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Ribble Valley
Borough Council

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Dear Councillor

The next meeting of the **COUNCIL** Committee will be held at **6.30 pm** on **TUESDAY, 13 DECEMBER 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. **PRAYERS**
2. **APOLOGIES FOR ABSENCE**
3. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**
4. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**
5. **PUBLIC PARTICIPATION SESSION**
6. **MAYORAL COMMUNICATIONS**
7. **STAFF RETIREMENTS**
8. **LEADER'S REPORT**
9. **LEADER'S QUESTION TIME**
10. **COMMITTEE MINUTES** (Pages 3 - 81)

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

COMMITTEES	DATE	PAGE	MINUTE
COUNCIL	10 OCT	3 – 6	360 – 370
COMMUNITY SERVICES	18 OCT	7 – 11	371 – 387
PLANNING & DEVELOPMENT	20 OCT	13 – 17	388 – 404
PERSONNEL	26 OCT	19 – 22	405 – 417
HEALTH & HOUSING	27 OCT	23 – 29	418 – 436
LICENSING	1 NOV	31 – 34	437 – 449
ECONOMIC DEVELOPMENT	3 NOV	35 – 37	450 – 460
POLICY & FINANCE ***	8 NOV	39 – 45	461 – 485

PARISH COUNCILS' LIAISON	10 NOV	47 – 50	486 – 497
ACCOUNTS & AUDIT	23 NOV	51 – 55	498 – 511
EMERGENCY	29 NOV	57 – 58	512 – 515
SPECIAL POLICY & FINANCE	29 NOV	59 – 60	516 – 520
PLANNING & DEVELOPMENT	1 DEC	61 – 81	521 – 537

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.

Minutes of Council

Meeting Date: Tuesday, 11 October 2022, starting at 6.30 pm
Present: Councillor S Hirst (Chair)

Councillors:

T Austin	J Hill
J Alcock	K Horkin
S Atkinson	A Humpheys
R Bennett	G Mirfin
S Bibby	R Newmark
D Birtwhistle	D O'Rourke
A Brown	S O'Rourke
I Brown	D Peat
S Brunskill	M Robinson
S Carefoot	J Rogerson
L Edge	J Schumann
R Elms	G Scott
S Farmer	R Sherras
S Fletcher	R Thompson
M French	R Walsh

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

Not in attendance: Councillor M Hindle

360 MINUTE SILENCE - IN REMEMBRANCE OF HM THE QUEEN, DOREEN TAYLOR, AND CARL ROSS

A minute's silence was held in respect of Her Majesty Queen Elizabeth II, Doreen Taylor, a past mayor and former councillor and Carl Ross, a former councillor all of whom had recently passed away.

361 PRAYERS

The Mayor's Chaplain, Reverend Liz McLean opened the meeting with prayers.

362 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received on behalf of Councillors D Berryman, B Buller, J Clark, G Hibbert, B Holden, S Hore and S Rainford.

363 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

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

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

Councillor K Horkin declared an interest in m209 – Clitheroe Food Festival as he owns businesses in Clitheroe.

Councillor D Peat declared an interest in m314 – Armed Forces Covenant and m317 – Concurrent Functions Grants.

365 PUBLIC PARTICIPATION SESSION

There was no public participation.

366 MAYORAL COMMUNICATIONS

The Mayor reported on a wide range of events that he had attended since the last meeting, in particular those surrounding the death of Her Majesty Queen Elizabeth II and the reading of the proclamation for the new King Charles III.

367 LEADER'S REPORT

The Leader started by referring to the death of Her Majesty the Queen's death and the loss of the constant in our lives and the interview he had done for Radio Lancashire. He also complimented the Mayor on the reading of the Proclamation for King Charles III.

He went on to talk of the unsettling time for the Council with escalating costs of energy, the Russian invasion of Ukraine, changes to interest rates and the start of a wage inflation spiral and the challenges facing the country as a whole with the national debt.

The Leader informed Council that as a small district council we could help by our share of council tax remaining the lowest in Lancashire, the North West and the North of England. This would be despite our increase in energy costs particularly at the swimming pool and increasing the pay line in order to improve recruitment. He reported that we had recently recruited heads of service in HR, environmental health and planning.

He went on to remind Council that there would still be a shortfall of circa £1m assuming that core funding was not reduced by the government, and that we continued to receive New Homes Bonus, Business Rate Growth and increased returns on the council cash deposits. He confirmed that for the next financial year there would be no reduction in council services or staff.

The Leader informed Council that a response to the submission for the UK Shared Prosperity Fund should be received this month, and should it be successful, would likely be spent on capital projects providing a lasting legacy for our communities.

He informed Council that the Parliamentary Boundary review would shortly be taking place, and that he was also working with other Leaders on the Lancashire 2050 plan. Improvements were being made to our processes when making reasonable adjustments and a further grant had been offered to the Citizen's Advice Bureau subject to various conditions being met.

Lastly, the Leader referred to the Ukrainian families that are being supported in the Ribble Valley and how the Mayor had hosted a civic reception for them on Ukraine National Independence Day and a trip to Blackpool had been arranged. A touching letter of thanks and appreciation had been received on their behalf for our kind help and support.

LEADER'S QUESTION TIME

The Leader of the Opposition, Councillor Stewart Fletcher asked the Leader if following the announcement from the new Prime Minister to end the moratorium on fracking, the Council should issue a statement indicating that we would not sanction this retrograde, damaging and unproductive practice in the Ribble Valley.

The Leader responded that his understanding was that this had been done in response to the energy crisis and that developers would only be given permission where there was local support. He also reminded members that applications for new licences would be considered by LCC and not this Council. However, he felt that the Government should ensure consultation was both transparent and meaningful and that local people would have their say.

Next Councillor Fletcher asked if following the new Chancellor's first intervention that had had such an immediate and catastrophic effect on the markets, and the proposed £18 billion cuts in public services, how this would affect services already under pressure in Ribble Valley.

The Leader commented that the cuts to public service was only media speculation and that the expected letter outlining changes to local government finance was yet to be received. He reminded members that although the budget forecast prepared by the Director of Resources showed a bleak picture that thankfully the Council had healthy levels of financial reserves to help weather any storm.

Finally, Councillor Fletcher asked the Leader what influence we could exert as a Council to ensure that the vacant premises in the town centre were taken up in a timely fashion by businesses that meet the needs of Ribble Valley residents.

The Leader responded that whilst retailers were still recovering from Covid and now faced with the increasing energy costs and shoppers having less disposable income, that our towns appeared to be more resilient than many. However, we would continue to encourage both businesses and shoppers into the town by events such as the Food Festival and Christmas market and hopefully using the UK Shared Prosperity Fund to improve the streetscape in the main towns.

COMMITTEE MINUTES

1. Licensing sub-committee – 11 July 2022
2. Emergency committee – 3 August 2022
3. Licensing sub-committee – 10 August 2022
4. Community Services committee – 23 August 2022
5. Planning and Development committee – 25 August 2022
6. Personnel committee – 31 August 2022
7. Health and Housing committee – 1 September 2022
8. Licensing committee – 6 September 2022
9. Economic Development committee – 8 September 2022
10. Licensing sub-committee – 22 September 2022

11. Planning and Development committee – 22 September 2022

12. Policy and Finance committee – 27 September 2022

13. Accounts and Audit committee – 28 September 2022

RESOLVED:

That the minutes of the above committees be received with the exception of Minute number 314.

Minute 314 – Armed Forces Covenant

RESOLVED:

That the Council endorse the updated Armed Forces Covenant.

370

EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.17 pm

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

Minutes of Community Services

Meeting Date: Tuesday, 18 October 2022, starting at 6.30 pm
Present: Councillor R Newmark (Chair)

Councillors:

J Alcock	A Humphreys
S Atkinson	S O'Rourke
D Birtwhistle	M Robinson
S Carefoot	J Schumann
R Elms	G Scott
S Fletcher	

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

Not in attendance: Councillor S Brunskill

371 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors G Mirfin and S Rainford.

372 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

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

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

Councillor J Alcock declared an interest in Agenda Item 9 – Edisford Riverbank Bathing Water Designation as a trustee of Ribble Rivers Trust.

374 PUBLIC PARTICIPATION

There was no public participation.

375 MARDALE PLAYING FIELDS

The Director of Community Services submitted a report providing committee with an update on Mardale playing pitches in Longridge. These pitches had suffered from poor drainage for many years. The ditch on the southern boundary had been cleared which had contributed to better drainage but the pitches were still in need of further work.

Committee were informed that a S106 contribution of £80,400 had been allocated from the Dilworth development for the improvement of the pitches. Tenders had been sought but had come back considerably higher than the budget sum available. The window for carrying out the work had already passed for this year, so it was important to get plans ready for doing the work as soon as the season finished.

The two options presented to committee were to consider asking Policy and Finance committee for the additional £100k sum or to carry out vertidrainage and sand slitting/filling ourselves up to the budget sum available. The latter option would allow

sand to be applied over two consecutive seasons, thereby improving the pitch quality significantly.

Members discussed the options presented and the current state of the pitches, as well as the need for this work to be carried out as soon as possible to ensure that matches can be played throughout the season.

RESOLVED THAT COMMITTEE

1. Ask officers to prepare a drainage improvement scheme based on vertidrainage and sand slitting/filling over a one or two year period;
2. Request a report to a future meeting of this committee with an update on the scheme, and
3. Agree to prepare for the implementation of the scheme as soon as the 2022/23 football season is complete.

376

CAR PARKING

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

He informed committee that an order had been placed for 22 machines that would have the capacity to take coins, contactless, and Apple and Google payments. Better signage promoting the use of Mi Permit as a pay by phone method of paying would also be provided. One request for a cycle locker had been received.

Committee were also consulted on the need to include council car parks on Parson Lane and Lowergate, Clitheroe currently used by lessees in the Car Park Order to enable enforcement of misuse.

The current problems around the use of Highmoor car park were also discussed.

RESOLVED THAT COMMITTEE

1. Agree to include Parson Lane and Lowergate car parks, Clitheroe in the Council's Annual Parking Order and approve the enforcement plan if required, and
2. Request a report to a future committee on Highmoor car park.

377

LCC PUBLIC REALM

The Director of Community Services submitted a report outlining the work the Council does for LCC and seeking committee's views on a proposal for some of the work.

Committee were reminded that the Council undertakes some work that LCC has responsibility for such as weed spraying, verge cutting and road sweeping for a financial contribution. For some time, the Director had been trying to negotiate a higher financial contribution to enable the Council to carry out the work requested without having local taxpayers subsidise the costs. LCC had now made an offer of an additional £16,141 contribution for road sweeping in the current financial year, with an additional sum of £39,433 being proposed for weed spraying.

Committee were informed that LCC had cut back on the frequency requests of weed spraying and verge cutting and this Council had carried out some road sweeping as part of its amenity cleansing function, specifically in areas prone to flooding.

LCC were also pressing all Districts to sign a Public Realm Agreement that would place a further financial burden on this Council to carry out LCC functions, with no increase in payments proposed. It was therefore proposed that the Council does not sign the agreement but inform LCC that they would carry out the weed spraying work based on the improved offer of funding, and that work on road sweeping and verge cutting would only be carried out up to as much as the budget received allowed for.

Members discussed the financial settlements received from LCC both to us and other districts that appear to receive much higher amounts. They also discussed the state of road signs and hedges throughout the borough.

Members asked officers to highlight to the public wherever possible the different responsibilities of LCC and RVBC.

RESOLVED THAT COMMITTEE

1. Approve that the Council accepts the additional County Council funding offered this year for road sweeping and weed spraying;
2. Approve the funding received from LCC be used for verge cutting and road sweeping up to the value of the budget given to RVBC;
3. Agree that the Council does not sign the Public Realm Agreement, and
4. Confirm that the Council will only agree to do work up to the level of funding received from LCC.

378

GRANT CRITERIA

The Director of Community Services submitted a report asking committee to consider amending the grant criteria for Culture and Recreation grants to provide greater clarity for applicants.

Committee were reminded that the criteria had been changed several times over the years to reflect changes in the way that people seek funding and the way in which they match it to other sources in a bid to keep it relevant.

He highlighted the proposed changes to the form that focused on helping applicants understand the grant system and what was expected from them as part of the process.

A FAQs sheet had also been produced to provide further clarification for applicants that would sit alongside the application form on the website.

RESOLVED THAT COMMITTEE

Approve the proposed amendments to the grant criteria.

Councillor J Alcock declared an interest in the next item of business and took no part in the debate or vote.

EDISFORD RIVERBANK BATHING WATER DESIGNATION

The Director of Community Services submitted a report seeking committee's views on the proposed application to the designation of Edisford Riverbank as designated bathing waters.

The Ribble Rivers Trust (RRT) had informed the Council of its intention to apply for the waters of the River Ribble in the area around Edisford riverbank as shown on the plan in the report to be designated as bathing waters. The Council has been consulted as both the landowner of the riverbank and the Local Authority as this support was required. RRT were in the initial stages of gathering evidence needed for the designation that would be submitted by application to DEFRA.

Committee were informed that should the designation be awarded, there would be implications and statutory responsibilities placed upon local authorities including the Council and the Environment Agency to establish a monitoring programme and react in the case of a pollution incident.

Members were pleased with this initiative that would have a positive impact on the users of the river at Edisford and contribute to both the Council's overall tourism objectives and the environment.

RESOLVED THAT COMMITTEE

Approve the Council's support for the application proposed by Ribble Rivers Trust.

PERSISTENT ORGANIC POLLUTANTS IN UPHOLSTERED DOMESTIC SEATING

The Director of Community Services submitted a report for information on persistent organic pollutants (POPS) in upholstered domestic seating which are used as flame retardants in covers and foams.

The Environment Agency had confirmed the widespread presence of very large quantities of POPS and other hazardous chemical in both the textiles and foam of upholstered domestic seating. Under new legislation (effective from 1 January 2023) waste containing POPS must not be landfilled, mixed with other non-POPs containing wastes or be re-used or recycled. It must only be sent for incineration or used as a fuel eg in a cement kiln.

For the Council this means that it cannot be collected with normal residual waste but be collected as a 'special' collection and taken either to the Clitheroe Household Waste Recycling Centre where, should capacity be available, it would be taken to Farrington to be shredded and incinerated or taken to Farrington directly at the expense of the Council.

As 'special' collections were charged for this may well lead to more fly-tipping, or another vehicle being required to carry out the extra collections this may generate.

