



## RIBBLE VALLEY BOROUGH COUNCIL

Members of the Council are hereby summoned to attend a meeting of the Council to be held in the **TOWN HALL, CHURCH STREET, CLITHEROE** on **TUESDAY, 9 OCTOBER 2012** at **6.30PM**.

CHIEF EXECUTIVE  
1 October 2012

### **BUSINESS**

#### Part I – items of business to be discussed in public

1. Apologies for absence.
2. Declarations of interest.
3. Public participation session.
4. To confirm the minutes of the meeting of **Council** held on **28 August 2012**.
5. Mayoral Communications.
6. Presentation by Lieutenant Colonel Jonny Lighten – Armed Forces Community Covenant.
7. Leader's Report and Question Time.
8. Notice of Motion – proposed by the Leader of the Council, Councillor Michael Ranson:

“This Council, wishing to safeguard the quality of the built environment in the Ribble Valley, supports the Local Government Association in rejecting the Government’s claim that the planning system is stifling economic growth and opposes Government’s proposals to significantly extend permitted development rights and to allow the removal of affordable housing requirements from developers.”

- 8a. Notice of Motion – proposed by the Leader of the Opposition, Councillor Allan Knox:

“Council notes with regret the announcement of the cancellation of the Clitheroe bonfire.

Council also notes the advisory nature of ESAG.

Council calls upon the Chief Executive to review ESAG’s policies and procedures to ensure that all advice it provides is done in a constructive and timely manner.

Council asks that the outcome of this review is reported to the next meeting of Policy and Finance Committee.”

9. To receive and consider, where appropriate, the minutes of the following Committee meetings now circulated (items marked \*\*\* are referred to Council for decision).

<b>COMMITTEE MEETINGS: 22 AUGUST TO 27 SEPTEMBER</b>			
<b>COMMITTEES</b>	<b>DATE OF MEETING</b>	<b>PAGE</b>	<b>MINUTE NO'S</b>
ACCOUNTS & AUDIT COMMITTEE	22 AUGUST	1 – 5	252 – 265
COUNCIL	28 AUGUST	6 – 10	266 – 275
LICENSING COMMITTEE	4 SEPTEMBER	11 – 13	276 – 283
COMMUNITY COMMITTEE	11 SEPTEMBER	14 – 17	284 – 294
PERSONNEL COMMITTEE	12 SEPTEMBER	18 – 21	295 – 309
PLANNING & DEVELOPMENT COMMITTEE	13 SEPTEMBER	22 – 41	310 – 326
HEALTH & HOUSING COMMITTEE	20 SEPTEMBER	42 – 46	327 – 338
POLICY & FINANCE COMMITTEE	25 SEPTEMBER	47 – 56	339 – 362
PARISH COUNCIL LIAISON COMMITTEE	27 SEPTEMBER	57 – 61	363 - 371

Part II - items of business **not** to be discussed in public

None.

**NOTES:**

1. Questions (attention is drawn to Standing Orders 9, 10 and 12).
  - (i) A Member may ask the Mayor or the Chairman of any Committee any 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 10.00am 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 five 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 not later than noon on the day before the Council meeting.

## Minutes of Accounts & Audit Committee

Meeting Date: Wednesday, 22 August 2012 starting at 6.30pm  
Present: Councillor J Hill (Chairman)

Councillors:

P Ainsworth	G Mirfin
R Bennett	R Newmark
I Brown	M Thomas
S Hore	N C Walsh
A Knox	

In attendance: Chief Executive, Director of Resources, Head of Financial Services, Head of Legal and Democratic Services and the Principal Auditor.

Also in attendance: Georgia Jones (Audit Commission).

### 252 APOLOGIES

An apology for absence from the meeting was submitted on behalf of Councillor S Bibby.

### 253 MINUTES

The minutes of the meeting held on 27 June 2012 were approved as a correct record and signed by the Chairman.

### 254 DECLARATIONS OF INTEREST

There were no declarations of interest at the meeting.

### 255 PUBLIC PARTICIPATION

There was no public participation.

### 256 IMPLEMENTATION OF THE CODE OF CONDUCT – COUNCIL PROCEDURES

Committee received a report from the Head of Legal and Democratic Services in relation to the implementation of those provisions of the Localism Act 2011 which relate to issues of Member conduct.

She reminded Members that the new provisions on Member conduct had been considered by the Council's Standards and Policy and Finance Committees culminating in a referral to Full Council on 17 July 2012. Council confirmed that responsibility for matters relating to the conduct of Members should be included within the Terms of Reference of the Accounts and Audit Committee.

It was for Committee to now decide on the steps necessary to implement the provisions of the Localism Act and in particular to consider the following.

1. Registration of a disclosable pecuniary interest, namely:
  - making arrangements for Members to disclose their pecuniary interests
  - informing Members about the different rules which apply when decisions are made where they have a disclosable pecuniary interest as compared to the previous Code of Conduct obligations
2. Standing Orders – changes were discussed which would reflect on the new requirements.
3. Dispensations – a procedure for dispensation was discussed in some detail.
4. Complaints – Committee were asked to decide how complaints would be submitted to the Council, the procedure by which complaints would be considered and how the role of the independent Member would be incorporated into the process.

She gave details of the new register of interests and informed Members that a training session had been arranged for 2 October 2012 to which all Members would be invited to attend.

A report would be taken to the next meeting of Policy and Finance Committee to attend the Council's standing orders. She gave details of how the standing order relating to disclosures differed from the previous version. Reference was also made to the dispensations on Members' interests. Finally, Members were made aware of how the new regime on complaints against Members would operate and in particular how the new system would work in practice.

Members then raised a number of questions in relation to declarations of interests and what was and what was not affected. Members were reminded that a copy of the recent government guidance would be made available.

Members welcomed the fact that they would be informed and involved with any complaints against them at a much earlier stage than previously. Other issues raised included the format of the complaints form which it was suggested should be revised.

RESOLVED: That Committee

1. endorse the arrangements set out at 3.1 (register);
2. recommend the proposed amended standing order set out at 3.2 (ii) to Policy and Finance Committee;
3. delegate the grant of dispensations to a sub-Committee comprising three Members of the Accounts and Audit Committee convened by the proper officer in this case the Monitoring Officer as set out at 3.3; and

4. authorise the use of procedures set out at 3.4 for complaints investigation as now amended.

257 ANNUAL GOVERNANCE REPORT

Georgia Jones of the Audit Committee submitted the Annual Governance Report that they would be sending the Borough Council on the completion of their audit for 2011/2012. The report summarised the findings from the 2011/2012 audit which was substantially complete and included messages arising from the audit of the financial statements and the results of the work that had been undertaken to assess the arrangements to secure value for money in the use of resources.

She requested that the Accounts and Audit Committee consider the matters she had raised, take note of the adjustments to the financial statement, agree to adjust the errors in that statement, approve the letter of representation on behalf of the Council and note the assessment against the value for money criteria.

RESOLVED: That the report be accepted and thanks from the Audit Committee be conveyed to the Director of Resources and the Head of Financial Services and their staff for the efficient way in which they have completed the Council's accounts for 2011/2012.

258 LETTER OF REPRESENTATION

The Director of Resources submitted a report which included the Letter of Representation that the Audit Commission required to be signed before they would sign off the accounts.

This letter sets out assurances from the Council to the Audit Commission that relevant accounting standards had been complied with and gave further assurances that the Council had disclosed information, where to withhold it would have undermined the accuracy and reliability of the Statement of Accounts.

RESOLVED: That Committee approve the Director of Resources signing the letter of representation for 2011/2012.

259 STATEMENT OF ACCOUNTS 2011/2012

The Director of Resources submitted a report asking Committee to formally approve the Statement of Accounts for 2011/2012 following audit. These had been previously approved subject to audit which had now been completed. The final approved version had to be published by the end of September 2012.

The Head of Financial Services reported that he was pleased that in the main there had only been minor adjustments to the draft accounts recommended by the auditors, which were mainly changes in the presentation of items of information contained in the notes to the accounts.

RESOLVED: That Committee approve the audited Statement of Accounts for 2011/2012 and these were then signed by the Chairman.

260

## 2012 PROCUREMENT UPDATE

Committee considered a report on the latest position with regard to procurement at Ribble Valley Borough Council. The last update to Committee on procurement had been presented in November 2009 when Members were informed how the profile of procurement had been raised, particularly within the public sector, over previous years.

Details were given of the Council's procurement procedures and their relationship with financial regulations, contract procedure rules, the Ribble Valley Environmental Action Plan and the procurement system. The report also covered partnership working and gave details of the procurement work plan, Council spend analysis on goods and services and future issues for procurement. Members also discussed the complexities around engaging with Small and Medium Enterprises (SMES) in tendering opportunities and the balance with maximising savings.

Members then discussed the report in some detail.

RESOLVED: That the report be noted.

261

## CONFIRMATION OF AUDITOR APPOINTMENT

Members were informed of the confirmed appointment of the Council's external auditor. Committee were reminded that the Audit Commission had announced that it had agreed to transfer the work of its in-house audit practice to the private sector by outsourcing through a procurement exercise. The Council had now been formally notified of the appointment of Grant Thornton UK LLP as the Council's external auditor as from 1 September 2012.

RESOLVED: The report be noted.

262

## RISK MANAGEMENT – UPDATE ON RED RISKS

Members were provided with an update on the current areas of high risk for the Council as identified on the risk register.

At the time of reporting to Committee, there was only one red risk on the Council's risk register which was the same as reported to Committee at its meeting on 27 June and related to the delivery of the Council's paper and cardboard waste to Lancashire County Council's PFI facility. The risk status currently remained unchanged from that reported at the last meeting.

RESOLVED: That the report be noted.

263

## INTERNAL AUDIT PROGRESS REPORT 2012/2013

Committee received the report on the internal audit work progress to date for 2012/2013. Members were given details of the full internal audit plan but were also informed that owing to an unprogrammed piece of work, and post vacancies within the team, this work plan had slipped from its programmed timetable.

RESOLVED: That the report be noted.

264 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Categories 1 and 4 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

265 OUTCOME OF AUDIT INVESTIGATION

The Director of Resources briefly updated Committee with the latest position on a current investigation. A full report will be presented to the Accounts and Audit Committee once the matter has been concluded.

The meeting closed at 8pm.

If you have any queries on these minutes please contact Jane Pearson (414430).

## Minutes of Meeting of the Council

Meeting Date: Tuesday, 28 August 2012, starting at 6.30pm  
Present: Councillor I Sayers (Chairman)

### Councillors:

P Ainsworth	R Moores
J E Alcock	R Newmark
R Bennett	E M H Ranson
I Brown	L Rimmer
S Brunskill	M Robinson
P Dowson	J Rogerson
R J Elms	C Ross
J B Hill	G Scott
T Hill	R E Sherras
B Hilton	D T Smith
K Hind	R Swarbrick
J Holgate	D Taylor
S Hore	M Thomas
K Horkin	R J Thompson
A M Knox	N C Walsh
S Knox	J White
G Mirfin	A Yearling

In attendance: Chief Executive, Director of Community Services, Director of Resources, Head of HR, Head of Legal and Democratic Services.

### 266 PRAYERS

The Mayor's Chaplain, the Reverend A Froud, opened the meeting with prayers.

### 267 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors S Bibby, S Carefoot, R Hargreaves and S Hirst.

### 268 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 269 PUBLIC PARTICIPATION

There were no items of public participation.

### 270 COUNCIL MINUTES

The minutes of the meeting of the Council held on 17 July 2012 were confirmed as a correct record and signed by the Chairman.



271

## MAYORAL COMMUNICATIONS

The Mayor reported on events he had attended since the last meeting which included a visit to the Lancashire Fire and Rescue Headquarters where he had seen the latest in developments and techniques in fire safety and fire control. He confirmed that there would be a presentation from the Fire Service at the next meeting of Parish Council Liaison Committee. He had also visited St Vincent's Housing Company to see the new energy efficiency and sustainability measures that had been put in place.

The Mayor was pleased to have supported Chipping in its efforts to achieve success in the Britain in Bloom Competition.

The Mayor reported that the Deputy Mayor and Mayoress had attended the launch of the Pendle Witch 400 Exhibition at the Platform Gallery.

Finally the Mayor had been delighted to present plaques to an array of people from across the borough at the Ribble Valley Sports Excellence Awards, and to have made a presentation to the borough's two Olympians – Jon Schofield and Samantha Murray and hosted a reception for them in the Council Chamber.

