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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, 12 DECEMBER 2023** 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** (Pages 5 - 16)
4. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**
5. **PUBLIC PARTICIPATION SESSION**
6. **MAYORAL COMMUNICATIONS**
7. **LEADER'S REPORT**
8. **LEADER'S QUESTION TIME**
9. **CHANGES TO COMMITTEE ARRANGEMENTS 2023/24** (Pages 17 - 22)
Report of the Chief Executive enclosed
10. **COMMITTEE MINUTES** (Pages 23 - 98)

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

COMMITTEES	DATE	PAGE	MINUTE
Community	17 October	23 – 28	369 – 384
Planning & Development	19 October	29 – 42	385 – 400
Personnel	25 October	43 – 45	401 – 410
Health & Housing	26 October	47 – 52	411 – 428

Licensing Sub	27 October	53	429 – 433
Licensing	31 October	55 – 56	434 - 443
Economic Development	2 November	57 – 59	444 – 455
Policy & Finance	7 November	61 – 70	456 – 483
Parish Council Liaison	9 November	71 – 74	484 – 491
Licensing Sub	16 November	75 – 84	492 – 496
Accounts & Audit	22 November	85 – 87	497 – 506
Planning & Development	7 December	87 – 98	507 - 521

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, Councillor Anthony (Tony) Austin, Councillor Jan Alcock JP, Councillor Stephen Atkinson, Councillor Susan Bibby, Councillor David Birtwhistle, Councillor Ian Brown, Councillor Stella Brunskill JP, Councillor Louise Edge, Councillor Rosemary (Rosie) Elms, Councillor Steve Farmer, Councillor Stewart Fletcher, Councillor Mark French, Councillor Jonathan Hill, Councillor Mark Hindle, Councillor Simon Hore, Councillor Kevin Horkin MBE, Councillor Richard Newmark, Councillor Donna O'Rourke, Councillor Simon O'Rourke, Councillor Mary Robinson, Councillor James (Jim) Rogerson, Councillor Gary Scott, Councillor Nicholas Stubbs, Councillor Karl Barnsley, Councillor Derek Brocklehurst, Councillor Ryan Corney, Councillor Sophie Cowman, Councillor Rachael Ray, Councillor Lee Jameson, Councillor Robin Walsh, Councillor Charles McFall, Councillor John Atherton, Councillor Aaron Wilkins-Odudu, Councillor Gaye

McCrum, Councillor Malcolm Peplow, Councillor Kieren Spencer, Councillor Michael Graveston, Councillor Gaynor Hibbert, Councillor Lee Street and Jean Lawson.

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

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Agenda Item 3

Minutes of Council

Meeting Date: Tuesday, 10 October 2023, starting at 6.30 pm
Present: Councillor M Hindle (Chair)

Councillors:

S Hirst	K Horkin
T Austin	D O'Rourke
J Alcock	S O'Rourke
S Atkinson	M Robinson
S Bibby	J Rogerson
D Birtwhistle	G Scott
I Brown	N Stubbs
S Brunskill	K Barnsley
L Edge	D Brocklehurst
R Elms	R Corney
S Farmer	S Cowman
S Fletcher	R Ray
M French	L Jameson
J Hill	R Walsh

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

357 PRAYERS

Canon Woodcock opened the meeting with prayers.

358 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received on behalf of Councillors S Hore, R Newmark and C McFall.

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

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

360 PUBLIC PARTICIPATION SESSION

There was no public participation.

361 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AND THE SPECIAL MEETING 11 JULY 2023

The minutes of the previous meeting and the Special meeting held on 11 July 2023 were approved as a correct record and signed by the Chairman.

The Mayor reported on a wide range of events that he had attended since the last meeting, highlighting in particular a reception he had hosted for the Ukrainian residents of the Borough, in celebration of Ukrainian Independence Day. He had also had the pleasure of visiting and hosting a number of primary schools. The Mayor expressed his wish to consider the adoption of a Youth Council at some point in the future.

The Leader of the Council spoke about the outcome of the review by the Secretary of State in regards to the Haweswater Aqueduct Replacement Scheme (HARP). He explained that the Secretary of State had carefully considered the case against the call-in policy, and the application had been looked at in detail by the Department for Levelling up, Housing & Communities (DLUHC) over an 18-week period. The Secretary of State had decided not to call in the application and was content that it should be determined by the local planning authority.

The Leader spoke about his meeting at Hellifield Train Station along with the Council's Director of Economic Development and Planning, The Minister of State at the Department of Transport Huw Merriman MP, Lord Alton, and representatives from Nigel Evans office, Lancashire County Council and North Yorkshire Council. The purpose was to present the benefits of the restoration of passenger services between Clitheroe and Hellifield, and the increased frequency of services between Manchester and Clitheroe. The Leader explained that he awaited a further meeting in Westminster and had asked the Minister to look again at the scheme.

The Leader noted that following public consultation the Council had adopted its new Economic Plan for 2023-2026 and he hoped this would provide a framework for continued prosperity in the Ribble Valley. He highlighted that in 2011 the Ribble Valley was the sixth most prosperous place in Lancashire, and that 10 years later was the most prosperous, and had been the only district in Lancashire to improve its ranking in the National Index.

The Leader noted that October 2023 marked the 50th anniversary of the conservation area in Clitheroe, and the importance of handling the investment in Clitheroe Market sensitively whilst mitigating any damage to stallholders businesses. He highlighted that a revival had been seen in the Market since the Pandemic.

The Leader spoke about the UK Shared Prosperity Fund and the Council's investments that this had facilitated, which included Mardale Playing Fields, and a future project to make improvements to Castle Street in Clitheroe. He explained that the launch of the Rural England Prosperity Fund would deliver further investments of £433,000, which could be used across a variety of rural projects including community energy schemes, community gardens and the installing of EV charging points for the local community.

The Leader also spoke about the Council's investment of over £300,000 to purchase temporary accommodation in both Longridge and Clitheroe, which would help homeless people and families, with short term accommodation. The Household Support Fund 4 scheme would also bring £240,000 of support to the Borough's qualifying residents who would now qualify with a combined income of up to £50,000, noting in addition that the Council was the third fastest in the North-West for processing new housing benefit claims.

The Leader finished his update by commenting on the Red Arrows flyover during the successful Clitheroe Food Festival.

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LEADER'S QUESTION TIME

The Leader of the Opposition, Councillor Stewart Fletcher, believed that following emails to Members there may be some confusion regarding the proposed changes to Clitheroe Market. He asked if the Leader believed it would be beneficial for the Council to hold a public meeting or arrange a further press release so that residents and stallholders alike felt consulted and informed.

The Leader thanked Councillor Fletcher for his question. He noted that the Council had been awarded Government funding for capital projects, which included approximately £2million under the UK Shared Prosperity Fund. He added that Policy and Finance Committee had agreed £800,000 of that funding would be spent on Clitheroe, with one of the schemes being to improve the very successful Clitheroe Market. He agreed with Councillor Fletcher that arranging a future press release on progress would be eminently sensible and added that a full report on the scheme would go to the next Policy and Finance Committee. This would set out the scheme that the Council would recommend for tender, and Market Traders would continue to be kept informed. He felt it was vital that the funds allocated were spent within the financial year, if at all possible, to avoid any risk that the funds may be lost.

In a supplementary question, Councillor Fletcher noted that a number of the concerns were around pop-up stalls and asked if priority could be given to permanent stallholders.

Councillor Atkinson responded saying he was sure this was something Officers could examine.

Next Councillor Fletcher stated that a building in Longridge that had been a hive of community activity for over 25 years was now occupied by a pet shop, and that a proposal had been given to RVBC by a local charity to turn the building into a Community Hub. He asked the Leader to enlighten members on the procurement process of buildings owned by the Council, how the winning bid was determined, and what weight was given to what the councils assets are proposed to be used for?

The Leader set out the process in regards to the stated building. In September 2022, Policy and Finance Committee had accepted the recommendation from the Longridge Assets Working Group to offer the former over-60s club premises for rent on the open market. At the Committee, Members were also informed that the Working Group had requested that Officers approach the Town Council to ask whether they had any thoughts on what the building could be used for, which led to some of the Town Councillors visiting the premises. Following this correspondence Longridge Community Action had expressed an interest in the building.

Policy and Finance Committee had agreed for the Director of Economic Development and Planning to obtain an updated valuation of the Over 60s club and procure services to market it for rent and authorised the Chief Executive to agree a suitable rental value for the Over 60s Club to take it to market and to agree to a reasonable offer for the property.

Following this resolution, the property was revalued, and the services of letting agent were procured to market the property for rent. At Committee in January 2023, Members were advised that there had been some interest in the building however to date no formal offer had been received. The interest was from Longridge Community Action Group who sent a proposal to the letting agent in November 2022. This proposal did not set out how much the group would pay for renting the building and

the information was therefore requested by the letting agent however no response was ever received. In February a Limited company offered to lease the building for the advertised rent and a lease was progressed on those terms. Only one formal offer was received for the over 60s club which met the marketed rental amount for the property and the offer had been accepted by the Chief Executive under the delegation from Policy and Finance Committee. The Leader concluded by advising that when premises became vacant a report was presented to the appropriate Committee who would consider what direction to authorise officers to take.

Finally, Councillor Fletcher quoted David Attenborough saying “If we have not taken dramatic action within the next decade, we could face irreversible damage to the natural world and the collapse of our societies.” Councillor Fletcher felt that the Council’s response to international concerns on climate change had been rated as very poor in comparison with other councils, stating that in 2019 Friends of the Earth had rate RVBC as last but one in their league table of performance on climate change, and in 2022 Lancs Live rated RVBC as 302nd out of 318 Councils. He advised Members that Lancaster was rated 8th by Lancs Live with their spending being 30p per person on environmental issues, which was just 8p more than RVBC. He asked that, given the success of the recent Ribble Valley summit on Climate and Nature, did the Leader believe that the Climate Change Working Group should invite members of local environment groups to support its work.

The Leader responded noting the datasets upon which Friends of the Earth had chosen to base their opinion, which in their view were appropriate to measure the approach to climate change. He added that he felt, given the datasets, that it wasn’t surprising that the Ribble Valley came towards the bottom of the table along with other rural areas such as Craven and Richmondshire, and a number of the other Lancashire districts. He informed Members that those near the top included Camden, Salford, Greenwich, and Milton Keynes, and he therefore queried if the right data sets were picked. The Leader added that, since the Friends of the Earth data was published, the Council had created a Climate Change Working Group, published a Climate Change Strategy, developed a Climate Change Action Plan, and widened the Climate Change Working Group membership to include representatives from all parties on the Council. He felt that those elected representatives would represent the views of their constituents when working on Climate Change issues.

In a supplementary question, Councillor Fletcher asked if the Climate Change Working Group would be meeting in the near future.

The Leader responded noting that he would request that a report be brought to the next meeting of the Council.

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COMMITTEE MINUTES

1. Council – 11 July 2023
2. Special Council – 11 July 2023
3. Community Committee – 22 August 2023
4. Licensing Sub Committee – 24 August 2023
5. Planning & Development Committee – 24 August 2023
6. Personnel Committee – 30 August 2023

7. Health & Housing Committee – 31 August 2023
8. Licensing Committee – 5 September 2023
9. Policy & Finance Committee – 12 September 2023
10. Parish Councils Liaison Committee – 14 September 2023
11. Planning and Development Committee – 21 September 2023
12. Licensing Sub-Committee – 22 September 2023
13. Accounts & Audit Committee – 27 September 2023
14. Economic Development Committee – 28 September 2023

RESOLVED:

That the minutes of the above committees be received with the exception of Minute number 346.

Minute 346 – Member Representation on Ribble Valley Tourism Association.

RESOLVED:

That the Council approve the recommendation by Economic Development Committee to nominate Councillor J Alcock as the representative for the Ribble Valley Tourism Association and appoint that Member to the RVTA as an outside body.

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NOTICE OF MOTION IN THE NAME OF COUNCILLOR KARL BARNESLEY

A notice of motion was proposed by Councillor Karl Barnesley and seconded by Councillor Mark French that:

This Council Notes

1. The Living Wage is set by the Living Wage Foundation currently calculated to £10.90 per hour (Outside of London).
2. The National Living Wage, a separate concept, which is set by the Government, is the top age band of the National Minimum Wage Structure and is currently set at £10.42 per hour.
3. The Ribble Valley Pay Policy Statement currently sets the pay of its lowest paid workers at National Living Wage rates as opposed to Living Wage Foundation Rates.
4. Across the country there are 12,500 recognised Living Wage employers; 1250 of which are in the North West, including neighbouring Borough Councils such as Rossendale, South Ribble, Bury and Burnley Boroughs. Several Town Councils are recognised as well as Lancashire. County Council and the office of the Lancashire Police and Crime Commissioner.
5. “The basic intuition behind the Living Wage is a simple one: to determine the wage rate necessary to ensure that households earn enough to reach a minimum acceptable living standard as defined by the public.” (Cominetti & Murphy, Resolution Foundation, 2022)

This Council Believes

1. The Living Wage as set by the Living Wage Foundation is the truest reflection of a wage which is necessary to meet the cost of living.
2. The Living Wage is the most accurate calculation of wages in balance with the cost of living, enabling food, energy and accommodation security.
3. Low pay is now becoming an existential crisis for local government: to continue delivering services for the public, local authorities need workers to deliver those services. But with pay continuing to fall in real terms, local authorities are struggling to recruit and retain staff.
4. The mark of a responsible employer is to pay its staff a wage they can live on.

This Council Resolves

1. To adopt the Living Wage Policy for the lowest paid members of Council Staff both full time and part time aged 18+
2. To make appropriate steps to become accredited by the Living Wage Foundation as a Living Wage Employer.

A recorded vote was requested for all proposed motions on the agenda and the appropriate number of Councillors supported this.

The Leader, Councillor Stephen Atkinson requested that Officers refer to the Council's Standing Orders for clarification on dealing with matters that may fall within the remit of a Committee. The Council's Head of Legal and Democratic Services explained to Members the terms of standing order 9.5, and in particular, that if the motion fell within the terms of reference of a Committee, it could be referred to that Committee or such other Committee as the Council decides, or it could be dealt with at the meeting it is moved, if the Mayor considers it appropriate and convenient to do so.

The Leader, Councillor Stephen Atkinson, proposed an amendment to the motion as follows:

The Councils pay offer for 2023/24 that has been accepted by Union, which is the trade union who represents the lowest paid employees, is significantly above both the National Living Wage and the UK Living Wage. Therefore:

1. The Council urges all Councillors that may have influence over the GMB Union to encourage them to accept the 9.4% increase to the Councils lowest paid employees as soon as possible so this can be paid to employees in their next wage; and
2. The Council's Personnel Committee evaluates the lowest pay grades of the Council to see if they are reasonable, taking into account:
 - The Councils Job Evaluation Scheme and pay differentials between different skills and responsibilities
 - The National Pay Agreement agreed by the Trade Unions; and
 - The Council's financial position

The amendment was seconded by Councillor Stuart Hirst. Members debated the amendment. A recorded vote was taken on the amendment.

Councillor	For	Against	Abstain	Apologies
J Alcock	X			
S Atkinson	X			
T Austin	X			
J Atherton				
C Barnsley		X		
D Brocklehurst			X	
S Bibby	X			
D Birtwhistle	X			
I Brown	X			
S Brunskill	X			
R Corney		X		
S Cowman	X			
L Edge – Dep Mayor	X			
R Elms	X			
S Farmer	X			
S Fletcher		X		
M French		X		
M Graveston		X		
G Hibbert		X		
J Hill		X		
M Hindle - Mayor	X			
S Hirst	X			
S Hore				X
K Horkin	X			
L Jameson		X		
G McCrum		X		
C McFall				X
R Newmark				X
D O'Rourke			X	
S O'Rourke		X		
M Peplow		X		
R Ray		X		
M Robinson		X		
J Rogerson	X			
G Scott	X			
K Spencer		X		
L Street			X	
N Stubbs		X		
R Walsh	X			
A Wilkins-Odudu		X		
Total Votes Cast	For	Against	Abstain	Apologies
	17	16	3	3

The amendment was carried.

A recorded vote was taken on this as the substantive motion.

Councillor	For	Against	Abstain	Apologies
J Alcock	X			
S Atkinson	X			
T Austin	X			
J Atherton				
C Barnsley		X		
D Brocklehurst		X		
S Bibby	X			
D Birtwhistle	X			
I Brown	X			
S Brunskill	X			
R Corney		X		
S Cowman	X			
L Edge – Dep Mayor	X			
R Elms	X			
S Farmer	X			
S Fletcher		X		
M French		X		
M Graveston		X		
G Hibbert		X		
J Hill		X		
M Hindle - Mayor	X			
S Hirst	X			
S Hore				X
K Horkin	X			
L Jameson		X		
G McCrum		X		
C McFall				X
R Newmark				X
D O'Rourke		X		
S O'Rourke		X		
M Peplow		X		
R Ray		X		
M Robinson		X		
J Rogerson	X			
G Scott	X			
K Spencer		X		
L Street		X		
N Stubbs		X		
R Walsh	X			
A Wilkins- Odudu		X		
Total Votes Cast	For	Against	Abstain	Apologies
	17	19	0	3

The substantive motion was lost.

