



Ribble Valley Borough Council

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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, 17 DECEMBER 2019** at **6.30PM**.

M. H. Scott

CHIEF EXECUTIVE
9 December 2019

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 **15 October 2019**.
5. Mayoral Communications.
6. Leader's Report and Question Time.
7. To receive and consider, where appropriate, the minutes of the following Committee meetings now circulated (items marked *** are referred to Council for decision).

COMMITTEE MEETINGS: 15 OCTOBER 2019 TO 28 NOVEMBER 2019			
COMMITTEES	DATE OF MEETING	PAGE	MINUTE NO'S
COUNCIL	15 OCT	1 – 5	303 – 313
EMERGENCY COMMITTEE	23 OCT	6 – 7	314 – 315
COMMUNITY SERVICES COMMITTEE	29 OCT	8 – 13	316 – 331
PLANNING & DEVELOPMENT COMMITTEE	31 OCT	14 – 27	332 – 342
PERSONNEL COMMITTEE	6 NOV	28 – 29	343 – 350
HEALTH & HOUSING COMMITTEE	7 NOV	30 – 32	351 – 363
LICENSING COMMITTEE	12 NOV	33 – 34	364 – 370
ECONOMIC DEVELOPMENT COMMITTEE	14 NOV	35 – 38	371 – 380
LICENSING SUB-COMMITTEE	15 NOV	39 – 41	381 – 385
POLICY & FINANCE COMMITTEE	*** 19 NOV	42 – 49	386 – 410

PARISH COUNCIL LIAISON COMMITTEE	21 NOV	50 – 52	411 – 422
ACCOUNTS & AUDIT COMMITTEE	27 NOV	53 – 56	423 – 433
PLANNING & DEVELOPMENT COMMITTEE	28 NOV	57 – 68	434 – 446

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 Friday before the meeting.

Minutes of Meeting of the Council

Meeting Date: Tuesday, 15 October 2019, starting at 6.30pm
Present: Councillor S Brunskill (Chairman)

Councillors:

J E Alcock	B Hilton
S Atkinson	S A Hirst
A Austin	B Holden
R Baxter	S Hore
R Bennett	A Humphreys
D Berryman	A M Knox
S Bibby	S Knox
D Birtwhistle	G Mirfin
A Brown	R Newmark
I Brown	D Peat
R Buller	M Robinson
S Carefoot	J Rogerson
J Clark	J Schumann
L Edge	G Scott
R J Elms	R E Sherras
S Fletcher	R J Thompson
M French	N C Walsh
J Hill	

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

303 PRAYERS

The Mayor's Chaplain, Father Heakin, opened the meeting with prayers.

304 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors M Hindle, D O'Rourke, S O'Rourke and S Rainford.

305 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

306 PUBLIC PARTICIPATION

There was no public participation.

307 COUNCIL MINUTES

The minutes of the meeting held on 9 July 2019 were approved as a correct record and signed by the Chairman.

308 MAYORAL COMMUNICATIONS

The Mayor reported on a wide range of events she had attended since the last meeting.

309 LEADER'S REPORT

The Leader reported on the recent peer review which had been very positive and had shown that the Council had made progress since the original review in 2016. The key comments highlighted by the Review Team were that Member and officer relationships, respect for political and managerial leaders and strong cross-party engagement had improved. The Leader also confirmed that recommendations from the Peer Review would be taken on board and actions had already been taken to discuss changes to the way the Council budgeted, how it could improve communications and capacity.

The Leader informed Members of recent meetings that he had attended including with Network Rail, the Chief Officers of East Lancs and Blackburn with Darwen Clinical Commissioning Groups, the Lancashire Enterprise Partnership and a business rate pilot meeting with other Lancashire Councils. All of which had proved positive.

The Leader reminded Council that the amended Corporate Strategy that had been approved in September would now be taken forward. He particularly talked about the Council's environmental objectives.

In respect of disappointing outcomes that he had highlighted at the last meeting he reported that he had now received a written response to his letter regarding the Council's dissatisfaction with the Henthorn Appeal from the Housing Minister in which the Housing Minister had said that the Government did not require Council's to provide more houses than we needed. The Leader confirmed he would be writing back to the Minister to ask him to put that in to a ministerial statement.

The Leader had also written to the Secretary of State for Health and Social Care outlining his concerns that Lancashire County Council would no longer fund the Home Improvement Agency.

Finally the Leader was pleased to report that an example of the Council's investment was now in evidence with the improvements that had been agreed to the market which should be completed by Christmas and the successful opening of the 3G sports pitches at Roefield.

310 LEADER'S QUESTION TIME

The Leader of the Opposition, Councillor Alan Knox asked the Leader where Ribble Valley Borough Council ranked in the Friends of the Earth list of Council's and their efforts to tackle climate change.

The Leader thanked Councillor Knox for his question and explained that the Friends of the Earth had analysed how different local authority areas across England and Wales were taking action to cut greenhouse gases. They had then produced league tables based upon a range of criteria. In the tables produced

Ribble Valley Borough Council had been joint bottom. Whilst the Leader was disappointed with the ranking he was keen to concentrate on the work the Council was doing to reduce greenhouse gases and the newly adopted Corporate Strategy where one of the key short-term priorities was to develop an action plan to work towards the borough being carbon neutral by 2030.

In a supplementary question Councillor Knox asked the Leader to bring forward a report to next Policy and Finance Committee meeting to set up a Climate Change working Group. The Leader believed this was an excellent idea and agreed to do so.

Next Councillor Knox asked if the Leader could provide a list of regular bookings at the new 3G pitch broken down into percentage occupancy by sport. The Leader confirmed that although the facility had only been open for 3 weeks, it had already had a range of bookings from clubs and groups based in the borough. At present all were for football as the contractor had not yet handed over the multi sports surface. The majority of use had been in the under 18's age category and included a recent schools football event that had seen 12 teams compete from local primary schools. The Leader provided Councillor Knox with a list of bookings.

Finally Councillor Knox asked what action the Council was taking to save the number 4 bus service between Longridge and Preston. The Leader reported that the bus service had originally been a part funded LCC and commercial service but following the cuts in April 2016 it had been taken on by Stagecoach as a fully commercial service. Stagecoach had now formally informed LCC that they were ceasing the service.

LCC were currently investigating a replacement service based around Section 106 monies from development around Preston and their transport officer was currently putting together a cabinet report on the matter that was due to be published in the coming week.

311 CHANGES TO COMMITTEE ARRANGEMENTS AND OUTSIDE BODIES FOR MUNICIPAL YEAR 2019/20

Consideration was given to the written report of the Chief Executive asking Members to make amendments to the Council's Committee membership following a request from the Leader to change membership on the Economic Development and Parish Council Liaison Committees.

He had also requested a change to the nominated representative of the Mersey Care NHS Trust (Calderstones). Councillor Knox asked for a separate vote to be taken on recommendations 5.1 and 5.2.

RESOLVED: That

1. the changes to the current Membership of Committees be as set out in Appendix A of the report;
2. the changes to representations on Outside Bodies be as set out in Appendix B of the report.

312 RIBBLE VALLEY HOUSING AND ECONOMIC DEVELOPMENT,
DEVELOPMENT PLAN DOCUMENT – ADOPTION

Consideration was given to the written report of the Director of Economic Development and Planning asking Council to agree to adopt the Housing and Economic Development (Development Plan) Document (HED DPD).

The Director reported that having received the Inspector's report with his recommendations Council were now asked to adopt the HED DPD with the recommended main modifications as set out in the Appendix to the Inspector's report.

RESOLVED: That Council

1. accept the Inspector's findings and recommendations and adopt the Housing and Economic Development, Development Plan Document with the main modifications recommended by the Inspector as set out in the Appendix to his report dated 10 September 2019;
2. authorise the Chief Executive to undertake the necessary steps for the adoption process to be completed and that any final modifications to correct typographical matters be designated to the Head of Regeneration and Housing; and
3. that the submitted proposals map as amended by the Inspector's recommended Main Modifications be adopted.

313 COMMITTEE MINUTES

(i) Accounts and Audit Committee – 24 July 2019

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

(ii) Planning and Development Committee – 1 August 2019

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

(iii) Emergency Committee – 20 August 2019

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

(iv) Community Committee – 3 September 2019

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

(v) Planning and Development Committee – 5 September 2019

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

(vi) Licensing Committee – 10 September 2019

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

(vii) Health and Housing Committee – 12 September 2019

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

(viii) Licensing Sub-Committee – 17 September 2019

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

(ix) Personnel Committee – 18 September 2019

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

(x) Economic Development Committee – 19 September 2019

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

(xi) Policy and Finance Committee – 24 September 2019

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

(xii) Parish Council Liaison Committee – 26 September 2019

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

(xiii) Planning and Development Committee – 3 October 2019

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

The meeting closed at 7.13pm.

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

Minutes of Emergency Committee

Meeting Date: Wednesday, 23 October 2019 starting at 9.30am
Present: Councillor S Atkinson (Chairman)

Councillors:

A Brown
S Hore
A Knox

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

314 APOLOGIES

There were no apologies for absence from the meeting.

315 BUSINESS RATE POOLING ARRANGEMENTS 2020/2021

The Director of Resources submitted a report asking Committee to consider whether this Council should be a member of a Lancashire Business Rates Pool for 2020/2021 under 50% Business Rate Retention arrangements when the Lancashire 75% Business Rate Pilot ends on 31 March 2020.

She informed Committee that following the Chancellor's announcements at the 2019 Spending Round, it had been made clear by Government officials that 75% pilots would be discontinued for 2020/2021 and that details for pooling arrangements for 2020/2021 under the 50% Business Rate Retention Scheme would be issued.

The lead authorities of pilot pools had been asked to confirm their pooling proposals for 2020/2021 by 25 October 2019. The benefits under a 50% pool were simply that tariff authorities would retain any levy that would otherwise be paid to the Government. The two unitary authorities do not have to pay a levy on their growth.

Given that the districts were all significantly better off under the 75% Lancashire pilot, there was a consensus that lobbying should take place for its continuation and on the 18 September 2019 Section 151 officers sent a letter to Robert Jenrick MP, the Secretary of State for Housing, Communities and Local Government lobbying for the continuation of the Lancashire 75% Business Rate Pilot. Individual authorities had also lobbied their MPs.

Following a meeting of the Governing Body of the Lancashire 75% Pilot on 26 September 2019 it was agreed that lobbying should take place for the continuation of the 75% Pilot and the consensus view was that should the lobbying prove unsuccessful, they would revert to the previous pooling arrangement in Lancashire, bearing in mind the success of the previous pool and that much of the necessary paperwork already existed.

The Director of Resources reminded Committee that in the final year (2018/2019) of the previous 50% pool, this Council had benefitted by £653k and in addition to that had received £20k for carrying out the role of lead authority.

Committee discussed the benefits of being in a Lancashire Business Rate Pool and asked questions with regard to the membership of that pool.

RESOLVED: That Committee

1. agree that Ribble Valley Borough Council should be a member of the new 50% Business Rate Pool for Lancashire based on the Memorandum of Understanding attached to the report; and
2. agree that Ribble Valley Borough Council should be lead authority of that pool.

The meeting closed at 9.50am.

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

Minutes of Community Services Committee

Meeting Date: Tuesday, 29 October 2019 starting at 6.30pm
Present: Councillor S Care foot (Chairman)

Councillors:

J E Alcock	S Knox
S Atkinson	S O'Rourke
T Austin	S Rainford
D Birtwhistle	M Robinson
L Edge	J Schumann
A Humphreys	

In attendance: Director of Community Services, Head of Cultural and Leisure Services, Senior Accountant, Waste Management Officer.

Also in attendance: Councillors A Knox and B Buller.

316 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors G Mirfin, R Newmark and G Scott.

317 MINUTES

The minutes of the meeting held on 3 September 2019 were approved as a correct record and signed by the Chairman.

Councillor S Knox asked for an update on minute 170 regarding Clitheroe Town Wells. The Director of Community Services informed Committee that an exchange of emails had been made with the Clitheroe Civic Society where he had clarified the Council's position that it had only taken ownership of one well and that the Council cannot legally take ownership of the other two wells.

Councillor Austin asked for an update on minute 171 - Fleet Operator's Licence and was informed by the Director of Community Services that an appointment to this position had now been made and would start in the New Year.

318 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

319 PUBLIC PARTICIPATION

There was no public participation.

320 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report seeking Committee's approval on proposals to increase this Committee's fees and charges with effect from 1 April 2020. These proposals were the first stage in the review of the Committee's budget for the forthcoming 2020/2021 financial year.

The Budget Working Group had considered the overall 3-year budget forecast which assumes that fees and charges are increased overall by 2%.

The Council's latest budget forecast allows for a 2% increase in the level of income raised from fees and charges and this review aims to increase budgeted income for 2020/2021 by this amount as a minimum. After applying this percentage increase, proposed charges have generally been rounded up and down to minimise any problems with small change, which inevitably impacts on the individual percentage rise for each separate charge, particularly when the charge is low.

The proposed set of fees and charges was set out for Committee's information.

With regard to the new set of charges for the 3G pitch, it was felt as these had only been set in September 2019 when the pitch opened that the fees should be frozen for the 2020/2021 financial year.

RESOLVED: That Committee

1. approve a level of fees and charges for be levied for this Committee for 2020/2021 as outlined in the report at Annex A; and
2. support the freezing of the charges on the new 3G pitch for 2020/2021 at the 2019/2020 rate.

321 CAPITAL PROGRAMME REVIEW AND NEW BIDS 2020/2021 TO 2024/2025

The Director of Resources submitted a report recommending the future five-year capital programme for the financial years 2020/2021 to 2024/2025 for this Committee.

For this Committee there were originally 25 schemes approved for the financial years 2020/2021 to 2023/2024 totalling £3,329,040. Following a review of these schemes, proposed amendments to 3 previously approved schemes had changed.

- Replacement of refuse wheelie bins - the current capital programme includes amounts each year for the bulk purpose of refuse wheelie bins to replace bins that are damaged due to age and fatigue. The current rate of replacement is more than anticipated so £3000 extra funding is proposed each year between 2020/2021 and 2023/2024 to purchase more bins.
- Castle Keep Lime Repointing Works and Repairs – this 2020/2021 capital programme is dependent on external funding to cover the vast majority of the scheme costs. No external funding is available at this stage so this scheme had been moved back to 2021/2022 subject to securing external funding for that year. In addition, LED lighting was no longer required on this scheme which reduced the scheme costs by £18,120.
- Salthill Depot Garage – Supply and Install New Vehicle Brake Tester – the current 2022/2023 capital scheme is no longer required because the brake tester is being refurbished in 2019/2020 funded from the revenue budget.

