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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, 5 MARCH 2024** 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 - 14)
4. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**
5. **PUBLIC PARTICIPATION SESSION**
6. **MAYORAL COMMUNICATIONS**

FOR INFORMATION

7. **STATUTORY CONSULTATION WITH BUSINESS RATEPAYERS REPRESENTATIVES** (Pages 15 - 16)

Report of the Director of Resources and Deputy Chief Executive enclosed.

FOR DECISION

8. **REVENUE BUDGET 2024/25 AND CAPITAL PROGRAMME 2024/25 – 2028/29 AND SETTING THE COUNCIL TAX FOR EACH CATEGORY OF DWELLING IN THE COUNCIL'S AREA FOR 2024/25** (Pages 17 - 50)

Report of the Director of Resources and Deputy Chief Executive enclosed.

9. **CHANGES TO COMMITTEE ARRANGEMENTS 2023/24** (Pages 51 - 60)

Report of the Chief Executive enclosed.

10. **LEADER'S REPORT**

11. **LEADER'S QUESTION TIME**

12. **COMMITTEE MINUTES**

(Pages 61 - 142)

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	9 January	61 – 70	533 - 552
Planning and Development	11 January	71 – 82	553 - 567
Personnel ***	17 January	83 – 88	568 - 584
Health and Housing	18 January	89 – 98	585 - 607
Policy and Finance ***	23 January	99 – 110	608 - 636
Economic Development	25 January	111 – 114	637 - 651
Licensing	30 January	115 – 118	652 - 669
Parish Councils	1 February	119 – 122	670 - 676
Planning and Development	8 February	123 – 128	677 - 689
Policy and Finance ***	13 February	129 – 136	690 - 703
Accounts and Audit	14 February	137 – 140	704 – 714
Licensing Sub	23 February	141	715 – 719

13. **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 and Councillor Lee Street.

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

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Minutes of Council

Meeting Date: Tuesday, 12 December 2023, starting at 6.30 pm
Present: Councillor M Hindle (Chairman)

Councillors:

J Alcock	S Hirst
J Atherton	S Hore
S Atkinson	K Horkin
T Austin	L Jameson
K Barnsley	G McCrum
S Bibby	C McFall
D Birtwhistle	R Newmark
D Brocklehurst	D O'Rourke
I Brown	S O'Rourke
S Brunskill	M Peplow
R Corney	R Ray
S Cowman	M Robinson
L Edge	J Rogerson
R Elms	G Scott
S Farmer	K Spencer
S Fletcher	L Street
M French	N Stubbs
M Graveston	R Walsh
J Hill	A Wilkins-Odudu

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

522 PRAYERS

Canon Woodcock opened the meeting with prayers.

523 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received on behalf of Councillor G Hibbert.

524 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

Subject to amendments reflecting that Cllrs L Street, M Graveston and K Spencer attended, the minutes of the meeting held on 10 October 2023 were approved as a correct record and signed by the Chairman.

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

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

526 PUBLIC PARTICIPATION SESSION

There was no public participation.

MAYORAL COMMUNICATIONS

The Mayor reported on a wide range of events that he had attended since the last meeting, highlighting in particular a very moving visit that he had made to East Lancashire Hospice and reminding Members of the incredible work that the organisation did.

He had been fortunate enough to attend the ordination of Bishop Philip North at Blackburn Cathedral, and had subsequently met with him at several events, where he had noted the Bishop's real focus on East Lancashire.

The Mayor had attended several events in Wiswell, Whalley and Billington over the Remembrance period, and particularly noted his visit to the war graves at Calderstones Cemetery in Whalley and the service that was held there.

Recently, the Mayor had attended the commemoration of the late Councillor Brian Holden at Mardale playing fields in Longridge. The Mayor felt it was a fitting tribute to a fellow Councillor who had given so much to Longridge and who would have been very proud to see the refurbishment that had taken place.

Finally, the Mayor wished everyone a merry Christmas and a happy New Year.

LEADER'S REPORT

The Leader reported that on Sunday 26 November 2023 he had attended the signing of the Lancashire Devolution deal at Lancaster Castle. District Councils were not formally part of the deal because the government precluded this, but the devolution deal was predominantly about upper tier functions such as adult skills and transport.

The Leader confirmed that the process would involve the creation of a combined County Authority for Lancashire and the members would be Blackburn with Darwen Council, Blackpool Council and Lancashire County Council. However, it was noted that Lancashire Districts would have two non-voting representatives who would be able to vote on areas that affect the districts. He felt the deal could have been better for Ribble Valley but that there were many positives including;

- No Financial Contribution
- No Liabilities
- Participating in transport & adult skills decisions for the first time
- And noted that that it looked like devolution would be achieved before the general election which should help maintain the two-tier system in Lancashire for the immediate future

The Leader noted that the Council had been advised in a ministerial teams meeting and policy statement that Councils would continue to receive the New Homes Bonus and the one-off funding guarantee next year. He felt this was a really significant statement and along with the £470,000 business rebate the Council had received from the Museum this would help support the forthcoming year's revenue budget.

It was noted that the provisional Financial Settlement should be published early next week and the Leader would be report to the next Council Meeting how that affects the revenue budget forecast for next year.

The Leader noted that the Mayor, along with Longridge Mayor Councillor Rogerson and a number of Members had attended the dedication of Mardale playing fields to the late Councillor Brian Holden. The project had been championed by Councillor Holden and had resulted in improvement in car parking, changing rooms and

drainage and was the first major project delivered from the UK Shared Prosperity Fund. The Leader noted the Council had promised to make the next major investment in Longridge, which had been done, and further schemes would be delivered, including a £100,000 Investment in the Whalley Grammer School Foundation facilities and, subject to costings, an event space and pump track in Longridge. He noted the Council were also making significant investments in Clitheroe Market and Castle Street.

The Leader reported that the fourth Household Support Grant scheme would by Christmas have delivered £240,000 to help over 700 households. He noted it had been oversubscribed therefore the funds had been allocated in line with the scheme which was on a first come first served basis.

The Leader reported that the Office for National Statistics Health Index provided a systematic and independent review of health in England. Ribble Valley continued to be one of the top 10 Healthiest Places in the country. The Health Index was split into three categories, which described health in its broadest terms:

- Healthy People,
- Healthy Lives and
- Healthy Places.

The Leader and the Chief Executive had attended the Ribble Valley launch of Operation Centurion by Lancashire Police which would see additional police patrols in antisocial hotspots in Clitheroe on Thursday, Friday and Saturday evenings. It was hoped that along with the Whalley, Clitheroe, and Longridge Pub Watch Scheme this would help to lower anti-social behaviour and crime in the Ribble Valley. He added that the Ribble Valley now had the lowest Violent Crime rate in England, and, if adjusted by population, the third lowest.

The Council continued to support the local economy with free parking in Clitheroe and Longridge on Saturdays in December before Christmas.

The Leader noted that he often spoken about how parishes, voluntary groups, and the council, were part of the glue that helped the Ribble Valley be the place that it was. He felt another part of that was tradition, which could be seen that evening in the way that decisions were taken in a respectful manner. He added that the biggest tradition in December was Christmas, which brought families together, excited children, and was a time of good will to all. He noted the many events in December that Members supported by giving their time and effort which included amongst others; Longridge Band playing Carols by the Tree, the Crib at the Castle Gates, and the Santa sleigh that travelled throughout the Ribble Valley raising funds for Local Charities.

The Leader concluded by adding that when we work together, focusing on local needs, we are happier and deliver more. He hoped that all would enjoy the buffet, wine, the school choir, and each other's company, wishing a Merry Christmas to the Mayor, all the staff, visitors, guests, and fellow Members.

The Leader of the Opposition, Councillor Stewart Fletcher outlined that the continuing cost of living crisis would inevitably lead to difficult decisions for struggling Ribble Valley families over Christmas. Agencies such as Citizen's Advice can give helpful guidance and fortunately, as was revealed at a recent PCL meeting, there were ways that we might assist them other than simply financial. He understood that providing a postal address in the Ribble Valley might be helpful and asked whether the Leader had considered approaching Citizen's Advice to explore this possibility.

The Leader thanked Councillor Fletcher for his question and advised that a postal address at St Mary's Centre was now being utilised so this issue had now been resolved.

Next Councillor Fletcher noted that as preparations are made to celebrate Christmas and we are particularly thinking about family and our youngsters, he would like to ask the Leader about how best this Council could ensure that the decisions made always consider the well-being of future generations, so that by meeting today's needs we do not compromise the ability of future generations to meet their own. He noted that his was particularly relevant as COP 28 works on vitally important agreements to keep to a maximum of 1.5C degrees of warming, and there are major concerns in the UK about homelessness and poverty.

Councillor Fletcher stated that in 2015, the Welsh Government passed the Well Being of Future Generations Act, which highlighted the importance of placing future generations at the centre of decisions and ensured they have a voice at policy level. He asked the Leader whether he thought that this Council should consider a similar inspirational approach?

The Leader advised that the Well Being of Future Generations Act promotes sustainable development and is a directive to public bodies in Wales to ensure that when decisions are taken they don't only take into account the present and the immediate future, but also take into account the longer term impact of any decisions.

He confirmed that Council's Corporate Plan was being reviewed and he was sure that the long-term preservation of the Ribble Valley and how we contribute to that would be an important part of the deliberations when Policy & Finance Committee considers that plan.

He also believed and hoped the Council would agree that it was important that all political parties, even those that are newly formed, should be encouraging young people to become involved in local politics to help shape the future of the Ribble Valley.

Councillor Fletcher followed with a supplementary question, asking whether an agenda item would be included at the next Economic Development Committee reflecting this and as to a change of name to Climate Change.

The Leader felt that this matter should be considered at a Working Group initially, to which Councillor Fletcher advised that it had already been raised in this forum.

Councillor Fletcher noted the financial assistance received from the Borough towards Christmas lighting represented only a tiny fraction of the expense incurred by the major service centres. In the case of Clitheroe only approximately 4%. He understood that even these payments have been delayed this year and asked the Leader to explain this decision.

The Leader advised that the Council has a very small Christmas Lights budget for grants to Parish and Town Councils to help contribute to the purchase of new lights. This year there were very few applications initially, so the Council extended the grant application deadline by a further 4 weeks, which did result in a delay in decisions being taken.

Councillor Fletcher noted that there had been two Christmas light switch ons in Clitheroe this year, but none in other areas of the Ribble Valley. His supplementary question was to ask whether consideration could be given to a Christmas light switch on in Longridge next year.

The Leader advised that this could be considered.

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CHANGES TO COMMITTEE ARRANGEMENTS 2023/24

The Chief Executive submitted a report revising the Council’s current committee arrangements following a review of the political balance calculation.

The proposed changes were listed in the report along with the full proposed revised Committee Membership. However, an amendment was approved to reflect that Councillor D Brocklehurst would sit on Personnel Committee instead of Councillor L Jameson.

RESOLVED:

That the Council approve the changes to the membership of Committees with the Committee Membership now as follows:

COMMUNITY SERVICES (15)

CONSERVATIVE (6)	LIBERAL DEMOCRAT (2)	LABOUR (3)	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP (2)	GREEN (1)	INDEPENDENT (0)
Jan Alcock (VC)	Mary Robinson	Karl Barnsley	Ryan Corney	John Atherton	Malcolm Peplow	
Stephen Atkinson	Donna O'Rourke	Lee Jameson		Lee Street		
Stella Brunskill		Kieran Spencer				
Sophie Cowman						
Ricky Newmark (C)						
Gary Scott						

PLANNING AND DEVELOPMENT (15)

CONSERVATIVE (6)	LIBERAL DEMOCRAT (2)	LABOUR (3)	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP (1)	GREEN (1)	INDEPENDENT (1)
Tony Austin	Simon O'Rourke	Lee Jameson	Mark French	Jim Rogerson	Malcolm Peplow	Ian Brown
Sue Bibby (C)	Gaynor Hibbert	Kieren Spencer				
		Nick Stubbs				
Stella Brunskill (VC)						
Louise Edge						
Simon Hore						
Kevin Horikin						

HEALTH AND HOUSING (15)

CONSERVATIVE (6)	LIBERAL DEMOCRAT (2)	LABOUR (3)	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP (2)	GREEN (0)	INDEPENDENT (1)
Jan Alcock	Donna O'Rourke	Rachael Ray	Ryan Corney	John Atherton		Ian Brown
Stephen Atkinson	Mary Robinson	Aaron Wilkins-Odudu		Lee Street		
Tony Austin (VC)		Nick Stubbs				
Steve Farmer						
Stuart Hirst (C)						
Charles McFall						

PERSONNEL (9)

CONSERVATIVE (4)	LIBERAL DEMOCRAT (1)	LABOUR (2)	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP (1)	GREEN (0)	INDEPENDENT (0)
Sue Bibby	Donna O'Rourke	Karl Barnsley	Stewart Fletcher	David Birtwhistle		
Rosie Elms (C)		Derek Brocklehurst				
Steve Farmer (VC)						
Simon Hore						

LICENSING (15)

CONSERVATIVE (6)	LIBERAL DEMOCRAT (2)	LABOUR (3)	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP (1)	GREEN (1)	INDEPENDENT (1)
Rosie Elms	Simon O'Rourke	Kieren Spencer	Mark French	Jim Rogerson	Malcolm Peplow	Ian Brown (C)
Stella Brunskill (VC)	Gaynor Hibbert	Michael Graveston				
Steve Farmer		Derek Brocklehurst				
Ricky Newmark						
Gary Scott						
Robin Walsh						

POLICY AND FINANCE (15)

CONSERVATIVE (7)	LIBERAL DEMOCRAT (2)	LABOUR (3)	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP (2)	GREEN (0)	INDEPENDENT (0)
Stephen Atkinson (C)	Simon O'Rourke	Aaron Wilkins-Odudu	Stewart Fletcher	David Birtwhistle		
Sue Bibby	Jonathan Hill	Lee Jameson		Jim Rogerson		
Louise Edge		Michael Graveston				
Stuart Hirst						
Simon Hore (VC)						
Kevin Horkin						
Ricky Newmark						

ACCOUNTS AND AUDIT (11)

CONSERVATIVE (5)	LIBERAL DEMOCRAT (1)	LABOUR (2)	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP (1)	GREEN (1)	INDEPENDENT (0)
Tony Austin	Jonathan Hill	Karl Barnsley	Stewart Fletcher	Lee Street	Gaye McCrum	
Stuart Hirst (VC)		Michael Graveston				
Charles McFall						
Ricky Newmark						
Robin Walsh (C)						

ECONOMIC DEVELOPMENT (15)

CONSERVATIVE (7)	LIBERAL DEMOCRAT (2)	LABOUR (3)	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP (1)	GREEN (1)	INDEPENDENT (0)
Jan Alcock	Gaynor Hibbert	Rachael Ray	Stewart Fletcher	David Birtwhistle (C)	Gaye McCrum	
Stephen Atkinson (VC)	Jonathan Hill	Michael Graveston				
Sophie Cowman		Aaron Wilkins-Odudu				
Louise Edge						
Rosie Elms						
Stuart Hirst						
Robin Walsh						

PARISH COUNCIL LIAISON (13) CHAIR - Parish Cllr Martin Highton

CONSERVATIVE (5)	LIBERAL DEMOCRAT (2)	LABOUR (3)	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP (1)	GREEN (1)	INDEPENDENT (0)
Sophie Cowman	Mary Robinson	Karl Barnsley	Mark French	David Birtwhistle	Gaye McCrum	
Kevin Horkin	Simon O'Rourke	Nick Stubbs				
Charles McFall		Derek Brocklehurst				
Gary Scott (VC)						
Robin Walsh						

EMERGENCY (4)

CONSERVATIVE (2)	LIBERAL DEMOCRAT	LABOUR	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP	GREEN	INDEPENDENT
Stephen Atkinson (C)		Lee Jameson	Stewart Fletcher			
Simon Hore (VC)						

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COMMITTEE MINUTES

1. Community Services – 17 October 2023
2. Planning & Development – 19 October 2023
3. Personnel – 25 October 2023
4. Health & Housing – 26 October 2023
5. Licensing Sub – 27 October 2023

6. Licensing – 31 October 2023
7. Economic Development – 2 November 2023
8. Policy & Finance – 7 November 2023
9. Parish Council Liaison – 9 November 2023
10. Licensing Sub – 16 November 2023
11. Accounts & Audit – 22 November 2023
12. Planning & Development – 7 December 2023

RESOLVED:

That the minutes of the above committees be received.

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EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading

The meeting closed at 7.00 pm

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

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COUNCIL

INFORMATION

meeting date: 5 MARCH 2024
title: STATUTORY BUDGET CONSULTATION WITH BUSINESS RATEPAYER REPRESENTATIVES
submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
principal author: JANE PEARSON

1. PURPOSE

- 1.1 To inform the Council of the meeting with national non-domestic rate (NNDR) representatives about our 2024/25 budget proposals.

2. BACKGROUND

- 2.1 The Local Government Finance Act 1992 requires the Council to consult, regarding our budget proposals, with representatives of non domestic ratepayers. This consultation must be carried out prior to Full Council agreeing our budget for the forthcoming year.

- 2.2 Invites were sent to Clitheroe Chamber of Trade, Whalley Chamber of Trade and Longridge Business Group.

3. 2024/25 CONSULTATION

- 3.1 This year's meeting was held on 26 February 2024 and present were:

NNDR representatives:

John Atherton - Whalley Chamber of Trade
Anita Orchard - Clitheroe Chamber of Trade

RVBC:

Councillors S Atkinson
(Apologies Councillors S Hore, J Rogerson, S Hirst, S O'Rourke.)
Chief Executive, Director of Resources & Deputy Chief Executive, Head of Financial Services and Head of Revenues and Benefits.

- 3.2 The Chief Executive welcomed everyone and explained the background and purpose to the meeting.

- 3.3 A presentation was then made regarding the Council's budget proposals for next year and business rates. The main issues covered were:

- The Council's Revenue Budget proposals for 2024/25
- Five year Capital Programme 2024/25 to 2028/29
- The Local Government Finance Settlement
- A comparison of the current district band D council tax levels
- Our proposed band D council tax for 2024/25.
- The Borough Council's share of the overall council tax

- Business Rates collected and the Borough Council's share
 - Various Business Rate Reliefs including Small Business Relief, Transitional Relief, Supporting Small Businesses, Retail and Hospitality Discount, the new Improvement Relief.
- 3.4 A discussion took place regarding a number of issues including:
- Supporting Small Business Rate Relief
 - Castle Street Scheme
 - Empty Properties on the high street in Clitheroe
 - Clitheroe Market Scheme
 - Car Parking
- 3.5 The representatives thanked the Council for the presentation of budget proposals and welcomed this opportunity to discuss the budget and other issues.
4. CONCLUSION
- 4.1 The statutory meeting provides a useful opportunity for representatives to raise issues and promote closer working relationships.
- 4.2 A number of interesting questions were asked of issues affecting the Council.

DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE

JP /AC
26 February 2024

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COUNCIL

DECISION

meeting date: 5 MARCH 2024

title: REVENUE BUDGET 2024/25 AND CAPITAL PROGRAMME 2024/25 –
2028/29 AND SETTING THE COUNCIL TAX FOR EACH CATEGORY OF
DWELLING IN THE COUNCIL'S AREA FOR 2024/25

submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE

principal author: JANE PEARSON

1. PURPOSE

- 1.1. To set the budget for 2024/25 and to set the different amounts of council tax for different parts of the area where special items apply (Parish precepts).

2. THE PRUDENTIAL CODE FOR CAPITAL FINANCE IN LOCAL AUTHORITIES

- 2.1. The Prudential Code for Capital Finance and the prudential indicators are set out in Annex 1.
- 2.2. The Code and the indicators are intended to inform the Council, in setting the capital programme, that the programme is both affordable and sustainable. The indicators also include the maximum and operational borrowing levels for the Council.

3. CAPITAL PROGRAMME

- 3.1. At their meeting on 13 February 2024, Policy and Finance Committee considered the revised capital programme for 2023/24 and also a five year capital programme for the years 2024/25 to 2028/29.
- 3.2. The Budget Working Group have reviewed the Council's forward capital plans in order to produce an achievable and affordable programme. Heads of Services were asked to submit new bids which were considered by service committees. The Council's Corporate Management Team considered the draft programme and made recommendations to the Budget Working Group, who made further recommendations to Policy and Finance Committee.
- 3.3. The result of their deliberations is a revised capital programme for 2023/24 totalling £3,189,580 and a capital programme for the years 2024/25 to 2028/29 totalling £12,984,480 which is shown in Annex 2.

4. MINIMUM REVENUE PROVISION

- 4.1. The Council is required each year to agree a Minimum Revenue Provision (MRP) Policy Statement setting out how the Council will make a charge to revenue in respect of previous capital expenditure. This Policy Statement is also set out in Annex 1.

5. REVENUE BUDGET

2023/24 Revised

- 5.1. We originally budgeted to spend £5.973m (before use of balances). The revised estimate is that net expenditure will be lower at £4.167m. Details are shown in Annex 3. The revised budget in summary for 2023/24 is:

	Revised Estimate 2023/24 £000
Net Committee Budgets	10,123
Capital Adjustments	
Less Depreciation (included in above)	-1,019
Add Minimum Revenue Provision (MRP)	103
Total Expenditure	9,207
Other Items	
Interest Earned	-1,346
New Homes Bonus	-506
Income from Business Rates	-2,565
Business Rate Deficit	242
Rural Services Delivery Grant	-127
One-off Funding Guarantee	-773
Services Grant	-55
Earmarked Reserves	
Transfer From/To Various Funds	90
Net Expenditure	4,167
Adjustment to get to Agreed Budget	1,505
Agreed budget for year	5,672

- 5.2. Policy and Finance Committee considered the net underspend/extra income and have approved the following:

- £500k be added to the capital programme in 2024/25 to fund improvement works in the castle grounds.
- £1m be set aside to fund off projects to be considered and approved by the Budget Working Group/Policy and Finance Committee.

Local Government Grant Settlement

- 5.3. The Provisional Grant Settlement was announced on 18 December 2023. The Final Settlement was published on 5 February 2024 and an update was reported to the Special Policy and Finance Committee meeting on 13 February 2024.

2024/25	
£m	
Settlement Funding Assessment	1.508544
of which:	
Revenue Support Grant	0.051807
Baseline Funding Level	1.456737
New Homes Bonus	0.665149
Rural Services Delivery Grant	0.146559
Services Grant	0.009456
One-Off Funding Guarantee	0.745029
Total Government Funding	3.074737

Forecast Budget 2024/25

- 5.4. Policy and Finance Committee have recommended a net budget of £5,904,551. Details are shown in Annex 3. This results in the following budget requirement:

£	
Borough Requirement	5,904,551
Parish Council Requirements**	627,626
Total Borough and Parish Requirements	6,532,177

** change from figure reported to Special Policy and Finance Committee – Gisburn Parish Council Precept is £7,000 not £7,050.

- 5.5. Further information regarding the Council's budget for next year can be found in the Summary Budget Book available via the following link <https://www.ribblevalley.gov.uk/downloads/download/123/summary-budget-book>

Councillors can request a hard copy by contacting Lawson Oddie. The Detailed budget book which shows budgets against each cost centre will also be available on our website shortly.

6. **ROBUSTNESS OF THE ESTIMATES AND BALANCES AND RESERVES**

Robustness of the Estimates

- 6.1. It is a specific requirement of section 25 of the Local Government Act 2003 for the Section 151 officer to report on the robustness of the budget and the adequacy of the Council's balances and reserves. Annex 8 of my report to the special Policy and Finance Committee meeting sets this out in detail.
- 6.2. My report set out the various processes followed to ensure the Council's estimates are robust. I can confirm that throughout the budget process all practical steps have been taken to identify and make budgetary provision for all likely commitments facing the Council in 2024/25. The preparation of the base committee estimates remains a vital part of ensuring the robustness and financial integrity of the budget and ensures that all service committees are aware of the resource allocation and budgetary pressures facing their service areas.

- 6.3. In preparing the budget for 2024/25, and following the final grant settlement announcement, I have also updated the Council's budget forecast position for years 2025/26 to 2028/29. This shows a budget shortfall each year as follows:

Budget Shortfall	As Spec P&F report £	After Final Grant Sett £
2024/25	0	0
2025/26	174,298	153,655
2026/27	1,652,055	1,629,544
2027/28	1,908,131	1,883,705
2028/29	2,192,335	2,165,945
Total shortfall to be funded	5,926,819	5,832,849

- 6.4. The report to special Policy and Finance Committee set out the uncertainties facing the Council in considering it's future financial position. In the absence of any firm information from Government regarding key reforms to local government finance assumptions have been made with regard to our expected spending power.
- 6.5. A number of other assumptions underpin the forecast:
- a 3% increase in our council tax going forward each year until 2028/29
 - a 1% increase in our taxbase each year
 - we will receive transitional protection from the Government in the light of key financial reforms to ensure a 2.5% increase in core spending power each year
 - £1m will be taken from general fund balances over the future 4 years.
 - no growth items are included.
 - any significant new burdens on the Council are fully funded.
- 6.6. Whilst the council holds healthy levels of reserves, it was explained that the Council needs to agree a savings plan to set out how the budget gaps could be addressed.
- 6.7. At the final grant settlement the Government have also announced the introduction of Productivity Plans which must be submitted before the summer recess. We await further information regarding these.
- 6.8. Given the significant forecast deficit for future years, the financial pressures and remaining uncertainties Policy and Finance Committee agreed that the Budget Working Group should meet early in the new municipal year to review our budget position and consider ways in which a sustainable budget could be set. This would include the preparation of a savings plan.

Adequacy of Reserves

- 6.9. A reasonable level of balances is needed to provide funds to:
- ❖ Finance levels of inflation in excess of those provided in the budget
 - ❖ Provide for unforeseen expenditure
 - ❖ Finance expenditure in advance of income
 - ❖ Allow flexibility as the year progresses
- 6.10. The availability of balances has increased in importance since the Local Government Finance Act 1982 revoked local authorities' power to issue supplementary precepts.

General Fund Balances

6.11. At this stage general fund balances are estimated as follows:

	£000
Opening Balance 1 April 2023	2,719
Estimated Amount to be added to Balances in 2023/24	5
Estimated Balances in Hand 31 March 2024	2,724
Estimated Amount to be taken from Balances in 2024/25	-9
Estimated Balances in Hand 31 March 2025	2,715

6.12. The level of balances to retain is a matter of professional judgement but should be set in the context of the authority's medium term financial strategy and the risks facing the authority.

6.13. My view, in such times of uncertainty, is that the minimum level should be £1m.

6.14. In 2024/25 we estimate that £9,000 will be taken from balances to support the budget.

Earmarked Reserves

6.15. The Council holds a number of reserves earmarked for specific purposes. The movements in these reserves forecast for 2023/24 and 2024/25 were reported to the special Policy and Finance Committee meeting.

