

# Public Document Pack



Ribble Valley  
Borough Council

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Dear Councillor

The next meeting of the **COUNCIL** Committee will be held at **6.30 pm** on **TUESDAY, 11 OCTOBER 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 - IN REMEMBRANCE OF HM THE QUEEN, DOREEN TAYLOR, AND CARL ROSS**
2. **PRAYERS**
3. **APOLOGIES FOR ABSENCE**
4. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**
5. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**
6. **PUBLIC PARTICIPATION SESSION**
7. **MAYORAL COMMUNICATIONS**
8. **LEADER'S REPORT**
9. **LEADER'S QUESTION TIME**
10. **COMMITTEE MINUTES** (Pages 5 - 68)

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
LICENSING SUB-COMMITTEE	11 JULY	3 – 4	176 – 181
COUNCIL	12 JULY	5 – 8	182 – 193
EMERGENCY	3 AUGUST	9 – 10	194 – 197
LICENSING SUB-COMMITTEE	10 AUGUST	11 – 12	198 – 202
COMMUNITY	23 AUGUST	13 – 18	203 – 220
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HEALTH & HOUSING	1 SEPT	29 – 33	249 – 265
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POLICY & FINANCE	27 SEPT	49 - 60	309 – 342
ACCOUNTS & AUDIT	28 SEPT	61 - 66	343 – 359

## 11. 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 OBE, Councillor Sarah Rainford, Councillor Mary Robinson, Councillor James (Jim) Rogerson, Councillor Jennifer (Jenni) Schumann, Councillor Gary Scott, Councillor Richard Sherras, Councillor Robert Thompson and Councillor Robin Walsh.

Contact: Democratic Services on 01200 414408 or [committee.services@ribblevalley.gov.uk](mailto:committee.services@ribblevalley.gov.uk)

## Minutes of Sub-Committee of the Licensing Committee

Meeting Date: Monday, 11 July 2022, starting at 11.00 am  
Present: Councillor S Brunskill (Chair)

Councillors:

S Hore          S O'Rourke

In attendance: Solicitor, 2 Part-Time Licensing Officers (Alcohol & Entertainment)

Also in attendance: Kellie Hughes ( Director of Tapas Forty Seven Limited), Danielle Roberts (Director of Tapas Forty Seven Limited), John Threlfall (Whalley Parish Council)

176            WELCOME

177            APOLOGIES AND RE-CONSTITUTION OF THE COMMITTEE MEMBERSHIP

There were no apologies.

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

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

179            PREMISES LICENCE APPLICATION - EVENT SPACE, GISBURNE PARK ESTATE - WITHDRAWN PRIOR TO HEARING

The Premises Licence Application in respect of the Event Space at Gisburne Park Estate, which had been listed for consideration by the Sub-Committee, had been the subject of negotiation between the applicant and other parties who had made representations, resulting in agreement between the parties and the consequential withdrawal of the representations, enabling the licence to be granted on agreed terms and the removal of the application from the agenda for the meeting.

180            PREMISES LICENCE APPLICATION - TAPAS FORTY SEVEN, WHALLEY

The Sub-Committee met to consider the application of Tapas Forty Seven Limited for a premises licence in respect of Tapas Forty Seven, 47 King Street, Whalley, Clitheroe, BB7 9SP.

The Sub-Committee considered the contents of the report of the Head of Legal and Democratic Services dated 11 July 2022 and its appendices ("Report").

The solicitor explained the application and drew specific attention to the Cumulative Impact Assessment (CIA) for Whalley and Painter Wood, as contained in the Council's Statement of Licensing Policy 2021-2026 and as contained in part 2 of the CIA 2022-2025. The Sub-Committee were reminded of the written representations received, where two of the individuals who had made representations were not able to attend the meeting.

The Directors of the Applicant made verbal representations to the Sub-Committee and explained that they were seeking to open a high-end dining establishment, which was family orientated. Final orders for food would be taken at 20.30 hours and for drinks at 21.15 hours. They anticipated that 85% of customers would have booked in advance. All customers would be seated – customers would not be allowed to stand at the bar to consume alcohol. No customers would be allowed into the premises

purely for the purpose of drinking – all customers would be dining customers. They anticipated that the premises would accommodate approximately 25 to 30 covers. The Directors of the applicant responded to questions confirming plans for disabled facilities, soundproofing, CCTV, and the types of alcohol they would offer. They also confirmed that they would agree to additional conditions requiring; the frontage of the premises to be tidied after closing time, no bottle sorting and disposal between 22.00 hours and 08.00 hours, and restricting the supply of alcohol only to customers who were dining at the premises.

The representative for the Parish Council reiterated the terms of the CIA, and advised the sub-committee that the Parish Council did not hold a meeting without Anti-social behaviour coming up as an issue. The Parish Council were of the view that “enough is enough” and raised concern about where customers would go when the premises close, albeit that this was up to 10:00 hours. Attention was drawn to the other two written representations contained in the report, as well as the ongoing problems reported by residents in the Queen Street and Accrington Road area.

The Licensing Sub-Committee gave careful consideration to the representations made by all parties, both verbal and written. The Sub-Committee also considered the requirements of the Licensing Act 2003, the Statutory Guidance, the licensing objectives, the relevant regulations, the Council's licensing policy, and the CIA.

Having considered all of the above the Sub-Committee resolved to grant the Applicant's application for a premises licence as applied for (and clarified at the hearing), subject to additional conditions as considered at the hearing and in correspondence with the police and the Council's licensing enforcement officer and subject to an earlier terminal time for the sale of alcohol. Members were mindful of the steps being taken to promote the licensing objectives to address concerns about the operation of premises which could have been open later had there not been a premises licence in place for the hours requested.

Having taken all matters into account, the Sub-Committee were satisfied in the particular circumstances that the applicant had discharged the burden in the Statement of Licensing Policy and had demonstrated how the application would not undermine the licensing objectives.

**RESOLVED:**

That the licence be granted, subject to variation of the final time for the supply of alcohol being varied to 21.30 hours, and to imposition of conditions which had been agreed with the police and licensing enforcement officer and additional conditions agreed at the meeting.

The Sub-Committee decision is available at <https://www.ribblevalley.gov.uk/downloads/file/3170/tapas-forty-seven-whalley>.

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**EXCLUSION OF PRESS AND PUBLIC**

There were no items under this heading.

The meeting closed at 11.25 am

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait [Rebecca.Tait@ribblevalley.gov.uk](mailto:Rebecca.Tait@ribblevalley.gov.uk).

## Minutes of Council

Meeting Date: Tuesday, 12 July 2022, starting at 6.30 pm  
Present: Councillor S Hirst (Chair)

Councillors:

T Austin	M French
J Alcock	J Hill
S Atkinson	M Hindle
R Bennett	B Holden
D Berryman	S Hore
S Bibby	K Horkin
D Birtwhistle	G Mirfin
A Brown	R Newmark
I Brown	D O'Rourke
S Brunskill	S O'Rourke
B Buller	D Peat
L Edge	M Robinson
R Elms	J Schumann
S Farmer	G Scott
S Fletcher	R Sherras

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

182 MINUTE SILENCE

A minute's silence was held in memory of Joyce Holgate MBE who had served on the council for many years and served as Mayor of Ribble Valley twice.

183 PRAYERS

The Mayor's chaplain, Rev Liz McLean opened the meeting with prayers.

184 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received on behalf of Councillors S Carefoot, J Clark, A Humphreys, S Rainford, J Rogerson, R Thompson and R Walsh.

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

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

186 PUBLIC PARTICIPATION SESSION

Mr Wedgeworth asked if there was anything the Council would do to alleviate the problems of music noise nuisance, taxi noise nuisance, and anti-social behaviour, the continuing impact of which was to the detriment of the mental health and well-being of residents of Whalley in the light of further applications for new licensed premises being made in Whalley, despite the welcome renewal of the Cumulative Impact Assessment of Whalley's late night economy.

The Chair of Licensing Committee, Councillor S Brunskill, thanked Mr Wedgeworth for his question and informed him that the Council was required to consider all applications it received pursuant to the Licensing Act 2003 and its policy, but that it was a permissive regime which includes provisions for review of a premises licence where it impacted on the licensing objectives.

She outlined where the CCTV cameras were situated in Whalley and the provisions under which the taxis and private hire vehicles, drivers and operators were regulated.

She also informed Mr Wedgeworth that the management of anti-social behaviour on the streets was a police matter, and reminded him that a report had been considered by the Licensing committee regarding the late-night economy at its committee in April of this year and the actions the Council had taken to help alleviate some of the problems.

The Mayor asked Mr Wedgeworth if he had a supplementary comment and Mr Wedgeworth added that despite the actions already taken by the Council, problems continued for the residents of Whalley and he expected more enforcement.

187 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING ON 26 APRIL 2022 AND THE ANNUAL MEETING ON 10 MAY 2022

The minutes of the meeting held on 26 April 2022 and the Annual meeting held on 10 May 2022 were approved as a correct record and signed by the Chairman.

188 MAYORAL COMMUNICATIONS

The Mayor reported on a wide range of events that he had attended since he had taken up the role in May which he had found both enjoyable and rewarding.

189 PRESENTATIONS TO RETIRING HEADS OF SERVICE

The Mayor presented gifts on behalf of the Council to the former Head of Human Resources, Michelle Smith and the former Head of Planning, John Macholc who had both retired at the end of June after many years of long service.

190 LEADER'S REPORT

The Leader wished the Mayor a successful year and reiterated the comments made regarding the passing of Joyce Holgate.

He went on to give an update to Council on the key priorities. Organisational capacity was continually improving with the number of vacancies having halved and success in recruiting two out of three Heads of Service.

Having attended the LGA conference he was able to report that having asked the question if areas like Ribble Valley who had used business rate growth and new homes bonus would be punished with the levelling up agenda and financial pressures on the government the response had been that we would not be punished for doing a good job. He had also asked about a multi-year settlement and the response had been that there would be a two-year one, enabling local government to look at investment plans with confidence.

The Leader informed Council that despite the early success of the bid to the Restoring your Railways fund to improve the link from Clitheroe to Hellifield it had not been successful in moving onto the next stage of the process. Consideration would

now be given to continuing the work done along with LCC colleagues and Northern Rail to create a scheme ready should further funding be made available.

The Leader reported that having engaged the BE group to help with the shared prosperity fund, a first meeting had been held with local partnership groups and the submission was on target to make the 1 August deadline. He also thought it important to make clear to organisations that they should not assume that shared prosperity funding would replace European funding received in the past.

He went on to remind members that during this period of fiscal discipline prior to the funding settlement, small but significant improvements to services continue.

Again, he was mindful of the cost-of-living crisis and of helping our residents keep as much of their money as possible, as well as with the Council Tax Support scheme, council tax rebates, the Discretionary Energy Rebate scheme and the Household support fund.

Finally the Leader spoke about the upcoming Royal Lancashire Show and Clitheroe Food Festival which would give a boost to our visitor economy.

191

#### LEADER'S QUESTION TIME

The Leader of the Opposition, Councillor Stewart Fletcher asked the Leader if levelling up was just another meaningless slogan.

The Leader thanked Cllr Fletcher for his question and remarked that unfortunately both the coronavirus pandemic and the cost-of-living crisis had resulted in huge government spending that may have been spent on levelling up. He was optimistic that the new Prime Minister would see levelling up as an integral part of the Government agenda. He also reminded members that this Council and the LEP had been instrumental in lobbying for the Cyber Centre to come to Samlesbury.

Next Councillor Fletcher asked if there was anything else the Council could do to support struggling residents with the cost-of-living crisis.

The Leader outlined the ways in which the Council is already helping its residents with low council tax, efficient services, council tax energy rebate grant, discretionary rebate grant, household support fund and the council tax benefit scheme. He reassured the Leader of the Opposition that any further government initiatives that were forthcoming would also be administered in the same efficient way the previous schemes had been dealt with.

Finally, Councillor Fletcher asked the Leader for his marks out of ten for Boris Johnson's premiership. The Leader responded that history would be the judge of a Prime Minister that took the country out of the Europe Union and through the worst health crisis in living memory.

192

#### COMMITTEE MINUTES

1. Council – 26 April 2022
2. Emergency committee – 5 May 2022
3. Annual Council – 10 May 2022

4. Planning and Development committee – 12 May 2022
5. Planning and Development committee – 19 May 2022
6. Community Services committee – 24 May 2022
7. Licensing sub-committee – 6 June 2022
8. Emergency committee – 6 June 2022
9. Personnel committee – 8 June 2022
10. Health and Housing committee – 9 June 2022
11. Licensing sub-committee – 14 June 2022
12. Licensing committee – 14 June 2022

Councillor G Mirfin asked a question of the Chairman under Standing Order 10 regarding the number of complaints received by the Council about the Aviary on Queen Street in Whalley over the last 18 months.

