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Ribble Valley
Borough Council

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Dear Councillor

The next meeting of the **COUNCIL** will be held at **6.30 pm** on **TUESDAY, 12 JULY 2022** in the **Council Chamber, 13 Church Street, Clitheroe, BB7 2DD.**

I do hope you can be there.

Yours sincerely

M. H. Scott
CHIEF EXECUTIVE

AGENDA

1. **MINUTE SILENCE**
2. **PRAYERS**
3. **APOLOGIES FOR ABSENCE**
4. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**
5. **PUBLIC PARTICIPATION SESSION**
6. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING ON 26 APRIL 2022 AND THE ANNUAL MEETING ON 10 MAY 2022**
7. **MAYORAL COMMUNICATIONS**
8. **PRESENTATIONS TO RETIRING HEADS OF SERVICE**
9. **LEADER'S REPORT**
10. **LEADER'S QUESTION TIME**
11. **COMMITTEE MINUTES**

(Pages 3 - 88)

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
COUNCIL	26 APRIL	3 – 6	833 – 843
EMERGENCY	5 MAY	7 – 8	844 – 847
ANNUAL COUNCIL	10 MAY	9 – 18	1 – 8
PLANNING & DEVELOPMENT	12 MAY	19 – 21	9 – 15
PLANNING & DEVELOPMENT	19 MAY	23 – 40	16 – 33

COMMUNITY SERVICES	24 MAY	41 – 44	34 – 48
LICENSING SUB	6 JUNE	45 – 47	49 – 55
EMERGENCY	6 JUNE	49 – 50	56 – 59
PERSONNEL	8 JUNE	51 – 54	60 – 73
HEALTH & HOUSING	9 JUNE	55 – 59	74 – 88
LICENSING SUB	14 JUNE	61	89 – 91
LICENSING	14 JUNE	63 – 64	92 – 100
ECONOMIC DEVELOPMENT	16 JUNE	65 – 67	101 – 109
POLICY & FINANCE	21 JUNE	69 – 74	110 – 134
PLANNING & DEVELOPMENT	23 JUNE	75 – 79	135 – 147
ACCOUNTS & AUDIT	29 JUNE	81 – 84	148 – 158
PARISH COUNCIL LIAISON	30 JUNE	85 – 88	159 – 175

12. EXCLUSION OF PRESS AND PUBLIC

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 Stuart Hirst (Chair), Councillor Anthony (Tony) Austin, 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 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.

Minutes of Council

Meeting Date: Tuesday, 26 April 2022, starting at Time Not Specified
Present: Councillor T Austin (Chair)

Councillors:

J Alcock	S Hirst
S Atkinson	B Holden
D Berryman	S Hore
S Bibby	K Horkin
D Birtwhistle	A Humphreys
A Brown	G Mirfin
I Brown	R Newmark
S Brunskill	D O'Rourke
B Buller	S O'Rourke
S Carefoot	D Peat
J Clark	S Rainford
L Edge	M Robinson
R Elms	J Rogerson
S Farmer	J Schumann
K Fletcher	G Scott
S Fletcher	R Thompson
M French	R Walsh
G Hibbert	
J Hill	
M Hindle	

In attendance: Chief Executive, Director of Community Services, Director of Economic Development and Planning, Director of Resources, Head of Legal and Democratic Services and Head of HR.

833 PRAYERS

The Mayor's chaplain, Reverend Tracy Swindells opened the meeting with prayers.

834 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received on behalf of Councillor R Sherras.

835 DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS

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

836 PUBLIC PARTICIPATION SESSION

There was no public participation.

837 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 8 March 2022 were approved as a correct record and signed by the Chairman.

838 MAYORAL COMMUNICATIONS

The Mayor reported on events he had attended since the last meeting. As this was his last meeting he thanked people who had supported him during his year of office and made particular thanks to the Mayor's Attendants, his Chaplain and to the Democratic Services and Civic Officer for their help and support.

839 PRESENTATION OF LONG SERVICE AWARDS

The Mayor made a presentation to Michelle Smith, Head of HR, who had achieved 25 years' service with the Council. The Mayor thanked Michelle for her loyalty and commitment to the Council and for her dedicated work over the years.

840 LEADER'S REPORT

The Leader was pleased to report that as at the 20 April 2022, the Council had 22 sponsors who were opening their houses to Ukrainian citizens and that a number of families had already arrived in the borough.

The housing team continued to work diligently and all properties inspected to date had more than met the appropriate standards. He commended the generosity of the Ribble Valley households directly helping those in need.

The Leader went on to report that the Council had now completed payment of all Covid related business grants, totalling just under £35,000,000 and which had involved the processing of over 7,000 applications.

The Council continued to process applications for reductions in business rates through the Covid Additional Relief Fund.

He also noted that commencement of payments to relevant households of £150 through the Council Tax Energy Rebate Scheme was due to begin this week and that there would be further funds available for other eligible recipients going forward.

The Leader was mindful of the cost of living crisis that would likely continue for the foreseeable future and as the Council had now adopted the most generous Council Tax Support Scheme in Lancashire, he believed it would continue to help those in most need.

The Leader was also pleased to report that the Council had received an allocation of £1,967,000 over 3 years from the UK Shared Prosperity Fund. This funding would be brought to the Policy and Finance Committee at the earliest opportunity.

Next the Leader was delighted that the Office for National Statistics which had assessed Ribble Valley as the happiest place to live in England in 2019, had now stated that the borough was the healthiest place to live out of 307 locations in England, with our point score increasing from 1.6 to 112.9 based on a range of criteria such as pollution, household overcrowding and noise complaints.

The Leader reflected on the recent filming which had taken place in Clitheroe and thanked all those who had been involved. The event had received a lot of support and had generated income for the borough. The Leader was particularly grateful for the efforts and hard work of the Principal Communications Officer who had worked closely with the Production Team

The Leader looked forward to the Queen's Platinum Jubilee celebrations which would include a beacon lighting at the Castle, tree planting and other celebrations and he

was also pleased to report that on the 24 May, the borough would welcome the Duke of Lancaster's Regiment with a march through, followed by a church service.

Finally the Leader thanked the Mayor for his service during his year of office. He thanked the Mayor for all that he had achieved during that time and for his efforts and commitment as the figurehead for the borough.

841

LEADER'S QUESTION TIME

The Leader of the Opposition, Councillor Fletcher asked the Leader if he could provide an update on how many Ukrainian refugees had settled in the Ribble Valley.

The Leader thanked Councillor Fletcher for his question and confirmed that the Council had carried out 14 Ukrainian property inspections.

He confirmed that the Housing Strategy Officer attended a weekly Lancashire wide meeting to receive an update on the processes and received a weekly list of additional properties to inspect. Approximately 10 of the initial inspections were families that had connection with the Ukraine and he was aware of 3 families that had arrived in the borough.

Next Councillor Fletcher asked why the Council had not officially declared climate change emergencies in line with most of the other Lancashire authorities. The Leader confirmed that the Climate Change Working Group would consider the issue and report to Policy and Finance Committee in due course.

Finally, Councillor Fletcher asked if the Government's current "Rwanda Policy" accurately reflected Ribble Valley's attitude and beliefs in respect of people in need. The Leader noted that the Government was clearly concerned at the number of migrants entering the country but had not been fully briefed on the Rwanda scheme and therefore could not offer a considered opinion at this point.

842

COMMITTEE MINUTES

1. Emergency committee – 8 March 2022
2. Community Services committee – 9 March 2022
3. Planning and Development committee – 10 March 2022
4. Personnel committee – 16 March 2022
5. Health and Housing committee – 17 March 2022
6. Economic Development committee – 24 March 2022
7. Policy and Finance committee – 29 March 2022
8. Accounts and Audit committee – 6 April 2022
9. Planning and Development committee – 7 April 2022
10. Licensing committee – 12 April 2022

RESOLVED:

That the minutes of the above committees be received with the exception of Minute numbers 776,778,779,802 and 826.

Minute 776 – Treasury Management Policies and Practices

RESOLVED:

That the Council approve and adopt the Treasury Management Policies and Practices.

Minute 778 – Capital and Treasury Management Strategy

RESOLVED:

That the Council approves the Capital and Treasury Management Strategy.

Minute 779 – Changes to Standing Orders

RESOLVED:

That the Council approves the changes to Standing Order 13.9 to ensure clarity.

Minute 802 – Review of Representation on Outside Bodies

RESOLVED:

That the Council approves the changes as recommended by Accounts & Audit committee to the list but that following the advice received in the recent training, representatives remain as Trustees/Directors rather than observers.

Minute 826 – Whalley Cumulative Impact Assessment

RESOLVED:

That the Council approves the Whalley Cumulative Impact Assessment to form part of the Council's Statement of Licensing Policy.

843

EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.15pm

If you have any queries on these minutes please contact the committee clerk, Michelle Smith michelle.smith@ribblevalley.gov.uk.

Minutes of Emergency

Meeting Date: Thursday, 5 May 2022, starting at 9.30 am
Present: Councillor S Atkinson

Councillors:

S Hore

S Hirst
S Fletcher

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

Also in attendance: Councillor D Birtwhistle

844 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of the Director of Resources.

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

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

846 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

847 LEVELLING UP FUND

The Director of Economic Development and Planning submitted a report updating members on the Levelling Up Fund.

She reminded members that the Council had been unsuccessful in the first round of bids and that a second round had been announced on 23 March 2022 with a deadline for applications of 6 July 2022.

Following the last round of bids there had been some changes made to categories that authorities were in. However, Ribble Valley was still in category 3 which was the least likely category to be supported in respect of a bid. Within round one only 8 of the 105 successful bids had been in category 3. In total 305 applications were submitted as part of round one.

The Director of Economic Development and Planning explained what would be required to submit a bid including changes that would need to be made to the first bid as Longridge Civic Hall could no longer be included.

Members discussed the likelihood of success and appropriate use of officer time and budget.

Councillor D Birtwhistle was given permission to speak on this item.

RESOLVED THAT COMMITTEE:

Advise officers not to submit a bid in round two of the Levelling Up Fund but explore options for use of the Shared Prosperity Fund across the Borough and main service centres.

The meeting closed at 10.00 am

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 ANNUAL Council

Meeting Date: Tuesday, 10 May 2022, starting at 6.00 pm
Present: Councillor T Austin (Chair)

Councillors:

J Alcock	S Hirst
S Atkinson	S Hore
D Berryman	K Horkin
S Bibby	A Humphreys
D Birtwhistle	G Mirfin
A Brown	R Newmark
I Brown	D O'Rourke
S Brunskill	S O'Rourke
B Buller	D Peat
S Carefoot	S Rainford
J Clark	M Robinson
L Edge	J Rogerson
R Elms	J Schumann
S Farmer	G Scott
S Fletcher	R Sherras
M French	R Thompson
J Hill	R Walsh
M Hindle	

In attendance: Chief Executive, Director of Community Services, Head of Legal and Democratic Services and Head of HR

Not in attendance: Councillor B Holden

1 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received on behalf of Councillor R Bennett.

2 ELECTION OF MAYOR FOR THE MUNICIPAL YEAR 2022/23

The Mayor invited nominations for the office of Mayor for the municipal year 2022/2023. Councillor Simon Hore proposed and Councillor Robert Thompson seconded the motion that Councillor Stuart Hirst be elected to the office of Mayor for the municipal year 2022/2023.

RESOLVED:

That Councillor Stuart Hirst be elected to the office of Mayor for the municipal year 2022/2023.

Councillor Tony Austin invested Councillor Stuart Hirst as Mayor with the ceremonial chain of office. Councillor Tony Austin then invested Elaine Hirst as Mayoress.

The Mayor (Councillor Stuart Hirst) then took the chair and signed the Declaration of Acceptance of Office and made a speech accepting the office of Mayor. The Mayor (Councillor Stuart Hirst) presented Councillor Tony Austin and Pauline Austin with a badge each to commemorate their successful term of office. He spoke in appreciation of their excellent service to the local community during their term of office.

3 ELECTION OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2022/23

The Mayor invited nominations for the office of Deputy Mayor for the municipal year 2022/2023. Councillor Kevin Horkin proposed and Councillor Louise Edge seconded the motion that Councillor Mark Hindle be elected to the office of Deputy Mayor for the municipal year 2022/2023.

RESOLVED:

That Councillor Mark Hindle be elected to the office of Deputy Mayor for the municipal year 2022/2023.

Councillor Mark Hindle was invested as Deputy Mayor by the Mayor with the ceremonial chain of office. Tracey Whistlecraft was invested as Deputy Mayoress by the Mayor. The Deputy Mayor then made a short acceptance speech.

4 PRAYERS

The Mayor's Chaplain, Rev Liz McLean said prayers upon the deliberations of the Council.

5 TO DETERMINE THE COMMITTEE ARRANGEMENTS FOR THE MUNICIPAL YEAR 2022/23

The Leader, Councillor Stephen Atkinson highlighted three priorities for the Council in the forthcoming municipal year, namely financial resilience, building capacity and the review of the Local Plan.

He then proposed the recommendations outlined in the report regarding committee arrangements for the municipal year 2022/2023 relating to the:

- number of committees and their terms of reference;
- call in procedure;
- timetable of meetings;
- number of seats of each committee;
- allocation of seats to all councillors;
- representation on Parish Councils' Liaison committee;
- appointment of an Emergency committee;
- approval of the updated documents in the Council's Constitution

The proposal was seconded by Councillor Simon Hore.

RESOLVED:

That the Committee arrangements for 2022/2023 as set out in section 4 of the report of the Chief Executive be approved.

6 APPOINTMENT OF CHAIRS AND VICE CHAIRS

Councillor Stephen Atkinson proposed and Councillor Simon Hore seconded that the appointment of Chairman and Vice Chairman of the committees of the Council for the municipal year 2022/2023 be as follows:

Committee	Chair	Vice Chair
Community Services	R Newmark	R Elms
Planning & Development	A Brown	J Clark

Health & Housing	D Peat	B Holden
Personnel	S Bibby	S Rainford
Policy & Finance	S Atkinson	S Hore
Licensing	S Brunskill	R Bennett
Accounts & Audit	D Berryman	R Walsh
Economic Development	L Edge	S Farmer

RESOLVED:

That the Chairs and Vice Chairs be approved as outlined above.

7

MEMBERSHIP ON COMMITTEES

Councillor Stephen Atkinson proposed and Councillor Simon Hore seconded that the membership on the committees of the Council for the municipal year 2022/2023 be as outlined on the list circulated at the meeting.

RESOLVED:

That the membership on committees be approved as outlined in the appendix to these minutes.

8

REPRESENTATION ON OUTSIDE BODIES

Councillor Stephen Atkinson proposed and Councillor Simon Hore seconded that the Representatives on Outside Bodies for the municipal year 2022/2023 be as outlined on the list circulated at the meeting.

RESOLVED:

That the Representatives on Outside Bodies be approved as outlined in the appendix to these minutes.

The meeting closed at 6.40 pm

If you have any queries on these minutes please contact the committee clerk, Michelle Smith michelle.smith@ribblevalley.gov.uk.