It was proposed to remove the scheme budget of £61,900 from the 2022/2023 capital programme.

It was also noted that as a result of this review the Second Parking Deck on Chester Avenue Car Park scheme for £1,230,000 remained in the 2020/2021 capital programme on a provisional basis only at this stage.

Heads of Service had been asked to put forward new bids for 2024/2025 and 12 had been submitted totalling £986,200. Members were reminded that other Committees would be receiving similar reports for new scheme bids and that all these bids would be finally considered alongside each other by the Budget Working Group and Policy and Finance Committee.

There was a request that the bid for the extension to Edisford Car Park currently in the capital programme for 2024/2025 be considered take place in an earlier financial year as the need for this car park was much higher since the new 3G pitch was completed.

RESOLVED: That Committee

1. approve the proposed five-year programme for 2020/2021 to 2024/2025 as outlined in the report, and
2. recommend to Policy and Finance committee a future five-year capital programme for this Committee.

322 CLITHEROE FOOD FESTIVAL

The Director of Community Services submitted a report providing Committee with an update on the year's event along with the outturn for income and expenditure and asking for consideration of the Council's support for the 2020 festival.

He reminded Members that the delivery of the Food Festival had been based on a similar format to previous occasions with the event being planned and organised by Council officers with help from staff who worked on the day undertaking various roles, volunteers and external specialist assistants.

The Clitheroe Food Festival contributes to the promotion of the area as a tourist destination and in our economic development role. However, there was only anecdotal evidence to support the economic and tourism impact of the event on the town as there had never been an economic impact assessment of the event.

The amount of sponsorship attracted by the festival has steadily fallen over the past 4 years with the amount of £4k being achieved this year. The event, despite large numbers of people attending does not generate sufficient income to cover the cost of staging it simply because it is primarily free to attend.

The event had relied to date on a substantial number of Council officers working to plan it and on the day to serve in various roles. There was a clear downward trend in the number of staff willing to work on the event and in future years it may be necessary to look at alternative models of delivery if the event continued to be supported by the Council. This would be at considerable cost.

Another issue to consider should the festival go ahead in 2020, was the proposed amendments to Clitheroe Market with the removal of the fixed bullring stands where currently 26 stalls were available for traders. Options for this area would need to be considered as part of the planning.

Members felt that the event was an important one in the Council's calendar and that it should be staged again in 2020, although it was acknowledged that it was costing more each year.

RESOLVED: That Committee agree to the Council staging the Clitheroe Food Festival in 2020.

323 RECYCLING REPORT

The Director of Community Services submitted a report informing Members of the current issues facing the recycling service. He reported that recycling rates had dropped over the last few years and in Lancashire we recycle less than half of our waste and in Ribble Valley last year only 30% was sent for reuse, recycling or composting. This had been highlighted recently by Friends of the Earth.

The Director of Community Services gave some explanation as to why the green recycling waste stream had dropped off with the County Council no longer allowing leaves and food waste to be accounted for.

The aim of the pots, tubs and trays campaign across the country is aimed at reducing bin bag waste, increasing recycling by collecting more plastic and new processing operations should extract more plastic at the recycling plant. The Council was doing all it could to promote this campaign with press releases, stickers on bins and on the website.

On a trial basis we had now started to collect trade paper and cardboard in the town centre and had agreed to offer a recycling service to schools, as well as examining the way collections are made for other recyclable material.

RESOLVED: That Committee agree

1. to offer a free exchange of 240 litre blue bins for 140 litre blue bins for households above 4 residents; and
2. that officers carry out a review of the lilac bag service.

324 ELECTRIC VEHICLE CHARGING REPORT

The Director of Community Services submitted a report informing Committee about the potential installation of electric vehicle charging points in the Council's car parks. Electric vehicles are now integral to the government's policies for climate change and transport and the Director of Community Services reminded Committee that the Council's new corporate plan includes the introduction of charging points in Council owned car parks where possible.

He reminded Committee that a paper submitted in March 2018 outlined two proposals that the Council had received from companies offering different solutions for the installation of the charging points but was not considered cost effective at the time. Of the two companies EON was considered to be the best proposal and

they had now submitted a new proposal for installing two twin charges at Railway View car park sourcing the power from the Council building via a separate meter and five twin chargers at Chester Avenue car park taking power from a nearby substation. The report outlined the potential benefits to installing these charging points and the sort of service that would be included with them.

RESOLVED: That Committee

1. approve the proposal for charging points to be installed at Chester Avenue and Railway View car parks in Clitheroe; and
2. request that other opportunities be sought for the introduction of electric charging points in other strategic car parks.

325 CAPITAL MONITORING 2019/2020

The Director of Resources submitted a report providing Members with information on the progress of the approved Community Committee 2019/2020 capital programme for the period to the end of September 2019. The report gave a summary of the Community Committee capital programme budget expenditure to date and variances and included the full capital programme by scheme with details, financial information and the budget holder comments.

At the end of September 2019 88.3% of the annual capital programme for this Committee or committed.

RESOLVED: That the report be noted.

326 REVENUE MONITORING 2019/2020

The Director of Resources submitted a report for Committee's information on the position for the period April to September 2019 of this year's revenue budget as far as this Committee was concerned. The report outlined by cost centre a comparison between actual expenditure and the original estimate for the periods to the end of September and highlighted the variations along with the budget holder's comments and agreed action plans.

RESOLVED: That the report be noted.

327 GENERAL REPORT

The Director of Community Services submitted a report informing Committee on arrangements for Christmas parking, the improved access arrangements to Edisford riverbank and the progress made with the partial handover of the Ribble Valley 3G pitch.

RESOLVED: That the report be noted.

328 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

329 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the following items 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.

330 CLITHEROE MUSEUM

The Director of Community Services submitted a re-port providing Committee with an update on the management of Clitheroe Museum. He reported that since the museum reopened in 2009 it had been managed by the Lancashire County Council museum service under a 10-year contract with the Borough Council, which had been extended by mutual agreement for a further year to enable the Council to consider options. Other assets on the site included the Atrium Café and the Bowling Green Café. The Director of Community Services outlined the current position with regard to these services and asked Committee to consider tendering for the service to include all three aspects.

Members discussed the options for the management of these facilities and asked officers to consider whether these services could be run by the Borough Council rather than by external providers.

RESOLVED: That Committee ask officers to examine again the delivery of these services and submit a report outlining options and implications to the Committee in January 2020.

331 RIBBLESDALE POOL SWIMMING LESSONS

The Director of Community Services submitted a report providing Committee with an update on the provision of swimming lessons at Ribblesdale Pool. This was a core function of the pool provision in facilitating the learning of the life skill of swimming for children and adults and had proved difficult over recent times, because of difficulty in recruiting teachers. Current lessons were provided by one permanent part time teacher and bought in provision from a private provider of teachers. It was suggested that the only way to reinstate a comprehensive programme of teaching was to continue with this provision for a period of up to five years in order to ensure continuity for the lesson programme.

RESOLVED: That Committee

1. approve the continuation of the use of the current external provider for the term beginning in January 2020 for an anticipated period of 3 months; and
2. approve the invitation of tenders for teaching of swimming on behalf of the Council representing the equivalent of the one and a half posts on the Council's establishment list for a period of up to five years.

The meeting closed at 7.50pm.

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

Minutes of Planning and Development Committee

Meeting Date: Thursday, 31 October 2019 starting at 6.30pm
Present: Councillor A Brown (Chairman)

Councillors:

T Austin	S Knox
I Brown	S O'Rourke
B Buller	J Rogerson
S Care foot	R Sherras
J Clark	R Thompson
M French	N Walsh
A Humphreys	

In attendance: Director of Economic Development and Planning, Head of Legal and Democratic Services, Principal Planning Officer and Senior Accountant.

Also in attendance: Councillor A Knox.

332 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor B Holden.

333 MINUTES

The minutes of the meeting held on 3 October 2019 were approved as a correct record and signed by the Chairman.

334 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

335 PUBLIC PARTICIPATION

There was no public participation.

336 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990:

1. APPLICATION REF: 3/2019/0661
GRID REF: SD 370965 435021

DEVELOPMENT DESCRIPTION:

ERECTION OF 31 AFFORDABLE TWO AND THREE-BEDROOM HOUSES AND TWO-BEDROOM BUNGALOWS (FOR RENT AND FOR SHARED OWNERSHIP). LAND AT PETRE WOOD CLOSE LANGHO BB6 8FD

GRANTED subject to the following conditions:

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

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

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

- L001 Location Plan
- L002 Existing site plan
- L003F Proposed site plan
- L004C Site Sections
- L005A Block Type 1
- L006A Block Type 2
- L007A Block Type 3
- L008A Block Type 4
- L009A Proposed Boundary Types
- 227-01-Rev: B Detailed Planting Plan 1 of 2
- 227-02-Rev: B Detailed Planting Plan 2 of 2

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

3. Notwithstanding the submitted details, details or specifications of all materials to be used on the external surfaces of the development hereby approved shall have been submitted to and approved in writing by the Local Planning Authority before their use in the proposed development. The approved materials shall be implemented within the development in strict accordance with the approved details.

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

Protection of Amenity

4. The recommendations within the submitted Environmental Noise Report (AA0173B) shall be implemented in full and thereafter retained.

For the avoidance of doubt the acoustic barrier fence shall be installed in its entirety prior to first occupation of any of the dwellings hereby approved. In the case of the acoustic glazing, this shall be installed on a dwelling by dwelling basis prior to the first occupation of that dwelling.

REASON: In the interests of protecting future residential amenity by mitigating potential harm from adjacent/nearby sources of noise and disturbance.

Affordable Housing Provision

5. The residential units hereby approved shall only be used for the purposes of providing affordable housing accommodation as defined within Annex 2 of the National Planning Policy Framework or any subsequent guidance amending or revoking and re-enacting that guidance to be occupied by households or

individuals in housing need. This condition shall not be binding upon any of the following:

- a) A charge or mortgagee of the Registered Provider or any receiver appointed by them in the event of default of the Registered Provider under the terms of the charge or mortgage;
- b) A tenant of a residential unit who exercise any statutory right to buy or right to acquire such residential unit or any person deriving title through that tenant or any mortgagee or charge;
- c) A lessee of a residential unit held under a shared ownership lease who acquire 100% of the interest under that lease or any successor or any successor mortgagee or charge of that lessee.

REASON: To clarify the nature of the consent hereby approved and to ensure the development meets the definition of affordable housing (as defined within Annex 2 of the National Planning Policy Framework or any subsequent guidance amending or revoking and re-enacting that guidance).

6. All the dwellings hereby permitted shall be provided as affordable dwellings (as defined as defined within Annex 2 of the National Planning Policy Framework or any subsequent guidance amending or revoking and re-enacting that guidance) to be managed by a Registered Provider.

Prior to occupation of any of the dwellings hereby approved an affordable housing scheme shall have first been submitted to and approved in writing by the Local Planning Authority. The development thereafter shall be provided in accordance with the approved scheme.

The affordable housing scheme shall include:

- i. The tenure of each dwelling unit, which shall consist of 50% of the dwellings for affordable rent and 50% of the dwellings for shared ownership; and
- ii. The arrangements to ensure that such provision is affordable for both first and subsequent occupiers of the affordable housing.

In respect of the affordable rented dwellinghouses the affordable housing scheme shall detail:

- i. The occupancy criteria to be used for determining the identity of the tenants; and
- ii. The means by which the occupancy criteria shall be enforced in line with the Local Planning Authority local need criteria; and
- iii. How such occupancy criteria, and compliance with such will be managed.

In respect of the older persons accommodation the affordable housing scheme shall detail:

- i. The 2 affordable rented dwellings that will be reserved solely for occupation by those that meet the Local Planning Authority definition of 'older persons housing'; and

- ii. The means by which the occupancy criteria shall be enforced in line with the Local Planning Authority local need criteria; and
- iii. How such occupancy criteria, and compliance with such will be managed

REASON: To clarify the nature of the consent hereby approved and to ensure the development meets the definition of affordable housing (as defined within Annex 2 of the National Planning Policy Framework or any subsequent guidance amending or revoking and re-enacting that guidance) and to ensure that the social rented affordable housing meets the Local Authority definition of 'local needs' housing.

7. Prior to the occupation of any of the shared ownership dwellings hereby approved full details and timings of a marketing strategy shall be submitted to and approved in writing by the Local Planning Authority. The details shall include the marketing arrangements for the initial and future sales of the shared ownership properties. The shared ownership properties shall thereafter be marketed in accordance with the approved details.

REASON: To clarify the nature of the consent hereby approved and to ensure the development meets the definition of affordable housing (as defined within Annex 2 of the National Planning Policy Framework or any subsequent guidance amending or revoking and re-enacting that guidance) and to work with the registered provider in respect of securing future occupiers for the shared ownership properties.

Landscape and Ecology

8. Prior to the construction of any of the dwellings(s) hereby approved details of the provisions to be made for building dependent species of conservation concern, artificial bird nesting boxes and artificial bat roosting sites shall be submitted to, and approved in writing by the Local Planning Authority.

For the avoidance of doubt the details shall be submitted on a dwelling/building dependent species site plan and include details of plot numbers and identify the actual wall and roof elevations into which the above provisions shall be incorporated. The artificial bird and bat boxes shall be incorporated into the identified individual dwellings during their construction and be made available for use before each such dwelling is occupied and thereafter retained. The development shall be carried out in strict accordance with the approved details.

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

9. The landscaping proposals hereby approved shall be implemented in the first planting season following the first occupation of the development, whether in whole or part and shall be maintained thereafter for a period of not less than 10 years to the satisfaction of the Local Planning Authority.

This maintenance shall include the replacement of any tree or shrub which is removed, or dies, or is seriously damaged, or becomes seriously diseased, by a species of similar size to those originally planted. All trees/hedgerow shown

as being retained within the approved details shall be retained as such in perpetuity.