The original motion proposed by Councillor Karl Barnsley and seconded by Councillor Mark French then became the substantive motion and a recorded vote was taken.

Councillor	For	Against	Abstain	Apologies
J Alcock		X		
S Atkinson		X		
T Austin		X		
J Atherton				
C Barnsley	X			
D Brocklehurst	X			
S Bibby		X		
D Birtwhistle		X		
I Brown		X		
S Brunskill		X		
R Corney	X			
S Cowman		X		
L Edge - Dep Mayor		X		
R Elms		X		
S Farmer		X		
S Fletcher	X			
M French	X			
M Graveston	X			
G Hibbert	X			
J Hill	X			
M Hindle - Mayor		X		
S Hirst		X		
S Hore				X
K Horkin		X		
L Jameson	X			
G McCrum	X			
C McFall				X
R Newmark				X
D O'Rourke	X			
S O'Rourke	X			
M Peplow	X			
R Ray	X			
M Robinson	X			
J Rogerson		X		
G Scott		X		
K Spencer	X			
L Street			X	
N Stubbs	X			
R Walsh		X		
A Wilkins-Odudu	X			
Total Votes Cast	For	Against	Abstain	Apologies
	18	17	1	3

The motion was carried, it was therefore;

RESOLVED THAT THE COUNCIL:

1. Adopt the Living Wage Policy for the lowest paid members of Council Staff both full time and part time aged 18+; and
2. Agree to take appropriate steps to become accredited by the Living Wage Foundation as a Living Wage Employer.

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NOTICE OF MOTION IN THE NAME OF COUNCILLOR MALCOLM PELOW

A notice of motion was proposed by Councillor Malcolm Peelow and seconded by Councillor Gaye McCrum that:

The Martholme Greenway runs along the track-bed of a former railway line to the south of the villages of Read and Simonstone and has the potential to connect to the existing Padiham Greenway that continues to Burnley to the East and to cross the Martholme Viaduct and continue all the way to Great Harwood to the Southwest.

Ribble Valley residents view access to nature as one of the most important issues of making somewhere a good place to live and the level of traffic as one of the issues that most needs improving (source - Ribble Valley Citizens' Panel and 2018 Perception Survey).

A future active travel route along the Martholme Greenway would meet four out five of this Council's Ambitions set out in its Corporate Strategy 2019-23. How many other projects reach this many Ambitions on our Strategy?

1 – efficient services based on identified customers needs. How much more efficient can we be than to enable the future possibility of an active travel route that would encourage people to leave their cars at home, reduce traffic on our roads and create a wildlife corridor that is safe for everyone to access without the Council having to spend a penny of our Council Taxpayers' money? All this Council needs to do is to keep the possibility of this Greenway open for future generations to enjoy.

2 – to sustain a strong and prosperous Ribble Valley. An active travel route that passes over the iconic landmark of Martholme Viaduct and through our beautiful countryside will bring more people into our Borough and increase its prosperity.

3 – to help make people's lives safer and healthier. Ribble Valley Residents will be able to travel safely at extremely low cost to Padiham or Burnley to the East or Great Harwood to the West while exercising and maintaining good health.

4 – to protect and enhance the existing environmental quality of our area. Martholme Greenway would enable residents to travel carbon-free and emission-free, giving us cleaner air and adding to our other efforts to reduce climate change. Former railway lines provide excellent wildlife corridors and help nature to thrive.

RECOMMENDED THAT COUNCIL:

1. Recognises and applauds the work of the Martholme Greenway group and its volunteers for the work they undertake in maintaining and improving the footpath on both sides of the Martholme Viaduct and over the Viaduct itself.

2. Support route of the Martholme Greenway and the aspiration for the former railway line to be reopened as an active travel corridor to connect Great Harwood and Padiham.
3. Publicise on Ribble Valley Borough Council's website, Lancashire County Council's Local Cycling and Walking Infrastructure Plans Engagement Stage 2 consultation which is open to public comments

The matter was debated, and Members spoke in support of the proposal. The challenges of the project were discussed, and it was felt that should these be overcome, the route would be an asset to the Ribble Valley, and encourage health and wellbeing.

It was clarified that as members had supported a recorded vote on all motions proposed on the agenda that the vote would be recorded. A recorded vote was therefore taken.

Councillor	For	Against	Abstain	Apologies
J Alcock	X			
S Atkinson	X			
T Austin	X			
J Atherton				
C Barnsley	X			
D Brocklehurst	X			
S Bibby	X			
D Birtwhistle	X			
I Brown	X			
S Brunskill	X			
R Corney	X			
S Cowman	X			
L Edge – Dep Mayor	X			
R Elms	X			
S Farmer	X			
S Fletcher	X			
M French	X			
M Graveston	X			
G Hibbert	X			
J Hill	X			
M Hindle - Mayor	X			
S Hirst	X			
S Hore				X
K Horkin	X			
L Jameson	X			
G McCrum	X			
C McFall				X
R Newmark				X
D O'Rourke	X			
S O'Rourke	X			
M Peplow	X			
R Ray	X			

M Robinson	X			
J Rogerson	X			
G Scott	X			
K Spencer	X			
L Street	X			
N Stubbs	X			
R Walsh	X			
A Wilkins- Odudu	X			
Total Votes Cast	For	Against	Abstain	Apologies
	36	0	0	3

The Motion was carried, it was therefore;

RESOLVED THAT COUNCIL:

1. Recognises and applauds the work of the Martholme Greenway group and its volunteers for the work they undertake in maintaining and improving the footpath on both sides of the Martholme Viaduct and over the Viaduct itself.
2. Support route of the Martholme Greenway and the aspiration for the former railway line to be reopened as an active travel corridor to connect Great Harwood and Padiham; and
3. Publicise on Ribble Valley Borough Council's website, Lancashire County Council's Local Cycling and Walking Infrastructure Plans Engagement Stage 2 consultation which is open to public comments.

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EXCLUSION OF PRESS AND PUBLIC

None.

The meeting closed at 8.15 pm

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

RIBBLE VALLEY BOROUGH COUNCIL

DECISION

REPORT TO COUNCIL

meeting date: TUESDAY 12 DECEMBER 2023
title: REVIEW OF POLITICAL BALANCE AND COMMITTEE
ARRANGEMENTS FOR MUNICIPAL YEAR 2023/2024
submitted by: CHIEF EXECUTIVE
principal author: JENNY MARTIN

1 PURPOSE

1.1 To revise the Council's current committee arrangements following a review of the political balance calculation.

1.2 Relevance to the Council's objectives and priorities –

Council's Objectives – whilst the Council's committee arrangements do not contribute directly to the achievement of the Council's objectives, they set the framework for the Council's decision-making processes.

Other considerations – the Council decided under the provisions of the Local Government Act 2000, after consultation with the electorate, to retain its committee arrangements rather than opt for an executive form of governance. This decision has been reconsidered and confirmed by the Policy & Finance committee.

2 BACKGROUND

2.1 The basis of the Council's present committee structure was approved by the Policy and Finance Committee at its meeting on 3 April 2008.

2.2 The number of seats on each committee and the allocation of these seats is calculated in accordance with the political balance provisions of the Local Government and Housing Act 1989.

2.3 The political balance was recalculated and approved at the Annual Council on 23 May 2023. It is now necessary to make a number of changes to that committee membership.

3 ISSUES

3.1 On 12 October 2023 Councillor Derek Brocklehurst formally gave notice that he had ceased to be a member of the Conservative group and now joined the Labour group.

3.2 On 24 November 2023 Councillors Fletcher, French, and Corney gave notice that they had left the Liberal Democrat group and created a new group – The Progressive Liberal group.

3.3 The calculation of seats after these changes is attached at Appendix A.

3.4 The new membership on committees following the recalculation is being discussed with group leaders and will be circulated once available.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

Resources – the estimated costs of administering the committee arrangements in 2023/2024 are included in the approved budget for 2021/2022.

Technical, Environment and Legal – none.

Political – none.

Reputation – none.

5 RECOMMENDED THAT COUNCIL

- 5.1 Approves the allocation of committee seats as set out in Appendix A and confirms the appointment of members to committees.

JENNY MARTIN
DEMOCRATIC SERVICES OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

- 1 Agenda for Annual Meeting of Council 23 May 2023
- 2 Agenda for Annual Meeting of Council 11 July 2023

For further information please contact Jenny Martin at jenny.martin@ribblevalley.gov.uk.

COUNCIL121021/OMH

POLITICAL BALANCE ON COMMITTEES – DECEMBER 2023/24**MATHEMATICAL CALCULATION****1. The political balance of Council is:**

Conservatives	17
Liberal Democrats	5
Labour	8
Independent Group	4
Progressive Liberal Group	3
Green	2
Independent	1
	<u>40</u>

2. The total number of committee seats:

Community Services	15
Planning & Development	15
Licensing	15
Health & Housing	15
Economic Development	15
Personnel	9
Policy & Finance	15
Accounts & Audit	11
	<u>110</u>

3. Seats per member is: $110 \div 40 = 2.75$ **4. Total number of seats per group:**

Conservatives	17×2.75	$= 46.75$	$=$	47
Liberal Democrats	5×2.75	$= 13.75$	$=$	14
Labour	8×2.75	$= 22$	$=$	22
Independent Group	4×2.75	$= 11$	$=$	11
Progressive Liberal Group	3×2.75	$= 8.25$	$=$	8
Green	2×2.75	$= 5.5$	$=$	5
Independent	1×2.75	$= 2.75$	$=$	3
				<u>110</u>

5. Allocation of seats per committee:**Community Services** (15÷40 = 0.375)

Conservatives	$17 \times 0.375 = 6.375$	$= 6$
Liberal Democrats	$5 \times 0.375 = 1.875$	$= 2$
Labour	$8 \times 0.375 = 3$	$= 3$
Independent Group	$4 \times 0.375 = 1.5$	$= 2$
Progressive Liberal Group	$3 \times 0.375 = 1.125$	$= 1$
Green	$2 \times 0.375 = 0.75$	$= 1$
Independent	$1 \times 0.375 = 0.375$	$= 0$

<u>Planning & Development</u>	(15÷40 = 0.375)	
Conservatives	17 x 0.375 = 6.375	= 6
Liberal Democrats	5 x 0.375 = 1.875	= 2
Labour	8 x 0.375 = 3	= 3
Independent Group	4 x 0.375 = 1.5	= 2
Progressive Liberal Group	3 x 0.375 = 1.125	= 1
Green	2 x 0.375 = 0.75	= 1
Independent	1 x 0.375 = 0.375	= 0

<u>Licensing</u>	(15÷40 = 0.375)	
Conservatives	17 x 0.375 = 6.375	= 6
Liberal Democrats	5 x 0.375 = 1.875	= 2
Labour	8 x 0.375 = 3	= 3
Independent Group	4 x 0.375 = 1.5	= 2
Progressive Liberal Group	3 x 0.375 = 1.125	= 1
Green	2 x 0.375 = 0.75	= 1
Independent	1 x 0.375 = 0.375	= 0

<u>Health & Housing</u>	(15÷40 = 0.375)	
Conservatives	17 x 0.375 = 6.375	= 6
Liberal Democrats	5 x 0.375 = 1.875	= 2
Labour	8 x 0.375 = 3	= 3
Independent Group	4 x 0.375 = 1.5	= 2
Progressive Liberal Group	3 x 0.375 = 1.125	= 1
Green	2 x 0.375 = 0.75	= 1
Independent	1 x 0.375 = 0.375	= 0

<u>Economic Development</u>	(15÷40 = 0.375)	
Conservatives	17 x 0.375 = 6.375	= 6
Liberal Democrats	5 x 0.375 = 1.875	= 2
Labour	8 x 0.375 = 3	= 3
Independent Group	4 x 0.375 = 1.5	= 2
Progressive Liberal Group	3 x 0.375 = 1.125	= 1
Green	2 x 0.375 = 0.75	= 1
Independent	1 x 0.375 = 0.375	= 0

<u>Personnel</u>	(9÷40 = 0.225)	
Conservatives	17 x 0.225 = 3.825	= 4
Liberal Democrats	5 x 0.225 = 1.125	= 1
Labour	8 x 0.225 = 1.8	= 2
Independent Group	4 x 0.225 = 0.9	= 1
Progressive Liberal Group	3 x 0.225 = 0.675	= 1
Green	2 x 0.225 = 0.45	= 0
Independent	1 x 0.225 = 0.225	= 0

<u>Policy & Finance</u>	(15÷40 = 0.375)	
Conservatives	17 x 0.375 = 6.375	= 6
Liberal Democrats	5 x 0.375 = 1.875	= 2
Labour	8 x 0.375 = 3	= 3
Independent Group	4 x 0.375 = 1.5	= 2
Progressive Liberal Group	3 x 0.375 = 1.125	= 1
Green	2 x 0.375 = 0.75	= 1
Independent	1 x 0.375 = 0.375	= 0

Accounts & Audit Committee

(11÷40 = 0.275)

Conservatives	17 x 0.275 = 4.675	= 5
Liberal Democrats	5 x 0.275 = 1.375	= 1
Labour	8 x 0.275 = 2.2	= 2
Independent Group	4 x 0.275 = 1.1	= 1
Progressive Liberal Group	3 x 0.275 = 0.825	= 1
Green	2 x 0.275 = 0.55	= 1
Independent	1 x 0.275 = 0.275	= 0

6. Summary

	<u>Cons</u>	<u>L. Dems</u>	<u>Labour</u>	<u>Ind Group</u>	<u>PLG</u>	<u>Green</u>	<u>Ind</u>
Community Services	6	2	3	2	1	1	0
Planning & Development	6	2	3	2	1	1	0
Licensing	6	2	3	2	1	1	0
Health & Housing	6	2	3	2	1	1	0
Economic Development	6	2	3	2	1	1	0
Personnel	4	1	2	1	1	0	0
Policy & Finance	6	2	3	2	1	1	0
Accounts & Audit	5	1	2	1	1	1	0
	<u>45</u>	<u>14</u>	<u>22</u>	<u>14</u>	<u>8</u>	<u>7</u>	<u>0</u>
						<u>TOTAL 110</u>	

7. The totals of committee seats need to be adjusted to bring the totals in line with the overall allocation of seats:

Conservatives **47 (+2)**, Liberal Democrats **14**, Labour **22**, Independent Group **11 (-3)**, Progressive Liberal Group **8**, Green **5 (-2)** and Independent **3 (+3)** = **110**.

8. Therefore the adjustments to the overall allocation of seats are as follows:

COMMITTEE	CONS	LIB DEM	LABOUR	IND GROUP	PLG	GREEN	IND
Community Services	6	2	3	2	1	1	0
Planning & Development	6	2	3	1 (-1)	1	1	1 (+1)
Licensing	6	2	3	1 (-1)	1	1	1 (+1)
Health & Housing	6	2	3	2	1	0 (-1)	1 (+1)
Economic Development	7(+1)	2	3	1 (-1)	1	1	0
Personnel	4	1	2	1	1	0	0
Policy & Finance	7 (+1)	2	3	2	1	0 (-1)	0
Accounts & Audit	5	1	2	1	1	1	0
TOTAL	45 (+2)	14	22	14 (-3)	8	7 (-2)	0 (+3)
	47	14	22	11	8	5	3
						TOTAL	110

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Minutes of Community Services

Meeting Date: Tuesday, 17 October 2023, starting at 6.30 pm
Present: Councillor R Newmark (Chair)

Councillors:

J Alcock	M Robinson
S Atkinson	L Jameson
S Brunskill	K Barnsley
S Cowman	J Atherton
S Fletcher	L Street
S O'Rourke	M Peplow
G Scott	

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

Also in attendance: Councillors K Spencer and R Walsh

369 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillor R Elms.

370 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22 August 2023 were approved as a correct record and signed by the Chairman. An update was provided on minute 197 regarding a Btec course at Edisford which did not start this academic year due to low numbers of students.

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

Councillor S O'Rourke declared an interest in Agenda Item 5 – Edisford Car Park, and Agenda Item 6 – Healthy Weight Contract, in respect of his appointment to Ribble Valley Sports & Recreation (Roefield Leisure Centre) by the Council as an Outside Body.

372 PUBLIC PARTICIPATION

The Chairman welcomed Mr Paul Yates who spoke in respect of agenda item 8 – Community Orchard Project.

373 EDISFORD CAR PARK

The Director of Community Services submitted a report providing Committee with an update on the parking trial at Edisford car park for users of the leisure facilities nearby and seeking approval to make the arrangements permanent.

Committee had agreed to the trial in March 2023 which had been recommended by the working group following a petition in January 2023. The petition requested a

period of free parking for Roefield users. Instead of free parking, a long stay permit had been trialed from April 2023, which allowed all long stay permit holders to use Edisford car park. The year-on-year comparison of long-term permits sold and income from the car park were included in the report, although Members were advised that it was difficult to attribute any increase to the temporary arrangement.

Members were updated in regards to the 3 elements that were considered when granting the trial, which were in relation to on-street parking on Edisford Road, impact on income from the car park, and the level of usage at the facilities. As the parking order on Edisford designated it as a short-term car park, the parking order would need to be amended to allow the permanent use of the long stay permit on the car park, whilst retaining the car park predominantly as short stay.