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MEMBERSHIP ON COMMITTEES 2022/23

CONSERVATIVE		LIBERAL DEMOCRAT	INDEPENDENT	
COMMUNITY SERVICES (15)				
	(10 seats)	(4 seats)	(1 seat)	
Chairman:	Ricky Newmark	Mary Robinson	David Birtwhistle	
Vice Chairman:	Rosie Elms	Stewart Fletcher		
	Jan Alcock	Simon O'Rourke		
	Stephen Atkinson	Jenni Schumann		
	Stella Brunskill			
	Stuart Carefoot			
	Angeline Humphreys			
	Ged Mirfin			
	Sarah Rainford			
	Gary Scott			
PLANNING & DEVELOPMENT (15)				
	(9 seats)	(4 seats)	(2 seats)	
Chairman:	Alison Brown	Mark French	Ian Brown	
Vice Chairman:	Judith Clark	Bob Buller	Jim Rogerson	
	Tony Austin	Kerry Fletcher		
	Stella Brunskill	Simon O'Rourke		
	Stuart Carefoot			
	Louise Edge			
	Brian Holden			
	Kevin Horkin			
	Richard Sherras			
HEALTH & HOUSING (15)				
	(10 seats)	(4 seats)	(1 seat)	
Chairman:	David Peat	Mary Robinson	Ian Brown	
Vice Chairman:	Brian Holden	Jonathan Hill		
	Jan Alcock	Kerry Fletcher		
	Stephen Atkinson	Donna O'Rourke		
	Tony Austin			
	Rosie Elms			
	Steve Farmer			
	Mark Hindle			
	Ged Mirfin			
	Richard Sherras			

MEMBERSHIP ON COMMITTEES 2022/23

CONSERVATIVE		LIBERAL DEMOCRAT	INDEPENDENT	
PERSONNEL (9)				
	(6 seats)	(2 seats)	(1 seat)	
Chairman:	Sue Bibby	Jenni Schumann	Robert Thompson	
Vice Chairman:	Sarah Rainford	Donna O'Rourke		
	Stephen Atkinson			
	Richard Bennett			
	Angeline Humphreys			
	David Peat			
LICENSING (15)				
	(10 seats)	(3 seats)	(2 seats)	
Chairman:	Stella Brunskill	Simon O'Rourke	Ian Brown	
Vice Chairman:	Richard Bennett	Donna O'Rourke	Jim Rogerson	
	Jan Alcock	Gaynor Hibbert		
	Steve Farmer			
	Simon Hore			
	Angeline Humphreys			
	Ricky Newmark			
	Sarah Rainford			
	Gary Scott			
	Robin Walsh			
POLICY & FINANCE (15)				
	(10 seats)	(4 seats)	(1 seat)	
Chairman:	Stephen Atkinson	Gaynor Hibbert	Robert Thompson	
Vice Chairman:	Simon Hore	Mark French		
	David Berryman	Stewart Fletcher		
	Sue Bibby	Jonathan Hill		
	Alison Brown			
	Louise Edge			
	Mark Hindle			
	Kevin Horkin			
	Ricky Newmark			
	David Peat			

MEMBERSHIP ON COMMITTEES 2022/23

CONSERVATIVE		LIBERAL DEMOCRAT	INDEPENDENT	
ACCOUNTS & AUDIT (11)				
	(7 seats)	(3 seats)	(1 seat)	
Chairman:	David Berryman	Kerry Fletcher	Jim Rogerson	
Vice Chairman:	Robin Walsh	Jonathan Hill		
	Sue Bibby	Stewart Fletcher		
	Judith Clark			
	Ricky Newmark			
	David Peat			
	Richard Sherras			
ECONOMIC DEVELOPMENT (15)				
	(10 seats)	(3 seats)	(2 seats)	
Chairman:	Louise Edge	Jonathan Hill	David Birtwhistle	
Vice Chairman:	Steve Farmer	Stewart Fletcher	Robert Thompson	
	David Berryman	Bob Buller		
	Sue Bibby			
	Judith Clark			
	Rosie Elms			
	Mark Hindle			
	Simon Hore			
	Ged Mirfin			
	Robin Walsh			
PARISH COUNCIL LIAISON (10 + 2 + 1)				
	(10 seats)	(2 seats)	(1 seat)	
Chairman:	Parish Councillor			
Vice Chairman:	Gary Scott	Simon O'Rourke	David Birtwhistle	
	Jan Alcock	Bob Buller		
	Tony Austin			
	Richard Bennett			
	David Berryman			
	Alison Brown			
	Brian Holden			
	Simon Hore			
	Kevin Horkin			
	Robin Walsh			

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RIBBLE VALLEY BOROUGH COUNCIL ANNUAL COUNCIL MEETING

meeting date: TUESDAY 10 MAY 2022
 title: REPRESENTATIVES ON OUTSIDE BODIES 2022/2023
 submitted by:
 principal author: NOMINATIONS MADE BY GROUP LEADERS

ORGANISATION	NUMBER OF VACANCIES	NOMINATIONS	PARENT COMMITTEE	NO. OF REPORTS
Lancashire Waste Partnership	1	Tony Austin	Community Services	1
Langho Football Club	1	Steve Farmer	Community Services	1
Longridge Social Enterprise Company Limited	1	Sarah Rainford	Community Services	1
Ribble Valley Sports & Recreation (Roefield Leisure Centre)	2	Ian Brown Simon O'Rourke	Community Services	1
Salesbury and Copster Green Commons Management Committee	3	Susan Bibby Stuart Hirst Louise Edge	Community Services	1
Mersey Care NHS Foundation Trust	1	David Peat	Health & Housing	1
Hanson Cement Liaison Committee	Reduce to 3	Kevin Horkin David Berryman Stewart Fletcher	Health & Housing	2
Tarmac Liaison Committee	Reduce to 2	Ian Brown Simon O'Rourke	Health & Housing	2
NW Employer's Organisation	1 + 1 substitute	Sue Bibby Sarah Rainford	Personnel	2
Forest of Bowland (Area of Outstanding Natural Beauty) Advisory Committee	1	Rosemary Elms	Planning & Development	1
Rural Services Network	1	Richard Sherras	Planning & Development	1

ORGANISATION	NUMBER OF VACANCIES	NOMINATIONS	PARENT COMMITTEE	NO. OF REPORTS
Armed Forces Champion	1	Richard Sherras	Policy & Finance	1
Citizen's Advice Bureau	3	Mary Robinson	Policy & Finance	1
Hyndburn and Ribble Valley Council for Voluntary Services	1	Richard Newmark	Policy & Finance	1
LGA General Assembly	2	Stephen Atkinson Stewart Fletcher	Policy & Finance	1
Police & Crime Panel	2	Simon Hore Jan Alcock	Policy & Finance	2
Ribble Valley Community Safety Partnership	Increase to 3 to include a Lib Dem	Robert Thompson Tony Austin Stewart Fletcher	Policy & Finance	1
Whalley Educational Foundation Trust	1	Mark Hindle (year 3 of 3)	Policy & Finance	1

MAY 2022

Minutes of Planning and Development

Meeting Date: Thursday, 12 May 2022, starting at 6.30 pm
Present: Councillor A Brown (Chair)

Councillors:

T Austin	M French
I Brown	K Horkin
S Brunskill	S O'Rourke
B Buller	J Rogerson
L Edge	R Sherras
K Fletcher	

In attendance: Head of Regeneration and Housing, Head of Legal and Democratic Services and Planning Officer

Also in attendance: Councillors M Hindle, G Mirfin, G Scott and R Walsh

9 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillors S Carefoot, J Clark and B Holden.

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

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

11 PUBLIC PARTICIPATION

There was no public participation.

12 LOCAL DEVELOPMENT SCHEME UPDATE

The Director of Economic Development and Planning submitted a report informing members of the updated Local Development Scheme (LDS) which sets out the anticipated timeframe for the Local Plan.

The LDS is a statutory document that the Council has to have in place and is a public statement of the programme that the Council intend to take forward to deliver the Local plan for the area.

The Core Strategy was formally adopted in December 2014 and the Housing and Economic Development – Development Plan Document (HED DPD) was adopted in October 2019. The Core Strategy reached its 5-year anniversary in December 2019 and the council undertook a review of the strategy and concluded that several policy areas needed to be updated. Work had commenced on this process but was stalled by the pandemic and the publication of the Government's White Paper on the plan making system which means the programme is now almost 12 months behind schedule.

To ensure that the Local Plan updates remains on track for an updated plan to be in place by the end of 2023 it was important to move forward with the process as soon as possible.

The timetable to produce the plan was set out for members approval.

RESOLVED THAT COMMITTEE:

Authorise the Director of Economic Development and Planning to publish the Local Development Scheme and keep committee informed of progress.

13 RIBBLE VALLEY LOCAL PLAN SUSTAINABILITY APPRAISAL - SCOPING REPORT

The Director of Economic Development and Planning submitted a report informing members of the Sustainability Appraisal process as part of the ongoing Ribble Valley Local Plan.

The Planning and Compulsory Purchase Act 2004 requires local authorities to carry out a Sustainability Appraisal (SA) of proposals within a plan throughout its preparation. The role of the SA was to promote sustainable development by assessing the impacts of the plan on environmental, economic, and social sustainability objectives. The appraisal runs alongside the plan-making process.

The Council had commissioned work to JBA Consultants to undertake the SA process on behalf of the Council and they had prepared an initial scoping report as part of the SA which proposed and agreed the technical scope of the appraisal, the objectives against which the emerging plan would be measured against and the framework through which the appraisal would be undertaken.

The draft scoping report was subject to a consultation with the statutory consultation bodies and the comments received had been reviewed and the scope of the assessment revised where relevant.

RESOLVED THAT COMMITTEE:

1. Approve the publication of scoping report as part of the initial stage of the SA and invite comment as part of the evidence base for the Local Plan, and
2. Agree that the Sustainability Appraisal of the Local Plan continues, and future outcomes reported to members where appropriate.

14 RIBBLE VALLEY LOCAL PLAN REVIEW - REGULATION 18 CONSULTATION

The Director of Economic Development and Planning submitted a report asking committee to consider the consultation report on Strategy Matters and agree to undertake consultation in line with Regulation 18 as part of the ongoing Ribble Valley Local Plan.

Committee were informed that work was progressing on the production of the new local plan for the borough, and one of the key stages the council was required to carry out was to promote the opportunity to discuss and debate the key issues and options to be considered in forming its plan.

The proposed consultation on the document would generate stakeholder input to the plan making process and was intended as a vehicle upon which to base the engagement giving an opportunity to raise issues the council had not identified that they considered important.

Members were asked to consider the issues raised in the document which included strategic issues that would need to be tested and developed in order to inform the plan. The key issues related to the level of housing requirement, affordable housing issues to be considered and the approach to planning for employment and growth together with options for the Development Strategy.

The Head of Regeneration and Housing reported that to date the analysis indicated that based on the government's Standard Methodology approach there was a very limited need to plan for additional housing over and above what was currently committed within the short term. However, there were some factors that needed to be tested in relation to the reality that commitments were being used up which may drive a need for an early review or an option to make some additional but phased allocations as part of this plan to help smooth the transition from high housing numbers to a lower level of housing.

The key issue to be tested in relation to Employment and Jobs growth was the approach to supporting the local economy and planning for new land.

The consultation and subsequent reporting of the outcomes would demonstrate that the Council had provided the opportunity to have input to the plan and how it had responded. The consultation would run over a 6-week period from publication and would include a range of statutory consultees, neighbouring authorities under the duty to cooperate, parish councils and the public. It would be a digital based consultation through the website, but paper copies would also be made available.

A focused meeting would be held for the parish councils to ensure they had an opportunity to discuss issues in a forum setting. The proposed date for this was 6 June 2022.

RESOLVED THAT COMMITTEE:

1. Endorse the content of the Regulation 18 Strategic Matters Consultation Document and agree that the matters be published for 6 weeks statutory consultation and the Director of Economic Development and Planning be authorised to prepare the necessary consultation materials to satisfy the requirements for Regulation 18 of the Development Plan Regulations and to undertake appropriate stakeholder consultation, and
2. Agree that the outcome of the consultation is considered by the Development Plan working group before reporting back to this committee.

15 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 01200 414408 olwen.heap@ribblevalley.gov.uk.

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Minutes of Planning and Development

Meeting Date: Thursday, 19 May 2022, starting at 6.30 pm
Present: Councillor A Brown (Chair)

Councillors:

T Austin	B Holden
I Brown	K Horkin
J Clark	S O'Rourke
L Edge	J Rogerson
K Fletcher	R Sherras
M French	

In attendance: Director of Economic Development and Planning, Head of Planning Services, Solicitor and Principal Planning Officer

Also in attendance: Councillor S Hore

16 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillors S Brunskill, B Buller and S Carefoot.

17 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7 April 2022 were approved as a correct record and signed by the Chairman.

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

Councillor B Holden declared an other registrable interest in planning application 3/2021/0556 – 74 Higher Road, Longridge.

Councillor J Rogerson declared an interest in planning application 3/2021/0556 and Councillor K Horkin declared he owned several businesses in Clitheroe.

19 PUBLIC PARTICIPATION

Mrs Kirsty Grayson spoke on Agenda item 6 – TPO at High Beech House, 8A Crowtrees Brow, Chatburn.

20 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

21 PLANNING APPLICATION 3/2022/0082 - THE OLD GARAGE SITE, NEWTON ROAD, DUNSOP BRIDGE

The Head of Planning Services informed committee that United Utilities had removed their objections and appropriate conditions had been added. The Highway Authority also no longer objected.

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

Time Scale for Implementation of Consent

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

REASON: Imposed In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990.

Approved Plans and Documents

2. The development hereby permitted shall not be carried out otherwise than in conformity with the following submitted plans: and details and recommendations therein received by the Local Planning Authority:

Location Plan KL2887 Proposed Site Plan and Block Plan KL2887 105 Rev E Proposed Elevation Plan KL2887 107 Rev A Proposed Plans KL2887 106 Rev C Proposed Plan and Elevation Details KL2887 108 Proposed Elevation Details to Plant and Store KL2887 109 Rev A

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

Materials

3. Prior to the commencement of the 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.

Drainage

4. No construction shall commence (including any earthworks) until details of the means of ensuring the water mains and public sewers that are laid within the site boundary is protected from damage as a result of the development have been submitted to and approved by the Local Planning Authority in writing. The details shall include a survey that identifies the exact location of the water mains and public sewers, the potential impacts on the water mains and public sewers from construction activities (including the construction compound), the impacts post completion of the development on the sewer infrastructure that crosses 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. The details shall include a pre and post construction condition survey of water mains and public sewers within the red line boundary. 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 the public sewer identifies the development within a 3m standoff either side of the main (6m 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 water supply.

5. Prior to the commencement of development, details of a sustainable surface water drainage scheme and a foul water drainage scheme shall be submitted to and approved in writing by the Local Planning Authority. The drainage schemes 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 in accordance with BRE365; (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); (iii) Levels of the proposed drainage systems including proposed ground and finished floor levels in AOD; (iv) Incorporate mitigation measures to manage the risk of sewer surcharge where applicable; and (v) Foul and surface water shall drain on separate systems. The approved schemes shall also be in accordance with the Non-Statutory Technical Standards for Sustainable Drainage Systems (March 2015) or any subsequent replacement national standards. Prior to occupation of the proposed development, the drainage schemes shall be completed in accordance with the approved details and retained thereafter for the lifetime of the development.

