
3. Approve the two decisions above subject to the Union accepting the proposals.

The meeting closed at 7.47 pm

If you have any queries on these minutes please contact the committee clerk, Olwen Heap olwen.heap@ribblevalley.gov.uk.

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Public Document Pack

Minutes of Parish Councils Liaison

Meeting Date: Thursday, 11 November 2021, starting at 6.30 pm

Present: Councillor M Highton, Chair - Whalley

Councillors:

J Alcock	S Hore
D Birtwhistle	K Horkin
A Brown	D Peat
J Hill	G Scott
B Holden	R Walsh

Parish Representatives:

R Wilkinson	Aighton, Bailey and Chaigley
K Barker	Balderstone
K Crook	Barrow
S Farmer	Billington and Langho
R Porter	Chatburn
H Gee	Longridge Town Council
A Mellor	Mellor
Rosthorn	Newsholme and Paythorne
M Beattie	Newton
C Pollard	Read
R Sherras	Rimington and Middop
D Briscoe	Rimington and Middop
R Vickers	Sabden
J Westwell	Salesbury
J Hampson	Simonstone
J Rattigan	Waddington
A Bristol	West Bradford
J Brown	Whalley
T Westwell	Wilpshire

In attendance: Chief Executive and Head of Regeneration and Housing

465

APOLOGIES FOR ABSENCE

Apologies for absence were received from Borough Councillors: D Berryman, S Bibby and B Buller.

Apologies for absence were also received from the following parish representatives:

T Austin	Billington and Langho
B Green	Chipping
P Ainsworth	Clayton-le-Dale
R Beacham	Longridge
D Groves	Ribchester

466

TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 16 September 2021 were corrected to note that the parish representative for Simonstone was J Hampson and not J Horton. They were then approved as a correct record and signed by the Chairman.

Councillor K Horkin commented that in relation to Minute 316 he considered that it had been 'sanitised' and did not reflect the sentiment of some members.

467 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND
NON REGISTRABLE INTERESTS

Councillor K Horkin declared that he had business interests in the Ribble Valley.

468 PUBLIC PARTICIPATION

There was no public participation.

469 MATTERS BROUGHT FORWARD BY PARISH COUNCILS

470 HARP - UPDATE

The Head of Regeneration and Housing provided a verbal update on the Haweswater Aqueduct Resilience Programme (HARP)

He reminded members that the proposed work is taking place across six sections of the 110km pipeline through Cumbria, Lancashire and Greater Manchester, which will have an impact in your local area during construction.

He also noted that:

- The planning applications were still at consultation stage and were awaiting the formal views of key consultees such as Lancashire County Council (LCC) Highways.
- In relation to third party comments, it had become evident that if the scheme were to go ahead, there is more support for the route including the new bridge to reduce the traffic impact on West Bradford, Chatburn and Grindleton.
- The mineral application, to establish whether the arisings from the tunnelling can be deposited at Waddington Quarry, was still to be determined by LCC.
- No date for a Planning Committee can be set until the Waddington Quarry application had been determined and the views of the key consultees had been received.
- The Council was working closely with Lancaster City Council and LCC.

He stated that the Council would continue to provide updates and that John Macholc the Council officer most involved in the scheme would answer any questions members may have.

471 UPDATE FROM THE DOG FOULING WORKING GROUP

The Head of Regeneration and Housing provided a verbal update from the Dog Fouling Working Group.

He informed members that the:

- Dog Fouling Working Group had authorised that the report prepared by the Director of Community Services (*Alternative System for Dog Waste Litter Bins*) be updated in line with their comments and recommendations and be submitted to the next meeting of the Health and Housing Committee.

- The Health and Housing Committee had authorised that Option 1 of the *Alternative System for Dog Waste Litter Bins* report be submitted to the Policy and Finance Committee, as a growth item for consideration in the Council's budgetary process for inclusion in the budget for the 2022-23 financial year.

472 INTRODUCTION TO THE RURAL SERVICES NETWORK

Councillor Richard Sherras made a presentation introducing members to the Rural Services Network. The presentation is attached to these minutes.

473 OTHER MATTERS

474 HER MAJESTY THE QUEEN'S PLATINUM JUBILEE

To celebrate and commemorate the Queen's Platinum Jubilee in June 2022, the Chief Executive updated members on the activities the Council had agreed to carry out, which currently includes:

- Having a beacon lit at Clitheroe Castle.
- Providing a grant of £500 to every parish council who submit a letter of intent on how they will use the money to commemorate the Platinum Jubilee. It was noted that the Council would send template letters to each parish clerk to enable them to request the grant.
- Setting up a task and finish group consisting of Councillors S Atkinson, K Horkin, J Clark, S Fletcher and R Thompson. The remit of the group is to finalise plans for commemorating the Jubilee.

The Chief Executive also noted that in the week prior to the celebrations the Duke of Lancaster's Regiment would march through the streets of Clitheroe.

The Chief Executive requested parish councils to inform the Council via the Committee Clerk, of their celebratory intentions and to submit any ideas that they may wish the Council to consider.

He also informed the Committee that the Pageant Master, Bruno Peek had requested that all councils light a beacon to celebrate the event and in this regard it would be helpful if each parish advised the Council of their intentions so that it can be fed back to the Pageant Master.

475 MEMBER CODE OF CONDUCT TRAINING

The Head of Regeneration and Housing informed the Committee that there were still places available on the 23 and 30 November and that there would be no additional sessions in 2021.

Councillors B Holden and K Horkin stated that having attended one on the sessions they had found it extremely beneficial.

476 GUIDANCE FOR INDIVIDUALS WORKING IN A POLITICAL ENVIRONMENT.

The Head of Regeneration and Housing reminded parish representatives that for all matters regarding data protection, GDPR, requests for information and complaints, the starting point for each parish council is to have a policy in place and that, if need be, they could use or adapt the Council's policies.

He informed the Committee that in the light of the murder of former members of parliament Jo Cox and Sir David Amess borough councillors had been issued with a pamphlet on How to Stay Safe and that this would be issued to all parish councils.

