



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, 3 MARCH 2020** at **6.30PM**.

M. H. Scott

CHIEF EXECUTIVE
18 FEBRUARY 2020

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 **17 December 2019**.
5. Mayoral Communications.
6. To consider a report on Budget Consultation with Non-Domestic Ratepayer Representatives and Voluntary Organisations – report of Director of Resources – copy enclosed.
7. To consider the recommendations of Special Policy and Finance Committee relating to the Council's Revenue Budget and Capital Programme for 2020/21 and to set the Category of Dwelling in the Council's Area for 2020/21 – report of Director of Resources – copy enclosed.
8. Leader's Report and Question Time.
9. 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: 17 DECEMBER 2019 TO 12 FEBRUARY 2020			
COMMITTEES	DATE OF MEETING	PAGE	MINUTE NO'S
COUNCIL	17 DEC	1 – 4	447 – 455
COMMUNITY SERVICES COMMITTEE	7 JAN	5 – 10	456 – 470
PLANNING & DEVELOPMENT COMMITTEE	9 JAN	11 – 21	471 – 485
PERSONNEL COMMITTEE	*** 15 JAN	22 – 24	486 – 497

HEALTH & HOUSING COMMITTEE		16 JAN	25 – 30	498 – 512
POLICY & FINANCE COMMITTEE	***	21 JAN	31 – 36	513 – 548
ECONOMIC DEVELOPMENT COMMITTEE		23 JAN	37 – 40	549 – 558
LICENSING COMMITTEE		28 JAN	41 – 42	559 – 567
PARISH COUNCIL LIAISON COMMITTEE		30 JAN	43 – 45	568 – 578
SPECIAL POLICY & FINANCE COMMITTEE	***	4 FEB	46 – 53	579 – 585
PLANNING & DEVELOPMENT COMMITTEE		6 FEB	54 – 67	586 – 595
ACCOUNTS & AUDIT COMMITTEE		12 FEB	68 – 70	596 - 604

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, 17 December 2019, starting at 6.30pm
Present: Councillor S Brunskill (Chairman)

Councillors:

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

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.

447 PRAYERS

Father Heakin opened the meeting with prayers.

448 APOLOGIES

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

449 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

450 PUBLIC PARTICIPATION

There was no public participation.

451 COUNCIL MINUTES

The minutes of the meeting held on 15 October 2019 were approved as a correct record and signed by the Chairman.

452 MAYORAL COMMUNICATIONS

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

453 LEADER'S REPORT

The Leader began by reflecting on the recent Parliamentary Election results and noted that there would now be political stability over the next 5 years, which would help with the funding review for Local Government finance that was due at the end of 2020.

The Leader reported that he would be writing to the Northern Power House Minister, Jake Berry and Secretary of State for Local Government, Robert Jenrick, to inform them that Ribble Valley Borough Council would continue to deliver Government policy to its local community properly and efficiently and looked forward to working with Central Government in that regard.

The Leader noted that following the Election the Chancellor had already confirmed that the national living wage would rise significantly over the term of the new Parliament and it was expected by 2020/2024 that the national living wage would be £10.50 per hour. The Leader fully supported such a policy but he was conscious that it would have a significant impact on the Council's budget over the next 4 years.

With regard to housing, the Leader was pleased to report that the Council had recently completed the purchase of 2 houses in Longridge which would be rented out in the new year.

Since the last meeting the Leader was pleased to report that a Climate Change Working Group had been established and meetings and conversations had already taken place to encourage tree planting across the borough.

The Council had also agreed to install 14 electrical charging points in the borough in addition to the 6 that had already been installed by the County Council. This meant that within the next few months the borough would have 20 charging points which was well ahead of the Friends of the Earth target to have 34 such points by the year 2030. Friends of the Earth had also stated, that the Council should increase the number of well insulated properties within the borough. The Leader could report that planning permission which had been granted to date would increase well insulated properties from 34% to 43% if built by 2030.

The Council's recycling performance had also improved significantly from the beginning of September to the end of October increasing by 25% to 37.6%.

The Leader concluded by thanking staff for their commitment and hard work on the recent election. He gave particular thanks to the Head of Legal and Democratic Services who would be retiring in February and wished her well in her retirement.

Finally the Leader thanked all staff and Members for their support over the year and wished everyone best wishes for the Christmas season.

454 LEADER'S QUESTION TIME

The Leader of the Opposition, Councillor A Knox, asked if the Leader could state what involvement, including ownership, the Council had in Clitheroe Interchange.

The Leader thanked Councillor Knox for his question and confirmed that the Council owned the land that the Interchange Office was built on. The Council had no involvement in the provision of the information and ticket service that was delivered at the office by Lancashire County Council (LCC). The Leader confirmed that LCC had given notice of their intention to cease the information and ticket service at Clitheroe Station.

The Leader confirmed that the Council had worked in partnership with the Community Rail Partnership and supported the work of the Partnership Officer to deliver an action plan which had sought to deliver improvements to rail services.

455 COMMITTEE MINUTES

(i) Emergency Committee – 23 October 2019

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

(ii) Community Services Committee – 29 October 2019

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

(iii) Planning and Development Committee – 31 October 2019

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

(iv) Personnel Committee – 6 November 2019

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

(v) Health and Housing Committee – 7 November 2019

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

(vi) Licensing Committee – 12 November 2019

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

(vii) Economic Development Committee – 14 November 2019

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

(viii) Licensing Sub-Committee – 15 November 2019

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

(ix) Policy and Finance Committee – 19 November 2019

RESOLVED: That the minutes of the above meeting be received with the exception of Minute Number 390:

Minute 390 – Local Council Tax Support Scheme 2020/21

RESOLVED: That the Local Council Tax Support Scheme 2020/21 be approved.

(x) Parish Council Liaison Committee – 21 November 2019

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

(xi) Accounts and Audit Committee – 27 November 2019

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

(xii) Planning and Development Committee – 28 November 2019

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

The meeting closed at 7.12pm.

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

Minutes of Community Services Committee

Meeting Date: Tuesday, 7 January 2020, starting at 6.30pm
Present: Councillor R Newmark (Chairman)

Councillors:

J E Alcock	G Mirfin
S Atkinson	S O'Rourke
T Austin	S Rainford
L Edge	M Robinson
A Humphreys	J Schumann
S Knox	G Scott

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

Also in attendance: Councillor A Knox.

Not in attendance: Councillor D Birtwhistle.

456 APOLOGIES

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

457 MINUTES

The minutes of the meeting held on 29 October 2019 were approved as a correct record and signed by the Chairman.

458 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

459 PUBLIC PARTICIPATION

There was no public participation.

460 REVISED CAPITAL PROGRAMME 2019/2020

The Director of Resources submitted a report seeking Committee's approval of the Revised Capital Programme for the current financial year for this Committee. The Original Capital Programme for 2019/20 had been approved by Policy and Finance Committee in February 2019 and since then regular reports had been presented to this Committee on progress with the Capital Programme.

In February 2019, 10 new capital schemes with a total approved budget of £1,912,440; since then the following changes had been made:

- £2,290 of the 2019/20 budget for the Edisford Sports Complex Scheme was moved into 2018/19 to fund early work on that scheme in 2018/19. Thus £2,290 had been reduced from the 2019/20 budget for the scheme.
- Three capital schemes were not completed by 31 March 2019 and had unspent budget available at that date. The total unspent balance on these schemes, £57,870, is known as slippage. This slippage was transferred into the 2019/20 capital programme budget, after approval by this Committee in May 2019.
- One new scheme, totalling £11,500, was approved by Policy and Finance Committee in April 2019.

As a result of the above, the total approved budget for this Committee's Capital Programme of fourteen schemes was £1,979,520.

Following discussions on each of the schemes in the Capital Programme with budget holders, the revised estimate is £1,800,520, a reduction of £179,000 from the total approved budget. The reasons for this reduction were outlined to Committee.

The Director of Resources reported that the expenditure and commitments to the end of November 2019 represented 95.8% of the Revised Capital Programme for this Committee. The report outlined the full Capital Programme by scheme including the budget and expenditure to date for Committee's information.

With regard to the replacement of the CCTV system Members requested consideration of more cameras in Whalley and Longridge.

RESOLVED: That Approve the Revised Capital Programme of £1,800,520 for this Committee as set out in the report.

461 REVISED REVENUE BUDGET 2019/2020

The Director of Resources submitted a report outlining the Revised Revenue Budget for 2019/20 for this Committee. She reminded Members that at this time of year the estimates are revised for the current financial year in order to predict the likely outturn. This also assists in preparing the original estimates for the coming financial year.

The original budget for 2019/20 included provision for pay increases at 3% and price increases at 2%. As well as using data on past performance there had been detailed discussions with budget holders and Heads of Service on past service provision and on future plans which played an integral part in the budget setting process.

She informed Committee that the revised budget for 2019/20 showed an increase in net expenditure of £53,070 more than the original estimate after allowing for transfers to and from earmarked reserves.

A comparison between the original and revised budgets for each cost centre was included for Committee's information and the significant variances were highlighted.

RESOLVED: That Committee agree the revenue revised estimate for 2019/20.

ORIGINAL REVENUE BUDGET 2020/2021

The Director of Resources submitted a report asking Committee to agree the draft Revenue Budget for 2020/21 for this Committee for consideration at Special Policy and Finance Committee.

With regard to the Council's overall financial position, she reminded Members that in September the 4-year budget forecast had predicted the following budget gaps; £0k in 2020/21, £372k in 2021/22, £410k in 2022/23, after allowing for the use of general fund balances.

She also reminded Members that 2019/20 was the final year of the multi-year grant settlement from the Government. The Government had also announced a delay to the implementation of 75% business rate retention and the fair funding review until April 2021.

On 20 December 2019 the Government announced the provisional financial settlement; for Ribble Valley this would mean:

- A business rates baseline of £1.354,393;
- Our negative revenue support grant will be reset to zero;
- New Homes bonus allocation of £1.758,302;
- Rural services delivery grant of £0.107,921;
- Revocation of the Lancashire 75% Business Rate Pilot but designation of a new Lancashire 50% Business Rate pool.

The Budget Working Group would continue to meet over the coming weeks and would ultimately make recommendations to Special Policy and Finance Committee on 4 February 2020 in order to achieve a balanced budget.

The proposed fees and charges for 2020/21 had been considered by Committee in October and had been incorporated into the service budgets following in-depth service analysis and meetings between accountants, budget holders, Heads of Service and Management Team, the proposed draft budget was now presented to Members.

Estimates had been prepared on current levels of service allowing for pay increases at 3% and price increases at 2%. The budget for each cost centre with in the report was presented individually showing the original estimate, savings, inflation, variations to the standard budgeted inflation, unavoidable changes to service costs, support services and capital charges which then culminated in the draft original estimate for 2020/21.

The report detailed individual budget areas under this Committee and comments were provided on the main variances.