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

Highways

6. No development shall commence on the site until such time as a construction traffic management plan, including as a minimum details of the routing of construction traffic, wheel cleansing facilities, vehicle parking facilities, and a timetable for their provision, has been submitted to and approved in writing by the Local Planning Authority. The construction of the development shall thereafter be carried out in accordance with the approved details and timetable.

REASON: To reduce the possibility of deleterious material (mud, stones etc.) being deposited in the highway and becoming a hazard for road users, to ensure that construction traffic does not use unsatisfactory roads and lead to on-street parking problems in the area.

7. No part of the development hereby permitted shall be occupied until such time as the access arrangements shown on WDP drawing number 105 Rev B 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).

8. The development hereby permitted shall not be occupied until such time as the parking and turning facilities have been implemented in accordance with WDP drawing number 105 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).

9. Prior to development above ground details of all cycle stores (including design, materials and finishes) shall be submitted to and approved in writing by the local planning authority. The approved cycle stores shall be provided and available for use prior to the occupation of the associated plot or in the case of the flats prior to occupation of the first flat. The cycle stores shall be retained at all times thereafter.

REASON: In the interest of providing suitable storage for cycles and sustainable modes of travel.

10. The surface water from the approved car park should be collected within the site and drained to a suitable internal outfall. Prior to commencement of the development details of the drainage strategy shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented in accordance with the approved details.

REASON: In the interest of highway safety to prevent water from discharging onto the public highway.

11. No building or use hereby permitted shall be occupied or use commenced until a delivery and servicing plan has been prepared, submitted to and approved in writing by the Local Planning Authority. The measures shall thereafter be implemented in accordance with the approved delivery and servicing plan for the lifetime of the development. The delivery and servicing plan shall include:

- The contact details of a suitably qualified co-ordinator;
- How vehicle arrivals, departures, parking, stopping and waiting will be controlled to minimise any impact on the adopted highway;
- Details of any freight consolidation operation, centre and the delivery and servicing booking and management systems.

REASON: In the interests of highway safety and to minimise the impact of vehicles servicing the development upon congestion.

Landscaping and Tree Planting

12. The proposed landscaping as shown on the approved landscape plans, shall be planted at the site or at a phased programme of landscaping agreed previously agreed in writing by the LPA. If, within a period of ten years following planting, any trees on the site die, they shall be replaced with a comparable replacement. The mitigation measures contained within the Arboriculture Impact Assessment dated 29/03/22 shall be fully complied with throughout the development with protective fencing retained as appropriate.

REASON: In the interest of visual amenity and biodiversity.

13. Within 1 month of the date of this permission full details of number, type and their siting of bird and bat boxes shall be submitted to and approved in writing by the Local Planning Authority. The boxes shall be implemented prior to occupation or use of any of the buildings hereby approved.

REASON: In the interest of visual amenity and biodiversity.

Electric Vehicle Charging Points

14. Prior to the development being brought into use, further details of electric vehicle charging points, their number, location and appearance following matters shall be submitted to and approved in writing by the Local Planning Authority. The charging points shall be installed in accordance with the approved details prior to the use of the new car park.

REASON: In the interest of sustainable travel measures and reduce the impact of carbon footprint.

15. The residential use of the building shown on Plan reference KL2887 108 shall not commence until the new community building including shop, café and post office shown on Plan references KL2887 106 A and 107 A has been completed and occupied.

REASON; In the interest of safeguarding employment opportunities and community benefit.

16. The proposed medical/therapy rooms within the Chapel Building shall be used for Medical/Therapy rooms on an appointment only basis and for no other purpose (including any other purpose in Class E of Part 11 of the Schedule to the Town and Country Planning (Use Classes) Order 1987, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order with or without modification)

REASON; In the interest of highway safety and residential amenity.

17. The operation of the activities associated with the Chapel Building shall be restricted to the hours of 0800 TO 1900 hours Monday to Friday and 0800 to 1700 Saturday and Sunday and the hub building 0800 to 2300 hours Monday to Saturday and 0800 to 1700 on Sunday.

REASON; In the interest of safeguarding residential amenity.

(Councillor Simon Hore was given permission to speak on the above application)

22

PLANNING APPLICATION 3/2022/0139 - EAST VIEW, CHAPEL LANE, NEWTON

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

1. 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:

1305-1001: Location Plan
1305-03: Proposed Ground Floor Plan
1305-04: Proposed First Floor Plan
1305-05: Existing Elevation
1305-08: Proposed Site Plan

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

2. The annexe accommodation hereby approved shall not be occupied or used for any other purposes than those ancillary to the residential use of the

dwelling known as East View (BB7 3DY) and shall only be occupied as an extended family unit in conjunction with the property to which it is related.

The annex shall not be used as a separate unit of living accommodation nor be divided by way of sale or sub-letting to form a unit or units of separate residential accommodation.

REASON: To define the scope of the permission hereby approved and prevent the use of the building for purpose(s) that would cause direct conflict with the adopted development plan.

3. Notwithstanding the submitted details, precise specifications and details of replacement windows/doors on the north-east facing elevation of the storage building (indicated as 'white u.p.v.c' on drawing' 1305-05) shall be submitted within two months from the date of this consent.

The submitted details shall include a programme of works for the installation of the approved replacement doors/windows, the installation of which shall not exceed a period of 6 months from the date of the approval of the submitted details. The development shall be carried out in strict accordance with the approved details and timings.

REASON: To ensure that the replacement windows/doors respond positively to the inherent character of the original building and the defined Newton in Bowland Conservation Area.

23

PLANNING APPLICATION 3/2022/0140 - EAST VIEW, CHAPEL LANE, NEWTON

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

4. 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:

1305-1001: Location Plan
1305-03: Proposed Ground Floor Plan
1305-04: Proposed First Floor Plan
1305-05: Existing Elevation
1305-08: Proposed Site Plan

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

5. The annexe accommodation hereby approved shall not be occupied or used for any other purposes than those ancillary to the residential use of the dwelling known as East View (BB7 3DY) and shall only be occupied as an extended family unit in conjunction with the property to which it is related.

The annex shall not be used as a separate unit of living accommodation nor be divided by way of sale or sub-letting to form a unit or units of separate residential accommodation.

REASON: To define the scope of the permission hereby approved and prevent the use of the building for purpose(s) that would cause direct conflict with the adopted development plan.

6. Notwithstanding the submitted details, precise specifications and details of replacement windows/doors on the north-east facing elevation of the storage building (indicated as 'white u.p.v.c' on drawing' 1305-05) shall be submitted within two months from the date of this consent.

The submitted details shall include a programme of works for the installation of the approved replacement doors/windows, the installation of which shall not exceed a period of 6 months from the date of the approval of the submitted details. The development shall be carried out in strict accordance with the approved details and timings.

REASON: To ensure that the replacement windows/doors respond positively to the inherent character of the original building and the defined Newton in Bowland Conservation Area.

24 PLANNING APPLICATION 3/2022/0217 - MEMORIAL HALL, CHIPPING

The Head of Planning Services reported that additional objections had been received from Chipping Parish Council along with the suggestion that the boards if granted should be designed to allow them to be closed when football games are not being played.

RESOLVED that the application be minded to refuse on the grounds that the signage will be detrimental to the visual amenity of the area and the AONB

(Councillor Simon Hore was given permission to speak on the above application)

25 PLANNING APPLICATION 3/2022/0278 - TALBOT HOTEL, 5 TALBOT STREET, CHIPPING

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

Time Scale for Implementation of Consent

1. The development hereby permitted must be begun not later than three years from the date of this permission.

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

Approved Plans and Documents

2. The development hereby permitted shall not be carried out otherwise than in conformity with the following submitted plans and details and recommendations therein received by the Local Planning Authority unless prohibited by any other condition:

Plans

6251-E10 Location Plan
6251-E01 Existing Plans and Elevations
6251-E02 Existing Barn Plans and Elevations
6251-E03 Existing Site Plan

6251-P01B Proposed Plans and Elevations
6251-P02A Proposed Barn Plans and Elevations
6251-P03 Proposed Barn Sections

6251-P04A Proposed Site Plan

Reports

Structural Inspection – Reid Jones Partnership Ltd
Planning Statement – MacMarshalls
Viability Report – Westlake & Co
Tree Survey – Lakeland Tree Consultancy
Arboricultural Impact Assessment – Lakeland Tree Consultancy
Flood Risk Assessment – PSA Design
Heritage Appraisal – Sunderland Peacock and Associates Ltd
Preliminary Bat Roost Assessment Report – Dave Anderson

Materials and Construction

3. Prior to their use in the development details of the following shall be submitted to and agreed in writing by the Local Planning Authority:

- Samples of all external walling materials
- Samples of all external roofing materials

Thereafter the development shall be carried out in accordance with the approved details.

REASON: To ensure a satisfactory standard of development and finish for the conversion of this Grade II* heritage asset.

4. Precise specifications of proposed windows and doors including elevations cross – sections, glazing type, opening mechanism and surface finish shall have been submitted to and approved in writing by the Local Planning Authority prior to their installation.

The approved windows shall be implemented within the development in strict accordance with the approved details and thereafter retained.

REASON: In order that the Local Planning Authority may ensure that the detailed design of the proposal safeguards the special architectural and historic interest of the listed buildings the character and appearance of the conservation area and to ensure that the detailed design of the proposal responds positively to the inherent character of the area.

5. Prior to any development taking place details of the following shall be submitted to and agreed in writing by the Local Planning Authority:

- Details of any replacement rainwater goods
- Details of any repairs to stonework
- Details of the replacement staircase in the Hotel from ground to first floor including materials, design, siting and methodology
- Details of staircases to access the first floor of the Barn including materials, design, siting and methodology
- Details of existing fireplaces and chimney breasts to be retained with details of any repairs and methodology
- Details of the amount of internal fabric in the Barn to be removed and internal walls to be formed including materials and methodology
- Details of repairs or replacement of any roof trusses

Thereafter the development shall be carried out in accordance with the approved details.

REASON: To ensure a satisfactory standard of development and finish for the conversion of this Grade II* heritage asset.

6. Notwithstanding the details shown upon the approved plans, the proposed roof lights shall be of the Conservation Type, recessed with a flush fitting, details of which shall be submitted to and approved in writing by the Local Planning Authority prior to installation. The development shall be carried out in strict accordance with the approved details.

REASON: In order that the Local Planning Authority may ensure that the detailed design of the proposal does not undermine the character and appearance of the Listed Buildings.

7. Notwithstanding the details shown upon the approved plans, no approval is given for the three roof lights on the Barn to be converted. The development shall be carried out in strict accordance with the approved details.

REASON: In order that the detailed design of the proposal does not undermine the character and appearance of the Listed Buildings.

8. No development other than groundworks shall take place 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:

- 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;
- Wheel washing facilities;
- Construction vehicle routing;
- Delivery and construction working hours.

REASON: In the interest of safeguarding residential amenity and highway safety.

8. Details of the proposed access drive, turning area and parking spaces including materials shall be submitted to and approved in writing by the Local Planning Authority prior to any works being undertaken and shall thereafter be carried out strict accordance with the approved details and shall thereafter be maintained in perpetuity.

REASON: In order to ensure an acceptable form of development for the setting of these Listed Buildings.

9. The setts to the frontage shall be repaired in accordance with a scheme to be submitted to and approved in writing with the Local Planning Authority prior to any works being undertaking and shall thereafter be carried out strict accordance with the approved details and retained and maintained in perpetuity. No parking of any motor vehicles shall be allowed in this area at any time.

REASON: To ensure that the setts along the frontage of these Listed Buildings are protected and in the interests of highway safety.

Archaeology

10. No development, site clearance/preparation, or demolitions shall take place on site until the applicant, or their agent or successor in title, has secured the implementation of a programme of building recording and analysis. This must be carried out in accordance with a written scheme of investigation, which shall first have been submitted to and agreed in writing by the Local Planning Authority. The programme of works should comprise the creating of a record of the building to Level 3 as set out in 'Understanding Historic Buildings' (Historic England 2016). It should include a full description of the building, inside and out, a drawn plan, elevations and at least one section and a full photographic coverage, inside and out. The record should also include a rapid desk-based assessment, putting the building and its features into context. This work should be undertaken by an appropriately qualified and experienced professional contractor to the standards and guidance of the Chartered Institute of Archaeologists. A digital copy of the report and the photographs shall be placed in the Lancashire Historic Environment Report prior to the any of the dwellings consented being first occupied.

REASON: To ensure and safeguard the recording and inspection of matters of archaeological/historical importance associated with the buildings/site.

Boundary Treatments

11. Notwithstanding the submitted plans no approval is given for the proposed timber fence in terms of materials and position. Details of the boundary treatments shall be submitted to and approved in writing by the Local Planning Authority prior to any works being undertaken and shall thereafter be implemented in strict accordance with the approved details.

REASON: In order to ensure an acceptable form of development for the setting of these Listed Buildings.

(Richard Maudsley spoke in favour of the above application. Councillor Simon Hore was given permission to speak on the above application)

26 PLANNING APPLICATION 3/2021/1248 - DUKE OF YORK INN, GRINDLETON BROW, GRINDLETON

RESOLVED that the application be REFUSED for the following reason:

1. The proposed development has a harmful impact upon the special architectural and historic interest and setting of the Duke of York Hotel listed building and the character and appearance of Grindleton Conservation Area because of the loss of important historic use, the unduly prominent and incongruous form of proposed extensions, incongruous and conspicuous rooflights, the loss and alteration of important historic fabric, the enclosure of the curtilage by walling and gates and excavation and ground lowering of the rear plot. This is contrary to Key Statement EN5 and Policy DME4 and DMG1 of the Ribble Valley Core Strategy.

27 PLANNING APPLICATION 3/2021/1249 - DUKE OF YORK INN, GRINDLETON BROW, GRINDLETON

RESOLVED that the application be REFUSED for the following reason:

1. The proposals have a harmful impact upon the special architectural and historic interest and setting of the Duke of York Hotel because of the unduly prominent and incongruous form of proposed extensions,

incongruous and conspicuous rooflights and the loss and alteration of important historic fabric.

28 PLANNING APPLICATION 3/2022/0279 - TALBOT HOTEL, 5 TALBOT STREET, CHIPPING

RESOLVED that the application be deferred and delegated to the Director of Economic Development and Planning for appropriate conditions including a two year start date.

(Richard Maudsley spoke in favour of the above application. Councillor Simon Hore was given permission to speak on the above application)

Councillor J Rogerson declared an interest in the next item of business and left the meeting.

Councillor B Holden declared an other registerable interest in the next item of business, spoke on the item then he left the meeting and took no part in the debate or vote)

29 PLANNING APPLICATION 3/2021/0556 - 74 HIGHER ROAD, LONGRIDGE

The Head of Planning Services reminded members that outline planning permission had been allowed on appeal by a Planning Inspector.

He also reported that as the comments from the Lead Local Flood Authority had now been received which resulted in the recommendation changing to Approval as opposed to defer and delegate

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

1. The development must be begun not later than the expiration of two years from the date of this reserved matters consent.