Councillor K Horkin asked if the Council had considered carrying out a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis. The Chief Executive stated that the parish clerk is a key person in any communication with the Council and that the Council would help whenever it could and would be happy to host forums/'comfort sessions' where ideas can be shared, and solutions found on topics such as auditing accounts etc. It was noted that Read Parish Council had a new clerk who would be pleased for any help the Council could provide as they developed into the role

On a separate topic, the Head of Regeneration and Housing informed members that several Luncheon Clubs were looking to start back up and that financial support was available including for appropriate Christmas events and for further information members should contact Dilys Day at dilys.day@ribblevalley.gov.uk, alternatively a grant application form is available by using the link below.

https://www.ribblevalley.gov.uk/downloads/file/10196/lunch_clubs_funding_application

477

DATE AND TIME OF NEXT MEETING

The Chairman informed the committee that the next meeting would be on Thursday 27 January at 6.30pm.

The meeting closed at 7.12 pm

If you have any queries on these minutes please contact the committee clerk, Mike Hill mike.hill@ribblevalley.gov.uk.



RURAL
SERVICES
NETWORK

RURAL SERVICES NETWORK and SPARSE

RURAL SERVICES NETWORK and SPARSE

- Ribble Valley Borough Council (RVBC) are the only Lancashire Borough or District Local Authority to be eligible for membership of SPARSE.
- RVBC have been members for over 20 years.
- Previously to attend meetings meant a trip to London for a 2-hour meeting.
- Using Zoom: Average attendance now 120, before 20 Local Authorities.
- Now take advantage by expanding to include rural towns and villages.

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HENCE THIS PRESENTATION

(Source RSN Website)



WHAT IS THE RURAL SERVICES NETWORK (RSN)?

The National Voice for Rural Areas.



- RSN is a Special Interest Group of the Local Government Association
- National champion for rural services.
- Shares best practice and rural expertise among members.
- The RSN has different levels of membership and currently represents:
 - 92 Local Authorities in Sparse Membership
 - 22 Local Authorities in Rural Assembly Membership
 - 216 Organisations across England as part of the Rural Services Partnership
 - 232 Rural Market Towns and Larger Parishes.

LOCAL AUTHORITY MEMBERS – SPARSE (RIBBLE VALLEY IS A SPARSE MEMBER)

- Most sparsely populated local authorities.
- RSN campaigns for fairer funding for public services in these rural areas.
- Revitalising Rural: challenge Government on policy areas that affect rural communities.
- Represents rural Local Authorities campaigning for fairer funding for Rural Areas.
- Government should produce a comprehensive long term and funded Rural Strategy.
- RSN have developed a Template Rural Strategy.



A RURAL MARKET TOWN GROUPING OF THE RSN (CLITHEROE AND LONGRIDGE TOWN COUNCILS ARE MEMBERS)

- RSN is creating a Rural/Market Town Group for rural towns which are the meeting place or service centre for their adjacent rural areas.
- Services provided:
 - Weekly edition of the Rural Bulletin.
 - Monthly Funding Digest.
 - Involvement in RSN Consultation Programme.
 - Dedicated Rural Market Town Group newsletter.
 - Free access to the Rural Services Network Seminar Programme.
 - Twice - yearly meeting of the Rural Market Town Group (via ZOOM).
 - Yearly meeting of the Rural Market Town Group Clerks (via ZOOM).
 - Cataloguing of good practice and learning material.

NEW RURAL VILLAGE GROUP

- Parishes in rural areas (generally population size of 1,500 or above) containing a central village or villages from which local services (for instance shop, post office, pub, church, village hall) flow to the population of the parish.
- Over 17% of the English population live in rural areas, about a quarter live in rural villages.
- Starting the recruitment process across Parish Councils.
- Period of free 'no obligation' membership to introduce parishes into the group who can decide after that period if they wish to continue.
- Important that the village services case is made time and again - need to achieve as much joined up thinking and working as is possible.

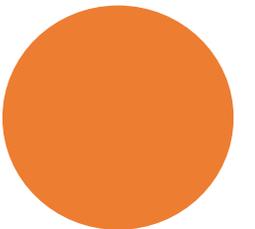


RURAL VILLAGE GROUP - SERVICES PROVIDED

- **A Weekly Rural Bulletin:** Rural News, Member Insight, Economic Profiling, Spotlights on Economy & Housing, Hinterland, Analysis/Commentary Pieces, Week in Parliament
- **A Monthly Funding Digest & Government Consultations:** with funding and grant opportunities, along with relevant Government Consultations related to rural areas.
- **A Rural Village Group (RSVG) Newsletter:** bi-annual newsletter - rural transport, broadband, affordable housing.
- **Area Profiles:** of your Principal Council (RVBC) issued once a year - key statistics to give overall picture of local area to help plan services and understand local issues.
- **Engagement and Involvement in RSN Campaigns.**
- **Involvement in the RSN Consultation Programme:** responding to Government Consultations, White Papers, Calls for Evidence and Select Committee Inquiries.

RURAL VILLAGE GROUP SERVICES (Contd..)

- **Annual Rural Village Services Group (RSVG) Meeting:** dedicated for discussions of key strategic issues facing rural villages across England. This meeting would also involve discussions on Rural Vulnerability and Utility Company services.
- **Annual Rural Poll:** seeking to establish the top 5 issues currently facing Rural Village Group members across England.
- **Facilitating Member Networking on a National Economic Level:** through more joint working, networking with the goal of tackling most relevant rural challenges, seeking solutions and improvement.
- **Young People:** To facilitate work in key areas, members may nominate a representative interested in young people in their rural area, who may be contacted to gather specific views and evidence throughout the year to support national campaigning.



Rural Villages Services Group

What will it cost?

RSN will give a period of free 'no obligation' membership (ends 31 March 2022) to introduce parishes into the group and they can decide after that period if they wish to continue.

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Proposed fees after March 2022 – based on population.

- £70 per annum plus VAT for Local Councils of up to 2,750.
- £80 similarly plus VAT p.a. for Local Councils with 2,750 to 5,000.
- £90 plus VAT for parishes above 5,000.





RURAL VILLAGE GROUP – ELIGIBILITY

Size of Parish the RSN is looking to join the group.

Village	Size		Village	Size
Aighton, Bailey & Chaigley	1,249		Billington and Langho	4,555
Chatburn	1,104		Chipping	1,046
Clayton-le-Dale	1,142		Mellor	2,126
Read	1,383		Ribchester	1,535
Sabden	1,371		Simonstone	1,152
Whalley	2,645		Wilpshire	2,569

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Parish Councils not in the Rural Village Group are entitled to a Rural Associate Service.