272

## CORE STRATEGY

Consideration was given to the written report of the Chief Executive asking Members to approve the Ribble Valley Core Strategy and its submission to the Secretary of State for formal examination.

The Leader of the Council, Councillor M Ranson, proposed that the Council adopt the Core Strategy as set out in the Appendix to the report. He reminded Members that the Core Strategy was a framework within which all development, and specifically housing development in the Ribble Valley, would be governed until 2028.

He reported that the Council had been through an extensive statutory public consultation exercise that had included public meetings and drop-in days. In addition there had been special meetings to discuss the findings of the Nathaniel Litchfield Report, the Hyder Sustainability Report and the Strategic Housing Land Assessment (SHLA). The Council had received many replies from interested parties on the draft Core Strategy proposals. The Leader thanked the Head of Regeneration and Housing – Colin Hirst and his colleagues, for all their hard work in producing the Strategy.

The Leader then went on to highlight the key points within the Strategy.

Finally, the Leader outlined the formal proposal in detail.

Members then debated issues raised in the report.

RESOLVED: That the resolutions of Planning and Development Committee on 16 August 2012 in respect of the Core Strategy be confirmed and the Strategy now be submitted to the Secretary of State for examination.

## 273 LEADER'S REPORT

The Leader began by reflecting on the Olympic success of two Ribble Valley residents, Jon Schofield and Samantha Murray. Both of them had benefited from the Council's Sports and Arts Excellence Grant Scheme over a number of years. He was very proud that both medallists had led the recent Torchlight procession. The Leader reminded Members that the Sports and Arts Excellence Grants were still available and were an essential part of the Council's contribution to sporting excellence.

The Leader went on to express his own and the Council's thanks to the Clitheroe Town Council and all the people who had worked hard to make the Torchlight Procession such a huge success.

He also expressed his delight at the success of the Ribble Valley Food Festival in August. He reminded Members that the purpose of the festival was to promote Lancashire produce, its producers, its restaurants and its retail opportunities and he was mindful that the borough needed to showcase its assets to the country and further develop its tourist offering. He praised the efforts put in by staff to make the event so successful and expressed particular thanks to Chris Hughes, Syd Chamley, Tom Pridmore, Phil Dodd and all the other members of staff who had worked so hard and so effectively to ensure that the event ran smoothly.

Next the Leader referred to matters relating to localisation of Council Tax Benefit. He reminded Members that Council Tax Benefit was currently a nationally operated scheme that was fully funded by the Department of Work and Pensions at no cost to the Council, but from the 1 April 2013 the process for administration of Council Tax benefit would change requiring each Council to develop its own local support schemes to replace Council Tax benefit. The Leader acknowledged that the change was a serious issue for the Council but confirmed that a new Council Tax Support Scheme had been developed and would be sent out for public consultation. He stressed that no final decision had been made on the new scheme, but he hoped that people would respond positively to the proposals in the public consultation which would commence on 1 September and end on 31 October 2012.

## 274 LEADER'S QUESTION TIME

The Shadow Leader, Councillor A Knox, began by thanking officers who had been involved with the Torchlight Procession and the Food Festival. He then went on to ask three questions of the Leader.

Firstly the Shadow Leader asked how much the Council had spent on consultants and agency staff in each of the past 3 years. The Leader of the Council, Councillor M Ranson, thanked Councillor Knox for his question and confirmed that the Council had spent £15,091.50 on consultants in 2009/10,

£24,369 in 2010/11 and £95,325.59 in 2011/12. The amount spent on agency staff had been £16,769 in 2009/10, £11,376 in 2010/11 and £9,976 in 2011/12. The Leader pointed out that consultancy fees included external legal expenses.

Next Councillor Knox asked if the Leader could confirm how the incidences of fly tipping in the first 3 months of this year compared with the same period in the two previous years.

The Leader confirmed that the number of incidents of fly tipping reported for April to June this year was 230, compared with 115 in 2010 and 112 for the same period in 2011.

Finally, Councillor Knox asked what action the Council was taking to improve rail services on the Ribble Valley line.

The Leader confirmed that whilst the Council was not the relevant Transport Planning Authority for the authority, it had for several years been a partner with the Clitheroe Line Community Rail Partnership (CLCRP), which was part of a wider Government National Community Rail initiative. The CLCRP worked to an agreed action and through a Project Officer. The Council contributed a sum of money annually to a wider pot that was spent addressing the various aims of the plan. This work had generated improvements to the physical appearance of local stations, including the Clitheroe Interchange and improvements to some local timetables and services including late night services with Manchester.

It had also been involved in working with some local schools to help encourage future patronage and had negotiated with other transport providers to improve joint ticketing and marketing of the line. The Leader reminded Members that the current Districtwide Local Plan and the developing Core Strategy included policies that aimed to protect potential rail station sites at Chatburn and Gisburn from inappropriate development.

## 275 COMMITTEE MINUTES

### (i) Planning and Development Committee – 19 July 2012

RESOLVED: That the minutes of the above meeting be received.

### (ii) Community Committee – 24 July 2012

RESOLVED: That the minutes of the above meeting be received.

### (iii) Health and Housing Committee – 2 August 2012

RESOLVED: That the minutes of the above meeting be received.

### (iv) Policy and Finance Committee – 7 August 2012

RESOLVED: That the minutes of the above meeting be received.

(v) Planning and Development Committee – 16 August 2012

RESOLVED: That the minutes of the above meeting be received.

The meeting closed at 8.00pm.

If you have any queries on these minutes please contact Marshal Scott (414400).

## Minutes of Licensing Committee

Meeting Date: Tuesday, 4 September 2012, starting at 6.30pm  
Present: Councillor J Alcock (Chairman)

Councillors:

P Ainsworth	J Holgate
I Brown	G Scott
P Dowson	R Swarbrick
R Hargreaves	

In attendance: Head of Legal and Democratic Services, Solicitor, Enforcement Officer, Community Development Officer.

### 276 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors K Horkin, S Knox, C Ross and M Thomas.

### 277 MINUTES

The minutes of the meeting held on 19 June 2012 were approved as a correct record and signed by the Chairman.

### 278 DECLARATIONS OF INTEREST

There were no declarations of interest at the meeting.

### 279 PUBLIC PARTICIPATION

There was no public participation.

### 280 MARSHALLING ARRANGEMENTS

The Head of Legal and Democratic Services asked Committee to confirm the proposals set out in her report in relation to how the Council administers the grant of an operators licence.

She referred to minute 118 of Committee dated 19 June 2012 and now commented that there was a lack of clarity relating to the requirement for an operating licence in certain circumstances:

- Where a business makes the arrangement for a private hire journey on behalf of the customer of that business.
- Where the private hire operator stations a member of staff in the premises of another business and the operator's member of staff makes the arrangements.

- Where the private hire operator has a second office eg a small additional booking office in a central location to attract customers at busy times.

The Council was regularly asked to give advice about alternative methods of providing private hire operating service. It had allowed some leniency where the operator had a satellite or secondary base which was only used on very limited basis. However the practice of having a second base was becoming more common as was the development of business relationships eg a hotel or a nightclub and an operator leading to an exclusive provision of a service by the operator for customers of that business. Committee's approval was therefore sought for the proposal that all operators when their operating licence was next renewed to be made aware of the requirements to licence all locations where they carry out their business. This would mean that a separate operating licence would be required for the circumstances set out above.

RESOLVED: That Committee confirm that a separate operator's licence must be obtained where:

1. a private hire firm places a member of staff on the site of another business for the purpose of the invitation or acceptance of bookings for a private hire vehicle; and
2. where the private hire firm have a second office whether freestanding or located in the premises of another business.

#### 281 LICENSING ENFORCEMENT UPDATE

The Head of Legal and Democratic Services gave a brief background history to licensing enforcement within her section, and introduced David Laskey who was covering the work whilst the permanent postholder was on maternity leave. David then reported on a number of inspections and interventions he had been involved with. He was also co-operating with the Taxi Enforcement Officer on taxi enforcement issues.

RESOLVED: That the report be noted.

#### 282 EXCLUSION OF PRESS AND PUBLIC

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

#### 283 COMMUNITY ALCOHOL NETWORKS AND TEST PURCHASING

The Community Development Officer gave a report on the recent introduction of Community Alcohol Networks and also recent test purchasing operations in Clitheroe, Longridge and Whalley.

Community Alcohol Networks involved a significant element of enforcement insofar as they utilized special constables working alongside Trading Standards Officers to target specific hotspot areas. Local Police, other partner agencies and communities would provide the local intelligence on where those hotspots were. These operations had commenced on the weekend of 4/5 August and results so far have been very encouraging.

Another encouraging aspect of Community Alcohol Networks was that where young people had been found drinking underage they were returned to parents who were then invited to take part in parent alcohol workshops.

Members then commented on specific locations which they felt were worthy of a visit by the Community Alcohol Network.

RESOLVED: That the report be noted.

The meeting closed at 7.05pm.

If you have any queries on these minutes please contact Diane Rice (414418).

## Minutes of Community Services Committee

Meeting Date: Tuesday, 11 September 2012 starting at 6.30pm  
Present: Councillor R J Thompson (Chairman)

Councillors:

J E Alcock	R Newmark
S Brunskill	L Rimmer
S Carefoot	M Robinson
J Hill	G Scott
A M Knox	R Thompson
G Mirfin	J White

In attendance: Chief Executive, Director of Community Services (7.15pm), Head of Engineering Services, Head of Culture and Leisure Services and Leisure and Sports Development Manager.

### 284 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor S Hore.

### 285 MINUTES

The minutes of the meeting held on 24 July 2012 were approved as a correct record and signed by the Chairman.

Councillor Robinson asked a question with regard to minute 184 – Public Open Space Assessment with regards to the Clitheroe Town Council forming a Friends of Clitheroe bandstand.

### 286 DECLARATIONS OF INTEREST

There were no declarations of interest at the meeting.

### 287 PUBLIC PARTICIPATION

There was no public participation.

### 288 SWIMMING POOL/SWIMMING DEVELOPMENT PLAN

The Director of Community Services submitted a report requesting Members to consider the priorities and business objectives relating to the operation of Ribblesdale Pool. He informed Committee that the results of the national Active People Survey had revealed some key messages with regard to participation in swimming; the main message being that participation was falling nationally. Despite the overall decline in swimming levels identified in the Active People Survey, this had not had a detrimental impact upon the operation at Ribblesdale Pool. However, it was felt that measures should still be taken to encourage future participation. He reminded Committee that the reduction in the level of net revenue expenditure at the pool had been achieved through a range of cost reduction measures including changes to staffing hours and also due to



maximising income/usage through an increase in provision of swimming lessons for juniors and the availability of swimming contracts offering incentivised rates for swimmers to attend more frequently.

He highlighted various issues which included a request from the Clitheroe Dolphins Swimming Club for more time to be allocated for their training purposes. The delivery of the SwimFit campaign, swimming offers initiative which is an online voucher campaign to get people swimming more often and the upgrading of the facilities with specific regard to changing room modernisation schemes.

Committee discussed the various aspects highlighted in the report with particular reference to guaranteed income and marketing of the various initiatives and classes available.

RESOLVED: That Committee

1. approve in principle the objectives contained within the Swimming Action Plan and agree to a fully detailed plan being produced with the support of the ASA;
2. endorse the general principles as outlined in the report accepting the Clitheroe Dolphins request for more pool time and supporting the SwimFit and swimming offers campaigns; and
3. ask officers to further explore the external funding opportunity with regard to changing room modernisation schemes in order to identify any financial implications to the Council.

289

#### LEISURE CARD REVIEW

The Director of Community Services submitted a report informing Committee of the current availability of price concessions extended to certain Ribble Valley residents under the Leisure card scheme. He reminded Committee that the Freedom Leisure Card had been available to Ribble Valley residents since 2004 to specific target groups, although the Council had operated some sort of concession card scheme for the past 20 years. The Freedom Leisure card had offered admissions at a reduction of approximately one third off the normal price and had initially been operated through the Gladstone MRM supported system. A comparison of leisure card schemes across the east Lancashire districts was included in the report for Committee's information. Over the duration of the Council's Freedom card, there had been a total of 1233 memberships. He reminded Committee that the Longridge Sports Centre/Gym and Roefield Leisure Centre were no longer included in the operation of the scheme which left only Ribblesdale Pool taking part. He also reminded Committee that as part of the approved service review savings in November 2011, the maintenance contract for the computerised system provided by Gladstone MRM had been cancelled. The specific post of Leisure Card Officer had also been part of the savings measures and this post had been terminated in December 2011. The report outlined the options available for future administration of operating a membership scheme, along with category changes for the targeted user groups.