7. COLLECTION FUND

Collection Fund surplus/deficit

7.1. The position on the collection fund has been estimated and details are shown in Annex 4.

7.2. I forecast that there will be a surplus on the collection fund for Council Tax at 31 March 2024 of £821,668 and a surplus of £489,952 in respect of Business Rates.

7.3. The equivalent shares of the Council Tax Surplus and the Business Rates Surplus will be paid to the appropriate authorities in 2024/25.

Local Council Tax Support (LCTS)

7.4. At your Full Council meeting in March 2022, as part of the budget deliberations, approved was given to remove the 12% reduction in support for working age claimants thereby increasing support to these claimants.

7.5. Policy and Finance Committee have recommended that the LCTS scheme for 2024/25 remains unchanged except for small changes to ensure it remains in line with the Housing Benefit.

8. RECOMMENDED THAT COUNCIL

8.1. Approve the following submitted by the Policy and Finance Committee:

- a) The revised revenue estimates for 2023/24 and the revenue estimates for 2024/25.
- b) The revised capital programme for 2023/24 and the five-year capital programme for 2024/25 to 2028/29.

8.2. Approve the prudential indicators, borrowing limits and MRP Policy Statement as set out in Annex 1.

8.3. Note that, under delegated powers in accordance with section 84 of the Local Government Act 2003, the Council has determined the following amounts for 2024/25 in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended), as its council tax base for the year.

- a) 25,321 being the amount of its council tax base for the whole district [item T in the formula in section 31B of the Local Government Finance Act 1992, as amended (the “Act”)]; and
- b)

Parish Area	Tax base
Aughton, Bailey & Chaigley	487
Balderstone	201
Barrow	811
Bashall Eaves, Great Mitton & Little Mitton	207
Billington & Langho	2,214
Bolton by Bowland, Gisburn Forest & Sawley	492
Bowland Forest (High)	75
Bowland Forest (Low)	82
Bowland with Leagram	82
Chatburn	403
Chipping	556
Clayton le Dale	520
Clitheroe	6,181
Dinckley	45
Downham	48
Dutton	103
Gisburn	244
Grindleton	358
Horton	52
Hothersall	77
Longridge	3,213
Mearley	8
Mellor	993
Newsholme	20
Newton	140
Osbaldeston	105

Parish Area	Tax base
Paythorne	48
Pendleton	110
Ramsgreave	285
Read	585
Ribchester	675
Rimington & Middop	240
Sabden	550
Salesbury	192
Simonstone	498
Slaidburn & Easington	153
Thornley with Wheatley	174
Twiston	37
Waddington	453
West Bradford	384
Whalley	1,914
Wilpshire	1,086
Wiswell	177
Worston	43
	25,321

being the amounts calculated by the Council, in accordance with Regulation 6 of the regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate.

- 8.4. Calculate that the Council Tax requirement for the Council's own purposes for 2024/25 (excluding Parish precepts) is £4,322,041.
- 8.5. Calculate the following amounts for 2024/25, in accordance with Sections 31 to 36 of the Act:
- £34,372,794 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
 - £29,423,127 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - £4,949,667 Being the amount by which the aggregate at 8.5(a) above exceeds the aggregate at 8.5(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
 - £195.48 Being the amount at 8.5(c) above (Item R), all divided by Item T (8.3(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

- e) £627,626 Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- f) £170.69 Being the amount at 8.5(d) above less the result given by dividing the amount at 8.5(e) above by Item T (8.3(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.
- g) Aggregate of the basic amount of council tax for Ribble Valley Borough Council and Parish precept for Band D properties:

Parts of the Council's area	£
Aighton, Bailey & Chaigley	192.25
Balderstone	190.59
Barrow	205.64
Bashall Eaves, Great Mitton & Little Mitton	179.14
Billington & Langho	182.94
Bolton by Bowland, Gisburn Forest & Sawley	211.34
Bowland Forest Higher	199.58
Bowland Forest Lower	187.76
Bowland with Leagram	181.67
Chatburn	200.32
Chipping	193.17
Clayton le Dale	178.38
Clitheroe	194.13
Dinckley	170.69
Downham	170.69
Dutton	180.40
Gisburn	199.38
Grindleton	197.11
Horton	170.69
Hothersall	188.87
Longridge	199.97
Mearley	170.69
Mellor	198.13
Newsholme	170.69
Newton	186.76
Osbaldeston	180.21
Paythorne	170.69
Pendleton	187.96

Parts of the Council's area	£
Ramsgreave	183.95
Read	195.04
Ribchester	191.17
Rimington & Middop	197.77
Sabden	201.32
Salesbury	199.57
Simonstone	187.56
Slaidburn & Easington	184.09
Thornley with Wheatley	179.31
Twiston	170.69
Waddington	221.25
West Bradford	193.78
Whalley	210.75
Wilpshire	191.41
Wiswell	222.48
Worston	170.69

Being the amount given by adding to the amount at 8.5(f) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount contained in 8.3(b), calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate.

h) Aggregate of the basic amount of council tax for Ribbles Valley Borough Council and Parish precept for Band D properties by valuation band:

	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
Aughton, Bailey & Chaigley	128.16	149.53	170.88	192.25	234.97	277.69	320.41	384.50
Balderstone	127.06	148.24	169.41	190.59	232.94	275.29	317.65	381.18
Barrow	137.09	159.94	182.79	205.64	251.34	297.03	342.73	411.28
Bashall Eaves, Great Mitton & Little Mitton	119.42	139.33	159.23	179.14	218.95	258.76	298.56	358.28
Billington & Langho	121.96	142.29	162.61	182.94	223.59	264.24	304.90	365.88
Bolton by Bowland, Gisburn Forest & Sawley	140.89	164.38	187.85	211.34	258.30	305.27	352.23	422.68
Bowland Forest Higher	133.05	155.23	177.40	199.58	243.93	288.28	332.63	399.16
Bowland Forest Lower	125.17	146.04	166.89	187.76	229.48	271.21	312.93	375.52
Bowland with Leagram	121.11	141.30	161.48	181.67	222.04	262.41	302.78	363.34

	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
Chatburn	133.54	155.81	178.06	200.32	244.83	289.35	333.86	400.64
Chipping	128.78	150.24	171.70	193.17	236.10	279.02	321.95	386.34
Clayton le Dale	118.92	138.74	158.56	178.38	218.02	257.66	297.30	356.76
Clitheroe	129.42	150.99	172.56	194.13	237.27	280.41	323.55	388.26
Dinckley	113.79	132.76	151.72	170.69	208.62	246.55	284.48	341.38
Downham	113.79	132.76	151.72	170.69	208.62	246.55	284.48	341.38
Dutton	120.26	140.31	160.35	180.40	220.49	260.58	300.66	360.80
Gisburn	132.92	155.07	177.22	199.38	243.69	287.99	332.30	398.76
Grindleton	131.40	153.31	175.20	197.11	240.91	284.71	328.51	394.22
Horton	113.79	132.76	151.72	170.69	208.62	246.55	284.48	341.38
Hothersall	125.91	146.90	167.88	188.87	230.84	272.81	314.78	377.74
Longridge	133.31	155.53	177.75	199.97	244.41	288.84	333.28	399.94
Mearley	113.79	132.76	151.72	170.69	208.62	246.55	284.48	341.38
Mellor	132.08	154.10	176.11	198.13	242.16	286.19	330.21	396.26
Newsholme	113.79	132.76	151.72	170.69	208.62	246.55	284.48	341.38
Newton	124.50	145.26	166.00	186.76	228.26	269.76	311.26	373.52
Osbaldeston	120.14	140.16	160.18	180.21	220.26	260.30	300.35	360.42
Paythorne	113.79	132.76	151.72	170.69	208.62	246.55	284.48	341.38
Pendleton	125.30	146.19	167.07	187.96	229.73	271.50	313.26	375.92
Ramsgreave	122.63	143.07	163.51	183.95	224.83	265.70	306.58	367.90
Read	130.02	151.70	173.36	195.04	238.38	281.72	325.06	390.08
Ribchester	127.44	148.69	169.92	191.17	233.65	276.13	318.61	382.34
Rimington & Middop	131.84	153.82	175.79	197.77	241.72	285.67	329.61	395.54
Sabden	134.21	156.58	178.95	201.32	246.06	290.79	335.53	402.64
Salesbury	133.04	155.22	177.39	199.57	243.92	288.27	332.61	399.14
Simonstone	125.04	145.88	166.72	187.56	229.24	270.92	312.60	375.12
Slaidburn & Easington	122.72	143.18	163.63	184.09	225.00	265.91	306.81	368.18
Thornley with Wheatley	119.54	139.46	159.38	179.31	219.16	259.00	298.85	358.62
Twiston	113.79	132.76	151.72	170.69	208.62	246.55	284.48	341.38
Waddington	147.50	172.08	196.66	221.25	270.42	319.58	368.75	442.50
West Bradford	129.18	150.72	172.24	193.78	236.84	279.90	322.96	387.56
Whalley	140.50	163.92	187.33	210.75	257.58	304.41	351.25	421.50
Wilpshire	127.60	148.88	170.14	191.41	233.94	276.48	319.01	382.82
Wiswell	148.32	173.04	197.76	222.48	271.92	321.36	370.80	444.96
Worston	113.79	132.76	151.72	170.69	208.62	246.55	284.48	341.38

being the amounts given by multiplying (as appropriate) the amounts at 8.5(f) or 8.5(g) by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the

Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 8.6. Note, that for 2024/25 Lancashire County Council has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below.

Valuation Bands							
A £	B £	C £	D £	E £	F £	G £	H £
1,102.19	1,285.89	1,469.59	1,653.29	2,020.69	2,388.09	2,755.48	3,306.58

- 8.7. Note, that for 2024/25 the Police and Crime Commissioner for Lancashire has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below.

Valuation Bands							
A £	B £	C £	D £	E £	F £	G £	H £
175.60	204.87	234.13	263.40	321.93	380.47	439.00	526.80

- 8.8. Note, that for 2024/25 Lancashire Combined Fire Authority has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below.

Valuation Bands							
A £	B £	C £	D £	E £	F £	G £	H £
56.49	65.90	75.32	84.73	103.56	122.39	141.22	169.46

- 8.9. Having calculated the aggregate in each case of the amounts at 8.5(h), 8.6, 8.7 and 8.8 above, the Council, in accordance with Section 30(2) of the Act, hereby sets the following amounts as the amounts of council tax for 2024/25 for each of the categories of dwellings shown below:

VALUATION BANDS								
	A £	B £	C £	D £	E £	F £	G £	H £
Aighton, Bailey & Chaigley	1,462.44	1,706.19	1,949.92	2,193.67	2,681.15	3,168.64	3,656.11	4,387.34
Balderstone	1,461.34	1,704.90	1,948.45	2,192.01	2,679.12	3,166.24	3,653.35	4,384.02
Barrow	1,471.37	1,716.60	1,961.83	2,207.06	2,697.52	3,187.98	3,678.43	4,414.12
Bashall Eaves, Great Mitton & Little Mitton	1,453.70	1,695.99	1,938.27	2,180.56	2,665.13	3,149.71	3,634.26	4,361.12
Billington & Langho	1,456.24	1,698.95	1,941.65	2,184.36	2,669.77	3,155.19	3,640.60	4,368.72
Bolton by Bowland, Gisburn Forest & Sawley	1,475.17	1,721.04	1,966.89	2,212.76	2,704.48	3,196.22	3,687.93	4,425.52
Bowland Forest (High)	1,467.33	1,711.89	1,956.44	2,201.00	2,690.11	3,179.23	3,668.33	4,402.00
Bowland Forest (Low)	1,459.45	1,702.70	1,945.93	2,189.18	2,675.66	3,162.16	3,648.63	4,378.36
Bowland with Leagram	1,455.39	1,697.96	1,940.52	2,183.09	2,668.22	3,153.36	3,638.48	4,366.18
Chatburn	1,467.82	1,712.47	1,957.10	2,201.74	2,691.01	3,180.30	3,669.56	4,403.48
Chipping	1,463.06	1,706.90	1,950.74	2,194.59	2,682.28	3,169.97	3,657.65	4,389.18
Clayton le Dale	1,453.20	1,695.40	1,937.60	2,179.80	2,664.20	3,148.61	3,633.00	4,359.60
Clitheroe	1,463.70	1,707.65	1,951.60	2,195.55	2,683.45	3,171.36	3,659.25	4,391.10
Dinckley	1,448.07	1,689.42	1,930.76	2,172.11	2,654.80	3,137.50	3,620.18	4,344.22
Downham	1,448.07	1,689.42	1,930.76	2,172.11	2,654.80	3,137.50	3,620.18	4,344.22
Dutton	1,454.54	1,696.97	1,939.39	2,181.82	2,666.67	3,151.53	3,636.36	4,363.64
Gisburn	1,467.20	1,711.73	1,956.26	2,200.80	2,689.87	3,178.94	3,668.00	4,401.60
Grindleton	1,465.68	1,709.97	1,954.24	2,198.53	2,687.09	3,175.66	3,664.21	4,397.06
Horton	1,448.07	1,689.42	1,930.76	2,172.11	2,654.80	3,137.50	3,620.18	4,344.22
Hothersall	1,460.19	1,703.56	1,946.92	2,190.29	2,677.02	3,163.76	3,650.48	4,380.58
Longridge	1,467.59	1,712.19	1,956.79	2,201.39	2,690.59	3,179.79	3,668.98	4,402.78
Mearley	1,448.07	1,689.42	1,930.76	2,172.11	2,654.80	3,137.50	3,620.18	4,344.22
Mellor	1,466.36	1,710.76	1,955.15	2,199.55	2,688.34	3,177.14	3,665.91	4,399.10
Newsholme	1,448.07	1,689.42	1,930.76	2,172.11	2,654.80	3,137.50	3,620.18	4,344.22
Newton	1,458.78	1,701.92	1,945.04	2,188.18	2,674.44	3,160.71	3,646.96	4,376.36
Osbaldeston	1,454.42	1,696.82	1,939.22	2,181.63	2,666.44	3,151.25	3,636.05	4,363.26
Paythorne	1,448.07	1,689.42	1,930.76	2,172.11	2,654.80	3,137.50	3,620.18	4,344.22
Pendleton	1,459.58	1,702.85	1,946.11	2,189.38	2,675.91	3,162.45	3,648.96	4,378.76
Ramsgreave	1,456.91	1,699.73	1,942.55	2,185.37	2,671.01	3,156.65	3,642.28	4,370.74
Read	1,464.30	1,708.36	1,952.40	2,196.46	2,684.56	3,172.67	3,660.76	4,392.92
Ribchester	1,461.72	1,705.35	1,948.96	2,192.59	2,679.83	3,167.08	3,654.31	4,385.18

VALUATION BANDS								
	A £	B £	C £	D £	E £	F £	G £	H £
Rimington & Middop	1,466.12	1,710.48	1,954.83	2,199.19	2,687.90	3,176.62	3,665.31	4,398.38
Sabden	1,468.49	1,713.24	1,957.99	2,202.74	2,692.24	3,181.74	3,671.23	4,405.48
Salesbury	1,467.32	1,711.88	1,956.43	2,200.99	2,690.10	3,179.22	3,668.31	4,401.98
Simonstone	1,459.32	1,702.54	1,945.76	2,188.98	2,675.42	3,161.87	3,648.30	4,377.96
Slaidburn & Easington	1,457.00	1,699.84	1,942.67	2,185.51	2,671.18	3,156.86	3,642.51	4,371.02
Thornley with Wheatley	1,453.82	1,696.12	1,938.42	2,180.73	2,665.34	3,149.95	3,634.55	4,361.46
Twiston	1,448.07	1,689.42	1,930.76	2,172.11	2,654.80	3,137.50	3,620.18	4,344.22
Waddington	1,481.78	1,728.74	1,975.70	2,222.67	2,716.60	3,210.53	3,704.45	4,445.34
West Bradford	1,463.46	1,707.38	1,951.28	2,195.20	2,683.02	3,170.85	3,658.66	4,390.40
Whalley	1,474.78	1,720.58	1,966.37	2,212.17	2,703.76	3,195.36	3,686.95	4,424.34
Wilpshire	1,461.88	1,705.54	1,949.18	2,192.83	2,680.12	3,167.43	3,654.71	4,385.66
Wiswell	1,482.60	1,729.70	1,976.80	2,223.90	2,718.10	3,212.31	3,706.50	4,447.80
Worston	1,448.07	1,689.42	1,930.76	2,172.11	2,654.80	3,137.50	3,620.18	4,344.22

DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE

JP/AC
24 FEBRUARY 2024

PRUDENTIAL CODE

In order to demonstrate that local authorities have fulfilled the objectives of the Prudential Code, it sets out a basket of indicators that must be prepared and used. The required indicators have to be set on a three-year time frame and are designed to support and record local decision-making.

CAPITAL EXPENDITURE

- Capital expenditure is a significant source of risk and uncertainty since cost variations, slippage, acceleration of major projects or changing specifications are often a feature of large or complex capital programmes. Capital investment also carries risk in relation to the availability of capital finance from capital receipts, grants and external contributions.

As part of this indicator, we will undertake regular monitoring of the capital programme throughout the financial year and report progress and any variations to the relevant service committees and Policy and Finance Committee

The actual capital expenditure that was incurred in 2022/23 is shown alongside the current and future years that are recommended for approval:

Capital Expenditure					
Committee	Actual Capital Expenditure for 2022/23 £	Forecast Capital Expenditure for 2023/24 £	Forecast Capital Expenditure for 2024/25 £	Forecast Capital Expenditure for 2025/26 £	Forecast Capital Expenditure for 2026/27 £
Community Services Committee	677,184	960,410	2,084,410	793,340	891,680
Economic Development Committee	0	54,750	0	0	0
Health and Housing Committee	391,414	1,243,830	3,166,080	443,000	443,000
Planning and Development Committee	0	26,420	0	0	0
Policy and Finance Committee	88,859	904,170	1,101,510	188,900	43,600
Total	1,157,457	3,189,580	6,352,000	1,425,240	1,378,280

PRUDENTIAL CODE

FINANCING COSTS

2. The calculation of Financing Costs for the purposes of the Prudential Code includes those items included under the Financing and Investment Income and Expenditure section of the Council's Comprehensive Income and Expenditure Statement in the Statement of Accounts – but excluding pension interest costs and any gain or loss on trading accounts.

For this council, this includes the interest we pay on our borrowing (Actual 2022/23), interest we receive on our investments and also the Minimum Revenue Provision (MRP), being the means by which capital expenditure financed by borrowing or credit arrangements is paid for by council tax payers.

The table below summarises our net financing costs that were shown in the statement of accounts for the 2022/23 financial year, and those forecast for the current and future years.

The calculation turns to a net financing income position from 2023/24 onwards particularly due to the levels of forecast investment income, but also as the council no longer have any external borrowing after 2022/23.

Financing Costs				
2022/23 Actual £	Forecast for 2023/24 £	Forecast for 2024/25 £	Forecast for 2025/26 £	Forecast for 2026/27 £
-481,786	-1,243,476	-957,801	-599,794	-401,789

NET REVENUE STREAM

3. The calculation of the Net Revenue Stream for the purposes of the Prudential Code includes those items included under the Taxation and non-Specific Grant Income section of the Council's Comprehensive Income and Expenditure Statement in the Annual Statement of Accounts, but excludes capital receipts and capital grants.

Net Revenue Stream				
2022/23 Actual £	Forecast for 2023/24 £	Forecast for 2024/25 £	Forecast for 2025/26 £	Forecast for 2026/27 £
-9,486,249	-10,033,489	-11,029,928	-8,886,842	-8,101,411

PRUDENTIAL CODE

FINANCING COSTS TO NET REVENUE STREAM

4. Estimates of the ratio of financing costs to net revenue stream for the current and future years, and the actual figures for 2022/23 are shown in the table below. This indicator uses the Financing Costs calculated above as a percentage of Net Revenue Streams, also calculated above.

It should be noted that the calculation of these indicators relies heavily on the forecast of future financial support from the government. As members will be aware there is a substantial amount of uncertainty with regard to most elements of local government finance.

Once again, the minus percentage figures reflect the levels of forecast investment income and also the fact that the council will have no external borrowing after 2022/23.

Financing Costs to Net Revenue Stream				
2022/23 Actual £	Forecast for 2023/24 £	Forecast for 2024/25 £	Forecast for 2025/26 £	Forecast for 2026/27 £
-5.1%	-12.4%	-8.7%	-6.7%	-5.0%

CAPITAL FINANCING REQUIREMENT

5. The capital financing requirement measures the council's underlying need to borrow for a capital purpose, although this borrowing may not necessarily take place externally.

In accordance with best professional practice, the Council does not associate borrowing with particular items or types of expenditure. The council has an integrated capital and treasury management strategy and has adopted the CIPFA Code of Practice for Treasury Management in the Public Services.

We have, at any point in time, a number of cash flows, both positive and negative, and manage our treasury position in terms of our borrowings and investments in accordance with our approved treasury management strategy and practices.

In day-to-day cash management we make no distinction between revenue cash and capital cash. External borrowing (of which the council has none after 2022/23) arises as a consequence of all the financial transactions of the authority and not simply those arising from capital spending. In contrast, the capital financing requirements reflects the authority's underlying need to borrow for a capital purpose.

PRUDENTIAL CODE

Capital Financing Requirement				
2022/23 Actual £	Forecast for 2023/24 £	Forecast for 2024/25 £	Forecast for 2025/26 £	Forecast for 2026/27 £
3,036,143	2,933,509	2,905,640	2,805,434	2,707,222

EXTERNAL DEBT

6. In respect of the Capital Financing Requirement, the level of external debt is a consequence of a treasury management decision about the level of external borrowing.

The inclusion of total external debt in the Prudential Code means that it covers all borrowing whether this is for capital or revenue. This is mainly due to the fact that our daily treasury management activities make no distinction between revenue and capital cash. External borrowing occurs as a result of all of a council's transactions, not just those arising from the capital programme.

The council made an early repayment of its external borrowing during 2022/23, and so hold no external borrowing at the end of the 2022/23 financial year and none forecast. Whilst external debt was held for part of the 2022/23 financial year, the position shown below for 2022/23 is as at the end of the financial year.

External Debt					
	2022/23 Actual £	Forecast for 2023/24 £	Forecast for 2024/25 £	Forecast for 2025/26 £	Forecast for 2026/27 £
PWLB Borrowing	0	0	0	0	0

GROSS DEBT AND CAPITAL FINANCING REQUIREMENT

7. The Prudential Code states that in order to ensure that over the medium term, debt will only be for a capital purpose, the council should ensure that debt doesn't, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

I can report that the council had no difficulty meeting this requirement in 2022/23, nor are any difficulties envisaged for 2023/24 or the next three years. This view takes into account current commitments, existing plans and the proposals in the Council's budget report.

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THE AUTHORISED LIMIT

8. The authorised limit, like all the other prudential indicators, has to be approved and revised by full council. It should not be set so high that it would never in any possible circumstances be breached. It should reflect a level of borrowing which, while not desired, could be afforded but may not be sustainable.

Any unanticipated revision to the council's authorised limit would be a most exceptional event that would trigger a review of all the prudential indicators. The authorised limit is set to establish the outer boundary of the council's borrowing based on a realistic assessment of the risks. The authorised limit is certainly not a limit up to which the council expects to borrow on a regular basis.

The authorised limit for external debt is the upper limit on the level of gross external indebtedness, which must not be breached without council approval. It is the **worst-case scenario**.

Factored in to the setting of the authorised limit is the council's role as the lead authority of the Lancashire Business Rates Pool.

The limit separately identifies borrowing from other long-term liabilities such as finance leases. The Council is asked to approve these limits and to delegate authority to me, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long-term liabilities, in accordance with option appraisal and best value for money for the council. Any such changes made will be reported to the Council at its next meeting following the change.

Authorised Limit for External Debt			
	2024/25 £'000	2025/26 £'000	2026/27 £'000
Borrowing	15,593	15,433	15,275
Other Long-Term Liabilities	0	0	0
Total	15,593	15,433	15,275

THE OPERATIONAL BOUNDARY

9. This indicator focuses on the day-to-day treasury management activity within the council. It is a way in which the council manages its external debt to ensure that it remains within a self-imposed limit.

The Operational boundary is based on expectations of the maximum external debt of the council according to probable events.

The Council is asked to approve the operational boundary for external debt. The proposed operational boundary for external debt is based on the same estimates as the authorised limit but reflects directly my estimate of the most likely prudent but not worst case scenario, without the additional headroom included within the authorised

PRUDENTIAL CODE

limit to allow for example for unusual cash movements, and equates to the maximum of external debt projected by this estimate.

The operational boundary represents a key management tool for in year monitoring by my staff and me. Within the operational boundary, figures for borrowing and other long-term liabilities are separately identified. The Council is asked to delegate authority to me, within the total operational boundary for any individual year, to effect movement between the separately agreed figures for borrowing and other long term liabilities, in a similar fashion to the authorised limit. Any such changes will be reported to the Council at its next meeting following the change.

Operational Boundary for External Debt			
	2024/25 £'000	2025/26 £'000	2026/27 £'000
Borrowing	1,472	1,312	1,154
Other Long Term Liabilities	0	0	0
Total	1,472	1,312	1,154

MINIMUM REVENUE PROVISION

10. The Council is required each year to pay off an element of its accumulated General Fund capital expenditure through a revenue charge, the Minimum Revenue Provision (MRP).

The Ministry of Housing, Communities and Local Government (MHCLG) issued regulations which require Full Council to approve a MRP Policy Statement in advance of each financial year. The following MRP Policy Statement is recommended for 2024/25:

- a) **Minimum Revenue Provision Policy Statement**
- b) For capital expenditure incurred **before** 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP Policy will be to allow MRP equal to 4% of the capital financing requirement (the element of which relates to capital expenditure incurred before 1 April 2008) at the end of the previous financial year.
- c) For capital expenditure incurred **after** 1 April 2008, for all Unsupported Borrowing the MRP Policy will be to follow the Asset Life Method (Equal Instalment method), i.e. the MRP will be based upon the estimated life of the assets financed from borrowing.