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:

Proposed Site Layout 2022	Ref: 20126-01 Rev P6	Received: 26 th April
Site Location Plan April 2022	Ref: 20126-00_A	Received: 26 th
Ecological Mitigation Plan April 2022	Ref: P21-1399_005 Rev B	Received: 26 th
Surface Water Catchment Plan P02 Received 29th April 2022	Ref: HIG-AJP-ZZ-00-DR-C-1040	Rev:
Proposed Drainage Layout P05 Received 29th April 2022	Ref: HIG-AJP-ZZ-00-DR-C-1000	Rev
Proposed Drainage Layout P02 Received 29th April 2022	Ref: HIG-AJP-ZZ-00-DR-C-1001	Rev
SuDS Basin 1 P02 Received 29th April 2022	Ref: HIG-AJP-ZZ-00-DR-C-1070	Rev
SuDS Basin 2 P02 Received 29th April 2022	Ref: HIG-AJP-ZZ-00-DR-C-1071	Rev

Delivery Timescales Strategy	Ref: S2002-01-03-001 Rev A		
Received: 26th April 2022			
Waste Management Plan	Ref: 20216-08 Rev B	Received:	26th
April 2022			
Boundary Treatment Details	Ref: 20216-04 Rev A	Received:	26th
April 2022			
Boundary Treatment Layout	Ref: 20216-03 Rev B	Received:	26th
April 2022			
House Type D1	Ref: 20216_HT_16 Rev A	Received:	26th
April 2022			
House Type D	Ref: 20216_HT_17	Received:	26th
April 2022			
House Type J	Ref: 20216_HT_09 Rev: A	Received:	26th
April 2022			
House Type K	Ref: 20216_HT_10 Rev: A	Received:	26th
April 2022			
House Type L	Ref: 20216_HT_11 Rev: A	Received:	26th
April 2022			
House Type L	Ref: 20216_HT_12	Received:	26th
April 2022			
House Type H2	Ref: 20216_HT_08 Rev: A	Received:	26th
April 2022			
House Type H1	Ref: 20216_HT_07 Rev: A	Received:	26th
April 2022			
House Type F/E	Ref: 20216_HT_05 Rev: A	Received:	26th
April 2022			
House Type G	Ref: 20216_HT_06 Rev: A	Received:	26th
April 2022			
House Type C	Ref: 20216_HT_03 Rev: A	Received:	26th
April 2022			
House Type B	Ref: 20216_HT_02 Rev: A	Received:	26th
April 2022			
House Type A	Ref: 20216_HT_01 Rev: A	Received:	26th
April 2022			
House Type E	Ref: 20216_HT_04	Received:	26th
April 2022			
House Type A1	Ref: 20216_HT_13	Received:	26th
April 2022			
House Type A1	Ref: 20216_HT_14 Rev A	Received:	26th
April 2022			
House Type C1	Ref: 20216_HT_15 Rev A	Received:	26th
April 2022			
Affordable Housing Plan	Ref: 20216-07 Rev B	Received:	26th
April 2022			
Plot Landscape Details	Ref: P21-1399_003 Rev: D	Received:	26th
April 2022			
Plot Landscape Details	Ref: P21-1399_002 Rev: D	Received:	26th
April 2022			
Plot Landscape Details	Ref: P21-1399_001 Rev: D	Received:	26 th
April 2022			
POS and Play Area	Ref: P21-1399_004C	Received:	26th
April 2022			
Proposed Site Layout Site Lines	J1401/SIGHTLINE/FIG1	Received:	
26th April 2022			
Proposed Site Layout Traffic Calming	J1401/TRAFFICCALMING/FIG2		
Received: 26th April 2022			

Proposed Site Layout Tracking 26th April 2022	J1401/TRACKING/FIG3	Received:
Proposed Site Layout Tracking 26th April 2022	J1401/TRACKING/FIG4	Received:
Vehicle Restraint Risk Assessment April 2022	2022/S/1579	Received: 26th April 2022

REASON: For the avoidance of doubt as the proposal was the subject of agreed design improvements and/or amendments and to clarify which plans are relevant to the consent hereby approved.

3. The development hereby permitted shall only be carried out in conformity with the proposed ground and building slab levels shown on the approved plan(s).

REASON: To protect the appearance of the locality and in the interests of the amenities of local residents.

4. No dwelling shall be occupied until all fences and walls shown in the approved details to bound its plot, have been erected in conformity with the approved details.

The Local Highway Authority require the 1.1m high railing provided at Plots 1, 2, 5, 6, 7, 8, 9, 10, 22 and 23 is reduced in height to 0.9m to maintain suitable visibility splays.

Other fences and walls shown in the approved details shall have been erected in conformity with the approved details prior to substantial completion of the development.

REASON: To ensure a visually satisfactory form of development and to provide reasonable standards of privacy to residents.

5. Prior to the occupation of any of the dwellings hereby approved full details of the Management Company to deal with the future management and maintenance of the site shall be submitted to and approved in writing by the Local Planning Authority. The site shall thereafter be managed by the approved Management Company.

REASON: To ensure the satisfactory management of the communal landscape areas, the footpath link between Plots 92-99; the footpath link to Hollin Hall Drive and areas of play space

6. 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.

7. 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.

8. Prior to the above ground construction of any of the dwellings hereby approved full details of the electric motor vehicle charging points to be provided within the development shall be submitted to and approved in writing by the Local Planning Authority. At least one charging point per dwelling shall be provided. Charge points must have a minimum power rating output of 7kW, be fitted with a universal socket that can charge all types of electric vehicle currently. Thereafter the charging point at each dwelling shall be installed in accordance with the approved details and made available for use prior to the occupation of the dwelling to which the charging point is associated.

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

9. Prior to the occupation of any of the dwellings hereby approved the car parking areas shall have been surfaced or paved in accordance with the approved plans 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 timely provision and effective use of the parking areas.

10. No development shall not 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: To ensure that the estate streets serving the development are maintained to an acceptable standard in the interest of residential / highway safety

11. 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.

12. Nothing shall be erected, retained, planted and / or allowed to grow at or above a height of 0.6 metres located in the front gardens of Plots 104 and 32 which would obstruct the visibility splays provided on DTPC drawing number J1401/SIGHTLINE/Fig1. The visibility splays shall be maintained free of obstruction at all times thereafter for the lifetime of the development.

REASON: To ensure adequate inter-visibility between highway users at the street junction or site access, in the interests of highway safety.

13. The development hereby permitted shall not be occupied until such time as the parking and turning facilities have been implemented in accordance with DTPC drawing number J1401/ TRAFFIC CALMING/ Fig 2. 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).

14. Prior to the above ground construction of any of the dwellings hereby approved a cycle storage plan for the residential units shall be submitted to and approved in writing by the Local Planning Authority. These cycle facilities shall thereafter be provided in accordance with the approved details prior to the occupation of the dwelling(s) to which they are associated, kept free of obstruction and available for the parking of bicycles only at all times.

REASON: To allow for the effective use of the parking areas and to promote sustainable transport as a travel option, encourage healthy communities and reduce carbon emissions.

15. Prior to the above ground construction of any of the dwellings hereby approved full details of the colour, form and texture of all hard landscaping (ground surfacing materials) (notwithstanding any such detail shown on previously submitted plans and specification) shall have been submitted to and approved in writing by the Local Planning Authority. All works shall be undertaken strictly in accordance with the details as approved and shall be completed in all respects before the final completion of the development and thereafter retained.

REASON: To ensure a satisfactory form of development in the interest of the visual amenity of the area.

16. All hard and soft landscape works shall be carried out in accordance with the approved details within the first planting and seeding seasons following the occupation of any buildings or the completion of the development, whichever is the sooner, and any trees or plants which within a period of 10 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

To ensure the visibility splays are not obstructed at Plots 104 and 32 nothing shall be planted above 0.6m within the garden of these two plots to be maintained in perpetuity.

REASON: To ensure that a satisfactory landscaping scheme for the development is carried out to mitigate the impact of the development and secure a high-quality design.

17. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) (Schedule 2, Part 1, Classes A, B, C, D, E) or any subsequent re-enactment thereof no extension to the dwelling(s), porch, garden shed, greenhouse, garage or car port shall be erected nor any hardstanding area extended other than those expressly authorised by this permission on the following plots:

1, 2, 4-11 (inclusive), 15-21 (inclusive), 22-27 (inclusive), 32-103 (inclusive), 105, 106, 109-111 (inclusive), 116-121 (inclusive), 123

REASON: In the interests of neighbour amenity.

18. Notwithstanding the submitted plans prior to the above ground construction of any of the dwellings hereby approved a scheme for the provision of public open space and play areas within the site, including the trim trail, shall have been submitted to and approved in writing by the Local Planning Authority. The scheme to be submitted to include full details of all play and other equipment to be provided along with a timetable for implementation. The public open space shall thereafter be implemented in accordance with the approved plans and approved timetable.

REASON: To ensure adequate provision for public open space and play areas within the development

19. The central equipped play space and public open space shall be implemented and made available for use in accordance with the approved details prior to the occupation of the following plots: 21/ 59/ 60/ 61/ 62/ 63/ 64/ 11/112/113/ 122.

REASON: In the interests of neighbour amenity and to ensure the future purchasers are aware of the location of the play area in advance of occupation

20. The trim trail and associated public open space be implemented and made available for use in accordance with the approved details prior to the occupation of the following plots: 34-48 (inclusive).

REASON: In the interests of neighbour amenity and to ensure the future purchasers are aware of the location of the play area in advance of occupation

21. Prior to the completion of the footpath link to Hollin Hall Drive bollards shall be erected and a section of the existing hedge shall be removed to enable pedestrian access.

REASON: The footpath links the development site to the wider area and will enable connectivity through the site however bollards are required to avoid unauthorised access by vehicles.

22. Prior to any above ground construction of the dwellings hereby approved full details of the retaining walls shall be submitted to and approved in writing by the Local Planning Authority. Thereafter the retaining walls shall be constructed in accordance with the approved details.

REASON: In the interests of the visual amenities of the area to ensure that the design of the retaining wall structures does not adversely impact on the character of the development.

INFORMATIVES:

PLEASE NOTE: It should be ensured that the proposal is provided with suitable provision Of Fire Fighting water. Any provisions should comply with National Guidance, details of which can be found: <http://www.water.org.uk/publications/water-industry-guidance/%E2%80%A8nationalguidance-document-provision-water-fire-fighting-3rd>

PLEASE NOTE: ACCESS - DOCUMENT B, PART B5: It should be ensured that the scheme fully meets all the requirements of Building Regulations Approved Document B, Part B5 'Access and facilities for the Fire Service'.

PLEASE NOTE:

Landscaping

- Any landscaping should be at least 3 metres away from a Public right of way that is either within the proposed development site or in the vicinity – this is to prevent encroachment of roots onto or through a Right of Way surface, overhanging branches or foliage that could cause a health and safety risk to users of the Right of Way or cause an obstruction.

Ground level/drainage

- Any changes in ground level should ensure that any Public Rights of Way in the vicinity of the development site are not subject to water surface run off creating the potential for flooding of the Right of Way concerned.
- Drainage within the proposed development should be adequate enough to prevent surface water being drained onto or near a Public Right of Way to prevent potential flooding of a Public Bridleway or footpath

Temporary closure/diversion

- If work relating to the proposed development is likely to cause a health and safety risk to users of Public Rights of Way in the vicinity of the site a temporary closure will need to be in place prior to work commencing.
- Planning permission does not provide the applicant with the legal right of obstruct a Public Right of Way and should not be used to store materials, machinery or vehicles – if an obstruction is identified without a certified Diversion the applicant would be liable to enforcement proceedings.

PLEASE NOTE: The grant of planning permission will require the applicant to enter into an appropriate legal agreement (Section 38), with Lancashire County Council as Highway Authority prior to the start of any development. The applicant should be advised to contact the county council for further information by telephoning the Development Support Section on 0300 123 6780 or email developeras@lancashire.gov.uk, in the first instance to ascertain the details of such an agreement and the information to be provided, quoting the location, district and relevant planning application reference number

PLEASE NOTE: The Lead Local Flood Authority strongly advises the applicant to include an allowance for urban creep within the design of the development so as to best plan for future of the development without causing flooding onsite or elsewhere.

The Lead Local Flood Authority expects the applicant to adequately assess the condition, capacity and discharge point of the intended surface water sewer on Tarn Yard Lane which leads to the culverted watercourse south of Blackburn Road, as outlined in the LLFA's comments on planning application 3/2016/1082, in order to prevent flooding both onsite and elsewhere.

(Paul Walton spoke in favour of the above application)

Councillors J Rogerson and B Holden returned to the meeting.

30 TPO - HIGH BEECH HOUSE, 8A CROWTREES BROW, CHATBURN

The Director of Economic Development and Planning submitted a report asking committee to consider whether the High Beech House, 8A Crowtrees Brow, Chatburn Tree Preservation Order 2022 should be confirmed.

The report outlined the background to the making of the Temporary Order and the evaluations that had taken place to protect T1 and T2. Following a survey by an arborist T1 had been found to have significant defects and a Tree Work application had been submitted for the felling of the tree. However, as it was covered by a TPO, the Council had been able to condition replacement planting. T2 was considered to be an important feature within the village and of visual amenity value.

Members considered the request taking into account the comments made by the public participant earlier in the meeting.

RESOLVED THAT COMMITTEE:

Do not confirm the High Beech House, 8A Crow Trees Brow, Chatburn TPO 2022 on T2.

31 APPEALS (IF ANY)

3/2021/1022 – conversion of and single storey extension to agricultural barn to form one dwelling and erection of a detached garage at Loft Shay Farm, Clitheroe Road, Ribchester, PR3 2YQ – appeal dismissed.

Enforcement appeal – erection of an open sided timber shelter with timber decking floor attached to the eastern elevation of an existing barn at Bolton Peel Farm, Bolton-by-Bowland Road, Bolton-by-Bowland – appeal dismissed and enforcement upheld.

3/2021/0899 – proposed two-storey extension to rear and single storey extension to side at 12 Beech Drive, Whalley, BB7 9RA – appeal dismissed.

3/2021/0928 – proposed creation of a car port to the rear of the property at The Old Police Station, 13 Accrington Road, Whalley, BB& 9TD – appeal dismissed

32 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

33 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.

Minutes of Community Services

Meeting Date: Tuesday, 24 May 2022, starting at 6.30 pm
Present: Councillor R Newmark (Chair)

Councillors:

S Atkinson	G Mirfin
D Birtwhistle	S O'Rourke
S Brunskill	S Rainford
S Carefoot	M Robinson
R Elms	J Schumann
S Fletcher	G Scott
A Humpheys	

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

34 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillor J Alcock.

35 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9 March 2022 were approved as a correct record and signed by the Chairman.

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

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

37 PUBLIC PARTICIPATION

There was no public participation.

38 APPOINTMENT TO WORKING GROUPS

The Chief Executive submitted a report asking committee to consider the reappointment of the working groups under the remit of this committee and their membership.

The two active working groups under the remit of this committee were for grants and car parking.

RESOLVED THAT COMMITTEE

Approve the following working groups and their membership for the 2022/23 municipal year

Grants – Councillors R Newmark, S Atkinson, J Alcock and S Fletcher
Car Parking – Councillors R Newmark, S Atkinson, G Mirfin and S O'Rourke

CAR PARKING

The Director of Community Services submitted a report seeking members' views on the changes to the car park ticket machines and informing committee of the current position of electric charging points.

He informed committee that investigations into funding opportunities were ongoing for electric charging points and a visit from the Energy Savings Trust had been arranged. The results of this would be reported to the car park working group.