RESOLVED: That Committee

1. accept the proposal to continue with the operation of a leisure card scheme that incorporates the amendments to the targeted user group as outlined; and
2. approve the alternative arrangements for the implementation and management of the leisure card and other pool management functions be implemented which satisfies the pool operational and business requirements.

290 MUSEUM DEVELOPMENT POLICY

The Director of Community Services submitted a report enclosing a draft museum development policy. The document was broadly similar to the previous one and accurately reflected the current status of the collection and how it is managed. It had been amended due to the restructure within the Department for Culture Media and Sport with the responsibility for museum registration being passed on to the Arts Council for England. He reminded Members that the museum and its collection is managed on behalf of the Borough Council by the Lancashire Museum Service but the Clitheroe collection remains in the ownership of the Council who are the governing body for the purpose of the policy. He pointed out that the policy's primary aim is to set out the guiding principles for the Clitheroe collection and that any changes to the policy would be discussed by the soon-to-be-established Local Advisory Forum with recommendations to the Council as governing body.

RESOLVED: That Committee

1. adopts the enclosed development policy (with some minor clarification); and
2. ensure that nominated Members of the Advisory Committee have an active role in its future development.

291 GENERAL REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a report informing Committee of progress with Brungerley Park, Ribble Valley Olympic weekend, the Ribble Valley Summer Activities booklet, Ribble Valley Sports Awards, Ribble Valley Soccer Cage and Clitheroe Torchlight mass cycle.

RESOLVED: That the report be noted.

292 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

A report submitted by Councillor Thomas on Langho football Club was circulated for Committee's information.

293 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following item of business be exempt information under Category 3 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

## CLITHEROE FOOD FESTIVAL UPDATE

The Directors of Resources and Community Services submitted a report updating Committee with regard to the success of the Clitheroe Food Festival 2012 and asking them to consider the latest estimated outturn and how this should be financed and to consider the level of provision of future financial officer and infrastructure support.

There was no doubt that the event was a huge success with a major increase in the number of attendances and exhibitors from the previous year. However, the income had been disappointing. The report outlined the financial performance.

The report outlined that for future food festival events, management arrangements clearly needed to be discussed with the Food Festival Company and Committee needed to consider the level of Council support with regard to officer time and free provision of infrastructure and facilities.

Committee discussed in some detail the event which although had been very successful, had presented some serious concerns for the Council with regard to its management arrangements.

RESOLVED: That

1. Committee acknowledge the success of the Food Festival event and the support that it attracted for the local economy and also the borough as a tourist destination;
2. Committee approve the use of the performance reward grant previously set aside for tourism to fund the final shortfall on the 2012 Food Festival subject to approval by Policy and Finance Committee;
3. Policy and Finance Committee be asked to consider the level of officer and infrastructure support that should be given in the provision of future food festival events including the preferred nature of the Borough Council's involvement in future food festivals, with more detailed information being provided of the issues arising from this year's event, taking into account the serious concerns of this Committee; and
4. Committee support future food festivals in principle.

The meeting closed at 8.12pm.

If you have any queries on these minutes please contact John Heap (414461).

## Minutes of Personnel Committee

Meeting Date: Wednesday, 12 September 2012, starting at 6.30pm  
Present: Councillor D Taylor (Chairman)

Councillors:

P Ainsworth	T Hill
S Brunskill	D T Smith
P Dowson	A Yearling

In attendance: Chief Executive, Head of HR, Personnel Officers x2.

### 295 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors R J Elms and B Hilton.

### 296 MINUTES

The minutes of the meeting held on 30 May 2012 were approved as a correct record and signed by the Chairman.

### 297 DECLARATIONS OF INTEREST

There were no declarations of interest.

### PUBLIC PARTICIPATION

There were no items of public participation.

### 298 REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

### 299 ANNUAL REVIEW OF RECRUITMENT ADVERTISING

Consideration was given to the written report of the Personnel Officer that provided an overview of recruitment advertising activity over the last year.

The Personnel Officer explained the background to the authority's recruitment advertising procedures. The authority no longer used an advertising agency to create adverts, this work was now carried out by the Personnel Section. It was noted that recruitment advertising had increased in the last six months and free media was used where possible to minimise costs. The Personnel Officer also informed Members of recruitment data that was being collated in line with the equalities legislation.

### 300 EQUALITIES ACT 2010 WORKFORCE DATA

The Head of HR provided a written report, updating Members on actions following the introduction of the Equalities Act and explained the duties of public

sector organisations that were mandatory under this legislation. She confirmed that there was a requirement to publish workforce profile data on the Council's website annually and that this was now in place. Members queried whether individuals had the option not to provide data and it was confirmed that individuals could choose not to provide the data.

301 LOCAL GOVERNMENT PENSION SCHEME (LGPS) PROPOSALS

Consideration was given to the written report of the Head of HR updating Members on proposed changes to the Local Government Pension Scheme. It was acknowledged that pensions were a major issue for employees as the pension scheme represented one of the key benefits of the overall remuneration package for Local Government employees.

She explained the key aspects of the new proposals in relation to the existing scheme and confirmed that staff had been informed of the changes via presentations and in the staff newsletter 'Backchat'. The Chief Executive was also due to deliver a further information session for staff during September.

It was also noted that workplace pension law was changing and that auto-enrolment in particular would increase the administrative burden of the pension scheme for the authority.

302 AMENDMENTS TO CODE OF CONDUCT FOR STAFF

Consideration was given to the written report of the Head of HR asking Members to approve amendments to the Code of Conduct for Staff. The Head of HR explained that the Code of Conduct was part of the Council's Constitution requested that two additional points be added to it relating to issues arising from equalities legislation, and to extend the Code of Conduct to include reference to electronic communications. The points would clarify "improper conduct" and "professional conduct" to ensure that staff were fully aware of the required standards of behaviour.

RESOLVED: That Members approve the amendments to Section 11 and Section 18 of the Code of Conduct for Staff as outlined in the report.

303 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following item of business be an Exempt Information Under Category 1 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

304 ESTABLISHMENT UPDATE

The Head of HR presented a written report which detailed the latest staff establishment list. The Head of HR reminded Members of the confidential nature of the document.

The changes in staffing levels over the previous 5 years were noted.

305 REQUEST FOR UNPAID LEAVE

Members gave consideration to the written report of the Director of Community Services detailing a request from the Sports Development Officer for unpaid leave to pursue a teacher training qualification. The report explained the background to the request and the intended career plans of the officer. The qualification was to be self-funded by the individual. The request was for unpaid leave to enable attendance at University and to undertake practical work placements.

The report was discussed at length.

RESOLVED: That Committee

1. approve the request for unpaid leave during 2012/13 as outlined in the report; and
2. refuse the request for unpaid leave during 2013/14.

306 REQUEST FOR UNPAID LEAVE

Members gave consideration to the written report of the Director of Community Services detailing a request for unpaid leave to complete a sports coaching qualification from a swimming teacher at Ribblesdale Pool. The qualification was to be self-funded. The request was for unpaid leave to enable attendance at University on a day release basis.

The report was discussed at length.

RESOLVED: That Committee

1. approve the request for unpaid leave during 2012/13 as outlined in the report; and
2. review any request for a further period of unpaid leave during 2013/14 in twelve months.

307 TRAINING REPORT

Consideration was given to the written report of the Personnel Officer which detailed training courses that had been approved since the previous meeting. She updated Members on a new member of the Audit team, who would be undertaking an AAT (Association of Audit Technicians) Qualification. This would be a 2 year course and funding for the course had been secured via an apprenticeship scheme in partnership with Preston College.

Discussion took place regarding Member training and the Head of HR was asked to email Members to remind them of the procedures for approval and booking of training.

RESOLVED: That the Head of HR contact Members regarding approval and booking of training.

308

## APPOINTMENTS AND RESIGNATIONS

The Personnel Officer guided Members through her written report detailing appointments and resignations that had taken place since the previous meeting. She highlighted a number of revisions to job titles following the restructure and redeployment of staff to the Customer Service team.

It was noted that a member of the Cashiers Section had retired from the authority following a period of significant local government service.

A request for flexible retirement had been received from the Gallery and Information Centre Supervisor following her redeployment to a part-time role at the new facility. As there were no costs or other financial implications for the authority, approval had been granted by Councillor Elms on behalf of the Committee.

RESOLVED: That Committee

1. confirm approval for the request for flexible retirement from the part-time Gallery and Information Centre Supervisor;
2. send a letter of thanks to a recently retired member of the Cashiers Section; and
3. approve the request to reappoint as outlined in the report.

309

## STAFF SUSPENSION

The Chief Executive provided Members with a verbal update regarding recent staff suspensions at Salthill Depot and subsequent disciplinary hearings. He explained that a thorough investigation had taken place following which three members of staff had been subject to disciplinary sanctions with one being temporarily demoted and two being dismissed. One appeal had been received and this would be heard by the end of September. On conclusion of the appeal a full report would be submitted to Accounts and Audit Committee. The Chief Executive confirmed that a brief statement on the matter had been issued to staff and Councillors.

The meeting closed at 7.35pm.

If you have any queries on these minutes please contact Marshal Scott (414400).

## Minutes of Planning and Development Committee

Meeting Date: Thursday, 13 September 2012 starting at 6.30pm  
Present: Councillor R E Sherras (Chairman)

Councillors:

S Carefoot	J Rogerson
T Hill	D Taylor
J Holgate	M Thomas
S Knox	R Thompson
G Mirfin	A Yearing

In attendance: Head of Planning Services, Head of Regeneration and Housing and the Head of Legal and Democratic Services.

### 310 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors S Bibby, I Brown and B Hilton.

### 311 MINUTES

The minutes of the meeting held on 16 August 2012 were approved as a correct record and signed by the Chairman.

### 312 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 313 PUBLIC PARTICIPATION

There was no public participation.

### 314 PLANNING APPLICATIONS

1. APPLICATION NO: 3/2012/0360/P (GRID REF: SD 383430 450440)  
PROPOSED NEW LIVESTOCK AND PARLOUR BUILDING AT MIDDLE BREAKS FARM, SETTLE ROAD, GISBURN

GRANTED subject to the following condition(s):

1. The development must be begun no later than the expiration of three years beginning with the date of this permission.

REASON: Required to be imposed in pursuance to Section 91 of the Town and Country Planning Act 1990.

2. This permission shall relate to the proposal as shown on drawing numbers BS.11-083/02 REVA and 03 REVA.



REASON: For the avoidance of doubt and to ensure compliance with the submitted plans.

2. APPLICATION NO: 3/2012/0672/P (GRID REF: SD 373660 441508)  
APPLICATION FOR THE CREATION OF A CROSSING FOR VEHICLES FROM ROAD TO PROPERTY AT 14 FARADAY AVENUE, CLITHEROE, LANCASHIRE, BB7 2LW

The Head of Planning Services reported that the Town Council had no objections.

GRANTED subject to the following condition(s):

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

REASON: Required to be imposed pursuant to Section 91 of the Town and Country Planning Act 1990.

2. The permission shall relate to the development as shown on Plan Drawing referenced as '14 Faraday Proposed 1/500'.

REASON: For the avoidance of doubt and to ensure that the development is carried out in accordance with the submitted plans.

3. That part of the access extending from the highway boundary for a minimum distance of 5 metres into the site shall be appropriately paved in tarmacadam, concrete, block pavements, or other approved materials.

REASON: To prevent loose surface material from being carried onto the public highway thus causing a potential source of danger to other road users.

4. The kerbing at the vehicular crossing shall be reinstated in accordance with the Lancashire County Council Specification for Construction of Estate Roads, concurrent with the formation of the improved access.

REASON: This is to provide the necessary access and to maintain the proper construction of the highway.

#### INFORMATIVES

1. This consent requires the construction, improvement or alteration of an access to the public highway. Under the Highways Act 1980 Section 184 the County Council as Highway Authority must specify the works to be carried out. Only the Highway Authority or a contractor approved by the Highway Authority can carry out these works and therefore before any access works can start you must contact the Environment Directorate for further information by telephoning Area Surveyor East 01254 823831 or writing to the Area

Surveyor East, Lancashire County Council, Area Office, Riddings Lane, Whalley, Clitheroe BB7 9RW quoting the planning application number.