The legislation was timetabled to be introduced in January 2023 but it was more likely to be April 2023, although there had been some adverse reaction from LARAC (the Local Authority Recycling Advisory Committee).

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 to end of August 2022.

£445,923 had been spent or committed which equated to 18.3% of the annual capital programme budget for this committee.

Of the nineteen schemes in the capital programme five schemes were complete, eleven schemes were currently expected to be completed in-year, two schemes would not be completed in-year and one scheme had been removed from the programme.

382 REVENUE MONITORING 2022/23

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

The comparison between actual and budgeted expenditure showed an overspend of £51,776 for the first five months of the financial year 2022/23. After allowing for transfers to/from earmarked reserves the overspend was £67,060.

383 TAAF UPDATE

The Director of Community Services submitted a report for information providing an update on the TaAF project which the Council is a partner in across Pennine Lancashire.

The two Ribble Valley themes of Rural Impact and Creating a Connection were outlined. Local partners with key expertise were being engaged to help with these projects.

The TaAF project was viewed by Sport England as an important element of their new Ten-Year Strategy, which was based on Place Based working, placing the emphasis on involving people in the communities of an area to determine what works for them in terms of sport and physical activity. This approach would also help determine future investment for Sport England.

384 GENERAL REPORT OF DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a report for information giving an update on Edisford grass football pitches, Draw Clitheroe, Ribblesdale Pool, Platform Gallery and the proposed free parking on town centre car parks in Clitheroe and Longridge on the four Saturdays in December.

385 MINUTES OF WORKING GROUPS

There were no minutes of working groups.

386 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

387 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.43 pm

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

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Minutes of Planning and Development

Meeting Date: Thursday, 20 October 2022, starting at 6.30 pm
Present: Councillor A Brown (Chair)

Councillors:

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

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

Also in attendance: Councillors S Atkinson and S Farmer

388 APOLOGIES FOR ABSENCE

There were no apologies for absence.

389 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22 September 2022 were approved as a correct record and signed by the Chairman.

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

Councillor K Horkin declared he owned business premises in Clitheroe.

Councillor T Austin declared an interest in planning application 3/2022/0857 and would speak only as ward councillor.

391 PUBLIC PARTICIPATION

There was no public participation.

392 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

393 PLANNING APPLICATION 3/2022/0637 - KEEPERS COTTAGE, NORTHCOTE ROAD, LANGHO, BB6 8DB

RESOLVED that the application be minded to approve and go back to committee for appropriate conditions.

(Rebecca Grundy spoke in favour of the above application. Councillor S Atkinson was given permission to speak on the above application)

394 PLANNING APPLICATION 3/2022/0857 - CROASDALE FARM, 1 WHINNEY LANE, LANGHO, BB6 8DQ

RESOLVED that the application be minded to approve and go back to committee for appropriate conditions.

(Katie Swingewood, on behalf of Billington & Langho Parish Council spoke in favour of the above application. Councillor S Farmer was given permission to speak on the above application)

(Councillor T Austin left the meeting and took no part in the vote)

395

ARCHAEOLOGICAL ADVICE

The Director of Economic Development and Planning submitted a report seeking authority from committee in respect of a Service Level Agreement with LCC for archaeological advice relating to planning applications.

The Director informed members that in 2019 a service level agreement had been entered in to for the period up to 2021. The agreement set out RVBC's contribution to the service and that payment is made within the first quarter of each financial year as one payment. The Historic Environment Team had confirmed that this was for budgetary reasons.

She outlined the current position which was an annual agreement with a fee of £10,603 for 2021/22, £10,837 for 2022/23 and £11,075 for 2023/24. The 2021 agreement was never signed but the invoice was paid. In 2022 a similar agreement was received; however, it had not been signed and the invoice not paid as there was no SLA in place.

LCC had confirmed the work carried out in relation to the outstanding invoice, and the Director recommended that the Council enter into the SLA and pay the invoice for this years' service. However, going forward it was suggested that the service being provided be reviewed to ensure the financial assistance provided by RVBC reflects the level of need for archaeological advice within the Borough.

RESOLVED THAT COMMITTEE

1. Agree for the Director of Economic Development and Planning enter into a SLA with LCC for the provision of Archaeological advice and pay this year's invoice, and
2. Agree that a full review of the service provided and the level of need of service for the Borough be undertaken in the new year with any suggested SLAs with LCC brought back to this committee.

396

HOUSING LAND EVIDENCE UPDATE

The Director of Economic Development and Planning submitted a report providing members with key information in relation to the updated Housing Land Availability Study (HLAS) which had a base date of 31 March 2022.

The Council has a duty to ensure a five-year supply of deliverable housing land and this should be identified at all points during any plan period. Current guidance emphasises that Local Authorities need to demonstrate that there is a reasonable prospect that housing sites are developable and deliverable within the next five years using robust and up to date evidence, and as such the Council had previously undertaken work to provide clear evidence required by the Framework to reinforce the five-year supply position.

The Standard Methodology Calculation was set out in the 5-year statement and was calculated as a baseline of 133 dwellings per annum. Measured against this, the relevant housing land supply set out in the evidence illustrates a 12.6-year supply.

Although the Council could identify an extensive supply of housing against the nationally defined methodology, members were reminded that the existing pipeline of housing consents were being built out at an accelerated rate. As a result, the supply position was likely to change quickly, the implications of which must be considered in respect of housing requirement and provision within the emerging Local Plan.

As the 5-year statement would form an important baseline for the Local Plan Review, it was proposed the document be published for a period of four weeks in draft form inviting comments from stakeholders on the evidence used and the assumptions made.

RESOLVED THAT COMMITTEE

1. Note the information set out in the latest Housing Land Availability Study (HLAS), endorse its publication and agree to publish the accompanying 5-year supply statement for a period of four weeks to allow for stakeholder consultation;
2. Agree that following the consultation period and subject to there being no issues that would warrant further consideration by committee and in agreement with the Chair of this committee, that the document be published as the Council's baseline 5-year housing supply position, and
3. Authorise the Director of Economic Development and Planning to undertake such technical amendments as are deemed necessary.

397

PLANNING ENFORCEMENT POLICY 2022 - 2025

The Chief Executive submitted a report seeking committee approval of the Planning Enforcement Policy 2022 – 2025.

The policy sought to set out in a clear and comprehensive format the purpose of enforcement, what amounts to a breach of planning, the process to be followed, how complaints would be categorised, investigated and the potential routes of action. Methods of reporting and proactive monitoring of development were also included.

Committee were pleased with the document which they felt would be useful when dealing with individual queries.

RESOLVED THAT COMMITTEE

Approve the Planning Enforcement Policy 2022 – 2025.

398

RIBBLE VALLEY LOCAL PLAN UPDATE

The Director of Economic Development and Planning submitted a report for information on progress with the replacement Ribble Valley Local Plan.

Consultation had taken place on Regulation 18 and briefings had been held with parish councils exploring issues and assisting parishes to contribute. The Local Plan working group will meet shortly to consider the outcome of the consultation ahead of the response and the next stages being considered by committee.

At this stage the headline position was that there is overall support for maintaining the existing Development Strategy, but that some consideration would need to be given to sustaining villages. Overall, climate change issues and mitigation would need strengthening and concerns that continued past rates of development were not appropriate had been expressed.

Also, to be considered would be the sites that had been promoted through the consultation, and suggested open space, as well as the wider response to call for sites which would help demonstrate if needed that the Council would be able to meet potential land requirements.

It was also noted that the progress for the Plan does remain subject to challenges with staffing, availability of consultants for evidence-based work and the possible imminent changes to National Policy and Planning Legislation.

399 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 April to September 2022.

At the end of September there had been no spend on the one capital scheme that was currently on hold, and it was unclear whether there would be any spend on the scheme in 2022/23.

400 REVENUE MONITORING 2022/23

The Director of Resources submitted a report for information on the position for the period April to September 2022 of this year's original revenue budget as far as this committee was concerned.

The comparison between actual and budgeted expenditure showed an overspend of £85,405 to September 2022. After allowing for transfers to/from earmarked reserves that was an overspend of £121,279.

401 APPEALS (IF ANY)

Appeals update.

3/2021/0979 – extension to residential dwelling (unit 5) and erection of garage a garage and car port at New Drop, Stoneygate Lane, Ribchester, PR3 2XE – appeal allowed.

3/2021/1020 – development of land without complying with conditions subject to which a previous planning permission was granted – construction of 15 eco-lodges and infrastructure at Eaves Hall, West Bradford – appeal dismissed.

3/2021/1028 – replacement windows with new single glazed sliding slash, external redecoration including the removal of modern paints from render and stonework, reinstatement of timber canopy and internal alterations associated with thermal upgrades, new bathroom, and kitchen reconfiguration at 11 Railway View Road, Clitheroe, BB7 2HE – appeal dismissed.

402 MINUTES OF WORKING GROUPS

There were no minutes of working groups.

403 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

404 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.

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Minutes of Personnel

Meeting Date: Wednesday, 26 October 2022, starting at 6.30 pm
Present: Councillor S Bibby (Chair)

Councillors:

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

In attendance: Chief Executive, Head of Human Resources and Director of Resources

405 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillors S Rainford and R Thompson.

406 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 31 August 2022 were approved as a correct record and signed by the Chairman.

With reference to minute number 248 Update on National Pay Consultations 2022/23, The Head of Human Resources updated Committee. Following consideration, Unison and GMB members had voted to accept the pay offer, however, Unite members had voted to reject. A meeting of the Joint Trade Unions was scheduled on 1 November 2022 to agree a final decision.

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

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

408 PUBLIC PARTICIPATION

There was no public participation.

409 EU POLICY CHANGES

The Director of Resources submitted a report updating members on the impact of EU Policy Changes.

Following the UK's departure from the EU, new guidance from the government was expected on how employment laws would change. The report explained that under the Retained EU Law (Revocation and Reform) Bill, all retained EU law contained in domestic secondary legislation would be revoked on 31 December 2023 unless a decision had been made to preserve it. Over the coming months government departments would decide which retained EU law could expire, and which should be incorporated into domestic law. Employers would then have a fixed period of time to change and implement new policies.

Over the next 15 months there would be a stream of updates which HR would track and manage accordingly. This would be a large task, with any changes requiring ratification by CMT, and Committee to approve new policies.

The report explained that although the Council's expert HR advice was provided by North West Employers (NWE) approval was sought to purchase CIPD inform for 5 years at a members cost of £55 per month, funded from the Subscriptions budget. This would provide access to the Chartered Institute of Personnel and Development (CIPD) and their instant employment law updates, policies, templates, and podcasts, which would be up to date in line with changing legislation. This would also provide pay calculations which would potentially change under REUL, enabling us to enact instant change.

RESOLVED THAT COMMITTEE:

1. Note the impact of the EU Policy changes as set out in the report.
2. Agree to purchase CIPD inform for 5 years at a members cost of £55 per month.

410 WORKFORCE PROFILE 2022

The Director of Resources submitted a report updating members on the Workforce Profile 2022 which was published annually in compliance with the Equality Act 2010.

The report listed the protected characteristics that it was unlawful to discriminate against under the Equality Act and explained the duties that those subject to the equality duty must have due regards to. The latest Workforce Profile Report as at 31 March 2022 was included in the report, and had been published on the Council's website in accordance with the requirements of the specific duty. The data provided a comprehensive overview of the current workforce and was useful for workforce planning as well as meeting the requirements of the Equality Act 2010.

411 IMPLEMENTATION OF NEW RECRUITMENT SYSTEM AND REVIEW OF CURRENT RECRUITMENT PRACTICES

The Director of Resources submitted a report informing members regarding the implementation of a new e-recruitment system.

In March 2019, the Council had approved a capital bid for a new e-recruitment system at a cost of £22,500 for implementation in the financial year 2023/24. The report noted that, in regards to procurement, the Council were in the process of investigating possible systems in line with Contract Procedure Rules.

As part of the implementation of the new system, review would be required of current HR processes, candidate specifications, and job descriptions, for consistency. Training would also be needed for managers. Undertaking the process would provide the Council with a future proof provision and a robust system for auditing. Further information would follow in due course.

412 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

413 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

414 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.

415 REQUEST FOR HONORARIUM

The Chief Executive submitted a report requesting that Committee authorise a payment of honorarium to a member of staff in the Council's Legal Team.

The report explained that following a period of absence from 7 February 2021, the Council's Legal Officer left the Council on 4 April 2021. The post had since remained vacant. The report listed the work and service improvements that had been carried out by the member of staff, and the exceptional service that had been provided. There had been a significant saving to the authority, and the report provided the basis for calculation of the payment of Honorarium that was proposed.

It was noted at the meeting that the member of staff was still continuing to cover the additional duties.

RESOLVED THAT COMMITTEE:

Agree to an honorarium payment to the member of staff as set out in report, in recognition of exceptional service during the period 23 March 2021 to 30 September 2022.

416 REVIEW OF LEGAL SERVICES

The Chief Executive submitted a report requesting Committee approve the proposed restructure of Legal Services.

The report explained that the Council had two posts within the legal department, Legal Officer and Legal Assistant, which dealt with all property related issues, Section 106 agreements for planning, debt collection, Freedom of Information Act and Environmental Information Regulation requests. The report explained that a review had been conducted which confirmed there were insufficient resources and/or expertise within the two posts to provide the appropriate level of service.

A bid for growth had been submitted in November 2021 proposing that the vacant post of Legal Officer be deleted and replaced by a new post of Lawyer (Property and Commercial) and that the Legal Assistant post be made a full-time position. Due to financial constraints when setting the current year's revenue budget all bids for growth were set aside. Since then however it was agreed bids could proceed if savings could be identified to finance them.

Consideration was then given to a new Lawyer (Property and Commercial) post on a part time basis instead of full time along with the proposal to make the Legal Assistant

post full time from part time. The report explained the responsibilities and proposed responsibilities of each position and set out the financial implications in detail. Overall the result would be a saving of £5,440 to the Council. CMT had considered and supported this proposal on 12 October 2022.

RESOLVED THAT COMMITTEE:

1. Approve the deletion of post of Legal Officer from the establishment;
2. Approve the inclusion of new post of Lawyer Property and Commercial (0.5FTE) within the establishment;
3. Approve the increase of contractual hours for the post of Legal Assistant from 18.5 to 37; and
4. Approve the creation of a job share for the post of Legal Assistant.

417

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 6 new staff had been appointed between 16 August 2022 and 15 October 2022 and that there had been 4 leavers in the same period. The report also noted that 3 members of staff had commenced Qualification training.