He also informed committee that all the current machines can carry out all payment options with the addition of Apple Pay and Google Pay, however because of the rural location and lack of good mobile phone signal the machines at Dunsop Bridge and Slaidburn would remain as cash only. Investigations were ongoing with telecommunications contractors to try and find a way to enable the two particular car parks with the full suite of pay options.

Members discussed Apps that made paying for parking easier and signage to make the user aware that it was available. The question of a 'sports pass' to be made available for users of recreational facilities was also raised and would be considered again by the car park working group.

RESOLVED THAT COMMITTEE

1. Refer the results of the investigations from both the electric charging points and the parking machines to the car park working group for consideration, and
2. Delegate to the Director of Community Services, in consultation with the car park working group, decisions on the final specifications for the renewed infrastructure.

ARTS DEVELOPMENT AND RIBBLE VALLEY IN BLOOM GRANTS

The Director of Community Services submitted a report presenting the further recommendations of the working group in relation to the allocation of grants under the Recreation/Culture/Arts Development scheme. It also outlined the grants made under the Ribble Valley in Bloom scheme.

Members were reminded that some applications had required further evidence before they could be properly considered. That information had now been received and the working group had been consulted on this along with several new applications.

The working group had also considered the applications made under the Ribble Valley In Bloom scheme and agreed the recommendations made.

RESOLVED THAT COMMITTEE:

1. Endorse the recommendations of the working group outlined in the appendix for the Arts Development grants, and
2. Approve the grants as outlined made under the Ribble Valley in Bloom scheme.

CLITHEROE FOOD FESTIVAL

The Director of Community Services submitted a report updating committee on the preparations for this year's event.

Preparations were progressing well, and although some of the businesses that had attended previously were no longer trading, over 75% of the stalls had been booked. He reminded members that the number of non-food stalls had been capped to three in previous years but that given the Council's concern about/commitment to sustainability issues in our natural environment it was proposed to increase the number to ten in include stalls that supported environmental/sustainability themes.

He also informed committee that the costs of the festival would be higher than in previous years with the infrastructure, transport and staffing all seeing significant price rises. The income from the stalls does not cover the cost of staging the event that is free to attend.

Members discussed possible sponsorship and advertising of the event.

RESOLVED THAT COMMITTEE:

Agree to raise the number of non-food stalls from three to ten for the 2022 event.

42

CAPITAL OUTTURN 2021/22

The Director of Resources submitted a report reviewing the final outturn of the 2021/22 capital programme for this committee and seeking member approval for the slippage of some capital scheme budgets for the 2021/22 financial year to the 2022/23 financial year.

Actual expenditure on this committee's capital expenditure was £430,510 which was 72.8% of the revised estimate budget.

Seven of the twelve capital programme schemes were completed in-year and overall expenditure on these schemes was contained within the revised estimate budget approved in February 2022.

Slippage of £153,240 into 2022/23 was requested to fund completion of the five schemes not completed in 2021/22.

Members discussed the frameworks used for letting contracts and the need to keep communities informed of the timeframe of capital projects coming to fruition.

RESOLVED THAT COMMITTEE:

Approve the slippage of the following budgets into the 2022/23 capital programme

- Play Area Improvements 2021/22 - £80,600
- Play Area Improvements 2020/21 - £40,000
- Clitheroe Town Centre Car Park Scheme - £15,000
- Refurbishment of Bowling Green Café, Castle Grounds - £2,150
- Edisford Playing Pitches Drainage Works - £15,490

43

LONGRIDGE INVESTMENT PROJECTS

The Director of Community Services submitted a report for information updating members on several capital projects the Council was investing in to provide better facilities for Longridge residents.

These included Longridge Cricket Club, the Sports Club at the High School, Kestor Lane play area and access road and Mardale football pitches.

Further investment in the sport and leisure provision would take place as more S106 monies became available from the housing sites in Longridge.

44 LONGRIDGE PUMP TRACK

The Director of Community Services submitted a report for information updating members on the progress of this community project.

They were now a constituted group and were looking to investigate potential funding options before submitting the scheme for planning permission.

Committee were mindful that this was a scheme worth supporting in Longridge.

45 DRS, EPR AND COLLECTION CONSISTENCY CONSULTATION

The Director of Community Services submitted a report for information providing members with an update on Deposit Return Scheme, Extended Producer Responsibility and Collection Consistency consultations.

EPR places the cost of managing products once they reach end-of-life on to producers. The government dropped plans to make producers responsible for the cost of business waste until at least 2026/27 when a review will take place, and England and Northern Ireland will not make producers responsible for litter 'on the ground'. Implementation of EPR would also be delayed from 2023 to 2024 and glass would be excluded from the scope of the DRS scheme in England and Northern Ireland.

Responses to the consultation on consistent collections in England were yet to be published with a delay of the 2023 date likely. The EPR system would inform councils how much money they would receive, while consistency would tell them how to proceed.

46 GENERAL REPORT OF DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a report for information on a variety of issues including the proposed town centre car park, refuse, town wells and tourism being transferred from the remit of Community Services to Economic Development. He also informed committee that litter bins were to have a sticker attached with a unique reference number for ease of reporting any issues.

47 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

48 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.28 pm

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

Minutes of Sub-Committee of the Licensing Committee

Meeting Date: Monday, 6 June 2022, starting at 10.05 am
Present: Councillor S Hore (Chair)

Councillors:

S O'Rourke

J Alcock

In attendance: 2 Part-Time Licensing Officers, Taxi Enforcement Officer, and Administration Assistance (Licensing).

- 49 WELCOME
- 50 APOLOGIES AND RE-CONSTITUTION OF THE COMMITTEE MEMBERSHIP
- 51 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS
- 52 VARIATION OF PREMISES LICENCE - SPREAD EAGLE, MELLOR

The Sub-Committee met to consider the application of Greene King Brewing & Retailing Ltd for variation of the premises licence under Section 34 of the Licensing Act 2003 in respect of the Spread Eagle Hotel, Mellor Lane, Mellor BB2 7EG ("the premises").

The Sub-Committee considered the contents of the report of the Head of Legal and Democratic Services and its appendices.

The report under Appendix B advised the sub-committee that the applicant had originally sought variation of opening hours and the sale of alcohol from 8am daily.

Mr Bradbury (the Business Development Manager of the applicant) made verbal representations to the Sub-Committee on behalf of the applicant and responded to points and questions put by the sub-committee. Mr Bradbury confirmed that the application had been amended from opening at 8am daily to opening from 9.30am on Saturdays and Sundays only. He confirmed of the intent to offer a premium brunch experience with the option to purchase suitable accompanying alcoholic beverages.

It was noted that the applicant had also submitted a planning application for an outdoor terrace and although the change of opening hours would include the outdoor space the planning application was otherwise separate and unrelated to the licencing decision. If planning permission were granted, Mr Bradbury confirmed that any necessary licensing applications would be submitted.

Representations were also made by way of objection in emails detailed in the report. The Council's solicitor confirmed that 2 of the objections had been withdrawn, following amendment of the application. The details of the one remaining objection were read and put to Mr Bradbury who advised that the applicant was sensitive to the views of local residents.

The Licensing Sub-Committee carefully considered the representations made by all parties, both written and verbal, together with the Licensing Act 2003 and relevant guidance, the relevant regulations and the Council's Statement of Licensing Policy.

The Notice of Determination can be viewed at the following link:
[Spread Eagle Notice of Determination.pdf \(ribblevalley.gov.uk\)](#)

RESOLVED:

The Sub-Committee resolved to grant the amended application requesting opening and sale of alcohol from 9.30 am on Saturdays and Sundays only.

53 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 that press and public be now excluded from the meeting.

54 LICENCE HEARING - TAXI (PERSON 1)

The Sub-committee received a report from the Head of Legal and Democratic Services informing them of an application for a private hire driver's licence and requesting that the Sub-committee determine whether the applicant was a fit and proper person to hold such a licence.

The applicant attended the hearing and made submissions and responded to questions by the Sub-committee.

The applicant currently held a Hackney Carriage driver's licence with another local authority.

The applicant gave permission for the Council to contact that authority to establish whether there were any areas of concern, before reaching a final decision on the application.

RESOLVED:

That a decision on the application by the Sub-committee would be reached following receipt of information from the other authority and any related representations.

55 LICENCE HEARING - TAXI (PERSON 2)

The Sub-Committee received a report from the Head of Legal and Democratic Services requesting that they determine whether an existing private hire driver remained a fit and proper person to hold a private hire driver's licence, due to the number of penalty points accumulated on the driver's DVLA licence exceeding 6, being the number which could be accepted under the Council's Policy and Guidelines on Relevant Convictions without reference to the Sub-committee.

The Council's solicitor noted that the driver reported that he had only received odd numbered pages of the agenda. The driver was provided with a full hard copy agenda on arrival and then confirmed to the Sub-Committee that he wished to proceed with the hearing notwithstanding advice from his solicitor to request an adjournment, and that he did not wish to be legally represented.

The driver attended the hearing and made submissions and responded to questions by the Sub-committee.

The Licensing Sub-Committee took account of all the submissions and the Council's convictions policy. Based on the number of convictions and resulting points the Sub-

Committee determined that there were no reasons to depart from the Council's policy and that the driver was not a fit and proper person to hold a licence.

RESOLVED:

That the driver's licence be revoked.

The meeting closed at 11.05 am

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait Rebecca.Tait@ribblevalley.gov.uk.

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Minutes of Emergency

Meeting Date: Monday, 6 June 2022, starting at 12.00 pm
Present: Councillor S Atkinson

Councillors:

S Hore

S Fletcher

L Edge

In attendance: Director of Community Services, Director of Economic Development and Planning, Director of Resources, Chief Executive and Head of Legal and Democratic Services

Also in attendance: Councillor G Mirfin

56 APOLOGIES FOR ABSENCE

There were no apologies for absence.

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

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

58 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

59 UK SHARED PROSPERITY FUND

The Director of Economic Development and Planning submitted a report updating members on the UK Shared Prosperity Fund which was launched by the Department for Levelling Up, Housing and Communities on 13 April 2022. The conditional allocation was £1,967,754 over a three-year funding period.

She informed committee that there were three investment priorities – Communities and Place, Supporting Local Business and People and Skills. To assess the allocation, measurable outcomes that reflected local needs and opportunities would need to be set out. There was also a requirement to work with local and regional stakeholders, civil society organisations, employer bodies responsible for identifying local skills plans, and businesses or business representative groups to achieve Fund outcomes in their areas.

The investment plan would need approval from the UK government following which the local authority would be responsible for its delivery. The DLUHC would make £20,000 available per lead authority to undertake initial preparatory work for submission of the plan in the summer.

The Director of Economic Development and Planning outlined the interventions that could be targeted based upon the nature of the Valley and previous work done in respect of identifying possible improvements. She also set out a suggested list of groups/people who could be involved to work with in the Partnership Group.

Members discussed the various aspects of the Fund, including frameworks, deliverability, priorities for Ribble Valley, possible schemes that could be supported and match funding for specific projects.

Councillor G Mirfin was given permission to speak on this item. He declared he was a Director on Lancashire County Developments.

RESOLVED THAT COMMITTEE:

1. Agree to targeting the interventions as listed in the report for use of the UK Shared prosperity Fund to deliver local projects including capital schemes;
2. Agree to the partnership groups attendees as outlined in the report, and
3. Instruct officers to appoint consultants to undertake the initial work and engagement work in preparation of the Investment Plan.

The meeting closed at 12.43 pm

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

Minutes of Personnel

Meeting Date: Wednesday, 8 June 2022, starting at 6.30 pm
Present: Councillor S Bibby (Chair)

Councillors:

S Atkinson	D Peat
R Bennett	S Rainford
A Humphreys	J Schumann
D O'Rourke	G Hibbert

In attendance: Head of Human Resources, Director of Resources and Health and Safety Advisor.

60 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillor R Thompson.

61 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 16 March 2022 were approved as a correct record and signed by the Chairman.

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

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

63 PUBLIC PARTICIPATION

There was no public participation.

64 APPOINTMENT TO WORKING GROUPS 2022/23

The Chief Executive submitted a report asking committee to consider the reappointment of the HR working group under the remit of this committee and decide upon the membership.

RESOLVED THAT COMMITTEE:

Approve the following working group and the membership for the 2022/23 municipal year

HR Working Group - Councillors S Bibby, D Peat, S Atkinson, A Humphreys, D O'Rourke, R Thompson.

65 EMPLOYEE ASSIST PROGRAMME

The Director of Resources submitted a report to Committee asking members to invest in an Employee Assistance Programme (EAP) for the Council.

The report explained that at the meeting of Committee on 17 March 2021 it was agreed that the 3 HR priorities for the Council for the next twelve months were:

- Recruitment and Retention;

- Health and Wellbeing;
- Training and Development;

It was intended that the Employee Assistance Programme (EAP) would help employees deal with personal problems that might adversely impact their work performance, health and wellbeing. An EAP generally would include assessment, short-term counselling and referral services for employees, paid for by the employer.

RESOLVED THAT COMMITTEE:

That members approve the purchase of an Employee Assistance Programme from People Asset Management.

66

ANNUAL HEALTH AND SAFETY UPDATE

The Director of Resources presented a report that reviewed the Council's management of Health, Safety and Welfare over the period April 2021 to March 2022.

The report noted that all Heads of Service had successfully completed the Institution of Occupational Safety and Health's 'Managing Safely' training course and that this had provided an understanding of safety and health responsibilities in the Council.

Members were reminded that the Council's Health and Safety Policy had been reviewed and updated in line with changes to legislation and guidance and that the Council's Health and Safety Advisor had continued to provide information, advice, training and guidance to all sections of the Council.

The report noted that during the 2021-2022 period there had been 73 accidents, 19 of which involved staff, 47 at the pool and 7 involving a member of the public. In addition there had been 3 RIDDOR reportable accidents to staff.

A rise in the number of accidents this year compared to 2020/21 was reported. Slips, trips and falls had increased at the pool, and amongst staff, following the reopening of premises after the pandemic, and this would be monitored closely to identify any underlying causes for the increase.

The Council's Healthy and Safety Advisor attended and explained the key points in the report and answered questions from Councillors.

67

MINUTES OF WORKING GROUPS

There were no minutes from working groups.

68

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

69

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.

GENERAL STAFFING UPDATE

The Director of Resources submitted a report informing members of general staffing matters since the last committee meeting. The report included information on appointments and resignations, internal movements, establishment changes, training and retirements.

The report noted that fifteen new staff had been appointed between 17 March 2022 and 15 May 2022 and that there had been four leavers, including one death in service, in the same period.

RESOLVED THAT COMMITTEE:

1. Note and approve the decisions taken by CMT and the Chairman as outlined in the report, and
2. Write letters of thanks to the staff who have left the Council, where appropriate.

REQUEST FOR HONORARIUM PAYMENT

The Director of Community Services submitted a report that Committee consider payment of an honorarium to a member of the Grounds Maintenance staff who had carried out extra duties arising from the vacant Head Gardener Post.

The factors to be considered when assessing the application were set out in the report. The report also noted that the Council's general terms and conditions of employment recognised that it was appropriate to recognise the contribution made by staff who cover the duties of another more senior post for more than 4 weeks.