2. This consent requires the construction, improvement or alteration of an access to the public highway. Under the Highways Act 1980 Section 184 the County Council as Highway Authority must specify the works to be carried out. Only the Highway Authority or a contractor approved by the Highway Authority can carry out these works and therefore before any access works can start you must contact the Environment Directorate for further information, details below:

Oliver Starkey, Public Realm Manager (Ribble Valley), Lancashire County Council, Willows Lane, ACCRINGTON BB5 0RT. 01254 770960  
[customerserviceeast@lancashire.gov.uk](mailto:customerserviceeast@lancashire.gov.uk)

3. APPLICATION NO: 3/2012/0682/P (GRID REF: SD  
PROPOSED EXTENSION TO CREATE A SUNROOM AT THE REAR OF THE  
PROPERTY AT WINDWAYS, 8 GOOSEBUTTS LANE, CLITHEROE

The Head of Planning Services commented that the Parish Council had no objections.

GRANTED subject to the following condition(s);

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

REASON: Required to be imposed pursuant to Section 91 of the Town and Country Planning Act 1990.

2. The permission shall relate to the development as shown on Plans carrying reference number TOM/02DWG02B Amendment B and TOM/02DWG03.

REASON: For the avoidance of doubt and to ensure that the development is carried out in accordance with the submitted plans.

3. Before the development hereby permitted is first occupied, the windows located in the side elevation (North East facing) which face the adjoining dwelling shall be obscure glazed and maintained as such in perpetuity.

REASON: To safeguard the residential amenity of the area in accordance with policies G1 and H10 of the Ribble Valley Districtwide Local Plan and the Councils adopted SPG on Extensions and Alterations.

4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending, revoking or re-enacting that Order) the building(s) shall not be altered by the insertion of any

window or doorway without the formal written permission of the Local Planning Authority.

REASON: In order to safeguard nearby residential amenity in accordance with Policies G1 and H10 of the Ribble Valley Districtwide Local Plan and the adopted Supplementary Planning Guidance – “Extensions and Alterations to Dwellings”.

(Mr Kinder spoke in favour of the above application and Mr Sharpe spoke against the above application).

4. APPLICATION NO: 3/2012/0703/P (GRID REF: SD 365044 435289)  
PROPOSED TWO STOREY EXTENSION AND DEMOLITION OF  
CONSERVATORY AT 34 WATER STREET, RIBCHESTER

The Head of Planning Services commented that the Parish Council had no objections.

GRANTED subject to the following condition(s):

1. The development must be begun no later than the expiration of three years beginning with the date of this permission.

REASON: Required to be imposed in pursuance to Section 91 of the Town and Country Planning Act 1990.

2. The permission shall relate to the development as shown on plan reference B652402E received on 30 August 2012.

REASON: For the avoidance of doubt and to ensure that the development is carried out in accordance with the submitted plans.

3. Precise specifications or samples of walling and roofing materials and details of any surface materials to be used including their colour and texture shall have been submitted to and approved in writing by the Local Planning Authority before their use in the proposed works.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality in accordance with Policy G1 of the Ribble Valley Districtwide Local Plan and the adopted Supplementary Planning Guidance – “Extensions and Alterations to Dwellings”.

4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending, revoking or re-enacting that Order) the building(s) shall not be altered by the insertion of any windows on first floor without the formal written permission of the Local Planning Authority.

REASON: In order to safeguard nearby residential amenity in accordance with Policies G1 and H10 of the Ribble Valley Districtwide Local Plan and the adopted Supplementary Planning Guidance – “Extensions and Alterations to Dwellings”.

5. No works shall take place on site until the applicant or the agent or successors in title has secured the implementation of a programme of archaeological works. This must be carried out in accordance with a written scheme of investigation which shall first have been submitted to and agreed in writing by the Local Planning Authority.

REASON: To ensure and safeguard the recording and inspection of matters of archaeological importance and associated with the site in accordance with Policies G1, ENV14 and ENV15 of the Districtwide Local Plan.

6. Prior to the commencement of any ground disturbance on the site including any excavation of foundation design test pits, the developer shall have given the County Archaeologist, Lancashire County Council at least two weeks advance notice of such work, and shall in addition afford access to the site at all reasonable times to the County Archaeologist or other archaeologist nominated by the Local Planning Authority, to carry out a watching brief.

REASON: In view of the archaeological significance of the area, and to ensure that anything of archaeological importance may be adequately recorded in accordance with Policies G1, ENV14 and ENV15 of the Ribble Valley Districtwide Local Plan.

7. In the event that any bats are found or disturbed during any part of the development, work shall cease until further advice has been sought from a licensed ecologist.

REASON: To comply with Policies G1 and ENV7 of the Ribble Valley Districtwide Local Plan ensuring that no species/habitat protected by the Wildlife and Countryside ACT 1981 are destroyed.

(Mrs Elcombe spoke against the above application).

5. APPLICATION NO: 3/2012/0450/P (GRID REF: SD 361038 434759)  
PROPOSED FIRST FLOOR EXTENSION TO CREATE 4 EN-SUITES TO EXISTING BEDROOMS INCLUDING PART DEMOLITION AND RE-BUILD OF KITCHEN TO GUEST HOUSE AT JENKINSONS FARM, THORN LANE, ALSTON, LANCASHIRE, PR3 3BQ

MINDED TO APPROVE and DEFERRED AND DELEGATED to the Director of Community Services.

(Mr Ibison spoke in favour of the above application).

315 ITEMS DELEGATED TO DIRECTOR OF COMMUNITY SERVICES UNDER SCHEME OF DELEGATED POWERS

The following proposals have been determined by the Director of Community Services under delegated powers:

316 APPLICATIONS APPROVED

<b><u>Plan No:</u></b>	<b><u>Proposal:</u></b>	<b><u>Location:</u></b>
3/2011/0738/P	Proposed demolition of existing lean-to building attached to existing agricultural barn and change of use of existing agricultural barn into two residential units and construction of new covered area between modern barn and existing agricultural building at barn opposite	Cold Coates Farm Collins Hill Lane Chipping
3/2012/0563/P	Proposed new agricultural building for the housing of dairy cattle	Bolton Fold Farm Alston Lane, Alston
3/2012/0060/P	Proposed erection of an 18.5m high wind turbine (22.52m to blade tip) – peak power of 12Kw	Crawshaw Farm Newton-in-Bowland
3/2012/0127/P	Demolition of redundant agricultural building and partially constructed farmworkers dwelling and erection of 2no holiday cottages	Dewhurst Farm Longsight Road Langho
3/2012/0249/P	Proposed new first floor extension above existing double garage	3 Carr Croft, Rimington
3/2012/0253/P	Substitution of house type. Amend approved application 3/2010/0877/P with additional roof lights and window openings.	Lane Ends Barn Balderstone
32012/0356/P	Conversion and redevelopment of a redundant public house and hotel with conference facilities into 3 private residential properties	Moorcock Inn Slaidburn Road Waddington
3/2012/0403/P	Proposed change of use from shop to shop with self-contained flat above	62 Whalley Road Clitheroe
3/2012/0442/P	Proposed 4 No retail shop units for agricultural supplies	Gisburn Action Mart Gisburn
3/2012/0449/P	Proposed erection of two holiday units, patio garden and extend vehicular access	Park Hey House Stoneygate Lane Knowle Green
3/2012/0453/P	Proposed use of the annex as a separate dwelling	The Conkers Dewhurst Road Langho

<b><u>Plan No:</u></b>	<b><u>Proposal:</u></b>	<b><u>Location:</u></b>
3/2012/0489/P	Conversion of barn to dwelling. Replacement of agricultural building with a garage and creation of curtilage	Wittons Farm Bolton-by-Bowland Clitheroe
3/2012/0491/P	To erect carport to cover vehicles and glass veranda to cover back patio	Kenmare Littlemoor Road Clitheroe
3/2012/0502/P	Application for discharge of condition no. 3 (relating to a method statement – spillages of oils, fuels or chemicals) of planning consent 3/2012/0090/P at Land off private access track	Newton Road Dunsop Bridge
3/2012/0505/P	Proposed loft conversion and provision of two dormers to front elevation. Refurbish existing rear extension and provide new flat roof with lantern rooflight. Provide single storey rear extension with sunroom, utility and accessible toilet	16 Whalley Road Langho
3/2012/0519/P	Proposed extension of existing detached dwelling to form kitchen and dining room, utility room and entrance hall. Proposed new window openings in East gable wall and North flank wall	Wheatley Cottage Four Acre Lane Thornley
3/2012/0522/P	Application for the renewal of planning permission 3/2009/0548P for the Construction of a Stable Block	Paddock at High Ridge Primrose Lane, Mellor
3/2012/0524/P	Bank protection/stabilisation works consisting of rock armour wall, rip rap and regarded bank and improved temporary construction access junction	Holden Waste Water Treatment Works Bolton-by-Bowland Road Holden
3/2012/0528/P	Proposed change of use of the first and second floors from residential to office use, the ground floor is currently used as an office	18 Castlegate Clitheroe
3/2012/0529/P	Proposed extension to an existing stable building to be used for storage	Nookhouse Farm Longsight Road Clayton-le-Dale
3/2012/0530/P	Application for discharge of condition no. 3 (relating to details of conservation type roof lights) of planning consent 3/2012/0212/P	Withinreap Barn Moss Side Lane Thornley with Wheatley

<b><u>Plan No:</u></b>	<b><u>Proposal:</u></b>	<b><u>Location:</u></b>
3/2012/0533/P	Proposed demolition of the former Women's Institute Building and the erection of one dwelling on land at	Lynbrook Longsight Road Clayton-Le-Dale
3/2012/0537/P	Proposed single storey rear extension with a lean-to roof with two velux roof lights and double doors. Removal of existing external wall to kitchen to open kitchen area	30 Kirkmoor Road Clitheroe
3/2012/0541/P	Proposed single storey garage	Pear Tree Cottage Gallows Lane Ribchester
3/2012/0543/P	Proposed use of premises for A1 retail use.	37 Inglewhite Road Longridge
3/2012/0547/P	Outline application for the erection of a new build ¾ bedroom detached dwelling house with detached garage within the existing garden rear of an existing property	Police Rural Beat House Manor Avenue/Preston Rd Ribchester
3/2012/0549/P	Proposed rear extension to form home office	New Marls Farm Ribchester Road Dinckley
3/2012/0551/P	Application to discharge condition No.6 (containment and storage of manure) of planning consent 3/2010/0202P at former	De Tabley Arms Barker Brow Clayton-le-Dale
3/2012/0553/P	Erection of a conservatory to the rear of the existing bungalow (brickwork will match existing bungalow which is built in Bradstone)	2 Whinney Lane Langho
3/2012/0557/P	External alterations to the existing building to accommodate internal refurbishment works to office space and creation of ancillary laboratory (Use Class B1 (b) on the ground floor	United Utilities White Bull WTW Preston Road Longridge
3/2012/0559/P	Proposed demolition of the existing conservatory and replacement on same footprint with flat roofed sun lounge	Beechwood Lower Lane Longridge
3/2012/0565/P	Proposed erection of two new build semi-detached houses (1 x 3 bedroom 5 person and 1 x 2 bedroom 4 person) with off-road parking and private gardens	George Street Clitheroe