The meeting closed at 6.52 pm

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

Minutes of Health and Housing

Meeting Date: Thursday, 27 October 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	M Robinson
K Fletcher	R Sherras

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

418 APOLOGIES FOR ABSENCE

There were no apologies for absence.

419 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 1 September 2022 were approved as a correct record and signed by the Chairman.

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

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

421 PUBLIC PARTICIPATION

There was no public participation.

422 FIRST TIME BUYERS GRANT REVIEW

The Director of Economic Development and Planning submitted a report for Committee to consider amendments to the first-time buyer grant scheme.

The first-time buyer grant had been introduced in April 2022 for a 12 month trial period. The purpose of the grant was to assist first time buyers with core improvements that would improve the housing stock, but also help with energy efficiency. The scheme was based upon the energy performance certificate (EPC) and included but was not limited to boiler improvements, new windows, insulated doors, and all forms of insulation. The grant scheme had been generally well received, 11 grant applications has been received with 1 completed and 3 approved and in progress.

The report noted that the repayment terms were that a charge would be registered on the property with the grant to be repaid (in full) if the property was sold or ceased to be occupied as the main and only residence within a 5-year period of the grant commencing. If the property was sold after 5 years, the repayment would reduce to 50% of the total grant, however the charge would remain on the property in perpetuity. The terms had led to some potential applicants not pursuing the grant. As the charge issue appeared to be affecting take-up it was proposed that the repayment was aligned with other Council grant schemes. The following amendment to the terms was recommended:

- *The value of the grant award will be placed as a Local Land Charge against the property. This will remain registered with no inflation added until the point at which the property is sold. At that point the Council will be repaid the grant monies. In the event that the property is sold after a period of 5 years the grant repayment will reduce to 50% of the total grant award. **THE CHARGE WILL BE REMOVED AFTER 10 YEARS.***

There was discussion at the meeting regarding the purpose of the charge, and it was clarified that this was in line with other Council grant repayment conditions and was intended to ensure the grant was awarded to genuine recipients and would not be used for profit. It was also noted that under the conditions of the grant, at the Council's discretion, exceptional circumstances could be considered by the Health and Housing Committee if recipients were unable to remain in the property for the minimum term.

RESOLVED THAT COMMITTEE:

- Note the information related to the first-time buyer grant and agree the amended wording to the grant repayment conditions as set out in the report, along with an amendment to the wording regarding property eligibility to read 'You may qualify if your property age is 10 years or older'.

423

DOMESTIC VIOLENCE ACT UPDATE

The Director of Economic Development and Planning submitted a report updating members on the Domestic Abuse Act 2021 and requesting approval for the use of additional burdens funding.

The Domestic Abuse Act 2021, which had come into force in April 2021, aimed to make changes to better protect and strengthen the provision of support for survivors of domestic abuse. As the Tier 1 authority, Lancashire County Council (LCC) were responsible for assessing the need for accommodation-based support for victims of domestic abuse in their area, ensuring suitable strategies were developed and put in place, that coordination existed across the local authority area, and that mechanisms existed to ensure the requirements of the act were delivered and given "effect". As a Tier 2 authority, Ribble Valley Borough Council were required to co-operate with the Tier 1 authority, as far as reasonably practicable in delivering against the Act when requested to do so.

The report noted that in the Ribble Valley data collated through the Community Safety Partnership (CSP) from April 2021 to March 2022 recorded 321 domestic abuse related crimes, which was a 4.2% increase (up 13 offences) compared to the previous year. In 2021, 35% of domestic abuse victims fell into the 'financially stretched' category.

In response to the act LCC had launched their Domestic Abuse Services in May 2022. Implementation of the Safe Accommodation Strategy was led by the Lancashire Domestic Abuse Partnership Board (LDAPB), on which Ribble Valley was represented by an Officer from Burnley on behalf of East Lancashire districts. The report included the current implementation plan for the draft strategy which members were invited to comment on. The strategy would be reviewed annually. The report noted that the draft plan included commitments to spending additional burdens funding provided by the government to assist in the implementation of the act, of which the Council had received two tranches of funding. An option was to use some of the additional burdens funding to provide a sanctuary scheme whereby additional security would be provided to enable survivors to remain in their own homes where appropriate.

A meeting was planned with County Officers to consider co-commissioning where the arrangement was consistent with the terms of the DHLUC funding agreement.

There was discussion at the meeting around the proposed sanctuary scheme which could be delivered in a number of ways, including by the Council or contracted out. Being able to support families to remain in their own homes where possible was a positive, which meant less disruption and that children could remain close to their existing schools. It was felt the scheme would be flexible without restricting the limited housing stock. There was support for a scheme, and it was suggested that the word 'sanctuary' be reconsidered which suggested moving away from your home. Members requested a report to the next Committee providing an update.

Councillor Mirfin declined to vote on this item due to sitting on a related Committee for Lancashire County Council.

RESOLVED THAT COMMITTEE:

1. Note the update to the act and agree to the draft actions set out in the report in relation to the draft Lancashire Accommodation Strategy.
2. Authorise the Director of Economic Development and Planning to investigate whether a sanctuary scheme for the borough would be a suitable way forward and to continue to develop a mechanism with LCC to ensure appropriate support to address identified needs can be established and report the outcome back to Committee for ratification before implementation.
3. Agree a request for a progress report at the next Committee meeting.

424

DRAFT TERMS OF REFERENCE FOR STRATEGIC HOUSING WORKING GROUP

RESOLVED THAT COMMITTEE:

- Approve the Draft Terms of Reference for the Strategic Housing Working Group.

425

AFFORDABLE WARMTH GRANT

The Director of Economic Development and Planning submitted a report updating Members on an Affordable Warmth Grant which had been offered to all Lancashire District Authorities by Lancashire County Council.

The Affordable Warmth Lancashire fund was announced by LCC in July 2022. The grants would be distributed to district Councils to assist residents on low incomes and those vulnerable to the effects of living in a cold home by aiming at improvements such as insulation and efficient heating systems, and supplementing work with district housing authorities on existing schemes. The funding the Council could apply for was £41,315 and was subject to LCC approving proposals.

The report listed the eligibility criteria and considerations for the funding. The Council would be responsible for delivery and coordination of the scheme, however LCC should be referenced as the source of funding when the grant was being promoted or publicised.

The recommendation was to directly offer a grant of up to £4000 per property for:

- Servicing, repairs and replacement boilers and heating systems and associated works, including controls and replacement of unsafe heating appliances.

An online application process would require details of the applicant's vulnerability, income, and benefits to ensure they met the criteria. The applicant would need to supply 2 quotes for the work and if they met the criteria the Council would approve in principal and make payment when the work was completed.

There was discussion at the meeting around the LCC eligibility criteria and clarification was requested to confirm that applicants would require both a low income and at least one listed vulnerability in order to qualify. The number of applications was expected to be high, therefore there was concern around the amount of funding, which was calculated by LCC based on the number of houses in the Borough and was not driven by data relating to the high number of Ribble Valley residents with vulnerabilities. The scheme was welcomed, particularly because the income threshold was reasonable, and Members were keen to publicise the scheme as much as possible to residents, including a report to the Parish Councils Liaison Committee on 10 November 2022.

Councillor Mirfin declined to vote on this item due to sitting on related Committees for Lancashire County Council.

RESOLVED THAT COMMITTEE:

- Endorse the grant scheme which is available to assist our residents based on the grant criteria from LCC, with clarification regarding the wording of the grant criteria and a report providing an update at the next meeting.
- Agree to report to Parish Councils Liaison Committee to raise awareness of the grant scheme.

426

COMMUNITY INTEGRATION FUNDING

The Director of Economic Development and Planning submitted a report updating Members on community integration in respect of the Ukrainian refugees living in the Ribble Valley.

Members were reminded of the Homes for Ukraine scheme under which the Council would receive a per guest payment of £1000 to support community integration. Part of this funding had been utilised by the Council's Homes for Ukraine Administrative Assistant working closely with the Ukraine Community in the Borough, and the support groups set up to assist with the refugees integrating into the community. The

Mayor had hosted a lunch for the refugees, and the Council had provided passes to our swimming pools. A pool party had also been held and a trip to Blackpool Pleasure Beach.

Following a recent Homes for Ukraine District Meeting a specific grant scheme had been created for Ribble Valley which community groups would be able to bid into. that involve projects and activities that benefit Ukrainian guests and sponsors would be encouraged however the specification was not prescriptive. The report listed the criteria which would be used to assess the suitability of bid proposals.

It was proposed that the Council utilise a proportion of the remaining funding already received, which was £12,000, for groups to be able to bid into. The grant would be administered by the Integration Team at LCC, and submissions assessed by a panel consisting of the Councils Ukraine Administrative Assistant and Housing Strategy Manager along with members of the LCC Integration Team.

Members supported a suggestion at the meeting that the Council plan a Christmas event for Ukrainian guests in the near future.

427

ENVIRONMENTAL HEALTH SECTION UPDATE

The Chief Executive submitted a report providing Committee with an update on staffing levels and operational work levels in the Environmental Health Section.

The report provided statistical figures of the work undertaken by Environmental Health Staff in both financial years 2021 and 2022 (to date) and the current filled and vacant employment posts.

Since the last report to Committee on 18 March 2021 the department had suffered with depleted staff numbers, which continued to date. As a result, non-statutory functions such as dealing with waste related issues had become secondary in order to prioritise primary statutory functions such as food inspections and statutory nuisance investigations. It was noted that despite this the service was still unable to fulfil all of its primary functions. Staff were credited for their excellent work in keeping the department buoyant despite the challenges including the Covid pandemic which had further impacted resources.

The primary focus over the next 12 months was to aim to fill the vacant Environmental Health positions and achieve all statutory functions.

428

REVENUE MONITORING 2022/23

The Director of Resources submitted a report informing Committee of the progress of the 2022/23 revenue budget as at the end of September 2022.

The comparison between actual and budgeted expenditure showed an underspend to date of £201,893 on the net cost of services, after allowing for transfers to/from earmarked reserves. Details of the variances to date were included in the report for information.

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

At the end of September 2022 £329,515 had been spent or committed which equated to 9.2% of the annual capital programme budget for this committee. Of the ten schemes in the capital programme at the end of September 2022, three schemes were expected to be completed in-year, one scheme would not be completed in-year, three schemes were unlikely to be completed in-year, and three schemes were ongoing grants schemes.

Members were updated at the meeting that a consultant had been appointed regarding the Clitheroe Market Improvements scheme, that the expected delivery time for the Pest Control and Dog Warden vans was nine months, and that the Joiners Arms roof renewal scheme main roof work was expected to start in November 2022, with the rendering work part of the scheme expected to take place in Spring 2023.

430

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

431

MERSEY-CARE NHS FOUNDATION TRUST

Councillor David Peat submitted a report for information following the Council of Governors meetings on 6 September 2022 and 17 October 2022 for Mersey-care NHS Foundation Trust. The report noted the appointment of a new Chairman and provided an update on the ownership of the Mersey-care site. Following a Panorama programme detailing a similar service in Manchester, Mersey-care had implemented increased checks and monitoring to provide assurance. The update on the Calderstones Retrenchment as at 30 September was that 44 residents remained, and assurance had been received about patient transfer safety and caring for staff.

432

LANCASHIRE COUNTY COUNCIL HEALTH & AUDIT SERVICES SCRUTINY COMMITTEE

Councillor David Peat submitted a report for information following the Lancashire County Council Health and Audit Services Scrutiny Committee meeting on 21 September 2022. The main topic had been the Lancashire and South Cumbria New Hospitals Programme, which involved some combination of new or rebuild hospitals for Royal Preston Hospital and Royal Lancashire Infirmary, and a further update was expected in Spring 2023.

433

EXCLUSION OF PRESS AND PUBLIC

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

434

CHANGES TO THE ESTABLISHMENT - HOUSING ADMINISTRATION ASSISTANT

The Director of Economic Development and Planning submitted a report seeking Members approval of proposed changes to the Establishment in respect of a post within the Economic Development and Planning Directorate.

The existing post was part-time and had been subject to several temporary changes to contract to extend the hours of the post. It had therefore been currently extended to full time in November 2020 on a temporary basis. The report noted the capacity issues related to the pandemic and additional workloads being experienced within the department. It was considered that there was a need to create the post as full time on the establishment and Member approval was requested.

Members were keen to provide staff with job security, and it was confirmed that the existing post holder would not be required to re-apply for their position.

RESOLVED THAT COMMITTEE:

- Approve a change to the Establishment to alter the post as noted in the report to a full time post and that the matter be referred to Personnel Committee for their consideration.

435

UPDATE ON GRANT APPROVALS

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

436

MINUTES OF WORKING GROUPS

Committee received the minutes of the Strategic Housing Working Group meeting of 4 October 2022.

There was discussion at the meeting around the Housing Waiting List review, and the option of a Choice Based Letting system was still being considered.

The meeting closed at 7.47 pm

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

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Minutes of Licensing

Meeting Date: Tuesday, 1 November 2022, starting at 6.30 pm
Present: Councillor S Brunskill (Chair)

Councillors:

J Alcock	R Newmark
R Bennett	D O'Rourke
I Brown	S O'Rourke
S Farmer (arr 6.40pm)	J Rogerson (arr 6.40pm)
G Hibbert	G Scott
A Humphreys	R Walsh

In attendance: Head of Legal and Democratic Services and Solicitor

437 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors S Hore and S Rainford.

438 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

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

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

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

440 PUBLIC PARTICIPATION

There was no public participation.

441 NATIONAL REGISTER OF HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER REVOCATIONS (NR3) POLICY

The Chief Executive submitted a report seeking Committee's approval of the adoption and use of a policy in respect of requests for information, disclosure of information and use of information as a result of an entry onto the National Register of Hackney Carriage and Private Hire Driver Revocations (NR3).

Committee had been informed on 10 April 2018 of the introduction of a voluntary national database, which allowed Councils to record details of why a taxi or private hire driver's licence had been refused, revoked, or suspended, which enabled authorities to check new applicants against the register. Committee had authorised for the Council to sign up to the database, and the National Anti-Fraud Network (NAFN) which administered the register. The register and database had now been made mandatory by statute.

The NAFN had issued guidance on adoption of the register (NR3), and a template policy. The policy had been reviewed and customised to reflect application by the Council and was contained within the report.

RESOLVED THAT COMMITTEE:

- Formally approve the adoption of the Ribble Valley Borough Council policy in respect of requests for information, disclosure of information and use of information as a result of an entry on NR3.