FIVE YEAR CAPITAL PROGRAMME 2024/25 – 2028/29

	2024/25	2025/26	2026/27	2027/28	2028/29	TOTAL
	£	£	£	£	£	£
<u>COMMUNITY SERVICES COMMITTEE</u>						
Play Areas Refurbishment Programme	111,320	114,100	116,950	119,880		462,250
Replacement of Refuse Wheelie Bins	14,500	15,000	15,500	15,500		60,500
Replacement of Refuse Collection Vehicle VN65 WHR	281,000					281,000
Replacement of Refuse Collection Vehicle VN17 DKA		288,000				288,000
Replacement of Refuse Collection Vehicle VE18 JXP			295,000			295,000
Replacement of Refuse Collection Vehicle VF19 CUV				302,000		302,000
Replacement of Paper Collection Vehicle SY11 CRK		63,000				63,000
Replacement of Paper Collection Vehicle VO13 UVV		63,000				63,000
Replacement of 2 Scag Mowers (rvbc014 + rvbc015) and 1 Scag 4x4 Mower (rvbc016)	26,000					26,000
Replacement of Kubota Mower PO67 BNV	33,320					33,320
Replacement of JCB Loadall		135,000				135,000
Replacement of Fork Lift Truck		20,000				20,000
Replacement of Parking Van CX68 FCG			21,000			21,000
Replacement of 2 x Ford Ranger Pick Ups (YR18 TVA & YR18 DXD)			67,000			67,000
Replacement of Ro-Ro 7.5 Tonne Truck PL66 HHZ			76,000			76,000
Replacement of 110hp Gang Mower Tractor PO16 MZL			108,000			108,000
Replacement of Toro Flail Mower AF68 MSX			64,000			64,000

FIVE YEAR CAPITAL PROGRAMME 2024/25 – 2028/29

	2024/25	2025/26	2026/27	2027/28	2028/29	TOTAL
	£	£	£	£	£	£
Replacement of Kubota Ride On Mower PO68 BBK			32,000			32,000
Replacement of Car Parking Van MM19 WEK				21,000		21,000
Replacement of Multi-Use Refuse Collection Vehicle PF18 JUC				181,000		181,000
Replacement of Petrol Powered Hand Tools and Blowers with Battery Powered Units				56,000		56,000
Replacement of Kubota Mini Digger, Breaker and Trailer				48,000		48,000
Replacement of Iveco Daily Tail Lift Tipper PL68 HRO				75,000		75,000
Replacement of High Top Long Wheel Based Van CX17 GZE				53,000		53,000
Dunsop Bridge Public Conveniences Refurbishment	12,850					12,850
Edisford Public Conveniences Refurbishment		42,240				42,240
Bolton-By-Bowland Public Conveniences Refurbishment			41,900			41,900
Chatburn Public Conveniences Refurbishment				15,680		15,680
Car Parks Resurfacing Rolling Programme	51,710	53,000	54,330	55,690		214,730
Ribblesdale Pool Fire Alarm Upgrade				20,490		20,490
Re-laying of Roadway to the Castle Keep				44,500		44,500
Ribblesdale Pool Barrier and Safety Fencing				15,400		15,400
Castle Keep Lime Repointing Works and Repairs MOVED FROM 2023/24	301,770					301,770
Edisford Playing Pitches Drainage Works MOVED FROM 2023/24	10,900					10,900

FIVE YEAR CAPITAL PROGRAMME 2024/25 – 2028/29

	2024/25	2025/26	2026/27	2027/28	2028/29	TOTAL
	£	£	£	£	£	£
Longridge Depot 'Ambulance Shed' Refurbishment MOVED FROM 2023/24	47,000					47,000
Replacement of Refuse Iveco Tipper (PO60 AYK) MOVED FROM 2023/24	46,000					46,000
Replacement of high Top Transit Van PJ63 WUC MOVED FROM 2023/24	34,500					34,500
Ribblesdale Pool Main Pool Covers NEW SCHEME FOLLOWING RECEIPT OF FUNDING	25,000					25,000
Food Waste Collections NEW SCHEME FOLLOWING RECEIPT OF FUNDING	588,540					588,540
Brungerley Park Fences and Paths					99,900	99,900
Clitheroe Castle Paths and Steps					43,100	43,100
Replacement of Charterhouse Verti Drain Machine					40,400	40,400
Replacement of Iveco truck with Hook Lift 5.5 tonne PE19 AUK					58,400	58,400
Fence and gates around Edisford playing pitches					57,900	57,900
Replacement of High Top Transit Van ML70FNS					57,200	57,200
Immants Shock Wave Machine					24,100	24,100
Replacement of John Deere Front Loader Tractor PN69 UEP					35,600	35,600
Replacement litter bins					45,000	45,000
Replacement of Mini Tractor with Electric Utility Vehicle					32,600	32,600
Replacement of Pegasus Gang Mower					38,800	38,800
Replacement of artificial surface on RV3G					541,300	541,300

FIVE YEAR CAPITAL PROGRAMME 2024/25 – 2028/29

	2024/25	2025/26	2026/27	2027/28	2028/29	TOTAL
	£	£	£	£	£	£
Replacement of 2 Trimstar Pedestrian Mowers					17,500	17,500
Replacement of Car Park Vehicle MM19 WEK					36,100	36,100
Replacement of Garwood Refuse Collection Vehicle PF18 JUC					148,400	148,400
Replacement of Vehicle VX70 ZGE					328,300	328,300
Car Parks Resurfacing Rolling Programme					57,080	57,080
Replacement of Refuse Wheelie Bins					15,500	15,500
Play Areas Refurbishment Programme					122,880	122,880
Improvement Works in Castle Grounds	500,000					500,000
Total Community Services Committee	2,084,410	793,340	891,680	1,023,140	1,800,060	6,592,630
<u>ECONOMIC DEVELOPMENT COMMITTEE</u>						
						0
Total Economic Development Committee	0	0	0	0	0	0
<u>HEALTH AND HOUSING COMMITTEE</u>						
Disabled Facilities Grants	393,000	393,000	393,000	393,000	393,000	1,965,000
Disabled Facilities Grants MOVED FROM 2023/24	517,430					517,430
Landlord/Tenant Grants	50,000	50,000	50,000	50,000	50,000	250,000
Landlord/Tenant Grants MOVED FROM 2023/24	112,490					112,490
Drainage to New Section of Clitheroe Cemetery	70,500					70,500
Affordable Housing - Longridge	1,625,950					1,625,950

FIVE YEAR CAPITAL PROGRAMME 2024/25 – 2028/29

	2024/25	2025/26	2026/27	2027/28	2028/29	TOTAL
	£	£	£	£	£	£
Assisted Purchase Scheme	297,130					297,130
Temporary Housing Scheme	99,580					99,580
Choice Based Lettings Scheme - IT System					50,000	50,000
Total Health and Housing Committee	3,166,080	443,000	443,000	443,000	493,000	4,988,080
<u>PLANNING AND DEVELOPMENT COMMITTEE</u>						
						0
Total Planning and Development Committee	0	0	0	0	0	0
<u>POLICY AND FINANCE COMMITTEE</u>						
Replacement PCs	70,600					70,600
Firewall Refresh	23,700					23,700
Council Offices Fire Alarm Upgrade				69,760		69,760
Software Upgrade for Regulatory Services		188,900				188,900
Replacement ICT Equipment for Councillors			43,600			43,600
Replacement Air Conditioning Units in Server Room MOVED FROM 2023/24	10,700					10,700
Brookfoot Footbridge, Ribchester - Replacement Bridge MOVED FROM 2023/24	106,000					106,000
Council Offices Mains and LED Lighting Upgrade MOVED FROM 2023/24	90,000					90,000
Revenues and Benefits Replacement Server MOVED FROM 2023/24	24,000					24,000
Technology Forge Upgrade MOVED FROM 2023/24	27,400					27,400

FIVE YEAR CAPITAL PROGRAMME 2024/25 – 2028/29

	2024/25	2025/26	2026/27	2027/28	2028/29	TOTAL
	£	£	£	£	£	£
Council Office Solar Panels NEW SCHEME PREVIOUSLY APPROVED IN PRINCIPLE	95,000					95,000
Total Policy and Finance Committee	447,400	188,900	43,600	69,760	0	749,660
<u>UK SHARED PROSPERITY FUND</u>						
Clitheroe Market Improvements MOVED FROM 2023/24	172,600					172,600
Towneley Garden Event Space MOVED FROM 2023/24	98,680					98,680
Pump track, Longridge MOVED FROM 2023/24	58,680					58,680
Barrow Community Space	199,150					199,150
Barrow Community Space Car Park	25,000					25,000
Whalley Education Foundation	100,000					100,000
Total UK Shared Prosperity Fund	654,110	0	0	0	0	654,110
Total for all Committees	6,352,000	1,425,240	1,378,280	1,535,900	2,293,060	12,984,480

FIVE YEAR CAPITAL PROGRAMME 2024/25 – 2028/29

FINANCING

	2024/25	2025/26	2026/27	2027/28	2028/29	2028/29
	£	£	£	£	£	£
<u>Grants and Contributions</u>						
Government Funding for Disabled Facilities Grants	-910,430	-393,000	-393,000	-393,000	-393,000	-2,482,430
S106 for Affordable Housing	-1,933,980					-1,933,980
UK Shared Prosperity Funding	-581,510					-581,510
Capital New Burdens Funding for Food Waste Collections	-588,540					-588,540
Sport England Funding for Pool Covers	-25,000					-25,000
Choice-based lettings scheme IT system - Contributions from Providers					-36,000	-36,000
<i>Total Grants and Contributions</i>	-4,039,460	-393,000	-393,000	-393,000	-429,000	-5,647,460
<u>Earmarked Reserves</u>						
Business Rates Growth Reserve	-1,062,552	-500,000	-500,000	-500,000	-500,000	-3,062,552
VAT Shelter Reserve	-231,388	-100,000	-100,000	-100,000	-100,000	-631,388
New Homes Bonus Reserve	-76,610				-1,154,000	-1,230,610
Capital Reserve	-641,802					-641,802
ICT Repairs and Renewals Reserve	-63,400					-63,400
Vehicle Repairs and Renewals Reserve	-37,500					-37,500
Invest to Save Earmarked Reserve	-95,000					-95,000

FIVE YEAR CAPITAL PROGRAMME 2024/25 – 2028/29

FINANCING

	2024/25	2025/26	2026/27	2027/28	2028/29	2028/29
	£	£	£	£	£	£
Custom and Self Build Register Grant Reserve					-575	-575
Neighbourhood Planning Reserve					-16,133	-16,133
Brownfield Register Grant Reserve					-26,263	-26,263
Performance Reward Grant					-47,576	-47,576
Parish Grant Reserve					-5,830	-5,830
Pensions Triennial Revaluation Reserve					-8,279	-8,279
Fleming VAT Reserve Balance to Capital Reserve					-5,404	-5,404
<i>Total Earmarked Reserves</i>	-2,208,252	-600,000	-600,000	-600,000	-1,864,060	-5,872,312
<u>Usable Capital Receipts</u>						
Usable Capital Receipts	-31,688	-432,240	-385,280	-542,900	0	-1,392,108
<i>Total Usable Capital Receipts</i>	-31,688	-432,240	-385,280	-542,900	0	-1,392,108
<u>Borrowing</u>						
Borrowing	-72,600					-72,600
<i>Total Borrowing</i>	-72,600	0	0	0	0	-72,600
Total Financing	-6,352,000	-1,425,240	-1,378,280	-1,535,900	-2,293,060	-12,984,480

REVENUE BUDGET

	Original Estimate 2023/24 £	Revised Estimate 2023/24 £	Original Estimate 2024/25 £
Committees			
Planning and Development	842,810	792,800	945,690
Community Services	5,743,850	4,957,760	5,632,200
Economic Development	368,560	354,790	332,640
Health and Housing	1,588,300	1,134,860	1,550,450
Policy and Finance	3,050,040	2,883,230	3,031,150
Total Committee Expenditure	11,593,560	10,123,440	11,492,130
Capital Adjustments:			
Depreciation	-1,148,570	-1,018,640	-1,205,530
Minimum Revenue Provision	102,634	102,634	100,469
Total Expenditure	10,547,624	9,207,434	10,387,069
<u>Other Items:</u>			
Interest - Earned	-450,000	-1,346,110	-1,058,270
New Homes Bonus	-506,197	-506,197	-665,149
Rural Services Delivery Grant	-126,574	-126,574	-146,559
Services Grant 2022/23	-54,777	-54,777	-9,456
One-off Funding Guarantee	-773,369	-773,369	-745,029
Contingency for Feasibility Study - Edisford Car Park Extension	10,000	0	0
Contingency for pay increase above 4%	0	0	200,000
Contingency for fuel and energy costs	0	0	200,000
Business Rates			
Retained Rates Income	204,255	204,255	353,504
Renewable Energy	-31,248	-31,248	-79,791
Section 31 Grants for Business Rates	-2,726,538	-2,840,758	-3,108,877
10% of Retained Levy - Payable to LCC	96,217	102,401	99,587
Share of Business Rates Deficit/(Surplus) on Collection Fund	242,439	242,439	-195,981
	-4,115,792	-5,129,938	-5,156,021
<u>Less Added to/(taken from) Earmarked Reserves</u>			
<u>Planning and Development Committee</u>			
Building Control Fee Earning	-5,360	-25,180	-19,600
Local Plan Reserve	-101,780	-53,210	-139,740
Planning Reserve	0	-3,600	
Biodiversity Net Gain Reserve	0	-8,450	
Performance Reward Grant Reserve	0	-1,040	0

REVENUE BUDGET

	Original Estimate 2023/24 £	Revised Estimate 2023/24 £	Original Estimate 2024/25 £
<i>Subtotal Planning and Development Committee</i>	-107,140	-91,480	-159,340
<i>Community Services Committee</i>			
Crime Reduction Partnership Reserve	-14,910	-15,530	-4,910
Exercise Referral Reserve	-23,580	-7,510	-26,500
Refuse Collection Reserve	-6,530	13,890	-6,790
Amenity Cleansing Reserve	-39,430	-10,820	0
Community Right to Bid/Challenge Reserve	-40,450	-40,450	0
Capital Reserve	0	2,840	0
Repairs and Maintenance Reserve	0	-7,750	0
Playing Pitch Strategy Reserve	0	-16,130	0
Equipment Reserve	0	-4,640	0
<i>Subtotal Community Services Committee</i>	-124,900	-86,100	-38,200
<i>Health and Housing Committee</i>			
Equipment Reserve (JARMS)	-500	-500	-500
Equipment Reserve (CLCEM)	-6,060	-6,060	0
Government Housing Grants (HFORU)	-125,350	58,170	-9,470
Government Housing Grants (SUPPE)	-9,100	0	-12,860
Pensions Triennial Revaluation Reserve	2,500	2,500	0
Government Housing Grants (AWARM)	0	12,550	-46,480
Equipment Reserve (DOGWD)	0	-3,980	0
Capital Reserve (AFHOU)	0	8,370	0
Government Housing Grants (HOMES)	0	-2,220	0
<i>Subtotal Health and Housing Committee</i>	-138,510	68,830	-69,310
<i>Policy and Finance</i>			
Elections (Contribution)	50,000	50,000	50,000
Elections (Use of)	-180,000	-155,380	0
Cyber Resilience Grant Reserve (FMISC)	-11,210	-1,210	-11,112
Equipment Reserve (Transparency grant)	0	0	-98
Performance Reward Grants Reserve (QPJUB)	-5,610	-5,610	0
Revaluation of Assets Reserve (FMISC)	4,000	8,000	-12,000
Community Right to Bid/Challenge Reserve	-4,674	-1,700	550
Custom and Self Build Register Grant Reserve	-14,426	0	-9,620

REVENUE BUDGET

	Original Estimate 2023/24 £	Revised Estimate 2023/24 £	Original Estimate 2024/25 £
Parish Grants Reserve (CORON)	0	-10,000	0
EBSS & AFP Alternative Funding New Burdens Reserve	0	25,930	0
UK Shared Prosperity Reserve	0	26,050	0
Electoral Integrity Reserve	0	-7,480	0
Audit Reserve (RESOR)	0	-16,120	0
Subtotal Policy and Finance Committee	-161,920	-87,520	17,720
<u>Corporate Movements in Earmarked Reserves</u>			
Business Rates Growth Reserve - Balance (Taken)/Added	214,875	322,911	931,558
Business Rates Growth - to top up Business Rates Volatility Reserve	-318,000	-318,000	0
Business Rates Volatility Reserve	318,000	318,000	0
Post LSVT Reserve (Pensions) - BWG	-36,514	-36,514	0
Custom and Self Build Register Grant Reserve	-574	0	0
Neighbourhood Planning Reserve	-16,133	0	0
Brownfield Register Grant Reserve	-26,263	0	0
Performance Reward Grant	-47,577	0	0
Parish Grant Reserve	-5,830	0	0
Pensions Triennial Revaluation Reserve	-8,733	0	0
Subtotal Corporate Movements in Earmarked Reserves	73,251	286,397	931,558
Total Movements in Earmarked Reserves	-459,219	90,127	682,428
Use of General Fund Balances	-300,000	1,504,990	-8,925
Net Expenditure	5,672,613	5,672,613	5,904,551
Parishes	577,048	577,048	627,626
Budget Requirement	6,249,661	6,249,661	6,532,177
Less Settlement Funding Assessment			
Baseline Funding Level	-1,405,077	-1,405,077	-1,456,737
Revenue Support Grant	-48,588	-48,588	-51,807
Balance to be met from Council Tax	4,295,996	4,295,996	5,023,683
Council Tax Deficit/(Surplus)	-80,012	-80,012	-73,966
Total Council Tax Requirement (incl parishes)	4,715,984	4,715,984	4,949,667
Taxbase	24,980	24,980	25,321

REVENUE BUDGET

	Original Estimate 2023/24 £	Revised Estimate 2023/24 £	Original Estimate 2024/25 £
Council Tax	165.69	165.69	170.69
Council Tax (incl parishes)	188.79	188.79	195.48
Previous Financial Year Council Tax	160.69	160.69	165.69
Increase %	3.11%	3.11%	3.02%

COLLECTION FUND

	Original 2023/24 £	Revised 2023/24 £	Original 2024/25 £
Expenditure			
Deficit Brought Forward:			
Council Tax	0	0	0
Business Rates	606,096	184,115	0
Council Tax Precepts:			
Lancashire County Council	39,336,256	39,336,256	41,862,956
Police & Crime Commissioner for Lancashire	6,281,221	6,281,221	6,669,551
Lancashire Combined Fire Authority	2,055,105	2,055,105	2,145,449
Ribble Valley incl Parishes	4,715,984	4,715,984	4,949,667
Allocation of Council Tax Surplus for Year:			
Ribble Valley	80,012	80,012	73,966
Lancashire County Council	666,605	666,605	616,954
Lancashire Combined Fire Authority	34,015	34,015	32,233
Police & Crime Commissioner for Lancashire	104,088	104,088	98,515
Allocation of Business Rates Surplus:			
Central Government	0	0	244,976
Ribble Valley	0	0	195,981
Lancashire County Council	0	0	44,096
Lancashire Combined Fire Authority	0	0	4,900
Cost of Collecting NNDR	96,710	96,710	97,095
Distribution of Business Rates :			
Central Government	7,895,597	7,895,597	7,969,550
Ribble Valley	6,316,477	6,316,477	6,375,640
Lancashire County Council	1,421,207	1,421,207	1,434,519
Lancashire Fire Authority	157,912	157,912	159,391
Enterprise Zone	169,603	139,370	323,882
Renewable Energy Schemes	31,248	31,248	79,791
Transitional Protection Payments	0	0	0
Overpayments of council tax benefit	0	3,050	0
NNDR - Bad Debts Provision	149,923	65,084	162,323
NNDR - Appeals Provision	725,197	564,306	649,291
Council Tax - Bad Debts Provision	395,883	100,000	420,359
Total Expenditure	71,239,139	70,248,654	74,611,085
Income			
Surplus Brought Forward:			
Council Tax	884,720	881,107	821,668
Business Rates	0	0	489,952
Central Government	303,049	303,049	0
Lancashire County Council	54,549	54,549	0
Lancashire Combined Fire Authority	6,061	6,061	0
Ribble Valley	242,437	242,437	0

COLLECTION FUND

	Original 2023/24 £	Revised 2023/24 £	Original 2024/25 £
Council Tax Income	52,784,449	53,288,043	56,047,983
Council Tax Benefits	0	7	0
DCLG - Family Annexes Discount Grant	0	15,000	0
Transitional Protection Payments due to the authority	1,971,601	1,923,095	1,017,286
Business Rates	14,992,273	14,832,787	16,234,196
Total Income	71,239,139	71,560,274	74,611,085
Surplus/(Deficit) carried forward			
CTAX - Surplus/Deficit) Carried Forward	0	821,668	0
NNDR - Surplus/Deficit) Carried Forward	0	489,952	0
Total Surplus/(Deficit)	0	1,311,620	0

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COUNCIL

meeting date: TUESDAY 5 MARCH 2024
title: REVIEW OF POLITICAL BALANCE AND COMMITTEE
ARRANGEMENTS FOR MUNICIPAL YEAR 2023/2024
submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE
principal author: JENNY MARTIN – DEMOCRATIC SERVICES OFFICER

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.

2.4 The political balance was recalculated and approved at Full Council on 12 December 2023.

3 ISSUES

3.1 Councillors Ryan Corney, Stuart Fletcher, Mark French, Gaye McCrum and Malcolm Peplow have given notice that they have joined a new group, namely the Green and Progressive liberal group.

3.2 The calculation of seats after this change is attached at Appendix A. In summary, the Green & Progressive Liberal group gain one seat and the Independent Councillor loses a seat. The provisions relating to the calculation of Political Balance on committees are attached at Appendix B.

3.3 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 2021/2022 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.

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

Agenda for Full Council 12 December 2023

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

POLITICAL BALANCE ON COMMITTEES – MARCH 2024
MATHEMATICAL CALCULATION

1. The political balance of Council is:

Conservatives	17
Liberal Democrats	5
Labour	8
Independent Group	4
Green & Progressive Liberal Group	5
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
Green & Progressive Liberal Group	5×2.75	=	13.75	=	14
Independent	1×2.75	=	2.75	=	2

110**5. Allocation of seats per committee:****Community Services**($15 \div 40 = 0.375$)

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
Green & Progressive Liberal Group	$5 \times 0.375 = 1.875$	=	2
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
Green & Progressive Liberal Group	5 x 0.375 = 1.875	= 2
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
Green & Progressive Liberal Group	5 x 0.375 = 1.875	= 2
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
Green & Progressive Liberal Group	5 x 0.375 = 1.875	= 2
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
Green & Progressive Liberal Group	5 x 0.375 = 1.875	= 2
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
Green & Progressive Liberal Group	5 x 0.225 = 1.125	= 1
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
Green & Progressive Liberal Group	5 x 0.375 = 1.875	= 2
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
Green & Progressive Liberal Group	5 x 0.275 = 1.375	= 2
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>Green&PLG</u>	<u>Ind</u>
Community Services	6	2	3	2	2	0
Planning & Development	6	2	3	2	2	0
Licensing	6	2	3	2	2	0
Health & Housing	6	2	3	2	2	0
Economic Development	6	2	3	2	2	0
Personnel	4	1	2	1	1	0
Policy & Finance	6	2	3	2	2	0
Accounts & Audit	5	1	2	1	2	0
	<u>45</u>	<u>14</u>	<u>22</u>	<u>14</u>	<u>15</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)**, Green & Progressive Liberal Group **14 (-1)**, and Independent **2 (+2) = 110**.

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

COMMITTEE	CONS	LIB DEM	LABOUR	IND GROUP	GREEN & PLG	IND
Community Services	6	2	3	2	2	0
Planning & Development	6	2	3	1 (-1)	2	1 (+1)
Licensing	6	2	3	1 (-1)	2	1 (+1)
Health & Housing	6	2	3	2	2	0
Economic Development	7 (+1)	2	3	1 (-1)	2	0
Personnel	4	1	2	1	1	0
Policy & Finance	7 (+1)	2	3	2	1 (-1)	0
Accounts & Audit	5	1	2	1	2	0
TOTAL	45 (+2)	14	22	14 (-3)	15 (-1)	0 (+2)
	47	14	22	11	14	2
						110

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Ribble Valley Borough Council

SUMMARY OF THE LEGAL PROVISIONS RELATING TO POLITICAL BALANCE ON COMMITTEES ETC.

- 1 Sections 15-17 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 contain detailed provisions designed to secure a political balance on the committees and sub-committees of local authorities. The provisions reflect recommendations made by the Widdicombe Committee of Inquiry into the Conduct of Local Authority Business.
- 2 Section 15 of the Act requires the Council to review at certain times (one of which is the Annual Meeting) the representation of different political groups on the bodies listed in Schedule 1 to the Act (so far as Ribble Valley is concerned the only relevant bodies are committees of the Council). The Council must then determine the allocation of seats between the different political groups and, in doing so, must apply the principles set out in paragraph 3 below.

The Council must then make appointments so as to give effect to the wishes of the political groups as to who is to be appointed.
- 3 The principles to be applied in the allocation of seats are as follows:-
 - (a) Not all the seats on the body concerned are to be allocated to the same political group.
 - (b) A group must have a majority of the seats on the body if it has a majority of the authority's membership.
 - (c) Subject to (a) and (b) above, the number of seats on the ordinary committees of an authority allocated to each political group out of the total number of committee seats is to be in proportion to the group's membership of the authority as a whole.
 - (d) Subject to (a), (b) and (c) above, the number of seats on each body allocated to each political group should be in proportion to the group's membership of the authority as a whole.
- 4 Section 16 of the Act provides that the requirement to give effect to group wishes as to the allocation to seats applies to vacancies which occur. The section also provides that authorities are to follow a group's wishes in determining whether and when to terminate appointments to seats allocated to the group. Finally, the section protects from legal challenge the decisions of a committee on the basis of alleged failure to comply with the allocation rules.
- 5 Section 17 together with the 1990 regulations allows an authority to apply different principles for the allocation of seats than those laid down in the Act but only if no member of the authority votes against the revised arrangements. The regulations require three days written notice to all members of any proposal for departure from the statutory principles.
- 6 The regulations define what is a political group, who are to be treated as members of a particular group and how the wishes of the group are to be expressed. A political group is not the same thing as a political party.

The regulations provide that a political group is constituted by two or more members signing and delivering, to the proper officer, a request in writing to be treated as a political group. The request has to state the name of the group and name one member as its leader. It may also name a member as authorised to act in the place of the leader when he/she is unable to act ("the deputy leader"). Any Council member who did not sign the original request in respect of a group may become a member of it by delivering to the proper officer a request signed by him/her and carrying the written consent of the leader or deputy leader of the group.