Members hoped that once the arrangement became permanent this may increase the uptake of the permits. Concerns were also raised regarding coaches parking on the road outside the leisure facilities, and Officers would raise this directly with the coach company to reiterate that they were able to wait in Edisford Car Park.

RESOLVED THAT COMMITTEE:

1. Approve the use of the long-term permit for parking on Edisford Car Park on a permanent basis.
2. Authorise the Director of Community Services to take the appropriate steps to amend the Ribble Valley Car Park Order to reflect this.

374

HEALTHY WEIGHT CONTRACT

The Director of Community Services submitted a report seeking Committees approval to enter into a collaboration agreement with Lancashire County Council (LCC) to deliver the Healthy Weight and Play and Skills at Teatime (PASTA) programme.

The Council had for several years delivered a healthy weight programme on behalf of LCC. In 2021 LCC had also entered into an agreement with Roefield Leisure to deliver the Play and Skills at Teatime Activities (PASTA) programme in the Ribble Valley. The programme involved families with children in receipt of free school meals being offered activities alongside sessions to prepare healthy meal options.

LCC were now seeking to deliver these programmes directly through District Councils by way of a collaboration agreement for both services, a copy of which was included in the report along with the indicative finance allocations. It was understood that the agreements would be for a minimum of five years with the option to extend the agreements by a further three years, commencing on 1 April 2024.

RESOLVED THAT COMMITTEE:

1. Approve in principle the Council entering into the collaboration agreement with LCC for the provision of the Healthy Weight and PASTA programme, subject to the agreement of appropriate Collaboration Agreements.
2. Authorise the Director of Community Services to negotiate the relevant terms of the Collaboration Agreement in consultation with the Chair of Community Committee.

CHANGING PLACES PROJECT

The Director of Community Services submitted a report seeking Committees approval for the proposed Changing Places toilets in Ribchester to be removed from the Capital Programme for the year 2023/2024 and be replaced with a future bid to the Levelling Up Fund Round 3 when/if this is announced.

On 14 March 2023 Committee had recommended to Policy and Finance Committee that the Changing Places Scheme be included in the capital programme for the year 2023-24. The scheme comprised the provision of three highly specialised disabled toilets in Ribchester, Edisford Bridge, and the Castle Grounds. The scheme was to be financed by the Levelling Up Fund Round 2, subject to a number of conditions, one of which being that the monies should be spent before the end of March 2024.

The report noted that following investigation into the proposed site at Ribchester, it would be necessary to divert a buried low-voltage electricity cable at an estimated cost of £12,000, which at the earliest would be done within 14 weeks after receipt of up-front payment. The delay would take the scheme beyond the deadline of March 2024.

It was proposed that the Council delivered the Edisford Bridge and Castle Grounds toilets within the 2023-24 financial year, and that Officers make a new submission to any Levelling Up Fund Round 3 funding when/if this was announced, for the toilets at Ribchester.

Officers confirmed at the meeting that other sites in Ribchester had been considered, however alternatives were not feasible. Members felt that the provision of the specialised toilet in Ribchester was important and wanted to pursue other funding should Round 3 not proceed. Members also wanted to consider the process when putting schemes forward for grants, to reduce similar issues arising in the future. It was noted that the window for grant applications was often very short, therefore, detailed work was not always possible.

RESOLVED THAT COMMITTEE:

1. Approve the removal of the Ribchester Changing Places Toilet from the Levelling Up Fund Round 2 submission for delivery in the year 2023-2024.
2. Approve a submission to the Levelling Up Fund Round 3, when/if this is announced, for the monies to deliver a Changing Places Toilet in Ribchester.

COMMUNITY ORCHARD PROJECT

The Director of Community Services submitted a report seeking Committees approval to licence/lease a parcel of council owned land to Ribchester Parish Council, allowing a local group to establish a community orchard.

The Council had received a request from Ribchester Ecology and Flood Group to plant a community orchard on Council land alongside the allotments in Ribchester, as attached to the report. As the group were not a constituted body, it had been indicated that Ribchester Parish Council would be willing to take on responsibility for the licence/lease, therefore allowing the group to establish the orchard. The maintenance responsibilities would also fall to the Parish Council.

Members supported the application, and the suggestion of a licence as opposed to a lease, with a proposed peppercorn rent. Instruction of the valuation office would

therefore not be required. Members also supported a licence term of 5 to 10 years given the time required to establish the orchard, which would also allow the Council to conduct review of a licence at the end of the agreed term.

The Director of Community Services noted the absence of a policy to guide the Council in dealing with proposals such as this, and recommended a policy be developed for approval by Committee that the Ribchester and Longridge orchards must comply with. An additional recommendation was agreed by Committee in respect of this.

RESOLVED THAT COMMITTEE:

1. Approve the proposal to licence the land to Ribchester Parish Council to allow a local group to create an orchard, for a period of 5-10 years at a peppercorn rent.
2. Delegate the drawing up of the agreement with Ribchester Parish Council to the Director of Community Services in consultation with the Chair of Community Committee.
3. That a policy for future transfers of land for community use be developed for approval by this Committee and that the Ribchester and Longridge Community Orchards must comply fully with this policy.

377

FEES AND CHARGES 2024/25

The Director of Resources & Deputy Chief Executive submitted a report seeking member approval on proposals to increase this Committee's fees and charges with effect from 1 April 2024. The proposals were the first stage in the review of this Committee's budget for the forthcoming 2024/25 financial year.

Policy and Finance Committee had guided Committees to consider a 4% inflationary increase in the level of income raised from fees and charges, and the review aimed to increase the budgeted income for 2024/25 by that amount as a minimum. After applying this percentage increase, proposed charges had generally been rounded up or down to minimise any problems with small change.

Following discussions, the proposed set of fees and charges for implementation from 1 April 2024 were produced for this Committee for members to consider and were set out in Annex 1 to the report. The proposed fees and charges for this Committee would produce on average a 4.89% increase.

RESOLVED THAT COMMITTEE:

1. Considered and approved the level of fees and charges to be levied for this committee for 2024/25 as outlined in the report with the exception of the adult (age 65 years plus) swim admission charge which was agreed to remain at £3.60.

378

TOGETHER AN ACTIVE FUTURE (TAAF) - GENERAL UPDATE

The Director of Community Services submitted a report providing Committee with a summary update on the Sport England funded TaAF project.

The TaAF project was part of Sport England's National Delivery Pilot programme which had 12 areas across the Country trying different approaches to increase

physical activity, appropriate to the issues that were relevant to their residents. The summary for the TaAF project in the Ribble Valley was included in the report, which included the successes and plans for the latter stage of the project until 2025.

The Active Villages theme was of particular importance to Sport England, as the Ribble Valley provided the perfect test bed for a new approach to getting people active in rural settings. It was hoped this could provide a model for other rural areas.

379

CAPITAL MONITORING 2023/24

The Director of Resources & Deputy Chief Executive submitted a report for information on the progress of this committee's capital programme for the period to the end of September 2023.

£526,956 had been spent or committed which equated to 35.8% of the full year approved capital programme budget for this committee.

Of the twenty-two schemes in the capital programme six schemes were complete, fourteen schemes were currently expected to be completed in-year, and two schemes were unlikely to be completed in-year.

380

REVENUE MONITORING 2023/24

The Director of Resources & Deputy Chief Executive submitted a report for information on the position for the period April to August 2023 on this year's revenue budget for this committee.

The comparison between actual and budgeted expenditure showed an underspend of £753,357 for the first five months of the financial year 2023/24. After allowing for transfers to/from earmarked reserves the underspend was £755,733. The vast majority of the underspend position resulted from the refund of business rates in respect of the Castle Museum and also the delayed pay award settlement. This would be moved to reserves at year end.

The Chairman thanked Officers for their hard work, particularly in respect of the work undertaken in relation to the business rates refund.

381

REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a report for information giving an update on the Castle Keep, Ribblesdale Pool, Sport England Support Fund Phase 1, Play Areas, Climate Change, and Waste Collection.

Concerns were raised at the meeting regarding the inability to fly a flag on Remembrance Sunday due to the closure of the Castle Keep. Officers confirmed that this was unavoidable, however, other options were being explored including projecting an appropriate image on the castle.

The plan to install solar panels on Council buildings was also raised, and it was asked that integrated panels be considered. Waste was also discussed at length including littering, household waste, and dog fouling.

382 MINUTES OF WORKING GROUPS

There were no minutes of Working Groups.

383 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

384 EXCLUSION OF PRESS AND PUBLIC

There was no exclusion of press and public.

The meeting closed at 8.06 pm

If you have any queries on these minutes please contact the committee clerk, 01200 414408 rebecca.tait@ribblevalley.gov.uk.

Minutes of Planning and Development

Meeting Date: Thursday, 19 October 2023, starting at 6.30 pm
Present: Councillor S Bibby (Chair)

Councillors:

T Austin	S Hore
D Brocklehurst	K Horkin
I Brown	S O'Rourke
S Brunskill	J Rogerson
L Edge	K Spencer
S Fletcher	N Stubbs
M French	L Jameson

In attendance: Head of Development Management and Building Control, Head of Legal and Democratic Services and Senior Accountant

385 APOLOGIES FOR ABSENCE

There were no apologies for absence.

386 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21st September 2023 were approved as a correct record and signed by the Chair.

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

Councillor S Hore declared an interest in Agenda Item 5(a) – Planning Application at the Dog and Partridge, Hesketh Lane, Chipping PR3 2TH

388 PUBLIC PARTICIPATION

There was no public participation.

389 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

390 3/2023/0156 - DOG AND PARTRIDGE HESKETH LANE CHIPPING PR3 2TH

Councillor S Hore left the meeting and took no part in the discussion or vote.

RESOLVED THAT COMMITTEE:

Grant planning permission subject to the following conditions:

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

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

2. 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 and Block Plan Dwg no LP01 Rev A
- Proposed Site Plan Dwg no P05 Rev H
- Proposed Floor Plan Dwg no P14 Rev E
- Proposed Elevations Dwg no P22 Rev D
- Proposed Ground Floor Plan Dwg no P12 Rev A
- Proposed First Floor Plan Dwg no no P13 Rev A
- Proposed Elevations Dwg no P21 Rev B

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

3. Notwithstanding the submitted details, precise specifications, or samples of all external surfaces, including surfacing materials and their extents, of the development hereby permitted shall have been made available to view to and approved 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 in accordance with Policy/Policies DMG1 and DME2 of the Ribble Valley Core Strategy.

4. The holiday cottages hereby approved (identified as plots 8-10 on the approved site plan) shall be restricted to holiday accommodation use only and shall not be occupied at any time as permanent residential accommodation or as a person's main place of residence. These units shall not be occupied by the same occupant/s for periods of more than 28 days in any 3 month period.

The owners/operators of the site shall maintain an up-to-date register of the names of all occupiers of the individual holiday cottages on the site, and of their main home addresses, and shall make this information available, on request, to the Local Planning Authority.

REASON: To prevent the permanent residential occupation of the site in a location where new residential development is unacceptable in principle and to define the scope of the permission hereby approved.

5. No development shall commence on plots 8-10 as indicated on Dwg no P05 Rev H until a detailed, final surface water sustainable drainage strategy for the site has been submitted to, and approved in writing by, the Local Planning Authority.

The detailed surface water sustainable drainage strategy shall be based upon the site-specific flood risk assessment and indicative surface water sustainable drainage strategy submitted (20th April 2023 / C-1050 - Issue 1 / Hamilton Technical Services) 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.

No surface water shall be allowed to discharge to the public foul sewer(s), directly or indirectly, and shall be limited to a maximum peak flow rate of 20l/s.

The details of the drainage strategy to be submitted for approval 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 sewer 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.

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.

6. No development shall commence on plots 8-10 as indicated on Dwg no P05 Rev H until a Construction Surface Water Management Plan, detailing how surface water and stormwater will be managed on the site during construction, including demolition and site clearance operations, has been submitted to and approved in writing by the Local Planning Authority.

The details of the plan to be submitted for approval shall include method statements, scaled and dimensioned plans and drawings detailing surface water management proposals to 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 runoff rate from the site prior to redevelopment.
- b) Measures taken to prevent siltation and pollutants from the site entering 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.

7. The occupation 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 the maintenance, operational and access requirement for all SuDS components and connecting drainage structures,
- 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.

8. The occupation 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.

9. No part of the development shall be occupied or brought into first use until the foul drainage works have been completed in accordance with the approved scheme for foul water as identified in the FRA & Drainage Strategy, Issue 2, 6/27/2023, C-1050. Thereafter the agreed scheme shall be retained, managed and maintained in accordance with the approved details.

REASON: To promote sustainable development using appropriate drainage systems and ensure a safe form of development that poses no unacceptable risk of pollution to water resources or human health.

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

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

11. No part of the development hereby permitted shall be occupied until such time as the access arrangements shown on Black Barn drawing number P05 Rev H have been implemented in full.

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

12. No part of the development hereby permitted shall be occupied until such time as vehicular visibility splays of 2.4 metres by 70 metres have been provided at the site access serving the proposed 6 apartments and 3 holiday lets and vehicular visibility splays of 2 metres by 70 metres have been provided at the site access serving the proposed dwelling. These shall thereafter be permanently maintained with nothing within those splays higher than 1 metres above the level of the adjacent footway/verge/highway.

REASON: To afford adequate visibility at the access to cater for the expected volume of traffic joining the existing highway network, in the interests of general highway safety, and in accordance with the National Planning Policy Framework (2021).

13. Notwithstanding the provisions of Part 2 of Schedule 2, Article 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking and re-enacting that Order) no vehicular access gates, barriers, bollards, chains or other such obstructions shall be erected within a distance of 5 metres of the highway boundary. The gates shall then open away from the highway only.

REASON: To enable a vehicle to stand clear of the highway in order to protect the free and safe passage of traffic including pedestrians in the public highway in accordance with the National Planning Policy Framework (2021).

14. 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 and in accordance with the National Planning Policy Framework (2021).

15. The development hereby permitted shall not be occupied until such time as the parking and turning facilities have been implemented in accordance with Black Barn drawing number P05 Rev H. Thereafter the onsite parking provision shall be so maintained in perpetuity.

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

16. Prior to the first occupation of the 1no. 3-bed dwelling hereby approved details of the provision of 1no. electric vehicle charging point within the curtilage of this dwelling shall have been submitted to and approved in writing by the local

planning authority. The approved scheme shall have been made available for use prior to the first occupation of the dwelling and thereafter retained as such.

REASON: To contribute towards sustainable transport objectives and the reduction of harmful vehicle emissions.

17. Notwithstanding the submitted details, no building works hereby approved shall progress beyond slab level until a scheme for the hard and soft landscaping of the site, including details of boundary treatment, has been submitted to and approved in writing by the local planning authority. For the avoidance of doubt the submitted details shall include the following: types and numbers of trees and shrubs, their distribution on site, those areas to be seeded, turfed, paved or hard landscaped, and the location and types of all new boundary treatments to be installed.

The approved boundary treatments and hard landscaping details shall be implemented prior to first occupation of the dwelling. The approved soft landscaping scheme shall be implemented in the first planting season following occupation of the dwelling, 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.

REASON: To ensure the proposal is satisfactorily landscaped.

18. Notwithstanding the submitted details, no building works hereby approved shall progress beyond slab level until a landscape management plan, including long-term design objectives, management responsibilities and maintenance schedules for all landscape areas (other than small, privately owned, domestic gardens) has been submitted to and approved in writing by the Local Planning Authority.

The landscape shall thereafter be managed and maintained in accordance with the approved plan.

REASON: To ensure the proper long-term management and maintenance of the landscaped areas in the interests of visual amenity and biodiversity enhancement.

19. The development shall be constructed in accordance with the submitted Ecological Survey and Assessment ref 2023-006 July 2023 including the mitigation measures contained therein (including details of the specification and siting of 2no. house sparrow terraces and 4no. bat access panels), prior to use hereby approved first becoming operational. The approved details and mitigation shall remain in place thereafter.

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

20. The development shall be constructed in accordance with the submitted Acoustic Survey and Assessment document (prepared June 2023) including the mitigation measures contained therein, prior to use hereby approved first

becoming operational. The approved details and mitigation shall remain in place thereafter.

REASON: In the interests of protecting the amenities of nearby residents and businesses.

21. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) (Schedule 2, Part 1, Classes A-E) or any subsequent re-enactment thereof, no development that falls within the above Classes shall be constructed without express planning permission first being obtained.

REASON: To enable the Local Planning Authority to exercise control over development which could materially harm the visual and residential amenities of the immediate area.

22. There shall be no changes to the existing ground levels/FFL as indicated on the approved Proposed Elevations Dwg no P21 Rev B without express planning permission being obtained.

REASON: In order that the Local Planning Authority may ensure that proposed development responds appropriately to the topography of the site, is appropriate to the locality and to protect neighbouring amenity.

23. 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 which shall be in place prior to first occupation of any dwelling or holiday unit, 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.

Councillor S Hore returned to the meeting.

391

3/2023/0680 - PARKS STORE CLITHEROE CASTLE CASTLE GATE CLITHEROE BB7 1AZ

RESOLVED THAT COMMITTEE:

Grant planning permission subject to the following conditions:

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

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

2. The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

Park Store Location Plan
Park Store Proposed Plan

REASON: To define the permission and in the interests of the proper development of the site.