442

TAXIS AND PRIVATE HIRE VEHICLES DISABLED PERSONS ACT 2022

The Chief Executive submitted a report seeking Committee approve the amendments to taxi policies and procedures as a consequence of the provisions of the Taxi and Private Hire vehicles (Disabled Persons) Act 2022 ("Act").

The Act had come into force on 28 June 2022, and had made amendments to the Equality Act 2010, to ensure disabled people received help and could travel with dignity and confidence, and were protected against extra charges and fares. The government had issued statutory and non-statutory guidance on the implementation of these duties, the main provisions of which were set out in the report.

The matter had been raised with licenced drivers and vehicles at the Annual Taxi meeting in September, and a letter would be sent to all driver and operator licence holders to inform them of their additional duties, and remind them of their existing duties. A press release would also be sent to inform the public of their rights and where to access the list of disabled accessible vehicles.

It was also proposed that training be a requirement for all licence holders, upon renewal of a licence and for all new licence holders. The online training would be provided by the Blue Lamp Trust at a cost of £40. It was confirmed at the meeting that the Blue Lamp Trust also provided other online training for the Council, and attendees would undergo ID checks and have to remain on screen for the duration of the training.

The required changes to the Council's conditions of licence for Hackney Carriage and Private Hire, Drivers, Vehicles and Operators, Infringement Points Scheme and Private Hire and Hackney Carriage Licence Policy were included with the report.

RESOLVED THAT COMMITTEE:

1. Approve and authorise and Head of Legal and Democratic Services to consult upon the proposed amendments as listed in report:
 - Conditions of licence for Private Hire Operators
 - Conditions of licence for Private Hire Driver's
 - Conditions of licence for Hackney Carriage Driver's
 - Private Hire Infringement Scheme
 - Hackney Carriage Infringement Scheme
 - Private Hire and Hackney Carriage Licence Policy

2. Approve and authorise the Head of Legal and Democratic Services to consult upon the introduction of training on the Equality Duties to the requirement for a private hire and hackney carriage driver licence. Such training to be provided by the Blue Lamp Trust.

443

HACKNEY CARRIAGE SIGNAGE

The Chief Executive submitted a report informing Committee of issues in relation to signage for Hackney Carriages, and to seek approval on proposals that might be put out for consultation.

The report listed the Council's current conditions for Hackney Carriage vehicles, which did not allow for the provision of door signage. There was also no requirement in relation to signage imposed by either the Town Police Clauses Act 1847 or the Local Government (Miscellaneous Provisions) Act 1976. There was a requirement for a plate to be displayed in each case, but otherwise appropriate signage could be determined by the licensing authority.

Corresponding conditions for signage for private hire vehicles licenced in the Ribble Valley were set out in the report. At the Annual Taxi meeting held on 21 September 2022, a private hire vehicle driver and operator commented upon the differences in signage. There was concern around difficulties for the travelling public, and the activities of Hackney Carriages licenced by other authorities operating in the Ribble Valley.

It was therefore proposed the conditions be amended to provide for the introduction of door signage for Ribble Valley licensed Hackney Carriages, which would enable the public to identify they were using a vehicle which conformed to local licensing requirements and conditions and were licensed to ply for hire in the Ribble Valley.

RESOLVED THAT COMMITTEE:

1. Approve the introduction of a requirement for door signage for Hackney Carriages reading "Ribble Valley Licensed Hackney Carriage".
2. Authorise the Head of Legal and Democratic Services to consult with licensees on amendment of condition 25 of the Hackney Carriage Vehicle conditions.

444

HACKNEY CARRIAGE FARES UPDATE

The Chief Executive submitted a report informing Committee of the outcome of advertisement of proposed Hackney Carriage fares, the response to the advertisement and actions taken.

Committee had approved the revised fares on 6 September 2022, and the changes had been publicised on 15 September 2022. The increase in fares had been welcomed by Hackney Carriage Drivers at the Annual Taxi Meeting on 21 September 2022. In the absence of objections, the new fares had been operating from 1 October 2022.

445

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.

On 14 October 2022, the Council's Taxi Enforcement Officer had carried out the inspections, in a joint operation with the Police and the Vehicle and Operator Standards Agency. Of the 10 vehicles inspected, 8 were licensed by Ribble Valley Borough Council, and all 8 were found to be of the required standard.

The 2 vehicles licensed by other authorities were found to have defects, which resulted in the issue of prohibition notices. The authorities concerned had been notified.

446 MINUTES OF LICENSING SUB-COMMITTEE

Committee received the minutes of the Licensing Sub-Committee meeting of 10 August 2022 and 22 September 2022.

447 MINUTES OF THE RIBBLE VALLEY EVENT SAFETY ADVISORY GROUP (ESAG)

Committee received the minutes of the Ribble Valley Event Safety Advisory Group (ESAG) meeting of 13 October 2022.

448 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

449 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.08 pm

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

Minutes of Economic Development

Meeting Date: Thursday, 3 November 2022, starting at 6.30 pm
Present: Councillor L Edge (Chair)

Councillors:

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

In attendance: Director of Economic Development and Planning and Senior Accountant

450 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs B Buller and R Thompson.

451 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

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

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

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

453 PUBLIC PARTICIPATION

There was no public participation.

454 FOOD FESTIVAL

The Director of Economic Development and Planning submitted a report updating members on the Clitheroe Food Festival.

The report outlined the success, challenges, and financial outcome of the 2022 Festival.

It was proposed to hold a Festival in 2023 on the weekend of 12 August. Consideration was currently being given to a two-day event and further suggestions would be subject of a further report to committee.

Members discussed the merits and challenges of holding a two-day event and asked that officers consider this carefully.

RESOLVED THAT COMMITTEE

1. Approve a 2023 Food Festival to be held on the weekend of 12 August 2023, and

2. Ask that a further report with suggestions on how the event should look be brought back to next committee.

455 RIBBLE VALLEY ECONOMIC PLAN 2023 - 2026

The Director of Economic Development and Planning submitted a report for information providing an update on the Economic Plan 2023 – 2026.

Members were reminded that the existing Economic Plan 2019 - 2022 was a working document with several of the projects identified having been delivered and work was continuing on others. The Plan had recently been used as a starting point at a special Ribble Valley Economic Partnership meeting for a SWOT analysis on the 5 action areas. Based on this, new objectives and projects would be identified which would form the new draft Plan for members approval and subsequent consultation with stakeholders before formal adoption.

456 TOWN CENTRE HEALTH CHECK UPDATE

The Director of Economic Development and Planning submitted a report for information providing an update on the 'health' of the key service centres of Clitheroe, Longridge and Whalley.

It included information on vacant properties and employment figures. The situation would continue to be monitored.

457 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 end of September 2022.

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.

458 REVENUE MONITORING 2022/23

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

The comparison between actual and budgeted expenditure showed an overspend of £16,243 for the first six months of the financial year 2022/23. After allowing for transfers to/from earmarked reserves the overspend was £5,776. There were no areas of spend that presented any significant concern.

Before the meeting finished the Director gave members an update on plans to hold Christmas markets on 3 Saturdays in December in the bullring area of the market. This would coincide with the weekends when there was free parking and the Mayor would be invited to switch on the Christmas lights.

459 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

460 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.

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Minutes of Policy and Finance

Meeting Date: Tuesday, 8 November 2022, starting at 6.30 pm
Present: Councillor S Atkinson (Chair)

Councillors:

D Berryman	G Hibbert
S Bibby	J Hill
A Brown	M Hindle
L Edge	S Hore
S Fletcher	K Horkin
M French	

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

Also in attendance: Councillor T Austin

461 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors R Newmark, D Peat and R Thompson.

462 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27 September 2022 were approved as a correct record and signed by the Chairman.

Updates were given on the following minutes:

M318 – the DLUHC had confirmed that any balance on the CARF relief could not be retained.

M339 – the CAB had accepted the offer of grant from the Council

M341 – a valuation had been received for the Over 60's club in Longridge of £10,000pa and the premises was now being marketed.

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

Councillor K Horkin declared ownership of businesses in Clitheroe.

464 PUBLIC PARTICIPATION

There was no public participation.

465 COUNCIL TAX ENERGY REBATE UPDATE

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

Committee were reminded that the Government had announced a package of support in recognition of the growing cost of living pressures.

All eligible council taxpayers had now been paid the £150 payment ie 18,580 taxpayers totalling £2,787,000. 93.4% of which had been paid direct to their bank account with the others being credited to their council tax account.

A discretionary scheme had also been agreed to provide a £150 payment to Local Council Tax Support recipients in bands E to H on 1 April 2022 and to award a top up of £30.00 to Local Council Tax Support recipients in all council tax bands.

It was now suggested that the 1 April 2022 eligibility date be amended to 1 October 2022 to as there had been many changes to the eligible households during this time. Using the revised date meant that support would go to those households who were experiencing the greatest difficulties at this time. It would also allow an increase to the top up payment from £30.00 to £35.00 to all LTCS recipients.

RESOLVED THAT COMMITTEE

1. Note that 100% of eligible households have received payment in relation to the core council tax energy rebate scheme, and
2. Approve the change in the date for eligibility for the discretionary scheme from 1 April 2022 to 1 October 2022 and the increase in top up from £30.00 to £35.00 for eligible households.

466

WHISTLEBLOWING POLICY

The Chief Executive submitted a report seeking committee's approval of the updated Whistleblowing Policy 2022.

CIPFA recommend that 'leaders in public sector organisations have a responsibility to embed effective standards for countering fraud and corruption in their organisations. This supports good governance and demonstrates effective financial stewardship and strong public financial management'.

The amendments were intended to ensure that the Policy reflects best practice, and that there was clear oversight and recording by the Monitoring Officer. This would also ensure that investigations would be undertaken correctly and in a timely way. The policy would be reviewed and approved annually going forward.

*** RESOLVED THAT COMMITTEE

Endorse the Whistleblowing Policy as outlined and recommend its adoption to Council.

467

LOCAL TAXATION WRITE OFFS

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

There was one case where the company had been liquidated.

RESOLVED THAT COMMITTEE

Approve the writing off total £8,182.13 in business rates with £60.00 costs where it has not been possible to collect the amount due.

468

SUNDRY DEBTOR WRITE OFFS

The Director of Resources submitted a report seeking committee's approval to write off a sundry debtor invoice where the debt was considered irrecoverable.

There was one case where the company had been dissolved.

RESOLVED THAT COMMITTEE

Approve the write off of a sundry debt of £785.00 plus costs of £437.02 totalling £1,222.02

469

ELECTIONS ACT UPDATE

The Chief Executive submitted a report for information on the provisions of the Elections Act 2022.

The Act introduced several significant changes which will apply to UK parliamentary elections in Great Britain, local election in England and Police and Crime Commissioner elections in England and Wales.

The provisions were expected to be in place for the May 2023 elections and would make it easier for people with disabilities to vote, have a requirement for voters at polling stations to show photographic identification and change the counting system for mayoral elections from supplementary vote to First Past the Post.

The timescales for implementation were very tight and to guide Returning Offices with some guidance, the Electoral Commission had published a document to enable preparations to start.

A further report would be brought to committee in due course.

The Chief Executive also reported upon the outcome of the Parliamentary Boundary Review in that the proposal was for the Ribble Valley council area to be split in two with part of the borough being included in with Pendle district. A response had been invited by no later than 5 December 2022.

Members discussed this issue and felt that a response should be made but that councillors should have the opportunity to put their views forward in debate first.

Councillor Austin was given permission to speak on this item.

RESOLVED THAT COMMITTEE

Agree to set up a working group comprising of Councillors S Atkinson, S Fletcher, M Hindle and D Peat to meet prior to a Special Policy & Finance committee on Tuesday 29 November 2022.

470

CYBER SUPPORT FUND

The Director of Resources submitted a report for information informing committee of funding that had been secured from the Department of Levelling Up, Housing and Communities (DULHC) in respect of Cyber Security.

Following an application process, the council had been successful in securing funding of £125,000 which would be used to further support our cyber resilience with new projects as the funding cannot be used to support ongoing maintenance, licensing

costs or active projects. This spend would be brought in under the revised estimate and may result in a mix of both additional revenue and capital expenditure.

471 REVENUE MONITORING 2022/23

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

The comparison between actual and budgeted expenditure showed an underspend of £366,348 for the April to September period of the financial year 2022/23. After allowing for transfers to/from earmarked reserves there was an underspend of £321,055.

472 OVERALL REVENUE MONITORING 2022/23

The Director of Resources submitted a report for information on the overall revenue position for the current financial year for the half year position up to the end of September 2022.

There was an overall net underspend to the end of September 2022 of £457,281. However, this was skewed by income and expenditure on covid response cost centres, where the variance would resolve itself as the year progresses as grant funds were either paid out or allocated to specific Covid-19 response activities. The variance for the usual service cost centres was an underspend of £367,174.

It was also noted that the staff pay award had yet to be processed with the overall likely impact to be 7% rather than the 2% budget allowed.

473 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 September 2022.

At the end of September 2022 £19,558 had been spent or committed. This was 5.5% of the total approved capital programme budget for this committee.

Of the eight schemes in the capital programme at the end of September 2022, four schemes were currently on-track to be completed in-year, one scheme would not be completed in-year and three schemes were either uncertain of being completed or were unlikely to be completed in-year.

Members requested that every effort was made to ensure that schemes were completed in this financial year and asked if capacity within the IT section was an issue.

474 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 September 2022.

At the end of September 2022 £899,313 had been spent or committed. This was 13.9% of the overall capital programme budget for 2022/23.

Of the 39 schemes in the capital programme at the end of September 2022 five schemes were complete, sixteen schemes were expected to be completed in-year,

seven schemes were uncertain of being completed or unlikely to be completed, six schemes would not be completed, one scheme had been removed from the capital programme, one scheme was on hold and three schemes were on-going housing-related grants schemes.

Members expressed concern regarding progress with the overall capital programme and asked that the Budget Working Group consider this further.

475 INSURANCE RENEWALS 2022/23

The Director of Resources submitted a report informing committee of the insurance renewals for the period 20 June 2022 to 19 June 2023 and providing a summary of the claims made and settled.

The Council's insurances had been renewed under the terms of the five-year contract effective from June 2018. The renewal premiums were highlighted for the various policies which had risen by 16.81% on the previous year's figure. The claims history was also outlined classified by category.

476 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 30 September 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.

477 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 benefit performance, including benefits processing times and overpayment recovery.

478 MINUTES OF WORKING GROUPS

There were no minutes of working groups.