- 7 No member of the Council can be a member of more than one political group at the same time and a member ceases to be a member of a political group when he/she ceases to be a member of the Council, notifies the proper officer in writing that he/she is no longer a member of the group or gives the proper officer a further request asking to be treated as a member of another group.
- 8 The wishes of a political group are to be taken as the view expressed orally or in writing by the leader or the deputy leader of the group or the view expressed in writing signed by more than half of the members of the group. If there is any conflict between a view expressed by the leader or deputy leader, and a view expressed in writing by a majority of the members of the group the latter is to prevail.
- 9 The general principles require that the members of political groups be given a seat allocation which reflects the proportion of their membership of the Council. The Act does not say so, but this means in practice that independent or non-group members will similarly have to be given a seat allocation which reflects their proportion of the total membership. That does not, however, mean that each single member has to have his/her personal proportion of the total seats or that there is anyone whose wishes the Council will be required to follow in making the seat allocation, unless of course the non-group members decide to form themselves into a group for this purpose. The regulations nevertheless provide that in making appointments to seats which are not allocated to any political group the Council must only appoint from among those members who belong to no political group.
- 10 A High Court decision (R [East Riding of Yorkshire Council] v Joint Committee for the purpose of making appointments to the Humberside Police Authority 2001) (ACD44) has confirmed that the purpose of the Act is to regulate the political balance of the political groups and does not require independent members to be proportionally represented. This means that in carrying out the mathematical calculation, seats are allocated to the political groups according to their representation on the Council. Whatever seats are left over are then allocated between the independent members on the Council.
- 11 Guidance from the Department of the Environment suggests the following sequence for implementing the rules as to seat allocation:
- (a) determine the number of seats with votes on each ordinary committee and calculate the total;
 - (b) calculate the proportion that each political group forms of the total membership of the authority;
 - (c) apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group. Because the requirements are "so far as reasonably practicable", the Department of the Environment suggests that fractional entitlements of less than a half are rounded down and entitlements of a half or more are rounded up. If this results in a greater aggregate than the number of seats available, the fractional requirements closest to a half should be rounded in the other direction until entitlements balance the available seats;
 - (d) apply the proportions to the number of members on each ordinary committee to give a provisional entitlement to seats on that committee;
 - (e) where the provisional entitlement gives only one group seats on the committee, adjust the entitlement so that the next largest group has a seat;
 - (f) where one group has a majority of the membership of the Council but does not have a majority on any committee as a result of the provisional entitlement, increase its share on that committee so that it does have a majority;
 - (g) adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement while preserving the results reached at steps (d) and (e).

- 12 The regulations lay down machinery covering detailed arrangements to ensure that seats are allocated in the accordance with the wishes of political groups. When a seat has been allocated to a political group by the Council or a Committee, the proper officer is to give notice of the allocation to the leader of the group and must also notify the group leader when a seat allocated to this group becomes vacant. Groups then have three weeks to express their wishes as to the persons to be appointed, failing which the Council or the Committee may proceed to appoint such persons as they think fit. August, or any additional holiday period appointed by the Council, is not to count for this purpose. Any decision of a political group to terminate an appointment is to be communicated by notice in writing to the proper officer and the person currently holding the seat.

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Minutes of Community Services

Meeting Date: Tuesday, 9 January 2024, starting at 6.35 pm
Present: Councillor R Newmark (Chair)

Councillors:

J Alcock	D O'Rourke
J Atherton	M Peplow
K Barnsley	M Robinson
S Brunskill	G Scott
R Corney	K Spencer
S Cowman	L Street

In attendance: Head of Engineering Services, Director of Resources & Deputy Chief Executive, Head of Leisure and Cultural Services and Senior Accountant

Also in attendance: Councillors T Austin, M Graveston, S O'Rourke

533 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors S Atkinson and L Jameson.

534 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 17 October were approved as a correct record and signed by the Chairman, subject to the addition of information at minute number 376 that the Community Orchard location had been clarified with the Parish Council.

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

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

536 PUBLIC PARTICIPATION

The Chairman welcomed Stephen Burke who spoke in respect of agenda item 10 - Original Revenue Budget 2024/25, agenda item 11 – Revised Capital Programme 2023/24, and agenda item 12 – Capital Programme Review and New Bids 2024/25 to 2028/29, on the subject of Clitheroe Castle and Clitheroe Conservation Area.

537 HYDROTREATED VEGETABLE OIL (HVO) FEASIBILITY RESULTS

The Director of Community Services submitted a report to update Committee on the trial use of Hydrotreated Vegetable Oil (HVO) in refuse vehicles, and consider whether a recommendation should be made to Policy and Finance Committee to switch all qualifying vehicles to HVO at a cost of £100k per annum for revenue and a one-off installation of £15k.

In September 2021 the Council had adopted the Ribble Valley Borough Council Climate Change Strategy 2021 – 2030 under which the Council's ambition was to become carbon neutral by 2030. The Council's vehicle fleet was the largest single contributor to the Authority's carbon emissions. It was reported that HVO fuel could result in 90% reductions in CO2 emissions and was the best opportunity for the Council to make the greatest reduction in CO2 emissions.

On 14 March 2023 Committee had agreed a twelve-week trial of Biofuel for some of the Council's vehicle fleet. Any refuse collection vehicle (RCV) that was 'Euro 6 Complaint' could run on HVO, without any modifications. Ten of the current fleet of RCV's were Euro 6 compliant, two were not. The trial had been undertaken using one RCV, without any vehicle issues and fuel consumption remained similar to diesel. Consultation had also taken place with other Authorities that had switched to HVO and there had been no reported issues. The existing diesel tank at the depot could be converted to HVO, with the provision of a smaller diesel tank for remaining diesel vehicles, at a cost of £15k. The use of HVO as a vehicle fuel would also increase the annual fuel budget at the depot by 42% to £97,966.

Members discussed the proposal at length. Concerns were raised regarding the emissions resulting from the production and transport of the HVO. It was stated that some HVO contained palm oil and Members were opposed to use a product should it contain palm oil. It was suggested that should the Council adopt the use of HVO that it be spot checked and independently tested to ensure it was in fact a renewable and sustainable product.

Concerns were raised around the unknown future costs of the HVO. Officers confirmed that the HVO would be from a certified source, however, Members queried if specific certification assurances could be obtained. It was also suggested that the Council confer with as many other authorities as possible in order to obtain feedback on their use of HVO.

The Council's representative on the Lancashire Waste Partnership addressed the meeting and updated members regarding a recent meeting he had attended.

Committee requested more detailed information and reassurance around the source and sustainability of the product before reaching a decision, especially due to the high additional revenue costs.

RESOLVED THAT COMMITTEE:

Request further information and defer to a future Committee for the information to be considered.

538

TOGETHER AN ACTIVE FUTURE AGREEMENT

The Director of Community Services submitted a report seeking Committee approval for the Together an Active Future (TaAF) agreement with Blackburn with Darwen Borough Council, who were the accountable body with Sport England for the funding which the Pennine Lancashire area received.

An update on the work and proposed future work with TaAF had been provided to Committee in October 2023. A standard agreement for TaAF funding was in place with Blackburn with Darwen Council for all East Pennine districts including Ribble Valley. It was proposed that the second phase of TaAF (Accelerator Phase) was covered through a variation to the agreement. The work was fully funded through Sport England and a summary of the expected spend agreed with Sport England was included in the report along with the deed of variation for agreement by Committee.

The programme included the appointment of an additional member of staff to co-ordinate the community and partner engagement to address long-term health issues and oversee other aspects of the accelerator programme. There would also be a

series of partner agreements with local delivery partners in the Borough which would in large co-ordinate activities in villages, for example, the Active Village theme.

Members welcomed the project and supported the agreement.

RESOLVED THAT COMMITTEE:

Approve the Council entering into the deed of variation for phase 2 accelerator as outlined in the report.

539

ARTS COUNCIL GRANT REQUEST

The Director of Community Services submitted a report seeking Committee approval for the Council to submit a bid to Arts Council England (ACE), for the funding of an Arts Strategy for the Borough.

The Council provided grants to art bodies for a range of arts initiatives, as well as providing the Platform Gallery, which was an important venue for many local artists to show their works there and at the Clitheroe Castle Museum. It was suggested that a place-based strategy for Arts be developed, which was in line with what ACE were seeking to support, and would help the arts sector in the Borough, potentially leading to further funding being attracted into the area.

There was synergy between this proposal and the work already being done under the Together an Active Future (TaAF) banner. The proposed approach and initial actions were outlined in the report. The two-year project would require a total budget of £60,000 over the two years, and it was proposed that £5,500 of the Arts Development budget from this year 2023/24 and next year 2024/25 was included with the application as match funding.

Members supported the bid and spoke about the importance of the arts in the Borough. The success of Council run events such as the food festival were noted, and it was suggested that a similar approach be applied to arts events to increase tourism. Members wished to use their experience and knowledge in this area to be more involved in the development of the Arts Strategy. It was suggested a Working Group for the Arts and Arts Strategy be proposed.

RESOLVED THAT COMMITTEE:

1. Approve the proposal to make a funding bid to ACE, as outlined in the report
2. Delegate authority to the Director of Community Services to submit the bid and enter into any subsequent agreement with ACE on behalf of the Council.
3. Propose a Working Group for the Arts and Arts Strategy, with details to be brought back to the next meeting.

540

CAR PARKING UPDATE

The Director of Community Services submitted a report updating Committee on current car parking arrangements and agree proposals for Electric Vehicle (EV) charging.

The report noted that Pay and Display machines worked in all car parks when using cash. Transaction information was downloaded over the mobile network, therefore in

areas of poor connectivity, such as Dunsop Bridge, debit card transactions were not possible, and part of the machine had to be removed in order to download transaction information. The Council were continuing to look for solutions to the Dunsop Bridge connectivity issue and a number of options were being explored to improve mobile and internet connectivity.

Electric vehicles were now integral to the Government's policies for climate change and transport. The provision of EV charging in the area was poor, particularly in rural areas. The Council's Corporate Strategy 2019-2023 gave an undertaking to introduce electrical charging points on Council owned car parks. Following the RVBC EV Charge Point Feasibility Report 2023, 4 car parks had been identified as the most suitable for the installation of EV charging, based on the existing, available, local power supplies and communication (mobile and broadband), located at:

- Slaidburn
- Sabden
- Ribchester
- Chipping

Dunsop Bridge was not suitable due to poor mobile connectivity, however discussions were ongoing with suppliers to find a solution.

£50,000 of UKSPF funding had been allocated to the installation of EV charging facilities on rural car parks.

The current car parking order did not make separate provision for EV charging spaces. The Council had made a strong commitment to Climate Change and wished to promote the use of electric vehicles where possible. It was considered that providing cost effective charging was a benefit to users and that further subsidy of car park charging was not necessary. In addition, enforcing a variation in car parking fees for EV's would be problematic, in that the vehicle would actually need to be charging for the subsidy to apply, which could lead to confusion and tickets being issued as a result.

There was discussion at the meeting, and it was suggested that parking charges should not apply when a car is charging, due to the low charging rate (7kw/h). It was noted that the Council did not receive any payment for the charging of a vehicle, only the parking fee, and that the low rate was a supply issue. It was noted that some non-EV users block charging spaces, therefore charging for all parking spaces regardless of the type of vehicle was a way to deter non-EV vehicles from parking in charging spaces, which may be essential to EV users. It was also felt unfair to incentivise EV users when many road users struggle to afford the cost of motoring.

RESOLVED THAT COMMITTEE:

Note the contents of the report and agree that standard car parking charges will apply to EV charging bays.

541

REVISED REVENUE BUDGET 2023/24

The Director of Resources and Deputy Chief Executive submitted a report outlining the revised revenue budget for 2023/24 for this Committee. Members were reminded that at this time of year the estimates are revised for the current financial year in order to predict the likely outturn. In essence the revised estimate was the Council's latest forecast for the outturn on the current financial year's budget. This also assisted the Council in preparing the original estimates for the coming financial year.

The original budget for 2022/23 included provision for pay increase at 5% and price increase at 7.5% as it was anticipated inflation would fall during the year.

The pay award for 2023/24 had now been settled at £1,925 per full time employee. Overall the cost of the pay award was 6.5% which was around £170k above the 5% that had been allowed for.

The report noted that significant levels of inflation had been experienced and the revised estimate took into account the levels of inflation experienced so far. A comparison between the revised and original estimates, and detailed analysis of the variances, were included in the report.

The difference between the revised and original estimate was a decrease in net expenditure of £823,010 or a decrease in net expenditure of £784,210 after allowing for movements in earmarked reserves.

RESOLVED THAT COMMITTEE:

Agreed the revenue revised estimate for 2023/24.

542

ORIGINAL REVENUE BUDGET 2024/25

The Director of Resources submitted a report asking Committee to agree the draft revenue budget for 2024/25 for this Committee for consideration at the Special Policy and Finance Committee.

The forecast in September predicted a budget gap of £877k in 2024/25, £2.261m in 2025/26 and £2,740m in 2026/27. Since the forecast was prepared the Government's Policy Statement on Local Government Finance had been published on 5 December 2023, announcing that all local Councils would receive an increase in Core Spending Power the following year of 3% by continuation of the One-Off Funding Guarantee. Since the forecast was prepared, the Council had seen further cost increases particularly due to inflation and energy costs.

The difference between the original estimate of 2023/24 and the adjusted estimate of 2022/23 was a further increase in net expenditure of £705,710 after allowing for transfers from earmarked reserves. This meant that the total movement from the true Original Estimate of 2022/23 to the Original Estimate of 2023/24 was £1,130,340 or £1,101,220 after movements in earmarked reserves. The Policy Statement also announced that:

- New Homes Bonus Allocations would continue for 2024/25
- Rural Services Delivery Grant would continue for 2024/25
- Revenue Support Grant (RSG) would increase in line with CPI with no negative RSG
- Business rates would not be reset and Business Rate Pooling would continue
- A Council tax referendum principle of up to 3% or £5 for district councils

Detailed information on the individual budget areas under the Committee were included in the report, along with the movements from the 2023/24 Original Estimate to the draft Original Estimate for 2024/25, with comments on the main variances.

Members thanked Officers for the detailed report.

RESOLVED THAT COMMITTEE:

Approve the revenue Original Estimate for 2024/25 and submit this to the Special Policy and Finance Committee.

REVISED CAPITAL PROGRAMME 2023/24

The Director of Resources and Deputy Chief Executive submitted a report seeking Committee's approval of the revised estimate for this Committee's capital programme for the current financial year.

Fourteen capital schemes for this Committee's original estimate budget, totalling £1,095,750, were approved by the Policy and Finance Committee and Full Council at their meetings in February 2023 and March 2023 respectively. Furthermore, two new schemes had been approved for 2023/24, along with additional budget for an existing scheme, and one scheme had been brought forward from the 2024/25 capital programme to the 2023/24 programme.

Six capital schemes had not been completed by 31 March 2023 and had some unspent budget available at that date. The total unspent budget of £53,950 on those schemes, known as slippage, was moved into the 2023/24 capital programme budget, after approval by this Committee in May 2023.

The proposed revised estimate for this Committee's 2023/24 capital programme was £960,410, which was a £510,800 reduction from the previously approved capital budget.

It was recommended that budgets totalling £440,170 on five schemes were moved to the 2024/25 financial year.

RESOLVED THAT COMMITTEE:

1. Approved the 2023/24 revised estimate of £960,410 for this Committee's capital programme, as set out in the Annex to the report.
2. Approved the move of the following capital scheme budgets from 2023/24 to 2024/25:
 - Castle Keep Lime Repointing Works and Repairs, £301,770
 - Edisford Playing Pitches Drainage Works, £10,900.
 - LDASR: Longridge Depot 'Ambulance Shed' Refurbishment, £47,000.
 - Replacement of Refuse Iveco Tipper (PO60 AYK), £46,000
 - Replacement of High Top Transit Van PJ63 WUC, £34,500.

CAPITAL PROGRAMME REVIEW AND NEW BIDS 2024/25 TO 2028/29

The Director of Resources and Deputy Chief Executive submitted a report asking Members to consider the proposed future capital programme for this Committee, covering the period 2024/25 to 2028/29.

For this committee there had originally been 33 schemes approved for the financial years 2024/25 to 2027/28, totalling £3,254,840. One scheme, totalling £19,300 in respect of a Replacement Drain Jetter had already been brought forward into the 2023/24 financial year and completed in that year due to the urgency.

New capital bids had been put forward for 2028/29 for Committee to consider. For this committee there had been 19 new bids totalling £1,800,060.

The proposed amendments to the previously approved capital programme would increase the capital programme by £3,320. If all new bids were approved this would increase the proposed capital programme by a further £1,800,060.

If all amendments and bids were to be approved, this would result in a proposed capital programme for 2024/25 to 2028/29 for this Committee, comprising of forty-eight schemes (three were rolling programme schemes) totalling £5,038,920.

It was noted at the meeting that the Council had received correspondence confirming the amount the Council would receive to fund food waste collections. Further details were awaited from LCC however it was anticipated that collections would be introduced in April 2026 for residential waste, and April 2025 for commercial waste. A report would be brought to a future Committee.

Flooding in Ribchester was raised as an issue and the suggestion of a hydrology study as a capital bid. Members understood that a hydrology study had been completed for the whole of Lancashire some years ago, therefore this would be investigated in the first instance.

RESOLVED THAT COMMITTEE:

Approve the future capital programme for this Committee's services for onward recommendation to Policy and Finance Committee for the period 2024/25 to 2028/29, based on the proposals included in the report.

545

MEMBERSHIP OF WORKING GROUPS

The Chief Executive submitted a report for Committee to consider the membership of the Working Groups under the remit of this Committee for the remainder of the municipal year 2023/24.

Committee had approved the appointment of Members to the Grants Working Group and Car Parking Working Group for 2023/24 on 30 May 2023. Following political group changes, the revised membership of the Community Services Committee based on the new political balance had been confirmed at the meeting of the Full Council 12 December 2023.

The Grants Working Group had not been affected and the membership therefore remained unchanged. Members appointed Councillor D O'Rourke as a replacement member to the Car Parking Working Group as Councillor S O'Rourke was no longer a member of the Committee.

RESOLVED THAT COMMITTEE:

1. Note that the membership of the Grants Working Group remains unchanged as follows:

Grants – Councillors R Newmark, J Alcock, M Robinson, K Barnsley and L Street

2. Appoint Councillor D O'Rourke to the Car Parking Working Group, with the revised membership as follows:

Car Parking – Councillors R Newmark, S Atkinson, D O'Rourke, L Jameson and J Atherton

546 PLAYING PITCH STRATEGY - INTERIM UPDATE

The Director of Community Services submitted a report providing Committee with an update on the progress of the playing pitch strategy (PPS) work which the Council had commissioned.

The Council had jointly procured a PPS with Pendle Borough Council. The production of a PPS was an important milestone for the Council and the various sports clubs and organisations involved in outdoor sport in the Borough. Once completed the final document would be provided to Committee and incorporated into the Local Plan. The full report would not be available until the Spring once the winter assessment had been carried out.

547 CORPORATE PLAN PERFORMANCE REPORTING

The Chief Executive submitted a report informing Committee about year-end reports for 2021/22 and 2022/23 that detailed performance against the Council's local performance indicators.

The report provided an overview of the Council's performance up to 31 March 2023. Analysis showed that of the 8 key performance indicators (KPIs) that could be compared to target:

- 25% (2) of the KPIs met target (green) or were on track.
- 12.5% (1) of the KPIs were close to target (amber) where delivery was on track and was being managed.
- 62.5% (5) of the KPIs were either awaiting data, data was unavailable, or a target had not been set.

Of the 8 KPIs where performance trend could be compared over the years:

- 25% (2) of the KPIs had improved
- 12.5% (1) of the KPIs had worsened, which was in the report.
- 62.5% (5) of the KPIs were either awaiting data, data was unavailable, or a target had not been set, therefore performance could not be compared.

The full monitoring report along with narrative on performance and targets was provided in the report.

548 GENERAL REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a report for information giving an update on waste regulations, Clitheroe Castle keep, Ribblesdale Pool, The Brian Holden Playing Pitches at Mardale, Sabden public toilets, Longridge public toilets, play areas, and climate change.

549 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

550 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

551 EXCLUSION OF PRESS AND PUBLIC

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

552 CASTLE MUSEUM REVIEW

The Director of Community Services submitted a report providing Committee with an update on the management of Clitheroe Museum and the Atrium Café.

Since re-opening in 2009, the Council owned museum had been managed by the Lancashire County Museum Service under a contract with the Council, for which they received £162,520 per year. The current contract was due to end on 31 March 2024. The Atrium Café did not form part of the agreement with LCC and had been subject to separate agreements with independent providers, the most recent of which had ended following the pandemic and the café had since remained closed. The bowling green café was let under a contract for the previous two summers.

Under the terms of the agreement with Lancashire County Council, the collection was maintained by them on the Council's behalf along with various other services which ensured that the museum achieved and maintained its accredited status, namely:

- Conservation services
- Curatorial services
- Collection management and documentation
- Technical support and services
- Collection care and collection management training

The Council had been in discussions with Lancashire County Council regarding the management of the museum once the existing contract expired on 31 March 2024. LCC had indicated that they were willing to continue with the management of the museum subject to a contractual amendment. LCC had informed officers that the operation of the museum was currently subsidised by LCC and proposed a full cost recovery model which would increase the amount paid by the Council.

LCC put forward 3 options as set out in the Annex to the report;

- Option 1 based on the current opening hours of 35 hours per week (20 hours in winter) at an extra cost of £88,458 per annum
- Option 2 based on opening hours of 20 hours per week with an extra annual cost of £52,796
- Option 3 based on opening hours of 16 hours per week at an extra annual cost of £33,870.

The operational costs of the facilities such as repairs, maintenance, business rates, and utilities, would all continue to be met by the Council. Income from the museum would continue to be shared with LCC.

The report set out the options beyond the end of the current management agreement however, to enable time for Officers to fully examine the options and for Committee to make an informed decision, LCC had agreed to extend the current agreement for up

to six months at no additional cost. However it was explained that this would require reduced opening hours of 4 days rather than the current 7 days.

Members were asked to consider the temporary extension offer. If this option was chosen, a further report would then be brought to Committee with a full appraisal of the options for the future management of the museum.

Members discussed the options put forward in the report and also the LCC options attached at Annex 1. They made suggestions in regard to the Atrium.

Committee were minded to agree with Option 1 put forward by LCC to continue with the museum's current arrangements and opening hours subject to a referral to Policy and Finance Committee to approve the extra cost of £88,458.

RESOLVED THAT COMMITTEE:

Approve the offer by Lancashire County Council to continue with the current arrangement for the museum to be open for 35 hours per week (20 hours per week in winter) subject to referring the extra cost of £88,458 per annum to Policy and Finance Committee for approval.

The meeting closed at 9.12 pm

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

Minutes of Planning and Development

Meeting Date: Thursday, 11 January 2024, starting at 6.30 pm
Present: Councillor S Bibby (Chair)

Councillors:

T Austin	S Hore
I Brown	S O'Rourke
S Brunskill	M Peplow
L Edge	J Rogerson
M French	K Spencer
G Hibbert	N Stubbs

In attendance: Director of Economic Development and Planning, Director of Resources & Deputy Chief Executive, Head of Development Management and Building Control, Head of Legal and Democratic Services and Senior Accountant

553 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillors L Jameson and K Horkin

554 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7 December 2023 were approved as a correct record and signed by the Chair.

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

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

556 PUBLIC PARTICIPATION

There was no public participation.

557 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

(i) 3/2023/0305 - land at former Higher Standen Farm (adj Swardean Way Valley Lane Higher Peak Crescent South Gate Broadfield Street) Pendle Road Clitheroe BB7 1PR

Members noted the late item report.

RESOLVED THAT COMMITTEE:

Deferred and delegated to the Director of Economic Development and Planning for approval subject to the conditions in the report with amendments to condition 2 following confirmation/agreement of the final submitted drawing package:

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:

List of approved drawings to be confirmed and agreed

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. Prior to their installation details of a scheme for any external building mounted or ground mounted lighting/illumination, shall have been submitted to and approved in writing by the local planning authority. For the avoidance of doubt the submitted details shall include luminance levels and demonstrate how any proposed external lighting has been designed and located to avoid excessive light spill/pollution and shall include details to demonstrate how artificial illumination of important wildlife habitats is minimised/mitigated.

The lighting schemes(s) be implemented in accordance with the approved details and retained as approved unless agreed in writing by the Local Planning Authority

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

5. Notwithstanding the submitted details, prior to their installation, details of the proposed roof mounted Photovoltaic Panels, including section details, shall have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in strict accordance with the approved details.

REASON: In order that the Local Planning Authority may ensure that the detailed design and external appearance of the proposal is appropriate to the locality and responds positively to the inherent character of the area.

6. Notwithstanding the submitted details, prior to their installation, details of the provision of proposed Electric vehicle Charging Points, shall have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in strict accordance with the approved details. For the avoidance of doubt, the agreed provision(s) shall be installed and made available for use prior to first use or occupation of the development hereby approved.

REASON: In order that the Local Planning Authority may ensure that proposed development includes provisions to encourage sustainable methods of travel.

HIGHWAYS MATTERS:

7. 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.

8. No part of the development hereby permitted shall be occupied until such time as vehicular visibility splays of 2.4 metres by 25 metres have been provided at the site access. 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.

9. The development hereby permitted shall not be occupied until such time as the parking and turning facilities have been implemented in accordance with the approved details. Thereafter the onsite parking provision shall be retained as such 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.

10. No building or use hereby permitted shall be occupied or the use commenced until a cycle storage plan for the care home has been submitted to the Local Planning Authority, in consultation with the Local Highway Authority. These cycle facilities shall thereafter be kept free of obstruction and be made available for the parking of bicycles only at all times.

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

11. Within 6 months of occupation the submitted Interim Travel Plan should be developed into a Full Travel Plan containing the details listed below and be submitted to, and approved in writing by, the Local Planning Authority. The provisions of the Full Travel Plan shall be implemented and operated in accordance with the timetable contained therein unless otherwise agreed in writing with the Local Planning Authority.

For the avoidance of doubt the Full Travel plan when developed needs to include the following as a minimum:

- Contact details of Travel Plan coordinator
- Travel survey results
- Details of cycling, pedestrian and public transport links to and within the site
- Details of the provision of cycle parking
- SMART Targets
- Action plan of measures to be introduced and appropriate funding
- Details of arrangements for monitoring and review of the Travel Plan for a period of at least 5 years

REASON: To support sustainable transport objectives including a reduction in single occupancy car journeys and the increased use of public transport, walking and cycling

LANDSCAPE AND ECOLOGY:

12. The landscaping proposals hereby approved shall be implemented in the first planting season following occupation or first use of the development, and shall be maintained thereafter for a period of not less than 15 years to the satisfaction of the Local Planning Authority.

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

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

DRAINAGE AND FLOODING:

13. The development permitted by this planning permission shall be carried out in accordance with the principles set out within the site-specific flood risk assessment (February 2023 / KRS.0635.006.R.001.A / KRS Enviro).

The measures shall be fully implemented prior to occupation of the development and in accordance with the timing / phasing arrangements embodied within the scheme, or within any other period as may subsequently be agreed, in writing, by the Local Planning Authority in consultation with the Lead Local Flood Authority

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.

14. Prior to the installation of any drainage infrastructure, details of the final surface water sustainable drainage strategy for the site shall be 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 (14th June 2023 / 220018-JPS-XX-XX-RP-C-001 – Revision 4 / JPS) 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 5l/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 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.

15. No development shall commence 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 greenfield runoff rate from the site.

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

16. 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.

FURTHER CONTROL OVER DEVELOPMENT:

17. Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order 1987 (as amended or re-enacted) and the Town and Country Planning (General Permitted Development)(England) Order 2015 (as amended or re-enacted) and the Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016 (as amended or re-enacted) the use of the development/building hereby approved shall only be used for the purposes of Use Class C2 (Residential institution).