3. The external facing materials, detailed on the submitted application form, namely natural Welsh Blue Slate, shall be used and no others substituted.

REASON: To ensure that the materials used are visually appropriate to the locality.

4. The development hereby approved shall be carried out in accordance with the Bat Survey Report and Method Statement European Protected Species (Bats) dated 4th September 2023. In particular:

As part of the construction of the new roof four bat access slates, two per roof face, shall be fitted, two slate rows below ridge tiles. A loft space will be created within the new roof for bats to roost.

Prior to the commencement of the development compensatory bat box (Two Greenwood Eco Habitats two crevice box) shall be placed on trees within Clitheroe Castle grounds to south of the building. Thereafter the bat boxes shall be retained on site in perpetuity.

REASON: To ensure the continued protection of bats as part of the development and in the interests of biodiversity enhancement.

5. Before the commencement of any works, full details of the proposed rainwater goods, including the eaves detail, to be used on the building shall have been submitted to and been approved in writing by the Local Planning Authority. All works undertaken on site should be strictly in accordance with the approved details.

REASON: In the interests of the character and appearance of the building

INFORMATIVES:

1. In the event that bats are found during works, all works shall cease until the appropriate licence has been secured to rehouse the bats.

(i) 3/2023/0681 - Parks Store Clitheroe Castle Castle Gate Clitheroe BB7 1AZ

RESOLVED THAT COMMITTEE:

Grant Listed Building Consent subject to the following conditions:-

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

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

2. The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

Park Store Location Plan
Park Store Proposed Plan

REASON: To define the permission and in the interests of the proper development of the site

3. The external facing materials, detailed on the submitted application form, namely natural Welsh Blue Slate, shall be used and no others substituted.

REASON: To ensure that the materials used are visually appropriate to the locality.

4. Before the commencement of any works, full details of the proposed rainwater goods, including the eaves detail, to be used on the building shall have been submitted to and been approved in writing by the Local Planning Authority. All works undertaken on site should be strictly in accordance with the approved details.

REASON: In the interests of the character and appearance of the building

392

3/2022/1129 - BRIDGE HEY WOOD CARAVAN PARK DUNKIRK FARM READ BB12 7RR

Mr C Pollard spoke against the application.

Councillors M Peplow and D Birtwhistle were given permission to speak and both spoke against the application.

RESOLVED THAT COMMITTEE:

Minded to refuse Planning Permission on the grounds of visual harm, impact on character of area and insufficient information on impact to Martholme Viaduct (Grade II Listed). To be brought back to a future committee with draft reasons for refusal.

393

3/2022/1039 LAND ADJACENT 115 KEMPLE VIEW CLITHEROE BB7 2QJ

Mr P Hitchen spoke in support of the application.

RESOLVED THAT COMMITTEE:

Defer and delegate to the Director of Economic Development and Planning for approval subject to the drainage issues being resolved and no objections being raised by United Utilities and 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:

- A102: Proposed Floor Plans and elevations Building 1

- A202: Proposed Floor Plans and Elevations Building 2
- A302: Proposed Site Plan
- A303: Site Plan Boundary Dimensions
- A400: Sections
- A401: Location Plan
- PH/366 Revision A (received 7/09/23): Site Drainage Diversion (TBC)

2. 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.

3. Details of the alignment, height, and appearance of all walling, retaining wall structures and gates to be erected within the development 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.

REASON: To ensure a satisfactory standard of appearance in the interests of the visual amenities of the area.

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 unless and until a scheme for protective fencing for trees and hedgerow within and adjacent to the site, has been submitted to and approved in writing by the Local Planning Authority.

The submitted details shall be in accordance with BS5837 (2012): 'Trees in Relation to Construction'. The agreed fencing/protection shall be erected in its entirety prior to any other operations taking place on the site and shall not be breached nor removed during development. Furthermore, within the areas so fenced the existing ground level shall be neither raised nor lowered and there shall be no development or development-related activity of any description including the deposit of spoil or the storage of materials unless expressly agreed by the Local Planning Authority.

For the avoidance of doubt 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.

5. The flat roof/ roofed area(s) of the dwellings hereby approved shall not be used as a balcony, roof garden, terrace or similar amenity area.

REASON: To enable the Local Planning Authority to exercise control over development which could materially harm nearby residential amenity.

6. No development shall take place, including any works of demolition, until a construction method statement has been submitted to and approved in writing by the Local Planning Authority. The approved statement shall be adhered to throughout the

construction period of the development hereby approved. For the avoidance of doubt the submitted details shall include the following:

- i. The parking of vehicles of site operatives and visitors
 - ii. The loading and unloading of plant and materials
 - iii. The storage of plant and materials used in constructing the development
 - iv. The erection and maintenance of security hoarding
 - v. Wheel washing facilities
 - vi. Measures to control the emission of dust and dirt during construction
 - vii. A scheme for recycling/disposing of waste resulting from demolition and construction works
 - viii. Details of working hours
 - ix. Routing of delivery vehicles to/from site
- REASON: To minimise disruption during the construction phase of the development hereby approved.

7. Prior to commencement of any building works, the drainage diversion works shown on drawing 'Site drainage diversion and proposed building outline' PHA/366-100 Revision A shall be completed in accordance with Lancashire County Council Specification under an appropriate agreement with access rights agreed thereafter.

REASON: To ensure the appropriate provision(s) of drainage infrastructure to be installed/diverted.

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

REASON: To ensure that satisfactory access is provided to the site before any other construction work is carried out.

9. Prior to the first occupation of any dwelling hereby approved, the car parking and turning areas shall be provided and made available for use. Such areas thereafter shall solely be maintained for the purposes of vehicle parking.

REASON: To ensure adequate dedicated parking provision is made available on site to accommodate the development hereby approved.

10. Prior to first occupation of each of the dwellings hereby approved, each dwelling shall be afforded the provision of an electric vehicle charging point. For the avoidance of doubt the installed charge points must have a minimum power rating output of 7kW, be fitted with a universal socket that can charge all types of current electric vehicle.

REASON: To encourage sustainable methods of transport and to reduce carbon emissions associated with the dwellings(s) hereby approved.

11. The development hereby approved shall be carried out in accordance with the Preliminary Bat Roost Assessment Report dated 2nd December 2021. In particular:

- Prior to commencement of development above slab level a Greenwoods Ecohabitats Two Chamber Bat Box or Kent Bat Box shall be installed within the site to provide roosting potential for the local bat population. Thereafter the bat box shall be retained on site in perpetuity.

REASON: To ensure the continued protection of bats as part of the development and in the interests of biodiversity enhancement.

12. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting that Order with or without modification), the dwellings shall not be altered or extended, nor shall any building, structure or enclosure be erected within the curtilage of the dwellings without planning permission.

REASON: To ensure that the Local Planning Authority have control over any future development of the dwellings in the interests of the residential amenity of occupants / neighbours.

394 FEES AND CHARGES 2024/25

The Director of Resources and Deputy Chief Executive submitted a report seeking Member approval on proposals to increase this Committee's fees and charges with effect from the 1 April 2024.

Work had been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this Committee in advance of the next financial year. The Council's three-year budget forecast that was approved by Policy and Finance Committee in September 2023 assumed that fees and charges are increased next year by 4%. Members were advised that the charges set out in the annexes to the report would meet the 4% target for the financial year 2024/25.

RESOLVED THAT COMMITTEE:

Considered and approved the level of fees and charges to be levied for this committee for 2024/25.

395 CAPITAL MONITORING 2023/24

The Director of Resources and Deputy Chief Executive submitted a report for information on the progress on this Committee's 2023/24 capital programme for the period to the end of September 2023. At the end of September 2023 there had been no spend or commitments made against the capital programme budget.

There was one capital scheme for this Committee with a budget of £26,420. Whilst it is unlikely to be completed within the financial year, it was noted that, due to the residual purpose of the scheme, this should not cause concern for Members.

396 REVENUE MONITORING 2023/24

The Director of Resources and Deputy Chief Executive submitted a report for information on the position for the period April 2023 to September 2023 of this year's original revenue budget as far as this Committee is concerned.

The comparison between actual and budgeted expenditure showed an underspend of £20,157 to September 2023 of the financial year 2023/24. After allowing for transfers to/from earmarked reserves there was an underspend of £30,256.

397 APPEALS (IF ANY)

Committee noted the contents of the Appeals report.

398 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

399 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

400 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.49 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin jenny.martin@ribblevalley.gov.uk.

Minutes of Personnel

Meeting Date: Wednesday, 25 October 2023, starting at 6.30 pm
Present: Councillor R Elms (Chair)

Councillors:

K Barnsley	S Hore
S Bibby	L Jameson
D Birtwhistle	D O'Rourke
R Corney	

In attendance: Chief Executive

Also in attendance: Councillors R Ray and R Walsh.

401 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillor S Farmer.

402 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 30 August 2023 were approved as a correct record and signed by the Chairman.

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

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

404 PUBLIC PARTICIPATION

There was no public participation.

405 SAFEGUARDING POLICY

The Director of Resources & Deputy Chief Executive submitted a report to request that Committee approve the Council's revised Safeguarding Policy.

The Council's Safeguarding Children's and Vulnerable Adults Policy had been in place for a number of years. Recent amendments to legislation had led to a number of changes being required to the policy, together with other changes such as contact numbers. The opportunity had also been taken to make the policy easier to read, this followed discussions at the District Safeguarding group, where district leads had discussed current issues and best practice.

The policy would continue to be included in the staff handbook along with an accompanying booklet to help staff understand how they could help with the Council's duty in respect of safeguarding, which was seen as everyone's responsibility.

UNISON had been consulted in regards to the new policy, and staff would be made aware of the new policy in a number of ways. Staff e-learning and training would also be revised. A briefing would also be arranged for Councillors, along with access to the staff e-training package.

The revised policy was included in the report for Members consideration. Members supported the policy and it was asked that an addition be made to the start of the 'Taking Action' flowchart on page 11 of the policy, to state 'Is there a serious and immediate threat to a family/child/young person.'

RESOLVED THAT COMMITTEE:

1. Approve the revised Safeguarding Policy as attached to the report with an addition to 'Taking Action' flowchart so that it states 'family/child/young person' at each stage.
2. Approve that the Safeguarding Policy is used to revise the staff handbook.
3. Approve the arrangement of a series of briefings for staff and Councillors.

406 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

407 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

408 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.

409 PAYMENT OF HONORARIA

The Chief Executive submitted a report that Committee consider a payment of honorarium to a member of staff who had covered the duties of a more senior post.

The factors and financial implications to be considered when assessing the application were set out in the report.

RESOLVED THAT COMMITTEE:

Approve the Honorarium payment to the member of staff as set out in the report.

410 GENERAL STAFFING UPDATE

The Director of Resources & Deputy Chief Executive 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 2 new staff had been appointed between 16 August 2023 and 15 October 2023 and that there had been 5 leavers in the same period. The report also noted that a member of staff had completed Qualification training, and there had been 2 unreported work experience placements during the previous reporting period which had been arranged at short notice. Letters of thanks were to be sent to the staff who have left the Council, where appropriate.

The meeting closed at 6.48 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 Health and Housing

Meeting Date: Thursday, 26 October 2023, starting at 6.30 pm
Present: Councillor S Hirst (Chairman)

Councillors:

J Alcock	J Atherton
S Atkinson	M Robinson
T Austin	C McFall
I Brown	A Wilkins-Odudu
R Elms	N Stubbs
D O'Rourke	G Hibbert

In attendance: Chief Executive, Head of Environmental Health Services, Strategic Housing Officer, Head of Financial Services and Head of Strategic Planning and Housing

Also in attendance: Councillor S O'Rourke

411 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors S Farmer and R Ray.

412 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 31 August 2023 were approved as a correct record and signed by the Chairman.

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

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

414 PUBLIC PARTICIPATION

There was no public participation.

415 CHANGES TO DFG POLICY

The Director of Economic Development and Planning submitted a report seeking Committees approval for amendments to the Disabled Facilities Grant (DFG) Policy and to undertake a six-week consultation on the proposed changes.

The DFG Policy could be amended in order to reflect the needs of the Borough. Officers had identified two proposed minor amendments which would ensure that the Policy was clear to all applicants who required grant assistance.

The proposed amendments to the policy were highlighted in yellow within the DFG Policy, which was attached to the report. The amendments were as follows:

- Include the exception policy as to when repayment of the grant is required. The detail of exception policy was not previously included in the policy.
- In the case of DFG top-up grants, that the grant will be registered as a charge on the property. This had been identified during a recent audit assessment and it was requested that this was made clear to applicants of the grant.

The proposed Policy that Members were asked to consider would be made available on the RVBC website for public consultation for 6 weeks.

RESOLVED THAT COMMITTEE:

1. Approve the proposed amendments highlighted in DFG Policy as attached to the report.
2. Approve a six-week consultation on the proposed changes.
3. In the event of no negative consultation feedback following the six-week consultation period, delegate approval of the amended Policy to the Director of Economic Development and Planning.

416

ASSISTED PURCHASED SCHEME

The Director of Economic Development and Planning submitted a report updating Committee on the previously approved equity share scheme and seeking approval to take the scheme forward, renamed as an Assisted Purchase Scheme across the whole Ribble Valley.

The intention was for the Assisted Purchase Scheme to assist first time buyers to access the housing market, through the availability of a loan which would be registered as a charge on the property.

In 2004 RVBC had launched the Homebuy scheme, whereby the Council offered up to 25% as a loan towards the purchase of market properties against a maximum purchase price of £180,000. In the same year, RVBC had helped 8 first time buyers access the housing market. It was now suggested that with lenders insisting on deposits higher than 10%, that the scheme was run again, with applicants requiring to demonstrate that their income alone did not allow them to purchase the property at its open market value.

In March 2022, Committee had agreed for Officers to explore an equity share scheme option utilising £422k of S106 contributions, as noted in the report. It was suggested that the name be changed to Assisted Purchase Scheme, to avoid confusion with other Government schemes, and that it was made available to all first-time buyer households. The proposed scheme along with the eligibility criteria were included in the report for Members to consider.

Members discussed the scheme and queried if the administration fee was necessary. Officers confirmed that there would be significant legal work required for each application. It was also noted that the 2 bedroom limit for couples may be revised to a 3 bedroom limit for all applicants.

Officers explained to the Committee that it was necessary to obtain further legal information before the scheme could be implemented. Members also queried the trigger for repayment of the scheme should joint applicants separate or divorce, which

would result in the Land Registry being updated. Members were asked to approve the scheme in principle, and a report would be brought back to Committee should legal issues not be resolved.

RESOLVED THAT COMMITTEE:

1. Approve proceeding with the delivery of the Assisted Purchase Scheme (changed from Equity Share Scheme) across the Borough, in accordance with the criteria as set out in the report.
2. Agree that the scheme can be made available to first-time buyers across the Borough and not limited to the parishes where the S106 monies were collected.
3. Agree to the inclusion of a £350 administration charge per grant.
4. Request that Officers provide updates to Health and Housing Committee in respect of the uptake and any issues with the delivery of the scheme.
5. Delegate authority to the Director of Economic Development and Planning the implementation of the scheme subject to the confirmation of the Council having the necessary legal powers to do so.

417

FEES AND CHARGES 2024/25

The Director of Resources & Deputy Chief Executive submitted a report seeking approval on proposals to increase this Committee's fees and charges with effect from 1 April 2024.

Members were reminded that the Council's fees and charges were reviewed on an annual basis as part of the budget setting process.

The report noted that:

- Policy and Finance Committee had given guidance for service Committees to consider a 4% inflationary increase in the level of income raised from fees and charges.
- After applying the recommended percentage increase, proposed charges had generally been rounded up or down to minimise any problems with small change, therefore the individual percentage of increase varied.
- The overall increase based on the budgeted demand levels was expected to be 3.98%
- No inflation related increases were proposed for Dog Offences Fixed Penalty Notice charges and Environmental Health Fixed Penalty Notice charges in 2024/25, as these were set by Committee within government guidelines for the maximum and minimum levels and did not increase according to inflation.

The full proposed list of fees and charges for 2024/25 for Members consideration was included in the report.

RESOLVED THAT COMMITTEE:

Approve the 2024/25 fees and charges proposed for this Committee as contained in the Annex to the report, for implementation from 1 April 2024.

418 CAPITAL MONITORING 2023/24

The Director of Resources submitted a report for information of progress on the 2023/24 capital programme for the period to the end of September 2023 for this committee.

At the end of September 2023 £691,955 had been spent or committed which equated to 17.9% of the annual capital programme budget for this committee. Of the ten schemes in the capital programme, at the end of September 2023, four schemes were expected to be completed in-year, five schemes were unlikely to be completed in-year, and one scheme had been completed.

419 REVENUE MONITORING 2023/24

The Director of Resources submitted a report informing Committee of the progress of the 2023/24 revenue budget as at the end of September 2023.

The comparison between actual and the original estimate budget showed an underspend to date of £101,608 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.