The Chairman gave a monthly breakdown of the complaints received which totalled 24 over the last 18 months mainly relating to noise and/or anti-social behaviour.

As his supplementary comment, Councillor Mirfin asked that action be taken to address the issues the residents were experiencing.

13. Economic Development committee – 16 June 2022
14. Policy & Finance committee – 21 June 2022
15. Planning and Development committee – 23 June 2022
16. Accounts and Audit committee – 29 June 2022
17. Parish Councils Liaison committee – 9 July 2021

RESOLVED:

That the minutes of the above committees be received.

193

EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.34 pm

If you have any queries on these minutes please contact the committee clerk, Michelle Smith [olwen.heap@ribblevalley.gov.uk](mailto:olwen.heap@ribblevalley.gov.uk).

## Minutes of Emergency Committee

Meeting Date: Wednesday, 3 August 2022, starting at 9.00 am  
Present: Councillor S Atkinson

Councillors:

S Hore

L Edge  
S Fletcher

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

Also in attendance: Councillors T Austin, S Bibby, S Brunskill, M Hindle, B Holden, K Horkin, G Mirfin and R Newmark

### 194 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 195 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE OR NON-REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests by members of the committee. However, Cllr K Horkin who also attended the meeting declared that he had business premises in Clitheroe.

### 196 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.

### 197 UK SHARED PROSPERITY FUND

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

She reminded committee that the Department for Levelling Up, Housing and Communities had launched the fund in April 2022 for £2.6 billion of new funding for local investment by March 2025. Ribble Valley's conditional allocation was £1,967,754 over a three-year funding period.

At its meeting on 6 June 2022 the Emergency committee had resolved to agree to targeting interventions to deliver local projects including capital schemes; agreed the partnership group attendees and to appoint consultants to undertake the initial work and engagement work in preparation of the Investment Plan.

The Director of Economic Development and Planning outlined the interventions the Emergency committee had agreed to focus on, and the changes now proposed with the removal of E18 and the inclusion of E29 and E31.

The report outlined the partnership group attendees, how the workshop event had been conducted and included the notes from the discussions.

The MP had also been briefed at a meeting with the Director of Economic Development and Planning and his comments noted. Other comments had also been received from Primrose Community Trust and Clitheroe Civic Society.

The Director of Economic Development and Planning circulated a draft expenditure profile which, along with an initiative deliverable spreadsheet, is required to support the investment plan.

As the first year's allocation of £238,805 must be spent within the 2022/23 financial year five schemes had been identified at this stage to ensure progression. Members were asked to consider these schemes. A further report would be submitted to Policy and Finance committee to identify more schemes for members to consider for the rest of the funding.

The UKSPF Expenditure Profile spreadsheet required to accompany the Plan also requires the allocation of funding to be split between each intervention identified and then split between capital and revenue over the three years of the fund. Flexibility can be requested in this regard, however a financial split needed to be detailed at submission stage. The Director of Economic Development and Planning detailed the suggested funding split in respect of each of the identified interventions.

Councillors T Austin, S Brunskill, M Hindle, B Holden, K Horkin, G Mirfin and R Newmark were all given permission to speak on this item.

There was a consensus that this item of business was too important to only be considered by the Emergency committee and that all councillors should be able to have some input.

Members set out their views on the initial schemes put forward for the current financial year and on other schemes that they felt should be included. It was noted that the villages did not feature in any of the schemes put forward as these concentrated on the three main service centres. It was suggested that the needs of the communities should also be considered and not just the schemes the Council already had in its capital programme. Members appreciated the offer of a special meeting to discuss and consider more schemes to be put forward as a bid for the funding.

**RESOLVED THAT COMMITTEE:**

1. Agree to include the following projects within the Council's Investment Plan
  - Rail feasibility study
  - Additional CCTV provision (pilot project) Whalley
  - Refurbishment of Mardale Playing Field Changing Rooms, Longridge
  - Clitheroe Market feasibility study
  - Business support for net zero transition and decarbonisation
2. Agree the refined interventions as set out in the report;
3. Agree the suggested funding split against identified interventions as set out in the expenditure profile spreadsheet, and
4. Instruct officers to submit the Investment Plan based upon the draft included in the report by 3 August 2022.

The meeting closed at 10.33 am

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

## Minutes of Sub-Committee of the Licensing Committee

Meeting Date: Wednesday, 10 August 2022, starting at 10.00 am  
Present: Councillor S Brunskill (Chair)

Councillors:

J Alcock

I Brown

In attendance: Solicitor, Licensing Officers (x2) (Alcohol and Entertainment)

198

WELCOME

199

APOLOGIES AND RE-CONSTITUTION OF THE COMMITTEE MEMBERSHIP

There were no apologies.

200

DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

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

201

PREMISES LICENCE APPLICATION - UNIT 6, UNION MILL, SABDEN

The Sub-Committee met to consider the application of Ribble Valley Gin Company for a premises licence in respect of Unit 6, Union Mill, Watt Street, Sabden BB7 9ED.

The Sub-Committee considered the contents of the report of the Head of Legal and Democratic Services dated 10 August 2022 and its appendices.

The Council's Solicitor introduced the premises licence application and confirmed that 3 written representations had been made by way of objection as detailed in the report, however, there were no objectors in attendance. The report confirmed the requested opening hours of the premises being Sunday to Wednesday 1000hrs-1600hrs, Thursday 1000hrs – 2100hrs, Friday and Saturday 1000hrs-2200hrs. The 24 hour sale of alcohol was requested for internet and telephone orders.

The premises licence applicant, Ms Justine Moyes, gave verbal representation to the Committee and explained that Ribble Valley Gin Company was currently producing their product from a residential property outbuilding, which they had outgrown, and they were therefore looking to expand the business. In addition, the business wanted to offer distillery tours, tastings, and gin school to take place on prebooked dates. Ms Ruth Harrison also attended with the applicant and pointed out that the intention was not to open a bar, where visitors can drink unlimited amounts, but to offer refined tastings to customers with an interest in their product and wanting to learn more about it, therefore, drunken behaviour would not be anticipated or acceptable.

The applicant responded to several questions raised by the Committee and explained that the business would be working with the Council's Tourism Officer to advertise and promote tourism to the area. They would actively ensure the area around the building is kept tidy and provide a facility to dispose of cigarette butts if required. Premises staff would offer to arrange taxis for customers as required and were looking at options such as a 'designated driver' tour, where a non-drinker would be offered the option of taking their samples home or trying alcohol free alternatives. The applicant also explained their plan on how waste will be stored and locked and was

aware of the times in which it would be permitted to dispose of waste, such as bottles, according to the licensing conditions. The premises would expect minimal footfall in the shop but would like locals to have the option of buying directly.

The Council's Solicitor noted the contents of the report, being that the applicant had met with the Lancashire Constabulary and agreed to an additional 6 licensing conditions, and Environmental Health had recommended 2 further conditions which had also been agreed.

The Licensing Sub-Committee gave careful consideration to the written representations made in objection to the application, and the verbal representations by the applicant. The Sub-Committee also considered the requirements of the Licensing Act 2003, the Statutory Guidance, the licensing objectives, the relevant regulations, and the Council's licensing policy.

Having considered all the above the Sub-Committee resolved to grant the Applicant's application for a premises licence as applied for.

RESOLVED: That the sub-committee grant the application.

The Sub-Committee decision is available at <https://www.ribblevalley.gov.uk/downloads/file/3197/unit-6-union-mill-sabden>

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#### EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 10.15 am

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait [Rebecca.Tait@ribblevalley.gov.uk](mailto:Rebecca.Tait@ribblevalley.gov.uk).

## Minutes of Community Services

Meeting Date: Tuesday, 23 August 2022, starting at 6.30 pm  
Present: Councillor R Newmark (Chair)

Councillors:

J Alcock	A Humpheys
S Atkinson	G Mirfin
D Birtwhistle	S O'Rourke
S Carefoot	S Rainford
R Elms	J Schumann

In attendance: Director of Community Services, Head of Engineering Services, Head of Leisure and Cultural Services, Senior Accountant and Waste Management Officer.

Also in attendance: Councillors T Austin and D O'Rourke

Not in attendance: Councillor S Brunskill

### 203 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors S Fletcher, M Robinson and G Scott.

### 204 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

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

### 205 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

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

### 206 PUBLIC PARTICIPATION

There was no public participation.

### 207 RIBBLESDALE POOL FILTERS

The Director of Community Services submitted a report on the capital project to replace the pool filters at Ribblesdale Pool with a suggested amendment to the scheme.

Members were reminded that an allocation of £44k had been made in the capital programme for the replacement of three pool filters at Ribblesdale Pool. However, since this bid was submitted, the actual cost of replacement had risen to over £80k and increasing the budget made no economic sense on a building 50 years old.

Upon investigation refurbishment was not an option and replacement would also involve substantial amendment to the pipework and take approximately 2 months to complete with no guarantee that a failure on another aspect of the building would not require an enforced closure.

An alternative was to replace the filter media instead at a cost of £21 - £28k and split the budget to allow some much-needed replacement tile work to be carried out at the same time whilst the pool was drained.

Members asked questions regarding the longevity of the pool, how effective continued maintenance was, and any plans for replacement.

RESOLVED THAT COMMITTEE:

1. Approve the proposed amendment to the capital programme as outlined, and
2. Ask Policy and Finance committee to amend the capital programme to enable the filter and tiling work to be completed as proposed.

208

## CAR PARKING

The Director of Community Services submitted a report updating members on current car parking issues, replacement of car park pay machines and bicycle lockers at Chester Avenue car park.

Committee were reminded that following a study carried out in 2017 that provision for additional parking in Clitheroe was required as parking was at capacity during peak times. A bid had therefore been put into the capital programme and officers worked on finding a suitable site.

However, during the Covid 19 pandemic national shopping habits had changed, so a follow up survey was commissioned to establish whether demand had changed locally. The study showed that although Lowergate car park reached capacity on Saturdays none of the other short stay car parks reached more than 75% capacity at any time. The Car Park working group had therefore reached the conclusion that, presently there was no need for extra town centre parking provision, but that the LCC continue to be lobbied to assist in improving the access to the underutilised market car park.

Consideration had also been given by the Car Park working group to replacement of pay machines with ones that included payment options of coins, contactless, Apple and Google pay. In all but two locations where there was no mobile phone signal, it was agreed that the machines should be replaced, and better signage included promoting the use of the pay by phone method of Mi Permit.

The Director of Community Services also asked committee to consider renting out the cycle lockers on Chester Avenue that had been left when LCC handed back the park and ride bays on the car park.

Members asked again about the possibility of having a free permit for those using Roefield to encourage their continued use of the facility. The Director of Community Services explained that this would require a change to the Car Park Order and would mean that the car park was not managed properly with turnover of vehicles.

RESOLVED THAT COMMITTEE:

1. Approve the removal of the provision of an extra car park in Clitheroe Town Centre from the capital programme as recommended by the Car Park working group and support officers lobbying LCC to assist in making the market car park more easily accessible;

2. Support the Car Park working group in their recommendations to replace the car park machines with new machines offering more payment methods, and
3. Agree to the hiring out of the cycle lockers on Chester Avenue car park to residents and at a nominal annual fee of £52 to be included in fees and charges.

209

#### CLITHEROE FOOD FESTIVAL 2022

The Director of Community Services submitted a report updating members on the Food Festival held on 30 July 2022 in Clitheroe.

The event had been organised and managed by Council staff together with volunteers on the day from Rotary and Lions. It had been attended by around 100 businesses and organisations and was of a similar size to the pre-covid event in 2019. The event had proved difficult to organise because of problems with suppliers for the services used to stage the event, and costs associated with these services were significantly higher than in previous years.

The event was a success for the Council and for the Borough as a whole. A review of the event would take place in due course along with options in future for a two day/Sunday event and outturn costs calculated.

He reminded members that in future, the staging of the event would be under the remit of Economic Development committee.

Members were pleased with the way the festival had gone and complimented officers on their efforts.

Councillor Austin was given permission to speak on this item.

210

#### SWIMMING LESSONS RIBBLESDALE POOL

The Director of Community Services submitted a report providing committee with an update on the provision of swimming instruction at Ribblesdale Pool.

Members were reminded that the provision of swimming lessons had been suspended at the onset of the Covid pandemic in March 2020. Once allowed to restart, difficulties had been experienced in recruitment both internally and by an external provider.

However, following sustained efforts to recruit teachers a 'learn to swim' programme for juniors would re-commence in September 2022. This has been achieved with the assistance of Swim England and the Institute of Swimming and their Recruitment Academy Programme to support three current members of staff to become qualified to teach.