479 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

480 EXCLUSION OF PRESS AND PUBLIC

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

481 RECRUITMENT OF DIRECTOR OF COMMUNITY SERVICES

The Chief Executive submitted a report regarding the appointment of a sub-committee to interview candidates and oversee the appointment of a new Director of Community Services.

He outlined the recruitment process and included the job description and person specification for information. He also outlined the timetable for the recruitment.

RESOLVED THAT COMMITTEE

1. Agree the recruitment process for the Director of Community Services, and
2. Appoint a sub-committee comprising of Councillors S Atkinson, S Hore, S Fletcher and S Bibby to oversee the selection of the new Director.

482

RURAL SHARED PROSPERITY FUND

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

She reminded members that on 3 September 2022 the Rural England Prosperity Fund (REPF) was launched. The fund was complementary to the UK Shared Prosperity Fund and was a top up available to eligible local authorities in England.

The Rural Fund was intended to fund capital projects for small businesses and community infrastructure and was integrated into the UKSPF. To access the fund there was a template to complete as an addendum to the UKSPF investment plan.

The Director of Economic Development and Planning referred to the LEADER programme and lessons learned from that process. She also informed members of the partnership group she had convened to discuss suggested interventions that the Council might support.

Members felt it was important to start planning projects in anticipation of receiving the funding as timescales would be tight.

RESOLVED THAT COMMITTEE

1. Confirm the following interventions are supported – paragraph 8.3, 8.4, 8.5, 8.6, 8.7 and 8.8 outlined in the report.
2. Note the participants of the Partnership Group which will be utilised to consider possible suitable options for the funding;
3. Authorise the Director of Economic Development and Planning to submit the addendum to the UKSPF information sheet as outlined based upon members agreed interventions and a suitable spend profile, and
4. Agree to include within the remit of the working group convened to consider our UKSPF allocation this additional funding stream. The Group will make recommendations back to Policy and Finance committee.

483

HOUSEHOLD SUPPORT FUND

The Director of Economic Development and Planning submitted a report asking committee to consider the allocation of the Household Support Fund (HSF).

She reminded members of the two previous Household Support Funds in November 2021 and March 2022 where funding had been received via LCC for allocation and award to recipients.

She now informed committee that another extension had been made to the fund running from October 2022 to March 2023. Once again LCC had confirmed that £120,000 would be passported to RVBC for allocation and distribution.

The areas of eligible spend were outlined in respect of this scheme and the suggested ways in which to allocate it using an application process and offer of food vouchers.

Members asked that the scheme be publicised as widely as possible so that those eligible could apply.

RESOLVED THAT COMMITTEE

Agree to the HSF3 being distributed via an application process to low earning households in the Borough in need of assistance as set out within the report.

484

LOCAL TAXATION WRITE OFFS

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

RESOLVED THAT COMMITTEE

Approve writing off £4,435.31 of Council Tax debts plus £120.00 costs where it has not been possible to collect the amount due.

485

SUNDRY DEBTOR WRITE OFFS

The Director of Resources submitted a report seeking committee's approval to write off four sundry debtor invoices where the debts were considered irrecoverable.

RESOLVED THAT COMMITTEE

Approve the write off of four sundry debts totalling £13,587.45

The meeting closed at 7.50 pm

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

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Minutes of Parish Councils Liaison

Meeting Date: Thursday, 10 November 2022, starting at 6.30 pm
Present: Councillor Martin Highton (Whalley)

Councillors:

T Austin	S Hore
R Bennett	K Horkin
D Birtwhistle	S O'Rourke
B Buller	G Scott
B Holden	

Parish Representatives:

R Wilkinson	Aighton, Bailey and Chaigley
L Crook	Barrow
S Farmer	Billington and Langho
A Yates	Bolton by-Bowland, Gisburn Forest and Sawley
D Yates	Bowland Forest (Higher)
C Davies	Bowland with Leagram
R Porter	Chatburn
A Schofield	Clayton le Dale
A Fielding	Grindleton
K Hutton	Grindleton
J Hymas	Mellor
S Rosthorn	Newsholme and Paythorne
K Buckley	Sabden
I Jackson	Sabden
J Hampson	Simonstone
P Hallett	Thornley with Wheatley
J Rattigan	Waddington
R Chew	West Bradford
J Threlfall	Whalley

In attendance: Chief Executive and Head of Regeneration and Housing

Not in attendance: Councillor D Berryman

486

APOLOGIES FOR ABSENCE

Apologies for absence were received from Borough Councillors J Alcock, A Brown and R Walsh.

Apologies were also received from the following Parish Representatives

M Howells	Salesbury
T Gaffney	Wilpshire

487

TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 30 June 2022 were approved as a correct record and signed by the Chairman.

M172 – the representative raised the issue of solar panels in the AONB and the need for clarity on what is permissible without planning permission being sought.

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

Councillor K Horkin declared he owned several businesses in Clitheroe.

489 PUBLIC PARTICIPATION

Two PCSO's from the local Police Station attended the meeting to encourage all parish councils and parishioners to sign up to Lancashire Talking, an email system by which they keep in touch with the public. Messages are relayed to all those registered on a regular basis and can include good news stories, warnings about a spate of burglaries / suspicious vehicles or appeals for information.

They also requested parishes complete a questionnaire about what was most important to them in their area so that they could build up a picture of what residents want and how best it can be tackled.

The Chairman thanked them for attending the meeting.

490 CHANGES TO ELECTIONS

The Chief Executive submitted a report for information on the provisions of the Elections Act 2022.

The Act introduced several significant changes which will apply to UK parliamentary elections in Great Britain, local election in England and Police and Crime Commissioner elections in England and Wales.

The provisions were expected to be in place for the May 2023 elections and would make it easier for people with disabilities to vote, have a requirement for voters at polling stations to show photographic identification and change the counting system for mayoral elections from supplementary vote to First Past the Post.

The timescales for implementation were very tight and to guide Returning Offices with some guidance, the Electoral Commission had published a document to enable preparations to start.

The Chief Executive also reported upon the outcome of the Parliamentary Boundary Review in that the proposal was for the Ribble Valley council area to be split in two with part of the borough being included in with Pendle district. A response had been invited by no later than 5 December 2022. He encouraged parishes to make their views known by responding to the review. Several parishes exclaimed their concern about the proposals.

He also informed committee that the Coronation for the King had been announced for Saturday 6 May 2023 with a Bank Holiday following on Monday 8 May 2023. This would mean the count for any Parish Councils who had had an election on 4 May 2023 would now take place on Tuesday 9 May 2023.

491 AFFORDABLE WARMTH GRANT

The Director of Economic Development and Planning submitted a copy of a report presented to the Health and Housing committee for information.

The Affordable Warmth Lancashire fund was announced by LCC in July 2022. The grants would be distributed to district Councils to assist residents on low incomes and those vulnerable to the effects of living in a cold home by aiming at improvements

such as insulation and efficient heating systems, and supplementing work with district housing authorities on existing schemes. The funding the Council could apply for was £41,315 and was subject to LCC approving proposals.

The report listed the eligibility criteria and considerations for the funding. The Council would be responsible for delivery and coordination of the scheme, however LCC should be referenced as the source of funding when the grant was being promoted or publicised.

The recommendation was to directly offer a grant of up to £4000 per property for:

- Servicing, repairs and replacement boilers and heating systems and associated works, including controls and replacement of unsafe heating appliances.

An online application process would require details of the applicant's vulnerability, income, and benefits to ensure they met the criteria. The applicant would need to supply 2 quotes for the work and if they met the criteria the Council would approve in principal and make payment when the work was completed.

Committee were reminded that other sources of grant support were also available to help those in need with the cost of living crisis.

A simple poster outlining these was requested to be sent to all parish clerks.

492 MATTERS BROUGHT FORWARD BY PARISH COUNCILS

493 HARP UPDATE

The Head of Regeneration and Housing gave a verbal update on the HARP project. Progress was being made with LCC Highways and once a formalised response had been received the planning application could move forward for consideration.

494 LANCASHIRE COUNTY COUNCIL CHARTER

It had been suggested by the clerk to Wiswell Parish Council who had raised this matter that it be deferred until after the Parish and Town Council conference which was taking place on Saturday 12 November 2023.

495 ADVERTISEMENT CONSENT FOR ROAD SAFETY BANNERS

The Head of Regeneration and Housing reported that the issue of advertising consent for the banners had been resolved. It had been agreed that signs would be treated as having deemed consent subject to approval of the location of the banners by LCC. The campaign was proving successful in getting the message out to drivers.

496 SPEED INDICATOR DEVICES AND INSTALLATION

The Head of Regeneration and Housing informed committee that three SPIDs would be purchased and available early in the new year for hire by the parishes. The loan scheme would be managed by Altham PC who already run a similar scheme and are trained in the erection of the equipment. The Partnership Officer would re-send the information to any parish councils who wanted it.

The information caught by the SPIDs would be shared with parishes and the Police so that follow up action could be considered.

A joint presentation by the LCC Road Safety Team and the Police was requested as a future item for the agenda.

497

DATE AND TIME OF NEXT MEETING

The Chairman informed the committee that the next meeting would be on Thursday 2 February 2023 at 6.30pm.

The meeting closed at 7.55 pm

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

Minutes of Accounts and Audit

Meeting Date: Wednesday, 23 November 2022, starting at 6.30 pm
Present: Councillor D Berryman (Chair)

Councillors:

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

In attendance: Director of Resources, Head of Financial Services, Internal Audit Manager and Georgia Jones (Grant Thornton)

498 APOLOGIES FOR ABSENCE

Apologies for absence were received for the meeting from Councillor Sue Bibby

499 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 28 September 2022 were approved as a correct record and signed by the Chairman.

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

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

501 PUBLIC PARTICIPATION

There was no public participation.

502 ANNUAL GOVERNANCE STATEMENT

The Director of Resources sought Committee's approval of the Annual Governance Statement for 2021/22.

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

The report noted that:

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

- The Annual Governance Statement had to be published alongside the Council's Statement of Accounts and that this is currently on the Council's website together with a draft (subject to audit) copy of the Statement of Accounts.

RESOLVED THAT COMMITTEE

Approve the Annual Governance Statement 2021/22 as attached to the report.

503

AUDIT FINDINGS REPORT - GRANT THORNTON

Georgia Jones, Key Audit Partner submitted a report on behalf of Grant Thornton which outlined their audit findings and key matters arising from the audit of the Council's financial statements for the year ending 31 March 2022.

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

She informed Committee that:

- The audit had been prepared in line with the appropriate codes of practice.
- Their work is substantially complete, and subject to the outstanding matters set out in the report, including receipt of the management representation letter and review of the final set of financial statements, currently there were no matters that would require modification of their audit opinion.
- Grant Thornton anticipated providing an unqualified opinion on the financial statements subject to the outstanding matters being resolved and that there were no significant issues to be brought to Committee's attention.
- Georgia Jones asked to put on record her thanks to the Head of Financial Services and his team for their work.

The Chairman thanked Grant Thornton for their work.

RESOLVED THAT COMMITTEE

Accepted the external auditors audit findings report.

504

LETTER OF REPRESENTATION

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

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

RESOLVED THAT COMMITTEE

Approve the letter of representation to Grant Thornton for 2021/22.

505

APPROVAL OF AUDITED STATEMENT OF ACCOUNTS 2021/22

The Director of Resources submitted a report asking Committee to formally approve the Statement of Accounts for 2021/22 following completion of the audit.

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

He reported that:

- The deadline for the publication of the draft accounts had been met and the Statement of Accounts (subject to Audit) had been made available on the Council's website from 29 July 2022.
- There had been a final outturn surplus of £427,000 during the year compared with the Revised Estimate which showed a surplus of £198,000 and the Original Estimate which showed a deficit of £400,000
- The Council had added £617,956 to earmarked reserves for revenue purposes and taken £456,429 from earmarked reserves to fund the capital programme. The overall net movement was £161,527 added to earmarked reserves.

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

RESOLVED THAT COMMITTEE:

Approve the audited Statement of Accounts for 2021/22.

506

CONSULTATION ON AUDITOR APPOINTMENT FROM 2023/24

The Director of Resources submitted a report for information on the latest stage in the PSAA work on appointing auditors from 2023/24 and of the response that had been made to the associated consultation which closed 14 November 2022.

Members were informed that Grant Thornton had been successful in winning a contract in the procurement and that it was proposed by PSAA that they be appointed as the auditor for Ribble Valley Borough Council for five years from 2023/24.

The council had been required to respond to the proposals by 14 November 2022 either accepting the appointment or explaining why the proposed appointment should not be made. The response had been emailed on 14 November to say the council were satisfied with the proposed appointment.

Notification had also been received informing us that further consultation would take place about the associated scale fees from 2023/24 and that this would be undertaken by 30 November 2023. It had been suggested these may increase by around 150%. A further report would be presented to committee in due course for consideration on this matter.

507

CIPFA POSITION STATEMENT – APPOINTMENT OF CO-OPTED INDEPENDENT MEMBERS

The Director of Resources submitted a report providing further information relating to the role and function of co-opted members.

Members were reminded that at their last meeting a summary of the Chartered Institute of Public Finance and Accountancy (CIPFA) Position Statement : Audit Committees in Local Authorities and Police 2022 had been presented and further information had been requested.

The report went on to outline the role and function of co-opted members and the proposed responsibilities in relation to this committee. The co-option of an independent member would help bring additional knowledge and expertise, but the member would not have any voting rights.

Should this introduction be made, it would require a change to the governance arrangements within the Constitution, consideration of remuneration, length of term and the recruitment process.

A report for decision would be brought to a future meeting.

508

INTERNAL AUDIT PROGRESS REPORT

The Director of Resources submitted a report for information on progress in delivery against the 2022/23 Internal Audit Plan covering the period September 2022 to October 2022.

The report included the main area of focus since the last meeting which was Amenity Cleansing and highlighted the reviews that were in progress, along with:

- An overview of internal audit output delivery
- The results of key performance indicators, and
- Progress against the PSIAS Quality Assurance Improvement Plan

Committee were informed that the Council was also implementing a programme of improvement with regard to risk management. A baseline assessment had had been undertaken, reviewed, and ratified and a programme of training rolled out across key stakeholders.

509

WHISTLEBLOWING POLICY

The Chief Executive submitted a report informing committee of the Council's review of its Whistleblowing Policy 2022.

CIPFA recommend that 'leaders in public sector organisations have a responsibility to embed effective standards for countering fraud and corruption in their organisations. This supports good governance and demonstrates effective financial stewardship and strong public financial management'.