420 LCC - SPECIAL NEEDS HOUSING ASSESSMENT

The Director of Economic Development and Planning submitted a report providing Members with a copy of the Housing Needs Assessment for Accommodation with Support Plan for Lancashire 2023-2038.

Lancashire County Council (LCC) had commissioned the Assessment which set out the level of need for accommodation with support for older people, people with learning disabilities/autistic, people with significant mental health needs, and people with physical disabilities/long term conditions.

Full details were included in the report.

421 UKRAINIAN INTEGRATION FUND

The Director of Economic Development and Planning submitted a report informing Members of the successful applications that had been supported using the Homes for Ukraine Community Integration Grant.

Two community integration grant scheme opportunities had been delivered, both offering £12,000 in total, up to a maximum of £3,000 per scheme. The first was advertised in October 2022, and the second round in June 2023, with the bids considered on 18 July 2023 at a joint panel with LCC and RVBC officers. All approved schemes were detailed in the report.

422 HOMELESSNESS AND REFUGEE UPDATE

The Director of Economic Development and Planning submitted a report providing Committee with information about the level of homelessness and refugees in the Borough.

The report provided details such as the number of homeless applications in the second quarter, a snapshot of the number of households in temporary accommodation, details of the home for Ukraine scheme and the Afghan resettlement scheme.

423 MINUTES OF WORKING GROUPS

Committee received the minutes of the Strategic Housing Working Group meeting of 11 October 2023.

424 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor Austin provided a report on The Health and Adult Social Care Scrutiny Committee meeting of 13 September 2023, and an update on the new Hospitals planned for Preston and Lancaster.

425 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.

426 DOMESTIC VIOLENCE ACT

The Director of Economic Development and Planning submitted a report providing Committee with an update on the Domestic Abuse Act, and the Council's duties, and seeking approval to make changes to the Council's temporary accommodation and provide additional training to the housing staff.

To assist with the extra burdens associated with the new requirements of the Domestic Abuse Act 2021 the Council had received a sum of new burdens funding. In March 2023, Committee had been advised of suggested initiatives in relation to the Act which would utilise the new burdens funding. The suggested initiatives aimed to meet the Council's duties and assist LCC in enabling victims of domestic abuse with the Ribble Valley to access support. The report provided Members with updates on the initiatives and the further actions required as advised by LCC.

The report highlighted that the Council had received conflicting information from LCC. RVBC Officers had met with the Domestic Violence Team at DHLUC in order to clarify the duties of LCC as the Tier 1 Authority, and RVBC as the Tier 2 Local Authority, which were noted in the report. It was noted that should a DV victim present to RVBC they would be directed to LCC to undertake a risk assessment and source appropriate accommodation.

Based on the advice received from DHLUC, Committee approval was sought to revert the use of the Council's temporary hostel accommodation to mixed sex to include single females and families with males. It was proposed to accommodate single males in other units of accommodation. As the Council was the Housing Authority, it was further proposed to use up to £600 of the new burdens funding to provide basic training for the housing team in respect of domestic violence issues.

RESOLVED THAT COMMITTEE:

1. Agree to allow single females and families, including families with males, to be housed within our temporary hostel accommodation when they present to the Council as homeless.
2. Note that any DV victims who present to the Council's Housing team will be referred to LCC so they can provide the necessary assistance.
3. Agree to use up to £600 of the extra burdens funding to provide training for the housing team in respect of the links between domestic violence and homelessness.

427

ENVIRONMENTAL HEALTH SECTION UPDATE

The Chief Executive submitted a report providing Committee with an update on the Council's Environmental Health Service.

Since the last report to Committee on 27 October 2022 the department had successfully recruited two new full-time staff members to the fill the positions 'Lead Food Environmental Health Officer' and 'Environmental Health Technical Officer (Environmental Protection and Housing)'. It was reported that the department was in a much better position than 12 months ago. Further resource was required in emergency planning and risk/assessing sampling water supplier, and a strategy was being explored. New training had been undertaken, and the team were now dealing with both statutory and non-statutory functions.

The primary focus over the 12 months that followed was to fulfil the remaining vacant positions and achieve all statutory functions, whilst continuing to deal with non-statutory issues that were of the greatest concern to members of the public.

428

GRANT APPROVALS UPDATE

The Director of Economic Development and Planning submitted a report informing Committee of recent approvals for various Disabled Facilities Grants and Landlord Tenant Grants.

The meeting closed at 7.21 pm

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

Minutes of Sub-Committee of the Licensing Committee

Meeting Date: Friday, 27 October 2023, starting at 10.00 am
Present: Councillor I Brown (Chairman)

Councillors:

S Brunskill

S O'Rourke

In attendance: Solicitor and Licensing Officer

- 429 WELCOME
- 430 APOLOGIES AND RE-CONSTITUTION OF THE COMMITTEE MEMBERSHIP
- 431 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS
- 432 EXCLUSION OF PRESS AND PUBLIC
- 433 LICENSING HEARING - TAXI

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

The applicant attended the hearing and made verbal submissions to the Sub-Committee and responded to questions from the Sub-Committee.

The Sub-committee, having taken account of all the submissions, written and verbal, the provisions of the Local Government (Miscellaneous Provisions) Act 1976, the Council's Statement of Policy and Guidelines on Relevant Convictions ("the Policy"), and the Council's Policy for Licensing of Hackney Carriage Drivers and Vehicles, Private Hire Operators, Drivers and Vehicles, determined in the particular circumstances that the applicant was a fit and proper person to hold a private hire driver's licence, and that the licence be granted as applied for with no additional conditions or restrictions.

The meeting closed at 10.14 am

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

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Minutes of Licensing

Meeting Date: Tuesday, 31 October 2023, starting at 6.30 pm
Present: Councillor I Brown (Chair)

Councillors:

S Brunskill	R Walsh
S Farmer	D Brocklehurst
G Hibbert	M Graveston
D O'Rourke	K Spencer
S O'Rourke	L Street
G Scott	M Peplow

In attendance: Head of Legal and Democratic Services and Solicitor

434 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors R Newmark and J Rogerson.

435 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 5 September 2023 were approved as a correct record and signed by the Chairman.

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

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

437 PUBLIC PARTICIPATION

There was no public participation.

438 ANNUAL TAXI MEETING

The Chief Executive submitted a report regarding preparations for the Annual Taxi Meeting, the purpose of which is to provide an opportunity for communication between the Council and those holding licences issued by the Council.

Members views were sought in relation to who should be invited to the meeting and potential agenda items. Suggested items included a review of hackney carriage fares and potentially increasing the number of hackney carriage plates, with a view to subjecting them to new quality restrictions e.g. being wheelchair accessible.

RESOLVED THAT COMMITTEE:

1. Noted the proposed arrangements for the Annual Taxi Meeting
2. Advised the Head of Legal and Democratic Services of any matters which Members might wish to be discussed at the meeting and agreed the proposed

list of persons to be invited to assist the Committee at the meeting, including in particular, representatives of visually impaired groups.

439 ANNUAL FEES AND CHARGES

The Chief Executive submitted a report to determine the annual fees for hackney carriage, private hire, scrap metal and sex establishment licences. It was proposed that the fees should be increased by 4% in respect of these licences, with the exception being the cost of a replacement plate and bracket for hackney carriage/private hire licences, which would remain the same.

RESOLVED THAT COMMITTEE:

1. Agreed to set the fees for Hackney Carriage and Private Hire Licences for the year 2024/2025 as those set out in Appendix 1 of the report.
2. Agreed to set the fees for Scrap Metal Dealers Licences for the year 2024/2025 as those set out in Appendix 2 of the report.
3. Agreed to set the fees for Sex Establishment Licences for the year 2024/2025 as those set out in Appendix 3 of the report.

440 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

441 MINUTES OF SUB-COMMITTEES

The minutes of the two Sub-Committees held on 24 August 2023 and 22 September 2023 were noted.

442 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

443 TRAINING SESSION TO FOLLOW ON SUB-COMMITTEES

Members undertook relevant training in relation to sitting on Licensing Sub-Committees.

The meeting closed at 6.51 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin jenny.martin@ribblevalley.gov.uk.

Minutes of Economic Development

Meeting Date: Thursday, 2 November 2023, starting at 6.30 pm
Present: Councillor D Birtwhistle (Chair)

Councillors:

J Alcock	M Graveston
S Atkinson	J Hill
R Corney	S Hirst
S Cowman	R Ray
L Edge	R Walsh
R Elms	A Wilkins-Odudu
S Fletcher	

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

444 APOLOGIES FOR ABSENCE

Apologies for absence were received for the meeting from Cllr G McCrum.

445 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 28 September 2023 were approved as a correct record subject to the addition of apologies from Cllrs J Hill and S Hirst, and additional detail in respect of minute number 349 – Climate Change. The minutes were signed by the Chairman.

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

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

447 PUBLIC PARTICIPATION

There was no public participation.

448 WEDDING SECTOR IN THE RIBBLE VALLEY

The Director of Economic Development and Planning submitted a report to note the importance of weddings to the local economy, and the measures taken by the Council, with the support of the Ribble Valley Wedding Heaven Partnership to maximise its tourism potential.

Weddings were amongst the priorities of the Ribble Valley's tourism strategy. They were an important part of the visitor economy, not only in direct spend at venues but also in supplementary accommodation, wedding suppliers, dining, and retail. In 2021, the Council had launched the Ribble Wedding Heaven partnership in conjunction with the majority of licensed wedding venues in the Borough, to develop the brand 'Ribble

Valley Wedding Heaven'. This was thought to be the only partnership of its kind, whereby venues worked together with the local authority. Since its inception there had been a rise in the volume of weddings in the Ribble Valley, however, the report noted that this was difficult to attribute directly to the partnership. Wedding market trends along with the future trends and potential were noted in the report.

The Council's Tourism Officer presented the report and noted that it was difficult to measure the number of weddings and their impact as the data simply wasn't available. Members felt that the Ribble Valley was becoming known for weddings and hospitality. It was highlighted however that accommodation can be limited and could be a future focus.

449

CLITHEROE FOOD FESTIVAL

The Director of Economic Development and Planning submitted a report providing an update on the Clitheroe Food Festival, as early preparation for the 2024 Food Festival started, and the proposed works to Castle Street.

The Ribble Valley Taste Fest would be held from Monday 5 August to Friday 9 August 2024, and the Clitheroe Food Festival would be held on Saturday 10 August 2024. The report provided Members with information in regards to queries raised at the meeting of the Full Council 10 October 2023, and a breakdown of stalls and non-food traders which had attended the festival in 2022 and 2023.

The works to Castle Street would commence in early 2024 and would not be completed in advance of the food festival. It was not anticipated that the works would affect the hosting of the food festival, and the programme of works under the collaboration agreement with LCC would take the festival into account.

The rationale for the date returning to its original weekend in August was explained to members, and it was confirmed that there were no conflicting events of any concern locally that weekend. The ratio of food to non-food stalls was discussed and Members felt that it was beneficial to have some non-food options, noting that the number of non-food stalls in 2023 was one less than in 2022. It was also suggested that local agriculture was explored as a potential source for suppliers and their produce.

Councillor S Atkinson left the meeting.

450

CAPITAL MONITORING 2023/24

The Director of Resources and Deputy Chief Executive submitted a report for information on the progress on this committee's 2023/24 capital programme for the period to end of September 2023.

There had been no spend or commitments against the capital scheme budget and it was unlikely the budget would be spent by financial year-end.

451

REVENUE MONITORING 2023/24

The Director of Resources and Deputy Chief Executive submitted a report for information on the position for the period April to September 2023 on the 2023/24 revenue budget for this committee.

The comparison between actual and budgeted expenditure showed an overspend of £4,414 for the first six months of the financial year 2023/24.

452 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

453 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

454 EXCLUSION OF PRESS AND PUBLIC

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

455 BUSINESS SUPPORT FOR NET ZERO TRANSITION & DECARBONISATION

The Director of Economic Development and Planning submitted a report for information updating Committee on the Business support for net zero transition and decarbonization project which was being funded from the Council's UK Shared Prosperity Fund.

The project had commenced in the middle of quarter one of 2023. By the end of quarter two, the East Lancashire Chamber of Commerce were working with 43 businesses across the Ribble Valley working on their decarbonization, having diagnostics, collecting their carbon footprint data, having onsite carbon footprint site audits, working on their action plan implementations, and attending events.

The Chamber were working closely with the Council's Economic Development Team to market the project, and an event was being held on 14 November 2023 at Holmes Mill which was open to all businesses.

The meeting closed at 6.57 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait 01200 414408 rebecca.tait@ribblevalley.gov.uk.

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Minutes of Policy and Finance

Meeting Date: Tuesday, 7 November 2023, starting at 6.30 pm
Present: Councillor S Atkinson (Chair)

Councillors:

S Bibby	L Jameson
D Birtwhistle	G McCrum
L Edge	R Newmark
S Fletcher	J Rogerson
M French	A Wilkins-Odudu
S Hirst	J Hill
K Horkin	

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

Also in attendance: Councillors T Austin, K Barnsley and S O'Rourke

456 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillor S Hore.

457 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 12 September 2023 were approved as a correct record and signed by the Chairman.

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

Councillors S Fletcher, M French, and J Hill each individually declared an interest in Agenda Item 26 – Cemetery Lodge, Clitheroe.

Councillor S Hirst declared an interest in Agenda Item 27 – Rural England Prosperity Fund.

459 PUBLIC PARTICIPATION

The Chairman welcomed David Marsh who spoke on behalf of Longridge Pump Track Group on agenda item 8 – UK Shared Prosperity Fund, and Lesley Taylor who spoke on agenda item 9 – Clitheroe Market.

460 REFERENCES FROM COMMITTEES

There were no references from Committees.

The Chief Executive submitted a report to inform Committee of the Report of the Electoral Commission on the May 2023 local elections in England and the additional measures which the Council had put in place following the elections.

The report looked at how the May 2023 elections had been run, how voters and campaigners had found taking part, and lessons learnt. The May 2023 elections had been the first since the first tranche of changes had been implemented under the introduction of the Elections Act 2022. The findings and recommendations set out in the report included voting at elections, voter ID at elections, and the election register.

Members raised local issues with the May 2023 elections. Following the elections, the Council had introduced a number of additional control measures to its processes to seek, as far as possible, to prevent errors occurring in the future. The Council had changed its processes for new or altered properties being added to the register. This would include checks being carried out between the Council's Geographical Information System (GIS) and its Electoral System as properties are added to the register, with any differences being raised at that point, discussed, and agreed before being added. Once added a further check would be carried out by a third officer to ensure it had been added in the agreed polling district. The Council would also implement a separate and additional check of all electoral polling districts within the register on its electoral system against those in its GIS system before the electoral register was produced at an election. This would act as an additional safety measure.

BECOMING AN ACCREDITED LIVING WAGE EMPLOYER

The Chief Executive submitted a report for Committee to agree the implementation date for the Living Wage Foundation minimum rate of Pay for Council employees.

At the meeting of the Full Council on 10 October 2023 it was resolved that the Council:

1. Adopt the Living Wage Policy for the lowest paid members of Council staff both full time and part time aged 18+; and
2. To make appropriate steps to become accredited by the Living Wage Foundation as a Living Wage employer.

On 24 October 2023, the Living Wage Foundation had announced its new minimum hourly wage rate for employees outside London to be £12 per hour, which employers needed to implement as soon as possible, and by May 2024. It was therefore recommended that the Council adopt 1 April 2024 as the implementation date, and in subsequent years on 1 April if the rate is amended.

The report noted that this would bring the pay increase in line with the annual increase in all Council staff pay under the National Joint Council conditions of service. It was noted that the Council's pay award for 2023 had been agreed which would bring the rate of pay of the lowest paid workers above current Living Wage rate. Following discussions with the Living Wage Foundation it was anticipated that the accreditation could be granted subject to the Council submitting an implementation plan which would demonstrate the milestones in place to achieve full compliance.

Members discussed the anticipated milestones, which would include contacting any agencies and contractors that the Council use to inform them of the minimum pay requirement. Members raised concerns that some businesses may struggle to

comply and felt this may be a potential barrier to appointing contractors going forward. The Committee felt that a three-year implementation plan did give time to work through issues and that a report detailing the services and contracts that would be affected was required at a future Committee.

RESOLVED THAT COMMITTEE:

Agree to implement the current Living Wage Foundation pay rate from 1 April 2024 and thereafter on 1 April each year when amended.

463

UKSPF UPDATE

The Director of Economic Development and Planning submitted a report updating Members in respect of the Council's UK Shared Prosperity Fund and seeking approval for the use of the Council's 2024/25 allocation.

The report listed the schemes which had been supported and were either completed or ongoing, utilising the Council's UKSPF allocations for 2022/23 and 2023/24. The UKSPF Working Group had met on 25 September 2023 and 31 October 2023 in order to consider potential schemes to utilise the 2024/25 UKSPF allocation, which was anticipated to be £1.2 million. The following schemes were discussed for which updates were provided in the report and verbally at the meeting:

- Townley Garden Event Space – Recommended to Committee for approval.
- Barrow Community Space - Recommended to Committee for approval.
- Whalley Education Foundation - Recommended to Committee for approval.
- Pump Track, Longridge - Recommended to Committee for approval.
- Primrose Community Nature Trust – There was insufficient funding to support the project at this stage
- Sports Centre/Community Park, Whalley – Further information was required.
- Whalley Chamber of Trade – The working group did not recommend for approval.
- Ribblesdale Wanderers Cricket and Bowling Club – the scheme was not currently recommended for approval but would be kept under consideration.
- Ribble Valley Sports and Recreation (Roefield Leisure) - the scheme was not currently recommended for approval but would be kept under consideration.
- Dandy Crowdfund – the scheme was not currently recommended for approval and it was felt it may be more appropriate to apply for a Culture and Leisure grant.