211

#### RV3G FACILITY UPDATE

The Director of Community Services submitted a report updating members on the RV3G facility at Edisford for the 2021/22 season.

The facility had proved to be an excellent investment for the Borough, with the demand for space showing that the interest from users was not diminishing.

The report outlined the users and types of use the 3G facility was accommodating and the usage of the education room. The 3G facility averages 400 participants per

day and has received good feedback on its quality. Income also exceeded its target by £25k for the year, in part due to creative programming employed to maximise pitch use.

212

#### SPORT ENGLAND UNITING THE MOVEMENT

The Director of Community Services submitted a report providing members with an overview of the latest Sport England Strategy, as it applied to the work of the Council in helping residents to live an active and healthy life.

The 10-year vision aims to transform lives and communities through sport and physical activity, helping people and organisations recover from the challenges raised by the coronavirus pandemic and ensuring positive planning for sport by enabling the right facilities to be provided in the right places based on robust and up-to-date assessments of need for all levels of sport and sectors of the community.

The report evidences the inequalities at the core of Uniting the Movement and sets out its proposals to create the right conditions for enabling the changes required to include all sectors. The report referred to specific capabilities, information, approaches, and relationships that would make the progress possible across the people, organisations, and partnerships with the potential to contribute and help turn shared plans and ideas into action.

The document would present an opportunity for the Council to consider its content and reflect upon the extent to which any contribution as catalysts for change might be made.

The Local Government Association also offer support to councils in the form of a range of programmes and tools to help tackle the challenges and take advantage of the opportunities for culture and sport improvement. Following their process in developing a local outcomes framework would be a timely opportunity to review the direction of sport and leisure services in the Ribble Valley.

213

#### DRS, EPR AND COLLECTION CONSISTENCY CONSULTATIONS UPDATE

The Director of Community Services submitted a report updating members on the consultations launched for Extended Producer Responsibility (EPR), Deposit Return Scheme (DRS) and Consistency of Collections by DEFRA.

EPR placed the cost of managing products once they reach end-of-life on to producers, however, the Government had dropped plans to make producers responsible for the cost of business waste until at least 2026/27 and not responsible for litter on the ground. The cost of litter would therefore fall to the local authority. Implementation had been delayed from 2023 to 2024.

The responses to the DRS and Consistency Collections consultations had yet to be published.

He reported that one of the biggest issues around consistency collections for this council would be the call for separate collections of food waste as additional receptacles would need to be provided as well as different vehicles, and potentially drivers to collect the waste. Storage of this waste stream at the depot would also require a different method than that of other waste or to be delivered directly to an alternative facility.

Committee would be informed once the outcome of the consultations was received.

Councillor Austin, the Council's representative on the Lancashire Waste Partnership was given permission to speak on this item.

214 REVENUE OUTTURN 2021/22

The Director of Resources submitted a report on the outturn for the financial year 2021/22 in respect of the revenue budget for this committee.

There had been a considerable number of variations in both income and expenditure during the year that had given rise to an overall underspend of £208,072 on the net cost of services. After transfers to and from earmarked reserves there was an overall underspend of £207,695 that had been added to General Fund Balances. Details by cost centre were outlined in the report for information.

215 REVENUE MONITORING 2022/23

The Director of Resources submitted a report informing committee of the position for the period April to June 2022 of this year's revenue budget for this committee.

The comparison between actual and budgeted expenditure showed an underspend of £24,284 for the first three months of the financial year 2022/23. After allowing for transfers to/from earmarked reserves the underspend was £18,628. Details of the variances were included in the report for information.

216 CAPITAL MONITORING 2022/23

The Director of Resources submitted a report for information on progress on the 2022/23 capital programme for the period to the end of June 2022 for this committee.

At the end of June 2022 £422,310 had been spent or committed when equated to 17.4% of the annual capital programme budget for this committee. Of the nineteen schemes in the capital programme, one scheme was complete, sixteen schemes were currently expected to be completed in-year and it was unclear whether one scheme would be completed in-year.

It had been resolved earlier in the agenda that the scheme relating to the Clitheroe Town Centre Car Park be deleted from the capital programme.

217 GENERAL REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a report for information giving an update on the Clitheroe Town Wells, car park charging points and the identified priorities of the Climate Change working group.

218 MINUTES OF WORKING GROUPS

There were no minutes of working groups.

219 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

220 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.30 pm

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

## Minutes of Planning and Development

Meeting Date: Thursday, 25 August 2022, starting at 6.30 pm  
Present: Councillor A Brown (Chair)

Councillors:

T Austin	K Fletcher
I Brown	M French
S Brunskill	S O'Rourke
S Carefoot	J Rogerson
J Clark	R Sherras

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

Also in attendance: Councillor J Alcock

### 221 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillors B Buller, L Edge, B Holden and K Horkin.

### 222 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 23 June 2022 were approved as a correct record and signed by the Chairman.

### 223 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

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

### 224 PUBLIC PARTICIPATION

There was no public participation.

### 225 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

### 226 PLANNING APPLICATION 3/2022/0448 - YU AND YOU, LONGSIGHT ROAD, COPSTER GREEN, BB1 9EU

RESOLVED: That the application be approved subject to the following conditions for a one-year temporary period:

1. The development shall be permitted for one year from the date of this use being first brought into use. The use hereby approved shall then cease unless and until a further application is sought.

REASON: In order to assess any potential impact from noise nuisance to adjacent residential properties.

2. The development shall be carried out in strict accordance with the following plans:

2231-P01 Proposed Sketch Site Plan Rev B rec'd 24/6/22  
2231-P02 Proposed Elevations Rev A rec'd 24/6/22  
2231-P03 Proposed Holistic Site Plan Rev B rec'd 24/6/22  
2231-P04 Proposed 3D Views Rev A rec'd 24/6/22  
2231-P05 Existing Parking Layout only  
2225-L01 Existing Location Plan

REASON: For the avoidance of doubt and in the interests of proper planning.

3. The area of timber decking and tepee hereby approved shall only operate between the hours of:

12 noon and 10pm on any day.

After 10pm all customers will vacate the tepee premises and no service shall operate beyond that time.

REASON: In order to ensure that the use of the premises does not lead to any unacceptable impact on nearby residential properties.

4. The development hereby approved shall be carried out in accordance with the materials detailed on the submitted forms and plans

REASON: These materials have been assessed and are considered acceptable in this location.

5. The development shall be undertaken in strict accordance with the submitted construction traffic management plan received on the 23rd August 2022.

The development shall thereafter be completed in accordance with the approved details and timetable.

REASON: To reduce the possibility of deleterious materials (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 parking problems in the area.

6. Prior to the first use of the decking area and tepee hereby approved the access arrangements shall have been fully implemented in strict accordance with the details submitted on plan 2231-P03 Rev B.

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 highway safety.

7. Prior to the first use of the decking area and tepee hereby approved the agreed on-site highways works including traffic signs for the "in and "out" access formation; road marking symbolising the one-way internal road system; internal pedestrian crossing submitted on plan 2231-P03 Rev B shall have been constructed and completed in accordance with scheme to be submitted to and approved in writing by the Local Planning Authority. The works shall thereafter be implemented in strict accordance with the approved detailed prior to decking area and tepee first being brought into use.

REASON: In order that the traffic generated by the development does not exacerbate unsatisfactory highway conditions prior to the completion of the highway scheme/works.

8. Prior to the first use of the decking area and tepee hereby approved the parking and turning facilities shall have been fully implemented in accordance with the details submitted on plan 2231-P03 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 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.

9. Prior to the first use of the decking area and tepee the cycle parking provision shall have been fully implemented in accordance with the details submitted on plan 2231-P03 Rev B. The area shall thereafter be kept free of obstruction and available for the parking of cycles only at all times.

REASON: To ensure the provision and availability of adequate cycle parking and the promotion of sustainable forms of transport.

10. No live music/entertainment or recorded music or amplified sound be permitted on the deck/tepee area or outside area of the existing restaurant at any times.

REASON: In order to ensure that the increased use of the premises does not lead to any unacceptable impact on nearby residential properties.

11. Prior to the first use of the decking area and tepee hereby approved details of the bat and bird boxes to be provided on the site in accordance with the Preliminary Roost Assessment (Bates by Ecology Services Ltd dated April 2002 shall have been fully implemented in accordance with details to be submitted and approved in writing by the Local Planning Authority. Thereafter the bat boxes shall be retained on the site.

REASON: To ensure that adequate on-site provision is made for bats in the vicinity in the interests of biodiversity.

12. The development shall be carried out in strict accordance with the Arboricultural Impact Assessment by Bowland Tree Consultancy dated May 2022 and all trees shall be retained.

REASON: To ensure that the existing trees are retained on site in the interests of visual and residential amenity.

(Debbie Love spoke in favour of the above application)

227

PLANNING APPLICATION 3/2022/0469 - THE WARREN, WARREN FOLD, HURST GREEN, BB7 9QH

RESOLVED: That committee be minded to approve the application due to the local need for over 55 bungalows in this area. Application to be returned to a subsequent Committee with appropriate conditions and S106 obligations.

(Mrs Quinn-Jones spoke in favour of the above application. Cllr J Alcock was given permission to speak on the above application)

## HURST GREEN VILLAGE GREEN - S106 MONIES

The Director of Economic Development and Planning submitted a report seeking authority to release Section 106 contributions to Aughton, Bailey and Chaigley Parish Council to facilitate improvement works at the village green in Hurst Green.

The Section 106 monies were secured when planning permission was granted to erect 30 new dwellings on land north of Whalley Road. The agreement secured £25,000 in respect of improvement and maintenance of the existing village green area in the village of Hurst Green.

The Parish Council favoured improving the playground and quotes had been received for two towers, bridge and slide (steel and rope), small slide, relacing plastic trail and children's area.

## RESOLVED THAT COMMITTEE

Authorise payment of £25,000 to Aughton, Bailey and Chaigley parish council for the completion of the play area improvements as set out in the report, once completed.

## CONSULTATION ON CUERDALE GARDEN VILLAGE PROPOSAL

The Director of Economic Development and Planning submitted a report asking committee to consider the consultation from a neighbouring authority on the Cuerdale Garden Village proposal.

The report outlined the key points of the proposal, highlighted potential cross-boundary issues and reminded members of the general duty to co-operate.

The consultation had been discussed at the Development Plan working group and members had agreed that it would be appropriate to object to the proposal in relation to the impact upon the designated Green Belt and that the application had not adequately demonstrated that it had met the test of 'very special circumstances'.

It was also thought that the response should include observations on the economic impacts and that the council supports the National Highways approach of seeking further highway evidence to be satisfied that there would be no adverse impacts upon the strategic network in relation to Ribble Valley. The Environment Agency objection and its reasons should also be highlighted as a concern given that there is further evidence required to ensure that water resources were protected.

Members discussed the consultation further and requested that the loss of valuable agricultural land, and the fact that South Ribble do not have either a housing or employment land need to justify the proposals.

The Director of Economic Development and Planning informed committee that officers would continue to develop a dialogue with South Ribble BC to ensure the opportunity to fully explore outstanding issues and address the relevant local planning issues.

## RESOLVED THAT COMMITTEE:

1. Endorse the conclusions set out in summary in the report and officers be instructed to submit a holding objection in response to the consultation reflecting the matters discussed in the report concerning Green Belt and Highway concerns and advising South Ribble Council of the wider concerns held by this Council including economic impact, environmental impact with

loss of valuable agricultural land and the fact that South Ribble do not have either a housing or employment land need to justify the proposals, and

2. Officers to be asked to continue discussions relating to wider concerns identified and to keep the committee informed of progress as any further work that may help resolve those concerns undertaken by the applicants.

230 PLANNING ENFORCEMENT UPDATE

The Director of Economic Development and Planning submitted a report for information on planning enforcement.

The report outlined that 150 new complaints had been received since 20 November 2021 as well as having a substantial number of ongoing matters all of which had been investigated. Weekly meetings take place between legal and planning officers to ensure progress.

Members were reminded that planning enforcement was discretionary and that the Council does not act unless it is expedient to do so. 48 matters had been closed with no further action, planning applications had been received for 41 matters where requested and 16 formal notices had been served in that period. A prosecution had also commenced in relation to demolition of a listed building.

The Head of Legal and Democratic Services gave an update on progress with the prosecution.

231 REVENUE OUTTURN 2021/22

The Director of Resources submitted a report for information on the outturn for the financial year 2021/22 in respect of the revenue budget for this committee.

There had been a number of variations in both income and expenditure during the year that given rise to an overall underspend of £202,792 on the net cost of services. After transfers to and from earmarked reserves there was an overall overspend of £82,510. Details of the variations were outlined in the report.