The amendments were intended to ensure that the Policy reflects best practice, and that there was clear oversight and recording by the Monitoring Officer. This would also ensure that investigations would be undertaken correctly and in a timely way. The policy would be reviewed and approved annually going forward.

On 8 November 2022, Policy and Finance committee has considered, approved and recommended adoption of the revised policy to Council on 13 December 2022.

510

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

511

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.

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Minutes of Emergency Committee

Meeting Date: Tuesday, 29 November 2022, starting at 6.00 pm
Present: Councillor S Atkinson

Councillors:

A Brown

S Hore
S Fletcher

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

Also in attendance: Councillor D Peat

512 APOLOGIES FOR ABSENCE

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

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

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

514 EXCLUSION OF PRESS AND PUBLIC

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

515 LOCAL PLAN REVIEW

The Director of Economic Development and Planning submitted a report updating members on the delivery of the Local Plan.

She reported that due to the retirement of the Head of Regeneration and Housing there would be a period before a new appointment was made, and there was therefore a need to look at alternatives in order to progress the implementation of the review of the Local Plan.

The Plan needs to be at Regulation 19 consultation stage before the purdah period for the Borough elections in May 2023. For this to be possible, agency staff would be required to work with the Head of Service prior to his departure and until a new Head of Service was appointed.

Numerous interviews had taken place and a person identified with the necessary relevant experience had been located based in the northwest and willing to attend the office. This would be financed from existing savings/budgets.

RESOLVED THAT COMMITTEE

Agree to appoint an interim agency worker, subject to satisfactory references, to work up to 3 days a week for a period of 6 months up to the level of fees set out in the report.

The meeting closed at 6.08 pm

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

Minutes of Policy and Finance

Meeting Date: Tuesday, 29 November 2022, starting at 6.30 pm
Present: Councillor S Atkinson (Chair)

Councillors:

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

In attendance: Chief Executive, Director of Resources, Director of Community Services and Principal Policy and Performance Officer

Also in attendance: Councillors J Alcock, T Austin, B Buller, K Fletcher, G Mirfin, M Robinson and G Scott

516 APOLOGIES FOR ABSENCE

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

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

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

518 PUBLIC PARTICIPATION

There was no public participation.

519 2023 PARLIAMENTARY BOUNDARY REVIEW - FINAL CONSULTATION

The Chief Executive submitted a report outlining the recommendations of the Boundary Review working group for response to the final consultation on the Boundary Commission's 2023 Review of Parliamentary constituencies within England.

As part of the review, the number of constituencies would increase from 533 to 543. Each constituency must also contain a number of electors no smaller than 69,724 and no larger than 77,062. A final consultation period of four weeks started on 8 November 2022 until 5 December 2022 on the latest recommendations.

Committee were reminded of the initial proposals made in June 2021 which kept the Ribble Valley constituency mainly intact, with the three wards of Billington & Langho, East Whalley, Read & Simonstone and Whalley & Painter Wood moved from Ribble Valley to the new Hyndburn constituency. This affected 7,339 electors.

The latest proposals effectively split the Ribble Valley area into two Parliamentary constituencies with Clitheroe and wards in the east of Ribble Valley moved into the new Pendle and Clitheroe constituency. This would affect 21,611 electors and would

leave the new Ribble Valley constituency without an obvious administration/service centre.

The Chief Executive informed the committee that the working group felt the initial proposals, although disappointing, would better preserve the community and geographical links with most Ribble Valley residents and their MP.

However, they also felt that if the latest proposal was to go ahead that it could be improved with minor changes to a few wards.

Committee discussed various scenarios and Councillors Austin, Buller, Mirfin, Robinson and Scott were given permission to speak on the item.

The overall view of committee was that the Ribble Valley constituency should remain in its present form, however, should changes have to be made, the lesser upheaval would be that of the initial proposals made in June 2021. Should this option not be available either then minor changes to the latest proposals were suggested which included moving a few wards around.

Committee were also conscious that electors did not fully understand exactly what was being consulted upon and believed the proposed changes to be affecting the Borough boundaries not just the parliamentary constituencies. Once the outcome of the consultation was known the Chief Executive agreed that electors would be informed.

RESOLVED THAT COMMITTEE

1. Agree to reject the latest proposals from the Boundary Commission for the reasons outlined,
2. Reluctantly request the Boundary Commission go back to the initial proposals made in June 2021 when the wards of Billington and Langho, East Whalley, Read & Simonstone and Whalley & Painterwood were moved into the new Hyndburn constituency, and
3. Request that if the latest proposals must be accepted, the wards of Whalley & Painter Wood and Chatburn be moved back into the Ribble Valley constituency and Bamber Bridge East be moved into the South Ribble constituency.
4. The draft response to the Boundary Commission be shared with the Leader of the Council and the Leader of the Opposition before being sent.

520

EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.20 pm

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

Minutes of Planning and Development

Meeting Date: Thursday, 1 December 2022, starting at 6.30 pm
Present: Councillor A Brown (Chair)

Councillors:

T Austin	M French
I Brown	B Holden
B Buller	K Horkin
S Carefoot	S O'Rourke
L Edge	R Sherras
K Fletcher	

In attendance: Director of Economic Development and Planning, Head of Development management and Building Control and Head of Legal and Democratic Services

Also in attendance: Councillors D Birtwhistle and D O'Rourke

521 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillors S Brunskill, J Clark and J Rogerson

522 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 20 October 2022 were approved as a correct record and signed by the Chairman.

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

Councillor T Austin declared an interest in planning application 3/2022/0857 and only spoke as a ward councillor.

Councillor Horkin declared he owned business premises in Clitheroe. Councillor Edge declared she owns a business park in Clayton-le-Dale.

524 PUBLIC PARTICIPATION

There was no public participation.

525 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

526 PLANNING APPLICATION 3/2022/0637 - KEEPERS COTTAGE, NORTHCOTE ROAD, OLD LANGHO, BB6 8DB

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

Time Scale for Implementation of Consent

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

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

Approved Plans and Documents

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

Location Plan Drawing No: A1.0
Proposed Site Plan Drawing No: A1.2
Landscaping Plan Drawing No: 1000A
Proposed Ground Floor Plan Drawing No: A1.4
Proposed First Floor Plan Drawing No: A1.5
Proposed Elevations Drawing No: A1.6

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

Materials

3. Notwithstanding the submitted details, details or specifications of all materials to be used on the external surfaces of the development hereby approved shall have been submitted to and approved in writing by the Local Planning Authority before their use in the proposed development. The approved materials shall be implemented within the development in strict accordance with the approved details.

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

Landscaping and boundary treatments

4. Notwithstanding the submitted details, no development, including any site preparation, demolition, scrub / hedgerow clearance or tree works / removal shall commence or be undertaken on site until a scheme for the hard and soft landscaping of the site and details of the alignment, height, and appearance of all boundary treatments has been submitted to and approved in writing by the Local Planning Authority.

The scheme shall include as a minimum, the types and numbers of trees and shrubs to be retained and planted within the site, those areas to be seeded, turfed, paved or hard landscaped, including details of any changes of level or landform and the types and specifications of all retaining structures.

For the avoidance of doubt the landscaped area to the rear of the hotel shall be landscaped as a communal area of open space and shall not be split into individual 'garden' areas.

The approved landscaping scheme shall be implemented in the first planting season following occupation or use of the development, whether in whole or part and shall be maintained thereafter for a period of not less than 10 years to the satisfaction of the Local Planning Authority. This maintenance shall include the replacement of any tree or shrub which is removed, or dies, or is seriously

damaged, or becomes seriously diseased, by a species of similar size to those originally planted.

All tree protection/management recommendations shall be carried out in strict accordance with the details of the submitted Arboricultural Impact Assessment Overview dated November 2022 and landscaping plan Drawing No. 1000 Rev A dated 11/10/2022. The specified tree protection measures shall remain in place throughout the construction phase of the development and the methodology hereby approved shall be adhered to during all site preparation/construction works.

REASON: To ensure the proposal is satisfactorily landscaped and trees / hedgerow of landscape / visual amenity value are retained as part of the development and that adequate protection of trees/hedging of landscape and visual amenity value on and adjacent to the site or those likely to be affected by the proposed development.

Highways

5. No part of the development hereby permitted shall be occupied until such time as the access arrangements shown on Proposed Site Plan Drawing No: A1.2 have been implemented in full.

REASON: To ensure that vehicles entering and leaving the site may pass each other clear of the highway, in a slow and controlled manner, in the interests of general highway safety.

6. The development hereby permitted shall not be occupied until such time as the access drive (and any turning space) has been surfaced with tarmacadam, or similar hard bound material (not loose aggregate) for a distance of at least 5 metres behind the highway boundary and, once provided, shall be so maintained in perpetuity.

REASON: To reduce the possibility of deleterious material being deposited in the highway (loose stones etc.) in the interests of highway safety.

7. The development hereby permitted shall not be occupied until such time as the parking and turning facilities have been implemented in accordance with Proposed Site Plan Drawing No: A1.2.

Any part of the parking area located within the root protection areas of the existing trees shall be constructed using no-dig construction techniques.

Thereafter the onsite parking provision shall be so maintained in perpetuity.

REASON: To ensure that adequate off-street parking provision is made to reduce the possibility of the proposed development leading to on-street parking problems locally, to enable vehicles to enter and leave the site in a forward direction in the interests of highway safety and to protect the trees to be retained adjacent to the site.

8. Prior to the first occupation a minimum of one car parking space implemented in accordance with Proposed Site Plan Drawing No: A1.2 shall have an electric vehicle charging point. Charge points must have a minimum power rating output of 7kW, be fitted with a universal socket that can charge all types of electric vehicle currently. The charging point shall be retained in perpetuity thereafter

REASON: In the interests of supporting sustainable travel.

9. The hotel hereby approved shall not be used until a cycle storage plan for the commercial use has been submitted to and approved in writing by the Local Planning Authority. These cycle facilities shall be provided in accordance with the approved details prior to the first use of the hotel hereby approved and shall thereafter be kept free of obstruction and available for the parking of bicycles only at all times.

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

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

The approved / plan statement shall provide:

- The erection and maintenance of security hoarding where appropriate;
- Wheel washing facilities;
- Measures to deal with dirt, debris, mud or loose material deposited on the highway as a result of the construction;
- Measures to control the emission of dust and dirt during construction;
- Delivery, demolition and construction working hours.

The approved Construction Management Plan or Construction Method Statement shall be adhered to throughout the construction period of the development.

REASON: In the interests of safeguarding neighbouring residential amenity and for the safe operation of the adopted highway during the demolition and construction phases.

Usage

11. Notwithstanding the provisions The Town and Country Planning (Use Classes) (Amendment) (England) Order 2015, or any equivalent Order following the revocation and re-enactment thereof (with or without modification), the development hereby approved shall only be used as hotel accommodation and for no other purpose, including any other purpose outside of Use Class C1.

REASON: For the avoidance of doubt, and to avoid an over-intensive use and to ensure that the development remains compatible with the character of the area and the intensity and frequency of usage remains proportionate to the use hereby approved.

12. The hotel accommodation hereby approved shall not be let to or occupied by any one person or group of persons for a combined total period exceeding 90 days in any one calendar year and in any event shall not be used as a unit of permanent accommodation or any individual(s) sole place of residence. A register of all occupants of the accommodation hereby approved shall be maintained at all times and shall be made available for inspection by the Local Planning Authority

on request. For the avoidance of doubt the register shall contain the name and address of the principal occupier together with dates of occupation.

REASON: To ensure that the development remains compatible with the character of the area and the intensity and frequency of usage remains proportionate to the use hereby approved.

Hours of operation

13. The premises shall not be open for sales of alcohol before the hours of 12:00 nor after 23:00 Monday to Friday, before 11:00 or after 23:00 on Saturdays, on Sundays and public holidays before the hours of 12 or after 22:00.

Use of the bar / lounge area as shown in Proposed Ground Floor Plan Drawing No: A1.4 shall solely be restricted to patrons of the hotel and shall not be used by any visiting members of the public or any other person(s) not registered as a guest at the premises.

REASON: To protect the amenities of nearby residents.

14. No amplified or other music shall be played on the premises between the following times: 22:00-08:00 Monday to Sunday.

REASON: To protect the amenity of the locality, especially for people living and / or working nearby.

15. The outdoor terrace area as shown in Proposed Ground Floor Plan Drawing No: A1.4 must not be used by customers consuming food or drink, prior to 08:00 and after the hours of 22.00.

REASON: To safeguard the living conditions of nearby residents, particularly with regard to the effects of noise.

Refuse storage

16. Before the development hereby permitted is first occupied, provision for refuse storage shall be provided within the site.

Notwithstanding the submitted details, elevational details at a scale of not less than 1:20 and details of the precise location of all proposed refuse storage provision shall have been submitted to and approved in writing by the Local Planning Authority prior to their installation.

The development shall be carried out in strict accordance with the approved details and the approved details shall be retained and made available for use at all times thereafter.

REASON: In order that the Local Planning Authority may ensure that the development provides adequate dedicated provision for the storage of domestic waste.

Drainage

17. No development approved by this permission shall be commenced until a scheme for the disposal of foul and surface waters has been approved in writing by the Local Planning Authority. The scheme shall be constructed and completed in accordance with the approved plans.

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

Ecology

18. The biodiversity mitigation measures as detailed in the ecology report dated 30th June 2022 shall be implemented in accordance with any specified details and timetable. Thereafter, the biodiversity measures shall be permanently maintained and retained in accordance with the approved details.

REASON: In the interests of biodiversity and to minimise / mitigate potential impacts from non-native invasive species resultant from the development.

Lighting

19. Details of external lighting to be installed on any structure, or elsewhere within the site, shall be submitted to and approved in writing by the Local Planning Authority prior to any such lighting being installed.

REASON: In order to ensure a satisfactory appearance in the interests of visual amenity and to prevent nuisance arising.

HVAC / Plant

20. Notwithstanding the submitted details, no development, including any site preparation, demolition, scrub / hedgerow clearance or tree works/removal shall commence or be undertaken on site unless and until details of all external or building mounted HVAC, plant, extract or ducting has been submitted to and approved in writing by the Local Planning Authority.

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

REASON: In order that the Local Planning Authority may ensure that the detailed design of the proposal is appropriate to the locality and that any externally mounted equipment is not of detriment to the residential amenities of nearby occupiers or visual amenities of the area.