A working draft list of the projects proposed and suggested to date was included in the report. It was noted at the meeting that the project costs were estimated and subject to further quotes. Any required additional spend on agreed projects would therefore be subject to further consideration by the Working Group. Based on the projects considered to date by the Working Group, four schemes were recommended for approval by Committee from the 2024/25 UKSPF allocation, on the proviso that the funding was confirmed and received.

RESOLVED THAT COMMITTEE:

1. Agree to utilising the 2024/25 UKSPF allocation to support the following schemes:
 - Townley Garden Event Space
 - Barrow Community Space
 - Whalley Education Foundation

- Pump Track, Longridge

2. Authorise the Director of Economic Development and Planning to take all steps necessary to facilitate the agreed schemes as noted in the report.

464

CLITHEROE MARKET

The Director of Economic Development and Planning submitted a report seeking a decision from Committee in respect of what to include within the tender documentation for the Clitheroe Market improvements.

At the meeting of 28 March 2023, Committee had agreed to utilise £100k of the Council's 2023/24 funding allocation along with £72k of capital funding to undertake improvements to Clitheroe Market. The agreed improvements included removing all metal stall units, resurfacing the bull ring area, additional central fixed trading units, introducing additional power supplies, a new modern canopy structure, and for Officers to consider options for wind mitigation measures. Given the value of the works, tender documentation was being prepared for submission, with a view to submitting to tender in early December.

Some Members had received concerns from existing Market Traders in regard to the proposed works, and in particular the removal of the casual stalls, a number of which were being used by existing cabin holders as an extension to their stalls.

The report noted that the agreed improvements were recommended following the market consultant's report, which had included extensive consultation with the market traders. The minutes of the quarterly market trader meetings, at which market traders had been kept informed of the proposed works, were included in the report.

Given the concerns raised, two options for inclusion in the tender documentation were put forward for Committee to consider:

Option 1: Remove the casual stalls, resurface the whole bullring area (creating a central area of open space with new planting and electric points) and erect a block of new permanent cabins (option 1); or

Option 2: Remove the casual stalls, resurface the whole bullring area (creating a central area of open space with new planting and electric points) and erect a block of new casual stalls (not dissimilar to the current offer). This option may allow for the resurfacing works to be extended along the pedestrian routes between the existing cabins (budget permitting).

It was also noted that a new modern canopy structure had been included in the agreed works, however, this was subject to the suitability of such a structure in respect of wind conditions. The new canopy structure did not form part of the options presented and as such Committee were also asked to consider the removal of the central canopy area from the scheme at this stage, and that further options would be considered by the Working Group.

Members discussed the Market and the proposal at length. A group of Members had also visited the Market recently and had discussions with traders. The recent success of the Market was noted at the meeting along with the quality of the produce on offer. Committee agreed that the Market was a valuable asset to the town and assisted local businesses to start and develop. Members felt that the resurfacing works were essential, as the surface had deteriorated due to cars needing to drive on it regularly. The longevity of the new surface would therefore be considered.

RESOLVED THAT COMMITTEE:

1. Authorise the Director of Economic Development and Planning working with the Head of Engineering to invite tenders for the market improvements works.
2. Agree that option 2 should be included within the tender pack.
3. Remove the central canopy area from the scheme at this stage with further options to be considered by the Working Group.

465

LOCAL TAXATION WRITE OFFS

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

There were two cases where the company had been dissolved.

RESOLVED THAT COMMITTEE

Approve the writing off total £16,836.84 in business rates where it had not been possible to collect the amount due.

466

FEES AND CHARGES 2024/25

The Director of Resources & Deputy Chief Executive submitted a report seeking member approval on proposals to increase this Committee's fees and charges with effect from 1 April 2024. The proposals were the first stage in the review of this Committee's budget for the forthcoming 2024/25 financial year.

In September 2023 Committee had approved the Council's three-year budget forecast which assumed a 4% inflationary increase in the level of income raised from fees and charges, and the review aimed to increase the budgeted income for 2024/25 by that amount as a minimum.

Following discussions, the proposed set of fees and charges for implementation from 1 April 2024 were produced for this Committee for members to consider and were set out in Annex 1 to the report. The proposed fees and charges for this Committee would produce on average a 4.87% increase, based on budgeted demand levels.

Following a review of the Council's legal services fee structure it was proposed to introduce a number of additional fees from 1 April 2024 for the estimated administrative cost of undertaking various legal works which were listed in the report.

RESOLVED THAT COMMITTEE:

1. Approve the level of fees and charges for this committee for 2024/25 as outlined in the report.

467

REVIEW OF PARLIAMENTARY CONSTITUENCY

The Chief Executive submitted a report for information to provide members with an update on the Boundary Commission's review of the parliamentary constituency, and how this would impact elections in the Ribble Valley.

The Boundary Commission for England (BCE) published the 2023 Review of Parliamentary Boundaries in England in June 2023. Maps showing the extent of the proposed new constituencies were included in the report, which were expected to come into effect in November 2023. UK parliamentary elections held after the order came into force would be run on new boundaries. Any by-elections held before the next UK parliamentary elections would be on existing boundaries.

The Council would begin the Review of its Polling Districts and Polling Places of Parliamentary constituencies imminently, the results of which would be brought to Committee and recommended to Council for approval.

468

ARMED FORCES COVENANT

The Chief Executive submitted a report for information updating Committee in regard to the Council's work in order to comply with the Armed Forces Covenant Pledges.

The Armed Forces Covenant, as approved at the meeting of the Council 11 October 2022, included the pledge to provide training to contact centre staff in matters relating to the Armed Forces. Suitable staff to undertake the training had been identified and training would be arranged. To further demonstrate the Council's commitment to the Armed Forces, the Council was also exploring the Armed Forces Employer Recognition Scheme (ERS) in order to understand the requirements under the scheme, and any changes required in order to progress.

469

COUNCIL TAX BASE 2024/25

The Director of Resources and Deputy Chief Executive submitted a report informing members of the Council's Taxbase for 2024/25.

Members were reminded that:

- The council tax base was set each year between 1 December and 31 January and was an important calculation which set out the number of dwellings to which council tax was chargeable in an area or part of an area.
- To calculate the tax base for an area, the number of dwellings in each Council tax band was adjusted to take account of any discounts, premiums or exemptions.
- The resulting figure for each band was then multiplied by its proportion relative to Band D (from 6/9 for Band A to 18/9 for Band H) and the total across all eight bands was calculated. These were then multiplied by the authority's estimated collection rate for the year.
- The tax base was used for the purposes of calculating the band d council tax for the billing authority and also major precepting authorities and parish councils.

The tax base had increased steadily over the years. The Council Tax Base for 2024/25 was 25,321, which was a 1.4% increase on that for 2023/24.

470

CONCURRENT FUNCTION GRANTS SCHEME

The Director of Resources and Deputy Chief Executive submitted a report for information in regard to the areas included and excluded under the concurrent functions grant scheme.

The Council's concurrent function grant scheme had been approved by Policy and Finance Committee in 2008 at the recommendation of Budget Working Group, and was later subsequently expanded to include parish lengthsman and CCTV expenditures. The scheme supported parish and town councils with net revenue expenditure on the following concurrent functions:

- Burial Grounds
- Bus Shelters
- CCTV (since 2021)
- Footpaths
- Footway Lighting
- Litter Collection
- Dog waste bins
- Parks and play areas
- Parish lengthsman (since 2017)

471

VOLUNTARY ORGANISATION GRANTS – CITIZENS ADVICE UPDATE

The Director of Resources submitted a report for information providing Committee with the service statistics for the Ribble Valley area as provided by the Citizen's Advice East Lancashire Service (CAEL) for the April to September period of the 2023/24 financial year.

In March 2023, Committee approved the allocation of £5k to Citizens Advice Rossendale & Hyndburn to support an extension of the service into the Ribble Valley area. In addition, the Voluntary Organisation Grants Working Group had recommended to Committee that a review of Citizen's Advice Rossendale and Hyndburn be carried out after six months. Monitoring information provided by the CAEL was attached to the report.

472

REVENUES AND BENEFITS GENERAL REPORT

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

473

TREASURY MANAGEMENT MONITORING 2023/24

The Director of Resources & Deputy Chief Executive submitted a monitoring report for information on the treasury management activities for the period 1 April 2023 to 30 September 2023. 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.

474 CAPITAL MONITORING 2023/24

The Director of Resources & Deputy Chief Executive submitted a report for information on the progress on this committee's 2023/24 capital programme for the period to the end of September 2023. At the end of September 2023 £71,989 had been spent or committed. Of the twelve schemes in the capital programme at the end of September 2023, nine schemes were currently on-track to be completed or substantially completed in-year, and four were unlikely to be completed within the financial year.

Progress on the UK Shared Prosperity Funded schemes was also reported, and at the end of September 2023 £104,343 had been spent or committed. Of the four schemes at the end of September 2023, one scheme had been completed, one scheme was currently on-track to be completed or substantially complete in-year, and two were unlikely to be completed within the financial year.

475 OVERALL CAPITAL MONITORING 2023/24

The Director of Resources & Deputy Chief Executive submitted a report for information on the progress on the Council's approved 2023/24 capital programme for the period to the end of September 2023.

At the end of September 2023 £1,395,243 had been spent or committed. This was 21.2% of this Committees overall capital programme budget of £6,597,710.

A summary of progress on the 51 schemes in the capital programme at the end of September 2023 was as follows:

- Eight schemes were complete
- Twenty-eight schemes were currently expected to be completed in-year
- Fifteen of the schemes were unlikely be completed in-year, and further detail on the operational progress of each of these schemes was provided in the report.

476 REVENUE MONITORING 2023/24

The Director of Resources & Deputy Chief Executive submitted a report for information on the position for the period April to September 2023 of this year's revenue budget for this Committee. The comparison between actual and budgeted expenditure showed an underspend of £340k for the April to September period of the financial year 2023/24. After allowing for transfers to and from earmarked reserves there was an underspend of £187k. The variances were explained in the report, which included the pay award which had yet to be agreed and would likely result in an overspend in this area.

477 OVERALL REVENUE MONITORING 2023/24

The Director of Resources and Deputy Chief Executive submitted a report for information on the overall revenue position for the current financial year for the first half up to the end of September 2023. There had been an overall net underspend of £871k on Service Committee net expenditure after movements in earmarked reserves. Due to unprecedented interest rate increases investment income was £376k ahead of budget. There would be a large additional cost above that budgeted for once the pay award was settled, of approximately £170k. Therefore, the overall

net variance for the first half year was £1.2 million. It was highlighted that the position was due to a number of one-off variances that had occurred in year.

478 MINUTES OF WORKING GROUPS

(i) Minutes of UKSPF Working Group 25 September 2023

RESOLVED: The minutes of the UK Prosperity Fund working group held on 25 September 2023 were submitted for Committee's information.

(ii) Minutes of Budget Working Group 18 August 2023

RESOLVED: The minutes of the Budget working group held on 18 August 2023 were submitted for Committee's information.

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 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.

Councillors S Fletcher, M French, J Hill, and S O'Rourke left the meeting in respect of the next agenda item.

481 CEMETERY LODGE, CLITHEROE

The Chief Executive submitted a report for Committee to consider the temporary arrangements for the occupation of the Cemetery Lodge.

It was proposed that Council enter into a licence agreement for the occupancy of Cemetery Lodge which would include the opening and closing of the Cemetery gates, and the reporting of anti-social behaviour in the Cemetery.

RECOMMENDED THAT COMMITTEE:

1. Approve that the Council enter a temporary licence agreement to allow the current occupant to remain in the property; and
2. That the licence agreement be on a 12 month rolling basis with 6 months' notice either side and an end date of 31 December 2025.

Councillors S Fletcher, M French, J Hill, and S O'Rourke returned to the meeting.

Councillor S Hirst left the meeting in respect of the next agenda item.

RURAL ENGLAND PROSPERITY FUND (REPF)

The Director of Economic Development and Planning submitted a report updating Committee on expressions of interest received for the Rural England Prosperity Fund (REPF) Scheme.

The scheme had opened for expressions of interest forms on 12 September 2023 and would remain open with applications being assessed on an ongoing basis during the funding period. To date 11 expressions of interest had been submitted, full details of which were included in the report. The UKSPF working group had met on 31 October to consider the expressions received and a verbal update was provided at the meeting.

RESOLVED THAT COMMITTEE:

1. Notes the verbal update from the working group and approve that the eligible projects listed in the report can progress to full application stage.
2. Authorise the Director of Economic Development and Planning to review expressions of interest and approve eligible projects to complete a full application.

Councillor S Hirst returned to the meeting.

LOCAL TAXATION WRITE OFFS

The Director of Resources & Deputy Chief Executive submitted a report seeking Committee's approval to write off certain Council Tax and Business Rates debts relating to individuals.

RESOLVED THAT COMMITTEE:

Approve writing off £7,036.82 of Council Tax debts plus £280.00 costs where it had not been possible to collect the amount due.

The meeting closed at 8.07 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait 01200 414408 rebecca.tait@ribblevalley.gov.uk.

Minutes of Parish Councils Liaison

Meeting Date: Thursday, 9 November 2023, starting at 6.30 pm
Present: Parish Councillor D Peat (Chairman)

Councillors:

D Birtwhistle	D Brocklehurst
K Horkin	S Cowman
S O'Rourke	C McFall
R Walsh	M Peplow
K Barnsley	N Stubbs

Parish Representatives:

S Shorthouse	Balderstone
T Austin	Billington and Langho
A Yates	Bolton by Bowland, Gisburn Forest and Sawley
R Veitch	Bolton by Bowland, Gisburn Forest and Sawley
A Schofield	Clayton le Dale
K Thompson	Clayton le Dale
J Hargreaves	Dutton
P Atkinson	Grindleton
R Thornber	Newton in Bowland
S Rostron	Paythorne and Newsholme
S Greenhough	Read
G Mason	Ribchester
J Hampson	Simonstone
J Threlfall	Whalley
S Houghton	Wiswell

In attendance: Chief Executive, Head of Strategic Planning and Housing and the Partnership Officer.

Also in attendance: Councillor D O'Rourke

Parish Councillor David Peat was appointed as Chairman for the meeting.

484 APOLOGIES FOR ABSENCE

Apologies for absence were received from Borough Councillor G Scott

Apologies were also received from M Highton of Whalley Parish Council

485 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 14 September 2023 were approved as a correct record and signed by the Chairman.

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

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

487 PUBLIC PARTICIPATION

There was no public participation.

488 LITTLE GREEN BUS COMPANY

Adrian Clarke, the Manager of the Little Green Bus organisation, gave a short presentation on the services and support that they offer within the community. The services include:

- Dial a ride which provides a door-to-door service for people who are unable to use, or do not have any regular bus services.
- Volunteer buses, mainly used for shopping trips.
- Group hire services which provide transport to qualifying groups such as schools and charities.
- Community cars which is a service provided by volunteer drivers using their own cars, mainly taking customers to medical appointments.
- Day trips which allow people to go to destinations such as local markets or the seaside.

Mr Clarke answered questions from the Committee and confirmed that the service generally runs between 9am – 4pm and he provided an overview of costs for passengers. It was noted that the fees that passengers pay are minimal in comparison with the organisation's overall expenditure, with the bulk of the money coming from grants.

Committee showed enthusiasm and support for the organisation but were keen to find out further data, such as how they are funded, any hotspot areas and how the service is promoted. There was also a suggestion as to whether there would be scope for a paid driver and more scheduled services, if funding permitted.

The Chief Executive impressed on Mr Clarke the importance of applying for funding generally. Applications for funding from Ribble Valley Borough Council needs to be made to by January 2024.

The Partnership Officer, Sarah Wells, advised Committee that a meeting to discuss transport issues would be taking place on Friday 26 January 2024 (venue to be confirmed) with various organisations including Lancashire County Council transport and the Little Green bus organisation. Parish Councils are invited to attend, along with residents who struggle to access transport. Discussions will take place in relation to improving transport links into service centres, how better to promote the Little Green Bus organisation and how to increase their number of volunteers.

489 CITIZENS ADVICE BUREAU

Julia Hannaford from East Lancashire Citizen's Advice gave a presentation updating Committee on the services that continue to be offered since the office was closed in Clitheroe earlier in 2023.

Committee was advised that in July 2023, Citizens Advice Rossendale, Hyndburn, Ribble Valley merged with Burnley and Pendle Citizens Advice to create Citizens

Advice East Lancashire. Citizens Advice East Lancashire continue to deliver a range of services from various locations across the area and this includes:

- Face to Face appointments currently at:
 - o St Paul's Church, Longridge (1st and 3rd Friday) 11.00am-1.00pm
 - o Trinity Methodist, Clitheroe (2nd and 3rd Friday) 10.00am-12.30pm
- Adviceline which is open Mon-Fri 9am-5pm - 0808 278 7975
- Website - www.cael.org.uk which is a self help tool and links into the national online advice pages.
- The digital Whatsapp service is due to be launched shortly.