The draft budget was also summarised in two ways; one over the cost of the service provided by the Committee (objective) and other over the type of expenditure and income (subjective).

The Director of Resources informed Members that the income budget for the Edisford All Weather pitch should be £95,000 as agreed previously by Committee.

Following this adjustment the net expenditure for this Committee is estimated to increase by £172,050 from £3,999,430 to £4,171,480 after allowing for associated movements on earmarked reserves. The main reasons for the net increase were summarised for Committee's information.

RESOLVED: That Committee agree the revenue original estimate for 2020/21 and submit this to Special Policy and Finance Committee.

463 RECYCLING REPORT

The Director of Community Services submitted a report updating Members on recycling issues.

Following several new measures including the collection of pots, tubs and trays, staff training and enforcement the collection of comingled materials had increased by 34% from September to the end of October; an increase of 66 tonnes. This increase had meant a 7.6% increase in our recycling rate for household waste sent for recycling or composting. The knock-on effect from this increase in recycling meant 6.9% less waste going to landfill.

At the last Committee Members had been informed of the intention to submit a bid to Lancashire County Council for a District Grand Fund of up to £20,000. Guidance had now been provided for these applications and our bid would be based on proposals around encouraging educational establishments, provision of recycling bins to care homes and sheltered accommodation sites, provision of larger recycling bins to households of more than 4 people, the provision of opportunities for the "lilac sack householders" to recycle, further publicity with regard to waste reduction and recycling and the extension of "bring sites" for additional recycle materials.

Committee were pleased with the percentage increase of recycling and supported the bid to the County Council for the District Grant Fund.

RESOLVED: That Committee approve the contents covered in the proposed District Grant Fund Application.

464 CAR PARK REPORT

The Director of Community Services submitted a report outlining proposals to encourage residents to use New Market Street Car Park and to consider how to charge for parking on electric charging spaces and resolve an issue resolving commercial parking permits.

An occupancy survey of the Clitheroe Car Parks had concluded that although Railway View and Lowergate Car Parks were nearing capacity, New Market Street Car Park was under-utilised. In order to address this it was proposed that the signage was improved and issues around on-street parking at both the entrance to the car park from King Street and the exit to Parson Lane be broached with Lancashire County Council about a possible solution.

Committee had agreed to 10 car spaces at Chester Avenue and 4 car spaces at Railway View being used for electric charging bays. It was proposed during the transitional period to allow drivers to become familiar with the presence of the

new charging points that 2 colours would be used to distinguish the electric bays. One for electric/hybrid cars only and other being a temporary colour allowing normal cars as well as electric/hybrid cars to park.

There was currently an agreement made with Greenacre Honda to have a number of long-stay commercial parking permits which allowed the holder of the vehicle to park without the registration number on the permit.

As parking was now at a premium and the Council was preparing to increase parking for residents and visitors. Committee were asked for their support to end the permanent commercial arrangement.

RESOLVED: That Committee

1. support the proposal to improve signage to the New Market Street car park;
2. approve the proposal to change the parking regulations on New Market Street to encourage increased use of New Market Street car park;
3. approve the proposal to have an interim arrangement whereby a proportion of the bays be signed as being for both electric and non-electric vehicles;
4. approve the proposal to stop issuing commercial parking permits and write to Greenacre explaining that their current permits will not be renewed beyond the current term.
5. Accept the minutes of the meeting of the Car Park Working Group held on 25 November 2019, as circulated to Committee.

465

CLITHEROE FOOD FESTIVAL

The Director of Community Services submitted a report updating Committee on the 2020 event. This would be the tenth year of the Food Festival and would take place on 8 August 2020 based on a similar format to previous editions. The event would be planned and organised by Council officers with help from Council staff, volunteers and external specialist assistance.

The amount of sponsorship attracted by the festival had steadily fallen over the past 4 years and in 2019 the sum was £4k.

Crowd safety continued to be of paramount importance which was difficult to control for a "free to attend" event. Alterations to the layout had helped to mitigate this issue but could not remove the fact that the town has narrow streets and thousands attend the event.

Amendments to Clitheroe Market with the removal of the fixed bullring stands would necessitate changes to the format of the festival in 2020. It was proposed that the area would become the entertainment and demonstration area which would remove the large stage area at the bottom of King Street.

To help ensure we can accommodate as many food/drink stalls as possible, it was proposed that the number of non-food stalls at the festival in 2020 was reduced to a total of no more than 3.

Committee considered the issue of fees and agreed a 2% stall increase appropriate for 2020 with no increase to park and ride.

RESOLVED: That Committee note the report and agree to the number of non-food stalls being limited to no more than 3.

466 RIBBLE VALLEY 3G

The Director of Community Services submitted a report providing an update on the operation of the Ribble Valley 3G which opened in September 2019.

RESOLVED: That the report be noted.

467 GENERAL REPORT

The Director of Community Services submitted a report informing Committee on the Christmas lights grants that had been made and updates surrounding the Refuse and Transport Manager, Kestor Lane play area and Castle grounds winter work.

RESOLVED: That the report be noted.

468 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

469 EXCLUSION OF PRESS AND PUBLIC

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

470 CLITHEROE MUSEUM

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

Council officers had been in correspondence with a number of organisations such as the National Heritage Lottery Fund and the Arts Council as well as specialist museum consultants to establish the various implications of new management arrangements. However the scope of the work involved means that the production of a credible options paper required more time.

In the meantime Lancashire County Council had indicated they are willing to continue the current arrangement for a further year from 1 April, albeit with a reduction in the number of annual exhibitions from 4 to 1 in the Stewards Gallery.

RESOLVED: That Committee note the report and agree to officers negotiating an extension of the current contract with Lancashire County Council for a further year.

The meeting closed at 8.20pm.

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

Minutes of Planning and Development Committee

Meeting Date: Thursday, 9 January 2020 starting at 6.30pm
Present: Councillor (Chairman)

Councillors:

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

In attendance: Director of Economic Development and Planning, Head of Legal and Democratic Services, Head of Financial Services, Head of Regeneration and Housing, Head of Planning Services and Senior Accountant.

Also in attendance: Councillor L Edge.

471 APPOINTMENT OF CHAIR

The Director of Economic Development and Planning informed Committee that both the Chair and Vice Chair had given apologies for the meeting. She asked for a nomination for someone to chair the meeting.

RESOLVED: That Councillor Jim Rogerson chair the meeting.

472 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors A Brown, S Carefoot, S Knox and R Sherras.

473 MINUTES

The minutes of the meeting held on 28 November 2019 were approved as a correct record and signed by the Chairman.

474 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

475 PUBLIC PARTICIPATION

There was no public participation.

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

1. APPLICATION REF: 3/2019/0894
GRID REF: SD 366324 431248

DEVELOPMENT DESCRIPTION:

CHANGE OF USE OF AGRICULTURAL LAND FOR THE SITING OF 12 HOLIDAY LODGES, ASSOCIATED SITE OFFICE/RECEPTION AND CAR PARKING AREA AT PENDLE VIEW PRIMROSE LANE MELLOR BB2 7EQ

The Head of Planning Services reported on three additional objections from residents who had already commented on this application. The following additional point of objection was raised.

- The planning officer's site visit was undertaken during summer months. The land is now saturated and is excessively wet.

The land is classified as a minor development proposal and there is no statutory requirement to consult with the Lead Local Flood Authority (LLFA) on this application. The application site is not identified as an area susceptible to surface water flooding and should the applicant intend to carry out any works to the watercourse located along the eastern and southern boundary of the site, then they will first need to obtain land drainage consent from Lancashire County Council.

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.

Matters of Design

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 drawing ref.

Location Plan (Monk/924/2694/02B) amended 10.12.2019

Existing and Proposed Site Plans. Proposed Bin Store Plan and Elevations. (Monk/924/2694/01B) amended 10.12.2019

Modular-Group Specification Serenity (Standard) 1:50 received 09.12.2019

Modular-Group Specification Serenity (Reverse) 1:50 received 09.12.2019

Modular-Group Specification Opulence (Elevations) 1:50

Modular-Group Specification Opulence (Floor Plan) 1:50

REASON: For the avoidance of doubt since the proposal was the subject of agreed design improvements/amendments and to clarify which plans are relevant to the consent.

3. No more than twelve (no.1-12) holiday lodges shall be stationed at any one time on the site as defined in red on this application. The external facing materials of the lodges, detailed on the approved plans, shall be used and no others substituted.

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

4. The approved bin store facilities shall be made available for use 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.

Further Control over Development

5. Each holiday lodge hereby approved shall not be let to or occupied by the owner, 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.

The owner shall maintain a register of all guests of each lodge hereby approved 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 owner and the main guest who made the booking together with dates of occupation.

REASON: The permission relates to the provision of holiday lodge 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.

6. The office/reception lodge shown on the approved plans (Monk/924/2694/02B) shall be used solely as a site office/reception area in association with the 12 holiday lodges hereby approved. For the avoidance of doubt this building shall not be used as a holiday lodge.

REASON: The proposed facility relates to the operation of the business and is essential in respect of the management of the 12 adjacent holiday lodges.

Landscape and Ecology

7. The development hereby permitted shall be carried out in complete compliance with the recommendations of the Ecological Appraisal by Envirotech (ref. 5892) that was submitted with the application.

REASON: To ensure that no species/habitat protected by the Wildlife and Countryside Act 1981 are destroyed or harmed.

8. Prior to the installation of any external lighting at the site full details shall have been submitted to, and approved in writing by, the Local Planning Authority.

The details 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/ or species of conservation concern.

The lighting shall thereafter be installed in accordance with the approved details.

REASON: In order to reduce the harmful impact of artificial lighting on the natural foraging/roosting/nesting behaviour of a protected/species of conservation concern and in the interests of the visual amenities of the area.

9. A scheme for the landscaping of the development shall be submitted prior to the commencement of the development. These details shall indicate the types and numbers of trees to be retained and the types and numbers of trees shrubs to be planted, their distribution on site, those areas to be seeded, paved or hard landscaped (including full details of the colour, form and texture); and detail any changes of ground level or landform, proposed finished levels, means of enclosure, minor artefacts and structures.

The agreed protection measures shall be put in place and maintained during the construction period of the development.

All hard and soft landscape works shall be carried out in accordance with the approved details within the first planting and seeding seasons following the occupation of any buildings or the completion of the development, whichever is the sooner, and any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

REASON: To ensure that a satisfactory landscaping scheme for the development is carried out to mitigate the impact of the development and secure a high-quality design.

10. Before the development commences the removal and disposal of Himalayan Balsam shall be undertaken at the site in strict accordance with the letter from Envirotech (ref.5892) dated 02 September 2019.

REASON: To ensure that there is no risk of further spread of a non-native plant species and to ensure that there are no residue non-native plant species parts remaining.

Highway Safety

11. Prior to the commencement of the development a scheme for the construction of the site access shall have been submitted to, and approved in writing by, the Local Planning Authority.

The site access shall thereafter be constructed in accordance with the approved details before the holiday lodges hereby approved are first brought into use.