Demolition

21. No works of demolition or construction shall be carried out beyond the works indicated within the following plans:

- Existing Ground Floor Demolition Plan Drawing No: A1.7
- Existing First Floor Demolition Plan Drawing No: A1.8

REASON: To define the scope of the permission hereby approved and to safeguard the visual amenities of the locality against over-intensive development

(Rebecca Govier spoke in favour of the above application)

Councillor Austin declared an interest in the next application, spoke as ward councillor then left the room)

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

1. Unless explicitly required by condition within this consent, the development hereby permitted shall be carried out in complete accordance with the proposals as detailed on drawings:
 - 0567A/93 Drawing 00 A: Location Plan
 - 0567A/93 Drawing 05 A: Proposed Site Plan
 - 0567A/93 Drawing 06 B: Proposed Site Plan
 - 0567A/93 Drawing 08: Proposed plan and Elevation of Toilet Block

Reason: To clarify the nature of the details relating to the development hereby approved.

2. Prior to their installation details of a scheme for any external building or ground mounted lighting/illumination, shall have been submitted to and approved in writing by the local planning authority.

For the avoidance of doubt the submitted details shall include luminance levels and demonstrate how any proposed external lighting has been designed and located to avoid excessive light spill/pollution and shall include details to demonstrate how artificial illumination of important wildlife habitats is minimised/mitigated. The lighting schemes(s) be implemented in accordance with the approved details.

Reason: To enable the Local Planning Authority to exercise control over development which could prove materially harmful the character and visual amenities of the immediate area by virtue of excessive light spill and to minimise/mitigate the potential impacts upon protected species resultant from the development.

3. The proposed hedgerow and enhancement planting as indicated on the approved details (0567A/93 Drawing 05 A and 0567A/93 Drawing 06 B) shall be implemented within three months of the date of this permission. The implemented hedgerow shall thereafter be maintained thereafter for a period of not less than 10 years to the satisfaction of the Local Planning Authority.

This maintenance shall include the replacement of any tree, hedgerow or shrub which is removed, or dies, or is seriously damaged, or becomes seriously diseased, by a species of similar size to those originally planted. All trees/hedgerow shown as being retained within the approved details shall be retained as such in perpetuity.

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

4. The proposed access widening, vehicular access improvements within the site and proposed vehicular 'passing places' shall be implemented and be made available for use within six months of the date of this permission.

For the avoidance of doubt, the access that interfaces directly with Whinney Lane shall be surfaced with tarmacadam, or similar hard bound material (not

loose aggregate) for a distance of at least 10 metres behind the highway boundary and, once provided, shall be so maintained in perpetuity.

Reason: To ensure adequate vehicular access to an within the site and to reduce the possibility of deleterious material being deposited in the highway (loose stones etc.) in the interests of highway safety.

Councillor Austin returned to the meeting.

528 PLANNING APPLICATION 3/2022/0115 - LAND EAST OF SALESBURY VIEW, WILPSHIRE

This application was withdrawn.

529 PLANNING APPLICATION 3/2022/0781 - LAND NORTH OF RIBBLE VALLEY ENTERPRISE BUSINESS PARK, A59, BARROW

RESOLVED that the application be DEFERRED and DELEGATED to the Director of Economic Development and Planning for approval following the satisfactory completion of a Legal Agreement, within 6 months from the date of this Committee meeting or delegated to the Director of Economic Development and Planning in conjunction with the Chairperson and Vice Chairperson of Planning and Development Committee should exceptional circumstances exist beyond the period of 6 months and subject to the following conditions:

1. Prior to the commencement of development, or the submission of any reserved matters, a plan indicating the phasing of the proposed development shall be submitted to and approved in writing by the Local Planning Authority. The development thereafter shall be carried out in accordance with the approved phasing plan.

(a) Before development is commenced on any one phase of the development details of all 'Reserved Matters' pertaining to that phase namely appearance, layout, scale and landscaping of the site shall be submitted to and approved in writing by the Local Planning Authority.

(b) An application for approval of all 'Reserved Matters' must be made not later than the expiration three years beginning with the date of this permission.

(c) The development to which this permission relates must be begun not later than two years from the date of approval of the last of the reserved matters to be approved.

REASON: This condition is required to be imposed by the provisions of Section 92 of the Town and Country Planning Act 1990as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Unless explicitly required by condition within this consent, the development hereby permitted shall be for up to 23,959m² of commercial employment floorspace and shall be carried out in complete accordance with the proposals as detailed on drawings:

Location Plan	RVI.BBBP.LP.01	dated
04.08.2022		
Proposed Site Access Plan	3465-F02 Rev A	dated APR
22		

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

3. Prior to the submission of any reserved matters applications on the site pursuant to Condition 1 a Design Code shall be submitted to and approved in writing by the Local Planning Authority. The Design Code shall include the design principles for the whole of the site and will incorporate, amongst other elements:
 - The Masterplan for the site
 - Building Design principles
 - Layout considerations including landscaping principles (evidenced by a Landscape and Visual Impact Assessment) and treatment of the western edge of the site particularly in respect of the suitable use classes for the buildings along this boundary
 - Parking areas
 - Appropriate building and hard surfacing materials
 - Details of appropriate boundary treatments
 - Lighting
 - Bin storage and rubbish collection
 - Ecology, nature conservation and Biodiversity Net Gain
 - Existing and proposed levels
 - Tree works and tree protection measures

Each reserved matters application thereafter shall be submitted in accordance with the Approved Design Code.

REASON: To ensure a comprehensive approach to the development of this site is achieved and in the interests of the proper planning of the site.

4. As part of the first reserved matters application, pursuant to Condition 1, for the layout of each phase the following details shall be submitted:
 - Noise assessment
 - Air Quality Assessment

The development thereafter shall be carried out in accordance with the approved details including any necessary mitigation identified.

REASON: In the interests of the proper and comprehensive planning of the site to create a high-quality sustainable development.

5. The development permitted by this planning permission shall be carried out in accordance with the principles set out within the site-specific flood risk assessment (9th August 2022 / PGC 268 Version 4 / PG Consulting)

The measures shall be fully implemented prior to first occupation of any of the units hereby approved and in accordance with the timing / phasing arrangements embodied within the scheme.

REASON: To ensure satisfactory sustainable drainage facilities are provided to serve the site in accordance with the Paragraphs 166 and 168 of the National Planning Policy Framework, Planning Practice Guidance and Defra Technical Standards for Sustainable Drainage Systems.

6. As part of the first reserved matters application a detailed, final surface water sustainable drainage strategy for the site shall be submitted.

The detailed sustainable drainage strategy shall be based upon the site-specific flood risk assessment and indicative sustainable drainage strategy submitted and

sustainable drainage principles and requirements set out in the National Planning Policy Framework, Planning Practice Guidance and Defra Technical Standards for Sustainable Drainage Systems and no surface water shall be allowed to discharge to the public foul sewer(s), directly or indirectly.

Those details shall include, as a minimum:

- a) Sustainable drainage calculations for peak flow control and volume control for the:
 - i. 100% (1 in 1-year) annual exceedance probability event;
 - ii. 3.3% (1 in 30-year) annual exceedance probability event + 40% climate change allowance, with an allowance for urban creep;
 - iii. 1% (1 in 100-year) annual exceedance probability event + 50% climate change allowance, with an allowance for urban creep

Calculations must be provided for the whole site, including all existing and proposed surface water drainage systems.

- b) Final sustainable drainage plans appropriately labelled to include, as a minimum:
 - i. Site plan showing all permeable and impermeable areas that contribute to the drainage network either directly or indirectly, including surface water flows from outside the curtilage as necessary;
 - ii. Sustainable drainage system layout showing all pipe and structure references, dimensions and design levels; to include all existing and proposed surface water drainage systems up to and including the final outfall;
 - iii. Details of all sustainable drainage components, including landscape drawings showing topography and slope gradient as appropriate;
 - iv. Drainage plan showing flood water exceedance routes in accordance with Defra Technical Standards for Sustainable Drainage Systems;
 - v. Finished Floor Levels (FFL) in AOD with adjacent ground levels for all sides of each building and connecting cover levels to confirm minimum 150 mm+ difference for FFL;
 - vi. Details of proposals to collect and mitigate surface water runoff from the development boundary;
 - vii. Measures taken to manage the quality of the surface water runoff to prevent pollution, protect groundwater and surface waters, and delivers suitably clean water to sustainable drainage components;
- c) Evidence of an assessment of the site conditions to include site investigation and test results to confirm infiltrations rates and groundwater levels in accordance with BRE 365.
- d) Evidence of an assessment of the existing on-site watercourses to be used, to confirm that these systems are in sufficient condition and have sufficient capacity to accept surface water runoff generated from the development.
- e) Evidence that a free-flowing outfall can be achieved. If this is not possible, evidence of a surcharged outfall applied to the sustainable drainage calculations will be required.
- f) Evidence of an agreement in principle with the third-party landowners to connect to the offsite surface water body.

The sustainable drainage strategy shall be implemented in accordance with the approved details.

REASON: To ensure satisfactory sustainable drainage facilities are provided to serve the site in accordance with the Paragraphs 167 and 169 of the National Planning Policy Framework, Planning Practice Guidance and Defra Technical Standards for Sustainable Drainage Systems.

7. As part of the first reserved matters application a Construction Surface Water Management Plan shall be submitted detailing how surface water and stormwater will be managed on the site during construction, including demolition and site clearance operations.

The details of the plan to be submitted for approval shall include for each phase, as a minimum:

- a) Measures taken to ensure surface water flows are retained on-site during the construction phase(s), including temporary drainage systems, and, if surface water flows are to be discharged, they are done so at a restricted rate that must not exceed the equivalent greenfield runoff rate from the site.
- b) Measures taken to prevent siltation and pollutants from the site into any receiving groundwater and/or surface waters, including watercourses, with reference to published guidance.

The plan shall be implemented and thereafter managed and maintained in accordance with the approved plan for the duration of construction.

REASON: To ensure the development is served by satisfactory arrangements for the disposal of surface water during each construction phase(s) so it does not pose an undue surface water flood risk on-site or elsewhere during any construction phase in accordance with Paragraph 167 of the National Planning Policy Framework.

8. The commencement of use of the development shall not be permitted until a site specific Operation and Maintenance Manual for the lifetime of the development, pertaining to the surface water drainage system and prepared by a suitably competent person, has been submitted to and approved in writing by the Local Planning Authority.

The details of the manual to be submitted for approval shall include, as a minimum:

- a) A timetable for its implementation;
- b) Details of SuDS components and connecting drainage structures, including watercourses and their ownership, and maintenance, operational and access requirement for each component;
- c) Pro-forma to allow the recording of each inspection and maintenance activity, as well as allowing any faults to be recorded and actions taken to rectify issues;
- d) The arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the operation of the sustainable drainage scheme in perpetuity;
- e) Details of financial management including arrangements for the replacement of major components at the end of the manufacturer's recommended design life;
- f) Details of whom to contact if pollution is seen in the system or if it is not working correctly; and
- g) Means of access for maintenance and easements.

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

REASON: To ensure that surface water flood risks from development to the future users of the land and neighbouring land are minimised, together with those risks

to controlled waters, property, and ecological systems, and to ensure that the sustainable drainage system is subsequently maintained pursuant to the requirements of Paragraph 169 of the National Planning Policy Framework.

9. The commencement of use of the development shall not be permitted until a site specific verification report, pertaining to the surface water sustainable drainage system, and prepared by a suitably competent person, has been submitted to and approved in writing by the Local Planning Authority.

The verification report must, as a minimum, demonstrate that the surface water sustainable drainage system has been constructed in accordance with the approved drawing(s) (or detail any minor variations) and is fit for purpose. The report shall contain information and evidence, including photographs, of details and locations (including national grid references) of critical drainage infrastructure (including inlets, outlets, and control structures) and full as-built drawings. The scheme shall thereafter be maintained in perpetuity.

REASON: To ensure that surface water flood risks from development to the future users of the land and neighbouring land are minimised, together with those risks to controlled waters, property, and ecological systems, and to ensure that the development as constructed is compliant with the requirements of Paragraphs 167 and 169 of the National Planning Policy Framework.

10. Prior to the commencement of the development or as part of the first reserved matters application for each phase details of the colour, form and texture of all hard ground- surfacing materials (notwithstanding any such detail shown on previously submitted plans and specification) shall be submitted to and approved in writing by the Local Planning Authority. The development shall only be carried out in conformity with the approved details.

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

11. The application for approval of reserved matters for each phase shall be accompanied by full details of existing and proposed ground levels and proposed building finished floor levels (all relative to ground levels adjoining the site), notwithstanding any such detail shown on previously submitted plan(s). The development shall only be carried out in conformity with the approved details.

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

12. As part of the first reserved matters application for landscaping and/ or layout a landscape and biodiversity plan shall be submitted. The scheme should include a landscaping/habitat creation and management plan which should aim to contribute to targets specified in the UK and Lancashire Biodiversity Action Plans. Landscaping proposals should comprise only native plant communities appropriate to the natural area. The landscaping shall include:

- Full details of Biodiversity Net Gain on the site
- Soft landscaping should include the provision of native and non-native flowering perennial species, to provide a pollen and nectar source for invertebrates.
- Trees planting of native species where practically possible.
- 'Hedgehog holes' to be incorporated into the fencing of the site.
- all existing trees and hedgerows on the land; detail any to be retained, together with measures for their protection in the course of development;

- indicate the types and numbers of trees and shrubs to be planted, their distribution on site, those areas to be seeded,
- paved or hard landscaped; and
- detail any changes of ground level or landform, proposed finished levels, means of enclosure, minor artefacts and structures.

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

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

- 13 No development shall take place until details of the provisions to be made for building dependent species of conservation concern, artificial bird nesting boxes and artificial bat roosting sites for that phase have been submitted to and approved in writing by the Local Planning Authority.

The details shall be submitted on a building dependent bird/bat species development site plan and include details of plot numbers and the numbers of artificial bird nesting boxes and artificial bat roosting site per individual building and type. The details shall also identify the actual wall and roof elevations into which the above provisions shall be incorporated.

The artificial bird/bat boxes shall be incorporated into those individual buildings during the actual construction of those individual buildings identified on the submitted plan before each such building is first brought into use.

REASON: In the interests of biodiversity and to enhance nesting/roosting opportunities for species of conservation concern and reduce the impact of development

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

REASON: To safeguard the trees to be retained

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

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

16. All of the buildings hereby approved shall be used only for industrial/ employment purposes (Use Classes B2/B8/ E(g)(iii) and for no other purpose whatsoever, (including any other purpose in Class E of the schedule to the Town and Country Planning (Use Classes) Order 1987 or any subsequent re-enactment).

