

## Minutes of Health and Housing

Meeting Date: Thursday, 28 October 2021, starting at 6.30 pm  
Present: Councillor M Hindle (Chair)

Councillors:

J Alcock	G Mirfin
S Atkinson	R Newmark
I Brown	D O'Rourke
S Farmer	M Robinson
J Hill	R Sherras
B Holden	R Walsh
K Fletcher	

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

Also in attendance: Councillor D Berryman

### 406 APOLOGIES FOR ABSENCE

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

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

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

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

Councillor M Robinson declared an interest in Agenda Item 16.

### 409 PUBLIC PARTICIPATION

There was no public participation.

### 410 MOBILE HOMES SITE MANAGER - FIT AND PROPER PERSON REQUIREMENT

The Chief Executive submitted a report informing members of the implications of the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, and to seek approval for the adoption of the Council's Fit and Proper Person, Determination Policy and Fee Policy in relation to caravan site licensing for residential sites.

Members were reminded that:

- Following a review of the Mobile Homes Act 2013, the Government introduced a new regime under the Caravan Sites and Control of Development Act 1960 called the Fit and Proper Person test.
- The Ribble Valley currently has 27 licensed caravan sites but only two sites that meet the criteria of 'relevant protected sites', these being 'Shireburne', in Clitheroe and 'Three Rivers', in West Bradford.

- When conducting the fit and proper person assessment, a local authority must consider the following points relevant to the application:
  - Whether the individual can conduct effective management of the site
  - Personal information relating to the applicant (including a criminal record check).
- On receipt of an application the local authority may:
  - grant the application unconditionally.
  - grant the application subject to conditions.
  - reject the application.

#### RESOLVED THAT COMMITTEE:

1. Approve the adoption of the proposed Determination Policy set out in Appendix A of the report.
2. Approve the adoption of the proposed Fees Policy set out in Appendix B, of the report and approve the following fees:
  - Mobile Homes Fit and Proper Test Application Fee - £261.00.
  - Mobile Homes - Site Manager Appointment Costs (costs recovered in full from site owner).

411

#### REVIEW OF FEES AND CHARGES 2022/23

The Director of Resources submitted a report seeking member approval on proposals to increase this Committee's fees and charges with effect from 1 April 2022.

Members were reminded that the Council's fees and charges are reviewed on an annual basis.

The report noted that:

- The proposals were the first stage in the review of this Committee's budget for the forthcoming 2022/23 financial year.
- The Council's latest budget forecast allows for a 3% inflationary increase in the level of income raised from fees and charges and the review aims to increase budgeted income for 2022/23 by this amount as a minimum.
- Following discussions between financial services, heads of service and budget holders a proposed set of fees and charges for implementation from 1 April 2022 had been produced for this Committee for members to consider.

Most fees proposed were based on applying a 3% inflationary increase and applying rounding up or down as appropriate to minimise any problems with small change.

- Some proposed fees were set on a different basis to a 3% increase. These were Mobile Homes Fit and Proper Person Test fees, the Clitheroe Cemetery Memorial Bench fee and fixed penalty notice charges. These were explained in the report.

RESOLVED THAT COMMITTEE:

1. Approve the 2022/23 fees and charges proposed for this Committee in Annex 1 of the report, for implementation from 1 April 2022.
2. Approve to change the Clitheroe Cemetery Memorial Bench fee with immediate effect to "At Cost – Materials and Labour".

412

DISABLED FACILITIES GRANTS - PROPOSED POLICY AMENDMENTS

The Director of Economic Development and Planning submitted a report requesting members approve the proposed amendments to the Discretionary Disabled Facilities Grant (DFG) Policy.

Members were reminded that delivering DFG adaptations is a mandatory function of the Council which must be set out in an approved policy.

The report noted that:

- The proposed amendments are intended to improve the overall offer to applicants and ensure vulnerable households can remain in their own home for as long as possible.
- If approved, the introduction of these measures could see an increase in the opportunity for qualifying residents to access the grants, improve the services for the local community as well as addressing the desire to increase delivery.

RESOLVED THAT COMMITTEE:

1. Approve the proposed amendments to the policy and approve that the revised document be subject to appropriate consultation.
2. Agree to delegate consideration of the consultation responses to the Director of Economic Development and Planning, in consultation with the Chair and Vice Chair of this Committee, and subject to there being no issues raised, agree to adopt, and publish the policy as soon as practicable.

413

ALTERNATIVE SYSTEM FOR DOG WASTE LITTER BINS - REPORT FROM THE DOG FOULING WORKING GROUP

The Director of Community Services presented a report that the Dog Fouling Working Group had authorised him to submit to this Committee.

The Director talked members through the report and highlighted the options and the financial implications associated with each option. Members considered in detail both options and voted for their preference.

RESOLVED THAT COMMITTEE:

Agree to put forward Option 1 as set out in the report, to the Policy and Finance Committee, as a growth item for consideration in the Council's budgetary process for inclusion in the budget for the 2022-23 financial year.

414 STRATEGIC HOUSING WORKING GROUP - DRAFT TERMS OF REFERENCE

RESOLVED THAT COMMITTEE:

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

415 CAPITAL MONITORING 2021/22

The Director of Resources submitted a report on this Committee's 2021/22 capital programme for the period to the end of September 2021.

The report noted:

- That following budget changes, the total approved budget for this Committee's capital programme of eight schemes was now £1,336,560.
- At the end of September 2021, £271,826 had been spent or committed, which is 20.3% of the total approved capital programme budget for this Committee.
- No schemes were completed by the end of September 2021.
- The progress and remaining budgets on each of the schemes.

416 REVENUE MONITORING 2021/22

The Director of Resources submitted a report relating to the progress of the 2021/22 revenue budget for this Committee, as at the end of September 2021.

The comparison between actual expenditure and the original estimated budget for the period April 2021 to September 2021, showed an overall underspend of £50,564 after allowing for transfers to and from earmarked reserves.

The reasons for the main income and expenditure variances for the year to date were explained in the report.

417 ENVIRONMENTAL HEALTH - GENERAL UPDATE

The Chief Executive submitted a report providing members with an update on the relevant issues that have arisen since the last meeting.

The issues covered included:

- Minutes from the Hanson Cement Liaison Meeting
- Air Quality Annual Status Report - 2020
- COVID-19 - Update

Councillor Berryman was given permission to speak on this item.

418 MINUTES OF THE DOG FOULING WORKING GROUP - 26/07/21

The minutes were noted.

419 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

420

## EXCLUSION OF PRESS AND PUBLIC

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

421

## DISABLED FACILITIES GRANT - UPDATE

The Director of Economic Development and Planning submitted a report informing members of the recent approvals relating to the following grant schemes:

- Disabled Facilities
- DEFRA/Property Flood Resilience
- Ribble Valley Adaptation
- Flood Resilience

The report noted that since the last committee meeting no grants had been approved for the Landlord Tenant Grant Scheme.

The meeting closed at 8.23 pm

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