<b><u>Plan No:</u></b>	<b><u>Proposal:</u></b>	<b><u>Location:</u></b>
3/2012/0566/P	Application to discharge condition no.3 (materials), condition no.6 (precise details of solar and solar PV panels), condition no. 9 (landscaping details), condition no. 10 (disposal of foul and surface waters) and condition no. 11 (foul drainage scheme) of planning permission 3/2011/0861P relating	Brookside Farm Moss Side Lane Thornley
3/2012/0570/P	Proposed two storey extension to the rear	28 Wesley Street Sabden
3/2012/0574/P	Certificate of Lawful Development for proposed works to stream crossing point over Easington Brook to include the demolition of the existing structure, followed by construction of the replacement structure, involving sheet piling, shuttering and pouring concrete. No new or altered access, drainage or hard standing required	Manor House Farm Easington Road Slaidburn
3/2012/0581/P	Proposed single storey rear extension on front elevation to form dining room, extended hallway and ground floor wc	53 Riverside Clitheroe
3/2012/0582/P	Proposed part demolition of rear conservatory. Provision of single storey rear extension	Sycamore House Knowsley Road Wilpshire
3/2012/0591/P	Proposed single storey rear extension following demolition of existing conservatory extension and proposed first floor side extension	Woodacre Cottage Fleet Street Lane Ribchester
3/2012/0592/P	Proposed change of use of barn to a 3 bed dwelling	Bowfields Farm Bowfields Lane Balderstone
3/2012/0596/P	Installation of new pitched roof construction over existing flat roof infill	Greenacre Showley Road Clayton-le-Dale
3/2012/0598/P	Application to discharge condition no.3 (detailed plans showing siting, design and external appearance of mobile homes, landscaping, boundary treatment and parking) and condition no. 4 (foul drainage scheme) of appeal decision APP/T2350/A/11/2157512 relating to planning application 3/2010/0959/P	Stubs Wood Farm Rimington Lane Rimington



<b><u>Plan No:</u></b>	<b><u>Proposal:</u></b>	<b><u>Location:</u></b>
3/2012/0600/P	Retrospective application for removal of the existing roof light and installation of new velux roof light to existing study/bedroom at 2 <sup>nd</sup> floor level	52 York Street Clitheroe
3/2012/0707/P	Application to discharge condition no 3 (updated protected species survey) of planning permission 3/2012/0435/P	16 Hesketh Road Longridge

317

APPLICATIONS REFUSED

<b><u>Plan No:</u></b>	<b><u>Proposal:</u></b>	<b><u>Location:</u></b>	<b><u>Reasons for Refusal</u></b>
3/2011/1032/P	Outline application for proposed 'log cabin' style holiday lodges	Whins Lodge Whalley Old Road Langho	Policies G1, ENV3, ENV4, RT1 and NPPF – detriment to the openness of the greenbelt and to the character and visual amenities of the open countryside locality.
3/2012/0159/P	Raise the roof to part of the existing house. Provide a two storey extension for a garage and dressing room/en-suite at	6 Knowsley Road Wilpshire	The proposal by virtue of its design would result in a development that would have a severely detrimental impact upon the residential amenity of the area. This would be contrary to Policies G1 and H10 of the Districtwide Local Plan and the Council's adopted SPG on alterations and extensions.
3/2012/0525/P	Proposed machinery/ tractor shed consisting of a steel frame, concrete panels and Yorkshire boarding	Fellview Barn Baygate Bolton by Bowland	Policy G1, G5 and ENV1 – No agricultural justification detrimental to visual amenity Policy G1 – adverse affect on nearby residential amenity due to noise by nature of the intended use.

<b><u>Plan No:</u></b>	<b><u>Proposal:</u></b>	<b><u>Location:</u></b>	<b><u>Reasons for Refusal</u></b>
3/2012/0552/P	Demolition of existing bungalow and replacement with a two-storey detached dwellings	Shay Cross Old Back Lane Wiswell, Clitheroe	Contrary to Local Plan Policies, the NPPF and the Planning (Listed Buildings and Conservation Areas) Act 1990. Due to the scale, massing and design of the proposed replacement dwelling, approval of this proposal would have an adverse visual impact on the character, setting and appearance of the street scene, adjacent Listed Buildings and the CA that neither preserves or enhances this location, and would have an unacceptable impact on the residential amenity of the occupiers of the nearest dwellings by virtue of its over dominating appearance.
3/2012/0605/P	Proposed demolition of prefabricated garage followed by the erection of a single storey extension incorporating a garage with utility room – toilet areas and entrance porch. Increased with to existing vehicular access	6 Valley View Grindleton	The proposal by virtue of its scale, design and massing would result in a development that would be totally incongruous to the detriment of the character and setting of the street scene. This would be contrary to Policies G1 and H10 of the Districtwide Local Plan and the Council's adopted SPG on Alterations and Extensions.

318 CERTIFICATE OF LAWFULNESS FOR A PROPOSED USE OR DEVELOPMENT

<u>Plan No:</u>	<u>Proposal:</u>	<u>Location:</u>
3/2012/0470/P	Application for a Lawful Development Certificate for the proposed use of a holiday cottage adjacent to Woodhouse Gate Farm, as permanent residential accommodation	Woodhouse Gate Farm Catlow Road Slaidburn
3/2012/0546/P	Application for a Lawful Development Certificate for the proposed conversion of the garage into annex accommodation	Pinfold Farm Preston Road Ribchester

319 TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 1995  
PARTS 6 & 7 PRIOR NOTIFICATION OF AGRICULTURAL AND FORESTRY BUILDINGS AND ROADS PRIOR APPROVAL REQUIRED / FURTHER DETAILS REQUIRED

<u>Plan No:</u>	<u>Proposal:</u>	<u>Location:</u>
3/2012/0588/N	Open fronted building with a sloping roof for use as sheep housing	Lane Side Farm Alston Lane Alston, Preston

320 APPLICATIONS WITHDRAWN

<u>Plan No:</u>	<u>Proposal:</u>	<u>Location:</u>
3/2012/0210/P	General purpose agricultural building for livestock housing and general storage	Back Lane Farm Back Lane Chipping
3/2012/0355/P	4kw solar PV installation to the south facing elevation, 16 x 250 kwh black PV modules, approximately 28m <sup>2</sup> roof area	The Bungalow Copster Green
3/2012/0483/P	Demolition of existing garage and stable buildings and replacement with garage building linked to house via glazed porch	Pepper Hill Wiswell
3/2012/0513/P	Retention of new field access	Land off Old Clitheroe Road, Stonyhurst
3/2012/0604/P	Conversion of garage to room, formation of door and improved vehicular access	Austin House Slaidburn Road Waddington

<u>Plan No</u>	<u>Location</u>	<u>Date to Committee</u>	<u>Number of Dwellings</u>	<u>Progress</u>
3/2010/0078P	Old Manchester Offices Whalley New Road Billington	20/5/10	18	With agent and applicants solicitor
3/2010/0929P	Land between 36 & 38 Henthorn Road Clitheroe	14/7/11	8	Signed Legal Agreement received from Applicant
3/2011/0784	Old Whalley Nurseries Clitheroe Road Whalley	12/4/12	6	With Applicant
3/2012/0065	Land off Dale View Billington	24/5/12	12	With Agent
3/2011/1064	Sites off Woone Lane a) rear of 59-97 Woone Lane & b) Land to South-West of Primrose Village phase 1 Clitheroe	21/6/12	113	With applicants solicitor
3/2011/1071	Land at Chapel Hill Longridge	19/7/12	53	Negotiations on going
3/2012/0014	Land adj Greenfield Avenue Low Moor Clitheroe	19/7/12	30	With Planning
3/2012/0379	Primrose Mill Woone Lane Clitheroe	16/8/12	14	Deed of Variation With Legal
<b><u>Non Housing</u></b>				
3/2011/0649P	Calder Vale Park Simonstone	15/3/12		Subject to departure procedures so no progress on Section 106
3/2012/0455	Shireburn Caravan Park Edisford Road Waddington	7/8/12		Deed of Variation With Legal

<u>Plan No</u>	<u>Location</u>	<u>Date to Committee</u>	<u>Time from First Going to Committee to Decision</u>	<u>Number of Dwellings</u>	<u>Progress</u>
3/2011/0776	Land off Whiteacre Lane Barrow	12/4/12	19 weeks	7	Decision 22/8/12

<b><u>Application No:</u></b>	<b><u>Date Received:</u></b>	<b><u>Applicant/Proposal/Site:</u></b>	<b><u>Type of Appeal:</u></b>	<b><u>Date of Inquiry/Hearing:</u></b>	<b><u>Progress:</u></b>
3/2011/0300 O	17.1.12	Mr & Mrs Myerscough Outline application for the erection of a country house hotel and spa Land adjacent to Dudland Croft Gisburn Road Sawley	-	Hearing adjourned on 12.7.12	Awaiting response from The Planning Inspectorate
3/2011/0624 D	17.2.12	Mr Ken Dobson Fit secondary glazing (Listed Building Consent) Vicarage House Vicarage Fold Wiswell	WR	-	AWAITING DECISION
3/2011/0567 D	16.3.12	Mr D Ashton Proposed erection of a holiday cottage (Re-submission) Pinfold Cottage Tosside	WR	-	Awaiting site visit
3/2011/0703 O	16.4.12	Mr T Brown Proposed erection of a three-bedroom, two-storey detached dwelling with attached garage (Re-submission of 3/2011/0315P) 43 Hawthorne Place Clitheroe	WR	-	AWAITING DECISION
3/2011/0095 D	11.5.12	Mr & Mrs S Cherry Re-submission of refused application application 3/2010/0002P for two affordable dwellings in garden area of existing house, demolition of outbuilding, realigning of vehicular access to Cherry Hall and removal of part of wall to site Cherry Hall Grindleton	WR	-	AWAITING DECISION

<u>Application No:</u>	<u>Date Received:</u>	<u>Applicant/Proposal/Site:</u>	<u>Type of Appeal:</u>	<u>Date of Inquiry/Hearing:</u>	<u>Progress:</u>
3/2011/0849 D	16.5.12	Mr K Kay Proposed new detached garage, boundary wall, gates and hard landscaping Great Mitton Hall, Mitton Road, Mitton	Householder appeal	—	APPEAL DISMISSED 21.8.12
3/2011/1001 D	30.5.12	Ms Pamela Oliver New detached dwelling within the curtilage of 1 Portfield Bar Whalley	WR	—	Awaiting site visit
3/2011/0025 O	25.6.12	J-J Homes LLP Outline planning application for residential development (ten dwellings) Land off Chatburn Old Road Chatburn	WR	—	Awaiting site visit
3/2012/0158 C	6.7.12	LPA Receiver for Papillion Properties Ltd Outline application for the erection of 73 open market detached dwellings and 31 social housing properties Site 2 Barrow Brook Business Village Barrow	—	Hearing to be held 9.10.12	
3/2011/0729 D	9.7.12	Mrs Joan H Porter Demolition of redundant agricultural sheds. Conversion and extension of existing barns to 1no. new dwelling and improvements to existing access Lawson House Farm Bolton-by-Bowland Road Sawley	WR	—	Awaiting site visit

<b><u>Application No:</u></b>	<b><u>Date Received:</u></b>	<b><u>Applicant/Proposal/Site:</u></b>	<b><u>Type of Appeal:</u></b>	<b><u>Date of Inquiry/Hearing:</u></b>	<b><u>Progress:</u></b>
3/2011/0893 D	10.7.12	Mr F P Cherry Outline application for one dwelling situated in the old car park at Hodder Place Old Car Park Hodder Place Stonyhurst	WR	-	Awaiting site visit
3/2012/0160 D	16.7.12	Mr Ian Scholey Proposed two-storey side extension incorporating kitchen, lounge, two further bedrooms and house bathroom. Single storey rear extension to include downstairs cloaks and utility room. Existing shippon to be demolished 74 Knowsley Road Wilpshire	Householder appeal	-	APPEAL DISMISSED 28.8.12
3/2012/0164 D	15.8.12	Mr J Shaw Proposed garage extension with accommodation in the roof to the Southern gable elevation with dormer to the front and rear roof slope. Proposed dormer to front elevation of main property and single storey lean-to extension to the rear 8 Rogersfield Langho	Householder appeal and Application for costs	-	Notification letter sent 21.8.12 Questionnaire sent 22.8.12 AWAITING DECISION
3/2012/0325 D	17.8.12	Mr Lee Dolman Retrospective application for the insertion of a window to the front gable elevation. Re-submission of application 3/2011/0779P Old Chapel Barn Preston Road Alston	Householder appeal	-	Notification letter sent 23.8.12 Questionnaire sent 24.8.12 AWAITING DECISION

<u>Application No:</u>	<u>Date Received:</u>	<u>Applicant/Proposal/Site:</u>	<u>Type of Appeal:</u>	<u>Date of Inquiry/Hearing:</u>	<u>Progress:</u>
3/2012/0390 O	28.8.12	Mr Julian Hindle, Haydock Developments Ltd Proposed erection of a dwelling Land between 52 & 54 Knowsley Road Wilpshire	WR	–	Notification letter and questionnaire to be sent by 7.9.12 Statement to be sent by 5.10.12

323 EXTENSION TO THE DELEGATION SCHEME IN RELATION TO DETERMINATION OF PLANNING APPLICATIONS AND MINOR CHANGES TO DEVELOPMENT MANAGEMENT PROTOCOL

The Head of Planning Services submitted a report requesting minor changes to the scheme of delegation in relation to the determination of planning applications and to clarify issues regarding.