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

10. No removal of vegetation including trees or hedges shall be undertaken within the nesting bird season (1st March – 31st August inclusive) unless a pre-clearance check on the day of removal, by a licenced ecologist, confirms the absence of nesting birds. A letter from the ecologist confirming the absence of nesting birds shall be submitted to the Council within one month of the pre-clearance check being undertaken.

REASON: To ensure that there are no adverse effects on the favourable conservation status of birds, to protect the bird population and species of importance or conservation concern from the potential impacts of the development.

11. During the construction period, all trees as shown to be retained within the submitted Arboricultural Impact Assessment (19/AIA/ Ribble V/06) shall be protected in accordance with British Standard BS 5837 (2012) or any subsequent amendment to the British Standard.

All protective fencing shall be in accordance with BS5837 (2012): 'Trees in Relation to Construction' and be erected in its entirety prior to any other operations taking place on the site. The agreed tree protection shall remain in place and be maintained for the duration of the construction phase of the development. For the avoidance of doubt no vehicle, plant, temporary building or materials, including raising and or, lowering of ground levels, shall be allowed within the protection areas(s) specified.

REASON: To protect trees/hedging of landscape and visual amenity value on and adjacent to the site or those likely to be affected by the proposed development hereby approved.

Drainage and Flooding

12. The drainage for the development hereby approved, shall be carried out in accordance with principles set out in the submitted Flood Risk Assessment (ref: PET-AJP-ZZ-00-DR-C-1000 (rev P02, dated 27/06/2019)).

Prior to the commencement of the development final details of the design and implementation of an appropriate surface water drainage scheme shall have been submitted to and approved in writing by the Local Planning Authority. Those details shall include:

- A. A final surface water drainage layout plan; appropriately labelled to include all pipe/structure references, dimensions, design levels, finished floor levels and external ground levels (in AOD);
- B. A full set of flow calculations for the surface water drainage network. The calculations must show the full network design criteria, pipeline schedules and simulation outputs for the 1 in 1 year, 1 in 30 year and 1 in 100-year return period, plus a 40% allowance for climate change

and a 10% allowance for urban creep. The calculations must also demonstrate that the post development surface water run-off rate shall not exceed 6l/s.

- C. A final site plan showing all on-site surface water catchment areas, i.e. areas that will contribute to the proposed surface water drainage network;
- D. Confirmation of how surface water is to be managed within the non-drained areas of the site, i.e. gardens and public open space.
- E. A final site plan showing all overland flow routes and flood water exceedance routes, both on and off site;
- F. Details of any measures taken to prevent flooding and pollution of the receiving groundwater and/or surface waters, including watercourses; and
- G. Details of an appropriate management and maintenance plan for the surface water drainage network over the lifetime of the development.

For the avoidance of doubt, no surface water will be permitted to drain directly or indirectly into the public sewer.

The scheme shall be implemented in accordance with the approved details prior to first occupation of any of the approved dwellings, or completion of the development, whichever is the sooner. Thereafter the drainage system shall be retained, managed and maintained in accordance with the approved details.

REASON: To ensure that the proposed development can be adequately drained. To ensure that there is no flood risk on or off the site resulting from the proposed development. To ensure that water quality is not detrimentally impacted by the development proposal and to ensure that appropriate maintenance mechanisms are put in place for the lifetime of the development.

13. No development shall commence until details of how surface water and pollution prevention will be managed during each construction phase have been submitted to and approved in writing by the Local Planning Authority. The development thereafter shall be undertaken and managed in accordance with the approved details.

REASON: To ensure that the construction phase(s) of development does not pose an undue flood risk on site or elsewhere and to ensure that any pollution arising from the development as a result of the construction works does not adversely impact on existing or proposed ecological or geomorphic condition of water bodies.

Highways Matters

14. No development shall be commenced until full engineering, drainage, street lighting and constructional details of the streets proposed for adoption have been submitted to and approved in writing by the Local Planning Authority. The development shall, thereafter, be constructed in accordance with the approved details.

REASON: In the interest of highway safety; to ensure a satisfactory appearance to the highways infrastructure serving the approved development; and to safeguard the visual amenities of the locality and users of the highway.

15. No development shall take place until a Construction Method Statement has been submitted to and approved in writing by the local planning authority. For the avoidance of doubt the submitted information shall provide precise details of:

- A. The siting and location of parking for vehicles of site operatives and visitors
- B. The siting and location for the loading and unloading of plant and materials
- C. The siting and locations of all site cabins
- D. The siting and location of storage of plant and materials used in constructing the development
- E. The siting and locations of security hoarding
- F. The siting location and nature of wheel washing facilities to prevent mud and stones/debris being carried onto the Highway (For the avoidance of doubt such facilities shall remain in place for the duration of the construction phase of the development).
- G. The timings/frequencies of mechanical sweeping of the adjacent roads/highway
- H. Periods when plant and materials trips should not be made to and from the site (mainly peak hours but the developer to identify times when trips of this nature should not be made)
- I. The highway routes of plant and material deliveries to and from the site.
- J. Measures to ensure that construction and delivery vehicles do not impede access to adjoining properties.
- K. Days and hours of operation for all construction works.
- L. Contact details for the site manager(s)

The approved statement shall be adhered to throughout the construction period of the development hereby approved.

REASON: In the interests of protecting residential amenity from noise and disturbance and to ensure the safe operation of the Highway for the duration of the construction phase of the development.

2. APPLICATION REF: 3/2019/0671
GRID REF: SD 368832 434044

DEVELOPMENT DESCRIPTION:

CONSTRUCTION OF FOUR TWO-STOREY HOLIDAY COTTAGES AND FORMATION OF A SHORT LENGTH OF ACCESS ROAD AT DEWHURST FARM, LONGSIGHT ROAD, LANGHO BB6 8AD

APPROVED subject to the following conditions:

Timings and Commencement

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

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

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

Units 1 & 2 Proposed Floor Plans, Roof Plan & Elevations, Proposed Cross Section (Tur/155/2672/01 A (received 10.09.19)

Units 3 & 4 Proposed Floor Plans, Roof Plan & Elevations, Proposed Cross Section (Tur/155/2672/02 A (received 10.09.19)

Existing and Proposed Site Plans (Tur/155/2672/03 A received 10.09.19)

Location Plan (Tur/155/2672/04)

Proposed Bin Storage Areas. Plan and Elevations of Bin Store. Swept Path Analysis for Refuse Wagon (Tur/155/2672/05 (received 11.09.19)

Highway Plan (Tur/155/2672/06 (received 18.09.19)

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

Matters of Design

3. For the avoidance of doubt this planning approval does not incorporate the erection of external lighting on any structure hereby approved, or elsewhere within the site.

REASON: In order to ensure a satisfactory appearance in the interests of visual amenity and to prevent nuisance arising.

4. No unit of holiday accommodation hereby approved shall be brought into use until 1.2 metre high natural stone walls to bound its plot, have been erected.

REASON: In order that the Local Planning Authority may ensure that the detailed design of the proposal is appropriate to the locality.

5. External refuse recycling/bin stores shall be made available for use in accordance with drawing no. Tur/155/2672/05 before the development hereby approved is first brought into use and retained thereafter.

REASON: To ensure the provision of satisfactory facilities for the storage of refuse and recycling and in the interest of visual amenity.

6. The proposed new length of track between the application site and the existing access from the A59 to Dewhurst Farm shall be constructed from two strips of dark coloured gravel, with a central grass strip (as per the email from Colin Sharpe (GHA) dated 16.09.2019).

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

7. Notwithstanding the submitted details, precise specifications or samples of external facing and roofing materials shall have been approved in writing before their use in the proposed development. The materials shall be implemented within the development in strict accordance with the approved details submitted to and approved in writing by the Local Planning Authority.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality.

8. A dedicated electric vehicle charging point shall be provided for each unit of holiday accommodation prior to first use of the development hereby approved. Thereafter, the electric vehicle charging points shall be permanently maintained.

REASON: To promote sustainable modes of transport.

Further Control over Development

9. Notwithstanding the provisions of The Town and Country Planning (Use Classes) (Amendment) (England) Order 2015, or any equivalent Order following the revocation and re-enactment thereof (with or without modification), the holiday units hereby approved shall only be used as short-term holiday accommodation and for no other purpose.

REASON: For the avoidance of doubt, and to avoid an over-intensive use and to ensure that the development remains compatible with the character of the area and the intensity and frequency of usage remains proportionate to the use hereby approved.

10. Each holiday unit hereby approved shall not be let to or occupied by any one person or group of persons for a combined total period exceeding 28 days in any one calendar year and in any event shall not be used as a unit of permanent accommodation or any individual(s) sole place of residence.

A register of all guests of each unit of accommodation hereby approved shall be maintained at all times and shall be made available for inspection by the Local Planning Authority on request.

For the avoidance of doubt the register shall contain the name and address of the main guest who made the booking together with dates of occupation.

REASON: The permission relates to the provision of holiday accommodation. The condition is necessary to define the scope of the permission hereby approved and to ensure that the development promotes sustainable tourism and contributes to the area's economy.

Highways

11. Prior to the first use of the development hereby permitted, sight lines of 200m in both directions from a point 2.4m south of the edge of the carriageway of the A59 shall be provided as shown on drawing no. Tur/155/2672/06.

The land within these splays shall be maintained thereafter, free from obstructions such as walls, fences, trees, hedges, shrubs, ground growth or other structures within the splays in excess of 1.0 metre in height above the height at the centre line of the adjacent carriageway.

REASON: To enable vehicles to enter and leave the premises in a safe manner without causing a hazard to other road users.

12. The access road improvements shown on submitted Drawing Number Tur/155/2672/06 shall have been fully completed prior to the holiday units hereby permitted being brought into use.

REASON: In the interests of highway safety.

13. The car parking and manoeuvring areas shall be laid out in accordance with the approved plans before the holiday accommodation hereby approved is first brought into use and shall be permanently maintained as such thereafter.

REASON: To allow for the effective use of the parking areas.

Landscape and Ecology

14. Any removal of vegetation including trees and hedges shall be undertaken outside the nesting bird season [March - August inclusive] unless preceded by a pre-clearance check by a licensed ecologist on the day of removal which confirms the absence of nesting birds.

REASON: To ensure that there are no adverse effects on the favourable conservation status of birds.

15. No above ground development shall take place until details of the provisions to be made for building dependent species of conservation concern, artificial bird nesting boxes and artificial bat roosting sites have been submitted to, and approved in writing by the Local Planning Authority. The details shall be submitted on a building dependent bird and bat species development site plan and include details of the numbers of artificial bird nesting boxes and artificial bat roosting sites. The details shall also identify the actual wall and roof elevations into which the above provisions shall be incorporated. The artificial bird/bat boxes shall be incorporated into the building during the construction works before the development is first brought into use and shall be retained and maintained thereafter.

REASON: In the interests of biodiversity and to enhance nesting/roosting opportunities for species of conservation concern and protected species.

Residential Amenity

16. Prior to first rental period of each holiday unit hereby approved a Management Plan shall have been submitted to, and agreed in writing by, the Local Planning Authority and shall provide details of the following:

- i) Measures to ensure that the behaviour of the guests is reasonable and not detrimental to the amenities of nearby residents.
- ii) Details of the person or persons who would be responsible for assisting the guests of the cottage(s) with any queries/problems; and would also be responsible for ensuring that the behaviour of guests is reasonable and not detrimental to the amenities of nearby residents.
- iii) The addresses of the person or persons responsible for the operation of the holiday unit(s).

Thereafter, the development shall be operated in strict accordance with the approved details.

REASON: To ensure the satisfactory management of the site in the interests of general amenity of the area, to safeguard where appropriate neighbouring residential amenity.

17. Unless otherwise agreed in writing by the Local Planning Authority, no building or engineering operations within the site or deliveries to and from the site shall take place other than between 07:30 hours and 18:00 hours Monday to Friday and between 08:30 hours and 14:00 hours on Saturdays, and not at all on Sundays or Bank Holidays.

REASON: In order to protect the amenities of existing residents.

Drainage and Flooding

18. Foul and surface water shall be drained on separate systems.

REASON: To secure proper drainage and to manage the risk of flooding and pollution.

(Tony Gaffney (Wilpshire Parish Council) spoke against the above application)

3. APPLICATION REF: 3/2019/0588
GRID REF: SD 377329 449543

DEVELOPMENT DESCRIPTION:

CHANGE OF USE OF AGRICULTURAL LAND TO PARKING AND LANDSCAPING. TWO POLY TUNNELS AND STONE SERVICE AREA AT HOLDEN CLOUGH NURSERY, BOLTON BY BOWLAND ROAD, BOLTON BY BOWLAND

REFUSED for the following reasons:

1. The proposed development has a harmful impact upon the landscape character (including cultural heritage) and scenic beauty of the Forest of Bowland Area of Outstanding Beauty and the Borough's development strategy because the car park is a large, prominent and incongruous intrusion into the open countryside beyond the established settlement boundary which does not conserve the distinctive setting of Holden and ensure the characteristic clustered form of settlement. This is contrary to Key Statements DS1, EN2 and EN5 and Policies DMG2, DME4 and DMG1 of the Ribble Valley Core Strategy.
2. The proposed development has a harmful impact upon the setting of Holden Chapel and House because the car park will result in noise and visual intrusion into the open fields between the elevated listed building and Holden. This impacts on the tranquility of the countryside and compounds the modern incremental visual disconnection of the chapel from the historic hamlet and community it served. This is contrary to Policies DME4 and DMG1 of the Ribble Valley Core Strategy.
3. The proposed development will be of significant detriment to the residential amenities of Springfield and Browfoot because of the unmitigated noise,

lighting and overlooking impacts of the proposed car park. This is contrary to Policy DMG1 of the Ribble Valley Core Strategy.

(John Metcalf spoke in favour of the above application. Christy MacDonald spoke against the above application).