REASON: In order to satisfy the Local Planning Authority and Highway Authority that the final details of the highway scheme/works are acceptable before work commences on site.

12. The car parking and manoeuvring areas, detailed on the approved plans, shall be marked out in accordance with the approved plan before the holiday lodges hereby approved are first brought into use. The car parking and manoeuvring areas shall be permanently maintained as such thereafter.

REASON: To ensure adequate parking is available within the site

13. Before the access is used for vehicular purposes, any gateposts erected at the access shall be positioned 10m behind the edge of the carriageway. The gates shall open away from the highway.

REASON: To permit vehicles to pull clear of the carriageway when entering and exiting the site and to ensure the swing of the gates do not affect the availability for a car to wait off road.

14. 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.

15. 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:

- i) The parking of vehicles of site operatives and visitors
- ii) The loading and unloading of plant and materials
- iii) Details of working hours
- iv) Routing of delivery vehicles to/from site

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.

16. Before the access is used for vehicular purposes, the part of the access extending from the highway boundary (Primrose Lane) for a minimum distance of 10 metres into the site shall be appropriately paved in tarmacadam.

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

Residential Amenity

17. Notwithstanding the site Management Plan prior to the first use of the lodges hereby approved, an updated management plan shall be submitted to and approved in writing by the Local Planning Authority. The updated plan shall detail the location that the emergency contact details will be displayed at all

times. The site thereafter shall be operated in strict accordance with the approved Site Management Plan at all times.

REASON: To ensure the site is managed to a high standard and to protect both the neighbours' amenities and guests within the lodges.

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.

(Mr Colborn spoke against the above application)

(Councillor N Walsh left the meeting at 7.10pm)

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APPLICATIONS WITHDRAWN

<u>App No</u>	<u>Proposal</u>	<u>Location</u>
3/2019/0752	Construction of first floor extension over existing flat roof.	Roefield Leisure Centre Edisford Road Clitheroe
3/2019/0922	Listed Building Consent; Construction of first floor extension over existing flat roof.	Roefield Leisure Centre Edisford Road Clitheroe
3/2019/0795	Extension to dwelling to form porch, new window opening and new roof light and construction of detached two storey workshop with office over	New Elmridge Farm Gib Hey Lane Chipping
3/2019/1005	Proposed change of use of part of the B8 storage building, to provide office (B1) accommodation including external alterations to the building and demolition of the existing office building.	New Garage Mitton Road Whalley
3/2019/0949	Single storey extension to rear	17 St Peters Close Clayton le Dale
3/2019/0887	Erection of a garage and store	Shepherds View Skipton Road, Gisburn

478

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			Appeal part allowed/part dismissed 25/11/2019

<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>
3/2018/0468 R of LBC	09/07/2019	Great Mitton Hall Mitton Road Mitton BB7 9PQ	WR			Appeal part allowed/part dismissed 25/11/2019
3/2018/0582 R of permission in principle	21/05/2019	Land to the south of 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			Appeal dismissed 28/11/2019
3/2018/1006 R of LBC	16/07/2019	Sabden House Wesley Street Sabden	WR			Appeal dismissed 28/11/2019
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 level D	Awaiting Decision
3/2018/0685 R of pp	17/09/2019	Land off Whalley Rd Hurst Green (Adj Reed Deep)	WR			Appeal Dismissed 26/11/2019
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
3/2019/0390 R of Prior Approval	26/09/2019	Dutton Manor Mill Clitheroe Road Dutton	WR			Awaiting Decision
3/2019/0479 R	19/11/2019	1 Willow Avenue Whalley	HAS			Awaiting Decision
3/2019/0554 R	11/11/2019	Three Millstones Inn Waddington Rd West Bradford	WR			Statement due 16/12/2019
3/2019/0698 R	Awaiting start date from PINS	Wilkinsons Farmhouse Simonstone Lane Simonstone	WR (to be confirmed by PINS)			
3/2019/0698 R	Awaiting start date from PINS	Land at Hawthorne Place Clitheroe	WR (to be confirmed by PINS)			
3/2018/0246 R (Enforcement appeal)	05/12/2019	12 Poplar Drive Longridge	WR			Statement due 16/01/2020

<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>
3/2018/0932 R (Enforcement appeal)	Awaiting start date from PINS	Bolton Peel Farm Bolton by Bowland Road Bolton by Bowland	WR (to be confirmed by PINS)			
3/2018/1105 R	Awaiting start date from PINS	Higher College Fm Lower Road Longridge	Hearing (to be confirmed by PINS)			

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REVISED CAPITAL PROGRAMME 2019/2020

The Director of Resources submitted a report seeking Committee's approval of the revised capital programme for the current financial year for this Committee. There was a total approved budget for this Committee's capital programme of three schemes of £365,840. Each of these schemes in the capital programme had been discussed with budget holders and the programme had been revised to reflect their progress and estimated full year expenditure. Following this review, the revised estimate showed a reduction of £40,920 from the total approved budget. The reasons for this were given.

- Replacement of plotter/copier in the planning section – this scheme is on hold awaiting the outcome of the wider process review in the planning section. The changed plotting/copying requirements in the planning section will be considered alongside the wider review. As a result this scheme will not be completed in year. It is recommended that the £14,500 scheme is moved into the 2020/21 financial year and the 2019/20 revised estimate is nil.
- Introduction of planning portal link to the planning application system and planning system update. This scheme was on hold awaiting the outcome of the wider process review in the planning section. The current elements included in this capital scheme need to be compatible with the functionality of the planning system going forward and may change as a result of the wider process review. As a result this scheme would not be completed in year. It was recommended that the £26,420 budget for this scheme was moved into the 2020/21 financial year and the 2019/20 revised estimate is nil.

RESOLVED: That Committee approve the 2019/20 revised estimate of £324,920 for this Committee's capital programme and approve the moving of the following capital budgets from 2019/20 to 2020/21:

- Replacement of plotter copier in the planning section - £14,500
- Introduction of planning portal link to the planning application system and planning system update - £26,420

480

REVISED REVENUE BUDGET 2019/2020

The Director of Resources submitted a report outlining the revised revenue budget for 2019/20 for this Committee. Members were reminded that at this time of year the estimates were revised for the current financial year in order to predict the likely

outturn. This also assists in preparing the original estimates for the coming financial year.

The original budget for 2019/20 included provision for pay increases at 3% and price increases at 2%. As well as using data on past performance, there had been detailed discussions with budget holders and Heads of Service on past service provision and on future plans which played an integral part in the budget setting process. Committee were informed that the revised budget for 2019/20 showed an increase in net expenditure of £10,400 more than the original estimate after allowing for transfers to and from earmarked reserves.

A comparison between the original and revised budgets for each cost centre was included for Committee's information and the significant variances were highlighted.

RESOLVED: That Committee agree the revenue revised estimate for 2019/20.

481 ORIGINAL REVENUE BUDGET 2020/21

The Director of Resources submitted a report asking Committee to agree the draft revenue budget for 2020/21 for this Committee for consideration at Special Policy and Finance Committee.

With regard to the Council's overall financial position, she reminded Members that in September the four-year budget forecast had predicted the following budget gaps; £0k in 2020/21, £372k in 2021/22, £410k in 2022/23 after allowing for the use of general fund balances.

She also reminded Members that 2019/20 was the final year of the multi-year grant settlement from the Government. The Government had also announced a delay to the implementation of 75% business rate retention and the Fair Funding Review until April 2021.

On 20 December 2019 the Government announced the provisional financial settlement; for Ribble Valley this would mean

- A Business Rate Baseline of £1,354,393
- Our negative Revenue Support grant will be reset to zero
- New Homes Bonus allocation of £1,758,302
- Rural Services Delivery Grant of £107,921
- Revocation of the Lancashire 75% Business Rate Pilot but designation of a new Lancashire 50% Business Rate Pool

The Budget Working Group would continue to meet over the coming weeks and they would ultimately make recommendations to Special Policy and Finance Committee on 4 February 2020 in order to achieve a balanced budget.

The proposed fees and charges for 2020/21 had been considered by Committee in October and had been incorporated into the service budgets following in-depth service analysis and meetings between accountants, budget holders, Heads of Service and Management Team. The proposed draft budget was now presented to Members.

Estimates had been prepared on current levels of service allowing for pay increases at 3% and price increases at 2%. The budget for each cost centre within the report was presented individually showing the original estimate, savings, inflation, variations to the standard budgeted inflation, unavoidable changes to service costs, support services and capital charges, which then culminated in the draft original estimate for 2020/21.

The report detailed individual budget areas under this Committee and comments were provided on the main variances.

The draft budget was summarised in two ways; one over the cost of the service provided by the Committee (objective) and the other over the type of expenditure and income (subjective).

The net expenditure for this Committee is estimated to decrease by £1,150 after allowing for associated movements on earmarked reserves. The main reasons for the net increase were summarised for Committee's information. Committee were also informed that this budget did not take into account any expenditure on the local development plan review, which was to be considered in a later agenda item.

RESOLVED: That Committee agree the revenue original estimate for 2020/21 and submit this to Policy and Finance Committee.

482 LOCAL DEVELOPMENT PLAN BUDGET REQUIREMENTS

The Director of Economic Development and Planning submitted a report asking Committee to consider the budget implications for progressing the update of the Local Plan. The report outlined the plan making process and the preparation of key evidence base, some of which would be resourced in-house and some of which would need consultancy input. A budget estimate for each part of the process was outlined for Committee's information. It was estimated that a budget provision of some £300,000 would be necessary to progress and update the Local Plan.

RESOLVED: That Committee note the budget proposals set out in the report and ask Policy and Finance Committee to consider this growth request as part of the Council's annual budget setting process.

483 APPEALS

- a) 3/2018/0474 – Erection of single storey extension to the south of an existing modern extension to Great Mitton Hall, the reconfiguration of the existing patio and railings, the removal of the pointed archaeological doorway to the southern wall of the modern extension and its replacement with a window, and the repainting of the existing rendered gable to the Hall at Great Mitton Hall, Mitton Road, Mitton BB7 9PQ – part dismissed/part allowed.
- b) 3/2018/0685 – Change of use of agricultural land to a site for 8 No Eco holiday lodges and associated parking at Reed Deep, Whalley Road, Hurst Green – appeal dismissed.
- c) 3/2018/1076 – Demolition of existing timber framed conservatory and erection of new timber framed conservatory at Sabden House, Wesley Street, Sabden – appeal dismissed.

484 MINUTES OF THE LOCAL DEVELOPMENT PLAN WORKING GROUP

The minutes of the Local Development Plan Working Groups on 25 September 2019 and 13 November 2019 were included for Committee's information.

RESOLVED: That the report be noted.

485 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

The meeting closed at 7.30pm.

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

Minutes of Personnel Committee

Meeting Date: Wednesday, 15 January 2020, starting at 6.30pm
Present: Councillor R Elms (Chairman)

Councillors:

S Atkinson	D O'Rourke
D Berryman	S Rainford
S Bibby	J Schumann

In attendance: Chief Executive and Head of HR.

