

Minutes of Health & Housing Committee

Meeting Date: Thursday, 12 September 2019, starting at 6.30pm
Present: Councillor B Hilton (Chairman)

Councillors:

S Atkinson	B Holden
T Austin	A Knox
D Birtwhistle	D O'Rourke
R Elms	D Peat
J Hill	M Robinson
M Hindle	R Sherras

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

Also in attendance: Councillors B Buller, N Walsh and Director of Economic Development and Planning.

203 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors J Alcock and R Newmark.

204 MINUTES

The minutes of the meeting held on 6 June 2019 were approved as a correct record and signed by the Chairman.

205 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

There were no declarations of pecuniary and non-pecuniary interest.

206 PUBLIC PARTICIPATION

The Chairman welcomed Mr Hacking who spoke on Agenda item 8.

207 PRESENTATION BY SUE SINCLAIR, MANAGER, HOMEWISE

The Chairman welcomed Sue Sinclair, Manager for Homewise who presented on the work of Homewise in the Ribble Valley.

Committee discussed various aspects of the presentation and raised several queries.

The Chairman thanked Mrs Sinclair for attending the meeting.

208 APPOINTMENTS TO WORKING GROUPS 2019/20

The Chief Executive submitted a report asking Committee to amend the membership of the Strategic Housing Working Group requesting Councillor Jan Alcock to replace Councillor Stephen Atkinson.

RESOLVED: That Committee approve the proposed amendment to the membership of the Strategic Housing Working Group.

209 FOOD SAFETY – FOOD LAW ENFORCEMENT POLICY

The Chief Executive submitted a report asking Committee to send Committee's approval of the Food Law Enforcement Policy.

The Food Law Code of Practice issued by the Food Standards Agency in March 2017 requires in Chapter 7.1.2 that each competent Authority has a documented Food Law Enforcement Policy, which is readily available for food business operators and consumers. The Food Law Enforcement Policy is a revised document which has been updated to allow for the changes in legislation that have occurred after the previous Policy was introduced.

Committee discussed the various aspects of the report and raised several queries.

RESOLVED: That Committee

1. approve the updated Food Law Enforcement Policy; and
2. support the continued focus on the food sector.

210 CLITHEROE MARKET IMPROVEMENTS

The Chief Executive submitted a report asking Committee to consider the potential options that the Council has in undertaking improvements to the existing Clitheroe Market.

In January 2019 the Members of Policy and Finance Committee agreed to terminate the original procurement exercise associated with the re-development of the market site and to work up an expression of interest for the future High Streets Fund.

In July 2019 the Ministry of Housing, Communities and Local Government confirmed that Clitheroe had not been selected to progress to the next round of the fund.

The market site has to date been purely maintained without identified investment to improve the market. Given that any development at the site is now a longer term plan, the Director of Economic Development and Planning and the Head of Environmental Health Services have considered options in respect of revamping the existing market using the existing allocated Clitheroe Market Improvements capital fund of £175,000.

Proposed options for immediate improvement are:

- remove the existing stalls in the bullring area;
- remove all the existing canopies and replace them with a new retractable canopy system;
- reinstate all of the timber fascia signs on the cabins including painting the fascias;

- cancel the Friday flea market;
- refurbish the market toilets; and
- re-establish the Market Trader Liaison Group.

Committee discussed the various aspects of the report. Support was given for the stronger German canopy system due to wind conditions in the market.

An amendment was proposed to remove stalls from the bullring and purchase a number of pop-up stalls. Committee agreed the amendment.

To determine how the toilets should be dealt with, it was proposed that a full refurbishment be undertaken.

RESOLVED: That Committee agree to the following improvements to the market:

1. utilise up to £65,000 of the capital funding to erect new uniform canopies on all of the cabins and hand sign paint all of the fascia signs;
2. cancel the flea market;
3. re-establish the Market Trader Liaison Group with the Director of Economic Development and Planning and the Head of Environmental Health Services;
4. remove stalls from the bullring and purchase a small number of pop-up stalls;
5. undertake a full refurbishment of the toilets.

211 ASHES BEAM AT CLITHEROE CEMETERY

The Chief Executive submitted a report to request approval for the installation of an additional ashes beam for cremated remains in Clitheroe Cemetery.

Cremated remains have, until recently, been interred either next to a commemorative tree or shrub or in a designated plot within the cemetery extension. All commemorative tree plots have been sold, therefore all demand for ashes interments must now be met in the conventional ashes interment area.

The ashes interment plots are provided with a concrete beam which provides a foundation for plaques and headstones and the current beam will run out of space during this financial year. It is planned to install a further beam in a location parallel to the existing ones to meet anticipated demand.

It is anticipated that the provision of a further beam would cost £1,553 and the beam will have the potential to generate total income of up to £31,000 based on current interment charges.

The funding for this project would come from £4,410 in the equipment earmarked reserve for the purpose of providing cemetery beams. Officers reported that 3 such beams, rather than 1, could be provisioned within this reserve.

Committee discussed various aspects of the report and felt it more beneficial to make the provision of 3 beams.

RESOLVED: That Committee

1. approve the proposed 3 ashes beam works at a cost of up to £4,410 subject to;
2. Policy and Finance Committee agreeing the financial implications and budgetary provision.