337 APPLICATIONS WITHDRAWN

<u>Plan No</u>	<u>Proposal</u>	<u>Location</u>
3/2019/0642	Change of use of agricultural land to D2 (assembly and leisure) and installation of up to six camping pods/holiday cabin accommodation and associated site works.	Croasdale Farm 1 Whinney Lane Langho BB6 8DQ
3/2019/0652	Demolition of existing single-storey side extension and detached garage and construction of new two-storey extension to side.	1 Laneside Cottages Whalley Road Sabden BB7 9DU
3/2018/1079	Erection of one new, single-storey, two-bedroom dwelling for agricultural worker on land adj Rileys Farm.	Rileys Farm Chapel Lane Langho BB6 8AQ

338 APPEALS UPDATE

<u>Application No and reason for appeal</u>	<u>Date Received/ Appeal Start Date</u>	<u>Site Address</u>	<u>Type of Appeal Procedure</u>	<u>Costs App received</u>	<u>Date of Inquiry or Hearing if applicable</u>	<u>Progress</u>
3/2018/0474 R of pp	09/07/2019	Great Mitton Hall Mitton Road Mitton BB7 9PQ	WR			Awaiting Decision
3/2018/0468 R of LBC	09/07/2019	Great Mitton Hall Mitton Road Mitton BB7 9PQ	WR			Awaiting Decision
3/2018/1020 R of pp	Awaiting start date from PINS	Calding Bank Cottage, Whalley Old Rd Billington BB7 9JE	WR (to be confirmed)			
3/2018/0582 R of permission in principle	21/05/2019	Land to the south Chatburn Old Rd Chatburn	Changed to Hearing Procedure		8/10/2019 10.00am Cttee Rm 1	Awaiting Decision
3/2018/1076 R of pp	16/07/2019	Sabden House Wesley Street Sabden	WR			Awaiting Decision
3/2018/1006 R of LBC	16/07/2019	Sabden House Wesley Street Sabden	WR			Awaiting Decision
3/2019/0117 R to discharge condition	29/07/2019	Susie Cottage Rimington Lane Rimington	WR			Awaiting Decision

<u>Application No and reason for appeal</u>	<u>Date Received/ Appeal Start Date</u>	<u>Site Address</u>	<u>Type of Appeal Procedure</u>	<u>Costs App received</u>	<u>Date of Inquiry or Hearing if applicable</u>	<u>Progress</u>
3/2019/0241 R of pp	16/07/2019	23 Church Street Clitheroe	WR			Awaiting Decision
3/2019/0242 R of LBC	16/07/2019	23 Church Street Clitheroe	WR			Awaiting Decision
3/2018/1121 R of pp	09/08/2019	The Stables rear King Street Whalley	WR			Appeal Dismissed 14/10/2019
3/2018/0507 R of outline PP	24/09/2019	Land adj John Smith Playing Field Chaigley Road Longridge	Hearing		10/12/2019 Cttee Rm 1	Statement due 29/10/2019 plus SoCG Suggested Conditions Statement due 22/10/2019
3/2018/0685 R of pp	17/09/2019	Land off Whalley Road Hurst Green (Adj Reed Deep)	WR			Statement due 22/10/2019
3/2019/0497 R of pp	Awaiting start date from PINS	DJP Domestic Appliances Ltd 1-3 King Lane Clitheroe	WR (to be confirmed by PINS)			
3/2019/0040 R of PIP	26/09/2019	Land at Kingsmill Avenue Whalley	WR			Statement due 31/10/2019
3/2019/0390 R of Prior Approval	26/09/2019	Dutton Manor Mill Clitheroe Road Dutton	WR			Statement due 31/10/2019
3/2019/0479 R	Awaiting start date from PINS	1 Willow Avenue Whalley	WR (to be confirmed by PINS)			
3/2019/0554	Awaiting start date from PINS	Three Millstones Waddington Rd West Bradford	WR (to be confirmed by PINS)			

339 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report seeking Committee's approval on proposals to increase this Committee's fees and charges with effect from 1 April 2020. These proposals were the first stage in the review of the Committee's budget for the forthcoming 2020/21 financial year.

Guidance from Budget Working Group to service Committees is that they review their fees and charges in order to achieve an overall target increase in income by 2%. The Council's latest budget forecast allows for a 2% inflationary increase in the level of income raised from fees and charges and the review aims to increase budgeted income by this amount as a minimum.

There is a national requirement within the Building (Local Authority Charges) Regulations 2010 which states that charges should be based on achieving a full

cost recovery. The building control section had recently undertaken a review of charges for building control services and in October 2019 this Committee approved proposed increases averaging 3% with an implementation date of 1 November 2019. The proposed set of fees and charges was set out for Committee's information.

RESOLVED: That Committee approve the proposed fees and charges to be levied for this Committee for 2020/21 as outlined in the report at Annex 1.

340 CAPITAL MONITORING 2019/20 AND CAPITAL PROGRAMME REVIEW AND NEW BIDS

The Director of Resources submitted a report recommending the future five-year capital programme for the financial year 2020/21 to 2024/25 for this Committee. For this Committee there was no existing 2020/21 to 2023/24 capital programme and also to date no new bids had been submitted. At the end of September 2019 49.8% of the annual capital programme budget for this Committee had been spent or committed.

RESOLVED: That the report be noted.

341 REVENUE MONITORING 2019/20

The Director of Resources submitted a report for Committee's information on the position for the period April to September 2019 of this year's revenue budget as far as this Committee was concerned. The report outlined by cost centre and comparison between actual expenditure and the original estimate for the period to the end of September and highlighted the variations along with the budget holder's comments and agreed actions plans.

RESOLVED: That the report be noted.

342 APPEALS

- a) 3/2018/1121 – General refurbishment of the existing building with proposed small single storey extensions to create a new servery from the restaurant and small storage unit to the rear of the building. Change of use to create a new restaurant at ground floor and retail at first floor. New infill wall and timber screens proposed to front and side boundary with existing boundary walls remaining untouched at The Old Stables, King Street, Whalley – appeal dismissed.

The meeting closed at 7.17PM.

If you have any queries on these minutes please contact Nicola Hopkins (414532).

Minutes of Personnel Committee

Meeting Date: Wednesday, 6 November 2019 starting at 6.30pm
Present: Councillor R Elms (Chairman)

Councillors:

S Atkinson	S Bibby
R Baxter	D O'Rourke
R Bennet	J Schumann
D Berryman	

In attendance: Chief Executive, and Head of HR.

Also in attendance: Councillors B Buller and A Knox.

343 APOLOGIES

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

344 MINUTES

The minutes of the meeting held on 18 September 2019 were approved as a correct record and signed by the Chairman.

345 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

346 PUBLIC PARTICIPATION

There was no public participation.

347 STAFF SURVEY

The Director of Resources submitted a report informing Members about the forthcoming 2019 employee survey. Councillors were informed that the survey will be launched in November and staff will have two weeks to complete it. An external research and consultancy organisation will produce a report of key findings which will be presented to CMT who will then produce an action plan going forward.

To encourage staff to response to the survey, the Chief Executive outlined a suggestion for the Council to make a donation of £1 for each response received and that this be split between four charities: Friends of the Earth, Air Ambulance, Alzheimer's Society and Mind. Councillors were in broad agreement with the suggestion.

RESOLVED: That the report be noted.

348 EXCLUSION OF PRESS AND PUBLIC

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

349 APPOINTMENTS AND RESIGNATIONS

The Director of Resources submitted a report informing Members of appointments and resignations that had taken place since the last meeting of the Committee.

RESOLVED: That Committee

1. note and approve the decisions taken by CMT as outlined in the report; and
2. write letters of thanks to those staff retiring/leaving the authority, where appropriate.

350 TRAINING REPORT

The Director of Resources submitted a report for Members' information on training courses approved since the last meeting.

RESOLVED: That the report be noted.

The meeting closed at 6.39pm.

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

Minutes of Health & Housing Committee

Meeting Date: Thursday, 7 November 2019 starting at 6.30pm
Present: Councillor B Hilton (Chairman)

Councillors:

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

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

Also in attendance: Councillor B Buller.

351 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of the Chief Executive, Housing Strategy Officer and Councillor S Atkinson.

352 MINUTES

The minutes of the meeting held on 12 September 2019 were approved as a correct record and signed by the Chairman.

353 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

354 PUBLIC PARTICIPATION

There was no public participation.

355 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report to seek Member approval on proposals to increase this Committee's fees and charges with effect from 1 April 2020. The Senior Accountant gave Committee an overview of the report highlighting the guidance from Budget Working Group targeting an overall increase in income from fees and charges of 2%. This review of fees and charges was coordinated by Financial Services working together with Heads of Service and budget holders. Particular reference was given to Clitheroe Market fees and Environmental Health and dog related offences fixed penalty notices.

Members discussed protection for bees, regulation of dog breeding licences and penalties for dog fouling. Officers confirmed that the Council had appropriate procedures for the protection of bees in the pest control service, stringent regulations for breeding licences and that the maximum penalty allowed for dog

fouling was in place. Members also discussed fees for market pitches in relation to Thursday markets and proposed an amendment to retain the existing fee level.

RESOLVED: That Committee approve the 2020/21 fees and charges proposed for the Committee in Annex 1, for implementation from 1 April 2020, save that the Clitheroe Market pitches Thursday per day fee is £8.50.

356 CAPITAL PROGRAMME REVIEW AND NEW BIDS

The Director of Resources submitted a report to recommend the proposed future five-year capital programme (2020/21 to 2024/25) for this Committee.

The Senior Accountant gave an overview of the report. This highlighted two amendments to the previously approved 2020/21 to 2023/24 capital programme; these being an indicative increase to the Disabled Facilities Grants budget each year and the delayed replacement of the pest control van due to its current good condition and lower than expected mileage. Also highlighted were three new capital bids, these being an upgrade of the Civica APP IT system in 2022/23 and 2024/25 bids for Disabled Facilities Grants and Landlord/Tenant Grants. Committee was informed that the final Disabled Facilities Grants scheme budgets each year would be set to match the actual central government grant funding received each year.

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

RESOLVED: That Committee

1. approve the proposed five-year capital programme for 2020/21 to 2024/25 as outlined in the report; and
2. recommend to Policy and Finance Committee a future five year capital programme for this Committee's services.

357 CAPITAL MONITORING 2019/2020

The Director of Resources submitted a report to provide this Committee with information relating to the progress of their 2019/20 capital programme for the period to the end of September 2019.

RESOLVED: That the report be noted.

358 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 September 2019.

RESOLVED: That the report be noted.

359 NEW STATUTORY DUTY AND GUIDANCE ON SOCIAL HOUSING ALLOCATION FOR VICTIMS OF DOMESTIC VIOLENCE

The Director of Economic Development and Planning submitted a report to inform Members of a new duty for local authorities to provide safe accommodation for

domestic violence victims and also new statutory guidance on social housing allocation for victims of domestic abuse.

The Head of Regeneration and Housing informed Members that the Council was seeing increased reporting of domestic violence which needed careful monitoring and addressing. It was noted that discussions on this issue were ongoing and further information would be presented to future Committees.

RESOLVED: That the report be noted.

360 BREXIT PREPARATION AND THE FOOD SAFETY SERVICE

The Chief Executive submitted a report to inform Members of the preparations being made by the food safety team for the potential exit from the EU.

RESOLVED: That the report be noted.

361 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

362 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business be an Exempt Information under Categories 1 and 7 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

363 UPDATE ON GRANT APPROVALS

The Director of Economic Development and Planning submitted a report to inform Committee of recent approvals for 4 Disabled Facilities Grants, 7 Ribble Valley Adaptation Grants and 1 Affordable Warmth Capital Grant.

RESOLVED: That the report be noted.

The meeting closed at 7.20pm.

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

Minutes of Licensing Committee

Meeting Date: Tuesday, 12 November 2019 starting at 6.30pm
Present: Councillor G Mirfin (Chairman)

Councillors:

J Alcock	S O'Rourke
D Berryman	S Rainford
S Hore	M Robinson
A Knox	G Scott
D O'Rourke	N Walsh

In attendance: Head of Legal and Democratic Services and Solicitor.

Not in attendance: Councillors R Bennett and S Hirst.

364 APOLOGIES

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

The Committee received the minutes of the Licensing Sub-Committees held on 4 June 2019 and 17 September 2019.

365 MINUTES

The minutes of the meeting held on 10 September 2019 were approved as a correct record and signed by the Chairman.

366 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

367 PUBLIC PARTICIPATION

There was no public participation.

368 ANNUAL FEES AND CHARGES

The Chief Executive submitted a report to determine the annual fees for hackney carriage, private hire, scrap metal and sex establishment licences. The Solicitor outlined that the legislation provides that the fee should be set at a level which provides 'such a fee as they consider reasonable with a view to recovering the costs of issue and administration'. The Council recommended uplifting the fees by reference to inflation (based on 2%) as this is the amount by which they were advised that the Council's costs have increased. It was noted that enforcement costs cannot be included in these fees.

Councillors discussed various aspects of the report of the report including how fees compare to other authorities.

RESOLVED: That Committee

1. agree to set the fees for hackney carriage and private hire licences for the year 2020/21 as those set out in Appendix 1 to the report;
2. agree to set the fees for scrap metal dealers' licences for the year 2020/21 as those set out in Appendix 2 to the report; and
3. agree to set the fees for sex establishment licences for the year 2020/21 as those set out in Appendix 3 to the report.

369 HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS' KNOWLEDGE TEST

The Chief Executive submitted a report to seek Committee's views upon whether applicants for hackney carriage and private hire drivers' licences should be permitted to sit an additional knowledge test(s) having failed the maximum of 4 which is currently permitted and, if so, what arrangements should be put in place to allow additional test papers or other arrangements to be made available, to include setting an appropriate fee.

The Solicitor outlined the Council's requirements for applicants for hackney carriage and private hire drivers licences to pass a knowledge test. Applicants for licences are given 4 opportunities to pass the knowledge test which may be taken on paper or verbally at the Council offices. Members were appraised of two recent issues, the first whether an applicant who has failed all 4 tests should be allowed one or more further tests and the second, whether an applicant should be allowed the opportunity of a practical test to be carried out by a member of staff accompanying them in their vehicle.

Members discussed various aspects of the report and options to resolve the above issues. An amendment was proposed to allow one final attempt at the knowledge test taking place no earlier than one year from the date of the fourth attempt.

RESOLVED: That Committee vary the conditions of hackney carriage drivers licences and private hire drivers licences to allow an applicant who has failed the test on 4 occasions to have one further attempt at the knowledge test with this final test taking place no earlier than one year from the date of the fourth test, using one of the four existing test papers.

370 PUBLIC MEETING WITH LICENCE HOLDERS

The Chief Executive submitted a report to inform Committee of the arrangements for, and provisional agenda of, the 'annual' taxi meeting. The Head of Legal and Democratic Services gave an overview of hackney carriage and private hire licences and the law concerning both. Councillors raised several queries.