It was estimated that the member of Grounds Maintenance staff had carried out 75% of the Head Gardener's duties therefore the report requested an honorarium of 75% of the difference in salary between the two posts totalling £691.98 gross payable.

RESOLVED THAT COMMITTEE:

Agree to an Honorarium payment as set out in the report.

REQUEST FOR FLEXIBLE RETIREMENT

The Chief Executive submitted a report for Committee to consider an application for flexible retirement from the Personal Assistant to the Chief Executive.

The report reminded Committee of the eligibility criteria under the Local Government Pension Scheme and detailed the Council's Early Retirement Policy.

The Chief Executive's recommendation was that the current post be changed to a part time job share post:

- i) 2½ days Monday, Tuesday and Wednesday am
- ii) 2½ days Wednesday pm, Thursday, Friday

The report noted that under flexible retirement there would be no pension strain cost on the council, and that agreeing to the request would have no impact on the service the member of staff provided and would provide some continuity when they retired fully in July 2025.

RESOLVED THAT COMMITTEE:

1. Approve the flexible retirement request with effect from 1 August 2022 subject to the successful appointment of a job share partner, and
2. Amend the establishment to make the Personal Assistant to the Chief Executive post job share with effect from the same date.

73

ANNUAL ABSENCE MANAGEMENT UPDATE

The Director of Resources submitted the Annual Absence Management Review for 2021/2022.

Members were reminded that the report is brought to the Committee on an annual basis and provides information and analysis on sickness during the year.

The report noted that the Council's Performance Plan has a target of 10 days absence per employee per year and that the Bradford Formula is used as a tool to identify staff whose level of absence is a cause for concern.

Members were reminded that the coronavirus (COVID-19) pandemic had affected the sickness absence data in many ways. Measures such as shielding, social distancing and increased homeworking would have had an impact on the overall levels of absence during the period. A Covid Working Group had been established to agree Covid risk assessments and had met on several occasions over the last two years. The Council had also taken a cautious and measured approach to lifting restrictions and returning to 'normal' and continued to encourage good hygiene.

The report provided a range of statistics and showed that:

- Overall absences had reduced significantly with the average number of days lost per employee reducing from 21.27 days on 2020/21 to 9.98 days in 2021/22.
- Non COVID-19 related absences amounted to 7.07 days lost per employee which represented a decrease from 11.66 days in 2020/21.
- Excluding COVID-19 related absences, long term absences accounted for 70% of the total days lost.
- Absence management remained a priority for the Council.

The meeting closed at 7.33 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait rebecca.tait@ribblevalley.gov.uk.

Minutes of Health and Housing

Meeting Date: Thursday, 9 June 2022, starting at 6.30 pm
Present: Councillor D Peat (Chair)

Councillors:

J Alcock	M Hindle
S Atkinson	G Mirfin
T Austin	D O'Rourke
I Brown	M Robinson
S Farmer	R Sherras
K Fletcher	

In attendance: Director of Economic Development and Planning, Senior Accountant and Strategic Housing Officer.

74 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors R Elms, J Hill and B Holden.

75 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 17 March 2022 were approved as a correct record and signed by the Chairman.

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

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

77 PUBLIC PARTICIPATION

There was no public participation.

78 APPOINTMENT TO WORKING GROUPS

The Chief Executive submitted a report asking committee to consider the reappointment of the working groups under the remit of this committee and decide upon the membership.

The question of whether the Dog Fouling Working Group would be continued was raised by a member of the committee.

RESOLVED THAT COMMITTEE:

Approve the following working groups and the membership for the 2022/23 municipal year

Strategic Housing Working Group - Councillors D Peat, M Hindle, A Brown, R Sherras, M Robinson.

Health & Wellbeing Partnership – Councillors D Peat, S Atkinson, S Farmer, T Austin, M Robinson, I Brown.

CAPITAL OUTTURN 2021/22

The Director of Resources submitted a report reviewing the final outturn of the 2021/22 capital programme for this committee and seeking member approval for the slippage of some capital scheme budgets from the 2021/22 financial year to the 2022/23 financial year.

Actual expenditure on this committee's 2021/22 capital programme was £391,039 which was 37.3% of the revised estimate budget.

Two of the four schemes in the revised capital programme were completed in-year. Slippage of £657,620 into 2022/23 was requested to fund expenditure in 2022/23 on the other two schemes.

In response to queries from members, committee were informed that the Disabled Facilities Grants processes were regularly reviewed to try and ensure they were as efficient as possible.

RESOLVED THAT COMMITTEE:

Approve the slippage of the following budgets into the 2022/23 capital programme:

1. Disabled Facilities Grants, £645,850.
2. Clitheroe Affordable Housing Scheme, £11,770.

HOMEWISE GRANT PAYMENT

The Director of Economic Development and Planning submitted a report requesting approval of the 2022/23 annual grant payment to Homewise.

Homewise, a Registered Charity, have been providing a service dedicated to improving homes and the quality of life of older and vulnerable people in the borough since 2014. They have helped people remain warm, safe and secure in their own homes, offering a handy person service, minor adaptations service and memory matters service assisting households with dementia and enabling them to remain in their own home as long as possible.

The report set out the requirements of Homewise as a Provider under the agreement and confirmed the monitoring information that will be provided quarterly to the Council.

RESOLVED THAT COMMITTEE:

Approve payment of the annual grant of £5,760 to Homewise to ensure continuation of the valuable service.

MINUTES OF WORKING GROUPS

There were no minutes from Working Groups.

HOMES FOR UKRAINIANS

The Director of Economic Development and Planning submitted a report informing Committee on the Homes for Ukraine initiative.

The report detailed the Government's scheme which provided an opportunity for UK residents to help support Ukraine refugees fleeing the conflict and move to the UK under a sponsorship arrangement.

The HFU scheme was launched in March 2022 and allowed sponsors to register to support someone known to them, or alternatively to register to support a family which would be matched with people seeking to leave the Ukraine. The report confirmed the scheme was uncapped in terms of numbers, and once sponsors and guests had met standard security checks the guests would be issued a visa enabling them to live and work in the UK for up to 3 years.

The report confirmed the Council's role in delivering the scheme which involved undertaking checks on sponsor accommodation and administering the £350 "Thank-you" payments to sponsors. The government had also provided funding to local authorities to help support the additional workloads generated by the scheme.

At the meeting it was confirmed that the current number of inspected properties in the Ribble Valley totalled 37, and of those 22 had received guests.

There was discussion around the barriers to guests such as transport due to rural locations, and communication issues due to language barriers. It was noted that guests themselves have been providing translation services, and sponsor's generosity has extended to helping guests with transportation as required. In addition, the Clitheroe Ukrainian Support Project has been established in the area to provide community-based support. They are operating a hub, pop up shop and have arranged all kinds of support from uniform grants to English lessons.

83

ASYLUM TRANSFORMATION

The Director of Economic Development and Planning submitted a report informing Committee on the Government's proposals for asylum dispersal.

The report noted that the Government had announced changes in the way that asylum dispersal would be managed. Moving away from individual authorities determining assistance in the dispersal of asylum seekers who have entered the country and moving to an approach where the number of asylum seekers to be accommodated in an area would be determined by regional agreements.

Members had previously agreed to support up to 5 families in properties within the Ribble Valley. The properties were acquired and operated by the Government's accommodation agents Serco.

The revised asylum dispersal model came into effect on 13 April 2022. The Home Office had started a process of consultation and engagement with local authorities to agree the local model for the region, which they expected to be in place by 15 July 2022.

The report explained the key principles set out by the Home Office to be considered as part of the consultation. The next step was the commencement of regional share workshops due to start on 6 June 2022.

The report indicated that the development of regional plans would be monitored, and Members informed as details emerged.

CLITHEROE MARKET IMPROVEMENTS

The Director of Economic Development and Planning submitted a report for Committee to consider the potential options that the Council has in undertaking improvements to the existing Clitheroe Market.

The report reminded members that in 2019 Committee considered options in revamping the existing market using the existing allocated capital fund of £175,000. The report detailed the options considered, and the improvements that had been actioned prior to the Covid-19 Pandemic and confirmed that £78,600 remained in the budget for improvements.

In March 2021 Committee resolved that Officers investigate options to replace the existing stalls with modern market cabins and consider options for improving the visual appearance of the bin storage area.

Following investigation and feedback from several companies and market traders, the report proposed that external advice was sought from a company that specialised in market improvements and developments, noting the benefits that this would provide.

Members were reminded that the Market Liaison Group had been re-established between officer and traders, and that the next meeting had been held earlier that day. The report noted the suggestions that had been put forward by a market trader following the previous meeting.

It was suggested that the market development should come under the remit of the Economic Development Committee.

RESOLVED THAT COMMITTEE:

Agree to:

1. Officers seeking quotes from companies who specialise in improving and developing markets, with a track record of successful outcomes, to establishing a strategic way forward for enhancing Clitheroe Market.
2. Authorise Officers to procure the services of the cheapest quote (or the one which is the most economically advantageous) up to a value of £20,000.

FOOD SERVICE PLAN

The Chief Executive submitted a report informing Committee of progress towards achieving the delivery of the Council's Food Safety Recovery Plan in line with the Food Standard's Agency's expectations.

The report noted that the FSA had acknowledged and taken into account the considerable impact on local authorities' resources during the pandemic and had issued guidance and advice in a Recovery Plan setting out its expectations of local authorities covering 2021-2024.

The report explained the general principles to be applied during this period and the Recovery Plan Expectations.

Committee were updated on the Ribble Valley Borough Council Recovery Plan and progress of Phase One and informed of the activities planned under Phase Two in line with the FSA's guidance.

Members were also updated on the Council's staffing resources in the food team and reminded that the service had experienced a prolonged period of reduced staffing levels due to difficulties recruiting to vacant posts.

86 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

87 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item 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.

88 GRANTS UPDATE

The Director of Economic Development and Planning submitted a report for information on recent approvals for two Disabled Facilities grants, eight Ribble Valley Adaptation grants, and one First Time Buyer Energy Efficiency Grant. No new landlord/tenant capital grants had been approved since the last committee report.

The meeting closed at 7.33 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait rebecca.tait@ribblevalley.gov.uk.

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Minutes of Sub-Committee of the Licensing Committee

Meeting Date: Tuesday, 14 June 2022, starting at 6.15 pm
Present: Councillor S Hore (Chair)

Councillors:

S O'Rourke J Alcock

In attendance: Solicitor

89 WELCOME

90 EXCLUSION OF PRESS AND PUBLIC

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 that press and public be now excluded from the meeting.

91 RECONVENING OF SUB-COMMITTEE - LICENCE HEARING OF TAXI 6 JUNE 2022

The Sub-committee reconvened for deliberation on 14 June 2022 with regard to an application for a private hire driver's licence which had been considered initially on 6 June 2022.

It had been resolved on 6 June 2022 that a decision on the application by the Sub-committee would be reached following receipt of information from another authority and any related representations.

The applicant had given permission for the Council to contact the other authority to establish whether there were any areas of concern, before reaching a final decision on the application.

The Sub-committee took into account all of the submissions, both written and verbal, the references received since the earlier hearing, the provisions of the Local Government (Miscellaneous Provisions) Act 1976, the Council's Statement of Policy and Guidelines on Relevant Convictions ("the Policy"), the Council's Policy for the Licensing of: Hackney Carriage Drivers and Vehicles Private Hire Operators, Drivers and Vehicles, the application form and the enhanced DBS certificate.

The Sub-committee determined that, on balance and taking all matters into consideration, the driver's application under section 51 of the Local Government (Miscellaneous Provisions) Act 1976 should be refused as they were not satisfied that the applicant was a fit and proper person to hold to hold a private hire driver's licence.

The meeting closed at 6.25 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait Rebecca.Tait@ribblevalley.gov.uk.

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Minutes of Licensing

Meeting Date: Tuesday, 14 June 2022, starting at 6.30 pm
Present: Councillor S Brunskill (Chair)

Councillors:

J Alcock	D O'Rourke
S Farmer	S O'Rourke
G Hibbert	J Rogerson
S Hore	G Scott
A Humpheys	R Walsh
R Newmark	

In attendance: Head of Legal and Democratic Services and Solicitor

92 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors R Bennett, I Brown and S Rainford.

93 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 12 April 2022 were approved as a correct record and signed by the Chairman.

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

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

95 PUBLIC PARTICIPATION

There was no public participation.

96 DRINKS SPIKING AND LICENSED PREMISES

The Chief Executive submitted a report informing Committee about a letter circulated to local authorities by the Home Office regarding the spiking of drinks and advising Committee of the steps taken by the Council regarding this issue.

Members were reminded of numerous reports in the press and media regarding an apparent increase in the spiking of drinks in late 2021.

The report included an open letter sent on 1 April 2022 by the Minister of State for Crime, Policing and Probation which was circulated to local authority licencing committees.

The report explained the offences and their maximum penalties in relation to drinks spiking, and the reclassification of a drug being used to spike drinks and its consequential change in maximum sentencing and imprisonment.

The Council had distributed documents prepared by Lancashire Constabulary and a local security company providing information and guidance for premises to licenced premises and at relevant meetings.

Information and advice for residents in relation to this issue had also been posted on the Council's website on 16 December 2021.

There had been reports of drink spiking in the Ribble Valley but no patterns or repeat premises had been identified.

Committee discussed potential ways in which members of the public could protect themselves in respect of this issue.

97 MINUTES OF ESAG MEETING

Committee received the minutes of the Ribble Valley Event Safety Advisory Group held on 12 May 2022.

98 LICENSING SUB-COMMITTEE TRAINING FOR MEMBERS

Members were provided training with an overview of the Licensing Act 2003.

99 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

100 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 6.37 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait rebecca.tait@ribblevalley.gov.uk.

Minutes of Economic Development

Meeting Date: Thursday, 16 June 2022, starting at 6.30 pm
Present: Councillor L Edge (Chair)

Councillors:

D Berryman	S Fletcher
S Bibby	J Hill
D Birtwhistle	M Hindle
B Buller	S Hore
J Clark	G Mirfin
R Elms	R Thompson
S Farmer	R Walsh

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

101 APOLOGIES FOR ABSENCE

There were no apologies for absence.

102 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 24 March 2022 were approved as a correct record and signed by the Chairman.

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

Councillor L Edge declared a non registrable interest in Agenda Item 9 – Land at A59.

104 PUBLIC PARTICIPATION

There was no public participation.

105 CAPITAL OUTTURN 2021/22

The Director of Resources submitted a report seeking member approval for the slippage of a capital scheme budget from the 2021/22 financial year to the 2022/23 financial year.

Actual expenditure on this Committee's capital programme was £7,950, which was 15.9% of the revised estimate budget.

One of the two schemes in the revised capital programme were completed in-year.

Slippage of £3000 was requested to fund expenditure on that scheme in 2022/23.

RESOLVED THAT COMMITTEE:

Approve the slippage of £3,000 budget into the 2022/23 capital programme for the Economic Development Initiatives scheme.

TOURISM UPDATE

The Director of Economic Development and Planning submitted a report to inform Committee of general progress on tourism activity, including measures taken to support the visitor economy following the pandemic, and the priorities as we continue through to recovery.

The report explained that Officers had worked closely with the Ribble Valley Tourism Association to launch a 'Response and Recovery Plan', following the suspension of the previously reported 'Destination Management Plan' due to the pandemic.