Not in attendance: Councillor R Bennett.

Also in attendance: Councillors B Buller and A Knox.

486 APOLOGIES

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

487 MINUTES

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

488 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

489 PUBLIC PARTICIPATION

There was no public participation.

490 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

491 PAY POLICY STATEMENT 2020/21

The Director of Resources submitted a report to review the Council's Pay Policy Statement in accordance with the Localism Act 2011. The Head of HR reminded Members that it was a legal requirement for public sector organisations to publish their Pay Policy Statement on an annual basis to ensure transparency as to how pay and remuneration was set by the Council.

Councillors were informed that the purpose of the Pay Policy is to ensure there is transparency as to how pay and remuneration is set by the Council, for all of its employees and particularly for its most senior level posts.

Particular reference was made to updates to pension contributions and call-out allowances. The Head of HR also reminded the Committee that the 2020/21 Pay

Award was still outstanding and once settled would change the salary figures presented in the Pay Policy Statement.

RESOLVED: That Committee

1. receive the report;

2. recommend the Pay Policy Statement for 2020/21 for approval by Full Council at its meeting on 3 March 2020.

492 ANNUAL REVIEW OF UNION FACILITIES AGREEMENT

The Director of Resources submitted a report to update Members on the operation of the Union Facilities Agreement over the last 12 months. The Head of HR explained that the Department for Communities and Local Government had issued a revised transparency code in October 2014 which specified the open data local authorities must produce. One category of data was specifically concerned with time spent on union duties. The Council had created a Union Facilities Agreement to monitor such time which was working well.

The time spent by the officer who held the position of UNISON Branch Secretary on union duties for the period 1 January 2019 to 31 December 2019 equated to approximately 17 days. In addition the Head of HR advised Members that some monies were being reclaimed from Unison Regional Office for the time spent on regional duties by the Branch Secretary.

RESOLVED: That the report be noted.

493 LANCASHIRE APPRENTICESHIP ACTION PLAN

The Director of Resources submitted a report to update Members on our support for a Lancashire Apprenticeship Action Plan. The Lancashire Leaders had been asked to make nominations for officers to support the implementation of a Lancashire Apprenticeship Action Plan and the Chief Executive had asked the Head of HR to act as the Council's representative at any meetings pertaining to the plan.

The Head of HR updated Committee on two subsequent meetings of the Apprenticeship Action Group which she had attended. She confirmed that the Council had signed up to the Lancashire Skills Pledge and gave details outlining the pledge and the specific areas the Council would support.

RESOLVED: That the report be noted.

494 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.

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

496 ESTABLISHMENT CHANGES

The Chief Executive submitted a report to consider changes to the current establishment in the Chief Executive's department. He reminded Members that the Council had a fixed staffing establishment which set out each post, job number and grade of the posts and hours worked. The establishment was only varied after consideration of reports by Personnel Committee.

The Chief Executive proposed changes to the Establishment:

- In line with other Heads of Service post, return the Head of Legal and Democratic Services to full-time following retirement of the postholder.
- Re-designate the Pest Control Officer post to Pest Control/Dog Warden; there would be no additional cost for this change.
- Return the post of Principal Building Surveyor to full-time.

An amendment was proposed to 5.2 to delegate the Chief Executive to make temporary appointments to the Building Inspection service, if necessary.

RESOLVED: That Committee

- 1 agree to the following changes to the Establishment:
 - The post of Head of Legal and Democratic Services to be full-time.
 - The Pest Control Officer's post to be re-designated Pest Control / Dog Warden.
 - The post of Principal Building Surveyor to be full-time.
- 2 agree that the Chief Executive be delegated to make temporary appointments to the Building Inspection service should this prove necessary.

497 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 7.07pm

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

Minutes of Health & Housing Committee

Meeting Date: Thursday, 16 January 2020, starting at 6.30pm
Present: Councillor B Hilton (Chairman)

Councillors:

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

In attendance: Chief Executive, Director of Resources, Head of Environmental Health Services, Housing Strategy Officer and Senior Accountant.

Also in attendance: Councillors B Buller and S O'Rourke.

498 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors M Robinson and R Sherras.

499 MINUTES

The minutes of the meeting held on Thursday, 7 November 2019 were approved as a correct record and signed by the Chairman.

500 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

501 PUBLIC PARTICIPATION

There was no public participation.

502 REVISED CAPITAL PROGRAMME 2019/20

The Director of Resources submitted a report to approve the 2019/20 revised estimate for this Committee's capital programme.

The original Capital Programme for 2019/20 had been approved by Special Policy and Finance Committee and Full Council at their meetings in February 2019 and March 2019 respectively. Since then regular reports had been presented to this Committee, including any irregular changes to the Capital Programme. As a result, the total approved budget for this Committee's Capital Programme of 6 schemes was £1,371,650.

Following discussions on each of the schemes with budget holders the revised estimate for this Committee's Capital Programme was proposed as £1,254,710, a reduction of £116,940 from the total approved budget. The main reasons for these changes were:

- Clitheroe Market Improvements – £118,000 is required to cover the costs of the work to be undertaken in year and £57,000 was recommended to be moved to the 2020/21 financial year.
- Landlord Tenant Grants – 3 applications are anticipated in-year with an estimated cost of £58,300. It was recommended that this budget is reduced to £58,300, with £59,940 moved to the 2020/21 financial year and £16,000 be transferred to the Longridge Affordable Housing Scheme.
- Longridge Affordable Housing Scheme – Estimated scheme costs had increased by £16,000. This was because the combined purchase of prices of the two properties were higher than budgeted for and the Council was required to pay stamp duty. Given this, it was recommended that £16,000 is transferred from the Landlord Tenant Grants Scheme to cover the increased budget required on this scheme.

The Senior Accountant outlined current progress on all capital programme schemes in the proposed revised estimate.

RESOLVED: That Committee

1. approve the 2019/20 revised estimate of £1,254,710 for this Committee's Capital Programme, as set out in Annex 1;
2. approve the move of the following capital budgets from 2019/20 to 2020/21:
 - Clitheroe Market Improvements - £57,000
 - Landlord/Tenant Grants - £59,940
3. approve the transfer of £16,000 Capital Budget in 2019/20 from the Landlord/Tenant Grants Scheme to the Longridge Affordable Housing Scheme.

503 REVISED REVENUE BUDGET 2019/20

The Director of Resources submitted a report to agree a revised Revenue Budget for 2019/20 for this Committee.

Members were reminded that at this time of year the estimates are revised for the current financial year in order to predict the likely outturn. This also assists in preparing the original estimates for the coming financial year.

The difference between the revised and original estimate was a decrease in net expenditure of £21,380 and a decrease in net expenditure of £15,970 after allowing for movements in earmarked reserves.

The Senior Accountant highlighted significant variances and detailed information for each cost centre as included for Committee's information.

RESOLVED: That Committee approve this Committee's revised Revenue Estimate for 2019/20.

ORIGINAL REVENUE BUDGET 2020/21

The Director of Resources submitted a report to agree the draft Revenue Budget for 2020/21 for this Committee, for consideration at Special Policy and Finance Committee.

With regard to the Council's overall financial position she reminded Members that in September the four-year budget forecast had predicted gaps of £0k in 2020/21, £372k in 2021/22, £410k in 2022/23, after allowing for the use of general fund balances.

She also reminded Members that 2019/20 was the final year of the multi-year grant settlement and from 2020/21 the Council was expecting substantial Local Government finance reforms. However, in September the Government wrote to all Councils announcing a decision to delay the implementation of 75% Business Rates retention and the fair funding review until April 2021. They also announced that 75% Business Rates pilots will come to an end at the end of March 2020 with no new pilots planned for 2020/21.

Members were informed that the future of the New Homes Bonus Scheme remains uncertain and whilst legacy payments will be honoured, the scheme for 2020/21 is still for discussion with Ministers. The Council currently relies on £1.105m to fund the revenue budget each year and also uses some of the allocation to fund the Capital Programme.

Funding to remove negative RSG will continue for 2020/21.

The Budget Working Group would continue to meet over the coming weeks and would ultimately make recommendations at the Special meeting of Policy and Finance Committee in order to achieve a balanced budget.

The proposed fees and charges for 2020/21 had been considered by Committee in October 2019 and had been incorporated into the service budgets included in the original estimates. Following in-depth service analysis and meetings between accountants, budget holders, Heads of Service and Management Team, the proposed draft budget for this Committee was now presented to Members. Estimates had been prepared on current levels of service in the main allowing for pay increases at 3% and price increases at 2%.

The net expenditure for this Committee was estimated to increase by £30,160 after allowing for associated movements on earmarked reserves.

The Senior Accountant summarised the main budget changes detailed cost centre and information was also provided for Committee.

RESOLVED: That Committee approve the revenue original estimate for 2020/21 to be submitted to Special Policy and Finance Committee.

REQUEST ADDITIONAL RIBBLE VALLEY ADAPTATION FUNDING

The Director of Economic Development and Planning submitted a report to request a further allocation of £70,000 from the overall Disabled Facilities Grants budget is allocated for the delivery of discretionary Ribble Valley adaptations.

In March 2019 Committee approved a budget of £80,000 would be allocated to allow for the delivery of discretionary Ribble Valley adaptations. In September 2019 a further £50,000 was allocated to allow delivery to continue.

As at this point there was a waiting list of 15 RVA's, 3 of which were highlighted as urgent cases. Since September all of those on the waiting list have been approved and the works are either complete or are currently underway.

In order to continue to be able to process RVA's in the same efficient timeframe for those households who require adaptations, there is a request for a further £70,000 to be allocated to the RVA budget. Therefore the total budget for RVA's in the 2019/20 financial year will be £200,000 of the total Disabled Facilities Grants budget of £706,489.

Councillors asked various questions on the report with particular reference to the source of the funding and commented on the importance of the Ribble Valley Adaptation Funding to allow residents to live at home and reduce pressure on the frontline NHS.

RESOLVED: That Committee approve a further £70,000 to be allocated for expenditure on Ribble Valley adaptations.

506 CHRISTMAS MARKET

The Chief Executive submitted a report to provide an overview on the Christmas Market activities undertaken in 2019 and the proposal for 2020. The Head of Environmental Health Services noted that despite inclement weather the 2019 Christmas Markets were seen as a success due to the high capacity of footfall generated during the Christmas period and that income of £787 was generated to the Council as a result of the events being hosted.

An amendment was proposed to correct the date of next year's market and to set a provisional cost of pitches for vendors.

Members discussed various aspects of the report and asked questions relating to which dates the Christmas Market would be open and the ambition for future events.

RESOLVED: That Committee

1. provisionally approve the dates of 5, 12, 19 December 2020, running from 9am to 4pm;
2. recognise the success of Christmas 2019 and continue this into the financial year;
3. set a provisional cost of £15 including VAT per pitch.