Committee were provided with some statistics as to the positive impact that the service has had on the community up until September 2023. 54 customers had been seen at drop-ins and community events, and 176 customers had been dealt with over the phone. £82,500 of income has been generated into local households through all channels and the £5000 provided by Ribble Valley Council for face-face advice generated £32,000 back into the local economy in the first 6 months through benefit gains and grants.

It was also noted that Clitheroe, Longridge, Billington and Langho, and Chipping were the top four parishes for demand. 57% of the service users had a long-term illness or disability and the highest proportion were in the 55-59 age range.

Ms Hannaford then answered questions from Committee and outlined that one of the biggest difficulties the service faced was the fact that they do not have a postal address in the Ribble Valley.

Discussion took place around funding for the service, and concerns were raised as to the amount provided by Ribble Valley Borough Council. It was noted that in previous years, a much higher amount has been given, but there had been concerns as to the level of service that was actually being delivered. At one point, the service was nearly entirely funded by the Local Authority.

The Chief Executive commented that East Lancashire Citizen's Advice offering face to face meetings was very important to the Council. He reminded the CAB that if they need financial support an application would have to be made to the Council for further funding.

490

MATTERS BROUGHT FORWARD BY PARISH COUNCILS AND OFFICERS

ECONOMIC PLANNING

Jacqueline Hampson of Simonstone Parish Council queried whether, now the Northern leg of the HS2 plans have been abandoned, would funding be reallocated for other projects, and if so, could Parish Councils have details of these. She also asked about future projects following adoption of the Economic Plan and the Head of Strategic Planning and Housing advised that she considered Parish Councils to be stakeholders so would seek input from them on relevant projects.

CLITHEROE TO HELLIFIELD RAILWAY LINE

The Chief Executive advised Committee that, with the Northern leg of HS2 not proceeding, there is more chance that the railway line between Clitheroe and Hellifield will be restored. This would improve links between Lancashire and Yorkshire.

The Leader, Councillor S Atkinson will be attending a meeting in London to discuss this further.

HARP

The Head of Strategic Planning and Housing advised Committee as to the update from United Utilities. They are in the process of appointing a contractor to undertake the programme of works but this could take up to 12 months. United Utilities have indicated that they do not expect to start construction until 2025.

491

DATE AND TIME OF NEXT MEETING

The Chairman informed the committee that the next meeting would be on Thursday 1 February 2024 at 6.30pm.

The meeting closed at 8.00 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin jenny.martin@ribblevalley.gov.uk.

Minutes of Sub-Committee of the Licensing Committee

Meeting Date: Thursday, 16 November 2023, starting at 10.00 am
Present: Councillor I Brown (Chairman)

Councillors:

S Brunskill

S O'Rourke

In attendance: Helen McKee and Solicitor and Licensing Officer

492 WELCOME

493 APOLOGIES AND RE-CONSTITUTION OF THE COMMITTEE MEMBERSHIP

There were no apologies for absence.

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

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

495 THE FRIARY, 34 KING STREET, WHALLEY, BB7 9SL

The Sub-Committee met to consider the application by the Friary, 34 King Street, Whalley, BB7 9SL for a Premises Licence.

The Sub-Committee considered the contents of the report of the Head of Legal and Democratic Services and its appendices. The Council's Solicitor introduced the premises licence application and outlined the options available to Members. It was highlighted that due under Cumulative Impact Assessment (CIA) for Whalley, the onus was on the Applicant to show that the licensing objectives were not going to be undermined.

The Applicant, Mr Daniel Stevenson, made verbal representations to the Sub-Committee. He explained that during the covid pandemic, the Friary had adapted by offering home deliveries. This had proved very popular and they were now looking to enhance the home delivery option by including the sale of alcohol. He advised that the Friary do employ their own delivery drivers and do not rely on taxis. They were predominantly looking to sell Asian beers that are not generally available in the local area which would pair well with their Chinese food.

The Applicant advised the Sub-Committee that he had consulted with local residents and the police as to his proposals. He had taken on board the concerns of a neighbour in relation to selling alcohol on the premises and had agreed that this wouldn't be done, nor would alcohol be displayed in the shop. It was submitted that the intention was for the sale of alcohol to be purely for home deliveries and to enhance this side of the business.

The Applicant outlined that the Friary delivered within a 5 mile radius and confirmed that 70% of their deliveries were to areas outside of Whalley. He further outlined details of how orders were received, the platform they used (Just Eat and Food Hub) and arrangements for deliveries.

The police had advised of situations where caution should be exercised e.g. if an order was made to a place which wasn't a fixed address or if an order came through with a small amount of food and a comparatively large amount of alcohol. The applicant advised that they had the ability to reject such orders and confirmed that deliveries would only be made to a customer's home address or to a holiday let. He also submitted that his drivers would undergo a short training course through Trading Standards.

The Applicant then explained the reasons behind the request for the Licence until 10pm. He advised that an order may be taken prior to the shop closing at 9pm, but delivery could often take between 30 to 40minutes, which would take them to after 9pm. He had not wanted to fall foul of the Licence and hadn't appreciated that the sale would be classed as taking place at the point of appropriation of the alcohol to fulfil the order. He therefore submitted that he would be content for the Licence to be amended to provide for the sale of alcohol until 9pm.

It was also submitted that there are four other businesses within Clitheroe who offer similar services, where they can deliver food and alcohol to residents in Whalley.

The Applicant responded to several questions raised by the Sub-Committee and a resident who had made representations. He provided further details as to the delivery drivers, information as to how order records would be kept, how any issues/concerns would be flagged, and the steps that drivers would operate a Challenge 25 procedure upon delivery. He advised that drivers would take steps to record the proof of identification that was provided and this would need to match with the name on the order. The Applicant provided reassurances that the Friary were not looking to sell spirits and confirmed that were willing to adhere to numerous conditions, including:

- Only delivering alcohol with a food order
- Joining Pub Watch
- Only serving alcohol in sealed containers
- Not serving alcohol to customers who appear to be inebriated

The resident raised a concern that if the Licence was granted, it would morph into another kind of Licence in due course. She was advised that any future variations would need a further application and would be considered on its own merits.

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

Having considered all of the above the Sub-Committee resolved to grant the Applicant's application for a premises licence as applied for (and clarified at the hearing), subject to additional appropriate conditions as considered at the hearing and in correspondence with the police and subject to an earlier terminal time for the sale of alcohol.

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

The Sub-committee also determined that the conditions proposed by the Applicant and as agreed with the police and those agreed at the hearing should be incorporated into the licence subject to incorporation of appropriate conditions.

The Sub-committee reached this decision because it considered that the licence, as applied for, and with the conditions imposed would not breach the licensing objectives of the Licensing Act 2003.

496 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 10.52 am

If you have any queries on these minutes please contact the committee clerk, Jenny Martin jenny.martin@ribblevalley.gov.uk.

The Sub-Committee notice of determination is contained on the next page.



Ribble Valley
Borough Council
www.ribblevalley.gov.uk

SECTION 18 LICENSING ACT 2003
NOTICE OF DETERMINATION IN RESPECT OF A HEARING
WHICH TOOK PLACE ON THURSDAY 16 NOVEMBER
TO DETERMINE AN APPLICATION BY DANIEL STEVENSON
FOR A PREMISES LICENCE IN RESPECT OF THE FRIARY, 34 KING STREET, WHALLEY,
CLITHEROE, BB7 9SL.

The Licensing Sub-Committee met on 16 November 2023. The Sub-Committee comprised the following members:

Councillor I Brown - Chair
Councillor S Brunskill
Councillor S O'Rourke

Also in attendance:

Solicitor (RVBC)
Licensing Officer (Alcohol & Entertainment) (RVBC)
Committee Clerk (RVBC)
Daniel Stevenson – Applicant
Christopher O'Connor – Applicant's business partner
Mrs Lesley Luckin – Relevant representation

The Sub-Committee met to consider the application of Daniel Stevenson for a premises licence in respect of The Friary, 34 King Street, Whalley, Clitheroe, BB7 9SL.

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

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

The Applicant and his business partner explained the background to the application. Home deliveries were an expanding part of the business, and this had expanded during the pandemic, using their own drivers, and having taken on extra staff for this purpose. It was intended to deliver beers to complement food deliveries, consisting largely of low alcohol Asian beers to accompany Chinese meals which were not available in local supermarkets, and possibly white wine or prosecco to accompany fish and chips. There

was no intention to provide spirits, and the applicant was content for this to be stipulated in any licence. Alcohol would not be on display, and would be stored in a fridge at the rear of the premises. Following receipt of an order, delivery would be made to a customer's home address or to a holiday let.

The Applicant explained the business model and delivery arrangements. Orders were received by phone or over the internet and usually paid for in advance. Delivery could be up to 30 or 40 minutes after the order was placed, which was the reason for the request for later hours for supply of alcohol than the premises opening hours. However, the alcohol would be appropriated to the contract at the point of sale and dispatch, with final internet orders being taken at 8.40pm, and the applicant was content to amend the application for the terminal time for supply of alcohol to be 9.00pm.

In response to questions by the sub-committee and Mrs Luckin, the age profile of the current staff drivers was explained. A printed record of deliveries was retained, and the system enabled red flags to be placed to indicate any problem addresses. Driver would operate the Challenge 25 procedure on delivery, and would make a record of the identification produced, possibly by photographing it, and such identification would need to match the identity of the person who had placed the order.

The Applicant was prepared to join the local Pubwatch or equivalent, and was content for conditions providing for no sale of alcohol without food and for all sales to be made in a sealed container. Drivers would be instructed not to supply alcohol to customers who appeared to be inebriated, and the refund system was explained.

Mrs Luckin was invited to address the sub-committee, and explained concern that, if granted, a further application might subsequently be made for variation of the licence. It was explained that any such application would be considered on its merits at the time.

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

Having considered all of the above the Sub-Committee resolved to grant the Applicant's application for a premises licence as applied for (and clarified at the hearing), subject to additional appropriate conditions as considered at the hearing and in correspondence with the police and subject to an earlier terminal time for the sale of alcohol.

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

The operating schedule for the premises is as amended and as set out below:

Opening hours of the premises:	
Mon	16.30 – 20.00
Tues	11.30 – 13.30 and 16.30 – 21.00
Wed	11.30 – 13.30 and 16.30 – 21.00
Thurs	11.30 – 13.30 and 16.30 – 21.00
Friday	11.30 – 21.00
Sat	11.30 – 21.00
Sun	17.00 – 21.00
Supply of alcohol OFF the premises:	
Mon	16.00 – 21.00
Tues	16.00 – 21.00
Wed	16.00 – 21.00
Thurs	16.00 – 21.00
Fri	16.00 – 21.00
Sat	16.00 – 21.00
Sun	16.00 – 21.00

The mandatory conditions will apply to the licence as set out in **Appendix 1** to this notice.

The Sub-committee also determined that the conditions proposed by the Applicant and as agreed with the police and those agreed at the hearing should be incorporated into Annex 2 of the licence. Those conditions shall be incorporated as follows:

- Sales of alcohol shall be for consumption off the premises and shall only be supplied with, and ancillary to, a takeaway meal delivered to the customer's address.
- Any sales of alcohol shall be in a sealed container.
- A record will be retained at the premises of the name, address and contact details of the customer ordering alcohol. This record will be retained for six months and made available to the police or an authorised officer of the local authority on request.
- The premises licence holder shall ensure that a sticker or other marking is applied to all consignments of alcohol stating "This package contains age restricted products; ensure recipient is over 18" (or similar wording to the same effect).
- A refusals record must be kept at the premises which details all refusals to sell alcohol. The record must include the date and time of the incident, the name of the staff member who refused the sale, and the reason the sale was refused. All entries must be made within 24 hours of the refusal. The record must be retained for twelve months and be made available to the police or an authorised officer of the local authority on request.
- A record will be made of the identification produced at the point of delivery and retained for a period of six months, and be made available to the police or an authorised officer of the local authority on request.
- No alcohol will be delivered to anyone who appears to be under the age of 25 years, unless they produce approved identification by way of the following
 1. A recognised proof of age card accredited under the British Retail Consortiums Proof of Age Standards Scheme (PASS).
 2. Photo driving licence
 3. Passport
 4. Citizen card supported by the Home Office
 5. Official ID card issued by HM Forces or European Union Member State bearing a photograph and date of birth of the holder

- No deliveries shall be made to any street locations such as parks and will only be made to a customer's address.
- The premises licence holder shall ensure that all delivery drivers and staff receive online training regarding the Challenge 25 scheme via the Lancashire County Council Trading Standards website. Records of such training shall be retained and be made available to the police or an authorised officer of the local authority on request.
- The premises licence holder shall ensure that all employees of any third party engaged in the delivery of alcohol, eg couriers, have also been trained by their employers regarding the Challenge 25 policy. This training may be carried out via the Lancashire County Council Trading Standards website. Records of such training shall be retained and be made available to the police or an authorised officer of the local authority on request.
- The DPS will be an active member of the local Pubwatch for the area. Either the DPS or a person nominated by them will regularly attend the meetings and support the scheme.
- No alcohol shall be displayed or stored in any part of the premises to which the public have access.

The Sub-committee reached this decision because it considered that the licence, as applied for, and with the conditions imposed would not breach the licensing objectives of the Licensing Act 2003.

The parties are hereby notified that they may appeal against this decision to the Magistrates Court within 21 days beginning with the date of notification of this decision.

ANNEX 1

MANDATORY LICENSING CONDITIONS

1. Section 19 of the Act provides that where a premises licence authorises the supply of alcohol, the licence must include the following conditions:
 - (1) No supply of alcohol may be made under the premises licence -
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence; or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
 - (2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
2. Section 19A of the Act provides that where a premises licence authorises the supply of alcohol for consumption on the premises, the licence must include the following conditions:
 - (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (2) In this paragraph an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to -
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
4. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
 (2) The Designated Premises Supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either -
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.
5. The responsible person must ensure that:
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25ml or 35ml; and
 - (iii) still wine in a glass: 125ml;
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
6. (1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
 (2) For the purposes of the condition set out in paragraph (1) -
 - (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - (b) "permitted price" is the price found by applying the formula $P = D + (D \times V)$ where -
 - (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of Value Added Tax chargeable in relation to the alcohol as if the Value Added Tax were charged on the date of the sale or supply of the alcohol;
 - (c) "relevant person" means, in relation to premises in respect of which there is in force a

premises licence -

- (i) the holder of the premises licence,
 - (ii) the Designated Premises Supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) "Value Added Tax" means Value Added Tax charged in accordance with the Value Added Tax Act 1994.
- (3) Where the permitted price given by Paragraph (b) of paragraph (2) would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- (4) (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph (2) on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or Value Added Tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Minutes of Accounts and Audit

Meeting Date: Wednesday, 22 November 2023, starting at 6.30 pm
Present: Councillor R Walsh (Chair)

Councillors:

T Austin	L Street
S Fletcher	C McFall
J Hill	K Barnsley
R Newmark	M Graveston
G McCrum	

In attendance: Chief Executive, Director of Resources & Deputy Chief Executive, Head of Financial Services, Head of Legal and Democratic Services, Sophia Iqbal and Georgia Jones (Grant Thornton)

497 APOLOGIES FOR ABSENCE

Apologies for absence were received for the meeting from Councillor S Hirst.

498 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27 September 2023 were approved as a correct record and signed by the Chairman.

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

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

500 PUBLIC PARTICIPATION

There was no public participation.

501 UPDATED AUDIT FINDINGS REPORT 2022/23

Georgia Jones, Key Audit Partner submitted a report on behalf of Grant Thornton which provided Members with an update as to their audit findings for Ribble Valley Borough Council. It was noted that their work was almost complete, with just a few matters outstanding, namely:

- Completion of their work on pensions, with them yet to receive the letter of assurance from Lancashire Pension Fund
- Waiting for receipt of the management representation letter.
- A review of the final set of financial statements.

Members were advised that the anticipated financial statements audit report opinion would be unqualified.

It was noted that the auditors had made two key recommendations in respect of the Value for Money work and that there are ongoing discussions with Officers in relation to this and there will be a more detailed report on this brought to the next Committee.

502

PSAA AUDIT SCALE FEE PROPOSALS FOR 2023/24

The Director of Resources and Deputy Chief Executive submitted an information report advising Committee that the Public Sector Audit Appointments (PSAA) had released details of the proposed scale fees for external audit work in respect of 2023/24. It was noted that the proposals saw the audit fees for the Council increasing from an equivalent fee of £50,832 to £127,588.

The Head of Financial Services outlined the background and reminded Members that the process for appointments for an external auditor began in February 2022. On 8 March 2022 Full Council had approved the recommendation for RVBC to opt into the sector led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1 April 2023.

Concerns were raised as to level of the proposed increases and questions were asked as to whether any penalties would be incurred if the Council were to opt out of the sector led option.