The 'Response and Recovery Plan' aimed to support tourism, through effective communication and forward-thinking marketing initiatives.

The report included predictions, campaigns, events, and areas of focus set out in the plan. It was noted that The Tourism Gathering had been successful and had attracted more than one hundred participants from local tourism and hospitality businesses.

Committee were asked to note that the main issue was the way in which the Council continued to respond to the pandemic and other economic and environmental influences. The Council's strategy was evolving with the changing circumstances and was reflected in the 'Response and Recovery Plan', noting that in the near future a more comprehensive tourism strategy would be developed.

Members agreed that they would welcome further detail on The Council's Tourism Strategy in support of this topic.

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

EXCLUSION OF PRESS AND PUBLIC

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

LAND AT A59

Councillor S Farmer took over the remit of Chair for this item.
Councillor Edge took no part in the debate or vote.

The Director of Economic Development and Planning submitted a report updating Committee on the Development Appraisal work for the land along the A59 in Clitheroe.

Members were reminded that, following an approach from Taylor Weaver Ltd with an offer to the Council to purchase land along the A59, in March 2021 Committee resolved to:

1. Agree to the appointment of consultants to undertake a Development Appraisal of the land;
2. Agree a total budget of up to £20,000 for the Development Appraisal to be sourced from the Economic Development Initiatives budget.

In September 2021, Committee agreed to increase the budget to £30,000 due to the challenge in procuring consultants to undertake the work within the previously agreed budget.

The report included the intended considerations of the Appraisal and the requirements of The Council as the client.

It was noted that there were high infrastructure costs due to various constraints on the site including access and physical characteristics. The report explained that two options had therefore been considered in respect of the site development, and a viability appraisal of both options had been undertaken.

The resulting Land Appraisal was contained within the report and Officers updated Committee of their considerations in respect of the Appraisal, recommending that the Council not pursue with the consideration of purchasing the land.

Officers answered a number of questions from Members, who discussed the appraisal and noted that it would be a useful source of information going forward when considering other land.

Members requested some further data behind the high-level numbers that supported the appraisal to gain further understanding.

RESOLVED THAT COMMITTEE:

Agree that Officers inform Taylor Weaver Ltd that the Council will not be pursuing with the consideration of purchasing this land.

The meeting closed at 7.13 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 Policy and Finance

Meeting Date: Tuesday, 21 June 2022, starting at 6.30 pm
Present: Councillor S Atkinson (Chair)

Councillors:

D Berryman	G Hibbert
S Bibby	J Hill
A Brown	M Hindle
L Edge	S Hore
S Fletcher	R Newmark
M French	D Peat

In attendance: Chief Executive, Director of Resources, Director of Community Services, Director of Economic Development and Planning and Head of Revenues and Benefits and Audit Manager

110 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors K Horkin and R Thompson.

111 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AND OF EMERGENCY COMMITTEE MEETINGS ON 8 MARCH 2022, 5 MAY 2022 AND 6 JUNE 2022

The minutes of the last meeting held on 29 March 2022 and of the Emergency committee meetings held on 8 March, 5 May and 6 June 2022 were approved as a correct record and signed by the Chairman.

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

Councillor S Fletcher declared an other registrable interest in Agenda Item 22 – Citizen’s Advice Bureau – request for financial assistance.

113 PUBLIC PARTICIPATION

There was no public participation.

114 APPOINTMENT TO WORKING GROUPS

The Chief Executive submitted a report to consider the appointment of members to any working groups under the remit of this committee for the municipal year 2022/23.

RESOLVED THAT COMMITTEE:

Approve the continuance of the following working groups and their membership under the remit of this committee –

Voluntary Organisation Grants – Councillors S Atkinson, R Newmark, A Brown and S Fletcher

Budget Working Group – Councillors S Atkinson, S Hore, R Newmark, D Peat, A Brown, J Rogerson, J Hill and S Fletcher

Longridge Assets – Councillors R Thompson, J Clark, J Rogerson, S Hore, S Rainford and S Fletcher

Climate Change – Councillors D Berryman, J Clark, S Bibby, S Atkinson, J Hill, S Fletcher and R Thompson

115

COVID 19 ADDITIONAL RELIEF (CARF) UPDATE

The Director of Resources submitted a report updating committee on the Covid 19 Additional Relief Fund (CARF) that was announced by the Chancellor on 21 December 2021. A decision on next steps regarding granting relief to eligible applicants was required as well as what to do with the remaining funding.

The Government had issued guidance to local authorities detailing how the scheme should operate and how much each authority had been allocated. The allocation for Ribble Valley Borough Council was £1,239,191.

Members were reminded that they had agreed to open an initial application window for eligible businesses to apply which had closed on 28 February 2022. 33 applications had been received of which 5 had been rejected as they had already received full Small Business Rates Relief or the Expanded Retail Discount. Relief was awarded totalling £161,043.68

A second application window had been opened and all potentially eligible businesses invited to apply. A further 17 applications had been received, three of which had been rejected as they had already received full Small Business Rate Relief or was a duplicate application.

The Director of Resources suggested that each of the applicants should be awarded relief at an initial rate of 50% of the net rates payable for 2021/22 which would result in a total of £42,670.39 of CARF being granted. A third application window could then be opened with the view to bringing a final report to committee on 13 September to determine how to allocate the balance of the funding. Any funding that was not granted by 30 September 2022 would be returned to Central Government.

RESOLVED THAT COMMITTEE:

1. Agree to award CARF at the initial rate of 50% of the net rates payable for 2021/22 to the eligible applicants detailed in the report, and
2. Agree to open another application round.

116

CAPITAL OUTTURN 2021/22

The Director of Resources submitted a report on the capital programme outturn for this committee and to seek member approval for the slippage of some budget on one capital programme scheme from the 2021/22 financial year to the 2022/23 financial year.

She reported that four of the five schemes in the revised capital programme had been completed in-year with actual expenditure of £63,822 which was 90% Of the revised estimate budget. One scheme had not been completed and slippage of £7,020 had been requested to fund expenditure on that scheme in 2022/23.

RESOLVED THAT COMMITTEE:

Approve the slippage of £7,020 budget into the 2022/23 capital programme for the Replacement IT Equipment for Councillors scheme.

117

PROCUREMENT STRATEGY

The Director of Resources submitted a report seeking approval from committee for the new Procurement Strategy covering the period 2022/23 to 2024/25.

She informed committee that the current strategy had been produced many years ago and was outdated. The new strategy was a complete re-write and covered the same themes as the National Procurement Strategy for Local Government, namely Showing Leadership; Behaving Commercially and Achieving Community Benefits.

The strategy included a series of statements regarding the approach to procurement under the themes and how it related to other policies, along with a detailed action plan. This would be reviewed on an annual basis going forward.

RESOLVED THAT COMMITTEE:

Approve the new Procurement Strategy 2022/23 to 2024/25.

118

LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report requesting committee's approval to write off council tax and business rates debts where the company had been dissolved.

RESOLVED THAT COMMITTEE:

Approve writing off £3,463.36 in business rates with £60.00 costs and £2,988.59 of Council Tax Debts and £60.00 costs where it has not been possible to collect the amounts due.

119

REFERENCES FROM COMMITTEES

There were no references from committees.

120

REMODELLING OF RECEPTION AREA IN COUNCIL OFFICES - EXEMPTION TO CONTRACT PROCEDURE RULES

The Director of Community Services submitted a report informing committee of an approval of an exception to contract procedure rules and requesting approval of a new capital scheme in respect of the remodelling of the reception area in the council offices.

He informed committee that following an incident and subsequent concerns from members of staff regarding their safety, a decision had been made to adapt and improve the security screens in the reception area. Because of the urgency and importance of the piece of work, a request had been made to and approved by the Director of Resources and Head of Legal and Democratic Services for an exemption from normal contract procedure rules on this occasion and the contract had been awarded for the works.

RESOLVED THAT COMMITTEE:

Approve the new capital scheme for the remodelling of the reception area in the council offices at a cost of £13,500 to be funded from the repairs and maintenance earmarked reserve.

121 COVID 19 BUSINESS GRANTS PAID

The Director of Resources submitted a report for information on the total of covid 19 business grants paid by the council following the closure of the final grant scheme which amounted to almost £35m.

The report outlined the various grant headings and dates under which the monies had been paid.

122 COUNCIL TAX ENERGY REBATE UPDATE

The Director of Resources submitted a report for information regarding the progress with the Council Tax Energy Rebate. The Government had published guidance to billing authorities on how to administer the scheme. A funding total of £2,911,350 (£2,822,850 core scheme and £88,500 discretionary scheme) had been allocated to Ribble Valley Borough Council.

The report outlined some of the issues encountered in administering the scheme and the amounts that had been paid out so far to the residents of Ribble Valley. This equated to 87% of eligible residents.

123 OVERALL CAPITAL OUTTURN 2021/22

The Director of Resources submitted a report for information providing details of the capital programme outturn for all committees for 2021/22 financial year.

Actual expenditure on the Council's capital programme in 2021/22 was £893,321, which was 50.7% of the revised estimate budget. Of the twenty-three schemes in the programme, fourteen had been completed in-year and nine had not been completed by year-end including one on-going Housing Grant scheme. Budget slippage had been requested of £820,880 on the nine schemes not completed.

124 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.

125 TREASURY MANAGEMENT MONITORING 2022/23

The Director of Resources submitted a monitoring report for information on the treasury management activities for the period 1 April 2022 to 31 May 2022. This included temporary investments, interest in investments, local government bonds agency, borrowing, borrowing requirements, prudential indicators, approved organisations, recent events and exposure to risk.

126 MINUTES OF WORKING GROUPS

(i) Minutes of Budget Working Group 10 February 2022

RESOLVED: The minutes of the Budget working group held on 10 February 2022 were

submitted for committee's information.

127 MINUTES OF LONGRIDGE ASSETS WORKING GROUP - 28 MARCH 2022

The minutes of the Longridge Assets working group held on 28 March 2022 were submitted for committee's information.

128 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

129 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next items of business being exempt information under Paragraphs 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

130 HOUSEHOLD SUPPORT FUND

The Director of Economic Development and Planning submitted a report asking committee to consider the allocation of the Household Support Fund which had been extended to 30 September 2022 with a further allocation of £120,000 passported to RVBC from LCC.

To provide consistency across districts a fixed amount of £90 would be paid to pensioners in receipt of Council Tax Support as requested by LCC. The remaining allocation would be used to adopt other priorities identified by LCC.

She reminded members that administering these grants on behalf of LCC was very time and resource intensive.

RESOLVED THAT COMMITTEE:

Approve the distribution of the new Housing Support Fund as follows

- a) A payment of £90 offered to pensioners in receipt of Council Tax Support as of 1 April 2022 following the revised position from LCC, and
- b) £857 be passported to the Ribble Valley Food Bank as match funding to money raised by Stones Young Estate Agents.

131 COUNCIL OWNED ASSETS

The Director of Economic Development and Planning submitted a report informing committee of the current position regarding several council owned assets.

She reminded members that at their meeting on 22 February 2022 committee had resolved to market the former Physiotherapy centre for rent. Since then, an enquiry had been received as to whether the Council would consider selling the property.

Members discussed the request and other options available.

RESOLVED THAT COMMITTEE:

Agree that the Council retain full ownership of the former Physiotherapy Centre and continue to market it for rent.

Councillor S Fletcher declared an other registrable interest in the next item of business and left the meeting.

132

CITIZEN'S ADVICE BUREAU - REQUEST FOR FINANCIAL ASSISTANCE

The Chief Executive submitted a report asking committee to consider a request for further financial assistance from the Citizen's Advice Bureau.

The report outlined their financial position and the need for further financial assistance required for them to continue operating beyond December 2022.

Members discussed the request in detail.

RESOLVED THAT COMMITTEE:

1. Ask the Voluntary Grant working group to consider this funding request in September when the balance of the monies for the grant allocations is reconsidered;
2. Request the Chief Executive to inform the Citizen's Advice Bureau that funding from RVBC already given will continue until March 2023 with no request for claw back of any funds should the bureau close;
3. Ask for further information from the bureau regarding
 - their business plans beyond March 2023 should more grant monies be made available,
 - any fundraising activities/applications they are exploring,
 - their opening hours and face to face appointments

Councillor S Fletcher returned to the meeting.

133

LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report asking for committee's approval to write off business rate and council tax debts where two owners were deceased and one had a debt relief order.

RESOLVED THAT COMMITTEE:

Approve writing off £4,707.72 in Council Tax and £300.00 costs and £22,706.52 in business rates and £60.00 costs where it has not been possible to collect the amounts due.

134

TOWN CENTRE HIGHWAY WORKS

A report updating members on suggested highway works within Clitheroe Town Centre was submitted for information.

Members noted that the LCC believe the town centre to be of a serviceable standard and asked for costing details of the scheme recently carried out in Whalley.

The meeting closed at 7.58 pm

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

Minutes of Planning and Development

Meeting Date: Thursday, 23 June 2022, starting at 6.30 pm
Present: Councillor A Brown (Chair)

Councillors:

T Austin	J Clark
I Brown	K Fletcher
S Brunskill	S O'Rourke
B Buller	R Sherras

In attendance: Director of Economic Development and Planning and Head of Legal and Democratic Services

Also in attendance: Councillor S Hore

Not in attendance: Councillors S Carefoot and B Holden

135 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillors L Edge, M French, K Horkin and J Rogerson.

136 TO APPROVE THE MINUTES OF THE PREVIOUS MEETINGS

The minutes of the meetings held on 12 and 19 May 2022 were approved as a correct record and signed by the Chairman.

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

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

138 PUBLIC PARTICIPATION

There was no public participation.

139 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

140 PLANNING APPLICATION 3/2022/0217 - MEMORIAL HALL, CHIPPING

RESOLVED that the application be approved for advertisement consent for the amended development:

Erection of twenty 2500mm x 750mm Aluminium/Composite boards to surround a football pitch on two adjacent sides

Subject to the following conditions:

1. The permission shall relate to the development as shown on:

Advertisement Location Plan
Site Plan

Board Details

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

2. The advertisements hereby permitted shall be removed from the site on or before 21st June 2027 and the site restored to its former condition to the full satisfaction of the Local Planning Authority unless a further advertisement consent has been granted by the Authority.

REASON: In the interests of visual amenity.

3. Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a safe condition.

REASON: In the interests of visual amenity.

4. Where an advertisement is required under these Regulations to be removed, the removal shall be carried out to the reasonable satisfaction of the Local Planning Authority.

REASON: In the interests of visual amenity.

5. No advertisement shall be sited or displayed so as to obscure, or hinder the ready interpretation of, any road traffic sign, railway signal or aids to navigation by water or air, or so as otherwise to render hazardous the use of any highway, railway, waterway or aerodrome (civil or military).

REASON: In the interests of visual amenity.

6. Prior to the installation of the advertisement boards hereby approved the rear of the advertising boards shall be painted dark green and this colour shall be maintained in perpetuity.

REASON: In the interests of visual amenity of the area and to ensure the advertisement boards blend into the surrounding area.

7. The advertisement boards hereby permitted shall only be displayed during the football season (August to May inclusive) and shall be removed from site and placed into storage during June and July each calendar year.

REASON: In the interests of visual amenity and to reduce the impact on the AONB by removing the signage when the pitch is not in use by the football club.