REASON: To define the scope of the permission hereby approved and to ensure that the development remains compatible with the character of the area

- (ii) 3/2023/0801 - Car Park Mardale Road Longridge PR3 3EU

RESOLVED THAT COMMITTEE:

Grant planning permission subject to the following conditions:-

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 (1:1250)
Proposed Development (1:500)
Proposed Development (1:200)
Proposed Elevations (1:50)

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

3. Notwithstanding the submitted details, details 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.

(iii) 3/2023/0767 - Land adj Rush Paddock Farm Osbaldeston Lane Osbaldeston BB2 7LY

RESOLVED THE COMMITTEE:

Refused planning permission for the following reasons:

1. The proposal is considered to be in direct conflict with Policy DMG1 and DMB3 of the Ribble Valley Core Strategy insofar that the proposed development would result in significant harm to the residential amenities of the occupiers of 1 & 2 Ribblesdale Place, Rush Paddock Farm, Paddock Barn and The Bungalow which all have elevations that overlook the site and which would experience adverse loss of privacy and increased noise and disturbance impacts caused by parking and access arrangements associated with the development. This is also in conflict with the National Planning Policy Framework which requires planning decisions to avoid noise giving rise to significant adverse impacts on health and quality of life.

2. The proposal is considered to be in direct conflict with Key Statement EN2 and Policies DMG1 and DMB3 of the Ribble Valley Core Strategy in that the proposed lodges, by virtue of their overall scale, design and cramped form of development would fail to be in keeping with the character of the landscape, being of significant harm to the character and visual amenity of the area.

3. The proposal would result in the introduction of an incongruous, anomalous and discordant form of development by virtue of the cramped layout, design and materials proposed that would significantly visually compromise and undermine the open aspect of the area that defines the inherent character of the immediate and wider area. As such the proposal would result in an unacceptable visual impact to

the character and visual amenities of the open countryside contrary to Policies DMG1, DMG2 and DMB3 of the Ribble Valley Core Strategy 2008-2028.

4. The proposed development is considered to be indirect conflict with Policy DMG3 of the Ribble Valley Core Strategy insofar that the proposed development will have a significant adverse impact on highway safety due to the substandard visibility splay to the south side of the site access along Osbaldeston Lane together with the lack of footways linking the site with bus stops and facilities which could result in potential conflict with other highway users. The lack of footways and poor connectivity to nearby services and facilities would also place increased reliance on the private motor vehicle by occupants of the development, as opposed to encouraging sustainable means of travel, which is in conflict with the National Planning Policy Framework.

(iv) 3/2023/0833 - Unit 26 Mitton Road Business Park Whalley BB7 9YE

Mr Michael Hargreaves spoke in support of the application.

Councillor A Wilkins-Odudu was given permission to speak and spoke in support of the application.

RESOLVED THAT COMMITTEE:

Minded to grant planning permission. The application is to be brought back to a future committee with draft conditions

558 PLANNING ENFORCEMENT UPDATE

The Chief Executive submitted a report providing Committee with an update on planning enforcement. Members were informed that the Council currently had 90 live planning enforcement matters, of which 32 had submitted planning applications awaiting decisions. Between 12 September 2023 and 02 January 2024, the Council received 37 new complaints.

The proposed amendments to the Council's Planning Enforcement Policy were outlined to Committee, i.e. that when formal enforcement action is taken, ward Councillors and the Chair of Planning & Development Committee will be informed.

In response to a query from Councillor Spencer, the Head of Legal and Democratic Services provided a summary of the action that the Council could take if there had been a breach of planning control.

RESOLVED THAT COMMITTEE

Approve the amendments to the Planning Enforcement Policy.

559 REVISED REVENUE BUDGET 2023/24

The Director of Resources and Deputy Chief Executive submitted a report seeking for Members to agree a revised revenue budget for 2023/24 for this Committee.

Members were reminded that the original estimate for this current financial year was set in March 2023 but there could be numerous variations to the budget as the year progressed, particularly through the budget monitoring process. At this time of year,

the Council revise the estimates for the current financial year to predict the likely outturn.

It was noted that 5% had been originally allowed for pay increases and 7.5% for price increases. The pay award for 2023/24 had now been settled and the overall cost for the Council was 6.5%, which was approximately £170,000 above what had been allowed for. The changes to the level in inflation had also been taken into account.

The Director of Resources and Deputy Chief Executive summarised some of the substantial movements for members' information. She advised that the total movement from the Original Estimate to the Revised Estimate was a decrease of £50,010, or £34,350 after movements to and from earmarked reserves.

RESOLVED:

Agree the revenue revised estimate for 2023/24.

560

ORIGINAL REVENUE BUDGET 2024/25

The Director of Resources and Deputy Chief Executive submitted a report asking Members to agree the draft revenue budget for 2024/25, for consideration as Special Policy and Finance Committee.

The Council's three-year budget forecast had been presented to Policy and Finance Committee in September 2023 when it predicted that there would be the following budget gaps: £877k in 2024/25, £2.261m in 2025/26 and £2.740m in 2026/27, after allowing for use of general fund balances. The biggest factors affecting the forecast were the:

- threat of losing the New Homes Bonus
- assumption that the 'One-off Funding Guarantee' was indeed a one-off for 2023/24
- Level of interest rates and inflation

The key updates to the September 2023 forecast were summarised as follows:

- The continuation of the 'One-off Funding Guarantee' where required
- The New Homes Bonus and the Rural Delivery Grant will both continue for 2024/25
- The Revenue Support Grant will increase in line with CPI with no negative RSG
- Business rates will not be reset and Business Rate Pooling will continue
- A council tax referendum principle of up to 3% or £5 for district councils
- Ribble Valley's Core Spending Power is set to increase by 4.7%

The Director of Resources and Deputy Chief Executive highlighted some of the main variations to net expenditure for this Committee, which included inflationary increases and the 25% national increase in planning fees. However planning fee income was expected to be lower than the inflated base mainly due to a reduction in the number of major planning applications being received.

The total movement from the Original Estimate in 2023/34 to the Original Estimate 2024/25 was an increase of £93,880, or £41,680 after movements to and from earmarked reserves.

RESOLVED THAT COMMITTEE:

Approve the revenue original estimate for 2024/25 and submit this to the Special Policy and Finance Committee

561

REVISED CAPITAL PROGRAMME 2023/24 AND FUTURE CAPITAL PROGRAMME REVIEW AND NEW BIDS

The Director of Resources and Deputy Chief Executive submitted a report asking for approval of the 2023/24 revised estimate for this Committee's capital programme.

£26,420 had originally been approved for one capital scheme, namely for residual planning system upgrades. It was proposed that this sum be left within the 2023/24 revised capital programme.

For this Committee's future capital programme, there were no previously approved capital schemes for 2024/25 to 2027/28 to review and no new capital scheme bids were submitted for 2028/29.

RESOLVED THAT COMMITTEE:

Approve the 2023/24 revised estimate of £26,420 for this Committee's capital programme

562

CORPORATE PLAN PERFORMANCE REPORTING

The Chief Executive submitted a report informing Committee in relation to year-end reports for 2021/21 and 2022/23 that detail performance against local performance indicators. The report provided an overview of the Council's performance up to 31 March 2023.

Analysis showed that of the 21 Planning Services key performance indicators (KPIs) that could be compared to target:

- 9.5% (2) of the KPIs met target and or were on track.
- 9.5% (2) of the KPIs close to target where delivery was on track and was currently being managed.
- 0% (0) of the KPIs missed target where performance was or was likely to be off track.
- 81% (17) of the KPIs provide data only.

Of the 21 Planning Services KPIs where performance trend can be compared over the years:

- 43% (9) of the KPIs had improved
- 9.5% (2) of KPIs stayed the same
- 47.5% (10) of PIs worsened

Analysis showed that of the 4 Building Control KPIs that could be compared to target:

- 50% (2) met target and or were on track.

- 50% (2) of the KPIs close to target where delivery was on track and was currently being managed.

Of the 4 Building Control KPIs where performance trend can be compared over the years:

- 25% (1) of the KPIs had improved
- 75% (3) of KPIs stayed the same

563 WORKING GROUP MEMBERSHIP

The Chief Executive submitted a report confirming that the membership of the Working Group under the remit of this Committee for the remainder of the Municipal Year 2023/2024 remained unchanged following changes to political groups.

Members noted the contents of the report.

564 APPEALS (IF ANY)

Members noted the contents of the Appeals report.

565 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

566 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

567 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.34 pm

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

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Minutes of Personnel

Meeting Date: Wednesday, 17 January 2024, starting at 18:30
Present: Councillor R Elms (Chair)

Councillors:

K Barnsley	D Brocklehurst
S Bibby	S Farmer
D Birtwhistle	S Hore

In attendance: Chief Executive and Head of Human Resources

Also in attendance: Councillor S Atkinson

568 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillors S Fletcher and S O'Rourke.

569 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 25 October 2023 were approved as a correct record and signed by the Chairman.

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

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

571 PUBLIC PARTICIPATION

There was no public participation.

572 UNISON REPRESENTATIVE

This item was deferred to a future meeting.

573 PAY POLICY UPDATE (STATEMENT) 2024/2025

The Director of Resources and Deputy Chief Executive submitted a report for Committee to review the Council's Pay Policy Statement in accordance with the Localism Act 2011.

The Pay Policy set out the existing approach to remuneration off all posts within the Council, along with other details as required by the Localism Act 2011. The Council's Pay Policy Statement, which was first published in 2012, had been reviewed and updated and a full copy was included with the report.

***RESOLVED THAT COMMITTEE:

1. Receive the report.
2. Recommend the Pay Policy Statement for 2024/25 for approval by Full Council at its meeting on 5 March 2024.

574

RIBBLE VALLEY TAAF WORKSTREAM NETWORK LEAD - CHANGES TO ESTABLISHMENT

The Director of Resources and Deputy Chief Executive submitted a report for Committee to approve an increase in the establishment of one fixed term post in Community Services, to help deliver the Together an Active Future (TaAF) project.

The Council had been part of the Sport England funded project since 2019, developed to increase activity levels in the Borough. The second phase (Accelerator) of the project had commenced and would end in 2025. It was proposed to add a fixed term post ending in December 2025 titled TaAF Work Stream Network Lead to the establishment. The post would contribute to the delivery of the project objectives, and was supported by both CMT in December 2023, and Community Committee at their meeting on 9 January 2024.

RESOLVED THAT COMMITTEE:

Agree to the increase in the establishment by the addition of the full time TaAF Work Stream Network Lead post 37 hours per week on a fixed term contract until December 2025.

575

ANNUAL REVIEW OF UNION FACILITIES AGREEMENT

The Director of Resources and Deputy Chief Executive submitted an information report to update Members on the operation of the Union Facilities Agreement over the last 12 months.

A record of time spent on union duties for the period 1 April 2022 to 31 March 2023 was broken down as follows:

- Time spent at Regional meetings, UNISON Conference 82hrs. and training
- Time spent dealing with Internal meetings* 23hrs. 33 mins

Total 105 hrs. 33 mins = approximately 14.5 days
(based on a standard day of 7hrs 24 mins)

For 2021/2022 (April 2021 to March 2022) the total number of hours was 125 hrs 11 mins
i.e. approximately 17 days (based on a standard day of 7hrs 24 mins).

* This included regular monthly meetings with HR, CMT meetings, Job Evaluation work and accompanying staff at HR related meetings.

It was explained at the meeting that the Unison Branch Secretary had requested permission from the Council for two members of staff who acted as Unison Branch associates to attend one week of Union training, to facilitate succession planning within the Unison branch. Members were asked to consider the request and approve the required week off from their Council positions. Members supported the training and approved the request.

RESOLVED THAT COMMITTEE:

Agree to allow two members of staff who act as Unison Branch associates to attend one week of Union training.

576

HR DATA RETENTION POLICY

The Director of Resources and Deputy Chief Executive submitted an information report to update Members on the project of HR Data Retention Policy approved by Committee on 18 January 2023.

All current employees now had digital personnel files that were categorized, dated, and could be re-cleansed in line with timeframes within the HR Data Retention Policy as needed. Personnel files for previous employees who were employed by the Council up to six years ago had been weeded and stored digitally should they be required for any employment claims. Files for previous employees over six years ago had been confidentially destroyed. In total around 4500 files had been cleansed.

The project had been a great success and had now concluded.

577

CORPORATE PLAN PERFORMANCE REPORTING

The Chief Executive submitted a report informing Committee about year-end reports for 2021/22 and 2022/23 that detailed performance against the Council's local performance indicators.

The report provided an overview of the Council's performance up to 31 March 2023. Analysis showed that of the 23 Personnel key performance indicators (KPIs) that could be compared to target:

- 43.5% (10) of the KPIs met target (green) or were on track.
- 56.5% (13) provided data only.

Of the 23 Personnel Services KPIs where performance trend could be compared over the years:

- 31% (7) of the KPIs had improved
- 17% (4) of the KPIs stayed the same
- 52% (12) of the KPIs worsened

The full monitoring report along with narrative on performance and targets was included in the report.

578

MEMBERSHIP OF WORKING GROUP

The Chief Executive submitted an information report to note that the membership of the Working Group under the remit of the Committee for the remainder of the Municipal Year 2023/24 remained unchanged following changes to political groups.

Committee had approved the appointment of Members to the HR Working Group for 2023/24 on 7 June 2023. Following political group changes, the revised membership of the Personnel Committee based on the new political balance had been confirmed at the meeting of the Full Council 12 December 2023.

The HR Working Group had not been affected and the membership therefore remained unchanged as follows:

Councillors R Elms, S Farmer, D O'Rourke, K Barnsley, and D Birtwhistle.

579 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

580 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

581 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.

582 PAYMENT OF HONORARIA

The Chief Executive submitted a report that Committee consider payments of honoraria to members of staff who had covered the duties of more senior posts.

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

RESOLVED THAT COMMITTEE:

Approve the honoraria payments to the members of staff as set out in the report.

583 GENERAL STAFFING UPDATE

The Director of Resources & Deputy Chief Executive submitted a report informing members on 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 7 new staff had been appointed between 16 October 2023 and 15 December 2023 and that there had been 4 leavers in the same period. The report noted that there had been 1 work experience placement in the reporting period. Letters of thanks were to be sent to the staff who had left the Council, where appropriate.

An additional note was circulated at the meeting in regard to the Environmental Health Services department. Following the retirement of the Part Time Emergency Planning Officer in January, some of the duties of the role had been passed to the Councils Corporate Health & Safety Officer. However, the Environmental Health Department required resources in order to undertake responsibilities in private water supply testing. It was therefore proposed that a new part-time post of Environmental Technical Officer (Emergency Planning/Private Water Supplies) was added to the establishment, contracted to 18.5 hours per week. This would encompass both emergency planning and private water supply duties, therefore, the part time emergency planning officer would be removed from the establishment. The cost implications were noted in the report for consideration by Committee.

RESOLVED THAT COMMITTEE:

Agree to the change in the establishment by removal of the part time emergency planning officer and replacement with a new part-time post of Environmental Technical Officer (Emergency Planning/Private Water Supplies) 18.5 hours per week.

584

FLEXIBLE RETIREMENT REQUEST

The Chief Executive submitted a report for Committee to consider an application for flexible retirement from the Chief Executive, which required approval of both Personnel and Policy and Finance Committee.

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

The Chief Executive had submitted his notice to retire from his fulltime position on 5 April 2024. The Chief Executive's request was that he be granted flexible retirement to allow him to continue with a reduced working week of 2.5 days until January 2025. The report also presented Committee with the options which required consideration given that the other half of the post would effectively become vacant, and the potential financial implications of the various options.

The report noted that agreeing to the flexible retirement request would retain the knowledge and expertise of the Chief Executive and permit the Council 12 months to carefully consider the recruitment and replacement. The Chief Executive presented the report then left the meeting.

Committee supported the flexible retirement request, and the proposed option for the Deputy Chief Executive to be asked to Act Up, subject to approval by Policy and Finance Committee.

RESOLVED THAT COMMITTEE:

1. Approve the flexible retirement request with effect from 6 April 2024;
2. Approve that the Director of Resource and Deputy Chief Executive is asked to Act Up and temporarily undertake the extra duties of CEO, 2½ days per week, alongside her existing role; and
3. Refer the matter to Policy and Finance Committee.

The meeting closed at 19:18pm

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, 18 January 2024, starting at 6.30 pm
Present: Councillor S Hirst (Chairman)

Councillors:

J Alcock	R Ray (arrived at 6:45pm)
J Atherton	M Robinson
S Atkinson	C McFall
I Brown	L Street
R Corney	N Stubbs
S Farmer	A Wilkins-Odudu

In attendance: Chief Executive, Director of Resources & Deputy Chief Executive, Head of Environmental Health Services, Strategic Housing Officer and Head of Strategic Planning and Housing

585 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors T Austin and D O'Rourke

586 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26 October 2023 were approved as a correct record and signed by the Chairman.

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

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

588 PUBLIC PARTICIPATION

There was no public participation.

589 PRESENTATION FROM NHS LSCFT ON THE NEW MENTAL HEALTH STRATEGY

The presentation was postponed and will take place at a future Committee.

590 REVISED REVENUE BUDGET 2023/24

The Director of Resources and Deputy Chief Executive submitted a report seeking Members agreement to a revised revenue budget for 2023/24 for this Committee.

Members were reminded that the original estimate for the current financial year was set in March 2023 but there could be numerous variations to the budget as the year progressed, particularly through the budget monitoring process. At this time of year, the Council revise the estimates for the current financial year to predict the likely outturn.

It was noted that 5% had been originally allowed for pay increases and 7.5% for price increases. The pay award for 2023/24 had now been settled and the overall cost for the Council was 6.5%, which was approximately £170,000 above what had been allowed for. The changes to the level in inflation had also been taken into account.

The Director of Resources and Deputy Chief Executive summarised some of the substantial movements for members' information. She also highlighted an error at paragraph 5.1 of the report and confirmed that it should have read that there was a net decrease in support services recharges amounting to £74,940.

Members were advised that the difference between the Original Estimate and the Revised Estimate was a decrease in expenditure of £453,440, or £246,100 after allowing for transfers to and from earmarked reserves.

RESOLVED THAT COMMITTEE:

Agree the revenue revised estimate for 2023/24.

591

ORIGINAL REVENUE BUDGET 2024/25

The Director of Resources and Deputy Chief Executive submitted a report seeking for Members to agree the draft revenue budget for 2024/25, for consideration at Special Policy and Finance Committee.

Members were reminded that a budget forecast was presented to the Policy and Finance Committee in September 2023. This forecast predicted budget gaps of £877k in 2024/25, £2.261m in 2025/26 and £2.740m in 2026/27, after allowing for the use of general fund balances. The biggest factors affecting our forecast then were:

- Threat of losing New Homes Bonus.
- Assumption that the 'One-off Funding Guarantee' was indeed a one-off for 2023/24.
- What level interest rates and inflation would be over the life of the forecast.

The key updates to the September 2023 forecast were summarised as follows:

- The continuation of the 'One-off Funding Guarantee' where required
- The New Homes Bonus and the Rural Delivery Grant will both continue for 2024/25
- The Revenue Support Grant will increase in line with CPI with no negative RSG
- Business rates will not be reset and Business Rate Pooling will continue
- A council tax referendum principle of up to 3% or £5 for district councils
- Ribble Valley's Core Spending Power is set to increase by 4.7%

The Director of Resources and Deputy Chief Executive highlighted some of the main variations to net expenditure for this Committee.

The total movement from the Original Estimate in 2023/24 to the Original Estimate 2024/25 was a decrease of £37,850, or an increase of £31,350 after movements to and from earmarked reserves.

RESOLVED THAT COMMITTEE:

Approve the revenue original estimate for 2024/25 and submit this to the Special Policy and Finance Committee.

REVISED CAPITAL PROGRAMME 2023/24

The Director of Resources and Deputy Chief Executive submitted a report seeking approval for the 2023/24 revised estimate for this Committee's capital programme.

Seven capital schemes for this Committee's original estimate budget, totalling £2,860,440 were approved by the Policy and Finance Committee and Full Council at their meetings in February 2023 and March 2023 respectively. Furthermore, an additional budget of £34,290 was approved for an existing scheme due to additional government funding being received (Disabled Facility Grants).

Seven capital schemes had not been completed by 21 March 2023. The total unspent budget of £1,006,190 for these schemes, known as slippage, was moved into the 2023/24 capital programme budget, after approval by this Committee on 8 June 2023.

The proposed revised estimate for this Committee's 2023/24 capital programme was £1,243,830, which was a £2,657,090 reduction from the previously approved capital budget. It was recommended that budgets totalling £2,652,580 on five schemes be moved to the 2024/25 financial year.

It was further noted that at the end of December 2023, £533,787 had been spent or committed. This was 42.9% of the revised capital programme for this Committee.

RESOLVED THAT COMMITTEE:

1. Approve the 2023/24 revised estimate of £1,243,830 for this Committee's capital programme, as set out in Annex 1 of the report.
2. Approve the move of the following capital scheme budgets from 2023/24 to 2024/25:
 - Affordable Housing – Longridge, £1,625,950
 - Disabled Facilities Grants, £517,430
 - Assisted Purchase Scheme, £297,130
 - Landlord/Tenant Grants, £112,490
 - Temporary Housing Scheme, £99,580

CAPITAL PROGRAMME REVIEW AND NEW BIDS

The Director of Resources and Deputy Chief Executive submitted a report asking Committee to consider the future capital programme for this Committee, covering the period 2024/25 to 2028/29.

For this Committee there were originally nine schemes approved for the financial years 2024/25 to 2027/28, totalling £1,842,500. No changes to the existing capital programme 2024/25 to 2027/28 were proposed.

It was noted that the Disabled Facilities Grants scheme was fully funded by Central Government each year. The 2024/25 and 2027/28 Disabled Facilities Grants budgets have been set at indicative amounts which are equal to the current year's funding from Central Government. Should the Central Government funding in any year be higher or lower than budgeted for, then the scheme budget will be adjusted accordingly.

New capital bids had been put forward for 2028/29 for Committee to consider. For this Committee there had been four new bids totalling £893,000. £393,000 of this total is

expected to be funded by Central Government. As such, the total additional funding needed to support these new bids would be £500,000.

RESOLVED THAT COMMITTEE:

Approve the future capital programme for this Committee's services for onward recommendation to Policy and Finance Committee for the period 2024/25 to 2028/29, based on the proposals included in the report.

594

REVIEW OF THE AFFORDABLE HOUSING ALLOCATION POLICY AND A CHOICE BASE LETTING SYSTEM

The Director of Economic Development and Planning submitted a report seeking approval to the suggested amendments to the Council's Affordable Housing Allocation Policy (Allocation Policy) and to consider suggestions made by the Strategic Housing Working Group in respect of moving to a Choice Base Letting (CBL) System for the allocation of available properties to people on the waiting list.

The Housing Strategy Officer outlined the importance of the allocation policy from both a strategic and operational level and summarised the proposed changes with reference to the following key issues:

- To include a requirement to evidence housing need
- To add further clarity to the local connection definition
- An update to the eligibility criteria to include immigration advice and armed forces connections
- Amendment to the medical points to ensure that they are awarded to reflect where housing is impacting on health.
- To update the number of points given for those who are homeless

It was noted that in the proposed Allocation Policy, where there is 'racial or homophobic harassment', this would constitute a case which would require allocation outside of the Council's normal policy and procedure. It was felt that this was somewhat limited in scope and should be widened to include just the term 'harassment'.

It was proposed that the Council would write to all those currently on the housing waiting list outlining the proposed changes, and there will be a six-week consultation process.

Consideration was also given to exploring whether to introduce a Choice Based Lettings Scheme (CBL). The Housing Strategy Officer gave an overview of how it would work in practice and outlined the advantages and costs implications of the system. Members were in favour of Officers giving further consideration to the CBL Scheme.

RESOLVED THAT COMMITTEE:

1. Approve the proposed changes to the Allocation Policy for a 6-week consultation as set out in the report and its appendix.
2. Delegate authority to the Director of Economic Development and Planning to make any other minor editorial amendments to the document prior to publishing the document for consultation.

3. Delegate authority to the Director of Economic Development and Planning to explore options for a Ribble Valley CBL system including engagement with partners with a full detailed report brought back to this Committee.

595

AFFORDABLE WARMTH GRANT APPLICATION

The Director of Economic Development and Planning submitted a report requesting Committee's approval of the details of the Affordable Warmth grant scheme in Ribble Valley.

The Lancashire County Council grant offer for Ribble Valley is £46,488 for addressing affordable warmth in the borough in 2023/24.

The proposal was noted to have three elements:

- To offer servicing, repairs, and replacement boilers for eligible households.
- To purchase oil filled heaters and dehumidifiers in the event of any emergency weather conditions or on a needs basis. These will be loaned to households.
- To partner with the Home Improvement Agency to be able to offer home energy assessments to vulnerable households that have been identified as living in a cold home and to provide advice and measures to improve the energy efficiency of the home up to a maximum of £2000 per property.

RESOLVED THAT COMMITTEE:

1. Endorse the details of the Affordable Warmth Scheme for Ribble Valley 2023/24 as set out in the report.
2. Delegate authority to the Director of Economic Development and Planning to apply to LCC for the affordable warmth funds to finance grants under the Ribble Valley Affordable Warmth Scheme 2023/24.

596

LANCASHIRE FORCED MIGRATION STRATEGY

The Director of Economic Development and Planning submitted a report seeking Committee's approval for Ribble Valley Borough Council's inclusion in the Lancashire Forced Migration Strategy and to commit to supporting the objectives and the approach contained therein.

It was noted that refugee integration is co-ordinated by Lancashire County Council on behalf of 12 district authorities and two unitary authorities. All 15 Councils work in partnership to deliver 10 active migration schemes in total.

The Chief Executive advised that the Strategy had been raised at the Lancashire Leaders meeting prior to Christmas 2023. Consultation with Housing Officers had not taken place at that time and so the relevant Local Authorities were going to take time to consider the strategy further. It was also noted that originally the strategy had provided for each district agreeing to accommodate three households but this had been changed to include a 'minimum' of three households. Concerns were raised with this terminology.

The Housing Strategy Officer gave clarification as to the proposal and confirmed that LCC is seeking to lease properties and Ribble Valley Borough Council are being asked to inspect and approve the properties as being suitable.

RESOLVED THAT COMMITTEE:

1. Confirm agreement for Ribble Valley to be part of the Lancashire wide approach to Forced Migration Strategy including the following, subject to a suitable agreement with LCC:
 - a. 5% of the Council's 2022/23 Asylum Dispersal money to be provided as part of the County wide pooled fund.
 - b. Accommodate three households in Ribble Valley. The level of demand will be kept under review and reported to Committee.
2. Delegate authority to the Director of Economic Development and Planning to approve suitable properties to be used to house refugee and asylum seeker in Ribble Valley.