The Head of Financial Services reminded Members that it had previously been highlighted to Committee on 22 November 2022 that the scale fees for 2023/24 would increase by approximately 150%. The Director of Resources and Deputy Chief Executive outlined the changes that have occurred over the last 10-15 years with regards to the external audit sector including the abolishment of the Audit Commission, procurement of auditors, reforms to local audit, level of scale fees, pressures in the local audit market and delays due to shortage of auditors and the increased requirements of the Financial Reporting Council (FRC). It was further confirmed that the change in scale fees had been accounted for and was already included within the Council's budget.

Georgia Jones also outlined that the audit work that they undertake is of a specialist nature and they ensure that a thorough and comprehensive audit is carried out. The audit regime has changed substantially over the last five years and the demand on auditors by regulators has increased exponentially.

503

INTERNAL AUDIT PROGRESS REPORT

The Director of Resources and Deputy Chief Executive submitted a report providing an update to Committee in respect of progress made in delivery against 2023/24 Internal Audit Plan. It provided a summary of internal audit activity covering the period September 2023 to October 2023.

Key focuses since the last Committee were noted to be the Changing Places grant claim and Treasury Management.

It was noted that a Public Sector Internal Audit Standards (PSIAS) self-assessment was undertaken by the Internal Audit Manger throughout October 2023 and one recommendation was made. As this recommendation will enhance practice and does not currently impact compliance with PSIAS and the CIPFA Local Government Application Note, it is now considered that the Internal Audit Service conforms with the International Standards for the Professional Practice of Internal Auditing based on the self-assessment.

504 STRATEGIC RISK REGISTER

The Director of Resources and Deputy Chief Executive submitted a report detailing the strategic risk management activity that had taken place between April and October 2023.

It was noted that it contains 16 open risks as at October 2023 which affect the delivery of the Corporate Strategy.

The Internal Audit Manager advised that each risk has, not only been assigned individual risk owners, but also an appropriate service committee who can challenge decisions made by officers. These committees would then provide assurances to this Committee over the management of risks and priorities.

505 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

506 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.06 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin 01200 414408 jenny.martin@ribblevalley.gov.uk.

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Minutes of Planning and Development

Meeting Date: Thursday, 7 December 2023, starting at 6.30 pm
Present: Councillor S Bibby (Chair)

Councillors:

T Austin	M French
D Brocklehurst	S Hore
I Brown	K Horkin
S Brunskill	K Spencer
L Edge	N Stubbs
S Fletcher	L Jameson

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: Councillor D Birtwhistle

507 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillors J Rogerson and S O'Rourke.

508 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 19 October 2023 were approved as a correct record and signed by the Chair.

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

Councillor S Brunskill declared an interest in Agenda Item 7 – Confirmation of TPO Order at land adjacent to St Mary's Church, Mellor.

510 PUBLIC PARTICIPATION

The Chairman welcomed several speakers.

Mel Ball, Sue Outhwaite, Jennifer Proctor and John Fletcher spoke in respect of agenda item 8 – confirmation of TPO Order at the land adjacent St Mary's Church, Mellor. They all spoke in opposition to confirming the TPO.

Nick Marsden also spoke on agenda item 8 and was in favour of confirming the TPO.

Catherine Hewitt spoke on agenda item 7 – confirmation of TPO Order at no's 3 & 7 Clarkwood Close, Wiswell. She spoke in opposition to confirming the TPO.

511 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

(i) 3/2022/1129 - Bridge Hey Wood Caravan Park Dunkirk Farm Read BB12 7RR

RESOLVED THAT COMMITTEE:

Refuse planning permission for the following reasons:

1. The development is considered to have an adverse visual impact on the landscape and locality, and a detrimental effect on the character of the local area, by virtue of the removal of a significant number of trees and the substantial earthworks that have been undertaken including the formation of the ditch and mound (bund) which is considered to be over-bearing and out of scale and character in a rural setting. This is in conflict with key statement EN1, EN2, EN3 and EN4 and policies DMG1, DMG2, DME2 and DME3 of the Ribble Valley Core Strategy.

2. The development involves excavating a trench immediately adjacent to Martholme Viaduct, a Grade II Listed Building, resulting in removal of fill material abutting the viaduct and exposure of stonework at risk of deterioration. Insufficient information (such as an engineering report) has been submitted to demonstrate that the development would preserve the structural integrity of the designated heritage asset, as such the proposal is in conflict with key statement EN5 and policy DME4 of the Ribble Valley Core Strategy.

(ii) 3/2023/0664 - Langho Sports and Social Club Dewhurst Road Langho BB6 8AF

RESOLVED THAT COMMITTEE:

Grant planning permission subject to the following conditions

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

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

2. 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
Langho FC The Rydings Proposed Site Plan
Playing Field Site Boundary
Proposed Senior Pitch Dugouts 20-008

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

3. The materials to be used on the external surfaces of the development as indicated on the Application Form and as shown on the approved plans shall be implemented in accordance with the approved details.

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

character of the area.

4. No development shall commence until the following details are submitted to and approved in writing by the Local Planning Authority (after consultation with Sport England):

- (a) the works/contractors' compound (including any buildings, moveable structures, works, plant, machinery, access and provision for the storage of vehicles, equipment and/or materials); and
- (b) a scheme for the removal of the works/contractors' compound and the restoration of the land on which it is situated.

The works/contractors' compound shall not be provided and used on the site other than in accordance with the approved details and shall be removed and the land on which it is situated restored in accordance with the approved details before first use of the development hereby approved.

REASON: To protect the playing fields/sports facilities from damage, loss or availability of use.

(iii) 3/2023/0707 - 1 Lower Lane Longridge PR3 3SL

Mark Flaherty (PWA Planning) spoke in support of the application and Mr Michael Johnson spoke in opposition to the application.

RESOLVED THAT COMMITTEE:

Grant planning permission 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:

Plans and Elevations Dwg no 3154 001
Location Plan produced 04-09-23 @ 1:1250

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

2. The residential accommodation hereby approved shall be restricted to occupation by one resident at any one time and who works on the premises.

REASON: In the interests of the amenities of the area and of the residential amenities of the occupier of the unit.

3. The bar hereby approved shall only be in use in conjunction with the display of retail products at ground floor and which are available to purchase whenever the bar is in use.

REASON: To clarify the scope of the permission and prevent the bar from becoming the sole use to ensure that the development remains compatible with the character of the area, to protect residential amenity and to protect the vitality of the town centre.

4. The use of the premises hereby approved shall be restricted to the following hours:-

Monday - Saturday, 08:00 to 20:00
Sunday/Bank Holiday, 08:00 to 17:00

REASON: To ensure that the development remains compatible with the character of the area and to minimise the risk of noise pollution that may cause nuisance and harm the amenity and/or health of occupiers of nearby buildings.

5. Live or amplified music or musical instruments shall not be played outside of the following hours:

Monday - Saturday, 16:00 to 20:00
Sunday/Bank Holiday, 14:00 to 17:00

No live or amplified music shall be played at any time in any external areas.

REASON: To minimise the risk of noise pollution that may cause nuisance and harm the amenity and/or health of occupiers of nearby buildings.

6. There shall be no more than 12 organised events (including private parties) in any one year, and no more than 4 organised events within any given 28-day period.

REASON: Reducing the frequency of organised event reduces the chance that a highway safety issue will arise as the premises does not offer any off-street car parking.

7. Prior to the playing of any live or amplified music or musical instruments, the front door as identified on plan reference Plans and Elevations Dwg no 3154 001 shall be fitted with a door-closer / self-closing device, which is to be retained in perpetuity.

When live or amplified sound or musical instruments are being played the front door shall be kept closed except for access and egress of patrons.

REASON: To minimise the risk of noise pollution that may cause nuisance and harm the amenity and/or health of occupiers of nearby buildings.

8. Prior to the playing of any live or amplified music or musical instruments, details of a sound limiter device capable of controlling the level of sound emitted, shall be submitted to and approved in writing by the Local Planning Authority.

The details shall include specifications of the limiter device which demonstrate that noise levels generated from the sound system shall not exceed background noise level as agreed by the Local Authority at each of the following octave frequency bands a minimum: 63Hz, 125Hz, 250Hz, 500Hz, 1 KHz, 2 KHz, 4 KHz, and 8 KHz when measured at the nearest noise sensitive residential properties.

The limiter device shall be installed and set up in accordance with the approved specifications / noise levels prior to the playing of any live or amplified music or musical instruments, and shall thereafter be retained at the approved level.

Any live or amplified sound or musical instruments shall be routed through the limiter at all times in accordance with the approved specifications / noise levels. There shall be no live music or musical instruments on the premises which can bypass the noise limiter.

REASON: To minimise the risk of noise pollution that may cause nuisance and harm the amenity and/or health of occupiers of nearby buildings.

9. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any Order revoking or re-enacting that Order, with or without modification), no new windows/dormer windows/rooflights shall be inserted or constructed at any time in any elevation of the building without express planning permission first being obtained.

REASON: To ensure any replacement windows are appropriate to minimise the risk of noise pollution that may cause nuisance and harm the amenity and/or health of occupiers of nearby buildings.

10. There shall not be any filling or emptying of bottle bins between the hours of 20:00 and 09:00 on any day.

REASON: To minimise the risk of noise pollution that may cause nuisance and harm the amenity and/or health of occupiers of nearby buildings.

(iv) 3/2023/0766 - Waterloo Timber and Waterloo Mill Waterloo Road Clitheroe BB7

Councillors noted the late item report.

RESOLVED THAT COMMITTEE:

Grant planning permission subject to the following conditions:-

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

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

2. 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:

6718-L01: Location Plan

6718-S02B: Proposed Site Plan

6718-S03B: Proposed Site Plan

6718-P11C: Proposed Floor Plan Layouts and Streetscene

6718-P12B: Proposed Elevations

6718-P13A: Proposed Visibility Splay

6718-P14A: Proposed Swept Path Plan

6718-P15A: Proposed Demolition Plan

6718-P16: Proposed Non-Residential Floorspace

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

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.

4. The Class E(a) floorspace hereby approved shall solely be for the use, sale and display of goods associated with the existing B2 and B8 uses undertaken within the (sui generis) planning unit to which the application relates.

REASON: To ensure the activities undertaken on site remain compatible with the Existing Employment Area (DMB1) designation of the site.

5. No commercial operations shall be undertaken from the site in relation to the development hereby approved outside of the following hours:

Monday to Friday: 07:00hrs – 17:30hrs

Saturdays: 07:00hrs – 13:30hrs

For the avoidance of doubt there shall be no commercial operations undertaken from the site in relation to the development hereby approved on Sundays or Bank Holidays.

REASON: To ensure the activities undertaken from the site remain compatible with the character of the area and do not prove injurious to nearby residential amenities.

6. All construction and demolition works/activities associated with the development hereby approved shall be undertaken in strict accordance with the submitted Construction Method Statement (Ref: 6718 Version 1.01).

Reason: To ensure the safe operation of the highway and to minimise disruption during the construction and demolition phase of the development hereby approved.

7. Prior to the first use of the parking and turning area hereby approved, the site access shall be widened in accordance with the details hereby approved and to Lancashire County Councils specification under the appropriate agreement (see informative note).

REASON: To ensure a safe and suitable access is provided for highway safety reasons.

8. The gates to be installed as part of the development hereby approved (fronting Waterloo Road) shall be left in the open position during operational hours of the commercial business to which the consent relates.

REASON: To prevent vehicles dwelling/idling on the highway known as Waterloo Road and to ensure the safe operation of the immediate highways network.

9. The area shown edged green on the swept path drawing 'SPA 6718-P14A' shall be kept free of all obstruction to allow for the adequate manoeuvring of vehicles.

REASON: To ensure adequate manoeuvrability for vehicles entering/leaving the site.

10. Prior to the commencement of any new construction works (save that for demolition), details of a sustainable surface water drainage scheme and a foul water drainage scheme shall be submitted to and approved in writing by the Local Planning Authority. The drainage schemes must include:

(i) An investigation of the hierarchy of drainage options in the National Planning Practice Guidance (or any subsequent amendment thereof). This investigation shall include evidence of an assessment of ground conditions and the potential for infiltration of surface water in accordance with BRE365;

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

(iii) Levels of the proposed drainage systems including proposed ground and finished floor levels in AOD;

(iv) Incorporate mitigation measures to manage the risk of sewer surcharge where applicable; and

(v) Foul and surface water shall drain on separate systems.

The approved schemes shall also be in accordance with the Non-Statutory Technical Standards for Sustainable Drainage Systems (March 2015) or any subsequent replacement national standards. Prior to occupation of the proposed development, the drainage schemes shall be completed in accordance with the approved details and retained thereafter for the lifetime of the development.

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

INFORMATIVE NOTE:

The grant of planning permission will require the applicant to enter into a S278 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 Lancashire County Council for further information by emailing the Highway Development Control Section at developeras@lancashire.gov.uk

(v) 3/2023/0671 - The Warren Warren Fold Hurst Green BB7 9QH

Mr Neil Molyneux spoke in support of the application.

Councillor J Alcock was given permission to speak and spoke in support of the application.

RESOLVED THAT COMMITTEE:

Refuse planning permission for the following reasons:

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

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

512

CONFIRMATION OF TPO ORDER AT NOS 3 & 7 CLARKWOOD CLOSE, WISWELL

The Director of Economic Development and Planning submitted a report for Committee to consider whether the 3 & 7 Clarkwood Close, Wiswell Tree Preservation Order 2023 should be confirmed.

Members were concerned that confirming the TPO would have a detrimental impact on the amenity of the properties involved. It was noted that the branches have a significant reach and would be very difficult to prune and concerns were raised as to the potential damage of the roots to the properties' foundations.

RESOLVED THAT COMMITTEE:

TPO not confirmed.

513

CONFIRMATION OF TPO ORDER AT LAND ADJ ST MARY'S CHURCH, MELLOR

A vote was held and Members agreed to consider this item before all other decision items on the agenda. The public participants who had spoken on the item were then able to leave to attend the Mellor Parish Council meeting.

Councillor S Brunskill left the meeting and took no part in the discussion or vote.

Councillor R Walsh was given permission to speak, he spoke in opposition to confirming the TPO.

The Director of Economic Development and Planning submitted a report asking Committee to consider whether the St Mary's Gardens Tree Preservation Order 2023 should be confirmed. The trees had been planted as part of the commemoration of the late Queen's Diamond Jubilee.

Members noted that this was a sensitive issue and expressed sadness that it had been ongoing for two years without a satisfactory resolution. Whilst it was commendable to plant the trees, the consensus from Members was that they had not been planted in the best possible location. Particular regard was given to the fact that

they were situated next to a children's play area and as the trees were still young and relatively small, they would be likely to survive a relocation.

RESOLVED THAT COMMITTEE:

TPO not confirmed.

Councillor S Brunskill returned to the meeting.

514

BIODIVERSITY NET GAIN - SPENDING GRANT MONIES

The Director of Economic Planning and Development submitted a report seeking Member authority to enter into a 12 month contract with Greater Manchester Ecology Unit (GMEU) to assist the Council in meeting its BNG responsibility from January 2024.

The Head of Development Management and Building Control advised that since the agenda was published, the Government had published further information on this issue. It was noted that secondary legislation and guidance is still required to enact the mandatory requirement, however it is still expected that the latest timetable will remain in place i.e. developers of large sites in England would be required to deliver 10% (minimum) "Biodiversity Net Gain" from January 2024 onwards when building new housing, industrial or commercial developments. BNG for small sites would be applicable from April 2024, and implementation for Nationally Significant Infrastructure Project is planned for 2025.

RESOLVED THAT COMMITTEE:

Agreed that the services of Greater Manchester Ecology Unit (GMEU) be obtained to support the Council's assessment of planning applications against the requirement for biodiversity net gain (BNG), with a 12-month contract to commence from January 2024 assuming that this is when BNG becomes mandatory.

515

BARROW PLANNING OBLIGATION

The Director of Economic Development and Planning submitted a report seeking authority from Members to release Section 106 contributions to Barrow Parish Council to facilitate improvement works to the Barrow Primary School footpath.

The school footpath leads from the car park at the rear of Old Row, (which is leased by the Parish Council from RVBC), is used by children and adults as they start and finish the school day and by the residents whose houses back on to the path.

RESOLVED THAT COMMITTEE:

To authorise payment of £3,910 to Barrow Parish Council to improve the Barrow Primary School footpath (leading from the car park at the rear of Old Row). This figure excludes the VAT which the Parish Council can claim back.

516

PLANNING FEE INCREASES

The Director of Economic Development and Planning submitted an information report updating Committee on the notification letter issued by Government on 14th

November 2023 that planning fees will increase on 6th December 2023. The last time that planning fees were set was 17 January 2018.

Members noted the contents of the report.

517 PLANNING STATISTICS REPORT

The Director of Economic Development and Planning submitted an information report updating Committee on key information in relation to the determination of planning applications.

It was noted that the Local Planning Authority met the Government performance targets for determining Planning Applications in Quarter 2 of 2023/24. Whilst the percentage of appeals allowed was slightly higher than Government targets for the quarter, appeal decisions are monitored and it did not give cause for any concern.

518 APPEALS (IF ANY)

Members noted the contents of the Appeals report.

519 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

520 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

521 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 8.33 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin at jenny.martin@ribblevalley.gov.uk.