507 DOG WARDEN SERVICE

The Chief Executive submitted a report to update Members on the current Dog Warden service provision. Members were reminded that the Dog Warden service previously employed 2 part-time members of staff to make a full-time

post. These members of staff previously focussed on welfare, education and enforcement.

Since October 2019 an additional part-time member of staff had been employed to assist the current Dog Wardens. There had been a clear remit to the Dog Wardens that they had to provide a visible and high-profile enforcement campaign.

In previous years there had been a decline in the amount of welfare and educational responsibilities due to the lack of resources within the department. The service dedicates itself to its statutory duties of dealing with dangerous and stray dogs and also enforcement activity. With the employment of the additional part-time Dog Warden the service would now run both an educational welfare aspect as well as enforcement until April 2020.

Members were updated on the recommendation to recruit a joint Pest Control/Dog Warden post to further improve the service.

Councillors discussed various aspects of the report and asked questions relating to management of waste in areas not looked after by the Council, bodycams for the Wardens and requested statistics for future reports. Members also requested press releases to advertise enforcement of dog fouling, the importance of keeping dogs on leads with particular reference to lambing season and other aspects of the Dog Warden Policy.

RESOLVED: That Committee

1. reaffirm the Dog Warden Policy;
2. acknowledge the additional resources given to tackle irresponsible dog ownership.

508 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

509 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 2 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

510 CLITHEROE CEMETERY

The Chief Executive submitted a report to inform Members of the current cemetery provisions and reaffirm the regulations for Clitheroe Cemetery.

The Head of Environmental Health Services updated Members on the current provisions at Clitheroe Cemetery and highlighted that current provision is estimated to last for approximately 2 years.

Members discussed various aspects of the report and asked questions relating to drainage on the site future expansions and the commitment to retain 30 plots for Muslim burials.

RESOLVED: That Committee

1. reaffirm the development of the existing area of the Cemetery as non-denominational subject to the previous commitments to set aside 30 plots for Muslim burials;
2. note that the existing burial provision will last for approximately 2 years;
3. agree to undertake a site visit to enable Members to better appreciate the issues; and
4. agree in principle the development of Phase II of the extension to the cemetery and authorise officers to prepare a detailed fund scheme and obtain costings to enable the scheme to be included in capital bids.

511 UPDATE ON GRANT APPROVALS

The Director of Economic Development and Planning submitted a report to inform Committee of recent approvals for 8 Disabled Facilities Grants and 6 Ribble Valley Adaptation Grants.

The Housing Strategy Officer also noted an amendment to the report correcting the address of one of the awards.

RESOLVED: That the report be noted.

512 MINUTES OF STRATEGIC HOUSING WORKING GROUP

The minutes of the Strategic Housing Working Group meeting held on 6 November 2019 were circulated for Committee's information.

RESOLVED: That the report be noted.

The meeting closed at 8.07pm.

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

Minutes of Policy & Finance Committee

Meeting Date: Tuesday, 21 January 2020, starting at 6.30pm
Present: Councillor S Atkinson (Chairman)

Councillors:

S Bibby	S Hirst
A Brown	S Hore
S Carefoot	A Knox
J Clark	D Peat
S Fletcher	J Rogerson
J Hill	R Thompson
M Hindle	

In attendance: Chief Executive, Director of Resources, Director of Community Services, Director of Economic Development and Planning and Senior Accountant.

513 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor M French.

514 MINUTES

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

515 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

516 PUBLIC PARTICIPATION

There was no public participation.

517 REVISED CAPITAL PROGRAMME 2019/2020

The Director of Resources submitted a report seeking Committee's approval of the Revised Capital Programme for the current financial year for this Committee. The Original Capital Programme for 2019/20 had been approved by the Special Policy and Finance Committee in February 2019 and since then regular reports had been presented to this Committee on progress with the Capital Programme.

In February 2019, 4 new capital schemes with a total approved budget of £112,200 were approved; since then the following changes had been made:

- £84,050 of budget and one scheme was moved from 2018/19 Capital Programme to the 2019/20 Capital Programme.
- 3 schemes in the 2018/19 Capital Programme were not completed by 31 March 2019 and had unspent budget available at that date. The total unspent balance on these schemes, £60,950 is known as slippage. This

slippage was transferred into the 2019/20 Capital Programme after approval by this Committee in June 2019.

- In September 2019 2 new schemes totalling £23,340 were approved by this Committee.

As a result of the above, the total approved budget for this Committee's Capital Programme of 8 schemes was £280,540.

Following discussions on each of the schemes in the Capital Programme with budget holders, the revised estimate is £162,720 for 7 schemes, which is a reduction of £117,820 from the total approved budget. The reasons for this reduction were outlined to Committee.

The Director of Resources reported that the expenditure and commitments to the end of December 2019 represented 71.8% of the Revised Capital Programme budget for this Committee. The report outlined the full Capital Programme by scheme including the budget and expenditure to date for Committee's information.

She reported on progress on the schemes with the largest remaining 2019/20 budgets.

RESOLVED: That Committee approve the Revised Capital Programme of £162,720 for this Committee as set out in the report.

518 REVISED REVENUE BUDGET 2019/2020

The Director of Resources submitted a report outlining the Revised Revenue Budget for 2019/20 for this Committee. She reminded Members that at this time of year the estimates are revised for the current financial year in order to predict the likely outturn. This also assists in preparing the original estimates for the coming financial year.

The original budget for 2019/20 included provision for pay increases at 3% and price increases at 2%. As well as using data on past performance there had been detailed discussions with budget holders and Heads of Service on past service provision and on future plans which played an integral part in the budget setting process.

She informed Committee that the revised budget for 2019/20 showed a decrease in net expenditure of £118,610 after allowing for movements from earmarked reserves.

A comparison between the original and revised budgets for each cost centre was included for Committee's information and the significant variances were highlighted.

RESOLVED: That Committee agree the revenue revised estimate for 2019/20.

519 ORIGINAL REVENUE BUDGET 2020/2021

The Director of Resources submitted a report asking Committee to agree the draft Revenue Budget for 2020/21 for this Committee for consideration at Special Policy and Finance Committee.

With regard to the Council's overall financial position, she reminded Members that in September the 4-year budget forecast had predicted the following budget gaps; £0k in 2020/21, £372k in 2021/22, £410k in 2022/23, after allowing for the use of general fund balances.

She also reminded Members that 2019/20 was the final year of the multi-year grant settlement from the Government. The Government had also announced a delay to the implementation of 75% business rate retention and the fair funding review until April 2021.

On 20 December 2019 the Government announced the provisional financial settlement; for Ribble Valley this would mean:

- A business rates baseline of £1,354,393;
- Our negative revenue support grant will be reset to zero;
- A provisional New Homes Bonus allocation of £1,758,302;
- Rural services delivery grant of £107,921;
- Revocation of the Lancashire 75% Business Rate Pilot but designation of a new Lancashire 50% Business Rate pool.

The Budget Working Group would continue to meet over the coming weeks and would ultimately make recommendations to Special Policy and Finance Committee on 4 February 2020 in order to achieve a balanced budget.

The proposed fees and charges for 2020/21 had been considered by Committee in October and had been incorporated into the service budgets following in-depth service analysis and meetings between accountants, budget holders, Heads of Service and Management Team. The proposed draft budget was now presented to Committee.

Estimates had been prepared on current levels of service allowing for pay increases at 3% and price increases at 2%. The budget for each cost centre within the report was presented individually showing the original estimate, savings, inflation, variations to the standard budget inflation, unavoidable changes to service costs, support services and capital charges which then culminated in the draft original estimate for 2020/21.

The report detailed individual budget areas under this Committee and comments were provided on the main variances.

The draft budget was also summarised in two ways; one over the cost of the service provided by the Committee (objective) and the other over the type of expenditure and income (subjective).

The net expenditure for this Committee was estimated to increase by £24,710 after allowing for associated movements on earmarked reserves. The main reasons for the net increase were summarised for Committee's information.

RESOLVED: That Committee agree the revenue original estimate for 2020/21 and submit this to Special Policy and Finance Committee.

520 LOCAL TAXATION WRITE-OFFS

Committee were asked to approve the write-off of business rate debts relating to one case where a company had gone into administration. Reasonable steps by various means had been taken to collect this debt.

RESOLVED: That Committee approve the writing-off of £2,488.61 business rates and £60 costs, where it had not been possible to collect the amount due.

521 REVIEW OF FINANCIAL REGULATIONS AND CONTRACT PROCEDURE RULES

The Director of Resources submitted a report asking Committee to consider the acceptance of the reviewed Financial Regulations and Contract Procedure Rules. These are key components of the Council's Constitution and Corporate Governance arrangements and apply to every Member and officer of the Council and anyone acting on the Council's behalf.

A full review of the existing Financial Regulations had been carried out and no changes were required.

Following the recent review of the Contract Procedure Rules there were several changes and clarifications that were recommended.

- Clarification that exemptions from the Contract Procedure Rules should always be sought from Committee in the first instance. Agreement must continue to be sought from the Head of Legal Services and the Director of Resources where time constraints or urgency restrict the ability to seek committee approval and in such circumstances this should continue to be reported to committee retrospectively. (CPR5 (5.4)).
- Clarification on the arrangements that should be put in place for the scoring of tenders and the parties to be involved. (CPR18 (18.2))
- Specific requirement to include the financial services section in the calculation of any amounts due for liquidated damages under a contract and its inclusion in the contract documentation where relevant. (CPR27 (20.1v))
- Amended percentage at which contract variations must be reported to the Head of Legal Services and the Director of Resources from 10 per cent of tender sum to 5 per cent of tender sum. (CPR22 (22.1a))

With regard to the EU Procurement Directives as the UK leaves the EU on 31 January 2020, a transition period would be entered until the end of December 2020. During this period the EU Procurement Directives would continue to apply by default and after the transition period the Procurement Regulations would also continue to apply as they are now part of UK law.

*** RESOLVED: That Committee recommend to Full Council the acceptance of the revised Contract Procedure Rules. ***

522 FREEDOM MARCH – DUKE OF LANCASTER’S REGIMENT

The Chief Executive submitted a report to Committee seeking their agreement for the Duke of Lancaster’s Regiment to exercise their right as Freeman of the Borough to march through Clitheroe on 28 April 2020. A budgetary provision was required for this and the exact route and timing would be made public nearer the time.

RESOLVED: That Committee welcome the Regiment’s request to march through the borough and agree a budgetary provision of £7,500 for this event.

523 CORPORATE PEER CHALLENGE REVIEW FEEDBACK LETTER

The Director of Resources submitted a report presenting to Committee the feedback letter received from the LGA Corporate Peer Challenge Review.

In summary the peer team felt that the Council had made clear progress in taking forward the recommendations made by the peer team in 2017 and that the challenge was now for the Council to ensure ambitions and values are fully embedded and understood and that succession planning was critical for future continued success.