He commented that the Government continued to express concerns in relation to the possible delay that the present system was causing and its impact on driving the economy. It was therefore important to explore ways of enabling quicker decisions without significant harm being done to the planning process.

He commented that it was clear that one issue relating to the need to take all major applications to Planning and Development Committee. In some instances, such as agricultural buildings or employment buildings, it was often the case that they were not likely to involve any issues that would need to be considered by Committee and were relatively straightforward. He pointed out that the referral request and the three or more objections would still be subject to those proposals.

He also felt that decisions whether any minor proposals that were recommended for refusal to Planning and Development Committee should be commercial schemes that had employment implications given to the Director of Community Services. Many of those involved minor employment issues and need not be determined by Committee.

He informed Committee that the Planning Advisory Service had previously identified how some planning authorities were achieving better planning outcomes by improving their effectiveness and efficiency in the way that they took planning decisions by delegation.

Finally, he also drew Members' attention to the amount of correspondence arising in part from major planning applications. As a result of this, it had been decided to no longer acknowledge correspondence in order to allow administrative staff to focus on other work, in particular the processing of planning applications. However, he did point out that all correspondence was recorded electronically.



RESOLVED: That Committee

1. endorse the minor alterations to the text of the report which gave further clarification to the extent of the delegation scheme and approve the revised changes to the delegation scheme to include commercial and agricultural applications in excess of 1000m<sup>2</sup> floor space; and
2. endorse the changes in development management protocol and no longer acknowledge correspondence.

324 SITE ALLOCATIONS INITIAL STAGES

The Head of Regeneration and Housing asked Committee to consider the background and initial steps to undertake site allocations work in connection with the Core Strategy.

Members were reminded of the progress made with the preparation of the Core Strategy which had now reached submission stage. The Core Strategy did not in itself other than for the proposed strategic site includes specific land allocations for housing and employment to meet identified needs. The allocations would provide a key element of control for development coming forward to help implement the Core Strategy.

Within the current Local Development Framework programme, the Council had previously identified the intention to prepare a supporting Development Plan Document (DPD) dealing with housing and economic development.

This was a key part of the LDF programme devised to follow closely on from the preparation of the Core Strategy. Clearly because of the stage the Council had reached and its previous approach, progress now needed to be made to bring together the Core Strategy and its subsequent allocations.

The focus of the housing and economic DPD would be towards the three basic elements of allocating land for housing and employment and revising settlement boundaries.

The intention would be to prepare an options paper on the proposed allocations that would be subject to public consultation and would inform the choice of proposed allocations. The work would also need to be subject to a range of supporting assessments, sustainability appraisal and subsequently to an examination process. Although some of the costs involved in this would be contained within existing operational budgets, at this stage there will be additional costs to be met through future budget processes. It was anticipated however that given the need to progress as soon as possible, Members should give consideration to a request that the Council's Budget Working Group identify a provisional budget of some £15,000 to progress work in the current financial year.

The Head of Regeneration and Housing explained that there was scope to utilise existing Core Strategy funding and that this budget would be used to support the

work in the first instance. However, he asked that Members considered agreeing to seeking additional resources if necessary by referral to Policy and Finance Committee as appropriate, if needed in the future.

The report then went on to consider the issue of staff resources and the options open to the Council, namely from looking within existing resources, temporary staff or the possibility of engaging outside consultants to carry out this work.

The production of the site allocations DPD had to follow a series of statutory stages and would inevitably take time to put in place. It was anticipated that this could take up to two years to undertake the full process subject to approach and resourcing and of course the extent to which the delivery of planning permissions through the planning application process reduced the need for new land to be identified.

The Head of Regeneration and Housing highlighted the need to carefully coordinate the call for sites with consultation on the Core Strategy amendments to help reduce the risk of confusion between the two pieces of work. Members indicated support for a programme that would not lead to any overlap.

RESOLVED: That Committee

1. agree to refer a request for the provision of £15,000 to Policy and Finance Committee and that it be considered in conjunction with the Budget Working Group to facilitate the early commencement of work on the DPD, including the appointment of temporary staff cover as necessary;
2. ask the Chief Executive to investigate further the delivery of site allocations work using specialist consultancy support, reporting back to this Committee as soon as possible with his findings; and
3. agree to publish a call for sites over a four week period to inform the development of site allocation options and a preliminary allocations report.

## 325 HOUSING LAND AVAILABILITY

Members received an information report which contained corrected information on the most recent results of the Housing Land Availability Survey.

At the previous Planning and Development Committee held on 16 August 2012, an information item had been included giving the latest housing land supply position. It had been identified that the appendices containing the relevant calculations had an error that over counted supply by some 48 dwellings. These schedules had been corrected and were attached to the report.

RESOLVED: That the report be noted.

## APPEALS

- (a) 3/2011/0849/P – Proposed new detached garage, boundary wall, gates and hard landscaping at Great Mitton Hall, Mitton Road, Mitton – appeal dismissed.
- (b) 3/2012/0160/P – Proposed two storey side extension incorporating kitchen, lounge, two further bedrooms and house bathroom; single storey rear extension to include downstairs cloaks and utility room. Existing shippon to be demolished at 74 Knowsley Road, Wilpshire – appeal dismissed.

The meeting closed at 7.41pm.

If you have any queries on these minutes please contact John Heap (414461).

## Minutes of Health & Housing Committee

Meeting Date: Thursday, 20 September 2012, starting at 6.30pm  
Present: Councillor S Hirst (Chairman)

Councillors:

S Brunskill	R Newmark
C Conner	E M H Ranson
R Hargreaves	L Rimmer
B Hilton	M Robinson
K Hind	C Ross
J Holgate	

In attendance: Chief Executive, Head of Regeneration and Housing, Head of Environmental Services, Housing Strategy Officer.

### 327 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors S Bibby and N Walsh.

### 328 MINUTES

The minutes of the meeting held on 2 August 2012 were approved as a correct record and signed by the Chairman.

### 329 DECLARATIONS OF INTERESTS

There were no declarations of interest.

### 330 HOUSING STRATEGY DELIVERY PLAN

The Housing Strategy Officer referred to a proposed Housing Strategy Delivery Plan for 2012/15 which set out the key objectives of the service over the next 3 years.

She commented that the mid Lancashire Contextual Statement provided a set of profiles for housing across mid Lancashire. These sought to identify and meet the needs of existing communities and to support the economic growth ambitions of the area ensuring that the Housing Officer could both retain and attract people in the area. Sitting under this the overarching statement is the Delivery Statement for Ribble Valley which focuses on the specific needs and strengths of the borough. The agreed three objectives within the Delivery Plan are:

- affordable housing;
- energy efficiency;
- addressing specialist housing need.

Members then discussed the report in some detail. In particular it was suggested to replace the term “elderly” with the term “older people”.

RESOLVED: That Committee approve the Housing Delivery Plan for 2012/15 and support the key objectives.

331 CONSULTATION DRAFT OF RIBBLE VALLEY BOROUGH COUNCIL'S HOUSING ALLOCATIONS POLICY

The Housing Strategy Officer referred to a review of the Ribble Valley's Housing Allocations Policy. A draft Consultation Policy had been prepared and the document would go through a consultation process with all appropriate partners and then the proposed policy would be reported to Committee for approval in November.

A consultation event with all registered providers with stock in the borough had been organised for the 26 September to review the document in more detail. Ribble Valley Homes had formed a sub-group to focus on the detail of the policy. Later in the year, applicants on the waiting list would be consulted on the main key changes proposed. Once the document had been through the review process the draft would then be reported back to this Committee for final approval.

The key changes being considered were:

- the definition of local connection which introduced a much broader definition of local connection than is currently accepted;
- to identify housing need, also to be considered is whether a household should need to be in housing need to be on the waiting list;
- financial assessment to be considered whether a financial assessment should be introduced to identify whether a household had a financial ability to meet their own housing needs; and
- awarding points, also to be agreed were the points allocated to each new and existing category and the reason/circumstances for awarding those points.

Members then discussed the Allocations Policy in some detail.

RESOLVED: That Committee consider the proposed new changes within the document and agree the publication of the draft for consultation in accordance with the proposals set out in paragraph 2.2 of the report;

332 REPORT ON GARAGES AT RIDDINGS LANE, WHALLEY

The Chief Executive referred to the report of the Director of Community Services about the condition of the garages at Riddings Lane, Whalley, which sought approval from Committee for the demolition and replacement of the garages.

The site was located at the end of a residential street off Riddings Lane, Whalley. The units comprised of two blocks of single storey garage structures.

Overall the garages were in poor condition, the notable defects include damaged asbestos sheet roof coverings, spalling concrete, steel work corrosion and peeling plastisol coatings.

Members were concerned about the condition of the garages and made a number of suggestions as to the future use of any cleared site.

RESOLVED: That Committee approve the demolition of the existing garages and that options for the use of the site be explored further.

### 333 HEALTH AND SAFETY INTERVENTION PLAN 2012/13

The Head of Environmental Services asked Committee to consider and approve the Ribble Valley Borough Council Health and Safety Intervention Plan 2012/13. He informed Members that in November 2011 the Health and Safety Executive/Local Authority Enforcement Liaison Committee had produced extensively revised guidance which had significantly altered the future approach for local authority enforcement. The new guidance required a lighter touch approach concentrating on higher risk businesses, tackling serious breaches of the rules and to carry out an annual programme of only higher risk health and safety premises. This guidance had been incorporated into this year's intervention plan.

He drew Member's attention to the service activity and service improvements achieved during the past financial year and also listed the proposals for the forthcoming year. Whilst the total number of workplace audits achieved last year was only 15, a further 110 businesses had received targeted advisory campaign material of the target intended for last year.

He further stated that Ribble Valley currently had 1,178 premises on the health and safety database with a further 1,400 in relation to smoke free enforcement transferred from the Health and Safety Executive. Of these, 48 were currently identified as high-risk category A premises. Members then asked specific questions in relation to the report.

RESOLVED: That Committee approve the

1. Health and Safety Service Plan 2012/13 for implementation in the current financial year;
2. the discontinuation of routine smoke free enforcement audits and that inspections will only be undertaken in response to observed or reported non-compliance or complaint.

### 334 GOVERNMENT HOUSING AND GROWTH ANNOUNCEMENTS

The Head of Regeneration and Housing circulated a District Councils' Network Briefing on the recent Government housing and growth announcement which had

been made by the Prime Minister, Deputy Prime Minister and Minister for Local Government and Communities.

The proposal announced a major new housing and planning package designed to promote economic growth including house building, speeding up of planning permissions and boosting the construction industry. The measures included:

- affordable housing;
- private rented sector;
- accelerating larger housing schemes;
- helping first time buyers;
- getting surplus public sector land back into use;
- planning reform;
- Section 106 Agreements;
- green belt;
- house extensions;
- re-use of empty offices; and
- concerns raised by housing professionals.

The Head of Regeneration and Housing pointed out the possible impact this announcement would have on the Ribble Valley, particularly in relation to Section 106 Agreements. The Chief Executive commented on the volume of consultation papers currently being issued by Central Government which needed a response from this Council.

Members also expressed their concerns over the implications of any encouragement being given to the construction industry and property developers in the Ribble Valley at a time when it was proving increasingly difficult to resist large-scale planning applications. Members asked that further consideration of this matter and a formal response on behalf of the Council be referred to the Housing Working Group.

RESOLVED: That the report be noted.

### 335 MINUTES OF HEALTH AND WELL-BEING PARTNERSHIP GROUP

Councillor Hilton referred to three specific aspects of these minutes and commented on the presentation by Help Direct, the issues around the future expansion of Clitheroe Community Hospital and the Councillor Workshops which would be held at the end of November.

RESOLVED: That the report be noted.

### 336 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business being Exempt Information Under Category 1 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

337 GENERAL REPORT – GRANTS

The Housing Strategy Officer submitted details of 7 disabled facility grants that had been approved. In addition, the Housing Strategy Officer reported that the Council would again be bidding for Department of Health funding to provide a range of grants for vulnerable people over the winter of 2012/13, as part of the Warm Homes Healthy People initiative.