232 REVENUE MONITORING 2022/23

The Director of Economic Development and Planning submitted a report for information on the position for the period April 2022 to July 2022 of this year's original revenue budget for this committee.

The comparison between actual and budgeted expenditure showed an overspend of £63,946 to July 2022 of the financial year 2022/23. After allowing for transfers to/from earmarked reserves there was an overspend of £67,726. The report outlined the variations by cost centre.

233 CAPITAL MONITORING 2022/23

The Director of Resources submitted a report for information on the progress of this committee's capital programme for the period April to June 2022. There had been no spend on the Introduction of Planning Portal Link to the Planning Application System and Planning System Update scheme as it was currently on hold and it was unclear whether there would be any spend on the scheme in 2022/23.

## APPEALS

3/2021/0879 – Erection of four garages and four car ports at The New Drop, Stoneygate Lane, Ribchester, PR3 2XE – appeal dismissed.

2/2021/0239 – Listed building consent for conversion and reuse of the building for an ice cream parlour at 35A King Street, Whalley, BB7 9SP – appeal dismissed.

3/2021/0411 and 3/2021/0412 – Extension and conversion of existing outbuildings to create additional residential floorspace at Blackhouse Farm, Hole House Lane, Slaidburn, BB7 4TS – appeals dismissed.

Application for costs relating to two applications at Blackhouse Farm, Hole House Lane, Slaidburn, BB7 4TS – refused.

3/2021/0783 – extension of an existing driveway; creation of a carport with a balcony above at York House, York Road, Wilpshire, BB1 4AE – appeal dismissed.

3/2021/1079 – conversion of barn into one residential dwelling at Barn adjacent to Shay House Farm, Catlow Road, Slaidburn, BB7 3AQ – appeal dismissed.

3/2021/0369 – refurbishment of the existing roof finish at 14 Church Lane, Whalley, BB7 9SY – appeal dismissed.

3/2021/0887 – proposed holiday cottage within the curtilage of Bramley Croft, Clitheroe Road, Whalley, BB7 9AQ – appeal allowed with conditions.

3/2021/0788 – partial demolition of an existing stable complex and erection of new building. Conversion of the retained building to provide a wellbeing centre at Pendle View, Primrose Lane, Mellor, BB2 7EQ – appeal allowed with conditions.

3/2022/0118 – proposed single storey rear extension and side dormer at 5 Grindleton Road, West Bradford, BB7 4TE – appeal dismissed.

3/2021/0989 – proposed annexe within the residential curtilage at Cliveden, Sandy Bank, Chipping, PR3 2GA – appeal allowed.

## 235 MINUTES OF WORKING GROUPS

## 236 MINUTES OF LOCAL DEVELOPMENT PLAN WORKING GROUP - 14 APRIL 2022

The minutes of the Development Plan working group held on 14 April 2022 were circulated for information.

## 237 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

## 238 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](mailto:olwen.heap@ribblevalley.gov.uk).

## Minutes of Personnel

Meeting Date: Wednesday, 31 August 2022, starting at 6.30 pm  
Present: Councillor S Bibby (Chair)

Councillors:

S Atkinson	D Peat
R Bennett	S Rainford
A Humpheys	J Schumann
D O'Rourke	R Thompson

In attendance: Chief Executive and Director of Resources

Also in attendance: Councillor S O'Rourke

### 239 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 240 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

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

### 241 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

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

### 242 PUBLIC PARTICIPATION

There was no public participation.

### 243 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

### 244 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

### 245 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.

### 246 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 8 new staff had been appointed between 16 May 2022 and 15 August 2022 and that there had been 10 leavers in the same period. It was highlighted at the meeting that work experience placements had recommenced, after the postponement of all placements during the Covid-19 pandemic. The report confirmed that 10 work experience placements had been offered to students ranging from Year 10 to Under Graduates, between the period of 16 May and 15 August 2022, and of these 8 had been completed.

There was discussion at the meeting around the reasons for staff leaving the Council's employment and it was explained that although some staff do leave to join other local authorities this Council has benefitted from new staff joining us from other authorities. It was confirmed a report is submitted to this Committee which sets out a summary of all exit interviews.

RESOLVED THAT COMMITTEE:

1. Noted and approved the decisions taken by CMT and the Chairman as outlined in the report, and
2. Approved the writing of letters of thanks to the staff who have left the Council, where appropriate.
3. Supported the request for 2 years mentoring for a Building Surveyor in order to obtain Royal Institute of Chartered Surveyors membership.

247

STAFF ESTABLISHMENT UPDATE

The Director of Resources submitted a report updating Members on the full staffing establishment for the Council.

Members were reminded that the staffing establishment list included posts based both at the Council offices or one of the Council's other facilities and comprised the approved establishment for which budgetary provision was made.

The report noted that the Establishment List is a key document in controlling the Council's overall budgets and expenditure.

248

UPDATE ON NATIONAL PAY CONSULTATIONS 2022/23

The Director of Resources submitted a report updating members on the latest position in respect of the National Pay negotiations for 2022/23.

Members were reminded that a pay claim for 2022/23 had been submitted by the Joint Trade Union Side (Unite, Unison and GMB) on 6 June 2022.

The report noted that the claim was for:

- A substantial increase with a minimum of £2,000, or the current rate of RPI (whichever was greater) all pay points.
- COVID-19 recognition payment
- A national minimum agreement on homeworking policies for all councils and the introduction of a homeworking allowance
- An urgent review of all mileage rate currently applying
- A review and update of NJC terms for family leave and pay
- A review of term-time only contracts and consideration of retainers
- A reduction in the working week (without loss of pay) to 35 hours (34 in London)

- One additional day of annual leave

The report confirmed the National Employers response and summarised the one year offer of:

- With effect from 1 April 2022, an increase of £1,925 on all NJC pay points 1 and above
- With effect from 1 April 2022, an increase of 4.04 per cent on all allowances (as listed in the 2021 NJC pay agreement circular dated 28 February 2022)
- With effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement
- With effect from 1 April 2023, the deletion of pay point 1 from the NJC pay spine.

Members were informed that NJC Unions are now considering the offer and consulting with their members.

The Director of Resources explained that the base budgets for 2022/23 had included an allowance for pay increases of 2% plus 1% held in a contingency. The cost of the pay offer was around £500k which was £290k over the amount provided for.

The meeting closed at 6.57 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait [rebecca.tait@ribblevalley.gov.uk](mailto:rebecca.tait@ribblevalley.gov.uk).

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## Minutes of Health and Housing

Meeting Date: Thursday, 1 September 2022, starting at 6.30 pm  
Present: Councillor D Peat (Chair)

Councillors:

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

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

Also in attendance: Councillors S O'Rourke and D Berryman

### 249 APOLOGIES FOR ABSENCE

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

### 250 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

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

### 251 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

Councillor B Holden declared an interest in Agenda Item 9 – Capital Monitoring 2022/23

### 252 PUBLIC PARTICIPATION

There was no public participation.

### 253 HOMELESS STRATEGY 2022 - 2025

The Director of Economic Development and Planning submitted a report requesting Committee consider the Homeless Strategy for 2022-2025.

The report explained the draft strategy was presented to Committee in January 2022 and was discussed in detail at the Homeless Forum in June 2022. Following consultations, the strategy had been amended to reflect comments received. The main amendments shown in red were inclusion of a summary, an updated action plan around Domestic Abuse services, and information about affordable housing completions.

Members were reminded that an up-to-date Homeless Strategy is a requirement under the Homeless Act.

There was discussion at the meeting around hidden homelessness. There was an anticipated increase in homelessness due to the rising cost of living, and landlords selling rental properties. It was also suggested that education was needed around the triggers for homelessness, such as parental eviction and relationship breakdown, to try and address these issues. It was felt that residents of the Borough may not believe homelessness was an issue as rough sleeping was not prevalent however homeless households were hidden as many sofa surf. Officers confirmed that housing need would be looked at as part of the Local Plan review in order to understand housing needs across the Borough and address them through appropriate projects.

Concerns were raised over the expected increase in Domestic Violence linked with the pressures of the rising cost of living.

Committee requested that initiatives around Domestic Violence and Homelessness be moved up the agenda going forward, and that Committee receive a progress report at each cycle.

RESOLVED THAT COMMITTEE:

- Approved the Ribble Valley Homeless Strategy for 2022-2025.

254

#### REPLACEMENT OF VEHICLES

The Chief Executive submitted a report requesting approval of additional budgets on capital schemes for the replacement of the Pest Control Van and Dog Warden Van.

The report noted that on 13 January 2022 the Committee had approved the transfer of capital budgets to 2022/2023 for:

- Replacement of Pest Control Van - £13,800
- Replacement of Dog Warden Van - £13,500

Committee had also recommended that the Policy and Finance Committee approve additional budgets of £2,200 (Pest Control Van) and £2,500 (Dog Warden Van), for 2022/2023, due to updated guide prices and additional costs for fitting out the vans.

The report detailed the considerations with regards to the replacements, and the estimates for conversion work which would meet DEFRA welfare standards. This included fitting cages, sign writing, mechanical ventilation, and hazard warning signs. The report concluded that an increase in the budget of £5,891 was therefore necessary, being £2,837 for the Pest Control van and £3,054 for the Dog Warden van.

There was lengthy discussion around exploring the option of electric vehicles, and the cost of implementation. Members were minded to explore this considering the environmental benefits. The option of leasing was discussed, however, due to the modifications required on the vehicles Officers felt this was not a practical option.

Members requested information regarding disposal values of vehicles and equipment replaced, including trade ins, in future.

RESOLVED THAT COMMITTEE:

- Submit the request to Policy & Finance Committee for additional budget for the replacement of the Pest Control and Dog Warden vehicles. Two options to be submitted:

1. Replacement with Diesel vehicles estimated cost £37,890, or
2. Replacement with Electric vehicles estimated cost £76,000.

255 REVENUE OUTTURN 2021/22

The Director of Resources submitted a report on the outturn for the financial year 2021/22 in respect of the revenue budget for this committee.

There had been a number of variations in both income and expenditure during the year that had given rise to an overall underspend of £110,363 on the net cost of services. After transfers to and from earmarked reserves there was an overall underspend of £102,361 that had been added to General Fund Balances. Details by cost centre were outlined in the report for information.

256 REVENUE MONITORING 2022/23

The Director of Resources submitted a report informing committee of the position for the period April to June 2022 of this year's revenue budget for this committee.

The comparison between actual and budgeted expenditure showed an underspend of £53,341 for the first three months of the financial year 2022/23, after allowing for transfers to/from earmarked reserves. Details of the variances were included in the report for information.

257 CAPITAL MONITORING 2022/23

The Director of Resources submitted a report for information of progress on the 2022/23 capital programme for the period to the end of June 2022 for this committee.

At the end of June 2022 £249,982 had been spent or committed which equated to 7.1% of the annual capital programme budget for this committee. Of the nine schemes in the capital programme, four schemes were expected to be completed in-year, one scheme was unlikely to be completed in-year, three schemes were on-going grants schemes, and it was unclear whether one scheme would be completed in-year.

Officers raised the following issue to provide clarification. It was possible that the S106 funding re Land North of Dilworth Lane, Longridge would be utilised in a different manner, therefore, for future reports it was proposed to split the approved budget of £2,048,080 as follows:

- £422,130 left as the Equity Share Option Schemes.
- £1,625,950 re-named as "Affordable Housing – Longridge" scheme.

The delay regarding the Joiners Arms Roof Renewal was noted, and it was requested that progress be reported at the next Committee.

258 HOMES FOR UKRAINE UPDATE

The Director of Economic Development and Planning submitted a report updating members about the current Homes for Ukraine position in the borough.

The report informed Committee that following a very positive response from homeowners to date there were 85 Ukrainian residents in the borough. A table was included showing the increasing numbers of sponsors and guests for all Lancashire

boroughs. It was noted that the Clitheroe Ukrainian Support project continued, a welcome pool party had been arranged at Ribblesdale pool, an Independence Day Reception was being hosted, and a trip to Blackpool Pleasure Beach. Guests had also received passes to access the pool and gym. Families were being provided housing advice and assistance and the Council's Homes for Ukraine Assistant had commenced a full-time role.

DLUHC had written to host families to consider extending accommodation to 12 months from 6 months and responses were awaited.

It was confirmed at the meeting that sponsor accommodation was predominantly residential homes and, to date, 2 families had received assistance in moving into rental accommodation.

259 AFFORDABLE HOUSING UPDATE

The Director of Economic Development and Planning submitted a report informing members of the number of affordable housing units delivered across the borough in 2021/22.

The report confirmed the number of completions for 2021/22 was 162, which surpassed the annual target of 75, and was the highest number of affordable units completed in the borough in any year.