RESOLVED: That the report be noted.

The meeting closed at 7.02pm.

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

Minutes of Economic Development Committee

Meeting Date: Thursday, 14 November 2019, starting at 6.30pm
Present: Councillor S Hirst (Chairman)

Councillors:

D Berryman	S Fletcher
S Bibby	M French
D Birtwhistle	M Hindle
I Brown	S Hore
B Buller	G Mirfin
J Clark	J Rogerson
R Elms	

In attendance: Director of Economic Development and Planning, Head of Regeneration and Housing, Head of Culture and Leisure Services, Senior Accountant, and Gemma Johnson and Nick Kershaw (Lancashire County Council).

Also in attendance: Councillor T Austin.

371 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor R Baxter.

372 MINUTES

The minutes of the meeting held on 19 September 2019 were approved as a correct record and signed by the Chairman.

373 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

374 PUBLIC PARTICIPATION

There was no public participation.

375 AN UPDATE ON RURAL BROADBAND

The Chairman welcomed Gemma Johnson and Nick Kershaw from Lancashire County Council to give an update on rural broadband.

A presentation was given outlining current progress throughout Lancashire and in Ribble Valley specifically.

Committee were informed that back in 2013 an open market review had identified premises below 24mbps that were eligible for investment. Project 1 of the Lancashire programme took place from 2013 to 2017 with BT and Project 2 from 2015 to date had achieved 99% broadband throughout Lancashire. There were

now 2,467 premises identified left to do in the Ribble Valley. However, this only included fibre to the box and not necessarily fibre from the box to the premises.

The current funding opportunity by use of a gigabit voucher scheme where residents could claim up to £500 was highlighted for Committee's information.

Committee were also informed of a future funding initiative called "Outside In" that would address rural digital connectivity where Lancashire County Council would be working with BD UK to provide full fibre coverage in rural areas.

It was now considered that another open market review was required to address individual levels of digital connectivity.

Members asked questions with regard to specific areas within their own wards and also with regard to power fluctuations and how developers and BT interact.

Of most concern was that generally members of the public do not understand that in order to have full connectivity they are required to request fibre from the box to their own premises.

The Chairman thanked Gemma Nick for their comprehensive update and informed Committee that they would be circulated with a copy of the presentation.

376

UPDATE ON THE ECONOMIC PLAN

The Director of Economic Development and Planning submitted a report updating Members on the actions contained within the Economic Plan 2019 to 2022. She reminded Members that they had agreed the Economic Plan at their meeting on 29 September 2019 and that in order to ensure that the plan acts as an enabler to the economy of the valley it needed to contain a series of suitable actions. There was also a need to identify the priorities for the Council and establish mechanisms for delivering the actions.

The report outlined several short-term priorities:

- Action area 1: People – undertake Housing and Economic Needs Assessment.
- Action area 2: Places – develop a key service centre action plan for Longridge.
- Action area 2: Places – deliver more choice for more modern working arrangements.
- Action area 2: Places – undertake place branding.
- Action area 3: Business Support and Growth – work Ribble Valley.
- Action area 3: Business Support and Growth – utilise the Ribble Valley Economic Partnership.
- Action area 4: Connectivity – rail improvements.
- Action area 4: Connectivity – develop a digital strategy.
- Action area 5: Tourism – Develop and one-stop events directory.

The Director of Economic Development and Planning expanded on the short-term priorities and explained to Committee why these particular short-term

priorities had been chosen and how she proposes to move forward on each one of them.

The report also outlined several medium-term priorities that would be worked upon in due course.

Committee discussed the proposed short-term priorities and suggested that as well as progressing a rail study, that the Director of Economic Development and Planning look further into also progressing a bus study as it was felt parts of Ribble Valley may be better served by adequate bus services.

RESOLVED: That Committee approve the short and medium-term priorities as set out in the report and specifically that officers are asked to:

1. commence the action plan programme with the Longridge key service centre action plan;
2. progress with Blackburn College to develop a piece of work with their students in respect of an economic development place branding exercise and engage with them to develop a piece of work with their students in respect of the final design of the Economic Plan document; and
3. progress a rail study with key partners.

377 TOURISM PERFORMANCE STATISTICS 2018 AND ACTIVITY 2019/20

The Director of Community Services submitted a report for Committee's information on the latest tourism performance statistics and a general progress report on tourism activity. It was noted that tourism was flourishing in Ribble Valley and a number of visitor related businesses achieving recognition awards and accreditation increases each day.

Latest statistics show that the value of the tourism and hospitality to the local economy was growing steadily and tourism was providing new opportunities and employment.

It was noted that accommodation provision appeared to be lower, however this was due to a more accurate survey of providers in the borough.

The report outlined the current initiatives being undertaken working with Marketing Lancashire, the Ribble Valley Tourism Association and the Ribble Valley Wedding Partnership.

The report also highlighted the key events where Ribble Valley was promoted each year and the Walks with Taste series of walks that had been developed in partnership with local businesses.

RESOLVED: That the report be noted.

378 CAPITAL MONITORING 2019/20 AND CAPITAL PROGRAMME REVIEW AND NEW BIDS

The Director of Resources submitted a report providing Members with information on the progress of this Committee's 2019/20 Capital Programme for

the period to the end of September 2019, as well as the outcome of this Committee's Capital Programme for 2020/21 to 2024/25.

At the end of September 2019 there had been no spend on the two schemes in this Committee's Capital Programme and there was no existing Capital Programme for 2020/21 to 2023/24 and to date no new bids had been submitted for 2024/25.

RESOLVED: That the report be noted.

379 REVENUE MONITORING 2019/20

The Director of Resources submitted a report informing Committee of the position April to September 2019 of this year's revenue budget as far as this Committee was concerned.

The comparison between actual and budgeted expenditure shows an overspend of £765 on the net cost of services for the first 6 months of the financial year 2019.20.

RESOLVED: That the report be noted.

380 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

The meeting closed at 8.00pm.

If you have any queries on these minutes please contact Nicola Hopkins (414532).

Minutes of Licensing Sub-Committee

Meeting Date: Friday, 15 November 2019, starting at 10am
Present: Councillor G Mirfin (Chairman)

Councillors:

A Knox
N Walsh

In attendance: Solicitor (RVBC), Administration and Licensing (Alcohol and Entertainment) Officer (RVBC), (for agenda item 4) Committee Clerk (RVBC) and Taxi Enforcement Officer (RVBC), for agenda item 5).

In attendance for agenda item 4: Diane Maria Despard (applicant), Julie Rainford (premises owner), Mike Barton (relevant representation), P Bibby (relevant representation), Elizabeth Bibby (relevant representation), Councillor Judith Clark (relevant representation), John Coar, Hazel Hargreaves (relevant representation), John Houghton (relevant representation), Michael Johnson (relevant representation), Y Johnson (relevant representation), Lisa Kiernan (relevant representation), H Knight (relevant representation), GP Nelson (relevant representation), Diane Robinson, Rob Smith (relevant representation), D Tennant (relevant representation), D Walmsley (relevant representation) and M Wilkinson (relevant representation).

In attendance for agenda item 5: the licence holder and Duncan Nightingale (licence holder's solicitor).

381 APOLOGIES

There were no apologies for absence from the meeting.

382 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

383 LICENSING HEARING – PREMISES LICENCE

The Head of Legal and Democratic Services submitted a report to advise the Sub-Committee on the determination of an application required under section 18 of the Licensing Act 2003. Diane Maria Despard had made an application for a Premises Licence to be granted for DMD Design and The Gin and Tea Lounge, 1 Lower Lane, Longridge, Preston PR3 3SL.

The Solicitor explained the basis of the meeting and noted the objectives of the licensing regime. The Solicitor further explained that objections received regarding the failure to include the hours requested on notices could not be considered as there was no requirement for this. The playing of recorded or amplified music during the hours requested was not a licensable activity and failure to specify this in the press notice did not render it inadequate.

The applicant and premises owner made verbal representations to the Sub-Committee setting out the background to the current application. They stated that

the requested hours for licensable activity in the application did not correspond to the intended opening hours of the business but that these hours had been requested so as to allow for one off events. It was anticipated that there would be more such events than the maximum 15 allowed in any calendar year via Temporary Event Notices for the premises.

The Sub-Committee had received written representations that related to the prevention of crime and disorder, public safety and public nuisance. These were taken into account by the Sub-Committee.

Members of the public who had made relevant representation also made verbal objection to the Sub-Committee relating to prevention of crime and disorder, public safety and public nuisance. These were taken into account by the Sub-Committee

The Sub-Committee gave careful consideration to the representations made by all parties. The Sub-Committee also considered the requirements of the Licensing Act 2003, guidance issued under Section 182 of the Act, the licensing objectives, the relevant regulations and the Council's Licensing Policy.

RESOLVED: That the Sub-Committee refuse the application.

The Sub-Committee decision is available at: [\[link\]](#)

384 EXCLUSION OF PRESS AND PUBLIC

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

385 LICENSING HEARING – TAXIS

The Council had received a complaint in relation to a hackney carriage driver. The Purpose of this Sub-Committee was to decide whether the driver was a fit and proper person to continue to hold a licence.

The Solicitor explained the background, the report and detailed the range of sanctions available to the Sub-Committee. Dash camera footage was shown to those present. The Solicitor further noted that the account of the complainant who had recorded the footage was included in Appendix 1 of the report.

The licence holder's solicitor made verbal representation on behalf of the licence holder detailing the events in question. The Sub-Committee asked various questions of the licence holder and his representative.

The Sub-Committee considered all the circumstances, including the detail of the complainant, the dash camera footage and the representations by the licence holder and his solicitor, and determined the licence holder was a fit and proper person to hold a licence. The Sub-Committee had concern about the behaviour shown in the dash camera footage and therefore imposed 3 points on the licence holder's hackney carriage drivers licence under the Council's infringement scheme.

RESOLVED: That the Sub-Committee:

1. determine the licence holder a fit and proper person to hold a licence; and
2. impose 3 points on the licence holder's hackney carriage drivers licence under the Council's Infringement Scheme for failing to behave in a civil manner.

The meeting closed at 1.05pm.

If you have any queries on these minutes please contact Stephen Barker (413216).

Minutes of Policy & Finance Committee

Meeting Date: Tuesday, 19 November 2019, starting at 6.30pm
Present: Councillor S Atkinson (Chairman)

Councillors:

S Bibby	M Hindle
A Brown	S Hirst
J Clark	S Hore
S Fletcher	A Knox
J Hill	D Peat

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

Not in attendance: S Carefoot.

386 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors M French, J Rogerson and R Thompson.

387 MINUTES

The minutes of the meeting held on 24 September 2019 were approved as a correct record and signed by the Chairman.

Reference was made to Minute 263 – Luncheon Clubs – the Chief Executive informed Committee that the Christmas Grant Scheme seemed to be successful so far and that as well as luncheon clubs it had also been opened to parishes as long as their Christmas event was open to all of the community. A report reviewing the success of the Christmas Grants would be reported back to Committee in due course.

388 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

Councillors A Knox and S Fletcher declared a non-pecuniary interest in Agenda item 13 – Voluntary Organisation Grants.

389 PUBLIC PARTICIPATION

There was no public participation.

390 LOCAL COUNCIL TAX SUPPORT SCHEME 2020/21

The Director of Resources submitted a report recommending a Local Council Tax Support Scheme for 2020/21 to Full Council.

Committee were reminded that part of package of welfare reform measures, the Government had decided to abolish Council Tax benefit from 1 April 2013 and replace it with locally determined schemes of Council Tax support. Our scheme

matched the previous Council Tax benefit scheme but was set to cap the maximum reduction in support for working age claimants to 12% each year. Each billing authority was required to consider the scheme that it has in place each year and a table outlining the position across Lancashire was included in the report.

The Local Government Finance Bill imposes a duty on billing authorities to consider whether to revise or replace its scheme by 11 March each year and to consult with major precepting authorities and other persons likely to have an interest in the scheme if any significant changes are proposed.

Ribble Valley Borough Council currently grant approximately £1m in LCTS to 1,042 pensioners and £0.8m to 1,009 working age claimants.

Committee were informed that no significant changes other than maintaining and uprating income disregards non-dependant deductions, applicable amounts and premiums in line with housing benefit were proposed.

*** RESOLVED: That Committee recommend to Full Council the approval of the Local Council Tax Support Scheme for 2020/21 as outlined in the report. ***

391 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report seeking Committee's approval on proposals to increase this Committee's fees and charges with effect from 1 April 2020. These proposals were the first stage in the review of the Committee's budget for the forthcoming 2020/21 financial year.

The Budget Working Group had considered the overall 3-year budget forecast which assumes that fees and charges are increased overall by 2%. The Council's latest budget forecast allows for a 2% increase in the level of income raised from fees and charges and this review aims to increase budgeted income for 2020/21 by this amount as a minimum. After applying this percentage increase, proposed charges have generally been rounded up and down to minimise any problems with small change which inevitably impacts on the individual percentage rise for each separate charge, particularly when the charge is low.

The proposed set of fees and charges was set out for Committee's information.

RESOLVED: That Committee approve the level of fees and charges to be levied for this Committee for 2020/21 as outlined in the report at Annex A.

392 LOCAL TAXATION WRITE-OFFS

Committee were asked to approve the writing-off of Council Tax and Business Rate debts relating to one company which had been liquidated. Reasonable steps by various means had been taken to collect the debt.

RESOLVED: That Committee approve the writing-off of £230.85 in Council Tax and £60 costs and £4,856.28 Business Rates and £120 costs where it had not been possible to collect the amounts due.

CAPITAL PROGRAMME REVIEW AND NEW BIDS

The Director of Resources submitted a report recommending the future 5-year Capital Programme for the financial years 2020/21 to 2024/25 for this Committee.

For this Committee there were originally 7 schemes approved for the financial years 2020/21 to 2023/24 totalling £476,700. Following a review of these schemes proposed amendments to 2 previously approved schemes had changed:

- Dewhurst Road, Langho – resurfacing works. Corporate Management Team had recommended bringing forward this scheme from 2022/23 to 2020/21 due to the increasingly poor condition of the road. The scheme value had been reduced by £2,700 to £65,800 to reflect 2020/21 prices.
- ICT Infrastructure Refresh, including PC's – the replacement PC's element of the 2022/23 scheme was no longer required because a separate replacement PC scheme was now taking place in 2019/20, after the Council was noted that extended support for Windows 7 will cease in January 2020 and a further replacement PC scheme bid was being made for 2024/25. The overall scheme value for 2022/23 had therefore been reduced by £63,400 to £116,600.