This entitles them to receive the Rural Bulletin (weekly) and the Rural Funding Digest (monthly) free of charge. Associates **are not** entitled to receive any other RSN services but Bulletin & Digest should enable them to keep up to date with key rural news and issues relevant to rural areas.

Can I have a show of hands of how many of the Councils present are interested in joining.

Interested or require additional information

Email: david.inman@sparse.gov.uk

Call: 01822 851370

Visit: rsnonline.org.uk/



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Minutes of Accounts and Audit

Meeting Date: Wednesday, 17 November 2021, starting at 6.30 pm
Present: Councillor D Berryman (Chair)

Councillors:

S Bibby	S Hirst
L Edge	R Newmark
K Fletcher	D Peat
S Fletcher	J Rogerson
J Hill	R Sherras

In attendance: Chief Executive, Director of Resources and Head of Financial Services

478 APOLOGIES FOR ABSENCE

There were no apologies for absence.

479 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 29 September 2021 were approved as a correct record and signed by the Chairman.

480 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

481 PUBLIC PARTICIPATION

There was no public participation.

482 ANNUAL GOVERNANCE STATEMENT

The Director of Resources sought Committee's approval of the Annual Governance Statement for 2020/21.

Members were reminded that all councils are required to prepare an Annual Governance Statement each year in accordance with the "Delivering Good Governance in Local Government Framework" and to publish the extent to which they comply with their own Local Code of Corporate Governance. This code includes how the Council has monitored the effectiveness of its governance arrangements in the previous financial year and details any planned changes in the coming period.

The report noted that:

- The Annual Governance Statement is a backward-looking review of how the Council had performed in relation to the principles set out at the beginning of each year in its own Local Code of Corporate Governance.
- In reviewing how the Council and its staff and members had acted over the period of the review, evidence had also been gathered to support the Report's conclusions.

- There had been several issues raised in the review and progress on these issues had been detailed in the report.
- The Annual Governance Statement had to be published alongside the Council's Statement of Accounts and that this is currently on the Council's website together with a draft (subject to audit) copy of the Statement of Accounts.

RESOLVED THAT COMMITTEE:

Approve the Annual Governance Statement 2020/21 as outlined in the report.

483

AUDIT FINDINGS REPORT

Georgia Jones, Key Audit Partner submitted a report on behalf of Grant Thornton which outlined their audit findings and key matters arising from the audit of the Council's financial statements for the year ending 31 March 2021.

She reminded members that:

Under International Standards of Audit and the National Audit Office, Grant Thornton are required to report on whether the Council's financial statements give a true and fair view of the Council's financial position and its income and expenditure for the year.

She informed Committee that:

- The audit had been prepared in line with the appropriate codes of practice.
- Their work is substantially complete, and subject to the outstanding matters set out in the report, including receipt of the management representation letter and review of the final set of financial statements, currently there were no matters that would require modification of their audit opinion.
- Grant Thornton anticipated providing an unqualified opinion on the financial statements subject to the outstanding matters being resolved and that there were no significant issues to be brought to Committee's attention.
- Regarding the value for money conclusions this work had not yet been completed, however, they expected to issue their Auditor's Annual Report by January 2022, which is in line with the National Audit Office's revised deadline.
- There was no anticipated impact on their audit opinion and their proposed opinion would remain unmodified in respect of a going concern.

Georgia asked to put on record her thanks to the Head of Financial Services and his team for their work.

RESOLVED:

The Chairman thanked Grant Thornton for this report.

484

LETTER OF REPRESENTATION

The Director of Resources submitted a report which included a Letter of Representation that Grant Thornton had required to be signed before they could sign off the accounts.

The letter set out assurances from the Council to Grant Thornton that relevant accounting standards had been complied with and gave further assurances that the Council had disclosed information, which if it was withheld, would undermine the accuracy and reliability of the Statement of Accounts.

RESOLVED THAT COMMITTEE:

Approve the letter of representation to Grant Thornton for 2020/21.

485

APPROVAL OF AUDITED STATEMENT OF ACCOUNTS 2020/21

The Director of Resources submitted a report asking Committee to formally approve the Statement of Accounts for 2020/21 following completion of the audit.

The Head of Financial Services reminded Members that their role in approving the Statement of Accounts, following the conclusion of the audit, was to demonstrate their ownership of the statements, their confidence in the Director of Resources and the process by which accounting records are maintained and the statements prepared.

He reported that:

- It had not been possible to meet the publication deadline this year due to technical complications in respect of the numerous COVID-19 funding streams and the additional work associated with the pandemic.
- There had been a final outturn surplus of £158,496 rather than the £187,000 deficit forecast as at the revised estimate.
- There had been £1,398,000 more (revenue only) added to the earmarked reserves than forecast as at the revised estimate, and that this had been largely due to the accounting treatment required for grants received, but yet to be spent – notably COVID-19 grants.
- The large movements in the Council's earmarked reserves in respect of COVID-19 are expected to be held in the short term, particularly the £2.578m in respect of the Business Rates S31 funding which will offset the collection fund deficit in 2021/22.

The Chairman thanked the Head of Financial Services and his staff for all their hard work in achieving the closedown of the accounts.

RESOLVED THAT COMMITTEE:

Approve the audited Statement of Accounts for 2020/21.

486

INFORMING THE AUDIT RISK ASSESSMENT

The Director of Resources submitted a report informing members of the material accounting estimates that had been made and the methods that had been employed in arriving at the values used in the Statement of Accounts. The report also asked

members to endorse the processes that had been followed in arriving at such estimates.

Also included under this item was a report from Grant Thornton that covered important areas of the auditor risk assessment where there had been a requirement to make inquiries of the Accounts and Audit Committee under auditing standards.

Members were reminded that the Council's external auditors, Grant Thornton are required to:

- Understand and assess the Council's internal controls over accounting estimates.
- Obtain an understanding of the role of the Accounts and Audit Committee, particularly where estimates have a high estimation uncertainty, or require significant judgement.

RESOLVED THAT COMMITTEE:

1. Endorse the approaches followed in respect of significant estimates as outlined in the report, and
2. Acknowledge the responses made to the Grant Thornton document '*Informing the audit risk assessment for Ribble Valley Borough Council 2020/21*'.

487

INTERNAL AUDIT ANNUAL REPORT 2020/21

The Director of Resources submitted, for information, the internal audit annual report for 2020/21 along with the audit opinion for the 2020/21 financial year.