597

MARKET TRADER SELECTION PROCESS FOR VACANT CABINS - POINT BASED SYSTEM

The Chief Executive submitted a report seeking for Committee to review and agree the new points based system used for selecting traders/businesses for market cabins when they become vacant.

It had previously been agreed at a meeting of this Committee on 23 March 2023 that the market cabin waiting list would be retired and that Council officers would manage the vacant cabins as they saw fit, with the suggestion of a points-based system for future applications.

The Head of Environmental Health advised that a points-based system had been designed which takes into account the following:

- Whether the trader/business is a like for like replacement
- The uniqueness of the business/trade
- The locality of the business/trader
- Whether the infrastructure is essential to the business operation
- Employment of local residents
- Whether the trader/business has operated on the market for over one year.

He then updated Members on the successful use of the system to select a trader for a cabin that had become vacant in October 2023.

Some concerns were raised as to the length of time taken for traders to take occupation of a vacant cabin and it was agreed that time limits should be imposed, unless there was a valid reason given for a delay.

There was further discussion regarding the justification for awarding more points to a business that was like for like with the previous vacated cabin business. Ultimately it was felt that there should remain a level of discretion for Council officers.

RESOLVED THAT COMMITTEE:

Approve the points-based system used for selecting traders for market cabins, which is to include the following:

- The Council will retain an element of discretion in terms of awarding points for an applicant's business type.
- From the time of a cabin being offered to a trader, there will be a time limit of 2 weeks, unless a good reason is provided, for them to take occupation of the stall.

598

FOOD SAMPLING POLICY

The Chief Executive submitted a report seeking for Committee to review and agree the new 'Ribble Valley Borough Council – Food Sampling Policy'. The Council is required to prepare and publish such a policy and to make it available to businesses and consumers in accordance with the Food Standards Agency Food Law Code of Practice and Food Law Practice Guidance.

Local Authorities have a duty to ensure food meets legally prescribed standards and sampling is a means of monitoring compliance.

RESOLVED THAT COMMITTEE:

Approve the Ribble Valley Borough Council Food Sampling Policy.

599

MEMBERSHIP OF WORKING GROUPS

The Chief Executive submitted a report for Committee to consider the membership of the Working Groups under the remit of this Committee for the remainder of the municipal year 2023/24.

Committee had approved the appointment of Members to the Strategic Housing Working Group and Health & Wellbeing Partnership for 2023/24 on 8 June 2023.

Following political group changes, the revised membership of the Health & Housing Committee based on the new political balance had been confirmed at the meeting of the Full Council 12 December 2023. The Strategic Housing Working Group had not been affected and the membership therefore remained unchanged. Members appointed Councillor J Alcock as a replacement member to the Health & Wellbeing Partnership as Councillor R Elms was no longer a member of the Committee.

RESOLVED THAT COMMITTEE:

1. Note that the membership of the Strategic Housing Working Group remains unchanged as follows:
Strategic Housing Working Group - Councillors S Hirst, S Atkinson, M Robinson, R Ray and J Atherton
2. Appoint Councillor J Alcock to the Health and Wellbeing Partnership Working Group, with the revised membership as follows:
Health and Wellbeing Partnership Working Group – Councillors S Hirst, J Alcock, M Robinson, R Ray and I Brown.

600

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 of the number of homeless applications in the third quarter, a snapshot of the number of households in temporary accommodation, details of the home for Ukraine scheme and the Afghan resettlement scheme.

601 CORPORATE PLAN PERFORMANCE REPORTING

The Chief Executive submitted a report informing Committee about year-end reports for 2021/2022 and 2022/2023 that detail performance against our local performance indicators.

The report provided an overview of the Council's performance up to 31 March 2023. Analysis showed that of the 23 Health and Housing key performance indicators (KPIs) they can be compared to target as follows:

- 30.5% (7) of the KPIs met target and or were on track.
- 17% (4) of the KPIs close to target where delivery was on track and was currently being managed.
- 13% (3) of the KPIs missed target where performance was or was likely to be off track.
- 9% (2) of the KPIs provide data only.
- 30.5% (7) of the KPIs are either awaiting data, data is unavailable, or a target has not been set.

Of the 23 Health and Housing KPIs reported to Committee, 10 relate to Regeneration and Housing, and 13 to Environmental Health.

Of the 23 KPIs where performance trend can be compared over the year:

- 39% (9) of the KPIs had improved
- 13% (3) of the KPIs stayed the same or there was no change
- 17% (4) of the KPIs have worsened
- 31% (7) of the KPIs cannot be compared to the previous year

602 MINUTES OF WORKING GROUPS

Members noted the minutes of the Strategic Housing Working Group on 29 November 2023

603 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Committee noted the report of Councillor T Austin in relation to the Health and Adult Services Scrutiny Committees he attended on 25 October 2023 and 4 December 2023 and the meeting of the Health Scrutiny Steering Group.

604 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next items of business being exempt information under Paragraphs 1 and 5 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

605 ALTERNATIVE PROPOSAL FOR COMMITMENT OF THE COMMUTED SUMS

The Director of Economic Development and Planning submitted a report providing an alternative option for the commuted sum monies that were collected from land at Chatburn Old Road, Chatburn; land at East of Clitheroe Road, Barrow; and land at Church Raike, Chipping.

At a meeting of this Committee in October 2023 a proposal was agreed to deliver an Assisted Purchase Scheme (formerly referred to as Equity Share) across the whole of the Ribble Valley, offering a loan towards the purchase of market properties. However, this was subject to obtaining legal advice as to whether the Council could properly exercise its powers in this manner.

It was noted that there were two issues with regard to the proposed scheme, namely the Financial Conduct Regulatory Position and the powers available to the Council. The legal advice concluded that it would not be possible for the Council to operate an Equity Share Scheme as originally proposed.

Members were advised of the potential option of using a form of shared ownership lease as an alternative mechanism for securing an equity stake in the purchase property. Details were provided as to how this could work and potential advantages and areas of concern. It was felt that this option would need further consideration.

However, if a shared ownership model was not a suitable option, approval was also sought to use the commuted sum monies to purchase additional affordable housing units

RESOLVED THAT COMMITTEE:

1. Authorise the Director of Economic Development and Planning to carry out further appraisal of the Share Ownership Lease Scheme; In the event that such a scheme appears suitable for the Borough a further detailed report will be brought back to Committee.
2. In the event that a Share Ownership Lease Scheme is identified as not being suitable for the Borough Committee approval is sought to
 - a. Approve the purchase of properties to be used as affordable rent properties in line with the recommendations in the report.
 - b. Delegate authority to the Director of Economic Development and Planning in consultation with the Chair of Health and Housing, to negotiate and purchase specific properties in line with the recommendations in the report.
 - c. Delegate authority to the Director of Economic Development and Planning to consider options for the use of the Chipping commuted sum money with a report brought back to this Committee.

606

DOMESTIC VIOLENCE

The Director of Economic Development and Planning submitted a report on the Domestic Abuse Act 2021 and to seek approval for use of part of the Council's new burdens funding in respect of domestic violence.

After previously receiving conflicting information from LCC, clarification had now been sought and it had been agreed that Ribble Valley Borough Council's current dispersed units of temporary accommodation could be appropriate for victims of domestic abuse and their dependants.

It was noted that the homelessness guidance identifies that housing authorities must undertake an assessment in relation to applicants who are eligible and homeless, or threatened with homelessness. The guidance also deals with the issue of training and professional development with regards to domestic abuse. Basic training had

been provided to the Council's housing team but in order for full risk assessments to be undertaken, more detailed knowledge, training and experience would be required. Options were outlined for how the New Burdens funding could be utilised to obtain the necessary knowledge and it was recommended that HARV be commissioned to provide a part-time duty worker. It was noted that HARV had been assisting the Council by offering support on an interim basis since December 2023.

RESOLVED THAT COMMITTEE:

1. Note LCCs confirmation of the provision of support for victims of domestic abuse accommodation in the Council's dispersed units of temporary accommodation and provide support to people/ families housed temporarily elsewhere on a community outreach basis.
2. Note the interim arrangements put in place with HARV to provide support to victims of domestic abuse for January 2024
3. Agree to an exemption to the Council's Contract Procedure Rules to commission HARV directly for domestic abuse support services and not seek further quotes for the service.
4. Agree to utilising part of the Council's New Burdens funding to commission HARV to undertake assessments of victims of domestic abuse to enable suitable accommodation to be identified including accessing refuge accommodation where required. This would be provided whilst there is sufficient New Burdens funding available to resource this service.
5. Delegate authority to the Director of Economic Development and Planning to enter into a service level agreement with HARV for the provision of the above services.

607

GRANTS 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 7.57 pm

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

Minutes of Policy and Finance

Meeting Date: Tuesday, 23 January 2024, starting at 6.30 pm
Present: Councillor S Atkinson (Chair)

Councillors:

S Bibby	S Hore
D Birtwhistle	K Horkin
L Edge	L Jameson
S Fletcher	R Newmark
M Graveston	S O'Rourke
J Hill	J Rogerson
S Hirst	A Wilkins-Odudu

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

Also in attendance: Cllrs K Barnsley and K Spencer.

608 APOLOGIES FOR ABSENCE

There were no apologies for absence.

609 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7 November 2023 were approved as a correct record and signed by the Chairman.

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

Councillors M Graveston and S O'Rourke each declared an interest in Agenda Item 12 – UK Shared Prosperity Fund (UKSPF), as Board Members of Roefield Leisure Trust.

Councillor D Birtwhistle declared an interest in Agenda Item 12 – UK Shared Shared Prosperity Fund (UKSPF), in respect of the application for Barrow Community Space.

Councillor S Hirst declared an interest in Agenda Item 26 – Rural England Prosperity Fund (REPF), as a Trustee of Salesbury Memorial Hall.

Councillor S Hore declared an interest in Agenda Item 26 – Rural England Prosperity Fund (REPF), as a Trustee of Chipping Village Hall.

611 PUBLIC PARTICIPATION

The Chairman welcomed Mr Darrin Robinson, speaking on behalf of Ribchester Parish Council, in respect of Agenda Item 26 – Rural England Prosperity Fund (REPF).

612 REVISED REVENUE BUDGET 2023/24

The Director of Resources and Deputy Chief Executive submitted a report seeking approval of a revised revenue budget for 2023/24.

Members were reminded that the original estimate for the current financial year was set in March 2023. At this time of year, the Council revised the estimates for the current financial year to predict the likely outcome.

The report noted that the:

- Council had forecast earlier in the year that it was facing record levels of inflation at 10.1% in the 12 months to September 2022. In the 12 months to October 2023, the Consumer Price Index (CPI) had fallen to 4.6%, therefore, the revised estimates took into account the changes in inflation so far and made assumptions up to the end of March 2024.
- The Council had been facing significantly higher utility costs for gas, electricity, and fuel, however, a decrease to the estimated costs of gas (-£75k) and electricity (-£26k), mainly due to a reduction in unit rates, had resulted in the movement from the original estimate totalling -£100k.
- The Pay Award for 2023/24 had now been settled and, overall, the cost of the pay award was 6.5% which was around £170k above the 5% which had been allowed for.
- The overall difference between the Revised and Original Estimate was a decrease in net expenditure of £166,810 or a decrease in net expenditure of £92,410 after allowing for transfers to and from earmarked reserves.

The report included detailed information on the variances.

RESOLVED THAT COMMITTEE:

Agree the revenue revised estimate for 2023/24.

613

ORIGINAL REVENUE BUDGET 2024/25

The Director of Resources and Deputy Chief Executive submitted a report outlining the draft revenue budget for 2024/25, for approval by committee and then consideration at Special Policy and Finance committee.

Members were reminded that the budget forecast was presented to this Committee in September 2023, when it predicted that there would be the following budget gaps: £877k in 2024/25, £2.261m in 2025/26, and £2.740m in 2026/27, after allowing for use of general fund balances.

The report set out:

- The changes since the September forecast.
- The provisional grant settlement.
- The budget process and how the estimates were prepared.
- The draft revenue budget for 2024/25 and the main variations.

The difference between the Proposed Original Estimate 2024/25 and Original Estimate 2023/24 was a reduction in net expenditure of £67,530 but an increase in

net expenditure of £112,110 after allowing for transfers to and from earmarked reserves.

RESOLVED THAT COMMITTEE:

Approve the revenue original estimate for 2024/25 and agree to submit this to a Special Policy and Finance Committee.

614

REVISED CAPITAL PROGRAMME 2023/24

The Director of Resources and Deputy Chief Executive submitted a report asking committee to approve the 2023/24 revised estimate for this Committee's capital programme.

Nine schemes totalling £522k had been approved by Special Policy and Finance committee and full Council in February and March 2023 respectively. During the year, additional budget of £72k had been approved for three new schemes bringing the total approved budget for twelve schemes to £594k.

Progress on each of the capital schemes had been discussed with budget holders, and the capital programme had been revised to reflect progress and the estimated full year expenditure for 2023/24. This resulted in a proposed revised estimate of £346k for ten schemes, a reduction of £248k from the total approved budget, the reasons for which were noted in the report.

At the end of December 2023 £135k had been spent or committed, which was 38.9% of the revised capital programme for this Committee.

RESOLVED THAT COMMITTEE:

1. Approve the 2023/24 revised estimate of £346,420 for this Committee's revised capital programme as set out in the report, and
2. Approve the transfer of the following capital budgets from 2023/24 to 2024/25:
 - Replacement Air Conditioning Units in Server Room - £10,700
 - Replacement of Brookfoot Footbridge, Ribchester £106k
 - Council Offices Mains and LED Lighting Upgrade - £90k
 - Revenues and Benefits Replacement Server - £24k
 - Technology Forge Upgrade - £27,400

615

CAPITAL PROGRAMME REVIEW AND NEW BIDS 2024/25 - 2028/29

The Director of Resources and Deputy Chief Executive submitted a report asking committee to consider the future capital programme for this committee covering the period 2024/25 to 2028/29.

For this committee there had originally been five schemes approved for the financial years 2024/25 to 2027/28, totalling £396,560. Following a review of these schemes there were no proposed amendments identified.

No new capital bids had been put forward for 2028/29 for this Committee by Heads of Service. Members were asked to consider any capital bid suggestions or amendments that they may wish to make.

RESOLVED THAT COMMITTEE:

Approve the future capital programme for this Committee's services for onward recommendation to Special Policy and Finance Committee for the period 2024/25 to 2028/29, based on the proposals included in the report.

616

LOCAL COUNCIL TAX SUPPORT SCHEME 2024/25

The Director of Resources and Deputy Chief Executive submitted a report for Committee to consider the Council's Local Council Tax Support (LCTS) Scheme for 2024/25 and submit to Full Council for approval by 11 March 2024.

The report noted that the LCTS scheme had replaced Council Tax Benefit in 2013/14 and was now paid as a discount against an individual's council tax bill rather than a benefit. The Government had replaced the subsidy with a grant payable to Councils for the cost of LCTS, however they had reduced the amount from 100% to 90% and councils had either to absorb the reduction or meet it from reductions in council tax or elsewhere from within the council tax system. The scheme was broadly similar to the old Council Tax Benefits scheme but with a 12% reduction in entitlement for claimants of working age.

Following a consultation exercise in 2021, a decision was taken to remove the 12% reduction in support, which had resulted in increased LCTS for approximately 1200 households, 600 of which paid no Council Tax in 2022/23.

As part of the budget setting process, Committee were asked to consider whether to continue with the current LCTS scheme or replace it with another, for determination by the meeting of the Full Council 5 March 2024.

Members were pleased to recommend the continuation of one of the most generous Council Tax Support Schemes in Lancashire, for approval by Full Council.

***RESOLVED THAT COMMITTEE:

Recommend the approval of the Council's Local Council Tax Support Scheme for 2024/25 to Full Council.

617

REVIEW OF DISCRETIONARY DISCOUNT/RELIEF POLICY

The Director of Resources and Deputy Chief Executive submitted a report seeking Committee approval of the updated Revenues Discretionary Discount/Relief policy.

Members were reminded that Local Authorities had the power to grant discretionary Council Tax and Business Rates discounts/reliefs. This included the additional support provided to recipients of Local Council Tax Support, the Business Rates Expanded Retail and Nursery Relief/Discounts, the Covid-19 Additional Relief Fund for Business Rates, and the extension of the Support Small Business (SSB) and Transitional Relief schemes. The report noted that:

- The Non-Domestic Rating Act 2023 made an amendment to Section 47 of the Local Government Finance Act 1988 which prevented the backdating of discretionary rate relief to no more than six months after the end of the

financial year, by removing the restriction from the financial year beginning 1 April 2023.

- The Council had made amendments to the policy to cover the extension of 75% Retail Hospitality and Leisure Relief for 2024/25.

The full revised Revenues Discretionary Discount/Relief Policy was included with tracked changes.

RESOLVED THAT COMMITTEE:

1. Agree to determine each application for backdating Discretionary Rate Relief on a case-by-case merits based on the amended restrictions included in the Non-Domestic Rating Act 2023; and
2. Agree the changes to the Revenues Discretionary Discount/Relief Policy for 2024/25.

618

CORPORATE DEBT POLICY

The Director of Resources and Deputy Chief Executive submitted a report seeking agreement for a revision to the Council's Corporate Debt Policy (CDP).

The Council was required to collect debts across several different departments. These debts could be in relation to a variety of services, ranging from Business Rates, Council Tax and rent for both commercial and residential properties.

No amendments were proposed to the Policy, a full copy of which was included with the report.

RESOLVED THAT COMMITTEE:

Approved the Policy attached at Annex 1 to the Report.

619

UK SHARED PROSPERITY FUND (UKSPF)

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 some of the use of the Council's UKSPF allocation.

The report listed the schemes for which the UKSPF had been spent or earmarked to, and the amounts allocated within each financial year were as follows:

- Year 1 (2022/23) allocation £238,805
- Year 2 (2023/24) allocation £477,610
- Year 3 (2024/25) allocation £1,251,339

Receipt of the full Year 3 allocation was subject to a threshold approach determined by the amount spent from the Year 1 and Year 2 allocations. It was expected that over 80% of the Council's 2022/23 and 2023/24 allocation would be spent before the end of March 2024 which would result in the full allocation for 2024/25 being received in the new financial year.

Committee was updated on the outcome of discussions by the UKSPF Working Group to date. Detailed information was provided on the schemes that had been recommended for approval and Committee was asked to consider which schemes

should be approved to be supported from the 2024/25 allocation. The Chairman opened each scheme up for debate in turn and Members voted separately on each scheme.

Councillors M Graveston and S O'Rourke left the meeting.

Members supported and approved the provision of £80k of UKSPF for the new spinning room at Roefield.

Councillors M Graveston and S O'Rourke returned to the meeting.

Councillor D Birtwhistle left the meeting.

Members supported and approved the provision of £25k to resurface Barrow car park, mark out the parking spaces and install electric vehicle charging points. Members then also supported and approved a further two scheme applications in Barrow as a joint scheme with the total provision of £199,150 for the creation of Barrow Village Hall within the former pub/ restaurant the conversion of the existing cottage into office/ community space. It was noted that in accordance with the Council's procurement rules the works would need to go out to tender.

Councillor D Birtwhistle returned to the meeting.

Varying opinions were put forward in regard to the application for the provision of £1,340 for the CCTV at the 3C's café in the castle grounds, which had already been erected by the current tenant. It was considered that the scheme should not be supported using the UKSPF and Committee referred the scheme to the Ribble Valley Community Safety Partnership for consideration under a grant scheme.

Members were updated verbally at the meeting in regard to the progress on the Longridge pump track and events space scheme, that quotes were awaited and a report would be brought to a future Committee.

RESOLVED THAT COMMITTEE:

1. Agree to the provision of £80,000 of the Council's UKSPF funding for a new spinning room at Roefield leisure centre.
2. Agree to the provision of £25,000 to resurface the Barrow car park, to mark out the parking spaces and install electric vehicle charging points.
3. Agree to the provision of £199,150 for the creation of a Barrow Village Hall within the former pub/ restaurant and the conversion of the existing cottage into office/ community space under one scheme.
4. Refer the provision of CCTV at 3C's café in the castle grounds to the Ribble Valley Community Safety Partnership (RV CSP) for consideration under a grant scheme.
5. Authorise the Director of Economic Development and Planning to progress suitable agreements with the relevant parties in respect of the provision of the approved funding for each of the above approved projects.

The Director of Economic Development and Planning submitted a report seeking Committee's endorsement of actions for the Council in respect of the Ribble Valley

Community Safety Partnership Serious Violence Action Plan relating to the new Serious Violence Duty 2023.

The report noted that the Police, Crime, Sentencing and Courts Act 2022 (PCSC Act) imposed duties on the Council which included the preparation and implementation of a strategy for exercising their functions to prevent and reduce serious violence in the area. The Government had produced statutory guidance to support organisations and authorities in exercising functions in respect of this duty.

The draft Ribble Valley CSP Serious Violence Action Plan was included with the report. The actions identified related to different members of the Ribble Valley Safety Partnership (RV CSP) as well as the Council. The Action Plan had been considered by the RV CSP at their meeting on 19 October 2023 and it was agreed that each partner would consider the Action Plan and endorse the actions relevant to their organisation. It would then be considered by the RV CSP at their meeting of 1 February 2024 and approved for publication.

Committee were asked to endorse the actions relating to RVBC, which were summarised in the report, along with suggested amendments which were shown as tracked changes in the provided Draft Plan.

Members discussed the role and outlook of the CSP and commended the Partnership Officer for her ongoing work.

RESOLVED THAT COMMITTEE:

1. Endorse the actions highlighted in the RV Serious Violence Action Plan relating to Ribble Valley Borough Council as set out in the report.
2. Delegate authority to the Director of Economic Development and Planning to agree editorial changes to the Action Plan which improve the clarity and accuracy of the document before it is published.

621

LANCASHIRE COMBINED COUNTY AUTHORITY AND DEVOLUTION PROPOSAL

The Chief Executive submitted a report to provide an update for Members on the proposed establishment of a Lancashire Combined County Authority and determine if they wished to respond to the consultation.

The government had announced the opportunity for a devolution deal for Lancashire and proposed the creation of a Combined County Authority (CCA) for the administrative area covered by the three upper tier Councils; Blackburn with Darwen Borough Council, Blackpool Council, and Lancashire County Council. The main elements of the Combined County Authority Proposal, potential funding, and how the CCA would work, were included in the report. The proposed deal was subject to a public consultation process in accordance with the statutory requirements. It was anticipated that a further meeting of the three Councils in March 2024 would consider the results on the consultation and agree whether or not to formally submit the final Proposal to government for formal parliamentary approval in summer and autumn 2024.

The CCA model stated that only Upper Tier Local Authorities could be constituent members, and District Councils including RVBC would be invited to nominate two “non-constituent” members to serve as members of the CCA. It was understood that the “non-constituent” members would not have voting rights.

The public consultation would run for eight weeks in December 2023 and January 2024, and Committee were asked to consider whether to respond.

Members felt it was the Council's duty to respond to the consultation and concerns were raised that Districts may not have a vote as non-constituent Members. The potential positives and negatives of a CCA were discussed. Members felt that although the CCA would receive any future UKSPF, that it should be split as an equal percentage between areas to ensure it was fairly distributed. Committee agreed to respond in support of the CCA in principle, subject to the inclusion of these suggested terms.

RESOLVED THAT COMMITTEE:

Agree to respond to the public consultation as follows:

Ribble Valley Borough Council broadly supports the creation of the County Combined Authority as set out in the Consultation document. However, we would like to see the two district representatives being given full voting rights on the CCA Board. We would also ask that a share of any UK Shared Prosperity Fund received by the CCA is allocated to District Councils in the same proportions as currently received by those authorities.

622

MEMBERSHIP OF WORKING GROUPS

The Chief Executive submitted a report for Committee to consider the membership of the Working Groups under the remit of this Committee for the remainder of the municipal year 2023/24.

Committee had approved the appointment of Members to the working groups for 2023/24 on 20 June 2023 comprising; Voluntary Organisation Grants, Budget Working Group, UKSPF Working Group, and Corporate Strategy Working Group. Following political group changes, the revised membership of the Policy and Finance Committee based on the new political balance had been confirmed at the meeting of the Full Council 12 December 2023.

Members were asked to appoint replacement Members to the Budget Working Group and Corporate Strategy Working Group, as Councillor G McCrum was no longer a member of the parent Committee.

RESOLVED THAT COMMITTEE:

Agree the revised membership of the Working Groups for the remainder of the municipal year 2023/24 as follows:

Voluntary Organisation Grants – Councillors R Newmark, L Edge, S O'Rourke, A Wilkins-Odudu, D Birtwhistle

Budget – Councillors S Atkinson, S Hore, S Hirst, S Fletcher, L Jameson, J Rogerson, S O'Rourke

UKSPF - Councillors S Atkinson, S Hore, S O'Rourke, L Jameson, J Rogerson

Corporate Strategy Working Group - S Atkinson, S Hore, K Horkin, S Fletcher, A Wilkins-Odudu, D Birtwhistle, S O'Rourke.

623

REFERENCES FROM COMMITTEES

There were no references from Committees.

624 TREASURY MANAGEMENT MONITORING 2023/24

The Director of Resources submitted a monitoring report for information on the treasury management activities for the period 1 April 2023 to 31 December 2023. This included temporary investments, interest on investments, local government bonds agency, borrowing, borrowing requirements, prudential indicators, approved organisations, recent events and exposure to risk.

625 REVENUES AND BENEFITS GENERAL REPORT

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

626 HOUSEHOLD SUPPORT FUND ROUND 4

The Director of Economic Development and Planning submitted a report for information updating Committee on the Household Support Fund Round 4 (HSF4).

The application process for the second round of applications had closed on 17 November 2023. 331 applications had been received, of which 269 applications were eligible. Vouchers had been issued to eligible applicants in date order of receipt, therefore 43 vouchers had been issued equating to the remaining fund amount of £10,900. The remaining eligible applicants would be prioritised for assistance in the event of more funding becoming available.

To date 748 vouchers had been issued to households in the Borough which equated to £211,100.

627 RIPA UPDATE

The Chief Executive submitted a report informing Committee of the Council's usage of the Regulation of Investigatory Powers Act (RIPA) and the result of the position in respect of the 2023 inspection.

RIPA allowed the Council to carry out directed surveillance and/or use covert human intelligence sources (CHIS) lawfully if it is authorised in accordance with the provisions of RIPA. Committee was informed that the Council had not used its RIPA powers within the last 12 months to date.

In July 2023, the Investigatory Powers Commissioners Office had requested information in order for them to consider the Council's RIPA arrangements. The Council had submitted the information and received confirmation on 3 November 2023 that the Council had provided assurance and as such no further inspection was required at that time.

628 CORPORATE PLAN PERFORMANCE REPORTING

The Chief Executive submitted a report informing Committee about year-end reports for 2021/22 and 2022/23 that detail performance against the Council's local performance indicators.