8. Prior to the erection of the advertisements hereby approved a plan detailing the location of the advertisement boards shall be submitted to and approved in writing by the Local Planning Authority. The advertisement boards shall be affixed to the south side of the pitch with the advertisements facing north. Thereafter the boards shall be erected in accordance with the approved details.

REASON: To define the permission and in the interests of the visual amenities of the area

(Councillor S Hore was given permission to speak on the above application)

PLANNING APPLICATION 3/2022/0200 - LAND AT WOODFIELDS, KNOWLES BROW, HURST GREEN

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 by Section 51 of the Planning and Compulsory Purchase Act 2004.

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

Location Plan received 28th March 2022
Proposed Plan – amended 17th May 2022

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

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.

4. The building hereby approved shall be used for agricultural purposes only (as defined in Section 336(1) of the Town and Country Planning Act 1990); in conjunction with the remainder of the holding as identified in the supporting information submitted with the application.

For the avoidance of doubt, should the building at any time cease to be used for this purpose or cease to be part of the holding as defined within the submitted/approved information then the building shall be removed, and the site reinstated to its original condition in accordance with a methodology and timings to be agreed with the Local Planning Authority.

REASON: To define the scope of the permission hereby approved and to ensure that the building is used solely for agricultural purposes connected with the activities/functions associated with the existing holding.

(Terry Longden spoke against the above application)

PLANNING APPLICATION 3/2022/0468 - LAND ADJACENT FAIRFIELD FARM

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

Time Scale for Implementation of Consent

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 by Section 51 of the Planning and Compulsory Purchase Act 2004.

Approved Plans and Documents

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:

- 22 0468 Floor Plans and Elevations
- 22 0468 Location Plan
- 22 0468 Site Plan

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

Materials

2. The materials to be used on the external surfaces of the development as indicated on 22 0468 Floor Plans and Elevations shall be implemented as indicated.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality.

143 APPOINTMENT TO WORKING GROUPS

The Chief Executive submitted a report for committee to consider the appointment of any working groups under the remit of this committee for the municipal year 2022/23.

RESOLVED THAT COMMITTEE:

Approve the continuance of the Local Development Plan working group with the following membership –

Councillors A Brown, J Clark, R Sherras, J Rogerson, L Edge and S O'Rourke.

144 MINUTES OF DEVELOPMENT WORKING GROUP - 10 JANUARY AND 14 APRIL 2022

The minutes of the Local Development Plan working group meetings held on 10 January 2022 and 14 April 2022 were circulated for information.

145 APPEALS

3/2022/0471 – variation to condition 2 of 3/2020/1017 to allow change of house type at 2 Whiteacre Lane, Barrow, BB7 9BJ – appeal allowed.

3/2021/0827 – demolition of existing vacant private dwelling and construction of new dwelling at 1 Mitton Hall Cottage, Mitton Road, Mitton, BB7 9PQ – appeal dismissed.

146 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

147 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 6.55 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 Accounts and Audit

Meeting Date: Wednesday, 29 June 2022, starting at 6.30 pm
Present: Councillor D Berryman (Chair)

Councillors:

S Bibby	J Rogerson
K Fletcher	R Sherras
R Newmark	R Walsh
D Peat	

In attendance: Director of Resources, Head of Financial Services, Internal Audit Manager, Head of Legal and Democratic Services and Sophia Iqbal (Grant Thornton)

148 APOLOGIES FOR ABSENCE

Apologies for absence were received for the meeting from Councillors J Clark, S Fletcher and J Hill.

149 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 6 April 2022 were approved as a correct record and signed by the Chairman.

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

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

151 PUBLIC PARTICIPATION

There was no public participation.

152 INFORMING THE AUDIT RISK ASSESSMENT 2021/22

The Director of Resources submitted a report informing members of the responses made by management in response to several questions raised by Grant Thornton. The questions covered important areas of the auditor risk assessment where there was a requirement to make inquiries of the Accounts and Audit committee under auditing standards.

Members were informed that the two-way communication assisted both the auditor and the committee in understanding matters relating to the audit and developing a constructive working relationship, as well as the committee fulfilling its responsibilities in relation to the financial reporting process.

The document covered a series of questions to management of the council covering:

- General Enquiries of Management
- Fraud
- Laws and Regulations
- Related Parties
- Going concern
- Accounting Estimates

Committee were asked to consider the responses and whether they were consistent with its undertaking.

Several questions were asked on the issues that had been raised by the external auditors and assurances were given by the officers.

RESOLVED THAT COMMITTEE:

Note and acknowledge the responses made to the Grant Thornton document 'Informing the audit risk assessment for Ribble Valley Borough Council 2021/22'.

153

DRAFT INTERNAL AUDIT PLAN 2022/23

The Director of Resources submitted a report presenting the Strategic Internal Audit Plan for 2022/23 to 2024/25 for consideration and approval of committee.

The plan defined the scope and rationale behind each of the individual assignments and the resource requirements to deliver it. It also provided reassurance to the chief executive, s151 officer, senior managers and other stakeholders regarding the effectiveness of controls and management of risk.

Committee were reminded that it was their responsibility to monitor internal audit progress in achieving the Annual Audit Plan, evaluating the effectiveness of internal audit, the use of resources and where necessary recommending adjustments to the plan.

Committee were informed that the anticipated audit resources were considered sufficient to deliver the effective 3-year plan and that in 2022/23 the estimated resource was 656; with 409 days available to undertake the risk-based plan.

It was noted however that this was based on the assumption that the current vacant post in the internal audit section would be successfully recruited to by October 2022. If this was not the case then it would be necessary to engage other resources.

The plan focussed on the Council's risk register as this represented their own assessment of the risks to achieving the Corporate Strategy (2019 to 2023). It had been developed through a detailed risk assessment, mandated/core system requirements in compliance with PSIAS and consultations with senior management, directors and heads of service, with formal approval from the Corporate Management Team.

RESOLVED THAT COMMITTEE:

Approve the Strategic Internal Audit Plan 2022/23 to 2024/25.

154

INTERNAL AUDIT PROGRESS REPORT - JUNE 2022

The Director of Resources submitted a report outlining the progress on the internal audit as of June 2022 for consideration and approval by committee.

Since the last meeting of committee, a number of areas had been a key focus, and had received substantial/high/moderate assurances. Priority had been given to performing core system work to enable the annual audit opinion to be reached.

The report also included a summary of internal audit recommendations due for implementation, and where agreed actions had not yet been implemented in line with timescales, discussions would take place with management.

An annual assessment of the effectiveness of the Internal Audit Service was also required to conform with the PSIAS. An initial self-assessment had been undertaken by the Internal Audit Manager but an external assessment would also be required and commissioned.

The report outlined the summary of conformance against the PSIAS based on the initial self-assessment. Seven recommendations had been made; six relating to partial compliance and the one regarding the external assessment that had not taken place in 5 years.

The report also suggested changes to assurance definitions and proposed performance indicators to ensure they meet the Standards and address the risks associated with the control environment.

RESOLVED THAT COMMITTEE:

Note the report and approve the changes in assurance definitions and proposed performance indicators.

155

ANNUAL INTERNAL AUDIT OPINION 2021/22

The Director of Resources submitted a report for information providing the committee with an independent opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and internal control; including a summary of the internal audit work that supports the Opinion: any impairments or restrictions in scope of work undertaken; and the outcomes of the self-assessment that the audit work undertaken was in conformance with the Public Sector Internal Audit Standards (PSIAS) for 2021/22.

The overall opinion of the Internal Audit Manager for the period 1 April 2021 to 31 March 2022 was substantial.

Committee noted that although the audit work that supported the opinion had been delivered in accordance with the Public Sector Internal Audit Standards, and there were no significant areas of non-conformance, that an improvement plan was in place to ensure full compliance.

156

AUDIT PLAN - YEAR ENDING 31 MARCH 2022

The Ribble Valley Borough Council audit plan for year ending 31 March 2022 was presented for information by Grant Thornton.

Sophia Iqbal highlighted the significant risks, materiality, value for money arrangements and audit logistics.

Members asked questions regarding audit fees, and the progress against prior year audit recommendations and the actions taken into relation to these.

157

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.10 pm

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

Minutes of Parish Councils Liaison

Meeting Date: Thursday, 30 June 2022, starting at 6.30 pm
Present: Councillor Martin Highton (Whalley)

Councillors:

J Alcock	B Buller
T Austin	S Hore
D Berryman	K Horkin
D Birtwhistle	G Scott
A Brown	R Walsh

Parish Representatives:

R Wilkinson	Aighton, Bailey & Chaigley
K Barker	Balderstone
E Kinder	Barrow
A Yates	Bolton-by-Bowland/Sawley/Gisburn Forest
H Fortune	Bolton-by-Bowland/Sawley/Gisburn Forest
R Porter	Chatburn
A Schofield	Clayton-le-Dale
K Kirby	Gisburn
M Gee	Hothersall
A Upton	Hothersall
J Hymas	Mellor
J Bennett	Newton
J Barker	Read
A Brown	Ribchester
A Rickard	Sabden
S Clarke	Sabden
M Howells	Salesbury
J Hampson	Simonstone
E Hargreaves	Simonstone
C Baird	Waddington
A Bristol	West Bradford
A Gaffney	Wilpshire
A Scholfield	Wiswell
S Houghton	Wiswell

In attendance: Chief Executive, Head of Regeneration and Housing and Partnership Officer.

Also in attendance: Councillors S Farmer and R Newmark

159 APPOINTMENT OF CHAIR FOR 2022/2023

RESOLVED:

That Parish Councillor Martin Highton (Whalley) be appointed as Chairman for this Committee for 2022/2023.

160 APPOINTMENT OF VICE CHAIR FOR 2022/2023

RESOLVED:

That Councillor Gary Scott be appointed as Vice Chairman for this Committee for 2022/2023.

161 APOLOGIES FOR ABSENCE

Apologies for absence were received for Borough Councillors B Holden and S O'Rourke.

Apologies were also received from the following Parish Representatives:

J. Turner	Dinckley
J Threlfall	Whalley
H Gee	Longridge
J Rattigan	Waddington

162 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27 January 2022 were approved as a correct record and signed by the Chairman with the following amendment:

M 633 – INFORMATION FOR PARISHES

'Wiswell Parish Council had asked that parishes be reminded of existing legislation and guidance' instead of 'be kept informed of new/updated legislation.'

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

Councillor K Horkin declared he owned several businesses in Clitheroe.

164 PUBLIC PARTICIPATION

There was no public participation.

165 HYNDBURN & RIBBLE VALLEY CVS (COUNCIL FOR VOLUNTARY SERVICES)

Debra Simpson from Ribble Valley CVS (Community Voluntary Support) made a presentation informing members of the services they offered which supported Voluntary Groups within the Borough. This included advice and guidance on grant applications, funding opportunities, policies, and setting up a bank account. A Volunteer Hub was also available which offered volunteer training, registration, and guidance. A services drop-in was offered every Tuesday in Clitheroe which provided access to Social Prescribing Link Workers and there were plans to expand to cover other areas.

Parishes were asked to consider if organisations within their area could benefit from the services offered, and to get in touch if so.

166 BRIEFING FROM RURAL TASKFORCE

PC Matt Hartup from the Lancashire Constabulary's Ribble Valley Rural Task Force made a presentation setting out a proposal for CCTV installation, for Parishes to consider.

He introduced the taskforce, and explained their purpose and recent challenges in relation to organised crime groups committing offences within the Borough. The presentation included both the benefits and issues relating to CCTV, and highlighted the difference that CCTV footage has made when investigating rural crimes.

The proposal included a case study following the installation of CCTV in Barley, the approximate cost of a similar installation, and funding opportunities available to Parishes. Parishes would be responsible for ongoing management and maintenance of the proposed systems although the constabulary would be available for support and guidance.

Expressions of interest could be forwarded to Sarah Wells, newly appointed Partnership Officer at Ribble Valley Borough Council.

167

HOMES FOR UKRAINIANS - REFERRAL FROM HEALTH AND HOUSING COMMITTEE

The Director of Economic Development and Planning submitted a report informing Committee on the Homes for Ukraine initiative.

The report detailed the Government's scheme which provided an opportunity for UK residents to help support Ukraine refugees fleeing the conflict and move to the UK under a sponsorship arrangement.

The HFU scheme was launched in March 2022 and allowed sponsors to register to support someone known to them, or alternatively to register to support a family which would be matched with people seeking to leave the Ukraine. The report confirmed the scheme was uncapped in terms of numbers, and once sponsors and guests had met standard security checks the guests would be issued a visa enabling them to live and work in the UK for up to 3 years.

The report confirmed the Council's role in delivering the scheme which involved undertaking checks on sponsor accommodation and administering the £350 "Thank-you" payments to sponsors. The government had also provided funding to local authorities to help support the additional workloads generated by the scheme.

At the latest update it was confirmed that the current number of inspected properties in the Ribble Valley totalled 37, and of those 22 had received guests.

It was noted that if there are sponsors within Parishes the Council can offer support and guidance.

168

MATTERS BROUGHT FORWARD BY PARISH COUNCILS

169

HARP UPDATE

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

There had been no real change in terms of planning, and the council was awaiting Consultee responses-

It had been previously suggested that when work commenced a central point of contact within the Borough would be useful. It was noted that this may be best placed with Lancashire County Council however Ribble Valley Borough Council would consider the implementation of a Liaison Group further down the line.

170

RIBBLE VALLEY CLIMATE ACTION NETWORK

Kate Murry and David Rawkins from the Ribble Valley Climate Action Network (RVCAN) made a presentation introducing themselves to the Committee and detailing the work they would be undertaking. RVCAN invited parishes to become involved and

welcomed Councillors and Representatives to spread the word so they can begin to build a local network to work together on key issues.

The presentation explained the anticipated impact of climate change within Lancashire. The RVCAN encouraged all members of society to act together, and made suggestions on projects and events with which Parishes and their residents could become involved.

There was great interest from Parish representatives who shared their views and suggestions. It was noted that the Climate Change Working Group, who reported to the Council's Policy and Finance Committee, were keen to be involved.

171 SPEED INDICATOR DEVICES (SPIDS)

Following an enquiry from Mellor Parish Council regarding the Council's previously purchased Speed Indicator Devices (SPIDS) the Council had recently requested information from Parishes confirming which currently owned or held a SPID.

Only six parishes had confirmed they held a SPID and the whereabouts of some previously shared SPIDS were unknown. Many parishes had expressed an interest in a sharing scheme or requested information on how to purchase a device.

Councillors informed committee that Lancashire County Council were engaged with a SPID project which involved various restrictions and limitations.

The Council's Community Safety Partnership would consider the issues raised and how these could be addressed.

172 FITTING OF ROOF SOLAR PANELS IN THE BOWLAND AONB AREA

This matter would be brought forward to the next Committee agenda as no representative from the submitting Parish was in attendance.

173 UPDATE ON LOCAL PLAN

The Head of Regeneration and Housing reminded parishes of the approaching closing date for the current Local Plan consultation and invited parishes to make their submissions.

174 OTHER MATTERS

There were no other matters raised.

175 DATE AND TIME OF NEXT MEETING

The Chairman informed the committee that the next meeting would be on 15 September 2022 at 6.30pm.

The meeting closed at 8.38 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait rebecca.tait@ribblevalley.gov.uk.