The report noted that:

- Having reviewed the work of the internal audit team and the Mersey Internal Audit Agency (MIAA), it was concluded that sufficient assurance work had been carried out to allow the provision of an overall opinion in respect of the 2020/21 financial year of 'substantial assurance' on the adequacy and effectiveness of Ribble Valley Borough Council's internal control environment.
- The audit function had been impacted by recruitment difficulties, but it was recognised that this was a national issue and one also being shared by neighbouring authorities.
- Work was ongoing to successfully recruit to the post of Internal Audit Manager and until that was possible, the services of MIAA would continue to be used.

488

INTERNAL AUDIT PROGRESS REPORT 2021/22

The Director of Resources submitted a report for information on the progress of the internal audit work to the end of October 2021.

The report noted that:

- Audit coverage had been lower than that originally planned and as a result additional external resources had been engaged and would continue whilst needed.

- Staff vacancies have had an impact on coverage, as a consequence the Services of the Mersey Internal Audit Agency (MIAA) would continue to be used to help ensure adequate audit coverage.
- It was anticipated that all originally planned audits would not be able to be covered, but that there would be adequate coverage together with the work of MIAA to be able to provide members with an informed Audit Opinion at the end of the year.

489

S106 AGREEMENTS

The Director of Economic Development and Planning submitted a report for information updating members on Section 106 Agreements and planning obligations secured as part of planning applications.

The report outlined the background to the planning obligations under Section 106 of the Town and Country Planning Act 1990. It explained that:

- Planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as S106 agreements, are a mechanism which make a development proposal acceptable in planning terms, that would not otherwise be acceptable. They are focused on site specific mitigation of the impact of development.
- Most obligations are subject to conditions and include the timings of commuted payments made at trigger points.
- The obligations are continually monitored using various mechanisms.
- Utilisation of the receipted S106 contributions are reported to the relevant service committee with authority sought to either utilise the contribution or give it to a third party to accord with the requirements of the agreement.

Members were reminded that the Council had chosen not to implement a Community Infrastructure Levy (CIL) when it was introduced in 2010, instead it choose to continue negotiating planning obligations via S106 and that further outcomes on CIL were still awaited in a Government White Paper.

490

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

491

EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.22 pm

If you have any queries on these minutes please contact the committee clerk, Olwen Heap olwen.heap@ribblevalley.gov.uk.

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Minutes of Emergency

Meeting Date: Monday, 29 November 2021, starting at 4.15 pm
Present: Councillor S Atkinson

Councillors:

A Brown

S Hore

S Fletcher

In attendance: Director of Economic Development and Planning, Director of Resources and Chief Executive

Also in attendance: Councillor J Rogerson

492 APOLOGIES FOR ABSENCE

There were no apologies for absence for the meeting.

493 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE OR NON-REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

494 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

495 HOUSEHOLD SUPPORT FUND

The Director of Economic Development and Planning submitted a report for members to consider the allocation of the Household Support Fund that would be received from LCC.

The grant would run from October 2021 to 31 March 2022. Ribble Valley's funding allocation is £90,000.

Members were informed of the details of other similar grants received previously and how these had been allocated.

The report outlined the eligibility criteria and the areas of spend that were eligible in respect of this scheme along with suggestions of how the funds might be allocated either directly by the Council or via partners.

After discussion it was agreed that if we were to passport our funding to partner organisations to administer a scheme instead then this should be done directly from the County Council whose responsibility it was for the Household Support Fund.

Members discussed the various options and decided to set a scheme which was straightforward which could therefore be easily and promptly administered.

RESOLVED THAT COMMITTEE

Confirm that the Council award recipients of Local Council Tax Support (prioritising families with children) a voucher for food from the Household Support Fund received from LCC and that a 5% administration fee be charged.

The meeting closed at 5.00 pm

If you have any queries on these minutes please contact the committee clerk, .

Minutes of Planning and Development

Meeting Date: Thursday, 2 December 2021, starting at 6.30 pm
Present: Councillor A Brown (Chair)

Councillors:

I Brown	K Horkin
S Brunskill	A Humphreys
J Clark	J Rogerson
L Edge	R Sherras
M French	

In attendance: Director of Economic Development and Planning, Head of Planning Services, Solicitor and Assistant Planner

Also in attendance: Councillors D Birtwhistle and S Farmer.

Not in attendance: Councillor S Carefoot

496 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillors B Buller, B Holden, S O'Rourke and M Robinson.

497 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21 October 2021 were approved as a correct record and signed by the Chairman.

498 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

Councillor Horkin declared he owned businesses in Clitheroe.

499 PUBLIC PARTICIPATION

Mr Brian Holland spoke on agenda item 6 – Tree Preservation Order Off Springbrook, Clitheroe. He informed committee that in his view the trees had no community value, rarity value, specimen value as they were ash trees, and that there was a health and safety issue as no care had been taken of them.

500 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

501 PLANNING APPLICATION 3/2021/0725 - BUCK INN, GRINDLETON

RESOLVED

That the application be approved subject to the following conditions:

1. The development must be begun not later than the expiration of three years beginning with the date of this permission.

REASON: Required to be imposed pursuant to section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Unless explicitly required by condition within this consent, the development hereby permitted shall be carried out in complete accordance with the proposals as detailed on drawings:

Location Plan -HTF-L01

Proposed Site Plan 6239-P01 Rev C received on 1/11/21

Proposed Floor Plan 6239-P02 Rev C received on 1/11/21

Proposed Elevation Plan 6239-P03 Rev C received on 1/11/21

REASON: For the avoidance of doubt and to clarify which plans are relevant to the consent.

Materials

3. Prior to the commencement of above ground construction of the development hereby approved full details of the external materials and surfacing materials shall be submitted to and approved in writing by the Local Planning Authority. The development thereafter shall be constructed in accordance with the approved materials.

REASON: To ensure that the appearance of the development is appropriate to the character and setting of the area.

Highways

4. No part of the development hereby permitted shall be occupied until such time as the access arrangements shown on SPA drawing number 6239-P01 Rev C have been implemented in full.

REASON: To ensure that vehicles entering and leaving the site may pass each other clear of the highway, in a slow and controlled manner, in the interests of general highway safety and in accordance with the National Planning Policy Framework (2021).