Members were pleased with the feedback letter and reiterated the need for succession planning to ensure the continued success of the Council.

RESOLVED: That Committee

1. receive the LGA Corporate Peer Challenge feedback letter; and
2. agree the recommendations as set out in the report for an action plan to be brought to a future meeting.

524 REFERENCES FROM COMMITTEES

There were no references from Committees.

525 TREASURY MANAGEMENT MONITORING 2019/20

The Director of Resources submitted a report for Committee’s information on the Treasury Management activities for the period 1 April 2019 to 31 December 2019. The report outlined the following topics:

- Public Works Loan Board;
- borrowing requirements;
- temporary investments;
- Prudential indicators;
- approved organisations;
- recent events; and
- exposures to risk.

RESOLVED: That the report be noted.

526 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.

527 CHRISTMAS LUNCHEON CLUB PROJECT - UPDATE

The Director of Economic Development and Planning submitted a report for Committee's information with an update on the success of the luncheon clubs Christmas grants.

21 applications had been received which were estimated to have supported 929 beneficiaries and the total amount paid out was £3,165.

Going forward opportunities would be developed on how the Council can best support needs in relation to activities that support wellbeing for older persons throughout the borough. The Christmas lunch programme was very well received and the feedback had been very positive.

RESOLVED: That the report be noted.

528 REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

529 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.

530 LOCAL TAXATION AND HOUSING BENEFIT WRITE-OFFS

Committee considered a report asking them to approve the writing-off of a Council Tax debt relating to an individual that was deceased and a housing benefit debt relating to an overpayment of benefit.

RESOLVED: That Committee approve the writing-off of £1,571 of Council Tax debts plus £180 costs and £1,006.50 of housing benefit debt where it had not been possible to collect the amounts due.

The meeting closed at 7.15pm.

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

Minutes of Economic Development Committee

Meeting Date: Thursday, 23 January 2020, starting at 6.30pm
Present: Councillor S Hirst (Chairman)

Councillors:

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

In attendance: Director of Economic Development and Planning, Head of Regeneration and Housing, Head of Cultural and Leisure Services, Head of Financial Services and Planning Policy Assistant.

Also in attendance: Councillor A Knox.

549 APOLOGIES

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

550 MINUTES

The minutes of the meeting held on 14 November 2019 were approved as a correct record and signed by the Chairman.

Minute 375 – A copy of the presentation on Rural Broadband was requested by members.

Minute 376 – An update was requested with regard to the Economic Plan and Rail Improvements.

551 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

552 PUBLIC PARTICIPATION

There was no public participation.

553 REVISED CAPITAL PROGRAMME 2019/2020

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

The original Capital Programme for 2019/20 had been approved by Policy and Finance Committee in February 2019 and since then regular reports had been presented to this Committee on progress with the Capital Programme.

In February 2019 one new capital scheme with a total approved budget of £20,000; since then there had been an addition to the original estimate – one 2018/19 capital scheme had not been completed by 31 March 2019 and had unspent budget of £81,750 and had therefore been transferred into the 2019/20 Capital Programme budget.

As a result of this the total approved budget for this Committee's Capital Programme of two schemes was £101,750.

Following discussions on each of the schemes in the Capital Programme with budget holders, the revised estimate is £20,000, a reduction of £81,750 from the total approved budget, with the £81,750 scheme being moved to the 2020/21 financial year.

The Head of Financial Services reported that at the end of December 2019 there had been no spend on the one scheme in this Committee's Revised Capital Programme but that the scheme was on track to be completed in year.

RESOLVED: That Committee approve the Revised Capital Programme of £20,000 for this Committee as set out in the report.

554 REVISED REVENUE BUDGET 2019/2020

The Director of Resources submitted a report outlining the revised revenue budget for 2019/20 for this Committee. Members were reminded that at this time of year the estimates are revised for the current financial year in order to predict the likely outturn. This also assists in preparing the original estimates for the coming financial year.

The original budget for 2019/20 included provision for pay increases at 3% and price increases at 2%. As well as using data on past performance, there had been detailed discussions with budget holders and Heads of Service on past service provision and on future plans which played an integral part in the budget setting process. The Head of Financial Services informed Committee that the revised budget for 2019/20 showed an increase in net expenditure of £9,360 more than the original estimate.

A comparison between the original and revised budgets for each cost centre was included for Committee's information and the significant variances were highlighted.

The difference between the revised and original estimate was an increase in net expenditure of £9,360.

RESOLVED: That Committee agree the revenue revised estimate for 2019/20.

555 ORIGINAL REVENUE BUDGET 2020/21

The Director of Resources submitted a report asking Committee to agree the draft revenue budget for 2020/21 for this Committee for consideration at Special Policy and Finance Committee.

With regard to the Council's overall financial position, she reminded Members that in September the four-year budget forecast had predicted the following

budget gaps; £0k in 2020/21, £372k in 2021/22, £410k in 2022/23 after allowing for the use of general fund balances.

She also reminded Members that 2019/20 was the final year of the multi-year grant settlement from the Government. The Government had also announced a delay to the implementation of 75% business rate retention and the Fair Funding Review until April 2021.

On 20 December 2019 the Government announced the provisional financial settlement; for Ribble Valley this would mean

- A Business Rate Baseline of £1,354,393
- Our negative Revenue Support grant will be reset to zero
- New Homes Bonus allocation of £1,758,302
- Rural Services Delivery Grant of £107,921
- Revocation of the Lancashire 75% Business Rate Pilot but designation of a new Lancashire 50% Business Rate Pool

The Budget Working Group would continue to meet over the coming weeks and they would ultimately make recommendations to Special Policy and Finance Committee on 4 February 2020 in order to achieve a balanced budget.

There had been in-depth service analysis and meetings between accountants, budget holders, Heads of Service and Management Team. The proposed draft budget was now presented to Members.

Estimates had been prepared on current levels of service allowing for pay increases at 3% and price increases at 2%. The budget for each cost centre within the report was presented individually showing the original estimate, savings, inflation, variations to the standard budgeted inflation, unavoidable changes to service costs, support services and capital charges, which then culminated in the draft original estimate for 2020/21.

The report detailed individual budget areas under this Committee and comments were provided on the main variances.

The draft budget was summarised in two ways; one over the cost of the service provided by the Committee (objective) and the other over the type of expenditure and income (subjective).

The net expenditure for this Committee is estimated to increase by £22,370 from £288,990 to £311,360. The main reasons for the net increase were summarised for Committee's information.

RESOLVED: That Committee agree the revenue original estimate for 2020/21 and submit this to Special Policy and Finance Committee.

556 BOUNDARY SIGNS

The Director of Community Services submitted a report outlining the proposals for installation of larger boundary signs.

The issue of signs was originally raised at this Committee in relation to brown tourism signs that led to reports on gateway signs and subsequently a capital

budget bid was made and agreed for the installation of new boundary signs based on the new gateway signs which the Department for Transport and the Department for Culture, Media and Sport introduced.

The Borough Council currently has a number of boundary signs on a range of roads from the A59 to B roads which are all of a similar format, with the Coat of Arms and welcome to the borough in words.

Committee were informed that if a sign is replacing an existing sign, Department for Transport approval is not required, only permission from Lancashire County Council has to be sought. However the Lancashire County Council as the Highway Authority, set the guidelines based on Department for Transport rules for safety on the highway and on a road with a 60mph limit the minimum distance from the carriageway is 0.45m.

It was proposed that the two boundary signs on the A59 be replaced with larger welcome signs which replicate what is there now but on a bigger scale.

There was also the need to replace an existing sign which was damaged at Sabden Road, Simonstone with the same standard size sign.

The replacement of these signs could be completed by the end of March 2020 subject to gaining the required permissions from Lancashire County Council and supplier delivery timescales.

There was some discussion on the proposed wording on the signs and the consensus was that they should remain the same as they are now.

Committee were informed that nobody other than Lancashire County Council have statutory legal powers to interfere with road signs.

Councillor Allan Knox was given permission to speak on this item.

RESOLVED: That Committee approve the installation of two new welcome signs as outlined in the report and the replacement of the one damaged existing sign at Simonstone.

557 EMPLOYMENT LAND MONITOR

The Director of Economic Development and Planning submitted a report providing information regarding employment land availability across the Ribble Valley.

The report outlined the existing port folio in terms of commercial stock available and the approved applications for planning permissions.

RESOLVED: That the report be noted.

558 REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

The meeting closed at 7.03pm.

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

Minutes of Licensing Committee

Meeting Date: Tuesday, 28 January 2020, starting at 6.30pm
Present: Councillor G Mirfin (Chairman)

Councillors:

R Baxter	S Hore	S Rainford
R Bennett	A Knox	M Robinson
D Berryman	D O'Rourke	G Scott
S Hirst	S O'Rourke	N Walsh

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

Also in attendance: Councillor B Buller.

559 APOLOGIES

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

560 MINUTES

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

561 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

562 PUBLIC PARTICIPATION

There was no public participation.

563 AMENDMENT OF CONDITIONS FOR PRIVATE HIRE OPERATORS

The Chief Executive submitted a report to seek Committee's approval for the further restriction on the drivers and vehicles that may be engaged by an operator providing private hire services in the Ribble Valley. Background to the report was given by the Council's solicitor, highlighting concerns raised by licence holders attending the public meeting of 12 November 2019 regarding vehicles other than Ribble Valley licenced Hackney Carriages plying for hire in the Ribble Valley. The issue also causes concern due to the disparity in conditions for vehicles and drivers imposed by different local authorities and the different levels of licensing fees.

Committee was asked to approve in principle the addition of a further condition regarding the use of Hackney Carriages licensed by another authority providing Private Hire services in the Ribble Valley to the licences of Private Hire operators. The Solicitor noted that there would be additional resources required in receiving and coordinating the additional information to be supplied by operators, although it was anticipated that the level of reporting of such out of borough hackney carriages would be relatively modest.

Committee was informed that Private Hire operators' licences are due to be renewed on 1 February 2020. The existing conditions would be attached at the point of renewal, with operators being made aware on renewal of the proposed changes which would have to be introduced later in the licence period, if the amendment was adopted by Committee following consultation.

Councillors discussed various aspects of the report including the length of required consultation and conditions used by other authorities.

RESOLVED: That Committee

1. approve in principle of the proposed additional condition for Private Hire operators as set out in the report; and
2. authorise the Head of Legal and Democratic Services to consult licence holders and other statutory consultees (eg Police/LCC) upon the introduction of the proposed amendment.

564 MINUTES OF PUBLIC MEETING WITH LICENCE HOLDERS HELD ON 12 NOVEMBER 2019

The minutes of the public meeting with licence holders on 12 November 2019 were circulated for Committee's information. Councillors discussed issues arising from the meeting and the Head of Legal and Democratic Services reminded Committee of their ability to request reports to future meetings of the Committee to investigate items further as required.

RESOLVED: That the report be noted.