REASON: to define the permission acknowledging the allocated land designation in respect of this site.

17. No development shall take place, including any works of demolition or site clearance, until a Construction Management Plan (CMP) or Construction Method Statement (CMS) has been submitted to, and approved in writing by the Local Planning Authority. The approved plan / statement shall provide:
- 24 Hour emergency contact number;
 - Details of the parking of vehicles of site operatives and visitors;
 - Details of loading and unloading of plant and materials;
 - Arrangements for turning of vehicles within the site;
 - Swept path analysis showing access for the largest vehicles regularly accessing the site and measures to ensure adequate space is available and maintained, including any necessary temporary traffic management measures;
 - Measures to protect vulnerable road users (pedestrians and cyclists);
 - The erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
 - Measures to deal with dirt, debris, mud or loose material deposited on the highway as a result of construction;
 - Measures to control the emission of dust and dirt during construction;
 - Details of a scheme for recycling/disposing of waste resulting from demolition and construction works;
 - Construction vehicle routing;
 - Delivery hours.

The approved Construction Management Plan or Construction Method Statement shall be adhered to throughout the construction period for the development.

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

18. No development shall commence until a scheme including full engineering, drainage, street lighting and constructional details and timetable of implementation for the temporary construction site access, new roundabout on A59 and off-site highway works shall be submitted to and approved in writing by the Local Planning Authority.

The works shall include the following and be implemented prior to the first occupation of any building. The off-site highway works shall include:

- A new 50m ICD roundabout designed to current DMRB standards (currently CD116) at the site access on A59.
- A reduction in the speed limit on the A59 from national speed limit to 40mph to tie into the speed limit changes and off-site highway works at Pendle Fisheries.
- Widen the existing footway on Whalley Road C549 to create a 3m wide shared pedestrian/cycle route between Elbow Wood Drive and Barrow Primary School.
- Upgrade of nearest bus stops on Holm Road and Whalley Road to quality bus stop standard with bus shelters.
- Diversion of and upgrade of public footpath 3-47-FP1 to link pedestrians and cyclists from the development site to Whalley Road and Holm Road via A59.

REASON: to ensure the continued safe operation of the highways

19. No part of the development shall commence until a Framework Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The plan shall be implemented in accordance with the agreed timetable within the approved Plan.

REASON: In the interest of promoting sustainable transport

20. No development shall take place until a road phasing and completion plan has been submitted to and approved in writing by the Local Planning Authority.

The road phasing and completion plan shall set out the development phases and completion sequence that roads serving each phase of the development will be completed. The development shall then be carried out in accordance with the approved road phasing and completion plan.

REASON: To ensure the phasing and completion of roads serving the development are completed

21. Within 3 months of commencement of the development details of the proposed arrangements for future management and maintenance of the roads within the development shall be submitted to and approved in writing by the Local Planning Authority.

The streets shall thereafter be maintained in accordance with the approved management and maintenance details until such time a private management and maintenance company has been established.

REASON: To ensure the internal roads are appropriately managed and maintained

22. Within 3 months of commencement of the development full engineering, drainage, street lighting and constructional details to adoptable standards (LCC specification) of the internal roads shall have been submitted to and approved in writing by the Local Planning Authority.

The development shall, thereafter, be constructed in accordance with the approved details with the roads completed prior to the occupation of the buildings which they serve.

REASON: To ensure the roads serving the development are constructed and completed to an appropriate standard.

23. No part of the development in each phase shall be occupied until the internal access roads within that phase have been constructed to at least base course level.

REASON: To enable suitable access to the parts of the site under construction.

24. No part of the development shall be occupied until the pedestrian links and public footpath crossing the site have been upgraded to adoptable standards.

REASON: to ensure that staff accessing the site have access options which support sustainability

25. As part of the first reserved matters application relating to layout details of a scheme to accommodate a minimum of 7 HGV lay over bays within the site for

public use with associated signs and markings shall be submitted to and approved in writing the Local Planning Authority.

These shall be constructed in accordance with the approved details and made available for use prior to the first occupation of any of the buildings hereby approved.

REASON: to mitigate for the loss of the existing HGV parking on the A59

26. As part of the first reserved matters application for each phase of the development full details of the car, secure covered cycle, motorcycle and electric vehicle charging point parking spaces shall be submitted to the Local Planning Authority.

The parking shall be implemented prior to the first occupation of any building to which it is associated and maintained thereafter for as long as the development is occupied.

REASON: to ensure that sufficient parking is provided for each building constructed.

27. No development shall take place until the applicant, or their agent or successors in title, has secured the implementation of a programme of archaeological investigation. This must be carried out in accordance with a written scheme of investigation, which shall first have been submitted to and agreed in writing by the Local Planning Authority. The programme of works should comprise a phased programme beginning with a geophysical survey with further phases of evaluation and mitigation works as indicated by the results of the previous phase. This work should be undertaken by an appropriately qualified and experienced professional contractor to the standards and guidance of the Chartered Institute for Archaeologists (www.archaeologists.net). A digital copy of the report and the photographs shall be placed in the Lancashire Historic Environment Record prior to the dwelling consented being first occupied.

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

28. No removal of vegetation including trees or hedges shall be undertaken within the nesting bird season (1st March - 31st August inclusive) unless a pre-clearance check on the day of removal, by a licenced ecologist, confirms the absence of nesting birds. A letter from the ecologist confirming the absence of nesting birds shall be submitted to the Council within one month of the pre-clearance check being undertaken.

Any removal of vegetation outside the nesting bird season shall be preceded by a pre-clearance check by a licensed ecologist on the day of removal to ensure that removal does not result in unacceptable impacts upon nesting birds or other species of conservation concern.

REASON: To ensure that there are no adverse effects on the favourable conservation status of birds, to protect the bird population and species of importance or conservation concern from the potential impacts of the development.

29. Prior to the commencement of each phase of the development an assessment of the likely impact of the development on air quality shall be carried out and submitted to and approved in writing by the Local Planning Authority. The

assessment should consider the impact the proposed development will have in terms of the air quality objectives described in the Clean Air Strategy.

The development thereafter shall be carried out in accordance with any identified mitigation measures within the assessment

REASON: to ensure that the development does not adversely impact on air quality through increased pollution

30. Prior to the commencement of each phase of the development a lighting scheme for the development shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall demonstrate that no light nuisance from the industrial premises will affect the surrounding residential properties. The development thereafter shall be carried out in accordance with the approved details.

REASON: To ensure residents of the domestic dwellings in the development are protected from light nuisance. The lighting scheme should comply with the Institution of Lighting Professionals Guidance Note for the reduction of obtrusive light Guidance note 01/21

31. Prior to the commencement of each phase of the development full details of measures to prevent nuisance being caused to residents from smoke and fumes arising from the building works shall be submitted to and approved in writing by the Local Planning Authority. The approved measures shall be retained for the duration of the construction period. There shall be no burning on site of construction waste.

REASON: In the interest of residential amenity in accordance with the provisions

32. Construction deliveries to and from the site and construction works, shall be restricted to between 0800 and 1800hrs Monday to Friday, 0900 to 1300hrs on Saturdays, and shall not take place on Sundays and Bank Holidays. All works will be undertaken in accordance with BS5228:2009

REASON: in the interests of highway safety and neighbour amenity

33. Prior to the commencement of each phase of the development, a Dust management plan shall be submitted to and approved in writing by the Local Planning Authority. The Dust Management plan shall identify all areas of the site and the site operations where dust may be generated and further identify control measures to ensure that dust does not travel beyond the site boundary. The identified measures shall thereafter be implemented as part of the construction phase and maintained at all times in situ. Should any equipment used to control dust fail, the site shall cease all material handling operations immediately until the dust control equipment has been repaired or replaced.

REASON- to protect properties of nearby occupiers from this site.

34. Prior to the first use of each phase of the development, a noise-mitigation scheme shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall include measures that will be implemented to ensure that any noise associated with the development does not cause detriment to amenity of local residents or a nuisance, especially to those living and working in the vicinity. Consideration of the following noise sources shall be made on the assessment: Forklift truck movements, noise from deliveries, noise from vehicles visiting the site, any external plant as part of the development, break out sound from the

internal use of the buildings, noise from the building fabric and from ventilation and openings in the building fabric. The noise assessment shall provide details of an appropriate layout of the site so that it protects nearby residential properties. The development thereafter shall be constructed and completed in accordance with any agreed measures.

REASON: To protect the amenity of the locality, especially for people living and/or working nearby, in accordance with local planning policy

INFORMATIVES:

Note: Construction Management Plan.

- There must be no reversing into or from the live highway at any time – all vehicles entering the site must do so in a forward gear and turn around in the site before exiting in a forward gear onto the operational public highway.
- There must be no storage of materials in the public highway at any time.
- There must be no standing or waiting of machinery or vehicles in the public highway at any time.
- Vehicles must only access the site using a designated vehicular access point.
- There must be no machinery operating over the highway at any time, this includes reference to loading/unloading operations – all of which must be managed within the confines of the site.
- A licence to erect hoardings adjacent to the highway (should they be proposed) may be required. If necessary, this can be obtained via the County Council (as the Highway Authority) by contacting the Council by telephoning 01772 533433 or e-mailing lhsstreetworks@lancashire.gov.uk
- All references to public highway include footway, carriageway and verge

Note

The grant of planning permission will require the applicant to enter into an appropriate Legal Agreement, with the County Council as Highway Authority. The Highway Authority hereby reserves the right to provide the highway works within the highway associated with this proposal. Provision of the highway works includes design, procurement of the work by contract and supervision of the works. The applicant should be advised to contact the Environment Directorate for further information by telephoning the Developer Support Section (Area East) on 0300 123 6780, or email developeras@lancashire.gov.uk. The granting of planning permission does not entitle the closure of or obstruction to a public right of way.

Ordinary Watercourse (Land Drainage) Consent

Under the Land Drainage Act 1991 (as amended by the Flood & Water Management Act 2010),

you need consent from the Lead Local Flood Authority if you want to carry out works within the banks of any ordinary watercourse which may alter or impede the flow of water, regardless of whether the watercourse is culverted or not.

- Consent must be obtained before starting any works on site. It cannot be issued retrospectively.
- Sites may be inspected prior to the issuing of consent.
- Unconsented works within the Highway or Sustainable Drainage System may prevent adoption.
- Applications to culvert an existing open ordinary watercourse will generally be refused.
- Enforcement action may be taken against unconsented work.

For the avoidance of doubt, once planning permission has been obtained it does not mean that Ordinary Watercourse Consent will be given. It is strongly advised that you obtain any required consent before or concurrently as you apply for planning permission to avoid delays.

You should contact the Flood Risk Management Team at Lancashire County Council to obtain Ordinary Watercourse Consent. Information on the application process and relevant forms can be found here: <https://www.lancashire.gov.uk/flooding/drains-and-sewers/alterations-to-a-watercourse/>

Informative 02 Appropriate Legal Agreement

The proposed outfall may require a legal agreement with a third party to access and construct the outfall in addition to any permission(s) from flood risk management authorities. Evidence of an in-principle agreement(s) should be submitted to the Local Planning Authority.

(Jack Appleton spoke in favour of the above application. Councillor D Birtwistle was given permission to speak on the above application)

530

RIBCHESTER PLANNING OBLIGATION

The Director of Economic Development and Planning submitted a report seeking authority from members to release Section 106 contributions to Ribchester Playing Field Trust to facilitate improvement works at the playing field.

The Section 106 agreement for the planning permission granted to convert the Newdrop in to five dwellings (3/2020/0215) included an off-site contribution of £3,101.67 for leisure facilities.

In Ribchester the Ribchester Playing Field Trust is responsible for the equipment and facilities at the playing field. Quotes had been received for the replacement of wooden picnic tables and benches with ones made from recycled plastic.

RESOLVED THAT COMMITTEE

Authorise payment of £3,101.67 to Ribchester Playing Field Trust for the completion of the playing field improvements set out in the report on completion of the works.

531

PLANNING ENFORCEMENT UPDATE

The Chief Executive submitted a report for information giving an update on planning enforcement.

Between 11 August and 10 November 2022 the Council had received 61 new complaints, one of which fell into category 1, 12 into category 2 and 48 into category 3.

On investigation, 22 matters had been closed and no further action taken. For those where action was required, 11 planning contravention notices have been served.

532

APPEALS (IF ANY)

3/2021/0208 – proposed single storey rear extension at 4 King Henry Mews, Bolton-by-Bowland, BB7 4HR – appeal dismissed

3/2021/0648 – change of use of land to tourism, including siting of a shepherd’s hut for use as holiday accommodation with associated outdoor space, car parking and alteration of vehicle access at Land at Scridbles Croft, Smalden Lane, Grindleton, BB7 4RX – appeal allowed.

3/2021/1155 – conversion of 2no.holiday lets into 1no. dwelling house at Pendle View, Lovely Hall Lane, Copster Green, BB1 9EQ – appeal dismissed

3/2022/0506 – regularisation of unauthorised change of use of agricultural land to residential curtilage at 5 Hawthorn Close, Langho, BB6 8DZ – appeal dismissed

3/2022/0387 – regularisation of an unauthorised change of use from one dwelling in to two at Garth Cottage, Clitheroe Road, Mitton, BB7 9PH – appeal dismissed

533 MINUTES OF WORKING GROUPS

534 LOCAL DEVELOPMENT PLAN WORKING GROUP - 10 AUGUST 2022

The minutes of the Local Development Plan working group held on 10 August 2022 were circulated for information.

535 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

536 EXCLUSION OF PRESS AND PUBLIC

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

537 DEVELOPMENT MANAGEMENT STAFFING

The Director of Economic Development and Planning submitted a report updating members on staffing matters within the directorate and seeking direction in respect of suggested changes to the staffing structure within the Development Management team.

She informed committee that the Principal Planner with heritage knowledge and experience was leaving the authority and that it would be necessary to seek this expertise when required on specific applications. She outlined the options available for the replacement of this officer and the other vacant principal officer post, including using Growth Lancashire who currently provide heritage and conservation advice to 7 of the Lancashire Authorities, which would allow a change to hierarchy within the service.

RESOLVED THAT COMMITTEE

1. Agree to replace two Principal Planning Officer posts with two Senior Officer posts and advertise the jobs as outlined in the report (the establishment will not be changed at this stage until the outcome of the period of advertising was known), and
2. Confirm that an exemption to the contract procedure rules be accepted to obtain external heritage advice from Growth Lancashire.

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.

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