212 PROPOSE AN INCREASE TO THE DFG ALLOCATION FOR RIBBLE VALLEY ADAPTATION GRANTS

The Director of Economic Development and Planning submitted a report to inform Committee that the budget of £80,000 for Ribble Valley Adaptations has been fully committed and to recommend that a further £50,000 is allocated to this year's Ribble Valley Adaptations element of the overall Disabled Facilities Grants (DFG) budget.

At the March 2019 Health and Housing Committee, it was approved that from the 2019/20 DFG budget an initial allocation of £80,000 would be allocated to fund Ribble Valley Adaptations. DFG spend is monitored constantly and there is a monthly review meeting. At the review meeting in July 2019 it was identified that the commitment of spend on RVA's was close to grant maximum and therefore no further RVA applications had been taken until the position was reported to Committee.

The proposal is to increase the Ribble Valley Adaptations element of the DFG budget in 2029/20 by £50,000 to £130,000.

The Head of Regeneration and Housing noted that the correct figure in point 5.1 should be £130,000 not £140,000.

RESOLVED: That Committee

1. approve the expenditure of a further £50,000 on Ribble Valley Adaptation Grants; and
2. the total allocation for RVA's in 2019/20 will be £130,000.

213 CHRISTMAS MARKET 2019

The Chief Executive submitted a report giving an overview of the Christmas activities hosted at the Clitheroe Market.

Over the last 4 years there has been a designated Christmas market within Clitheroe's bullring area. The decision was made to hold a Christmas market to encourage use of the market and be of wider benefit to other retail establishments in the town.

The Christmas markets will run on 7, 14 and 21 December 2019 with the Christmas lights switch on being undertaken on 7 December. It is proposed the charge for a stall or pitch will be £15 (including VAT) per week. The payment will

be received prior to the event when booking. All fee payments will be non-refundable so as to ensure maximum occupancy.

Members discussed the report and potential scope for enhancements at future events.

RESOLVED: That Committee

1. approve the recommendation for a non-refundable fee of £15 (including VAT) per pitch or stall during the Christmas market festive period on 7, 14 and 21 December 2019;
2. show commitment to the Christmas market and the retail trade within the area during the festive period of 2019.

214 CAPITAL MONITORING 2019/20

The Director of Resources submitted a report to provide information relating to the progress of the 2019/20 Capital Programme for the period to the end of July 2019.

Attention was brought to the items on the Longridge Affordable Housing Scheme and the Chipping Community Housing Grant Scheme.

Committee discussed the various aspects of the report and raised several queries.

RESOLVED: That the report be noted.

215 REVENUE OUTTURN 2018/19

The Director of Resources submitted a report to detail the revenue outturn 2018/19 for this Committee.

RESOLVED: That the report be noted.

216 REVENUE MONITORING 2019/2020

The Director of Resources submitted a report to provide this Committee with information relating to the progress of the 2019/20 Revenue Budget as at the end of July 2019.

RESOLVED: That the report be noted.

217 2018/2019 YEAR END PERFORMANCE INFORMATION

The Director of Resources submitted the year end of report of 2018/19 that details performance against our local performance indicators. The Chief Executive gave further information on key items within the report.

RESOLVED: That the report be noted.

218 MINUTES OF HEALTH AND WELLBEING PARTNERSHIP HELD ON
26 JUNE 2019

RESOLVED: That the minutes be noted.

219 REPRESENTATIVES ON OUTSIDE BODIES 2019/20

Committee received Ribble Valley Borough Council Older Peoples' Champions report September 2019 circulated by Councillor Hilton.

Councillor Sherras gave a verbal report as the Armed Forces Champion.

Councillor Robinson gave a verbal report on the Blood Pressure Awareness Day organised by the Rotary Club of Clitheroe.

RESOLVED: That the report be noted.

220 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business be an Exempt Information under Categories 2 and 3 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

221 CLITHEROE CEMETERY REGULATIONS

The Chief Executive submitted a report to obtain Committee's opinion on guidelines relating to the declaration of graves and the memorials in Clitheroe Cemetery.

The issue of grave decoration is very sensitive and requires careful consideration. Grieving relatives and friends understandably want to decorate graves as a mark of respect. This has previously been addressed at Committee and it was agreed in the clearance of the woodland area.

It is proposed that all grave and ashes plot owners are written to, to request items are removed in line with the Lawn Cemetery Regulations. It is suggested that a phased response to the removal of items is undertaken with new purchased graves being addressed first and then a continuing rolling programme, with the anticipated date of clearance of all non-approved memorabilia being removed after Christmas 2019, approximately February 2020.

It was acknowledged that this is a sensitive issue and Members discussed the various aspects of the report. It was particularly noted the importance of ensuring adherence to the Cemetery Guidance and Regulations.

RESOLVED: That Committee

1. approve that families with graves sited in the lawn area of the cemetery and ashes plots are written to and requested to remove items;
2. support the Council's educational drive on Cemetery Regulations.

222 UPDATE ON GRANT APPROVALS

The Director of Economic Development and Planning submitted a report to inform Committee of recent approvals for 8 Disabled Facilities Grants, 8 Ribble Valley Adaptation Grants and 3 Affordable Warmth Capital Grants. No new Landlord Tenant Grants have been approved since the last Committee report.

RESOLVED: That the report be noted.

223 AFFORDABLE HOUSING UPDATE

The Director of Economic Development and Planning submitted a report to inform Committee on the affordable housing schemes in progress and proposed in the borough.

RESOLVED: That the report be noted.

The meeting closed at 8.43pm.

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