Members discussed the split of affordable housing ownership options and affordable rent and were keen to ensure that the split reflected the needs of residents. The number of completions was highlighted as a success; however, it was noted that there was a lack of affordable units within villages.

260 MINUTES OF WORKING GROUPS

There were no minutes from Working Groups.

261 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

262 MERSEY-CARE NHS FOUNDATION TRUST

Councillor David Peat submitted a report for information following the Council of Governors meeting on 12 July 2022 for Mersey-care NHS Foundation Trust. The report noted the target for "full retraction" from the Calderstones site in December 2023/January 2024, and that 45 residents were currently on site.

263 LANCASHIRE CC NHS AND ADULT AND SOCIAL CARE SCRUTINY COMMITTEE

Councillor David Peat submitted a report for information following the Lancashire County Council NHS and Adult Care Scrutiny Committee on 13 July 2022. At the meeting 2 presentations had outlined strategies for Adult Social Care with the new NHS Lancashire and South Cumbria Integrated Care Board, and also Health and Well-being.

264 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.

## GRANTS UPDATE

The Director of Economic Development and Planning submitted a report for information on recent approvals for seven Disabled Facilities grants and two Ribble Valley Adaptation grants. No new First Time Buyer Energy Efficiency Grants or Landlord/tenant Capital Grants had been approved since the last committee report.

The meeting closed at 8.01 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait [rebecca.tait@ribblevalley.gov.uk](mailto:rebecca.tait@ribblevalley.gov.uk).

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## Minutes of Licensing

Meeting Date: Tuesday, 6 September 2022, starting at 6.30 pm  
Present: Councillor S Brunskill (Chair)

Councillors:

J Alcock	S O'Rourke
R Bennett	S Rainford
I Brown	J Rogerson
S Farmer	G Scott
S Hore	R Walsh
D O'Rourke	

In attendance: Head of Legal and Democratic Services and Solicitor

### 266 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors A Humphreys, R Newmark and G Hibbert.

### 267 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 14 June 2022 were approved as a correct record and signed by the Chairman.

### 268 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

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

### 269 PUBLIC PARTICIPATION

There was no public participation.

### 270 HACKNEY CARRIAGE FARES

The Chief Executive submitted a report seeking Committee approve the review of Hackney Carriage fares.

The report explained that Hackney Carriage fares were set by Committee on 10 August 2006, had last been reviewed in 2017, but that fares had not been increased for 16 years. The report noted that the costs of providing the service had increased significantly due to a number of factors, particularly the cost of fuel, which was placing considerable economic pressure on the Hackney Carriage licence holders. Whilst the increase of fares would also impact the public; it was proposed that fares be increased to a rate which would reflect the increased costs to drivers but not impact too heavily on the public. The proposed fares were set out in the report.

The matter was to be discussed at the annual taxi meeting scheduled for 21 September 2022, allowing licence holders to present any consultation responses. Going forward it was proposed that fares be reviewed annually.

RESOLVED THAT COMMITTEE:

1. Approved the proposed fares set out in Appendix 1 to the report.
2. Authorise the Head of Legal and Democratic Services to advertise the proposed table of fares as required by legislation.

271

#### HACKNEY CARRIAGE AND PRIVATE HIRE KNOWLEDGE TEST

The Chief Executive submitted a report proposing the revision of the knowledge test undertaken by prospective Hackney Carriage and Private Hire vehicle drivers.

The report explained that the knowledge test was part of the Council's assessment of whether an applicant for private hire or hackney carriage licence was a fit and proper person to hold a licence. The knowledge test required applicants to name each and every road between locations by the most efficient route, answer questions on where a particular landmark is situated, and explain hackney carriage bylaws and the highway code. The applicant had to achieve a minimum number of points on each page of the test, and, if unsuccessful, was allowed to re-sit on four occasions but would not then be allowed a further attempt for one year.

The report reminded Committee that the knowledge test remained an important part of assessing whether an applicant was a fit and proper person to hold a licence and ensured that the public could have confidence in the driver's knowledge and efficiency. The purpose of the test was to ensure that applicants had the required knowledge and not that they were able to list information. Therefore, it was proposed that the knowledge test be amended to include multiple choice questions, which required the applicant to select the shortest route between two specified locations, and that the applicant be required to achieve a minimum overall score.

It was proposed at the meeting that Committee consider the introduction of drugs testing for drivers as a further measure to ensure safety and diligence. Officers agreed investigate the subject and report to a future Committee.

RESOLVED THAT COMMITTEE:

- Authorise the Head of Legal and Democratic Services to revise the knowledge tests as set out in the report.

272

#### CHILD SEXUAL EXPLOITATION TRAINING

The Chief Executive submitted a report requesting Committee determine the appropriate manner of training required for applicants for Hackney Carriage and Private Hire driver's licences in respect of child sexual exploitation (CSE) and identifying the signs of CSE.

The report explained that Hackney Carriage and Private Hire drivers licenced by the Council were required to have completed a course in respect of safeguarding against and identifying the signs of Child Sexual Exploitation. The free course which had been provided by Lancashire County Council had been withdrawn. Therefore, it was

proposed that another provider be designated to provide the training, as completion of the course remained an important aspect of the licensing process.

It was proposed that the safeguarding course be provided by the Blue Lamp Trust in the future, who were an experienced provider to over 100 licensing authorities. The report explained the different courses that the Blue Lamp Trust offered for a relatively modest fee to applicants, and the considerations Officers had made resulting in the recommendation that applicants undertake the virtual classroom course option. It was confirmed at the meeting that, when attending the virtual classroom, the course provider checked the ID of attendees and ensured the attendee remained visible throughout the course. Attendance on the two-and-a-half-hour course costs £25.00.

Committee was also asked to consider implementing a requirement for operators to have a nominated trained safeguarding lead. It was suggested at the meeting that consideration could be given to appointing an Officer of the Council as safeguarding contact to ensure that smaller firms were supported. This option would be discussed at the annual taxi meeting scheduled for 21 September 2022.

#### RESOLVED THAT COMMITTEE:

1. That applicants for Hackney Carriage and Private Hire driver's licences in the Ribble Valley attend the virtual classroom provided by the Blue Lamp trust for taxi driver safeguarding training and that any consequential amendments be made to the Council's taxi policy and licence conditions.
2. That Committee authorise the Head of Legal and Democratic Services to consult with operators and other interested parties on the introduction of a condition requiring each operator to nominate a safeguarding lead and to provide for their initial and refresher training.

273

#### TAXI/PRIVATE HIRE VEHICLE LICENSING OPERATION

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

The report explained that on 13 June 2022, the Council's Taxi Enforcement Officer had carried out inspections of licensed private hire and hackney carriage vehicles, in a joint operation with the Police, and Vehicle and Operator Services Agency. The Council's Taxi Enforcement Officer had inspected six vehicles, which were all found to be of the required standard, reflecting positively on the taxi and private hire fleet in the Ribble Valley, and providing reassurance to the public regarding their safety and comfort.

274

#### REBUILDING THE UK'S NIGHT-TIME ECONOMY

The Chief Executive submitted a report informing Committee of the principal issues considered at a training webinar attended by the Council's Licensing Enforcement Officer on Rebuilding the UK's Night-time Economy: Recovering from Covid-19 and Creating a Safe, Diverse, Thriving Night-time Economy.

The event which had been held on 4 August 2022, included contributions from Members and Officers from a number of metropolitan and city authorities and others involved in the regulation and promotion of the night-time economy, was a training exercise organised by the Public Policy Exchange, and had been a useful presentation regarding trends and possible initiatives relating to night-time economy.

The report listed the factors highlighted by the training, which were confirmed to be national statistics and not specific to the Ribble Valley.

275 MINUTES OF LICENSING SUB-COMMITTEE

Committee received the minutes of the Licensing Sub-Committee meetings of 6 June 2022, 14 June 2022, and 11 July 2022.

276 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

277 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.01 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait [rebecca.tait@ribblevalley.gov.uk](mailto:rebecca.tait@ribblevalley.gov.uk).

## Minutes of Economic Development

Meeting Date: Thursday, 8 September 2022, starting at 6.30 pm  
Present: Councillor L Edge (Chair)

Councillors:

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

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

### 278 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Clark and R Elms.

### 279 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

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

### 280 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

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

### 281 PUBLIC PARTICIPATION

There was no public participation.

### 282 REVENUE OUTTURN 2021/22

The Director of Resources submitted a report for information on the outturn for the financial year 2021/22 on the revenue budget for this committee.

Following a number of variations in both income and expenditure during the year, there was an overall underspend of £4,597 on the net cost of services, which after transfers to and from earmarked reserves gave an overall underspend of £21,123.

### 283 REVENUE MONITORING 2022/23

The Director of Resources submitted a report for information on the position on this year's revenue budget for this committee for the period April to July 2022.

The comparison between actual and budgeted expenditure showed an overspend of £4,941 for the first four months of the financial year 2022/23.

284 CAPITAL MONITORING 2022/23

The Director of Resources submitted a report for information on the progress on this committee's 2022/23 capital programme for the period to the end of July 2022.

To date there had been no spend on the one capital scheme and it was unclear if the scheme budget would be spent by financial year-end.

285 FOOD FESTIVAL 2022

The Director of Community Services submitted a report updating members on the Food Festival held on 30 July 2022 in Clitheroe.

The event had been organised and managed by Council staff together with volunteers on the day from Rotary and Lions. It had been attended by around 100 businesses and organisations and was of a similar size to the pre-covid event in 2019. The event had proved difficult to organise because of problems with suppliers for the services used to stage the event, and costs associated with these services were significantly higher than in previous years.

He informed members that the marquee supplier which had been booked for several months let the Council down 5 days before the event leading to prices being obtained from new suppliers and the lowest quote from a Blackpool supplier was accepted.

The event was a success for the Council and for the Borough as a whole. A review of the event would take place in due course along with options in future for a two day/Sunday event and outturn costs calculated.

He reminded members that in future, the staging of the event would be under the remit of Economic Development committee.

Members were pleased with the success of the festival and discussed various ideas around a Christmas event.

At 6.40pm an announcement was made that Her Majesty Queen Elizabeth had passed away. A minute silence was observed.

The meeting was closed at 6.55pm before the last item of business was considered.

286 WELCOME BACK FUND - UPDATE

The Director of Economic Development and Planning submitted a report for information updating members on the next steps in respect of the retail centres following the production of the retail centre report which was funded by the Welcome Back Fund.

She informed members that it was now the intention that the suggestions identified within the action plans feed into the service centre action plans developed by the economic development team for the three main retail areas. Work had already commenced on the Plan for Longridge.

The action plans would also feed into the review of the Council's Economic Plan, where the first workshop event as part of that review had been arranged for October.

She also reported that once DLHUC had confirmed whether our investment plan for the UK Shared Prosperity Fund was acceptable, members of Policy and Finance

committee would be deciding on how this funding over the life of the fund would be utilised. The retail centre action plans may also feed into projects supported.

287                   REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

288                   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](mailto:olwen.heap@ribblevalley.gov.uk).

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## Minutes of Sub-Committee of the Licensing Committee

Meeting Date: Thursday, 22 September 2022, starting at 4.00 pm  
Present: Councillor S Brunskill (Chair)

Councillors:

S Brunskill  
I Brown

A Humphreys

In attendance: Solicitor and Jane Horsfield

289 WELCOME

290 APOLOGIES AND RE-CONSTITUTION OF THE COMMITTEE MEMBERSHIP

There were no apologies.

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

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

292 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.

293 LICENCE HEARING - TAXI

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 along with a representative. The representative made verbal submissions to the Committee and asked the applicant to confirm further details and the circumstances in relation to the offences which had been recorded. The applicant also responded to questions by the Sub-committee.

The Sub-committee, having taken account of all the submissions, a character reference, the provisions of the Local Government (Miscellaneous Provisions) Act 1976, and the Council's Statement of Policy and Guidelines on Relevant Convictions, concluded that the applicant was not a fit and proper person and that a licence should not be granted.

RESOLVED:

That the private hire driver's licence application be refused.

The meeting closed at 4.35 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait [Rebecca.Tait@ribblevalley.gov.uk](mailto:Rebecca.Tait@ribblevalley.gov.uk).

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## Minutes of Planning and Development

Meeting Date: Thursday, 22 September 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
J Clark	R Sherras
K Fletcher	

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

Also in attendance: Councillors J Alcock and S Fletcher

### 294 APOLOGIES FOR ABSENCE

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

### 295 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 25 August 2022 were approved as a correct record and signed by the Chairman.

### 296 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

Councillor K Horkin declared he owned business premises in Clitheroe.

### 297 PUBLIC PARTICIPATION

Mr Cunliffe spoke on agenda item 6 – Greystones and Longfield, Waddington Road, Clitheroe Tree Preservation Order 2022.