RESOLVED: That the report be noted.

338 AFFORDABLE HOUSING UPDATE

The Chief Executive submitted an update on the affordable housing schemes in progress and proposed in the borough. In particular details were given in relation to the Cobden Mill site in Sabden.

RESOLVED: That the report be noted.

The meeting closed at 7.50pm

If you have any queries on these minutes please contact Marshal Scott (414400).



## Minutes of Policy & Finance Committee

Meeting Date: Tuesday, 25 September 2012 starting at 6.30pm  
Present: Councillor E M H Ranson (Chairman)

Councillors:

R Elms	K Horkin
J Hill	J Rogerson (7.30)
K Hind (6.38)	R E Sherras
S Hirst	N Walsh
S Hore	A Yearling

In attendance: Chief Executive, Director of Resources, Director of Community Services, Head of Revenues and Benefits and Head of Regeneration and Housing.

### 339 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors T Hill, A Knox, D Smith and R Thompson.

### 340 MINUTES

The minutes of the meeting held on 7 August 2012 were approved as a correct record and signed by the Chairman.

### 341 MATTERS ARISING

Minute 213(c) – Compulsory Purchase Order – 2 Barnacre Road, Longridge

The Head of Regeneration and Housing gave Committee an update in relation to this matter.

### 342 DECLARATIONS OF INTEREST

Councillor E M H Ranson declared an interest in the final item on the agenda – Clitheroe Food Festival.

### 343 PUBLIC PARTICIPATION

There was no public participation.

### 344 ECONOMIC STRATEGY

The Head of Regeneration and Housing presented an update on the Council's Economic Strategy.

The report reminded Committee that this Committee had started a review of the current Economic Strategy 2009-2014 at its March meeting. The Strategy contained a significant number of references to various structures and

programmes which were either in the process of transition or would no longer exist in the future.

Members' attention was drawn to the action plans which identified specific areas of activity to support the economic aims and objectives as well as the principle economic vision to sustain a strong and prosperous Ribble Valley as specified within the Council's Corporate Strategy. The report identified a number of key thematic areas:

- Regeneration and economic development
- Business support and development
- Infrastructure and communications
- Image marketing and promotion
- Employment skills

Members discussed the role of the newly formed Economic Working Group in relation to this strategy and also the broader aims of the document.

RESOLVED: That Committee

1. defer the draft strategy for consideration by the Economic Working Group with the report being taken back to this Committee to its next meeting in November 2012; and
2. agree the terms of reference for the Economic Working Group set up to support and monitor activities that contribute towards a successful Ribble Valley economy, subject to a review of the Working Group objectives relating to housing.

#### 345 LOCAL GOVERNMENT RESOURCE REVIEW – PROPOSALS FOR BUSINESS RATE RETENTION

The Director of Resources submitted a report informing Members of the proposals for business rate retention and confirming the response submitted on behalf of the Council to the consultation regarding those reforms.

She reminded Members that the government had consulted all councils last year on the outline of business rate retention schemes. Further proposals from the government had been issued in the form of two statements of intent and other documentation in May 2012.

The government had promised a stable transition to the new system with baseline funding being largely based upon the 2012/2013 formula grant but adjusted for overall reductions in spending control totals for 2013/2014 and 2014/2015 in line with the government's deficit reduction programme. The main changes proposed were:

- Concessionary travel – changes to use modelled boarding data
- Rural services – increasing the waiting for super sparsity from 2.1 to 3.1
- Rural services – increasing the sparsity top ups

- Relative needs and relative resources – proposals to restore the level of relative resource amount in 2013-2014 to that for 2010/2011
- Rolling in to the business rates system a number of previously separated grants including Council Tax freeze grant, Council Tax support grant and homeless prevention grant
- New homes bonus – 2 billion pounds will be remove from the start up funding allocation to fund the new homes bonus in each of seven years
- Population data – use of the interim 2011 based sub national population projections in calculations start up funding allocations

She further commented that based on the exemplifications, Ribble Valley would benefit from these changes substantially. This Council stood to gain around £469,000 free damping the change which benefited the Council most being the increases in sparsity waiting and top ups. However, post damping the potential increase to our funding would significantly reduce and instead of gaining around £469,000 we would only gain £143,000.

The Sparse Group would be writing to all MPs in rural constituencies setting out the position for their area together with some urban comparators. It was felt we should support this campaign as strongly as we possibly could.

The government's calculations at national level would ultimately be used in determining individual authority business rate baselines. The national gross yield would be adjusted to take account of a variety of issues that would otherwise not be reflected in the estimate such as cost of and losses in collection.

The local share (50%) of the estimated business rates aggregate is then shared between all billing authorities in England on the basis of each authority's proportional share. A 50% local share would be distributed as follows:

- 40% to lower tier authorities ie districts
- 9% to upper tier authorities ie county councils
- 1% for fire authorities with the police being excluded

The report also explained how low tariffs, top ups and the safety net would operate.

Finally, the Director of Resources commented that the deadline for the consultation exercise had been Monday, 24 September and therefore a response had needed to be agreed by the Budget Working Group in order to meet this deadline.

**RESOLVED:** That Committee endorse the response as now outlined by the Director of Resources and agreed by the Budget Working Group.

**346 VILLAGE AMENITIES GRANT FUND**

The Head of Regeneration and Housing asked Committee to approve the allocation of grants totalling £98,734 to enhance village amenities throughout the Ribble Valley.

He referred to minute 82 of Committee dated 12 June where Committee had agreed the conditions, procedures and timescales for the allocation of the second round of village amenity grants. The total funding allocated was £100,000 from Council Tax income on second homes/performance reward grant monies.

The invitation to bid had been widely circulated and 49 organisations had applied for a grant before the deadline date. Corporate Management Team together with the Council's Partnership Officer and Regeneration Projects Officer had met and considered each application on the criteria approved. 19 applications were recommended to receive a grant.

Members then discussed this matter in some detail. Representations were made in relation to two applications which were not listed as grant recipients:

St John's Church upgrade of public address system - £4,990

Ribchester Playing Fields improvement to support timber spansions, safety surface and swing seats - £5,000

RESOLVED: That Committee approve the recommended grant allocations with the additional schemes at St John's Church, Read and Ribchester playing field being included within that list.

#### 347 LOCALISATION OF COUNCIL TAX SUPPORT

The Director of Resources referred to minute 216 of Committee dated 7 August 2012 and gave an update report on this matter. She gave details of the Council's proposed scheme which had been previously agreed by this Committee.

She further reported that a consultation exercise had been launched on 1 September and would run until 31 October. The Council had utilised the services of a joint consultancy team CRACS who we support with other Pennine Lancashire authorities. An online questionnaire which could be found on the Council's website had been made available. The Council were also printing and distributing hard copy questionnaires which would be sent out to existing benefit customers and also to a cross section of Council Tax payers.

She further reported that the Council had been informed by Northgate Public Services, the Council's software supplier that a new calculation module for Council Tax reduction would be required for our revenues and benefits software system. The estimated cost was between £50,000 and £70,000 per customer. Northgate had now confirmed in writing the final cost which was £65,000. she commented that this amount could be taken out of the £84,000 which the government had allocated to meet additional costs arising from the localisation of Council Tax support.

RESOLVED: That

1. Committee endorse the approach taken to our consultation on the localisation of Council Tax support; and

2. approve the purchase of the new Northgate Council Tax reduction module for our revenues and benefits system at a cost of £65,000.

348

#### PERFORMANCE REWARD GRANT COMMUNITY FOOD GROWING

The Head of Regeneration and Housing sought ratification of the final allocation of funding to schemes within the Community Food Growing Project.

The Ribble Valley Community Food Growing Project would develop and share the good work started in many schools. It was felt that there was willingness to develop the sustainable living ethos as part of the curriculum.

Many of the primary schools in Ribble Valley had already embarked on achieving eco school status and were developing spare land within schools, particularly in rural villages. The total proposed allocation for this element was £6,120. Senior schools food growing sites had been identified at the following schools:

St Augustine's  
St Cecilia's  
Longridge High School  
Bowland High School  
Clitheroe Grammar School

and a total proposed allocation for this element was £17,000.

It was noted that there was a perceived shortage of allotments in the Ribble Valley and many of the parishes had received an expression of interest from local residents. A plan to produce four new sites had been identified in Gisburn, Sabden, Whalley and Calderstones. Unfortunately, the offer of sites at Gisburn, Sabden and Calderstones had had to be subsequently withdrawn and the Whalley Group had still to be organised. Other groups were looking for alternative sites and Committee would be asked for ratification of any proposed schemes prior to their implementation. The total proposed for allocation was £15,000 as contingency until March 2013.

**RESOLVED:** That Committee agree the approach set out in the report and approve the remaining allocations concerning projects which would be in receipt of funds from the performance reward grant.

349

#### BUDGET FORECAST 2012/2013 TO 2015/2016

The Director of Resources asked Committee to consider the Council's latest budget forecast and decide what action needed to be considered to meet the financial challenges that lay ahead.

She reminded Committee that in July the government had begun consultation on the detail of how business rate retention scheme would work including consultation on the baseline funding for each local authority. The Council were therefore in a position where we could only speculate on the level of government funding that we could expect to receive next year. The latest budget forecast was based on a number of assumptions and several changes had been made

since the previous budget forecast had been prepared. These were set out with the following main headings.

- Public sector pay and price inflation - our budget forecast had allowed for a 2.5% for price increases each year the same as allowed for pay increases
- Local government grant funding - in addition to grant formula we currently only receive the following grants
  - New homes bonus
  - Council Tax freeze grant
  - Local service support grant homelessness
- Council Tax – an assumption that a 2.5% increase in our Council Tax each year for the next three years. Based on our current tax base of 1% increase in our Council Tax raises approximately £31,500
- Interest rates – the Council had currently allowed £30,000 interest receipts for both the current year and 2013/2014. £50,000 had been brought in for interest in 2014/2015 and £75,000 for the year after.

RESOLVED: That Committee note the budget forecast of the Director of Resources.

### 350 REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE

The Chief Executive sought approval to carry out a review of the Council's complaints procedure.

He commented that the current procedure would benefit from a review to ensure that it is still fit for purpose and to address concerns that had been identified by staff including investigating officers and staff who had been the subject of a complaint and by Members who had been involved with the second stage of the procedure.

As both Members and officers had direct experience of the procedure, it was proposed that a working group comprising three Councillors with support from the Council's Complaints Co-ordinator and the Head of Legal and Democratic Services be convened to carry out the review. The proposed terms of reference of the working group were set out as follows:

- To review the Council's complaints procedure and make recommendations to Policy and Finance Committee
- The review to encompass the procedure for lodging a complaint
- Vetting and rejecting complaints
- Investigating of complaints
- The hearing
- Notification

In addition, the working group could be asked to clarify the powers that were available to the investigating officer and to the panel, all the above to be formulated after considering best practice in other authorities and the advice of the Ombudsman.

RESOLVED: That Committee

1. approve the proposal to review the Council's complaints procedure;
2. that a working group consisting of Councillors Hirst, Hore and A Knox be formed as the working group; and
3. agree the above terms of reference.

351 NATIONAL NON DOMESTIC RATES WRITE OFFS

The Head of Revenues and Benefits sought Committee's approval to write off certain National Non Domestic Rate debts. He informed Members of the recovery action taken.

RESOLVED: That Committee the writing off of £42,083.04 of NNDR debts where it had not been possible to collect the amounts due.

352 REFERENCES FROM COMMITTEE – GARAGES AT RIDDINGS LANE, WHALLEY

Committee were asked to consider a request from Health and Housing Committee to agree to demolish Council owned garages at Riddings Lane, Whalley and also to agree a supplementary estimate to add to this year's revenue budget. Members then discussed this request in some detail.

RESOLVED: That Committee agree to the request for a supplementary estimate of £5,000 for the demolition of the Riddings Lane garages at Whalley.

353 AMENDMENTS TO THE REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

The Chief Executive referred to this report which informed Committee of the amendments which were to be made to RIPA by the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) (Amendment) Order 2012/2015 (The Order) and the Protection of the Freedoms Act 2011 (The Act).