565 MINUTES OF LICENSING SUB-COMMITTEE – 15 NOVEMBER 2019

The minutes of the Licensing Sub-Committee held on 15 November 2019 were received by Committee.

RESOLVED: That the report be noted.

566 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.

567 POLICE VISITS: CLITHEROE TOWN CENTRE

The Chief Executive submitted a report to inform Members about information received from the Lancashire Police Licensing Officer, Sgt Gary Hennigan. Following a pattern of activity in early December suggesting a problem with licensed premises in the vicinity of Clitheroe Market Place, Sgt Hennigan carried out a series of visits to licensed premises in the area and had reported on the outcome which was generally satisfactory. Sgt Hennigan had also been given an opportunity to comment on any problems arising over the Christmas and New Year period and had reported that there were no serious problems.

Members discussed various aspects of the report including their authority to communication the confidential aspects of this report to the Community Safety Partnership, and the ongoing status of the Pub Watch scheme.

RESOLVED: That the report be noted.

The Chairman and Members thanked the Head of Legal and Democratic Services for her work supporting the Committee and wished her a happy retirement.

The meeting closed at 7.07pm.

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

Minutes of Parish Councils' Liaison Committee

Meeting Date: Thursday, 30 January 2020, starting at 6.30pm
Present: M Highton (Chairman)

Councillors:

A Brown	D Peat
B Buller	G Scott
B Hilton	R Sherras
B Holden	R Thompson
S Hore	N Walsh
G Mirfin	

Parish Representatives:

K Barker	Balderstone
E Twist	Bolton-By-Bowland, Gisburn Forest and Sawley
C Davies	Bowland with Leagram
B Green	Chipping
D Walmsley	Chipping
E Pickup	Clayton-le-Dale
R Assheton	Downham
K Hutton	Grindleton
M Gee	Hothersall
H Gee	Longridge Town Council
P Ainsworth	Osbaldeston
D Groves	Ribchester
T Perry	Rimington
P Vickers	Sabden
P Boyes	Salisbury
R Hirst	Simonstone
P Brown	Whalley
J Bremner	Wilpshire
A Scholfield	Wiswell

In attendance: Chief Executive and Head of Regeneration and Housing.

568

APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Borough Councillors L Edge and J Schumann, and from the following Parish Representatives:

D Bland	Aighton, Bailey & Chaigley
R Carr	Bowland Forest (Higher)
Alan Schofield	Clayton-le-Dale
P Rigby	County
S Rosthorn	Paythorne and Newsholme
J Brown	Whalley

569

MINUTES

The minutes of the meeting held on 21 November 2019 were approved as a correct record and signed by the Chairman.

570 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

571 PUBLIC PARTICIPATION

There was no public participation.

572 ROTARY TREE CHALLENGE – VERBAL PRESENTATION BY DAVID BERRYMAN ON BEHALF OF THE ROTARY CLUB OF CLITHEROE

The Chairman welcomed Em Lloyd-Davis of the Rotary Club of Clitheroe who presented on the Rotary Tree Challenge. The presentation gave an overview of the challenge and asked Parish Representatives to explore land where trees might be planted, particularly community owned land. Representatives were informed that suitable sites could be reported to Borough Councillor Berryman. Committee discussed various aspects of the presentation and raised several queries.

The Chairman thanked Mr Lloyd-Davis for attending the meeting.

573 HERITAGE OPEN DAYS – VERBAL PRESENTATION BY MAUREEN FENTON

A presentation on Heritage Open Days was given by Ms Maureen Fenton and Mrs Ruth Thompson, coordinators for Heritage Open Days in the Ribble Valley. They updated committee on the successes of the previous year's events with particular reference to benefits to the local economy. This year's theme is Hidden Nature and it was noted that this was particularly relevant for the Ribble Valley. The presenters detailed some potential options for events that could be run this year and noted that the programme of events is due to go live on the Heritage Open Day website in July.

The Chairman thanked Mrs Fenton and Mrs Thompson for attending the meeting.

574 PUBLIC HEALTH – CONCERNS REGARDING SUBSTANCE MISUSE IN THE RIBBLE VALLEY

The Head of Regeneration and Housing gave a verbal report on issues around Public Health in the Ribble Valley and issues around drug use and anti-social behaviour. Representatives were informed of initiatives involving community groups and a member briefing for Borough Councillors on these issues due in February.

Representatives were requested to send any information they have on these issues to the Head of Regeneration and Housing to ensure a full picture is known to the Council.

575 UPDATE FROM PENDLE HILL PARTNERSHIP

Representatives were shown a video presentation on the ongoing work of the Pendle Hill

576

MATTERS BROUGHT FORWARD BY PARISH COUNCILS

- a) Wiswell Parish Council – Update on experience using Lancashire County Council’s ‘Report IT’ system. Alan Scholfield, Parish Councillor for Wiswell, updated representatives on experiences in using the County Council’s Report IT system. Issues with potholes, signage and road markings were identified though the experience with lighting had been better. Representatives were encouraged to continue reporting any faults or issues to ensure a full picture of outstanding problems was presented to the County Council.

577

REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor R Sherras, Armed Forces Champion, updated Representatives on plans to commemorate VE and VJ Day and requested that any events known to Parishes be reported to him. A note with details on this request will be circulated.

578

DATE AND TIME OF NEXT MEETING

The Chairman reported that the next meeting would be at 2 April 2020

The meeting closed at 7.48pm.

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

Minutes of Special Policy & Finance Committee

Meeting Date: Tuesday, 4 February 2020, starting at 6.30pm
Present: Councillor S Atkinson (Chairman)

Councillors:

S Bibby	J Hill
A Brown	M Hindle
S Carefoot (6.37pm)	S Hore
J Clark	A Knox
S Fletcher	D Peat
M French	

In attendance: Director of Resources, Chief Executive, Director of Community Services, Head of Financial Services.

Also in attendance: Councillor B Buller.

579 APOLOGIES

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

580 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

581 PUBLIC PARTICIPATION

There was no public participation.

582 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2020/21

The Director of Resources submitted a report for Committee's information providing details of the provisional finance settlement for 2020/21. The Local Government Finance Settlement is the annual determination of funding to Local Government and is approved by the House of Commons.

The Secretary of State for Housing, Communities and Local Government, Robert Jenrick MP, issued a written Ministerial Statement to the House of Commons which set out the Local Government Finance Settlement for 2021. The consultation period ended 17 January 2020 and it was expected the final settlement would be laid before the House of Commons in February.

2019/20 was the final year of the 4-year multi-settlement. A review of both the fair funding and business rate retention had been expected to be completed and effective from 2020/21. However in September the Government announced that these were both being put back until April 2021. Our settlement was therefore only for 1-year.

To reflect the 1-year spending round the Government was proposing to roll forward core components of the 2019/20 Local Government finance settlement and there would be additional funding of £1.5bn available for adults and children's social care.

The Government also intended to increase elements of core settlement funding in line with inflation and maintain key Local Government grants at 2019/20 levels.

These would include:

- updating the 2019/20 settlement funding assessment in line with the change in the small business non-domestic rating multiplier; and
- eliminating negative RSG in 2020/21 which would mean Ribble Valley would be £109k better off.

With regard to the rural services delivery grant the Government had announced that they would continue with this at previous levels of £81m. For Ribble Valley this would mean we will receive £107,921 the same allocation as in 2019/20.

The Director of Resources reminded Committee that the Government had announced reforms to the New Homes Bonus Scheme following a consultation exercise in December 2016, however following a recent technical consultation the Government were now proposing the following for 2020/21:

- No change to the payments baseline at 0.4%.
- Retaining the £900m top slice of RSG to fund the NHB payments.
- A new round of allocations for 2020/21 allocated in line with previous years.
- Making no legacy payments on these new allocations but making legacy payments on allocations from previous years.

This would mean our in-year allocation for 2020/21 would increase from £464k to £490k. Evidence of the impact of down bandings had also been submitted. Our total provisional allocation for next year is £1.758m compared with £1.666m in 2019/20.

The Government had confirmed that 75% business rate pilots would cease at the end of March 2020. However an application for the 50% Lancashire Pool had been approved. This would operate on the same basis as it did in 2018/19 with Members benefitting from retaining levies on growth above their baseline instead of paying these over to the Government. Lancashire County Council would receive 10% of the total retained levies. In addition as Lead Authority we would receive £20,000 and act as a channel for all payments to and from MHCLG.

With regard to Council Tax, the Director of Resources informed Committee that the Government had decided upon several referendum principles which included Shire District Councils in two tier areas being allowed increases of up to 3% or £5 whichever was higher; this would not apply to Parish or Town Councils.

The Budget Working Group had considered the draft provisional settlement at its meeting on 16 January 2020 and submitted a response to the consultation, that was included in the report for Committee's information.

RESOLVED: That the report be noted.

583 OVERALL REVISED CAPITAL PROGRAMME 2019/20

The Director of Resources submitted a report informing Committee of the overall revised Capital Programme for 2019/20.

The original programme had been approved by Full Council in March 2019 and regular reports had been presented to all Committees on progress with the schemes. The total approved Capital Programme for 2019/20 was £4,099,300 over 33 schemes. The revised estimate for each of these schemes had been determined following discussion with budget holders regarding their progress and estimated full year expenditure.

The revised Capital Programme now showed at £3,562,870 for 29 schemes which was a reduction of £536,430 from the previously approved Capital Programme budget and a reduction of 4 schemes. The main reasons for the budget changes were outlined in the report. These included the schemes where full budget was proposed to be moved to 2020/21, where part of the budget was proposed to be moved to 2020/12, where scheme had been reduced or increased and where budgets were to be transferred between schemes in year.

The report went on to outline how the Capital Programme had been financed with a summary of the movement on the capital earmarked reserve.

The Council relies heavily on the use of its earmarked reserves to fund the Capital Programme. In 2019/20 the estimated use of earmarked reserves would be £2,539,580. The balance of the funding comes from grants and contributions of £905,290 and borrowing of £118,000. The Council's policy was to maintain the capital earmarked reserve at or above the minimum recommended balance of £350,000, which it would be for 2019/20.

At the end of December 2019 £2,601,569 had been spent or committed on Capital Programme schemes. This equated to 73% of the full year proposed revised Capital Programme budget. 11 of the 29 schemes had been completed and of the other 18 schemes in the programme, 9 were currently on track to be completed in year; 3 were on track to be completed in year subject to tight procurement, permissions and supplier target dates being met; 1 was on track to be fully completed in year workwise but financial completion in 2020/21; 3 would be partly completed at year end and fully completed in 2020/21; and 2 were ongoing demand-led capital grant schemes. Progress on these schemes with variances were outlined in the report.

RESOLVED: That Committee approve the overall revised Capital Programme for 2019/20.

FIVE-YEAR CAPITAL PROGRAMME 2020/21 TO 2024/25

The Director of Resources submitted a report with details of the previously approved Capital Programme schemes for 2020/21 to 2022/23 asking for Member consideration of a number of adjustments. The report also asked for Member consideration of the new capital scheme bids that had been submitted for the future 5-year Capital Programme 2020/21 to 2024/25 that would be recommend to Full Council on 3 March 2020.