### 298 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

### 299 PLANNING APPLICATION 3/2022/0469 - THE WARREN, HURST GREEN, BB7 9QH

RESOLVED that the application be refused for the following reasons:

1. The proposal is considered to be in direct conflict with Policies DMG2 and DMH3 of the Adopted Ribble Valley Core Strategy insofar that approval would lead to the creation of new residential dwellings, located outside of a defined settlement boundary, without sufficient justification. It has not been adequately demonstrated that the proposal is for that of local needs housing that meets a current identified and evidenced outstanding need or that the proposal would meet any of the exception criterion inherently contained within either policy.

2. The proposal is considered to be in direct conflict with Key Statement EN2 and Policy DMG1 of the Adopted Ribble Valley Core Strategy insofar that the introduction of built form and resultant quantum of development in this location, would result in a level of development that would appear both anomalous and incongruous, undermining the character and visual amenities of the immediate area and that of the Forest of Bowland Area of Outstanding natural beauty.

(Mrs Quinn-Jones spoke in favour of the above application. Cllr J Alcock spoke on the above application)

300

PLANNING APPLICATION 3/2022/0481 - SITE OF FORMER PACK HORSE GARAGE, MELLOR BROW, MELLOR, BB2 7PL

The Director of Economic Development and Planning updated members with late information regarding a location plan and additional letter of representation.

RESOLVED that the application be refused for the following reasons:

1. The proposal is considered to be in direct conflict with Policy DMG1 of the Ribble Valley Core Strategy insofar that the proposed development would result in significant measurable harm to the residential amenities of the occupiers of numbers 3-5 'The Willows' by virtue of direct overlooking, from elevated positions from habitable room windows, within close proximity which would afford direct views into the private residential garden areas and habitable rooms of the affected dwellings. As such the proposal would significantly undermine and diminish the sense of privacy enjoyed by occupiers of the existing properties. It is further considered that the proposal would prove harmful to existing residential amenities by virtue of its overall scale and proximity to the affected dwelling, resulting in a significant undue and unsympathetic overbearing impact upon.
2. The proposed development, by virtue of its overall design, scale and elevational language, would result in the introduction of an incongruous, unsympathetic, and discordant form of development, of an overtly suburban appearance, that fails to respond positively to the inherent visual character of the area or the inherent defining characteristics of the immediate streetscene. As such the proposal is considered to be in direct conflict with Policy DMG1 of the Ribble Valley Core Strategy and Paragraphs 130 and 134 of the National Planning Policy Framework insofar that the proposed development would be of significant detriment to the character and visual amenities of the area.
3. The proposed development is considered to be in direct conflict with Policy DMG3 of the Ribble Valley Core Strategy insofar that the proposed site arrangement precludes the ability for vehicles to adequately manoeuvre and park safely within the site.

(Cllr S Brunskill spoke on the above application as ward councillor, then left the meeting and took no part in the debate or vote)

301

PLANNING APPLICATION 3/2022/0672 - LAND OFF WHALLEY ROAD, MELLOR BROOK, BB2 7HY

The Director of Economic Development and Planning updated members with information regarding a revised Tree Protection report and the consultation response from LCC who had no objections.

RESOLVED that the application be refused for the following reasons:

1. The proposal is considered to be in direct conflict with Key Statement DS1 and Policies DMG2 and DMH3 of the Adopted Ribble Valley Core Strategy insofar that approval would lead to the creation of new residential dwellings, located outside of a defined settlement boundary, without sufficient justification - insofar that it has not been adequately demonstrated that the proposal is for that of local needs housing that meets a current identified and evidenced outstanding need or that the proposal would meet any of the exception criterion inherently contained within either of the policies.
2. The proposed dwellings, by virtue of their elevated nature, overall footprint, and forward projection relative to the adjacent residential development to the west, would result in the introduction of an incongruous and discordant form of development that fails to respond to nearby inherent patterns of development. As such the proposal is considered to be in direct conflict with Policy DMG1 of the Ribble Valley Core Strategy and Paragraphs 130 and 134 of the National Planning Policy Framework insofar that the proposed development would be of significant detriment to the character and visual amenities of the area.

(Cllr S Brunskill spoke on the above application as ward councillor, then left the meeting and took no part in the debate or vote. Matthew Wyatt spoke in favour of the above application)

(Cllr S Brunskill returned to the meeting before the next item of business)

302

PLANNING APPLICATION 3/2022/0742 - 7 ACCRINGTON ROAD, WHALLEY, BB7 9TD

RESOLVED that the application be refused for the following reasons :

1. Condition 2 can neither be partially nor fully discharged insofar that the development, particularly the elevational configuration, has not been carried out in strict accordance with the approved details pursuant to planning approval ref: 3/2017/0633. It is further considered that the cumulative level of deviation from the approved details goes beyond that which can be reasonably considered under the provisions of S73 of the Town and Country Planning Act 1990.

Given the deviation from the approved plans the building, as constructed, technically does not benefit from planning permission. As such, these such matters should be regularised via the submission of a Section 73A application.

2. The proposal is considered to be in direct conflict with Key Statement EN5 and Policies DMG1 and DME2 of the Ribble Valley Core Strategy and Paragraph 135 of the National Planning Policy Framework in that approval would result in a diminished quality of development, comparative to that of the approved, resulting in a form of development that would fail to respond positively to the character of visual amenities of the area, being of detriment to the character and visual amenities of the defined Whalley Conservation Area

303

GREYSTONES AND LONGFIELD, WADDINGTON ROAD, CLITHEROE TREE PRESERVATION ORDER 2022 (7/3/19/229)

The Director of Economic Development and Planning submitted a report asking committee to consider whether the Greystones and Longfield, Waddington Road, Clitheroe Tree Preservation Order 2022 should be confirmed.

The Council's Countryside Officer had visited the site and carried out an evaluation following a request for a mature copper beech tree to be felled. The trees were

considered to be of visual amenity value to the locality, situated in a prominent position on the fringe of the Conservation Area within the town and were important to the wider tree-scape and a temporary TPO had been placed on two trees.

Committee were reminded that a TPO does not preclude tree work being carried out, but means an application is required to do so in order to protect the tree.

Members discussed this issue in some detail and understood that the owner had taken good care of T1 for many years and should be left to continue to do so.

#### RESOLVED THAT COMMITTEE

Agree to vary the Order's name and confirm the Greystones and Fairfield, Waddington Road, Clitheroe Tree Preservation Order 2022 in respect of Tree T2 only.

#### 304 WHALLEY COMMUNITY WOODLAND SECTION 106 MONIES

The Director of Economic Development and Planning submitted a report for information on Whalley Community Woodland, Calderstones Section 106 monies.

The Section 106 agreement for the planning permission granted on 11 February 2021 for demolition of 34 existing dwellings and construction of 50 new dwellings included an offsite contribution of £9,977.40 for improvements to the open space provision at Whalley Woodland.

£8,000 would be used to improve the woodland in respect of improvements to some sections of the footpath network and removal of trees with ash dieback.

#### 305 APPEALS (IF ANY)

3/2019/0877 – erection of 39 dwellings with landscaping and associated works, and access from adjacent development site at Land at the junction of Chatburn Road and Pimlico Link Road, Clitheroe, BB7 4JX – appeal dismissed, and planning permission refused.

#### 306 MINUTES OF WORKING GROUPS

There were no minutes of working groups.

#### 307 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

#### 308 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.35 pm

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

## Minutes of Policy and Finance

Meeting Date: Tuesday, 27 September 2022, starting at 6.30 pm  
Present: Councillor S Atkinson (Chair)

Councillors:

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

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

Also in attendance: Councillors T Austin, G Mirfin and R Sherras

### 309 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors L Edge and R Thompson

### 310 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AND OF EMERGENCY COMMITTEE DATED 3 AUGUST 2022

The minutes of the meeting held on 21 June 2022 and the Emergency committee held on 3 August 2022 were approved as a correct record and signed by the Chairman.

The Director of Economic Development and Planning gave an update on Minute 130 – Household Support Fund informing committee that the £90 payments to pensioners in receipt of Council Tax Support (as of 1<sup>st</sup> September 2022) had been paid out and the remaining allocation had been used for families with children on Council Tax Support who had been offered a £50 food voucher.

### 311 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

Councillor D Peat declared an interest in Agenda Items 6 and 9 – Armed Forces Covenant and Concurrent Functions Grants.

Councillor S Fletcher declared an interest in Agenda item 27 – Review of Voluntary Organisation Grants.

Councillor K Horkin declared ownership of businesses in Clitheroe.

### 312 PUBLIC PARTICIPATION

There was no public participation.

The Director of Resources submitted a report for members to consider the Council's latest budget forecast and decide what action needs to be taken to meet the financial challenges that lie ahead.

In preparing the budget forecast both national and local circumstances are considered. The forecast would be particularly challenging because of major issues such as the Covid pandemic, a new Prime Minister and team, changes to Government and major funding streams, cost-of-living impact on demand for services, fast moving inflation and the potential recession and impact on income.

The Director of Resources reminded members that the forecast was based on many assumptions that were difficult to predict. Though expected, no information had been received regarding a two year finance settlement and it was highlighted that almost half the budget was funded from uncertain streams, namely Business Rate Retention, New Homes Bonus and other Government grants.

The election of Liz Truss to Prime Minister and changes to her team had already produced a mini budget with tax cuts, a turnaround on National Insurance payments, and changes to stamp duty. Since the mini budget there had been much volatility with the value of the pound falling significantly against the dollar and an increase in interest rates, with further increases mooted.

There is also to be a re-evaluation of all Business Rated premises from April 2023, the outcome of which is currently unknown.

She informed members that the impact of inflation was already having a serious impact on the current year's budget with a significant increase in council expenditure. This was currently projected to be £737k over the base budget which included the impact of the pay award offer which adds £370k to the base budget. After allowing for the contingency of £140k which had been added to our budget at the beginning of the year the net impact of inflation so far was £600k. However, the Director of Resources stressed that the position was fast moving and had just been notified of higher gas cost which would push this figure even higher.

As part of the process to prepare our budget for next year an exercise to review each budget head was currently being undertaken.

The Director of Resources reminded members that we currently rely on £795k from Business Rate Growth to fund the revenue budget plus £296k this year to fund the cost of the new pay-line. Some was also used to finance the capital programme. The Council had recently been asked by DHLUC to inform them of its preferred pooling preferences for next year.

She informed members of the New Homes Bonus allocation in 2022/23 of £1.2m, however the future of the scheme was under consultation, although the assumption was that it would continue for 2023/24 and 2024/25 but with no legacy payments for previous years so £420k had been included for those years.

An assumption had also been made that core government funding would continue for the next 2 years with a 5% increase to reflect inflation along with a transition grant in some form to reflect reduced New Homes Bonus.

Other assumptions made in the latest forecast included the use of balances and the Government raising the cap on Council Tax increases to £10 in 2023/24 and thereafter £5pa.

Based on all the assumptions the budget shortfall would be as shown:

	£
2023/24	1,040,966
2024/25	1,394,296
2025/26	2,412,914

The Director of Resources informed committee that the Budget Working Group had met to consider the latest forecast in detail and recognised that it needed to be kept under close review. They had made a number of recommendations for the committee to consider.

Members thanked the Director for her report and recognised that careful monitoring would be required. They supported the move to remain in the Lancashire Business Rate Pool.

RESOLVED THAT COMMITTEE:

1. Agree the Budget working groups recommendations to
  - Council tax - increase the council tax by the maximum permissible
  - Expenditure - advise committees to examine their budgets carefully to see if any savings can be identified
  - Income - increase fees and charges by the rate of CPI in September and present reports to service committees alongside their budget reports in January
  - Capital – recommend that the Council prepares a 5-year capital programme that asks committees to review their existing approved capital schemes in line with inflation; review the capital bids put on hold last year in line with inflation and analyse between essential and other categories; ask committees to identify any new bids and analyse between essential and other categories
  - Reserves – recognise that it was likely that reserves would be needed to fund the budget shortfall next year before decisions could be made to produce a sustainable base budget going forward based on projected inflation etc
2. Agree that the pooling preference for 2023/24 was to remain a member of the Lancashire Business Rate Pool.

314

#### ARMED FORCES COVENANT

The Chief Executive submitted a report seeking committee's endorsement of the updated Ribble Valley Borough Council Armed Forces Covenant for it's referral to Council for approval.

The updated version was of a simpler format but still required a commitment from the Council to support the Armed Forces community, both past and present wherever possible.

Section 2.1 of the Covenant would be a 'live' section and updated as and when the Council adds further measures to support the Armed Forces community in the Ribble Valley.

The Defence Employer Recognition Scheme was also highlighted as something the Council could work towards achieving.