Heads of Service had been asked to put forward new bids for 2024/25 and 7 had been submitted totalling £239,480. Three of the new bids had been requested for earlier years than 2024/25 and had been included in the proposed Capital Programme for those years.

Members were reminded that other Committees had received similar reports for new scheme bids and that all these bids would be finally considered alongside each other by the Budget Working Group and Policy and Finance Committee.

RESOLVED: That Committee

1. approve the proposed 5-year Capital Programme for 2020/21 to 2024/25 as outlined in the report; and
2. recommend to Policy and Finance Committee a future 5-year Capital Programme for this Committee to be considered alongside all others.

CREATION OF CLIMATE CHANGE WORKING GROUP

The Chief Executive submitted a report informing Committee of a matter that was raised at Council on 15 October 2019 requesting Committee to set up a Climate Change Working Group. It was suggested that the Working Group consist of 4 Conservatives, 2 Liberal Democrats and 1 Independent and that its remit was to consider how the Council was meeting the challenge of climate change, both in relation to how the Council provides its own services and how it provides wider support to the community in their efforts to tackle climate change.

The Working Group would report their findings to the Policy and Finance Committee.

RESOLVED: That Committee agree to the setting up of a Climate Change Working Group with the following representation: Councillors S Atkinson, J Clark, S Bibby, D Berryman, R Thompson and 2 Liberal Democrats.

395 CANTEEN REFURBISHMENT

The Director of Resources submitted a report requesting Committee's approval for additional revenue budget in order to refurbish the staff canteen. She informed Committee that it had been some time since this area had been refurbished and it was now showing significant signs of wear and tear. Engagement had recently taken place with both staff and the union to seek suggestions on how the staff canteen could be improved.

She also highlighted that the recent Peer Review had recommended that the Council look at matters relating to staff recruitment and retention.

RESOLVED: That Committee approve the canteen refurbishment as set out in the report at a maximum cost of £12,000 funded from the equipment reserve.

396 REFERENCE FROM COMMUNITY SERVICES COMMITTEE – PROPOSED ELECTRIC CHARGERS IN RIBBLE VALLEY CAR PARKS

The Director of Resources submitted a report asking Committee to consider a request from Community Services Committee to agree to the approval of additional revenue budget of £7,500 in 2019/20 for the installation of electric vehicle charging points at Railway View and Chester Avenue car parks in Clitheroe.

There was a potential for a contribution of £5,000 towards these costs from Whalley Hydro but as yet was unknown and the cost of this scheme would be met from the equipment earmarked reserve.

At its meeting the Community Services Committee had approved the request and the resolution of the meeting was outlined for Committee's information.

Committee asked various questions with regard to the electric charging points and the wider issue of car parking, particularly in Whalley.

RESOLVED: That Committee

1. approve the request for the additional revenue budget of £7,500 and note the potential for a contribution of £5,000 towards these costs from Whalley Hydro; and
2. approve the use of the equipment earmarked reserve to fund the additional revenue budget approval.

397 LOCAL DEVELOPMENT PLAN EXAMINATION IN PUBLIC COSTS

The Director of Economic Development and Planning submitted a report informing Members of the costs advised by the Planning Institute following the

close of the Examination which were significantly greater than the fees anticipated of £20,000 and asking them to consider an increase in the budget provision to fund the increase in the Inspector's fees.

The Housing and Economic Development DPD had recently been adopted at Full Council on 15 October 2019 following receipt of the Inspector's report and a positive outcome to the Examination in Public. The Council had now been advised by the Planning Inspector of the fees payable which were given as £79,465.30. A breakdown of the fees had been submitted with the daily fee fixed in legislation through statutory instrument at £993 per day.

Following clarification with PINS around the actual number of hearing days and confirmation that additional days for refreshing as a result of the Inspector's return to work after his illness were not included; the Council had been advised that the charges had been reduced by 6 days giving a fee of £73,507.

It was felt that this fee was excessive but the issue remained that the only known factor is the fixed daily charge and the programme sitting days and that no comparative for individual inspectors and related workloads or report writing time was available, which made it impossible to budget accurately for the process.

For future examinations the costs would be tracked during the process.

RESOLVED: That Committee

1. note the total cost of £73,507 for the Inspector's fees for the HEDDPD Examination and that given the issues identified regarding the fee process, asks the Chief Executive to write to the Secretary of State, the LGA and the MP to express Members' strong concerns about the system of fee charging and the inability to plan expenditure; and
2. agree the additional budget of £43,507 be met from general fund balances.

(Councillors A Knox and S Fletcher declared an interest in the next item of business and left the meeting.)

398 VOLUNTARY ORGANISATION GRANTS – CITIZENS' ADVICE BUREAU PERFORMANCE MONITORING INFORMATION

The Director of Resources submitted a report asking Committee to receive and consider the performance monitoring information provided by Ribble Valley Citizens' Advice Bureau for the quarter ending September 2019 and to consider whether to approve payment for the next quarterly instalment of the voluntary organisation grant to the Citizens' Advice Bureau.

At the meetings in both June and September 2019 quarterly monitoring information had been provided and considered and Committee had approved the release of the second and third instalments to the agreed grant, bring the total paid to date of £39,375.

The Manager of the Citizens' Advice Bureau had now supplied monitoring information for the latest quarter available up to the end of September 2019, along with explanatory notes which was included for Committee's information.

RESOLVED: That Committee approve the payment of the Voluntary Organisation Grant for the final quarter to the Citizens' Advice Bureau of £13,125.

(Councillors A Knox and S Fletcher returned to the meeting.)

399 COUNCIL TAXBASE 2020/21

The Director of Resources submitted a report for Committee's information on the Council Tax base for 2020/2021. The Council Tax base was set each year between 1 December and 31 January and is an important calculation which sets out the number of dwellings to which Council Tax is chargeable in an area or part of an area. To calculate the Tax base for an area, the number of dwellings in each Council Tax band is adjusted to take account of any discounts, premiums or exemptions. The resulting figure for each band is then multiplied by its proportion relative to band D and the total across all eight bands is calculated. These are then multiplied by the authority's estimated collection for the year.

As last year it was not proposed that any changes be introduced for the forthcoming year. The Council Tax base has increased steadily over the period 2007/08 to 2013/14, however since then increases have averaged at 1.5% to 2% each year. The Council Tax base for 2020/21 is £23,623.

RESOLVED: That the report be noted.

400 TREASURY MANAGEMENT MONITORING 2019/20

The Director of Resources submitted a report providing Committee with a monitoring report on treasury management activities for the period 1 April 2019 to 30 September 2019. The report outlined the following topics:

- Public Works Loan Board
- Borrowing requirements
- Temporary investments
- Local government bonds agency
- Prudential indicators
- Approved organisations
- Recent events
- Exposures to risk

RESOLVED: That the report be noted.

401 REVENUE MONITORING 2019/20

The Director of Resources submitted a report updating Members on the position for the period April to September 2019 of this year's revenue budget as far as this Committee was concerned. The report outlined by cost centre a comparison between actual expenditure and the original estimate for the period to the end of

September and highlighted the variations along with the budget holders' comments and agreed actions.

RESOLVED: That the report be noted.

402 OVERALL REVENUE MONITORING 2019/20

The Director of Resources submitted a report informing Members of the overall revenue position for the current financial year up to the end of September 2019. The report showed the overall spend by cost centre compared to the revenue estimated and details of variances.

RESOLVED: That the report be noted.

403 CAPITAL MONITORING 2019/20

The Director of Resources submitted a report providing Members with information on the progress of this Committee's 2019/20 capital programme for the period to the end of September 2019. The report gave a summary of the Policy and finance Capital Programme budget expenditure to date and the variances and included the full capital programme by scheme with detailed financial information and budget holders' comments. The total approved budget for this Committee's capital programme of eight schemes was £280,540. As at the end of September 2019 £45,241 had been spent or committed which equated to 16.1% of the annual capital programme budget for this Committee.

RESOLVED: That the report be noted.

404 OVERALL CAPITAL MONITORING 2019/20

The Director of Resources submitted a report for Committee's information relating to the progress of the Council's approved capital programme for the period to the end of September 2019. The total approved budget for the 2019/20 overall capital programme was £4,099,300 for 33 schemes.

At the end of September 2019 £2,243,530 had been spent or committed which equated to 54.7% of the overall capital programme budget for 2019/20.

The report outlined the main reasons for the underspend on the full year budget to date, 11 schemes had been completed already, 14 schemes were currently on track to be completed in year, 3 schemes were in progress but would not be fully completed in year, 3 other schemes may not be completed in year and 2 schemes were ongoing housing grant schemes.

RESOLVED: That the report be noted.

405 REVENUES AND BENEFITS GENERAL REPORT

Committee considered a report which covered the following:

- National Non-Domestic Rates (NNDR)
- Council Tax

- Sundry Debtors
- Housing Benefit and Council Tax Support Performance
- Housing Benefit Overpayments

RESOLVED: That the report be noted.

406 REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

The Chief Executive submitted a report for Committee's information upon the Council's use of its powers under the Regulation of Investigatory Powers Act 2000. He reported that the Council had not used RIPA in the last six months.

RESOLVED: That the report be noted.

407 MINUTES OF BUDGET WORKING GROUP HELD ON 19 SEPTEMBER 2019

Committee received the minutes of the Budget Working Group meeting held on 19 September 2019.

RESOLVED: That the minutes be noted.

408 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

409 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following item of business be exempt information under Category 1 and 3 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

410 LOCAL TAXATION WRITE-OFFS

Committee considered a report asking them to approve the writing off of Council Tax debts relating to one case where a Council Tax debtor had a debt relief order and two whom are bankrupt where it had not been possible to collect the amount due.

RESOLVED: That Committee agree to the writing off of £5,309.86 of Council Tax debts and £300 costs where it had not been possible to collect the amount due.

The meeting closed at 7.36pm.

If you have any queries on these minutes please contact Jane Pearson (425111).

Minutes of Parish Councils' Liaison Committee

Meeting Date: Thursday, 21 November 2019 starting at 6.30pm
Present: M Highton (Chairman)

Councillors:

A Brown	D Peat
B Buller	J Schumann
L Edge	G Scott
B Holden	N Walsh

Parish Representatives:

R Wilkinson	Aighton Bailey & Chaigley
K Barker	Balderstone
T Austin	Billington & Langho
E Twist	Bolton-by-Bowland Gisburn Forest & Sawley
C Davies	Bowland with Leagram
R Porter	Chatburn
B Green	Chipping
D Walmsley	Chipping
E Pickup	Clayton-le-Dale
R Assheton	Downham
J Hargreaves	Dutton
K Hutton	Grindleton
M Gee	Hothersall
P Rigby	LCC Parish Champion
H Gee	Longridge Town Minutes
T Taylor	Mellor
S Rostro	Newsholme & Paythorne
B Dixon	Newton-in-Bowland
P Ainsworth	Osbaldeston
K Berzins	Ramsgreave
C Pollard	Read
T Perry	Rimington
A Haworth	Sabden
P Boyes	Salesbury
R McKelbey	Simonstone
P Hallett	Thornley with Wheatley
D Parker	Waddington
J Hilton	Waddington
A Bristol	West Bradford
R Chew	West Bradford
J Bremner	Wilpshire
M Robinson	Wiswell
S Stanley	Wiswell

In attendance: Chief Executive.

411

APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Borough Councillors B Hilton, S Hore, G Mirfin, R Sherras, R Thompson, from the Head of

Regeneration and Housing and from the following Parish Representatives:

R Carr	Bowland Forrest Higher
A Schofield	Clayton-le-Dale
B Murtagh	Mellor
N Marsden	Mellor
R Biggerstaff	Sabden
J Brown	Whalley

412 MINUTES

The minutes of the meeting held on 26 September 2019 were approved as a correct record and signed by the Chairman with an addition to include M Highton into the attendance list.

413 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

414 MATTERS ARISING FROM THE MINUTES

Minute 284 – The Chief Executive reported that the deadline for applications for luncheon clubs to receive funding for Christmas parties was still open.

415 PRESENTATION BY C SINCLAIR, MANAGER - HOMEWISE

The Chairman welcomed C 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.

416 UPDATE ON THE LOCAL PLAN

The Chief Executive informed Committee that this report from the Head of Regeneration and Housing would be brought to a future meeting.

417 UPDATE ON THE ECONOMIC PLAN

The Chief Executive informed Committee that this report from the Head of Regeneration and Housing would be brought to a future meeting.

418 ELECTION UPDATE

The Chief Executive gave a verbal report on the forthcoming general election. He noted that all polling stations are in place and updated Members on current arrangements for voter registration, polling station hours and arrangements for the Count. Committee discussed various aspects of the report and raised several queries.

419 PUBLIC HEALTH CONCERNS REGARDING SUBSTANCE MISUSE IN THE RIBBLE VALLEY

The Chief Executive gave a verbal report updating Committee on measures to tackle drug misuse in the Ribble Valley including a forthcoming meeting between

the Leader of the Council, healthcare professionals, the Police and other relevant bodies. He invited Committee to send any concerns, comments or other relevant information for this meeting to the Committee Clerk or Head of Regeneration and Housing.

Committee discussed the report giving examples of issues within their Parishes. The importance of reporting incidents to Police in relation to the collation of accurate statistics was noted.

420 MATTERS BROUGHT FORWARD BY PARISH COUNCILS

a) Simonstone Parish Council – Website Accessibility

R Hirst, Parish Clerk for Simonstone gave a verbal presentation on government requirements for website accessibility. It appeared that not all Parish websites meet accessibility requirements and must do so by September 2020. Discussion followed on the costs of meeting the requirements, including estimates of costs given in government guidance, existing maintenance costs paid by Parishes and the possibility of exemptions due to disproportion of burdens. The Chief Executive noted the Council could explore the option of a single website for all Parishes to assist with costs. Committee noted that this was an opportunity for the sharing of best practice between Parishes to reduce the overall workload. The Committee Clerk agreed to circulate a link to the government guidance to all Parishes.