The report provided an overview of the Council's performance up to 31 March 2023. Analysis showed that of the 18 key performance indicators (KPIs) that could be compared to target:

- 50% (9) of the KPIs met target (green) or were on track.
- 16.7% (3) of the KPIs close to target (amber) where delivery was on track and was being managed.
- 0% (0) of the KPIs missed target (red) where performance was or was likely to be off track.
- 16.7% (3) of the KPIs provided data only.
- 16.7% (3) of the KPIs were either awaiting data, data was unavailable, or a target had not been set.

Of the 18 KPIs where performance trend could be compared over the years:

- 50% (9) of the KPIs had improved
- 28% (5) of the KPIs had worsened,
- 22% (4) of the KPIs could not be compared to the previous year

The full monitoring report along with narrative on performance and targets was provided in the report.

629 MINUTES OF WORKING GROUPS

(i) Minutes of Budget Working Group 25 September 2023

The minutes of the Budget Working Group held on 25 September 2023 were submitted for Committee's information.

631 MINUTES OF UKSPF WORKING GROUP 31 OCTOBER 2023

The minutes of the UKSPF Working Group held on 31 October 2023 were submitted for Committee's information.

632 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

633 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.

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 for Committee to consider full applications received into the Rural England Prosperity Fund (REPF) grant 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 fifteen eligible applicants had been invited to complete a full application, and of these the following two full applications had been received for Committee to consider:

- Ribchester Parish Council, Knowle Green Gigabit (1000mbps) Broadband – requesting £50k to cover part of the cost of the initial network installation, with an additional £12k to provide the connection to Ribchester Parish Council.
- Newton-in-Bowland Village Hall – requesting £3478.50 to fund 50% of the total cost (£6,957) of three smaller projects consisting of a projector, water boiler and tablet. As applications were limited to one per project application, Committee were asked to consider which of the three smaller projects to support.

Members felt that the Knowle Green broadband project was worthwhile and essential, however, given the number of homes and businesses within the project area that would be eligible for government funded vouchers, Committee requested that further financial information was required, and deferred the decision to a future Committee once the information was obtained.

It was noted that Village Hall projects would ordinarily fall under existing grant schemes, therefore Members felt that the Newton-in Bowland projects should be considered under grant schemes in the first instance.

RESOLVED THAT COMMITTEE:

1. Request further financial information in regard to the application for £50k to support the delivery of the network installation requirements for a digital gigabit broadband network to Knowle Green, for consideration at a future Committee.
2. Recommend the three projects totalling £6,957 at Newton-in-Bowland Village Hall for consideration under the existing voluntary organisation grant scheme.

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 £4,690.62 of Council Tax debts plus £390.00 costs where it had not been possible to collect the amount due.

The Director of Resources and Deputy Chief Executive, the Director of Economic Development and Planning, and the Director of Community Services left the meeting.
FLEXIBLE RETIREMENT REQUEST

The Chief Executive submitted a report for Committee to consider an application for flexible retirement from the Chief Executive, which required approval of both Personnel Committee and Policy and Finance Committee.

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

The Chief Executive had submitted his notice to retire from his full time position on 5 April 2024. The Chief Executive's request was that he be granted flexible retirement to allow him to continue with a reduced working week of 2.5 days until January 2025. The report also presented Committee with the options which required consideration given that the other half of the post would become vacant, and the potential financial implications of the various options.

The report noted that agreeing to the flexible retirement request would retain the knowledge and expertise of the Chief Executive and permit the Council 12 months to carefully consider the recruitment and replacement. Committee were verbally updated at the meeting that Personnel Committee had approved the request at their meeting of 17 January 2024. The Chief Executive presented the report then left the meeting.

Committee supported the flexible retirement request, and the proposed option for the Deputy Chief Executive to be asked to Act Up.

RESOLVED THAT COMMITTEE:

1. Approve the flexible retirement request with effect from 6 April 2024, and
2. Approve that the Director of Resources and Deputy Chief Executive is asked to Act Up and temporarily undertake the extra duties of CEO, 2½ days per week, alongside her existing role.

The meeting closed at 8.40 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 Economic Development

Meeting Date: Thursday, 25 January 2024, starting at 6.30 pm
Present: Councillor D Birtwhistle (Chair)

Councillors:

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

In attendance: Director of Economic Development and Planning and Head of Strategic Planning and Housing, and Head of Financial Services.

Also in attendance: Councillor S O'Rourke

637 APOLOGIES FOR ABSENCE

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

638 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 2 November 2023 were approved as a correct record and signed by the Chairman. The revised minutes of the meeting held on 28 September 2023 were signed by the Chairman.

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

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

640 PUBLIC PARTICIPATION

There was no public participation.

641 REVISED REVENUE BUDGET 2023/24

The Director of Resources and Deputy Chief Executive submitted a report asking committee to agree a revised revenue budget for 2023/24 for this committee.

Members were reminded that at this time of year the estimates are revised for the current financial year in order to predict the likely outturn. In essence the revised estimate was the Council's latest forecast for the outturn on the current financial year's budget. This also assisted the Council in preparing the original estimates for the coming financial year.

The original budget for 2023/24 included the provision for pay increase at 5% and price increase at 7.5% as it was anticipated inflation would fall during the year.

The pay award for 2023/24 had now been settled at £1,925 per full time employee. Overall the cost of the pay award was 6.5% which was around £170k above the 5% that had been allowed for.

The report noted that significant levels of inflation had been experienced and the revised estimate took into account the levels of inflation experienced so far. A comparison between the revised and original estimates, and detailed analysis of the variances, were included in the report.

The difference between the revised and original estimate was a decrease in net expenditure of £13,770.

RESOLVED THAT COMMITTEE:

Agree the revenue revised estimate for 2023/24.

642

ORIGINAL REVENUE BUDGET 2024/25

The Director of Resources and Deputy Chief Executive submitted a report asking Committee to agree the draft revenue budget for 2024/25 for this Committee for consideration at the Special Policy and Finance Committee.

The forecast in September predicted a budget gap of £877k in 2024/25, £2.261m in 2025/26, and £2.740m in 2026/27. Since the forecast was prepared the Government's Policy Statement on Local Government Finance had been published on 5 December 2023, announcing that all local Councils would receive an increase in Core Spending Power the following year of 3% by continuation of the One-Off Funding Guarantee. Since the forecast was prepared, the Council had seen further cost increases particularly due to inflation and energy costs.

The Policy Statement also announced that:

- New Homes Bonus Allocations would continue for 2024/25
- Rural Services Delivery Grant would continue for 2024/25
- Revenue Support Grant (RSG) would increase in line with CPI with no negative RSG
- Business rates would not be reset and Business Rate Pooling would continue, and
- A Council tax referendum principle of up to 3% or £5 for district councils

The total movement from the original estimate 2023/24 to the original estimate 2024/25 was a reduction in net expenditure of £35,920. Detailed information on the individual budget areas under the Committee were included in the report, along with the movements from the 2023/24 Original Estimate to the draft Original Estimate for 2024/25, with comments on the main variances.

RESOLVED THAT COMMITTEE:

Approve the revenue Original Estimate for 2024/25 and submit this to the Special Policy and Finance Committee.

643

REVISED CAPITAL PROGRAMME 2023/24 AND FUTURE CAPITAL PROGRAMME REVIEW AND NEW BIDS

The Director of Resources and Deputy Chief Executive submitted a report seeking Committee's approval of the revised estimate for this Committee's capital programme for the current financial year.

One capital scheme totalling £54,750 had been approved by Special Policy and Finance Committee and Full Council in February and March 2023 respectively. The

approved scheme had been moved from the 2022/23 capital programme to the 2023/24 capital programme. There had been no spend on the Economic Development initiatives scheme to date, and it was proposed that the scheme budget of £54,750 be left within the 2023/24 revised capital programme should any opportunities arise before the end of the financial year.

For this Committee there were no previously approved capital schemes for 2024/25 and 2027/28 and no new bids had been submitted for 2028/29.

RESOLVED THAT COMMITTEE:

Approve the 2023/24 revised estimate of £54,750 for this Committee's capital programme.

644

MEMBERSHIP OF WORKING GROUPS

The Chief Executive submitted a report for Committee to consider the membership of the Working Group under the remit of this Committee for the remainder of the municipal year 2023/24.

Committee had approved the appointment of Members to the Climate Change Working Group for 2023/24 on 15 June 2023. Committee then agreed to amend the membership and add two further Members on 28 September 2023. Following political group changes, the revised membership of the Economic Development Committee based on the new political balance had been confirmed at the meeting of the Full Council 12 December 2023.

There was no longer a Liberal Democrat representative on the Working Group. Members requested that all political groups were represented, and Committee therefore agreed to add Councillor G Hibbert as the Liberal Democrat representative, bringing the Membership of the group to eight Members.

RESOLVED THAT COMMITTEE:

Appoint Councillor G Hibbert to the Climate Change Working Group, with the revised membership as follows:

Climate Change – Councillors S Atkinson, L Edge, J Alcock, S Fletcher, A Wilkins-Odudu, D Birtwhistle, G McCrum, and G Hibbert.

645

CORPORATE PLAN PERFORMANCE REPORTING

The Chief Executive submitted a report informing Committee about year-end reports for 2021/22 and 2022/23 that detailed performance against the Council's local performance indicators.

The report provided an overview of the Council's performance up to 31 March 2023. There was only one key performance indicator (KPI) monitored for Economic Development Committee, which reported CO2 reduction from local authority operations. This could be compared to target as follows:

- the KPI had met target (green) or was on track.

Where performance trend could be compared with previous years:

- Performance had improved

The monitoring report along with narrative on performance and targets was provided in the report.

646 TOURISM UPDATE

The Director of Economic Development and Planning submitted a general progress information report on tourism activity.

The report provided information for Members on the Visitor Economy in the Ribble Valley, the Ribble Valley Destination Management Plan, funded projects, current marketing and promotional activity, print marketing, the annual photographic competition, the Ribble Valley Tourism Association, and the Tourism Gathering and Stars in Tourism Awards.

At the meeting, Members were provided copies of the annually published Love Ribble Valley magazine.

647 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

648 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

649 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.

650 BUSINESS SUPPORT FOR NET ZERO TRANSITION AND DECARBONISATION

The Director of Economic Development and Planning submitted a report updating Committee on the Business Support for New Zero Transition and Decarbonisation Project, which was being funded from the Council's UK Shared Prosperity Fund.

The report provided updates on the project actions and events covering quarter one to quarter three.

651 RURAL ENGLAND PROSPERITY FUND (REPF) UPDATE

The Director of Economic Development and Planning submitted an information report on expressions of interest received for the Rural England Prosperity Fund (REPF) grant 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 fifteen eligible applicants had been invited to complete a full application. Of these, two full applications had been received and considered by Policy and Finance Committee at their meeting of 23 January 2024.

The meeting closed at 7.00 pm

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

Minutes of Licensing

Meeting Date: Tuesday, 30 January 2024, starting at 6.30 pm
Present: Councillor I Brown (Chair)

Councillors:

S Brunskill	J Rogerson
R Elms	G Scott
S Farmer	R Walsh
M French	D Brocklehurst
G Hibbert	M Graveston
R Newmark	K Spencer
S O'Rourke	M Peplow

In attendance: Head of Legal and Democratic Services and Solicitor

Also in attendance: Councillor D O'Rourke

652 APOLOGIES FOR ABSENCE

There were no apologies from absence.

653 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

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

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

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

655 PUBLIC PARTICIPATION

There was no public participation.

656 HACKNEY CARRIAGE FARES

The Chief Executive submitted a report seeking Committee's views about whether Hackney Carriage fares should be reviewed.

It was noted that at the annual taxi meeting, Hackney Carriage representatives reported that customers had questioned the level of night-time rates, as they considered that £6.75 for the first mile and £1.05 for each 1/5 mile thereafter was too high. They asked for consideration to be given to a reduction of the night-time uplift.

Committee were advised in general terms of the fare tariffs implemented by other local authorities.

The consensus was that there should be a reduction in the uplift and discussion took place as to what level the night-time fare should be set at.

RESOLVED THAT COMMITTEE:

1. Approve the reduction in the night-time tariff for Hackney Carriages. For the hiring begun between 12 midnight and 6am and between 7pm and 12 midnight on Christmas Eve and New Year's Eve, the fare will be £5.50 for up to one mile, then the standard rate/fare of £0.70 for each 1/5th mile thereafter.
2. Authorise the Head of Legal and Democratic Services to advertise the proposed table of fares as required by legislation.

657

OPERATORS' LICENCE FEES

The Chief Executive submitted a report asking Committee to determine whether there should be any variation in the fees charged for a private hire operator's licence.

It was noted that, at the annual taxi meeting, an operator had requested that the Council review operators' fees, as he considered they were too high and made reference to their role as merely a booking agent.

Officers had carried out a review, which included consideration of operators' responsibilities and a comparison of the Council's current fees against those set by other local authorities (taking into account the particular circumstances particular to the Ribble Valley) and they were felt to be reasonable.

RESOLVED THAT COMMITTEE:

Approve that the fees set for the issue of operators' licences, as set on 31 October 2023, be maintained.

658

ELAP SEATS AND WHEELCHAIR ACCESSIBLE VEHICLES

The Chief Executive submitted a report asking Committee to determine whether there should be consultation on variation of the Council's Licensing Policy in respect of Hackney Carriages, Private Hire vehicles, drivers and operators in respect of provision of wheelchair accessible vehicles and vehicles with ELAP seats.

It was noted that, at the annual taxi meeting, some Hackney Carriage proprietors had requested discontinuance of the requirement for ELAP seats. Members were advised that the Council's view thus far was that if an ELAP seat was to be withdrawn from a vehicle, it should be replaced with a fully wheelchair accessible vehicle.

The issue of disability awareness training for drivers was also highlighted and whether this should be extended to existing drivers and whether it should be renewed periodically.

Councillor O'Rourke outlined his concerns both with ELAP seats and back-loading wheelchair accessible vehicles and explained the difficulties that they can cause. He expressed a preference for side opening wheelchair accessible vehicles.

RESOLVED THAT COMMITTEE:

Authorise the Head of Legal and Democratic Services to consult with the trade and with all interested or affected parties on any proposed amendment to the policy, and to report back to Committee.

659

MAXIMUM AGE FOR HACKNEY CARRIAGES AND PRIVATE HIRE VEHICLES

The Chief Executive submitted a report asking Committee to determine whether the Council's Hackney Carriage and Private Hire vehicle licence conditions should be amended to withdraw the requirement for vehicles over 7 years old to be tested and licensed every 4 months.

Prior to the annual taxi meeting, several drivers had requested this amendment and felt that all vehicles over 3 years old should be licensed for 6 months. The Council had given consideration to this, which included carrying out research on the position of neighbouring local authorities. It was noted that where less frequent licensing of older vehicles was required, other restrictions applied including, in some cases, a maximum age limit for vehicles. On balance, the Council's view was that the current system seemed to be working satisfactorily.

RESOLVED THAT COMMITTEE:

Approve the retention of four month licences and make no amendment to Hackney Carriage and Private Hire vehicle licences.

660

HACKNEY CARRIAGE NUMBERS

The Chief Executive submitted a report seeking Committee's approval to a consultation on whether the current restrictions on the number of Hackney Carriages licensed by the Council should be maintained.

It was noted that Ribble Valley Borough Council is one of a minority of Councils which impose a maximum restriction on the number of Hackney Carriage licences issued. Best Practice recently issued was that such restrictions should not be imposed. However, if they are imposed then they need to be reviewed regularly and there should be wide-ranging consultation. If challenged, the Council would need to demonstrate that there was no significant unmet demand. This would normally be done by way of an extensive survey, for which there would be cost implications.

RESOLVED THAT COMMITTEE:

Authorise the Head of Legal and Democratic Services to consult all interested parties on whether the current restriction on the number of Hackney Carriage licences issued by the Council should be maintained, and to obtain costings for a survey of unmet demand.

661

HACKNEY CARRIAGE STANDS

The Chief Executive submitted a report informing Committee of the position with regard to Hackney Carriage stands (ranks) and actions being taken by officers.

It was noted that officers were liaising with LCC in relation to possible stands being situated in the vicinity of Holmes Mill, Clitheroe and to two part-time stands being situated in Whalley. Consideration was also being given to identifying any locations in Longridge for the creation of a taxi stand or stands.

662

TAXI/PRIVATE HIRE LICENSING OPERATIONS

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

It was noted that in an inspection of six vehicles on 16 November 2023, all were found to be of the required standard.

663 TAXI AND PRIVATE HIRE VEHICLE LICENSING BEST PRACTICE GUIDANCE
UPDATED 17 NOVEMBER 2023

Committee noted the contents of the report submitted by the Chief Executive informing them of the publication of best practice guidance in relation to licensing of Hackney Carriages and Private Hire vehicles, issued by the Department for Transport and the Disabled Persons Transport Advisory Committee on 17 November 2023.

664 TRAINING STANDARD ISSUED BY LOCAL GOVERNMENT ASSOCIATION AND
INSTITUTE OF LICENSING

Committee noted the contents of the report submitted by the Chief Executive informing them of the publication of a training standard by the Local Government Association and the Institute of Licensing.

665 LETTER FROM THE MINISTER OF STATE FOR CRIME, POLICING AND FIRE

The Chief Executive submitted a report to Committee distributing a letter circulated by the Alcohol Policy Team of the Home Office dated 15 January 2023, but which had been circulated on 16 January 2024.

666 MINUTES OF SUB COMMITTEES

The minutes of the Sub-Committees held on 27 October 2023 and 16 November 2023 were noted.

667 MINUTES OF ANNUAL TAXI MEETING ON 28 NOVEMBER 2023

The minutes of the annual taxi meeting on 28 November 2023 were noted.

668 MINUTES OF EVENT SAFETY ADVISORY GROUP MEETINGS

The minutes of the Ribble Valley Event Safety Advisory Group on 30 October 2023 were noted.

669 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.21 pm

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

Minutes of Parish Councils Liaison

Meeting Date: Thursday, 1 February 2024, starting at 6.30 pm
Present: Councillor G Scott (Chairman)

Councillors:

K Barnsley	K Horkin
D Birtwhistle	M Robinson
S Cowman	N Stubbs
M French	R Walsh

Parish Representatives

J Chang	Aighton, Bailey and Chaigley
R Veitch	Bolton by Bowland, Gisburn Forest and Sawley
R Porter	Chatburn
A Schofield	Clayton le Dale
J Hargreaves	Dutton
P Atkinson	Grindleton
L Halley	Grindleton
M Gee	Hothersall
A Upton	Hothersall
S Rostron	Paythorne and Newsholme
S Greenhough	Read
G Mason	Ribchester
D Briscoe	Rimington and Middop
T Perry	Rimington and Middop
M Wood	Salesbury
J Hampson	Simonstone
D Peat	Simonstone
R Chew	West Bradford
H Douglas	Wilpshire
J Pursglove	Wiswell
R Vickers	Whalley
D Conway	

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

Also in attendance: Borough Councillors K Spencer, T Austin and S Farmer

670 APOLOGIES FOR ABSENCE

Apologies for absence were received from Borough Councillors S O'Rourke, H McFall and D Brocklehurst.

Apologies were also received from M Highton of Whalley Parish Council, and J and T Westwell of Salesbury Parish Council.

671 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9 November 2023 were approved as a correct record and signed by the Chairman.

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

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

673 PRESENTATION ABOUT THE 'SETTLEMENT STUDY'

The Head of Strategic Planning and Housing gave a presentation to Committee providing an introduction to the Settlement Study.

She outlined the reasons why the Council are preparing the study, namely:

- It is a key piece of planning evidence that will inform the Spatial Strategy in the new Local Plan.
- It will inform the decisions on the future role of settlements and future settlement hierarchy.
- It will establish limits to settlements.
- It will inform allocations and policies on green spaces.

The aims of the study were identified as:

- To establish a baseline position in terms of understanding the level of economic and social infrastructure present in each settlement.
- To rank the settlements according to a range of indicators, and by doing so, to inform the definition of a future local plan settlement hierarchy.
- To understand and establish the physical boundaries of settlements, beyond which the area should be defined as countryside.
- To identify and assess sites which can be recognized as green infrastructure sites within settlements.

A definition of a "Settlement" was provided for the purposes of the study:

A place of living that exhibits a level of physical coherence...a number of dwellings and other buildings that exist in relatively close proximity to each other – for instance clustered together around a key point such as a road intersection or village green or taking a more linear form along a key line of communication (i.e. road) or an environmental feature (i.e. a river)."

It was confirmed settlements are not synonymous with parishes and their administrative boundaries or localities/communities.

An overview of the study methodology was outlined. This would be separated into four parts:

- Part A – to assess settlements and score them against identified indicators. A combined rank will score will then be created.
- Part B – to prepare settlement profiles which provides a useful summary of the nature and function of a settlement.
- Part C – to confirm the settlement boundaries.
- Part D – an audit and assessment of open spaces in the settlements

The Head of Strategic Planning and Housing confirmed that she wished to receive input from Parish Councils. The next step would be for the Council to share a list of 'candidate' settlements with current boundaries for Parish Councils to comment on. Parish Councils can also assist in providing data on settlement indicators.

The Head of Strategic Planning and Housing then answered questions from Committee and offered clarification on the scope of the study. It was confirmed that it was not a review of greenbelt land.

Discussion took place around the length of time that would be given to Parish/Ward Councils for their feedback. The initial recommendation of 2-3 weeks was not felt to be adequate, and suggestions were made of allowing a minimum of 6 weeks. Confirmation was given that guidance would be sent to Parish Councils along with the request for information and a further suggestion was made that information from the previous Settlement Study should be provided for reference.

It was reiterated to Committee that Ribble Valley Borough Council want to engage with Parish Councils, but it was important that the preparation of the study should not be delayed. The Chief Executive also confirmed that there is a Local Plan in place whereby settlements are identified. Essentially, Parish Councils are being asked to check whether these have changed at all and whether there are any other to be considered. A lot of the information required is of a factual nature, which in the smaller areas should be quite straightforward.

The Chief Executive reiterated that the most important thing is to make sure that the Council puts the new Local Plan in place as soon as possible and confirmed that there will be consultation throughout the process.

674

REFERENCE FROM COMMITTEES

- (i) Health & Housing - Review of the affordable housing allocation policy and purchase of a choice base letting system.

The Director of Economic Development and Planning had submitted a report to Health and Housing Committee which sought approval to numerous amendments to the Council's Affordable Housing Allocation Policy (Allocation Policy) and to consider suggestions made by the Strategic Housing Working Group in respect of moving to a Choice Base Letting (CBL) System for the allocation of available properties to people on the waiting list.

The Head of Strategic Housing and Planning summarised the proposed changes with reference to the following key issues:

- To include a requirement to evidence housing need
- To add further clarity to the local connection definition
- An update to the eligibility criteria to include latest Government immigration advice and armed forces connections
- Amendment to the medical points to ensure that they are awarded to reflect where housing is impacting on health.
- To update the number of points given for those who are homeless

It was confirmed that at Health and Housing Committee it had been resolved to:

Approve the proposed changes to the Allocation Policy for a 6-week consultation as set out in the report and its appendix.

2. Delegate authority to the Director of Economic Development and Planning to make any other minor editorial amendments to the document prior to publishing the document for consultation.

3. Delegate authority to the Director of Economic Development and Planning to explore options for a Ribble Valley CBL system including engagement with partners with a full detailed report brought back to this Committee.

GUIDANCE FOR PARISH COUNCILS

David Peat of Simonstone Parish Council suggested that it would be useful to have some guidance/training for Parish Councils. The Chief Executive confirmed that consideration would be given to Lancashire Association of Local Councils (LALC) attending the next Parish Council Liaison Committee. He also offered to provide Parish Councilors/Clerks with a room where they could all have a meeting with a view to sharing information. It was also suggested that planning training on how to respond to consultations on planning applications would be useful, in particular what can be considered as 'material considerations'.

RIBBLESDALE SWIMMING POOL

A survey has been sent out regarding the future of the swimming pool and queries were raised as to what exactly was happening with it. The Chief Executive confirmed that there was going to be a feasibility study carried out to determine its future. Various options are being considered e.g. repairing the existing pool, rebuilding a new one, re-locating the facilities etc. Parish Councils wanted to be kept updated and asked that a report on the pool be brought to a future Parish Council Liaison meeting.

Parish Councils confirmed that they have received a survey which covered general recreation facilities rather than just Ribblesdale Pool and referenced a meeting that was due to take place the following week. Concerns were raised regarding the short notice of this, the cost of the surveys/study that were to be carried out and whether those preparing the study would have any local knowledge/expertise. The Chief Executive confirmed that he would seek further information from the Director of Community Services.

DATE AND TIME OF NEXT MEETING

The Chairman informed the Committee that the next meeting would be on Thursday 11 April 2024 at 6.30pm.

The meeting closed at 7.47 pm

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

Minutes of Planning and Development

Meeting Date: Thursday, 8 February 2024, starting at 7.32 pm
Present: Councillor S Bibby (Chair)

Councillors:

T Austin	L Jameson
I Brown	M Peplow
S Brunskill	S O'Rourke
L Edge	J Rogerson
M French	K Spencer
G Hibbert	N Stubbs
S Hore	

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

677 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillor K Horkin

678 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 11 January 2024 were approved as a correct record and signed by the Chair.

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

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

680 PUBLIC PARTICIPATION

There was no public participation.

681 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990

(i) 3/2023/0833 Unit 26, Mitton Road Business Park, Whalley BB7 9YE

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 and retained thereafter in complete accordance with the proposals as detailed on drawings:

Proposed Site Plan 6926-SK02 REV A Received 02/01/2024
Proposed Floor Plans 6926-SK01

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

consent.

2. The use hereby approved shall only be open for business between the following hours:

08:00 to 18:00 Monday to Friday
09:00 to 17:00 Saturday
10:00 to 16:00 Sunday and Bank Holidays

Deliveries, trade and waste collections to and from the site shall only be made during these opening hours.

REASON: In the interests of protecting the residential amenities of nearby residents.

3. The onsite parking facilities shown on the drawing titled Proposed Site Plan 6926-SK02 REV A Received 02/01/2024 shall be made available for vehicle use at all times during the lifetime of the development.

REASON: To ensure that adequate off-street parking provision is retained to reduce the possibility of the proposed development leading to on-street parking problems locally in the interests of highway safety and in accordance with the National Planning Policy Framework (2023).

4. The use hereby approved shall only be for the storage, display and retail sale of furniture and goods obtained from household clearance sales by 'The Old Coach House Antiques', as well as ancillary offices, and for no other purpose without express planning permission first being obtained. When the unit ceases to be occupied by 'The Old Coach House Antiques' the use hereby permitted shall cease and all materials and equipment brought on to the premises in connection with the use shall be removed.

Reason: The use has been permitted on the basis of the locational needs of this particular business, and to prevent other out-of-centre uses occurring which do not require a business park location.