Councillor R Sherras, as the Council's Armed Forces Champion was given permission to speak on this item and highlighted the great work of the Lancashire Armed Forces Hub whose meetings he attended regularly.

\*\*\* RESOLVED THAT COMMITTEE:

1. Endorse the Armed Forces Covenant as outlined and refer it to Council for approval;
2. Authorise the Head of Legal and Democratic Services to update Section 2.1 of the Covenant to include any amendments to the measures which the Council takes to support the Armed Forces in the future; and
3. Authorise the Head of Legal and Democratic Services to explore recognition for the Council under the Defence Employer Recognition Scheme and report back to committee upon this.

315

#### COUNTER FRAUD, BRIBERY AND CORRUPTION POLICY

The Director of Resources submitted a report seeking committee approval for the fully reviewed and revised Counter Fraud, Bribery and Corruption Policy Statement and Strategy.

The document covered both operational activity to detect and investigate fraud, bribery and corruption and proactive deterrence and prevention of fraud, bribery and corruption through to the development of a counter fraud, bribery and corruption culture.

Once approved, the policy would be circulated to all staff, and there would be training covering the policy. It would be reviewed on an annual basis.

RESOLVED THAT COMMITTEE:

Approve the new Counter Fraud, Bribery and Corruption Policy Statement and Strategy.

316

#### CORPORATE DEBT WRITE OFF POLICY

The Director of Resources submitted a report seeking committee's approval for the reviewed and updated Corporate Debt Write Off Policy.

The policy must be followed in respect of all debts which are to be considered for write off and compliments the Council's Financial Regulations and the Corporate Debt Policy. The review had been undertaken, with few changes other than to clarify detail. It would be reviewed on an annual basis.

RESOLVED THAT COMMITTEE:

Approve the reviewed Corporate Debt Write Off Policy.

(Councillor D Peat declared an interest in the next item of business and left the meeting)

317 CONCURRENT FUNCTIONS GRANTS 2022/2023

The Director of Resources submitted a report for committee to consider the allocation of concurrent function grants for 2022/23.

Concurrent functions are services provided in some parts of the borough by the borough or county council and in others by a parish or town council. The council supports parish and town councils with net revenue expenditure on these functions with reimbursement of 25% of the expenditure.

RESOLVED THAT COMMITTEE:

Approve the payment of grants to parish and town councils under the grant scheme conditions and totalling £19,195.

(Councillor D Peat returned to the meeting)

318 COVID19 ADDITIONAL RELIEF (CARF) UPDATE

The Director of Resources submitted a report updating members on the Covid 19 Additional Relief Fund (CARF) and asking for a decision on what to do with the remaining funding.

Members were reminded that the fund was intended to be available to support businesses adversely affected by the pandemic that were ineligible for the existing support linked to business rates. Ribble Valley Borough Council's allocation totalled £1,239,191.

Three application windows had taken place with 52 grant payments of 50% of the net rates payable for 2021/22 being made. Any balance on the relief monies would need to be returned to the Government.

Members discussed the options available to make use of the remaining fund monies.

RESOLVED THAT COMMITTEE:

1. Agree to award 100% of the net rates payable for the eligible applicants detailed in appendices 1,2 and 3 to the report;
2. Agree to write to DLUHC requesting that the balance of the relief be retained to help businesses adversely impacted by the cost-of-living crisis.

319 REPORT FROM OMBUDSMAN

The Chief Executive submitted a report informing committee of the Annual Review letter from the Local Ombudsman and its report following an investigation.

The letter related to the year ending 31 March 2022 where the Ombudsman had investigated 4 complaints, one of which had been upheld. The report found fault in that the Council had not provided evidence that it had carried out all the recommendations it had agreed with the Ombudsman in April 2021 regarding a new policy on Reasonable Adjustments for disabled people, keeping adequate records and training of officers.

The evidence requested had now been provided and the Council could demonstrate that two of the recommendations had been complied with. Details of refresher training had also been provided to the LGO with regard to the 3<sup>rd</sup> recommendation, and once this had taken place full compliance would be confirmed.

It was suggested that for the Council to ensure its equality duties were embraced at all levels of the organisation further actions should take place.

Members felt it was important that the Council had acknowledged its failure in this issue and that appropriate measures were now in place. A better focus on strategic risks was requested.

Councillor G Mirfin was given permission to speak on this item.

RESOLVED THAT COMMITTEE:

Approve the proposed actions set out in the report to

- Include training on the Equalities Act 2010 in the induction training for new officers – to be reviewed annually or whenever amendments are made to the Act
- Include training on the Equalities Act 2010 in the induction programme for new members – to be reviewed annually or whenever amendments are made to the Act
- Present a report to committee setting out how the Council meets the steps for promoting good practice set out in the LGO guidance and /or how it proposes to ensure that it does
- Set up an Equalities working group consisting of Councillors S Bibby, A Brown, S Fletcher, S Hore, G Mirfin, S O'Rourke and R Thompson to carry out a comprehensive review of all aspects of the Council's Equality Act duties and make recommendations to committee

320 REFERENCES FROM COMMITTEES

321 COMMUNITY SERVICES - RIBBLESDALE POOL FILTERS

The Director of Resources submitted a report asking committee to consider a request from Community Services committee to amend the Ribblesdale Pool Filter and Pipework Replacement capital scheme to enable filter refurbishment and tiling work to take place.

RESOLVED THAT COMMITTEE:

1. Approve the £44,000 budget on the Ribblesdale Pool Filter and Pipework Replacement capital scheme to be used for the replacement of pool filter media and refurbishing pool tiles at Ribblesdale Pool, and
2. Change the capital scheme title to 'Ribblesdale Pool Filter and Tile work'.

322

#### HEALTH AND HOUSING - REPLACEMENT OF PEST CONTROL VAN AND DOG WARDEN VAN

The Director of Resources submitted a report asking committee to consider a request from Health and Housing committee to approve additional budget for the Pest Control Van and Dog Warden Van replacement capital schemes.

The request was for budget amendments for updated specification diesel vehicles, however the Health and Housing committee had discussed other options including for replacement electric vehicles (including installation of charging points and a power supply).

#### RESOLVED THAT COMMITTEE

Approve the additional capital budget, funded from Capital Earmarked Reserve for the purchase of:

- Electric replacement of the Pest Control van PK13 FJP = £21,890
- Electric replacement of Dog Warden van PE64 EYC = £22,110

323

#### LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report seeking committee's approval to write off Business Rates debts.

There was one case where the company was dissolved and one where the company had been liquidated.

#### RESOLVED THAT COMMITTEE

Approve the writing off total £17,325.92 in business rates with £180.00 costs where it has not been possible collect the amount due.

324

#### COUNCIL TAX ENERGY REBATE UPDATE

The Director of Resources submitted a report for information updating members regarding progress with the Council Tax Energy Rebate payments.

The £150 non-repayable rebate for households in England in council tax bands A to D with a deadline of 30 September had now been paid either by request to bank accounts or directly to council tax accounts.

The discretionary fund payment of £150 to those council taxpayers in receipt of Local Council Tax Support in band E to H was underway with a deadline of 30 November 2022.

The discretionary fund payment to those council taxpayers in receipt of Local Council Tax Support of a top up of £30 was also being done.

325

#### REVENUE OUTTURN 2021/22

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

There had been a number of variations in both income and expenditure during the year, that had given rise to an overall overspend of £68,980 on the net cost of services. After transfers to and from reserves the overall overspend was £94,792.

326

#### OVERALL REVENUE OUTTURN 2021/22

The Director of Resources submitted a report for information on the overall revenue outturn for the year ending 31 March 2022.

There had been a final outturn of a surplus of £426,993 rather than the £198k surplus forecast at the revised estimate.

There had also been £483k more (revenue only) added to earmarked reserves than forecast at revised estimate, which was largely due to the accounting treatment required for grants received but yet to be spent. There was also a large movement in earmarked reserves due to the setting aside of funding for the Local Plan (£270k).

The large movements in the earmarked reserves in respect of Covid were expected to be held in the short term, particularly the £1.641m in respect of the Business Rates S31 funding which would offset the collection fund deficit in 2022/23.

327

#### REVENUE MONITORING 2022/23

The Director of Resources submitted a report for information on the position for the period April to July 2022 of this year's revenue budget for this committee.

The comparison between actual and budgeted expenditure showed an underspend of £279,683 for the April to July period of the financial year 2022/23. After allowing for transfers to and from earmarked reserves there was an underspend of £278,997.

328

#### CAPITAL MONITORING 2022/23

The Director of Resources submitted a report for information on the progress on this committee's capital programme for the period to the end of July 2022.

At the end of July 2022 £17,474 had been spent or committed. This was 4.9% of the total approved capital programme budget for this committee.

Of the eight schemes in the capital programme at the end of July 2022, four schemes were currently on-track to be completed in-year and it was unclear whether four of the schemes would be completed in-year.

329

#### OVERALL CAPITAL MONITORING 2022/23

The Director of Resources submitted a report for information on the progress on the Council's approved 2022/23 capital programme for the period to the end of July 2022.

At the end of July 2022 £696,433 had been spent or committed. This was 10.9% of the overall capital programme budget for 2022/23.

A summary of progress on the thirty-nine schemes in the capital programme at the end of July 2022 was as follows:

- Three schemes were complete
- Twenty schemes were currently expected to be completed in-year
- There was no certainty that ten of the schemes would be completed in-year
- One scheme was on hold
- Two schemes would not be completed in-year
- Three schemes were on-going Housing related grants schemes.

### 330 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 July 2022. This included temporary investments, interest on investments, prospects on interest rates, local government bonds agency, borrowing, borrowing requirements, prudential indicators, approved organisations, recent events and exposure to risk.

### 331 TREASURY MANAGEMENT ACTIVITIES AND PRUDENTIAL INDICATORS 2021/22

The Director of Resources submitted a report for information on the 2021/22 treasury management operations and the outturn calculations of the council's capital and treasury management prudential indicators.

Through careful investment of sums in line with the council's treasury management strategy the level of risk in the investments has been kept to a minimum.

The base rate remained at 0.10% throughout the majority of the financial year, resulting in a decrease to the amount of income received from investments when compared to the original revenue budget estimate.

Debt and investment transactions undertaken during the 2021/22 financial year were within authorised prudential limits and approved treasury management policies and practices.

### 332 TIMETABLE FOR BUDGET SETTING

The Director of Resources submitted a report informing committee of the timetable for setting the 2023/24 budget. The timetable was considerably detailed and clearly indicated who was responsible for which actions. This would be monitored in order to hit deadlines required.

### 333 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.

Committee was informed that the Council ranked 4/270 authorities in England for its collections rates of council tax and 13/270 for business rates.

334 MINUTES OF WORKING GROUPS

335 BUDGET WORKING GROUP 18 MAY 2022

The minutes of the Budget working group held on 18 May 2022 were submitted for committee's information.

336 LONGRIDGE ASSETS WORKING GROUP - 5 JULY 2022

The minutes of the Longridge Assets working group held on 5 July 2022 were submitted for committee's information.

337 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

338 EXCLUSION OF PRESS AND PUBLIC

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

(Councillor S Fletcher declared an interest in the next item of business and left the meeting)

339 REVIEW OF VOLUNTARY ORGANISATION GRANTS 2022/23

The Director of Resources submitted a report asking committee to consider the allocation of remaining voluntary organisation grants funds for the 2022/23 financial year.

Following the allocation of grants in March 2022 there had been a balance of £22,710 remaining in the budget.

Since then, an approach had been made from the Ribble Valley Citizens Advice Bureau asking for additional financial assistance for them to be able to continue operating beyond December 2022. The Voluntary Organisation Grant working group had considered this request and made several recommendations to Policy and Finance committee.

RESOLVED THAT COMMITTEE:

1. Agree to award the remaining unallocated funding for this financial year (£22,710) to the RV Citizen's Advice Bureau as a one-off grant subject to the following conditions:
  - That the RVCAB investigate a merger with other providers in the region;
  - That the RVCAB investigate additional funding from other bodies;
  - That the service provided by the RVCAB continues at the same level through to the end of March 2023;

- That the Council's policy that no more than 1/3<sup>rd</sup> of the grant fund will be awarded to any single organisation will continue to apply from the 2023/24 financial year onwards.
2. That a letter be sent to the Manager and Trustees of the RVCAB setting out clearly the conditions of any grant allocation that is approved by this committee.

(Councillor Fletcher returned to the meeting)

340

#### UK SHARED PROSPERITY FUND

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

She reminded members of the background to this fund and the various stages already completed. She advised that whilst waiting for confirmation from DLHUC that the Investment Plan was acceptable, members should consider which projects they would like to utilise the UKSPF allocation for. Given the short timescales involved with procurement requirements there would be a lead in time for delivering projects so it was important to determine the projects members wished to support.