Committee resolved to gather further information including from the Council's IT department and raise the issue again at a future meeting.

421 REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr D Peat updated committee on the activity of the Pendle Hill Heritage Lottery Fund. Grants with matched funding of approximately £30,000 have been awarded in the last year including refurbishment of sign and fingerposts, an oral history project in Rimington, Martholme Greenway, land maintenance training for Clitheroe Young Farmers and work at Spring Wood.

Committee was informed that applications for future grants would be reopening soon.

422 DATE AND TIME OF NEXT MEETING

The Chairman reported that the next meeting would be 30 January 2020.

The meeting closed at 7.15pm.

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

Minutes of Accounts & Audit Committee

Meeting Date: Wednesday, 27 November 2019, starting at 6.30pm
Present: Councillor R Bennett (Chairman)

Councillors:

I Brown	A Humphreys
B Buller	D Peat
L Edge	R Sherras
J Hill	

In attendance: Chief Executive, Director of Resources, Head of Financial Services, Head of Legal and Democratic Services, Mark Heap (Grant Thornton).

Also in attendance: Councillors S Bibby and A Knox.

Not in attendance: Councillor M Hindle.

423 APOLOGIES

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

424 MINUTES

The minutes of the meeting held on 24 July 2019 were approved as a correct record and signed by the Chairman.

425 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

426 PUBLIC PARTICIPATION

There was no public participation.

427 ANNUAL AUDIT LETTER 2018/19

Mark Heap submitted the Annual Audit Letter on behalf of Grant Thornton which summarised the key findings arising from the work that had been carried out at Ribble Valley Borough Council for the year ending 31 March 2019.

He informed Committee that Grant Thornton had issued an unqualified opinion on the Council's 2018/19 financial statements and an unqualified value for money conclusion. The opinion confirmed that the financial statements gave a true and fair view of the Council's financial position and of the income and expenditure recorded by the Council. The value for money conclusion confirmed the external auditors were satisfied that the Council put in place proper arrangements to ensure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2019. He reported that work was ongoing on the Council's housing benefit subsidy claim and would be completed by 29 November 2019.

Congratulations were offered to the Director of Resources and her staff.

RESOLVED: That Committee accept the Annual Audit Letter from Grant Thornton.

428 REVIEW OF THE COUNCIL'S GOVERNANCE ARRANGEMENTS (MEMBER CONDUCT)

The Chief Executive submitted a report providing Members with an opportunity to familiarise themselves with and review the Council's arrangements for ensuring good standards of Member conduct.

This Council's current arrangements were developed between January 2012 and June 2013 and the report outlined the main elements of the Council's arrangements. The purpose of the report was to provide an opportunity for Members to look at their own arrangements which in general follow the national model and to determine whether improvements could be made.

The Head of Legal and Democratic Services reminded Members that the Council's procedures must comply with the requirements of the Localism Act 2011.

Following the recent high-profile referral through the Complaints Procedure, Members had already indicated that they wished to consider whether the process could be improved as a result of the problems experienced.

The report went on to raise various questions raised under each section of the arrangements namely the:

- Council's Code of Conduct;
- Terms of Reference for the Accounts and Audit Committee;
- arrangements for Independent Persons;
- process for making a complaint;
- Model Arrangements for dealing with the complaint; and
- the rules which would apply in the event of a matter being referred to the Sub-Committee.

Due to the number of issues which needed to be considered and their complexity, it was suggested that a Working Group of Members be appointed to oversee the process who would then report back with their provisional findings to the next meeting of the Accounts and Audit Committee on 12 February 2020.

In the meantime a training session could be arranged to assist Members as they consider the Council's governance arrangements.

RESOLVED: That Committee

1. agree to appoint a Working Group comprising Councillors R Bennett, I Brown, J Hill, D Peat and R Sherras to consider the Council's current governance arrangements and to make recommendations to Committee to be considered at the meeting on 12 February 2020; and

2. support the proposal to provide relevant training to all Members in advance of considering the final recommendations.

429 REVISITING MEMBER/OFFICER PROTOCOL

The Chief Executive submitted a report informing Members about the Member/Officer Protocol and asking them to consider whether or not it should be reviewed. In November 2017 the Council was subject to the Peer Challenge Review and one of the recommendations of the review was that the Council should revisit its Member/Officer Protocol. No details about the issues that had been identified were provided. At that point each Committee considered the Member/Officer Protocol and felt that it would be better reviewed after the Borough Elections in May 2019.

RESOLVED: That Committee

1. note the terms of the Council's Protocol for Member/Officer Relations;
2. note the comments made by the various Committees; and
3. agree that a review of the Protocol is not required at this time.

430 INTERNAL AUDIT PROGRESS REPORT 2019/20

The Director of Resources submitted a report for Committee's information on the internal audit progress to date for 2019/20. The report included the full Internal Audit Plan for 2019/20 for Committee's information. The progress to date with the 2019/20 Audit Plan gave full assurances on the work completed since the last meeting.

RESOLVED: That the report be noted.

431 AUDIT PROGRESS REPORT AND SECTOR UPDATE

Mark Heap on behalf of Grant Thornton gave an update on the progress on delivering their responsibilities as External Auditors. The report outlined their planning for the 2019/20 audit.

He informed Committee that across all sectors and firms the Financial Reporting Council (FRC) had set out its expectation of improved financial reporting from organisations and the need for auditors to demonstrate increased scepticism and challenge and to undertake additional and more robust testing. The report highlighted areas were financial reporting, in particular property, plant and equipment and pensions, needed to improve. This would mean additional audit work was required and this would be discussed with the Section 151 officer in due course.

The paper also included a summary of emerging national issues and developments that may be relevant.

RESOLVED: That the report be noted.

432 ADDITIONAL AUDIT FEES

A copy of a letter received from Grant Thornton was circulated for Committee's information outlining the additional area of work assessing the impact of the McCloud ruling that had taken place during the 2018/19 audit of the Council's accounts. Together with IAS19 and PP Evaluation work this had cost an additional £4,500 bringing the final figure to £35,456 for the 2018/19 audit.

433 REVIEW OF LOCAL AUTHORITY FINANCIAL REPORTING AND EXTERNAL
AUDIT – CALL FOR VIEWS

The Director of Resources submitted a report informing Committee of the Call for Views in order to review the effectiveness of audit in local authorities and assess the transparency of financial reporting. The review would not look at the broader issues of local authority finances and sustainability but examine the existing purpose, scope and quality of statutory audits of local authorities in England and the supporting regulatory framework.

Committee were asked to consider the consultation paper and feedback any comments to the Director of Resources so that a response could be prepared by the 20 December 2019. The response would be reported to the next meeting February 2020 for Committee's information.

RESOLVED: That the report be noted.

The meeting closed at 7.10pm.

If you have any queries on these minutes please contact Jane Pearson (425111).

Minutes of Planning and Development Committee

Meeting Date: Thursday, 28 November 2019 starting at 6.30pm
Present: Councillor A Brown (Chairman)

Councillors:

T Austin	A Humphreys
I Brown	S Knox
B Buller	S O'Rourke
S Carefoot	R Sherras
J Clark	R Thompson
M French	N Walsh
B Holden	

In attendance: Director of Economic Development and Planning, Solicitor, Head of Planning Services, Head of Regeneration and Housing and Senior Planning Officer.

Also in attendance: Councillors R Bennett, D Berryman, D Birtwhistle, G Mirfin and G Scott.

434 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor J Rogerson.

435 MINUTES

The minutes of the meeting held on 31 October 2019 were approved as a correct record and signed by the Chairman.

436 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

437 PUBLIC PARTICIPATION

There was no public participation.

438 PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990:

1. APPLICATION REF: 3/2019/0666
GRID REF: SD 361564 437093

DEVELOPMENT DESCRIPTION:

ERECTION OF BUSINESS UNITS (USE CLASS B1) COMPRISING THREE NEW BUILDINGS WITH ACCESS, PARKING AND PROVISION OF SECURE COMPOUNDS AT LAND SOUTH OF LOWER ROAD, HOTHERSALL PR3 2YY

APPROVED subject to the following conditions:

Timing of Commencement

1. Application(s) for approval of all of the outstanding reserved matters related to the consent hereby approved must be made not later than the expiration of two years beginning with the date of this permission and the development must be begun not later than whichever is the later of the following dates.
 - (a) The expiration of two years from the date of this permission; or
 - (b) The expiration of one years from the final approval of the reserved matters or, in the case of approval on different dates, the final approval of the last such matter to be approved.

REASON: Required to be imposed pursuant to Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

Plans

2. The permission shall relate to the development as shown on Location Plan 1 (scale 1:1500).

REASON: To clarify which plans are relevant to the consent.

Details

3. Detailed plans indicating the layout, scale and appearance of the buildings, facing materials, landscaping and boundary treatment and parking and manoeuvring arrangements for vehicles (called the "reserved matters") shall be submitted to and approved by the Local Planning Authority before development commences.

REASON: In order that the Local Planning Authority should be satisfied as to the details and because the application was made for outline planning permission.

4. Applications for the approval of reserved matters shall be accompanied by details of the construction and design of external refuse recycling/bin stores. The duly approved facilities shall be made available for use before the development hereby approved is first occupied and retained thereafter.

REASON: To ensure the provision of satisfactory facilities for the storage of refuse and recycling and in the interest of visual amenity.

Visual Appearance

5. No goods, plant or materials shall be deposited or stored on the site other than in the buildings/compounds approved as part of any reserved matters application and no goods or materials stacked, stored or deposited shall exceed a height above ground level of 3 metres.

REASON: To ensure a satisfactory appearance of the site in the interests of local visual amenity.

6. No goods, plant or material shall be displayed for sale in the open on the site.

REASON: To ensure a satisfactory appearance of the site in the interests of local visual amenity.

Permitted Development

7. The use of the units hereby permitted shall be used for uses falling within Use Class B1 of the Town and Country Planning (Use Classes) Order 1987 (as amended), or in any provision, including permitted changes, equivalent to that Class in any statutory instrument revoking and re-enacting that Order).

REASON: Other uses may have an unacceptable impact on neighbour amenity and/or the character and appearance of the area.

8. No single unit of B1 accommodation hereby approved shall have a ground floor area of more than 300m² and, notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) or any Order revoking or re-enacting that Order, no internal alterations involving the removal of walls between these individual units shall be carried out which would enlarge them so that any single unit has a ground floor area of more than 300m².

REASON: To prevent a proliferation of over large units in this area and to ensure that the access provided to the site can accommodate the traffic generated by the development.

Residential Amenity

9. The working hours within the premises shall be restricted to the period between 07:00-19:00 Monday to Saturday inclusive and not at all on Sunday and bank Holidays.

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

10. No externally sited fixed plant, machinery or equipment (including ventilation and extraction equipment); or internally sited fixed plant, machinery and equipment (including ventilation and extraction equipment) which communicates directly to the exterior of a building used in connection with the development shall be fitted without first obtaining planning permission from the Local Planning Authority.

REASON: In the interests of the amenity of the surrounding area due to noise from such equipment.

11. Applications for the approval of reserved matters shall be accompanied by a noise assessment to ensure that the rating level of noise emitted from the site shall not have an impact on noise-sensitive premises.

The development shall be designed so that the Rating Levels for cumulative noise from all plant and machinery associated with the development shall not exceed the existing background noise level (LA90) at the external façade of

the nearest noise sensitive premises, as assessed in accordance with British Standard 4142 (2014) or any subsequent replacement national standards. Alternative levels and monitoring locations may be used subject to the prior written approval of the Local Planning Authority.

If the assessment indicates that noise from the development is likely to affect neighbouring residential or commercial properties then a detailed scheme of noise mitigation measures shall be submitted to and approved in writing by the Local Planning Authority prior to the first occupation of the unit.

REASON: To ensure that the development hereby permitted is not detrimental to the amenity of the surrounding area by reason of undue noise emission and/or unacceptable disturbance.

12. There shall not at any time whatsoever be any working outside of the buildings, or any noise generating work inside the buildings with the doors open.

REASON: In the interest of safeguarding residential amenity.

13. There shall be no deliveries or collections to/from the new units hereby approved other than between 07:00-19:00 Monday to Friday, between 08:00-13:00 Saturday and not at all on Sunday and bank Holidays.

REASON: In order to protect the amenity of the surrounding area.

14. There shall be no movements of HGV's or forklift trucks, used in connection with the new units hereby approved, within the open areas of the site other than between 07:00-19:00 Monday to Friday, between 08:00-13:00 Saturday and not at all on Sunday and bank Holidays.

REASON: In order to prevent nuisance arising.

Ecology

15. No part of the development hereby granted consent shall be commenced until details of all artificial lighting has been submitted, the details of which shall include the location, intensity of lighting, type of application and direction.

The details shall include the light mitigation measures designed to reduce the impact of artificial lighting on protected species and species of conservation concern.

The external lighting shall be installed precisely in accordance with the approved details and thereby retained as such.

REASON: In order to reduce the harmful impact of artificial lighting on the natural foraging/roosting/nesting behaviour of a protected species and species of conservation concern and to minimise the possibility of inconvenience to nearby residents.

16. Any removal of vegetation including trees and hedges shall be undertaken outside the nesting bird season [March - August inclusive] unless preceded by a pre-clearance check by a licensed ecologist on the day of removal.

REASON: To ensure that there are no adverse effects on the favourable conservation status of birds.

17. No above ground level works shall commence or be undertaken on site until details of the provisions to be made for building dependent species of conservation concern, artificial bird nesting boxes and artificial bat roosting sites have been submitted to, and approved in writing by the Local Planning Authority.

For the avoidance of doubt the details shall be submitted on a bird/bat species site plan and include the exact locations of the artificial bird nesting boxes and artificial bat roosting boxes, as well as the type/design of boxes to be installed.

The artificial bird/bat boxes shall be installed and made available for use before the buildings/use of the site (whichever is sooner) hereby permitted becomes operative and thereafter retained. The development shall be carried out in strict accordance with the approved details.

REASON: In the interests of biodiversity and to enhance nesting/roosting opportunities for species of conservation concern and protected.