5. The development hereby permitted shall not be occupied until such time as the parking and turning facilities have been implemented in accordance with SPA drawing number 6239-P01 Rev B. Thereafter the onsite parking provision shall be so maintained in perpetuity

REASON: To ensure that adequate off-street parking provision is made to reduce the possibility of the proposed development leading to on-street parking problems locally (and to enable vehicles to enter and leave the site in a forward direction) in the interests of highway safety and in accordance with the National Planning Policy Framework (2021).

6. No building or use hereby permitted shall be occupied or the use commenced until the car parking area has been surfaced or paved in accordance with a scheme to be approved by the Local Planning Authority and the car parking spaces and manoeuvring areas marked out in accordance with the approved plan. The car parking area shall thereafter be kept free of obstruction and available for the parking cars at all times.

REASON: To allow for the effective use of the parking areas.

7. The premises shall not be open for customers after the following hours: 1200 and 2300 Monday to Thursday and 1200 to 2400 Friday to Sunday.

REASON: In order to protect the residential amenities of the occupiers of the adjacent properties

(Richard Maudsley spoke in favour of the above application)

502

PLANNING APPLICATION 3/2021/1042 - LAND TO THE REAR OF 16 WHITEACRE LANE, BARROW

The Head of Planning Services informed committee that the correct certificate had now been submitted.

RESOLVED:

That the application be minded to approve and be taken back to a future committee for appropriate conditions.

(Josh Hellowell spoke in favour of the above application. Cllr D Birtwhistle was given permission to speak on the above application)

503

PLANNING APPLICATION 3/2021/0205 - NEDDY LANE, BILLINGTON

The Head of Planning Services reported that the Environment Agency had no objections subject to the addition of extra conditions submitted by them.

RESOLVED:

That the application be DEFERRED and DELEGATED to the Director of Economic Development and Planning for APPROVAL following the satisfactory completion of a Legal Agreement, within 3 months from the date of this Committee meeting or delegated to the Director of Economic Development and Planning in conjunction with the Chairperson and Vice Chairperson of Planning and Development Committee should exceptional circumstances exist beyond the period of 3 months and subject to the following conditions:

1. The development hereby permitted shall be commenced before the expiration of three years from the date of this permission.

REASON: Required to be imposed pursuant to Section 51 of the Planning and Compulsory Purchasing Act 2004.

2. Unless explicitly required by condition within this consent, the development hereby permitted shall be carried out in complete accordance with the proposals as detailed on drawings:

Approved Plans

Location Plan 4441-LP-001 Redrow Homes
Detailed Site Layout 4441-DSL-001 Redrow Homes
Affordable Homes Layout 4441-AFH-001 Redrow Homes
Street Scene 4441-SS-01 Redrow Homes
Boundary Treatment Layout 4441-BTL-001 Redrow Homes
Land Disposal Layout 4441-LDL-001 Redrow Homes
Materials Layout 4441-ML-001 Redrow Homes

Waste Management Layout 4441-WML-001 Redrow Homes
 Brick Screen Wall F-SD0806 Redrow Homes
 Close Boarded Screen Fence F-SD0906 Redrow Homes
 Knee Rail F-SD0902 Redrow Homes
 Post and Rail Fence F-SD0900 Redrow Homes
 Flood Risk and Drainage Strategy 20023_ FRA Banners Gate
 Drainage Strategy Plan 20023 - DS01 - Rev C Banners Gate
 Drive Swept Path Analysis – Layout Plan 20023 - DSP-01 - Rev A Banners Gate
 Flood Routing Exceedance Plan 20023 - SK06 - Rev A Banners Gate
 Highway Longitudinal Sections Sheet 1 of 2 20023 - SK04 Banners Gate
 Highway Longitudinal Sections Sheet 2 of 2 20023 - SK05 Banners Gate
 Proposed Extents of Adoption Plan 20023 - SK01 - Rev A Banners Gate
 Schematic External Levels & Features Sheet 1 of 2 20023 - SK02 - Rev C Banners Gate
 Schematic External Levels & Features Sheet 2 of 2 20023 - SK03 - Rev B Banners Gate
 Schematic Flood Compensation 20023 - SK07 - Rev A Banners Gate
 Proposed Site Access Arrangement 3276-F01 Croft
 Landscape Proposals Sheet 1 of 2 6516.01 – Rev A Trevor Bridge Associates
 Landscape Proposals Sheet 2 of 2 6516.01 – Rev A Trevor Bridge Associates
 Topographical Land Survey Sheet 1 of 2 RH.TS.15 SurveyEng
 Topographical Land Survey Sheet 2 of 2 RH.TS.15 SurveyEng

House types

Hampstead Elevations EF-HAMP_DM.1.0 Redrow Homes
 Hampstead Floor Plans EF-HAMP_DM.1.0 Redrow Homes
 Hampstead Rendered Elevations EF-HAMP_DM.1.0 Redrow Homes
 Hampstead Rendered Floor Plans EF-HAMP_DM.1.0 Redrow Homes
 Bungalow Semi-Detached Jan 2021 Redrow Homes
 Harlech EF_HARL_DM.1 Redrow Homes
 Henley Elevations EF_HENL_DM.6 Redrow Homes
 Henley Floor Plans EF_HENL_DM.6 Redrow Homes
 Ledsham Elevations EF_LEDH_DM.1 Redrow Homes
 Ledsham Floor Plans EF_LEDH_DM.1 Redrow Homes
 Ledsham Rendered Elevations EF_LEDH_DM.1 Redrow Homes
 Oxford Lifestyle EF_OXFOQ_DM.4 Redrow Homes
 Shaftesbury Render EF_SHAF_DM.8 Redrow Homes
 The Weaver Block Elevations The Weaver 8 Block Redrow Homes
 The Weaver Block Floor Plans The Weaver 8 Block Redrow Homes
 Warwick EF_WARW_DM.6 Redrow Homes
 Single Garage Garage SGC_002 Redrow Homes
 Twin Garage Garage DGT_003 Redrow Homes

REASON: For the avoidance of doubt and to clarify which plans are relevant to the consent hereby approved.

3. The materials to be used on the external surfaces of the development as indicated within the approved details shall be implemented in accordance with the approved details.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality and respond positively to the inherent character of the area.