The Order inserted a new article 7a into the 2010 Order which restricts authorised officers from authorising direct surveillance unless it is for the purpose of preventing or detecting a criminal offence which meets the conditions set out in Article 7a(3)(a) or (b). The conditions are that the criminal offence to be prevented or detected must be punishable by a maximum term of at least six months imprisonment or constitutes an offence under Section 146, 147 or 147a of the Licensing Act 2003 (sale of alcohol to children) or Section 7 of the Children and Young Persons Act 1933 (sale of tobacco to children under 18 years old).

The Chief Executive commented that although the Council had rarely used its powers under RIPA, the range of offences for which they could be used for in future had been reduced. It was noted however that offences such as fly tipping for which the Council had authorised detected surveillance in the past carried a maximum punishment of two years imprisonment and so the Council would still be able to authorise directed surveillance in respect of those offences if necessary and proportionate. Should the Council wish to do so in future, it would

need to seek judicial approval from the magistrates court before commencing any surveillance which would obviously have involved additional costs and resources.

RESOLVED: That the report be noted.

#### 354 RIBBLE VALLEY COMMUNITY SAFETY PARTNERSHIP – UPDATE

Committee considered a report on various initiatives which the Ribble Valley Community Safety Partnership was wholly or partly responsible for. These included

- Castle grounds project
- Community alcohol network
- Renewal of alcohol zone signs
- Wasted lives campaign
- Smartwater and Farmwatch
- Police and Crime Commissioner

The Chairman referred to the recent resignation of Councillor Jan Alcock as Chair of the Ribble Valley Community Safety Partnership and the need to replace her with another Borough Councillor. He also welcomed the news of the recent announcement that Ribble Valley was the joint second safest place in England and also referred to the imminent departure of Inspector Chris Saville who would be replaced by Inspector Graham Lister.

RESOLVED: That the report be noted.

#### 355 REVENUES AND BENEFITS GENERAL REPORT

The Head of Revenues and Benefits presented his report to Committee. The report covered the following areas:

- NNDR
- Council Tax
- Sundry debtors
- Housing benefit performance
- Housing benefit fraud
- Housing benefit overpayments

RESOLVED: That the report be noted.

#### 356 TIMETABLE FOR BUDGET SETTING

The Director of Resources submitted a timetable for setting the 2013/2014 budget. She commented that the provisional settlement announcement would not be made until early December 2012 and would not be confirmed until early February 2013.

RESOLVED: That the report be noted.



357 INSURANCE RENEWALS 2012/2013

The Director of Resources informed Committee of the insurance renewals for the period 20 June 2012 to 19 June 2013. She reminded Members that the Council's current provider Zurich Municipal had been granted a two year extension which would run out in June 2013. She also commented that the cost of premiums had fallen by 2.2% on the previous year's figures and our overall claims experience continued to be very good.

RESOLVED: That the renewal of the Council's insurances for 2012/2013 be noted.

358 MINUTES OF BUDGET WORKING GROUP

Committee received the minutes of the Budget Working Groups dated 16 January 2012 and 19 June 2012.

359 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next items 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.

360 LAND FOR INDUSTRIAL DEVELOPMENT

Members considered a detailed report on the possible purchase of land for industrial development at Barrow Brook. This was an area that had long been earmarked for industrial development but progress had been limited due to developers/landowners aspirations. It was felt that one way to ensure the site was developed for industrial use was by the Council acquiring the land. Members then discussed the land at Barrow Brook and the issues raised in the report in some detail.

RESOLVED: That Committee agree to pursue the acquisition of land at Barrow Brook for employment development and confirm that the site marked 2 on the plan at Appendix 1 to the report be the subject of that negotiation.

Having reviewed the risks set out in the report, in order to make progress the District Valuer be instructed to enter into negotiation with the owners as soon as possible.

361 NATIONAL NON DOMESTIC RATES AND COUNCIL TAX WRITE OFFS

The Head of Revenues and Benefits sought Committee's approval to write off certain Council Tax and National Non Domestic Rate debts relating to individuals or sole traders.

He answered Members' questions in relation to the process which the Council had to follow in relation to the chasing of bad debts.

RESOLVED: That Committee approve the writing off of £11,357.54 Council Tax and £6,784.79 of NNDR debts where it had not been possible to collect the amounts due.

## CLITHEROE FOOD FESTIVAL

The Chief Executive asked Committee to consider a number of issues relating to the Clitheroe Food Festival. These included the success of the event, the financial performance, the future of the event and the extent to which Ribble Valley Borough Council should be involved in support of any future staging of the event. Members then discussed the report in some detail.

## RESOLVED: That

1. Committee agree to fund the shortfall on this year's food festival from performance reward grant;
2. agree to the continued support and involvement of the Council in the food festival;
3. endorse the application for RDPE grant funding to enable the Council to ultimately pass to the Clitheroe Food Festival Company full responsibility for the operation of the food festival;
4. agree that officers meet with the company to clarify management arrangements and the RDPE grant conditions for the forthcoming festivals if the grant bid is successful; and
5. report to this Committee plans for staging the 2013/2014 food festival if the grant application fails.

The meeting closed at 9.09pm.

If you have any queries on these minutes please contact Jane Pearson (414430).

## Minutes of Parish Councils' Liaison Committee

Meeting Date: Thursday, 27 September 2012, starting at 6.30pm  
Present: P Young (Chairman)

Councillors:

P Ainsworth	S Hore
I Brown	G Mirfin
R Hargreaves	E M H Ranson
T Hill	I Sayers

Parish Representatives:

M Cartwright	Aighton Bailey & Chaigley
J Porter	Bolton-by-Bowland, Gisburn Forest & Sawley
B Redhead	Clayton-le-Dale
A Schofield	Clayton-le-Dale
A Yearling	Clitheroe
F Priest	Longridge
N Walsh	Mellor
T Nelson	Ramsgreave
A Mashiter	Read
C Pollard	Read
A Ormand	Ribchester
R A Whittaker	Rimington & Middop
M Calvert	Sabden
P Cook	Slaidburn & Easington
I R Hirst	Simonstone
R K Jackson	Waddington
C Cherry	West Bradford
M J Highton	Whalley
T Gaffney	Wilpshire
M Farrant	Wiswell

In attendance: Chief Executive, Solicitor.

363

### APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Borough Councillors R Newmark, M Robinson, C Ross, G Scott, R Swarbrick and D Taylor and from the following Parish Representatives:

H Douglas	Chatburn
P Morey	Hothersall
P Entwistle	Grindleton
G Parkinson	Longridge
S Rawsthorne	Newsholme and Paythorne
G Melloy	Simonstone
K Staines	Waddington
J Bremner	Wilpshire

364 MINUTES

The minutes of the meeting held on 14 June 2012 were approved as a correct record and signed by the Chairman

365 DECLARATIONS OF INTERESTS

There were no declarations of interests.

366 MATTERS ARISING

- (a) Minute 105(a) – Simonstone Parish Council – Compliance with Planning Conditions

A Parish Representative questioned why this matter had been referred to the Three Tier Forum rather than being discussed at this Committee. The Chief Executive explained that it was felt that, as this was an issue which was mainly of interest to Simonstone Parish Council and involved the actions of the County Surveyor it was relevant to refer it to the Three Tier Forum.

- (b) Minute 105(b) – Bolton-by-Bowland – Theft of Speed Indicator Device

A Parish Representative asked whether grant funding was available for Speed Indicator Devices. The Chief Executive reported that Village Amenity Grants had been available to all Parish Councils but the deadline had now closed and (no grants for Speed Indicator Devices had been applied for). He did indicate, however, that there may be other funding sources which Parish Councils could access for this purposes.

- (c) Minute 106 – Development Management Protocol

The Chief Executive reported that the Head of Planning Services had now decided to make plans available to Parish Councils in the light of comments received at the meeting.

- (d) Minute 108 – Japanese Knotweed

It was reported that the Borough Council had treated Japanese Knotweed on Salesbury Common land. Parishes were reminded that if they were aware of any land which needed treating the Council now had the expertise subject to questions on landownership and funding. The window for treatment was in the next few weeks.

- (e) Minute 109 – Subsidised Bus Services in Ribble Valley

It was reported that amongst a number of recent changes to routes, the only one which affected the Ribble Valley was the change of destination of former route 225 from Bolton which would now terminate at Blackburn and would subsequently be renumbered as Service 22. It was also noted that this new service was more frequent.

367

## LANCASHIRE FIRE AND RESCUE SERVICE

The Chairman introduced Phil Whittaker, the Station Manager at Clitheroe and Longridge Fire Stations. He gave details of the manpower of both stations and how the retained fire fighter system worked. He also detailed the other types of stations across Lancashire which now numbered 39.

He gave details of prevention, protection and response and in particular the work of the Emergency Community Support Officers. He explained about particular campaigns which the Fire and Rescue Service were involved in, including Child Safe, Wasted Lives and Junior Fire Setting. He also mentioned the coming electric blanket safety check, and explained that, at last year's, 71 electric blankets had been tested and 53 of those had been replaced.

Details were given of the Fire and Rescue Services' key performance indicators. He further pointed out that that there been in recent years a number of operational advancements including:

- swift water rescue;
- road traffic collisions;
- road rescue techniques;
- large animal rescue;
- hazardous materials and environmental protection; and
- urban search and rescue.

Members then asked a number of questions including:

- the number of call-outs to Calderstones;
- the problem of gaining access for fire appliances on heavily parked streets;
- response times; and
- consultations on proposed large housing developments.

RESOLVED: That Phil be thanked for his interesting and informative presentation.

368

## UPDATE ON CODE OF CONDUCT AND STANDARDS

The Council's Solicitor informed Parish Councils of the Council's decision in relation to its Code of Conduct and its impact on Parish Councils. She reminded Members that the Council's Policy and Finance Committee had agreed to make a recommendation to Full Council in relation to adopting a new Code of Conduct and putting arrangements in hand to discharge the Council's obligations relating to maintaining and promoting high standards of conduct by its Members. The Borough Council had elected to use the Department of Communities and Local Government Code. They had also agreed that an explanatory note be included with the Code relating to disposable pecuniary interests.

Parish Councils were free to elect which Code they would like as their Code of Conduct. She had written to all Parish Clerks on the 5 July 2012 explaining this.

All Parish Clerks and Councillors had been invited to attend a training session and 20 Parish Clerks and Councillors had attended.

The Council's Solicitor had since written to all Parish Clerks attaching the new Notification of Interests form that the Council officers had devised in order to comply with the new requirements in respect of disclosable pecuniary interests. She had also asked Parish Clerks to ask their Councillors to fill in the new forms and return them to the Council.

Finally the Borough Council, at its Full Council meeting on 17 July 2012, had also agreed to amend the Terms of Reference of its Accounts and Audit Committee and to appoint two independent persons to assist with standards functions. A Member asked for the names of the two independent persons and the Solicitor informed the meeting that they were Mr B Dearing and Mr I S Taylor.

RESOLVED: That the report be noted.

#### 369 THREE TIER FORUM

The Chairman gave a resume of the recent meeting held on 22 August 2012. Matters raised included:

- signs about not using satnav at Sunny Bower;
- lack of information on bus routes and recent fare increases;
- number of hot spots where parking was a particular problem;
- repairs to pot holes;
- drainage issues; and
- roll out of superfast broadband to rural villages.

Members then discussed a number of issues, in particular in relation to road closures by United Utilities. The Chief Executive suggested that a representative from United Utilities could be invited to attend the next meeting to explain this policy.

RESOLVED: That the Chief Executive write to United Utilities inviting them to attend at the next meeting to explain their policy in relation to road closures, particularly in rural areas.

#### 370 CHANGES TO COUNCIL TAX BENEFIT

The Chief Executive commented that all Parish Councils were being consulted on proposed changes to Council Tax benefits brought about by the Government. He outlined the three options which the Borough Council was considering as its agreed choice. The changes would be implemented in April 2013 and the Borough Council was consulting other agencies who also levied Council Tax including the County Council, Police and Fire and Rescue Service. At present there was no agreement as to what should be the preferred option. He did stress the importance of responding to the questionnaire.

Members then raised questions about empty properties and the possibility of them being levied in order to gain finance, particularly where they were

unoccupied for a lengthy period. The Chief Executive explained that this was a possibility that was being explored.

RESOLVED: That the report be noted.

371 DATE AND TIME OF NEXT MEETING

The Chairman reminded Committee that its next meeting would be held on Thursday, 22 November 2012, starting at 6.30pm.

The meeting closed at 7.50pm.

If you have any queries on these minutes please contact Colin Hirst (414503).