Drainage

18. No development shall commence until a surface water drainage scheme has been submitted to and approved in writing by the Local Planning Authority. The drainage scheme must include:
- (i) An investigation of the hierarchy of drainage options in the National Planning Practice Guidance (or any subsequent amendment thereof). This investigation shall include evidence of an assessment of ground conditions and the potential for infiltration of surface water;
 - (ii) A restricted rate of discharge of surface water agreed with the local planning authority (if it is agreed that infiltration is discounted by the investigations); and
 - (iii) A timetable for its implementation.

The approved scheme shall also be in accordance with the Non-Statutory Technical Standards for Sustainable Drainage Systems (March 2015) or any subsequent replacement national standards.

The development hereby permitted shall be carried out only in accordance with the approved drainage scheme.

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

19. Foul and surface water shall be drained on separate systems.

REASON: To secure proper drainage and to manage the risk of flooding and pollution.

Trees & Landscaping

20. As part of any reserved matters application and prior to the commencement of any site works including delivery of building materials and excavations for foundations or services, a detailed arboricultural assessment/tree constraints plan shall indicate how the existing trees have informed the detailed layout that has been submitted for reserved matters approval.

During the construction period, all trees to be retained shall be protected in accordance with British Standard BS 5837:2012 or any subsequent amendment to the British Standard.

REASON: In order to ensure that any trees affected by development and considered to be of visual, historic or botanical value are afforded maximum physical protection from the potential adverse effects of development.

21. Applications for the approval of reserved matters shall be accompanied by full details of the landscaping of the site, including the retention of existing trees. The scheme shall reflect the landscape character of the area and therefore indicate on a detailed planting schedule appropriate species, types and density as well as their distribution on site.

The approved landscaping scheme shall be implemented in the first planting season following occupation or use of the development, whether in whole or part and shall be maintained thereafter for a period of not less than 5 years to the satisfaction of the Local Planning Authority. This maintenance shall include the replacement of any tree or shrub which is removed, or dies, or is seriously damaged, or becomes seriously diseased, by a species of similar size to those originally planted.

REASON: In the interests of the amenity and the appearance of the locality.

Highway Safety

21. For the full period of construction, facilities shall be available on site for the cleaning of the wheels of vehicles leaving the site and such equipment shall be used as necessary to prevent mud and stones being carried onto the highway. The roads adjacent to the site shall be mechanically swept as required during the full construction period.

REASON: To prevent stones and mud being carried onto the public highway to the detriment of road safety.

22. No development shall take place, including any works of demolition, until a construction method statement has been submitted to and approved in writing by the local planning authority. The approved statement shall be adhered to throughout the construction period. It shall provide for:

1.

- a) The parking of vehicles of site operatives and visitors
- b) The loading and unloading of plant and materials
- c) The storage of plant and materials used in constructing the development
- d) The erection and maintenance of security hoarding
- e) Details of working hours

- f) HGV delivery times and routeing to/from the site
- g) Contact details for the site manager

REASON: In the interests of protecting residential amenity from noise and disturbance and to ensure the safe operation of the Highway during the construction phase of the development.

23. Applications for the approval of reserved matters shall be accompanied by plans and particulars showing the provision to be made for the parking, turning, loading and unloading of vehicles. Such details as may be agreed shall be laid out and made ready in all respects prior to the building(s) to which they relate first coming into use and thereafter shall be retained for this purpose.

REASON: In order that the Council may be satisfied with the details of the proposal to accommodate motor vehicles.

24. Cycling and motorbike parking facilities shall be provided in accordance with a scheme to be approved by the Local Planning Authority before the use of the premises hereby permitted becomes operative.

REASON: To allow for the effective use of the parking areas.

(David Wrigley spoke in favour of the above application. Debbie Gale on behalf of Hothersall Parish Council spoke against the above application.)

439

APPLICATIONS WITHDRAWN

<u>App No</u>	<u>Proposal</u>	<u>Location</u>
3/2019/0775	Change of use of agricultural field to form camp site with the siting of four glamping huts, redevelopment of outbuildings to manager's accommodation, replacement of septic tank and marking out of associated parking for five cars.	Whitcher Well Fish Hatchery Whitendale Road Dunsop Bridge BB7 3BL
3/2019/0818	Discharge of condition 3 (construction management plan) from planning permission 3/2018/1065.	Johnson Matthey Pimlico Industrial Area West Bradford Road Clitheroe BB7 4QB
3/2019/0860	Lean to garage to be attached to the rear gable end of the property	15 Coplow View Clitheroe BB7 4SG
3/2019/0863	Crown reduce cypress T1 by one third	East View, Hallgate Hill Newton in Bowland BB7 3DY
3/2019/0874	Variation of conditions 1 (time constraint) and 2 (approved plans) from planning permission 3/2019/0310 for retention of unauthorised decking area and bin store	Asturian House Asturian Gate Ribchester PR3 3XQ
3/2019/0948	Proposed amendment to planning permission 3/2013/0513 including revised floor layouts and roof line and minor relocation of plot 2.	8 Hammond Drive Read BB12 7RE

Application No and reason for appeal	Date Received/ Appeal Start Date	Site Address	Type of Appeal Procedure	Costs app received	Date of Inquiry or Hearing if applicable	Progress
3/2018/0474 R of pp	09/07/2019	Great Mitton Hall Mitton Road Mitton BB7 9PQ	WR			Awaiting Decision
3/2018/0468 R of LBC	09/07/2019	Great Mitton Hall Mitton Road Mitton BB7 9PQ	WR			Awaiting Decision
3/2018/0582 R of permission in principle	21/05/2019	Land to the south Chatburn Old Rd Chatburn	Changed to Hearing Procedure		8/10/19 10.00am Cttee Rm 1	Awaiting Decision
3/2018/1076 R of pp	16/07/2019	Sabden House Wesley Street Sabden	WR			Awaiting Decision
3/2018/1006 R of LBC	16/07/2019	Sabden House Wesley Street Sabden	WR			Awaiting Decision
3/2019/0117 R to discharge condition	29/07/2019	Susie Cottage Rimington Lane Rimington	WR			Appeal Allowed 24/10/2019
3/2019/0241 R of pp	16/07/2019	23 Church Street Clitheroe	WR			Appeal Dismissed 07/11/2019
3/2019/0242 R of LBC	16/07/2019	23 Church Street Clitheroe	WR			Appeal Dismissed 07/11/2019
3/2018/0507 R of outline PP	24/09/2019	Land adj John Smith Playing Field Chaigley Road Longridge	Hearing		10/12/2019 meeting room on level D	Awaiting Hearing
3/2018/0685 R of pp	17/09/2019	Land off Whalley Rd Hurst Green (Adj Reed Deep)	WR			Awaiting Decision
3/2019/0497 R of pp	29/10/2019	DJP Domestic Appliances Ltd 1-3 King Lane Clitheroe	CAS			Awaiting Decision
3/2019/0040 R of PIP	26/09/2019	Land at Kingsmill Avenue Whalley	WR			Awaiting Decision

Application No and reason for appeal	Date Received/ Appeal Start Date	Site Address	Type of Appeal Procedure	Costs app received	Date of Inquiry or Hearing if applicable	Progress
3/2019/0390 R of Prior Approval	26/09/2019	Dutton Manor Mill Clitheroe Road Dutton	WR			Awaiting Decision
3/2019/0479 R	Awaiting start date from PINS	1 Willow Avenue Whalley	WR (to be confirmed by PINS)			
3/2019/0554 R	11/11/2019	Three Millstones Waddington Rd West Bradford	WR			Statement due 16/12/2019
3/2019/0698 R	Awaiting start date from PINS	Wilkinsons Farmhouse Simonstone lane Simonstone BB12 7NX	WR (to be confirmed by PINS)			

441 HOUSING LAND MONITORING

The Director of Economic Development and Planning submitted a report providing Committee with key information that had informed the calculation of the most recent housing land availability survey, which had a base date of 30 September 2019. Members were asked to endorse the amended methodology used to calculate the small sites allowance which follows on from the appeal decision on land at Henthorn Road, Clitheroe.

The work undertaken in establishing the delivery of sites and actual completions together with the replacement of the 'windfall' allowance with a 'small sites allowance', means that the authority was now in a position to demonstrate a 6.6 year housing land supply.

RESOLVED: That Committee

1. endorse the amended methodology of using a 'small sites allowance' instead of a 'windfall allowance' and that the calculation of housing land supply at 6.6 years of supply is adopted for the purposes of monitoring and decision making; and
2. agree that the monitoring documents referred to in the report are included as part of the Council's evidence base.

442 HOUSING REQUIREMENT

The Director of Economic Development and Planning submitted a report on the outcome of the consultation on the Strategic Housing and Economic Needs Assessment (SHENA) asking Committee to consider the Council's position with regard to future housing requirements.

A previous report considered by Committee on 1 August 2019 detailed the need to undertake a SHENA as a requirement for the housing evidence base. In

particular the importance of progressing this work to inform the review and update of the Local Plan providing an up to date housing requirement beyond the five-year anniversary date of the Core Strategy (14 December 2019).

The consultant's report established that applying the standard methodology would give a minimum housing requirement of 148 dwellings when adjusted for affordability. This would be the default position at the point the housing requirement in the adopted Core Strategy reached its five-year anniversary. This would also be the initial starting point in determining the five-year supply within the borough. However, the consultant's report set out wider determinates for housing requirements which the Council is required to consider for the purposes of plan making which are set out in national policy. After applying these factors the consultants had identified through their modelling that a requirement of up to 248 dwellings would be required to support an unadjusted baseline employment forecast and to support growth in the economy by 0.2% per year. The consultants had further developed, through their evidence and consideration of relevant information, that a housing requirement of 280 dwellings per annum reflecting the current adopted requirement, would further boost capacity of the labour force, reflect existing delivery and help avoid risks to investment in the area going forward.

The update of the Local Plan would need to be formulated around a sound, robust and defensible figure if challenges through appeal and the relevant plan preparation stages were to be dealt with. It was also clear from the consultation that there were ongoing concerns regarding the scale of development being delivered in the borough and it was appropriate that this issue should be examined more fully through the development plan process. However, it was acknowledged that the level of housing requirement would need to be revisited going forward, may be subject to change and was likely to be subject to challenge.

Councillors Bennett, Mirfin and Scott were given permission to speak on this item and urged Committee that the housing requirement figure be carefully examined before it is decided upon. It was felt there was further work to be done around employment figures and that careful consideration be given to the impact of more houses in the Ribble Valley.

RESOLVED: That Committee defer a decision until 9 February 2020 Planning and Development Committee to allow further work to refine the housing requirement for the borough.

443 UPDATE ON LOCAL DEVELOPMENT PLAN

The Director of Economic Development and Planning submitted a report asking Committee to consider the review of the Local Plan. Committee were reminded that Local Plan policies were intended to assist in determining planning applications and to provide the opportunity for Local Planning Authorities to plan for the development of the area. The Core Strategy was approaching its five-year anniversary and there was a commitment to review the housing requirements set out in the Core Strategy within five years of adoption. On that basis, given that the Core Strategy was adopted in December 2014, it now needed to be reviewed in line with the statutory duty. There were also a number of new areas of policy which had emerged since the Core Strategy was prepared which means there were some policy gaps in the adopted Core Strategy that warrant an update.

Going forward the opportunity to take forward a single plan drawing all elements together had the most advantages. A coordinated approach to policy change, evidence base and process would be more effective.

It was anticipated that much of the policy content in the existing plans would be capable of being rolled forward into the new plan albeit with some amendments.

A key element of the plan making process was the ability to draw a robust evidence base upon which to form decisions. Critical elements of this evidence base would need refreshing. It was important to progress a review of the Core Strategy to update the plan and ensure that national policy could be clearly and consistently implemented.

RESOLVED: That Committee

1. note the comments set out in the report regarding the review of the Core Strategy and endorse the findings of the review that there was a need to undertake an update of the Core Strategy;
2. support the approach proposed to provide a comprehensive framework for the borough by way of a single Local Plan; and
3. ask the Development Plan Working Group to consider the detailed budget implications necessary to progress the Local Plan update and that a further detailed report on the budget implications be submitted to the Budget Working Group and also brought back to this Committee as part of the budgeting process.

444 APPLICATION UPDATE HOUSING PROPOSAL LAND AT WISWELL LANE, WHALLEY 3/2019/0448

The Director of Economic Development and Planning submitted a report updating Committee in relation to the recently refused planning application for up to 125 dwellings, associated infrastructure and new access at Wiswell Lane, Whalley which was refused by Committee on 9 September 2019. Committee had refused the application with four reasons, one of which reflected the concerns raised by Lancashire County Council Highways Authority.

Prior to submitting any planning appeal, it was good practice in accordance with national advice that the applicant should seek to redress any concerns or reasons for refusal. This was to reduce the issues that are considered at any subsequent planning appeal. The resolved issues could be incorporated into a Statement of Common Ground at any planning appeal. On that basis the applicant had sought further confirmation from the highway authority and LCC had now confirmed that a highway reason for refusal could no longer be supported.

Members were reminded that it was essential that any reason for refusal needed to be robust and take into account any technical information and it was therefore recommended that given the revised stance of LCC highways authority, the Council could no longer defend the highway reason for refusal in any subsequent appeal.

Councillors Berryman and Mirfin were given permission to speak on this item and expressed their disappointment with the LCC highways and questioned various aspects in their letter.

RESOLVED: That Committee agree that should an appeal be submitted that the Council no longer defend the highway reason for refusal of 3/2019/0448 but continue to defend the other three reasons set out.

445 LOCAL DEVELOPMENT PLAN EXAMINATION IN PUBLIC COSTS

The Director of Economic Development and Planning submitted a report informing Committee of a report recently considered by Policy and Finance Committee in relation to the Inspector's fees for the Examination in Public for the Housing and Economic Development DPD.

RESOLVED: That the report be noted.

446 APPEALS

- a) 3/2019/0117 – Demolition and erection of a replacement two storey dwelling – ‘prior to commencement to development samples of all external facing and roofing materials shall be submitted and approved by the Local Planning Authority’ at Susie Cottage, Rimington Lane, Rimington – appeal allowed.
- b) Costs application in relation to Susie Cottage, Rimington Lane, Rimington – refused.
- c) 3/2019/0241 and 0242 – Domestic first floor extension above existing garage to provide bedroom accommodation at 23 Church Street, Clitheroe – appeal dismissed.

The meeting closed at 8.00pm.

If you have any queries on these minutes please contact Nicola Hopkins (414532).