Highways

4. *Construction Management Plan (CMP).*

No development shall take place, including any works of demolition or site clearance, until a Construction Management Plan (CMP) or Construction Method Statement (CMS) has been submitted to, and approved in writing by the local planning authority. The approved plan / statement shall provide:

- 24 Hour emergency contact number;
 - Details of the parking of vehicles of site operatives and visitors;
 - Details of loading and unloading of plant and materials;
 - Arrangements for turning of vehicles within the site;
 - Swept path analysis showing access for the largest vehicles regularly accessing the site and measures to ensure adequate space is available and maintained, including any necessary temporary traffic management measures;
 - Measures to protect vulnerable road users (pedestrians and cyclists);
 - The erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
 - Wheel washing facilities;
 - Measures to deal with dirt, debris, mud or loose material deposited on the highway as a result of construction;
 - Measures to control the emission of dust and dirt during construction;
 - Details of a scheme for recycling/disposing of waste resulting from demolition and construction works;
 - Construction vehicle routing;
 - Delivery, demolition and construction working hours.
- The approved Construction Management Plan or Construction Method Statement shall be adhered to throughout the construction period for the development.

REASON: In the interests of the safe operation of the adopted highway during the demolition and construction phases.

5. *Construction deliveries outside peak traffic.*

Deliveries to the site shall only be between the hours of 9.30am and 2.30pm Monday to Friday, with no deliveries at weekends or bank holidays

REASON: In the interest of highway safety and to avoid peak traffic on the surrounding highway network.

6. *Wheel washing / mechanical road sweeping.*

For the full period of construction facilities shall be available on site for the cleaning of the wheels of vehicles leaving the site and such equipment shall be used as necessary to prevent mud, stones and debris being carried onto the highway. Provision to sweep the surrounding highway network by mechanical means will be available and the roads adjacent to the site shall be mechanically swept as required during the full construction period.

REASON: To prevent stones, mud and debris being carried onto the public highway to the detriment of road safety.

7. *New road built to base course level.*

The new estate road shall be constructed in accordance with Lancashire County Council's Specification for Construction of Estate Roads to at least base course level before any development takes place within the site.

REASON: To ensure that satisfactory access is provided to the site before the development hereby permitted becomes operative.

8. No dwelling hereby permitted shall be occupied until that part of the service road which provides access to it from the public highway has been constructed in accordance with the approved plans.

REASON: In the interests of highway safety

9. *Management and maintenance of estate streets prior to formal adoption.*

No development shall be commenced until details of the proposed arrangements for future management and maintenance of the proposed streets within the development have been submitted to and approved in writing by the local planning authority. The streets shall thereafter be maintained in accordance with the approved management and maintenance details until such time as an agreement has been entered into under Section 38 of the Highways Act 1980 or a private management and maintenance company has been established.

REASON: In the interest of highway safety; to ensure a satisfactory appearance to the highway's infrastructure serving the approved development; and to safeguard the users of the highway and the visual amenities of the locality.

10. *Submission of details adoptable streets.*

No development shall be commenced until full engineering, drainage, street lighting and constructional details of the streets proposed for adoption have been submitted to and approved in writing by the local planning authority. The development shall, thereafter, be constructed in accordance with the approved details.

REASON: In the interest of highway safety; to ensure a satisfactory appearance to the highway's infrastructure serving the approved development; and to safeguard the visual amenities of the locality and users of the highway.

11. *Off road parking.*

No dwelling hereby permitted shall be occupied or use commenced until the car/vehicle parking area (and any associated turning space) shown on the approved plans has been completed. The parking (and manoeuvring) area(s) shall thereafter always remain available for parking of vehicles associated with the dwelling. Driveways/vehicle parking areas accessed from the adopted highway must be properly consolidated and surfaced in bound porous materials, (not loose stone, gravel or grasscrete) and subsequently maintained in good working order at all times thereafter for the lifetime of the development.

REASON: To ensure satisfactory levels of appropriately constructed off-street parking are achieved within the development and to avoid unnecessary parking on the highway to the detriment of highway safety

12. *Electric vehicle charging points.*

All garage facilities and off-street parking shall include provision of an electrical supply suitable for charging an electric motor vehicle.

REASON: To support sustainable transport objectives and to contribute to a reduction in harmful vehicle emissions.

13. *Development in accordance with the submitted Flood Risk Assessment*

The development permitted by this planning permission shall be carried out in accordance with the principles set out within the submitted flood risk assessment and outline drainage strategy (reference: 20023_FRA Rev 02, dated: 27th August 2021). The measures shall be fully implemented prior to first occupation of any dwelling and in accordance with the timing / phasing arrangements embodied within the scheme.

REASON: To ensure satisfactory sustainable drainage facilities are provided to serve the site in accordance with the Paragraphs 163 and 165 of the National Planning Policy Framework, Planning Practice Guidance and Defra Technical Standards for Sustainable Drainage Systems

14. *Final Sustainable Drainage scheme to be submitted*

No development shall commence until a final, detailed surface water sustainable drainage scheme has been submitted to, and approved in writing by, the local planning authority. The sustainable drainage scheme shall be based upon the submitted flood risk assessment and sustainable drainage principles set out in the National Planning Policy Framework, Planning Practice Guidance and Defra Technical Standards for Sustainable Drainage Systems. No surface water shall be allowed to discharge to the public foul sewer(s), either directly or indirectly. The detailed sustainable drainage scheme shall include, as a minimum:

- a) Final sustainable drainage plans, appropriately labelled to include:
 - i. A final surface water drainage layout plan showing all pipe and structure references, dimensions and design levels.
 - ii. A plan identifying the areas contributing to the surface water drainage network, including surface water flows from outside the curtilage as necessary.
 - iii. Details of all sustainable drainage components, including landscape drawings showing topography and slope gradient as appropriate.
 - iv. Flood water exceedance routes in accordance with Defra Technical Standards for Sustainable Drainage Systems.
 - v. Finished Floor Levels (FFL) in AOD with adjacent ground levels for all sides of each building.
 - vi. Details of proposals to collect and mitigate surface water runoff from the development boundary.
 - vii. Measures taken to manage the quality of the surface water runoff to prevent pollution, protect groundwater and surface waters, and deliver suitably clean water to sustainable drainage components.
- b) A full set of sustainable drainage flow calculations for the surface water drainage network.

The calculations must show the full network design criteria, pipeline schedules and simulation outputs for the 1 in 1 year, 1 in 30 year and 1 in 100-year return period, plus an additional 40% allowance for climate change and a 10% allowance for urban creep. Surface water run-off must not exceed a maximum rate of 8.3l/s. The scheme shall be implemented in accordance with the approved details prior to first occupation of any of the approved dwellings.