RESOLVED THAT COMMITTEE:

1. A working group consisting of Councillors L Edge, S Atkinson, B Buller, K Horkin, S Fletcher, D Peat and R Thompson be set up to consider project options for the UKSPF allocation, and make recommendations back to the Policy and Finance committee, and
2. The suggestions of the working group be shared with the Partnership group to seek their input to the suggested projects.

341

#### COUNCIL OWNED ASSETS

The Director of Economic Development and Planning submitted a report informing committee of the current position regarding Council owned assets and seeking approval to dispose of these assets.

She outlined the assets that required action now they were back in the possession of the Council and the interest that had been shown in one of them.

Members discussed the assets and in particular how 16/18 Lowergate could be utilised in the future.

Councillor T Austin was given permission to speak on this item.

RESOLVED THAT COMMITTEE:

1. Agree to rent the former ticket office to the organisation in the report subject to negotiating a suitable rental value and a suitable rental agreement;
2. Authorise the Director of Development and Planning to obtain an updated valuation of the Over 60s club in Longridge and procure services to market it for rent;

3. Authorise the Director of Economic Development and Planning to obtain a valuation for rent, sale and cost of renovation for 16/18 Lowergate, Clitheroe; and
4. Authorise the Chief Executive to agree a suitable rental value for the Over 60s Club to take it to market and to agree to a reasonable offer for the property.

342

#### LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report seeking committee's approval to write off certain Council Tax and Housing Benefit debts relating to individuals.

#### RESOLVED THAT COMMITTEE:

Approve writing off £3,165.77 of Council Tax debts plus £120.00 costs and £1,074.94 of Housing Benefit debt where it had not been possible to collect the amount due.

The meeting closed at 8.55 pm

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

## Minutes of Accounts and Audit

Meeting Date: Wednesday, 28 September 2022, starting at 6.30 pm  
Present: Councillor D Berryman (Chair)

Councillors:

S Bibby	R Newmark
J Clark	D Peat
K Fletcher	R Sherras
S Fletcher	R Walsh
J Hill	

In attendance: Chief Executive, Director of Resources, Head of Financial Services, Head of Legal and Democratic Services, Internal Audit Manager and Georgia Jones.

Also in attendance: Councillors G Mirfin and M Hindle.

### 343 APOLOGIES FOR ABSENCE

Apologies for absence were received for the meeting from Councillor J Rogerson.

### 344 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 29 June 2022 were approved as a correct record and signed by the Chairman.

### 345 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

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

### 346 PUBLIC PARTICIPATION

There was no public participation.

### 347 LOCAL CODE OF CORPORATE GOVERNANCE

The Director of Resources submitted a report for Committee to consider the revised Local Code of Corporate Governance.

The Code is reviewed and approved annually by this committee and is the Council's forward-looking statement of how the governance culture of the organisation will be driven. Within the framework there are seven core principles that look to steer the application of good governance in everything that members and staff undertake by highlighting how their work on behalf of the council will be approached.

There were no further changes to the Local Code of Governance that was currently in place. With regard to embedding good governance within the organisation, endeavours would be made to raise awareness levels with staff and members

covering the seven principles and the manner in which work should be approached as detailed in the Code.

RESOLVED THAT COMMITTEE:

Approve the reviewed Local Code of Corporate Governance as attached to the report.

348

#### CIPFA POSITION STATEMENT

The Director of Resources submitted a report which presented a summary of *the Chartered Institute of Public Finance & Accountancy (CIPFA) Position Statement: Audit Committees in Local Authorities and Police 2022* for Committee to review and determine whether the proposed actions would enhance the effectiveness of the committee.

The statement replaced the 2018 Position Statement and represented CIPFA's view on the audit committee practice and principles that local government bodies in the UK should adopt in order to meet their statutory responsibilities for governance and internal control arrangement, financial management, financial reporting and internal audit.

The key messages and issues of the 2022 Position Statement were detailed in the report and covered the purpose, model, core functions, and membership of an audit committee.

The report included the results of an assessment of the arrangements in place for Accounts & Audit Committee against the principles and practices set out in the new Statement. An Action Plan had been produced and Committee were asked to consider and agree any actions that could be taken to enhance effectiveness.

There was discussion at the meeting around the role of the independent members proposed under action 2 in the report. Officers confirmed that independent members are separate to the current independent persons, and that independent members would be recruited based on their knowledge and expertise in order to provide an oversight and advisory role to the Committee. It was noted that this is considered CIPFA best practice and is not yet a legal requirement. Committee felt further information was required in order to consider this fully.

RESOLVED THAT COMMITTEE:

Agree the recommended actions noted in the report with the exception of action 2, for which Committee requested a report detailing further information for consideration at the next meeting.

349

#### CONSULTATION ON THE 2022/23 AUDIT FEE SCALE FOR OPTED-IN BODIES

The Director of Resources submitted a report asking members to consider the proposed response to the Public Sector Audit Appointments (PSAA) consultation on the fee scale for 2022/23.

The report informed Committee that the duty to specify scales of fees is one of the PSAA's statutory functions and, before setting the scale of fees, they are required to consult with opted-in authorities, relevant representative associations of local authorities, and relevant bodies of accountants. The closing date for the consultation

on the fee scale for 2022/23 was 30 September 2022. This would bring in some of the fee variations that are currently paid on top of the Scale Fee.

Under the proposals, the net Scale Fee for this Council (after PSAA fund the inflation factor from surpluses that councils would have otherwise received) was £36,769 (£33,956 2021/22). The report noted that this would not be the total of our audit fee, as other fee variations would be charged which were not proposed to be brought under the Scale Fee at that stage. In 2021/22 these amounted to a further £16,500 (subject to change following completion of 2021/22 audit) and HBAP grant work was also a further additional fee (£22,492 2021/22 and £23,617 proposed).

RESOLVED THAT COMMITTEE:

Agree to the proposals made by the PSAA in respect of the Scale Fees for 2022/23.

350

#### DRAFT RISK MANAGEMENT POLICY

The Director of Resources submitted a report requesting Committee approve the updated and revised Risk Management Policy.

A comprehensive review of the Policy had been undertaken and the revised policy was attached to the report for members to consider.

The risk management processes outlined in the Policy would be a means of ensuring the Council delivered the best possible service, in the right place, and achieved excellent results, whilst making the best possible use of public funds. The Council would ensure that decisions made on behalf of the organisation were taken with consideration to the effective management of risk.

The Policy identified individuals with responsibilities in the management of risk, and the key risk managements structures and processes, defining the objective of and responsibility for each of these within the Council.

Councillors G Mirfin and M Hindle were given permission to speak on this item.

There was discussion at the meeting around the implementation of the Policy, and how risks could be made more visible to Councillors. Officers responded to queries from members and expanded on the plan for managing risk going forward.

RESOLVED THAT COMMITTEE:

Approve the Risk Management Policy with the addition of a glossary and to include the role of Internal Audit within Section 3 of the Policy.

351

#### GOVERNMENT RESPONSE TO THE CSPL REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS

The Chief Executive submitted a report informing Committee of the Government's response to the recommendations of the Committee on Standards in Public Life.

The report reminded Committee that in January 2019, the Committee for Standards in Public Life published the report "Local Government Ethical Standards", which had made a number of recommendations. A number of these had been acted upon by the Local Government Association (LGA), however, a large number of the recommendations required action from Government and amendment to legislation.

The report included the Government's full response to the recommendations and highlighted the main issues noting their relevance to the Council.

352

## OMBUDSMAN REPORT

The Chief Executive submitted a report informing Committee of the Ombudsman's report and the steps proposed by the Council in response.

The report included a Local Government Ombudsman report dated 14 July 2022, which had been embargoed until 18 August 2022 in relation to a complaint which was upheld. The LGO report found fault in that the Council had not provided evidence that it had carried out all the recommendations it had agreed with the Ombudsman in April 2021. As a result, the LGO had made a recommendation that within 3 months the Council provide evidence that:

1. It had implemented its new policy on Reasonable Adjustments for disabled people;
2. It now keeps adequate records relating to decision on reasonable adjustments for disabled service users; and
3. Its officers are aware of the Council's new policy and its obligations under equalities legislation.

Since the LGO report had been issued the Council had provided further evidence and the LGO had confirmed that recommendations 1 and 2 were complete. With regards to recommendation 3, the Council had provided the LGO with details of refresher training on the Equalities Act 2010 which would be provided to CMT and all Heads of Service therefore compliance would be confirmed once the training had taken place.

Further to the recommendations, a number of actions, including an equalities working group, had also been proposed in order to ensure that the Council's equality duties were embraced at all the levels of the organisation. It was reported at the meeting that the actions were approved by the Policy & Finance Committee on 27 September 2022.

353

## AUDIT PROGRESS REPORT (REPORT OF GRANT THORNTON)

Grant Thornton submitted for information the Audit Progress Report on Ribble Valley Borough Council covering the period up to 31 March 2022.

The report provided Committee with progress as of September 2022 against the Annual Audit Report brought to Committee on 6 April 2022, and also included the findings of interim audit work. Audit Findings on the Council's Statement of Accounts were expected by November 2022, and the Auditor's Annual Report in January 2023.

The report also included sector updates in relation to a number of emerging issues and developments including:

- The Department for Levelling Up, Housing and Communities (DLUHC) response to local audit consultation.
- Publication of the Levelling Up White Paper by The Department for Levelling Up, Housing and Communities (DLUHC), and the reaction by Grant Thornton.

- CIPFA's publication of the Prudential Code for Capital Finance in Local Authorities, and the Treasury Management in the Public Services Code of Practice and Cross-Sectoral Guidance Notes (the Treasury Management Code).
- CIPFA's report on the value of internal audit, and
- Recent publications by the National Audit Office (NAO) including a guide on good practice in annual reporting, an audit and risk assurance committee effectiveness tool, and a guide for audit and risk committees on financial reporting and management during COVID-19.

#### 354 COUNTER FRAUD, BRIBERY AND CORRUPTION POLICY STATEMENT AND STRATEGY

The Director of Resources submitted a report informing Committee of the recently fully reviewed and revised Counter Fraud, Bribery and Corruption Policy Statement and Strategy.

The new Policy was approved by Policy and Finance Committee on 27 September 2022 and would replace the existing Anti-Fraud and Corruption Policy. Members were reminded that included within one of the Core Functions of Accounts and Audit Committee was 'managing the authority's exposure to the risks of fraud and corruption', therefore, members were asked to familiarise themselves with the contents of the new Policy in order to help the Committee properly undertake its responsibilities.

#### 355 INTERNAL AUDIT PROGRESS REPORT

The Director of Resources submitted a report for information on progress against the 2022/23 Internal Audit Plan covering the period June 2022 to August 2022.

The report included the areas that had been a key focus, and the areas for which reviews were in progress, along with:

- An overview setting out the planned delivery for the Internal Audit Plan.
- A summary of internal audit recommendations that had been raised – 80 recommendations were due for implementation, of these, 67 were considered implemented, partially implemented, or superseded. Of the 13 still outstanding, 10 were originally considered high risk.
- The results of key performance indicators, and
- Progress against the PSIAS Quality Assurance Improvement Plan.

The Internal Audit Team had also successfully recruited to the post of Internal Auditor and the postholder was due to commence in October 2022.

#### 356 DISPOSAL OF ASSETS

The Director of Resources submitted a report informing Committee of the process followed for the disposal of assets and how such receipts are used.

The report detailed the Council's responsibilities under its Financial Regulations which form part of the Council's Constitution. The Regulations supported and protected Members and staff in the performance of their duties where financial issues were involved and provided guidance to ensure that assets were disposed of in accordance with the Regulations.

The recommended method of disposal depended on the estimated value of the asset and in the case of vehicles their current roadworthiness.

357

#### STATEMENT OF ACCOUNTS 2021/22 PROGRESS

The Director of Resources submitted a report providing Committee with an update on progress of the production, publication, and external audit of the Statement of Accounts for 2021/22.

The deadline for the publication of the draft accounts had been met and the Statement of Accounts (subject to audit) were made available on the website on 29 July 2022. The proposed changes to the audit deadline by the Department for Levelling Up, Housing and Communities (DLUHC) had been brought in through the Accounts and Audit (Amendment) Regulations 2022, and the deadline had changed from the end of September to the end of November. The Council's external auditors, Grant Thornton, were working to the new deadline and it was anticipated that the audited Statement of Accounts would be brought to Committee for approval on 23 November 2022.

358

#### REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

359

#### EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.45 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait 01200 413214 [rebecca.tait@ribblevalley.gov.uk](mailto:rebecca.tait@ribblevalley.gov.uk).