(ii) 3/2023/0477 The Vines Preston Road Ribchester

RESOLVED THAT COMMITTEE:

Grant planning permission subject to the following conditions:-

1. The development hereby approved shall be used for holiday accommodation only and shall not be occupied as a person's permanent, sole or main place of residence. The unit shall not be occupied (by the same occupant/s) for periods of more than 28 days in any 3 month period. The owner/operator shall maintain an up-to-date register of the names of all holiday owners and/or occupiers of the accommodation and of their main home addresses and shall make this information available at all reasonable times to the Local Planning Authority.

At no time shall the accommodation hereby permitted be operated, managed or sold separately from 'The Vines' which is identified within the blue edge of the site location plan submitted.

Reason: To ensure the use remains appropriate in a rural area and compatible with the adjacent land uses.

2. 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 building(s) hereby approved shall not be altered or extended, nor shall any new building, structure or enclosure be erected, nor new hardstanding provided, within the red edge of the application site without express planning permission first being obtained.

Reason: In the interest of the visual amenity of the rural area and flood risk.

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

Location Plan PHA/122

Existing Floor Plans, Elevation, Site Plan and Location Plan PHA/122 REV A

Proposed Plan and Elevations Pizza Oven Timber Canopy PHA/122

Proposed Plan and Elevations Hot Tub Timber Canopy PHA/122

Proposed Parking Plan PHA/122

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

4. Prior to the installation of any new external lighting associated with the development hereby approved, a lighting scheme together with an Artificial Lighting Assessment shall be submitted to and approved in writing by the Local Planning Authority. The assessment shall demonstrate that the lighting has been designed to minimise any illumination of nearby habitats and will be installed in accordance with the Institution of Lighting Professionals' Guidance Notes for the Reduction of Obtrusive Light GN01:2011 (or any subsequent replacement guidance).

The lighting shall be installed and operated in accordance with the approved scheme details, which shall be maintained and retained thereafter.

Reason: To safeguard residential amenity, visual amenity and biodiversity.

(iii) 3/2023/0216 Kitchens Cross Lane Bashall Eaves BB7 3NA

RESOLVED THAT COMMITTEE:

Issue the following resolution to the Planning Inspectorate:

Had had the Local Planning Authority been in a position to determine the application, the application would have been REFUSED for the following reason(s):

1. The proposed development is not considered to be small scale and would fail to conserve or enhance the character of the surrounding National Landscape. The proposal would therefore fail to satisfy the requirements of Policy DMG2 of the Core Strategy and as such is considered to be unacceptable in principle.

2. The proposed development, by virtue of its siting, scale and cumulative visual impact arising from the proposed stable building, areas of hardstanding, manège area and loss of hedgerow would compromise the openness and unspoilt character of the application site which in turn would be harmful to the visual amenities of the area and character of the Forest of Bowland National Landscape. The proposed development would therefore fail to satisfy the requirements of Paragraphs 135 (c)

and 182 of the National Planning Policy Framework and Key Statement EN2 and Policy DMG1 of the Ribble Valley Core Strategy.

(iv) 3/2023/1004 The Hawthorns West Bradford Road Waddington BB7 3JE

RESOLVED THAT COMMITTEE:

Defer and Delegate to the Director of Economic Development and Planning to grant planning permission subject to conditions following the satisfactory submission and agreement of a further bat survey report.

682 SAMLESBURY ENTERPRISE ZONE DRAFT LOCAL DEVELOPMENT ORDER AND MASTERPLAN FOR CONSULTATION

The Director of Economic Development and Planning submitted a report seeking authority from Committee to proceed with public consultation on a revised draft Masterplan and new Local Development Order (LDO) document at the Lancashire Advanced Engineering and Manufacturing Enterprise Zone (Samlesbury).

The current LDO and Masterplan are due to expire in February 2024. Although much of the basic infrastructure has already been completed at the site, revised and updated documents are required as there remains the capacity for continued development of existing and new parcels of land within the boundary.

The consultation would run for 28 days, after which Ribble Valley and South Ribble Councils would collate the responses. Any representations would then be considered, and any changes considered necessary would be made. The new LDO and Masterplan would be brought back before Committee for adoption, which will include a summary of the consultation responses.

RESOLVED THAT COMMITTEE:

Authorise the Council to proceed with the statutory consultation on the new Local Development Order (LDO) and revised Masterplan for the Lancashire Advanced Engineering and Manufacturing Enterprise Zone (Samlesbury).

683 SERVICE LEVEL AGREEMENT WITH LANCASHIRE COUNTY COUNCIL ARCHAEOLOGY 2024/25

The Director of Economic Development and Planning submitted a report seeking authority from Committee in respect of a Service Level Agreement (SLA) between the Council and LCC for archaeological advice for the period 2024-25.

It was noted that Committee had previously authorised the Council to enter into an SLA with LCC for such advice and the cost to Ribble Valley Borough Council for the last three years was £32,138. An updated SLA for 2024-2027 had now been issued by LCC and the cost to Ribble Valley Borough Council would be £32,979. A further breakdown was provided for the annual costs.

It was considered that entering into a SLA with LCC for the 2024/25 period would be the most appropriate course of action. This will allow Ribble Valley to continue to benefit from the archaeology advice it receives from LCC and meet the requirements of the NPPF both in terms of sound decision taking and plan making, and continue to monitor its usage of the service to inform the decision on entering into future SLA's for 2025/26 and 2026/27.

RESOLVED THAT COMMITTEE:

Approve the Council entering into a Service Level Agreement with Lancashire County Council (LCC) for the provision of Archaeological advice for 2024/25 and pay the invoice of £10,470 for that period when issued by LCC.

684 INFRASTRUCTURE FUNDING STATEMENT

The Director of Economic Development and Planning submitted a report updating Committee on Section 106 Agreements and their implementation, as shown through the annual Infrastructure Funding Statement.

In 2022/23, £144,248.48 was received in financial contributions from s106 agreements. It was noted that during this monitoring period, £107,796.64 was spent using the contributions already received and 149 affordable homes were completed.

685 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

686 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

687 APPEALS (IF ANY)

Members noted the contents of the Appeals report.

688 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.

689 EXTERNAL HERITAGE ADVICE

The Director of Economic Development and Planning submitted a report seeking authority from Committee in respect of a Service Level Agreement with Growth Lancashire for external heritage advice for the period 2024-25.

It was noted that the current arrangement with Growth Lancashire was working well, although it will be kept under review.

RESOLVED THAT COMMITTEE:

1. Approve the Council's continued to use of the services of Growth Lancashire.
2. Approve the Council entering into a suitable Service Level Agreement for 2024/25, subject to agreement of its terms by the Head of Legal and Democratic Services.

3. Include the budget for external heritage advice services of £9,000 in this Committee's base estimates from 2024/25 onwards subject to agreement by Policy and Finance Committee.

The meeting closed at 7:32pm

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

Minutes of Policy and Finance

Meeting Date: Tuesday, 13 February 2024, starting at 6.30 pm
Present: Councillor S Atkinson (Chair)

Councillors:

S Bibby	K Horkin
D Birtwhistle	L Jameson
S Fletcher	R Newmark
M Graveston	S O'Rourke
J Hill	J Rogerson
S Hirst	A Wilkins-Odudu
S Hore	

In attendance: Chief Executive, Director of Resources & Deputy Chief Executive, Director of Economic Development and Planning, Director of Community Services and Head of Financial Services

Also in attendance: Cllr K Barnsley, M Hindle and R Walsh

690 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillor L Edge.

691 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

There were no minutes requiring approval.

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

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

693 PUBLIC PARTICIPATION

There was no public participation.

694 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2024/25

The Director of Resources and Deputy Chief Executive submitted a report for information providing details of the Government Policy Statement on Local Government Finance and the Provisional Local Government Finance Settlement for 2024/25.

The Policy Statement had suggested that the Government intended to offer a similar financial settlement in 2024/25 as to the current year. The report informed Committee of the key messages outlined in the policy statement. Alongside the statement, the Government had issued information asking local authorities to develop and share productivity plans by July 2024.

The Provisional Local Government Grant Settlement had been published on 18 December 2023, and Members were informed at the meeting that the Final Local Government Grant Settlement had now been published on 5 February 2024.

The published report provided with a comparison between the assumptions made in the 2024/25 Budget Forecast, and the movements following the 2024/25 Provisional Settlement, which showed that overall, the Council would be £826k better off than expected, assuming that Council Tax was increased by the maximum amount of £5 (for Band D properties). This was largely due to the continuation of New Homes Bonus allocations for 2024/25 along with the one-off funding guarantee.

An additional note was circulated at the meeting to Members detailing the Final Grant Settlement which had been announced since the Committee report had been written. We were informed that the Council would be £73k better off than the Provisional Grant Settlement. This would improve the financing of the revenue budget shortfall for 2024/25.

Members were reminded that business rate growth fell outside of the core government funding calculations. The Council had received official designation from the Secretary of State that the Lancashire Business Rate Pool would continue for 2024/25.

695

OVERALL REVENUE BUDGET 2024/25

The Director of Resources and Deputy Chief Executive submitted a report asking Committee to approve the revised Revenue Budget for 2023/24 and to recommend a revenue budget and council tax requirement for 2024/25 to Council on 5 March 2024.

The report noted that when setting the revised budget for 2023/24, records levels of inflation were being seen along with significantly higher utility costs. Committee expenditure had fallen significantly by £1.470m and a number of one-off windfall savings totalling £1.9m had also occurred including:

- Investment income was up by £896k due to higher interest rates and higher than expected available cash balances to invest;
- Business Rate refunds for the Clitheroe Castle Museum and also some car parks totalling £508k; and
- Utility costs were £496k lower than anticipated.

A significant element of the Council's income was Business Rate Growth and the report outlined the latest estimate of Ribble Valley's share of business rate income for the current year. When setting the original budget, it had been agreed to significantly increase the amount of Business Rate Growth used to fund the revenue budget to £2m. In addition, an amount of £1.173m would be transferred to a capital reserve fund to be used to fund future capital schemes.

The report detailed the forecasted transfers to and from earmarked reserves compared with the original estimate, and in summary, the net position was that the Council anticipated adding £90k instead of taking £459k from earmarked reserves in the current year.

The overall summary showed that the Council was £1.805m better off when compared with the original estimate, therefore instead of taking £300k from general fund balances at the end of the year, based on the revised estimates the amount would be £1.505m.

The report went on to highlight the key elements of the Provisional Local Government Finance Settlement 2024/25 and total Government funding of £3.001m in 2024/25. This was set to increase by an additional £73k in funding following the Final Local Government Finance Settlement. The funding guarantee would also increase Ribble Valley's core spending power by 5.7%. It was noted that whilst the New Homes Bonus was an element of the Council's Core Spending power, Business Rates Growth income was not, therefore this income would not be protected if baselines were reset in the future.

The Director of Resources reported that the Collection Fund was likely to produce an overall surplus of £1,311,620 for 2024/25, which would consist of a surplus for council tax of £821,668 and a surplus in respect of business rates of £489,952. The council tax surplus would be shared amongst all the major precepting authorities with the Council's share being £73,966 and the Council's business rate share being £195,981.

Regarding the revenue budget for 2024/25, the report outlined the provisional base position as agreed by Service Committees. Committee expenditure was set to fall by £248k, the reasons for which were set out for each Committee in the annex to the report. Capital adjustments and movements of other items were also reported, and the most significant movement was the increase in investment interest, however it was difficult to predict when interest rates would fall.

The future budget forecasts for 2025/26 to 2028/29 were also estimated based upon latest budget predictions, potential Government Funding, and spending power assumptions. It was noted that these were difficult to predict in the absence of any firm information from the Government, along with the expected general election in 2024. The report summarised the annual budget shortfalls for each year, with the total shortfall to be funded being £5,926,819. This took into account the assumption that £1m would be taken from general fund balances over the forthcoming 4 years. Members were informed that if assumptions in the forecast were correct, although the Council were close to a balanced budget position for 2025/26, significant budget gaps were predicted from 2026/27 onwards. This was largely due to assumptions that interest rates would fall, core government funding would fall, and that business rates would be reset.

The Council's external auditors had recommended that the Council put in place a savings plan and a transformation plan, if required, to address the estimated budget gaps that were forecast. The current Government had also issued, alongside the Final Grant Settlement for 2024/25, a requirement for local authorities to produce and submit a 'productivity plan' before Parliament's summer recess, elements of which may well be duplicated in the savings plan.

The Budget Working Group had considered the Council's financial position and overall budget positions for 2023/24 and 2024/25, and had made the following recommendations for approval by Committee:

- £500k to be added to the 2024/25 capital programme to fund improvement works in the Castle Grounds, and £1m be set aside to fund one-off items to be considered by the Budget Working Group/Policy and Finance Committee. These would be funded by the windfall savings expected on the revised estimate for 2023/24 which totalled £1.505m. The Budget Working Group stressed that as the savings/extra income were of a one-off nature and should not be used to fund on-going expenditure.
- Further Budget Considerations for 2024/25, which had been identified since Service Committees had considered their base budgets, should be added to the 2024/25 budget, totalling £146,100.

- That a £200k contingency for potential pay increases above the 4% allowed for, and a £200k contingency for utility and fuel increases above the amounts allowed for in the base Committee estimates, should be added to the 2024/25 budget.
- A £5 increase in the Band D Council Tax to £170.69 for 2024/25.
- That the Council monitor closely interest rate changes during the year.
- That £82,853 is taken from general fund balances in 2024/25 to balance the budget, however, Members were updated at the meeting that this was now reduced to £8,925 following the Final Local Government Finance Settlement 2024/25.
- That given the significant forecast deficit for future years, the financial pressures and remaining uncertainties, the Budget Working Group should continue to meet on a regular basis to review the budget position and consider ways in which a sustainable budget could be set. This would include the preparation of a savings plan.

Committee were asked to consider the recommendations which would result in a balanced budget for 2024/25, as set out in the report.

The Director of Resources and Deputy Chief Executive, as the Section 151 Officer, presented her report set out in Annex 8 which was required under Section 25 of the Local Government Finance Act 2003 to consider the robustness of the budget and the adequacy of the Council's balances and reserves. She concluded that the budget estimates for 2024/25 are robust, and the level of reserves adequate. She recommended that the Budget Working Group consider a savings and transformation plan to address how a balanced budget could be set beyond 2025/26.

RESOLVED THAT COMMITTEE:

1. Approve the revised budget for 2023/24.
2. Approve the Budget Working Group's recommendations set out in Section 9 and set a budget and council tax requirement for 2024/25 as set out in Section 12 of the report.
3. Recommend the budget and council tax requirement to the Full Council meeting on 5 March 2024.

BUDGET AND COUNCIL TAX REQUIREMENT	
	£
RVBC Net Budget	5,904,551
Plus Parish Precepts (Annex 3)	627,676
	6,532,227
Less - Settlement Funding Assessment	-1,508,544
Net Requirement Before Adjustments	5,023,683
Council Tax Surplus	-73,966
Council Tax Requirement (Including Parishes)	4,949,717

4. Ask the Budget Working Group to formulate the preparation of a savings plan to address the forecasted future budget deficits and report back to this Committee.

696

OVERALL REVISED CAPITAL PROGRAMME 2023/24

The Director of Resources and Deputy Chief Executive submitted a report for Committee to consider and approve the Council's overall revised capital programme for 2023/24.

The original programme had been approved by Council in March 2023 and regular reports had been presented to all committees on progress with the schemes. There had been a number of further approvals and adjustments made during the year resulting in the total approved Capital Programme for 2023/24 of £6,925,330 over 55 schemes. The revised estimate for each of these schemes had been determined following discussion with budget holders regarding their progress and estimated full year expenditure.

The revised Capital Programme now stood at £3,189,580 for 47 schemes, which was a reduction of £3,735,750 from the previously approved capital programme budget and a net reduction of 6 schemes. Detail around the movements was provided in the report.

The report went on to outline how the capital programme had been financed with a summary of the movement on the capital earmarked reserve. Earmarked reserves were used to fund £1,500,740 of the 2023/24 proposed revised capital programme, with the balance of the funding coming from usable capital receipts of £27,110 together with grants and contributions of £1,661,730. The proposal maintained the Capital Earmarked Reserve at a level above £350,000, which allowed for any emergencies to be met if required.

At the end of January 2024 £1,896,760 had been spent or committed on capital programme schemes. This equated to 52% of the full year proposed revised capital programme budget.

Members expressed concerns that capital schemes can be delayed. It was noted this can be outside of the Council's control, however, Members asked that the Budget Working be updated regularly on all Capital schemes and in respect of delays which may impact completion within the financial year.

RESOLVED THAT COMMITTEE:

1. Approve the overall revised capital programme for 2023/24.
2. Request regular progress updates on Capital Schemes to the Budget Working Group.

697

FIVE YEAR CAPITAL PROGRAMME 2024/25 TO 2028/29

The Director of Resources and Deputy Chief Executive submitted a report providing Members with details of the previously approved capital programme schemes for 2024/25 to 2027/28. The report also asked Members to consider the bids that had been received for inclusion in the capital programme for the 2028/29 financial year

and recommend a five-year capital programme for 2024/25 to 2028/29 to Full Council on 5 March 2024.

Most schemes for 2024/25 and 2027/28 were already approved in the existing capital programme. A number of schemes had been moved from the 2023/24 financial year to 2024/25 together with the associated resources to fund them. There were three additional schemes recommended for approval in the 2024/25 financial year:

- Scheme for Council Offices Solar Panels which already been approved in principle by Policy and Finance Committee subject to a further report to committee (to be reported March 2024). £95,000 was included based on quotes received.
- Scheme for £25,000 for Ribblesdale Pool Covers which was funded by grant awarded by Sport England.
- Scheme for £588,540 for Food Waste Collections new burdens funded from grant received from DEFRA for this purpose.

It was also assumed that the £500k for the Castle Grounds scheme as recommended in the revenue budget report would be approved and was included in the 2024/25 financial year.

Heads of Service had put forward their capital programme bids. Service committees had since considered the bids that were put forward and all were supported. A review of the schemes had been undertaken by Budget Working Group and Corporate Management Team, with changes to two schemes as noted in the report. The proposed capital programme was reported to be both achievable and affordable.

RESOLVED THAT COMMITTEE:

1. Recommend to Council the Capital Programme for 2024/25 to 2028/29 as set out in report.
2. Request regular progress updates on Capital Schemes to the Budget Working Group.

698

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

The Chief Executive submitted a report for Committee to consider the recommendations arising from the Council's Polling District and Polling Place Review 2024 and make recommendations to Full Council.

The Council's Electoral and Licensing Officer had completed a review of each polling place and station in accordance with the relevant legislation and guidance. The Notice of Review and Information was published on the Council's website on 5 January 2024 with the consultation period running to 2 February 2024, which had been widely publicised.

Six responses had been received during the consultation period, which were detailed in the report. The responses and comments of the (Acting) Returning Officer had been considered in full and the recommendations made in respect of these were as follows:

- Polling District – DF Langho – That the polling place revert to its previous location of St Mary's RC Church Hall, York Lance, Langho Blackburn BB6 8DW. The polling station was accessible, and the location more central for those attending to vote on foot.

- Polling District – CO Chatburn – That the polling place revert to its previous location of Chatburn Methodist Church Hall, 2 Pendle Avenue, Chatburn, Clitheroe BB7 4AX.
- Polling District – CV3 Whalley Nethertown – That Whalley Nethertown have a separate polling place, with the polling place to be located at Whalley Library, 1 Abbots Croft, Whalley, Clitheroe BB7 9RR. The location met all the requirements for a polling place and was located nearer to the Nethertown Ward boundary than the previous polling place or other possible locations.

The proposals for all polling districts and places were set out in the appendix to the report.

Members were also asked to consider an amendment to the Officer Scheme of Delegation within the Constitution, which would require approval by Full Council. The amendment would not negate the need for periodic reviews of polling districts and places, between compulsory reviews, but would allow the Chief Executive to make a change at short notice should there be an operational need.

***RESOLVED THAT COMMITTEE:

1. Approve the proposals for polling districts and places in the Ribble valley Parliamentary constituency as set out in the report and recommend their adoption to Full Council.
2. Recommend to Full Council an amendment of the Officer delegation scheme as set out in the report.

699

UK SHARED PROSPERITY FUND AND RURAL ENGLAND PROSPERITY FUND - NON CONTRACTING AUTHORITIES' PROCUREMENT THRESHOLDS

The Director of Economic Development and Planning submitted a report seeking Committee approval to confirm the procurement thresholds relating to non-contracting authorities awarded a grant through either the UK Shared Prosperity Fund (UKSPF) or Rural Prosperity Fund (REPF). The report had been added to the agenda following publication, with approval from the Chairman, in order to urgently consider the thresholds whilst the Council prepared grant agreements for the previously approved UKSPF schemes.

Members were asked to approve the thresholds to ensure consistency with the Council's own Contract Procurement Rules and to ensure that the approved schemes can be delivered within the tight timescales of the UKSPF requirements. Once approved the guidance would be available on the Council's website.

RESOLVED THAT COMMITTEE:

Approve the procurement thresholds for non-contracting authorities involved in delivering projects either through UKPSF or REPF as set out in the report.

700

REFERENCES FROM COMMITTEES

There were no references from Committees.

701

MINUTES OF WORKING GROUPS

There were no minutes of working groups.

702 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

703 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.39 pm

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

Minutes of Accounts and Audit

Meeting Date: Wednesday, 14 February 2024, starting at 6.30 pm
Present: Councillor R Walsh (Chair)

Councillors:

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

In attendance: Chief Executive, Director of Resources & Deputy Chief Executive, Head of Financial Services, Internal Audit Manager and Sophia Iqbal

704 APOLOGIES FOR ABSENCE

There were no apologies for absence.

705 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22 November 2023 were approved as a correct record and signed by the Chairman.

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

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

707 PUBLIC PARTICIPATION

There was no public participation.

708 CLOSURE OF ACCOUNTS TIMETABLE

The Director of Resources and Deputy Chief Executive submitted a report informing committee of the statutory requirement to closedown the Council's accounts by 31 May 2024 and to publish them including any certificate, opinion or report issued by the auditor, by 30 September 2024.

A detailed timetable was annexed to the Report setting out the required actions, with the persons responsible for each task.

Members were reminded that it was imperative that the accounts for the current year were closed as soon as reasonably practicable in order to inform the budget setting process for future years. This allowed the Council to be able to consider its reserves and balances and areas of over/under spending with greater certainty.

Members were informed that the Council planned to present the audited statement of accounts for approval at the proposed meeting of this Committee on Wednesday 25 September 2024 (subject to approval of the proposed Committee meeting timetable),

and that it was important that all Members endeavour to attend the meeting in order to ensure that it was quorate.

RESOLVED THAT COMMITTEE:

Endorse the suggested approach for the closure of the 2023/24 accounts.

709

INFORMING THE AUDIT RISK ASSESSMENT 2023/24

The Director of Resources and Deputy Chief Executive submitted a report asking Members to ratify the responses made by management in response to a number of questions raised by Grant Thornton. The questions covered some important areas of the auditor risk assessment where there was a requirement to make inquiries of the Accounts and Audit Committee under auditing standards.

The questions and responses were listed in an annex to the report and covered the following topics in relation to the management of the Council:

- General Enquiries of Management,
- Fraud,
- Laws and Regulations,
- Related Parties,
- Going Concern, and
- Accounting Estimates.

Committee were asked to consider whether the responses were consistent with its undertaking and whether there were further comments they wished to make.

RESOLVED THAT COMMITTEE:

Ratify the responses made to the Grant Thornton document 'Informing the audit risk assessment for Ribble Valley Borough Council 2023/24' as attached to the report.

710

INTERNAL AUDIT PROGRESS REPORT 2023/24

The Director of Resources and Deputy Chief Executive submitted a report which provided Members with an update in respect of progress made in delivery against the 2023/24 Internal Audit Plan. The report outlined a summary of internal audit activity which was a requirement of the Public Sector Internal Audit Standards (PSIAS).

Since the last meeting, one report had been issued providing Members with 'high assurance' opinion in regard to Members Allowances. The report informed Members that thirteen audits were in progress, and a summary of the profiled delivery of the 2023/24 Internal Audit Plan was annexed to the report. There had been one referral for investigation, which remained an open investigation.

711

AUDITORS ANNUAL REPORT 2022/23

Grant Thornton submitted for information the Annual Report on Ribble Valley Borough Council covering the period up to 31 March 2023.

The auditors had made two key recommendations in regard to significant weaknesses in financial stability and performance management. In light of the predicted budget gaps it was felt that the Council should prepare a savings plan to set out how these would be addressed, The Council's comments on the key

recommendations made were detailed in the report along with the agreed actions. It was noted that the report was a retrospective report looking back on the previous financial year, and that the report had been amended since the previous draft to reflect the current position.

An unqualified audit report opinion had been given on the Council's financial statements. The Council had provided draft accounts in line with the national deadline, and quality of the draft financial statements and the supporting working papers were reported to be of a good standard.

Members gave consideration to the report of Grant Thornton and highlighted the ongoing difficulty in estimating the budget in the absence of key funding information from the Government. The Council's Budget Working Group would be developing a savings plan which would be reviewed on an ongoing basis to address potential budget gaps.

712 INTERNAL AUDIT UPDATE - UK SHARED PROSPERITY FUND (UKSPF)

The Director of Resources and Deputy Chief Executive submitted a progress report for information providing an update to Committee relating to the internal audit review of the UK Shared Prosperity Fund (UKSPF).

The Council had been awarded substantial grant funding under the UKSPF. The Government imposed stringent requirements around the management and use of the award, which applied to the Council and any onward awarded bodies. The audit would help provide assurance that the conditions attached to the UKSPF had been complied with. Detailed reports would be agreed with Lead Officers within the Council, and Members would be provided with audit assurances following completion.

713 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

714 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.09 pm

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

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Minutes of Sub-Committee of the Licensing Committee

Meeting Date: Friday, 23 February 2024, starting at 10.00 am
Present: Councillor I Brown (Chairman)

Councillors:

S Brunskill

S O'Rourke

In attendance: Solicitor, Administration Assistant (Licencing) and Taxi Enforcement Officer

715 WELCOME

716 APOLOGIES AND RE-CONSTITUTION OF THE COMMITTEE MEMBERSHIP

There were no apologies for absence.

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

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

718 EXCLUSION OF PRESS AND PUBLIC

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 that press and public be now excluded from the meeting.

719 LICENSING HEARING - TAXI

The Sub-Committee received a report from the Head of Legal and Democratic Services requesting that they determine whether a private hire driver remained a fit and proper person to hold a private hire driver's licence. The driver attended the hearing and made verbal submissions to the Committee. He then responded to questions from the Sub-Committee.

The Sub-Committee determined that the application should be adjourned until 10am on Friday 8 March 2024. This would allow further evidence to be obtained to enable the Sub-Committee to make a proper determination.

The meeting closed at 10.32 am

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

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