REASON: To ensure satisfactory sustainable drainage facilities are provided to serve the site in accordance with the Paragraphs 163 and 165 of the National Planning Policy Framework, Planning Practice Guidance and Defra Technical Standards for Sustainable Drainage Systems.

15. *Construction Phase Surface Water Management Plan*

No development shall commence until details of how surface water and pollution prevention will be managed during each construction phase have been submitted to and approved in writing by the local planning authority. Those details shall include, as a minimum:

- a) Measures taken to ensure surface water flows are retained on-site during construction phase(s) and, if surface water flows are to be discharged, they are done so at a restricted rate to be agreed with the Lancashire County Council LLFA.
- b) Measures taken to prevent siltation and pollutants from the site into any receiving groundwater and/or surface waters, including watercourses, with reference to published guidance. The development shall be constructed in accordance with the approved details.

REASONS:

1. To ensure the development is served by satisfactory arrangements for the disposal of surface water during each construction phase(s) so it does not pose an undue flood risk on site or elsewhere;
2. To ensure that any pollution arising from the development as a result of the construction works does not adversely impact on existing or proposed ecological or geomorphic condition of water bodies.

16. *Operation and Maintenance Plan & Verification Report of Constructed Sustainable Drainage System*

No building hereby permitted shall be occupied until a Verification Report and Operation and Maintenance Plan for the lifetime of the development, pertaining to the surface water drainage system and prepared by a suitably competent person, has been submitted to and approved in writing by the Local Planning Authority.

The Verification Report must demonstrate that the sustainable drainage system has been constructed as per the agreed scheme (or detail any minor variations), and contain information and evidence (including photographs) of details and locations (including national grid reference) of inlets, outlets and control structures; landscape plans; full as built drawings; information pertinent to the installation of those items identified on the critical drainage assets drawing; and, the submission of a final 'operation and maintenance manual' for the sustainable drainage scheme as constructed.

Details of appropriate operational, maintenance and access requirements for each sustainable drainage component are to be provided, with reference to published guidance, through an appropriate Operation and Maintenance Plan for the lifetime of the development as constructed. This shall include

arrangements for adoption by an appropriate public body or statutory undertaker, and/or management and maintenance by a Management Company and any means of access for maintenance and easements, where applicable.

Thereafter the drainage system shall be retained, managed and maintained in accordance with the approved details.

REASON: To ensure that flood risks from development to the future users of the land and neighbouring land are minimised, together with those risks to controlled waters, property and ecological systems, and to ensure that the development as constructed is compliant with and subsequently maintained pursuant to the requirements of Paragraph 165 of the National Planning Policy Framework.

17. *Surface water*

No development shall commence until a surface water drainage scheme has been submitted to and approved in writing by the Local Planning Authority. The drainage scheme must include:

(i) An investigation of the hierarchy of drainage options in the National Planning Practice Guidance (or any subsequent amendment thereof). This investigation shall include evidence of an assessment of ground conditions and the potential for infiltration of surface water;

(ii) A restricted rate of discharge of surface water agreed with the local planning authority (if it is agreed that infiltration is discounted by the investigations); and

(iii) A timetable for its implementation. The approved scheme shall also be in accordance with the Non-Statutory Technical Standards for Sustainable Drainage Systems (March 2015) or any subsequent replacement national standards. The development hereby permitted shall be carried out only in accordance with the approved drainage scheme.

REASON: To promote sustainable development, secure proper drainage and to manage the risk of flooding and pollution.

18. *Foul water*

Foul and surface water shall be drained on separate systems.

REASON: To secure proper drainage and to manage the risk of flooding and pollution.

19. *Sewer Protection and Diversion*

No construction shall commence (including any earthworks) until details of the means of ensuring the water main that is laid within the site boundary is protected from damage as a result of the development have been submitted to and approved in writing by the Local Planning Authority in writing. The details shall include a survey that identifies the exact location of all sewers in the red line boundary, the potential impacts on the assets from construction activities (including the construction compound), the impacts post completion of the development on the sewer infrastructure within the site and identify mitigation measures, including a timetable for implementation, to protect and prevent any damage to the sewers both during construction and post completion of the development. Any mitigation measures shall be implemented in full prior to commencement of development in accordance with the approved details and

timetable and shall be retained thereafter for the lifetime of the development. In the event that the survey of sewer infrastructure identifies the buildings/plots as within a 3 metre standoff either side of the asset (6 metres in total), the developer shall submit evidence to the Local Planning Authority that a diversion has been agreed with the relevant statutory undertaker and that the approved works have been undertaken prior to the commencement of development.

REASON: In the interest of public health and to ensure protection of the public sewer network.

20. *Landscaping*

The landscaping proposals hereby approved (Drawing: 6516.01 – Rev A) shall be implemented in the first planting season following occupation or use of the development, whether in whole or part and shall be maintained thereafter for a period of not less than 10 years to the satisfaction of the Local Planning Authority.

This maintenance shall include the replacement of any tree or shrub which is removed, or dies, or is seriously damaged, or becomes seriously diseased, by a species of similar size to those originally planted.

All trees/hedgerow shown as being retained within the approved details shall be retained as such in perpetuity.

REASON: To ensure the proposal is satisfactorily landscaped and trees/hedgerow of landscape/visual amenity value are retained as part of the development.

21. *Tree Protection*

During the construction period, all trees to be retained shall be protected in accordance with British Standard BS 5837:2012 or any subsequent amendment to the British Standard to the satisfaction of the Local Planning Authority.

REASON: To protect trees/hedging of landscape and visual amenity value on and adjacent to the site or those likely to be affected by the proposed development hereby approved.

22. *Bat and Bird Boxes*

Notwithstanding the submitted details, no development, including any site preparation, demolition, scrub/hedgerow clearance or tree works/removal shall commence or be undertaken on site until details of the provisions to be made for building dependent species of conservation concern, artificial bird nesting boxes and artificial bat roosting sites have been submitted to, and approved in writing by the Local Planning Authority.

For the avoidance of doubt the details shall be submitted on a dwelling/building dependent species site plan and include details of plot numbers and identify the actual wall and roof elevations into which the above provisions shall be incorporated.

The artificial bird/bat boxes shall be incorporated into the identified individual dwellings during their construction and be made available for use before each

such dwelling is occupied and thereafter retained. The development shall be carried out in strict accordance with the approved details.

REASON: In the interests of biodiversity and to enhance nesting/roosting opportunities for species of conservation concern and to minimise/mitigate the potential impacts upon protected species resultant from the development

23. The development shall be carried out in accordance with the submitted flood risk assessment, produced by Banners Gate, referenced 20023_FRA, Revision 3, dated 04/10/2021 and incorporate all the recommendations outlined in Section 8. These mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the scheme's timing/phasing arrangements. The measures detailed above shall be retained and maintained thereafter throughout the lifetime of the development.

REASON: To reduce the risk of flooding to the proposed development and future occupants and to prevent the increased risk of flooding off site. Scheme to be agreed (compensatory storage design).

24. The development hereby permitted must not be commenced until such time as a scheme to provide appropriate compensatory storage on site has been submitted to, and approved in writing by, the local planning authority. The scheme and plans submitted shall show the final engineering solution for the compensatory storage, providing detailed design to demonstrate how the scheme will function to ensure flood waters can enter the storage and be discharged freely after a flood. It must be demonstrated that there will be no loss in storage capacity for the lifetime of the development. The scheme shall be fully implemented prior to any development on site and subsequently maintained, in accordance with the scheme's timing/phasing arrangements, or within any other period as may subsequently be agreed, in writing, by the local planning authority.

REASON: To ensure that there are no detrimental impacts to flood storage or flood flow routes and to reduce the risk of flooding to the proposed development, future users and elsewhere. Compensatory storage maintenance.

25. The development hereby permitted must not be commenced until such time as a detailed management plan has been submitted to and approved in writing by the local planning authority. The maintenance plan must demonstrate how the compensatory storage scheme, including proposed drainage channel shall be maintained for its lifetime. The plan as a minimum shall include: • Details of the organisation responsible for the ongoing maintenance for the lifetime of the development • Details of the funding arrangements in place for the inspection and maintenance. It must be demonstrated how the ongoing maintenance for the lifetime of the development will be funded. • As built drawings and a maintenance and operation manual. This must include physical access arrangements for maintenance and establishment of legal rights of access. • The maintenance schedule of work - itemising the tasks to be undertaken and the frequency at which they should be performed so that an acceptable long-term performance standard is secured. The schedule should be a living document as it may change, where inspections advise changes to the scheme maintenance requirements.

REASON: To ensure that there are no detrimental impacts to flood storage or flood flow routes and to reduce the risk of flooding to the proposed development, future users and elsewhere

INFORMATIVES

In relation to Condition 4, there must be no reversing into or from the live highway at any time all vehicles entering the site must do so in a forward gear and turn around in the site before exiting in a forward gear onto the operational public highway.

There must be no storage of materials in the public highway at any time.

There must be no standing or waiting of machinery or vehicles in the public highway at any time.

Vehicles must only access the site using a designated vehicular access point.

There must be no machinery operating over the highway at any time, this includes reference to loading/unloading operations all of which must be managed within the confines of the site.

A licence to erect hoardings adjacent to the highway (should they be proposed) may be required. If necessary, this can be obtained via the County Council (as the Highway Authority) by contacting the Council by telephoning 01772 533433 or e-mailing lhsstreetworks@lancashire.gov.uk

All references to public highway include footway, carriageway and verge.

(Karl Longworth spoke in favour of the above application. Cllr S Farmer was given permission to speak on the above application)

504 PLANNING APPLICATION 3/2021/0720 - TWYN GHYLL CARAVAN SITE, PAYTHORNE

RESOLVED:

That the application be minded to refuse and be taken back to a future Committee with appropriate reasons relating to:

Policy DMB3: undermining the character, quality and visual amenities of the area by virtue of its scale, siting materials and design,

Policy EN2: the development is not in keeping with the character of the landscape in respect of its scale,

The NPPF para 180- proliferation of domestic paraphernalia and environmental impact.

(Head of Planning advised para 180 and Environmental impact may not be appropriate)

(Simon Pemberton spoke in favour of the above application. Stella Rosthorn spoke against the above application)

505 TREE PRESERVATION ORDER - OFF SPRING BROOK 2021

The Director of Economic Development and Planning submitted a report asking committee to consider whether the Off Springbrook Tree Preservation Order 2021 should be confirmed.

A request had been received to remove 6 semi-mature ash trees due to the potential of them dying from ash dieback. A site visit and evaluation of the trees had taken place and in the officer's view they were considered to be of visual amenity value with most of them not showing any advanced signs of ash die back. This would be

monitored once the canopies are fully developed in the spring. A tree preservation order would protect the trees, but not preclude tree work being carried out if and when necessary. It would also ensure that suitable replanting would take place to mitigate any loss.

RESOLVED THAT COMMITTEE

Confirm the Off Springbrook, Clitheroe Tree Preservation Order 2021.

506 LOCAL NATURE RESERVES

The Director of Economic Development and Planning submitted a report seeking authority from committee to release S106 contributions to Salthill and Crosshill Local Nature Reserves to facilitate the removal of dead trees, ash trees infected with ash dieback and improvements to paths/signage.

All land lying within the designated local nature reserves is owned by the Council although the Wildlife Trust for Lancashire maintain the sites for their biodiversity value and geological value.

RESOLVED THAT COMMITTEE

1. Confirm payment of £3880 already issued in relation to work carried out by arboricultural consultants and tree contractors, and
2. Authorise payment for £2000 for felling of ash die back infected trees relating to Salthill Nature Reserve.

507 PLANNING ENFORCEMENT UPDATE

The Director of Economic Development and Planning submitted a report for information providing committee with an update on planning enforcement including the number of complaints received and how they had been dealt with during the current municipal year.

508 PLANNING STATISTICS

The Director of Economic Development and Planning submitted a report for information updating committee on key information relating to the determination of planning applications from 1 April 2020 to 30 September 2021.

509 APPEALS (IF ANY)

3/2021/0098 – conversion of a barn to a residential dwelling and associated works at Lea Barn, Four Acre Lane, Preston, PR3 2TD – appeal dismissed.

510 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

511 FOREST OF BOWLAND AREA OF OUTSTANDING BEAUTY - CLLR ROSIE ELMS

A report was submitted by Councillor Rosie Elms, the Council's representative on the Area of Outstanding Natural Beauty Joint Advisory Committee for information.

512 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.40 pm

If you have any queries on these minutes please contact the committee clerk, Olwen Heap olwen.heap@ribblevalley.gov.uk.