Full details of all these bids had been presented to Service Committees during the October/November 2019 cycle of meetings as part of the forward Capital Programme reports.

The Budget Working Group, together with Corporate Management Team had met to consider the draft programme and made a number of adjustments; these were highlighted.

The review of the capital bids focused on the level of uncertainty around future local government funding at this time, notably New Homes Bonus and Business Rates.

With significant finance reforms expected by April 2021 it was seen as prudent to approve new schemes that could be afforded with limited use of resources, with no use of New Homes Bonus monies and use of Business Rates Growth being limited to approximately £500,000.

It was noted that those schemes that had not been proposed for inclusion in the capital programme had not been excluded on a permanent basis, but that any decision would be deferred until next year when further details around local government funding should be known, allowing more informed decision making.

The final proposed 5-year Capital Programme was summarised for Committee to consider.

Committee	2020/21	2021/22	2022/23	2023/24	2024/25	TOTAL
Community Services	1,614,000	578,200	626,900	510,800	451,000	3,780,900
Economic Development	81,750	0	0	0	0	81,750
Health and Housing	513,940	424,300	397,000	509,600	397,000	2,241,840
Planning and Development	40,920	0	0	0	0	40,920
Policy and Finance	204,530	0	226,600	118,200	88,080	637,410
TOTAL	2,455,140	1,002,500	1,250,500	1,138,600	936,080	6,782,820

Committee	2020/21	2021/22	2022/23	2023/24	2024/25	TOTAL
Disabled Facility Grants	-347,000	-347,000	-347,000	-347,000	-347,000	-1,735,000
VAT Shelter Earmarked Reserve	-162,960	-50,000	-50,000	-50,000	0	-312,960
Capital Earmarked Reserve	-114,210	0	0	-401,982	0	-516,192
New Homes Bonus Earmarked Reserve	-272,000	-272,000	0	-306,637	0	-850,637
ICT Renewals Earmarked Reserve	-30,000	0	-24,241	0	-63,400	-117,641
Vehicle and Plant Renewal Earmarked Reserve	0	0	-37,500	-13,530	0	-51,030
Fleming VAT Earmarked Reserve	-15,100	0	-38,272	-5,451	0	-58,823
Refuse (Wheeled Bins) Earmarked Reserve	-13,000	-13,000	-13,000	-14,000	-15,000	-68,000
Business Rates Growth Earmarked Reserve	-60,880	0	-474,387	0	-480,680	-1,015,947
Planning Earmarked Reserve	-14,500	0	0	0	0	-14,500
Rural Services Delivery Grant Earmarked Reserve	-72,690	0	0	0	0	-72,690
Usable Capital Receipts	-65,800	-98,260	-266,100	0	0	-430,160
Borrowing	-1,287,000	0	0	0	0	-1,287,000
External Funding towards Castle Keep Repointing	0	-222,240	0	0	0	-222,240
External Funding towards Mardale Changing Rooms	0	0	0	0	-30,000	-30,000
TOTAL	-2,455,140	-1,002,500	-1,250,500	-1,138,600	-936,080	-6,782,820

Committee considered the proposed Capital Programme as outlined taking into account the proposed financing of the programme and the impacts of the proposals on the capital reserve.

RESOLVED: That Committee

1. recommend to Full Council the Capital Programme for 2020/21 to 2024/25 as set out in Annex 1 of the report; and

2. ask officers to carry out a feasibility study regarding the Chester Avenue Car Park scheme and submit this to Policy and Finance Committee for further consideration.

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OVERALL REVENUE BUDGET 2020/21

The Director of Resources submitted a report asking Committee to approve the revised Revenue Budget for 2019/20 and to recommend a Revenue Budget and Council Tax requirement for 2020/21 to Full Council on 3 March 2020.

She gave a brief overview of the current year's revised budget for 2019/20 highlighting the main reasons for net expenditure having increased by £62k.

A significant element of our income is business rate growth and the Director of Resources outlined the latest estimate of Ribble Valley's share of business rate income for the current year. Also showing the benefit from retaining a levy as a member of the current Lancashire Business Rate Pool. In 2019/20 we would retain additional growth of £663,476 simply from being a 75% pilot member.

When setting the original budget it had been agreed to use £675,514 of business rate growth to fund the Revenue Budget and £1,522,540 to fund the Capital Programme. Based on the latest position we expect to receive £2.360m, use £1,381,940 to fund the Capital Programme and £675,514 to fund the Revenue Budget; therefore the revised difference of £302,207 would be added to the business rate growth reserve.

She highlighted the forecast transfers to and from earmarked reserves compared with the original estimate and also gave a summary of the changes.

The overall position showed that instead of taking £94k from general fund balances at the end of the year, based on these revised estimates we would be taking £156k from balances.

Looking forwards to 2020/21, the Director of Resources briefly highlighted the key elements of the provisional grant settlement for 2020/21; rural services delivery grant, negative revenue support grant and future year's Government funding.

The report went on to detail the Council Tax Base and the Council Tax Referendum criteria. The Director of Resources highlighted the fact that the current Band D tax of £150.69 meant that Ribble Valley was in the bottom quartile of all Councils at 30th out of 192 district councils and the lowest across Lancashire districts. The report highlighted the potential amount of income which could be generated by increasing our Council Tax by £5 (the maximum allowed for next year). This would generate £118,115 each year in extra revenue and in addition the increase to our tax base generates a further £62,386.

Reference was made to the New Homes Bonus Scheme and the Director of Resources informed Members that our in-year allocation for 2020/21 would increase from £464k to £490k.

With regard to the Business Rate Retention Scheme our NNDR1 return had been submitted and based on the new 50% Lancashire Business Rate Pool

arrangements which would replace the 75% Lancashire Pilot it was anticipated our share of business rates for next year would be £1,981,033 of which £857,000 would be used to fund the Revenue Budget leaving a surplus of £1,105,519 to add to earmarked reserves or used to fund capital expenditure.

She drew Members' attention to the fact that the estimated balance of the volatility reserve stands at £1.682m. This was sufficient to provide a safety net protection which we have had to forgo as a pool member at 92.5% of our business rate. Since reaching this level we have created a business rate growth earmarked reserve to support both the Revenue Budget and Capital Programme.

With regard to the Revenue Budget 2020/21 the Committee expenditure was set to increase by £228k; the reasons for this were varied and had been reported to Service Committees in budget reports. After adding charges to the budget not included in budget reports, the total budget gap was £36,927.

The Director of Resources also highlighted other major changes not included in Committee budgets for 2020/21:

- Review of Local Plan – estimated costs over 3 years - £300,000.
- Paper – a reduction in income of £44,300 last year, and worsening conditions.
- Pay award – the pay award for 2020/21 had not yet been settled with the staff pay claim at 10% and only 3% allowed in the budget.
- Personnel Committee – at their meeting on 15 January 2020 had agreed to make 2 posts full-time - £16,500.
- Difficulties in recruitment and retention – remuneration packages may well have to be considered again, having experienced difficulties in retaining and recruiting posts.
- Feasibility study for Edisford Car Park extension – a feasibility study would be carried out before the Edisford Car Park extension scheme was progressed - £10,000.
- Freedom March – extra revenue budget for the Freedom March in April - £7,500.

The Director of Resources reminded Committee that the Budget Working Group had met frequently throughout the year to consider the Council's financial position and have made a number of recommendations in order to achieve an affordable budget:

- That the costs of reviewing the Local Plan should be added to the Revenue Budget and that year 2 and 3 costs should also be included in the budget forecast at £190,000, £108,000, £2,000 respectively.
- The inclusion of all other extra added growth items including establishment charges, Freedom March and the feasibility study for Edisford Car Park at £34,000.
- The impending changes to the New Homes Bonus Scheme be recognised and that £1,105,000 be used to fund the 2020/21 Revenue Budget.

- That £875,501 of business rate growth be used to support the 2020/21 Revenue Budget.
- That the level of Council Tax be increased by £5 in our Band D tax for 2020/21 to assist in bridging the budget gap - £118,115.
- That the remaining shortfall of £142,802 be met from general fund balances.

The Director of Resources went on to inform Committee of the robustness of the estimated and adequacy of the Council's balances and reserves.

She outlined the recommended Revenue Budget for 2019/20/21 with expenditure of £5,256,980 which after use of balances would result in a net budget of £5,114,168. This would still leave £2.173m in general fund balances at the end of March 2021.

The Director of Resources gave Committee a summary of the updated 3-year budget forecast for the Revenue Budget assuming that the 2020/21 budget was agreed and highlighted the budget gap over the next 3 years. She pointed out that the outcome of the fair funding review, the potential changes to the New Homes Bonus Scheme and the implications of business rate retention reforms would be crucial in terms of the future budget forecast.

RESOLVED: That Committee

1. approve the revised budget for 2019/20;
2. approve the Budget Working Group's recommendations and set a budget and Council Tax requirement for 2020/21 as set out:

BUDGET AND COUNCIL TAX REQUIREMENT	
	£
RVBC Net Budget	5,114,168
Plus Parish Precepts (Annex 7)	507,581
	5,621,749
Less - Settlement Funding Assessment	-1,354,393
Net Requirement Before Adjustments	4,267,356
Council Tax Surplus	-81,910
Council Tax Requirement (Including Parishes)	4,185,446

3. recommend the budget and Council Tax requirement to the Full Council meeting on 3 March 2020.

The meeting closed at 7.36pm.

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

Minutes of Planning and Development Committee

Meeting Date: Thursday, 6 February 2020 starting at 6.30pm
Present: Councillor A Brown (Chairman)

Councillors:

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

In attendance: Director of Economic Development and Planning, Head of Legal and Democratic Services, Head of Planning Services, Head of Regeneration and Housing.

Also in attendance: Councillors S Hore, J Schuman and M Robinson.

586 APOLOGIES

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

587 MINUTES

The minutes of the meeting held on 9 January 2020 were approved as a correct record and signed by the Chairman.

588 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

Councillor J Rogerson declared an interest in planning application 3/2019/0969 – Guide Hut, Irwell Street, Longridge.

589 PUBLIC PARTICIPATION

There was no public participation.

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

(Councillor Rogerson declared an interest in the next item of business and left the meeting.)

1. APPLICATION REF: 3/2019/0969/P
GRID REF: SD 360510 437370

DEVELOPMENT DESCRIPTION:

REPLACEMENT GUIDE HUT, IRWELL STREET, LONGRIDGE PR3 3NA

APPROVED 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 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.

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

Location Plan
Proposed Elevations and Floor Plans A2768/PL02

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

3. Precise details of external materials and surfacing materials shall be submitted to and agreed in writing before use.

REASON: To ensure that the appearance of the development is appropriate to the character of the building and setting of the area.

4. This permission shall be in strict accordance to the Construction Method Statement received on the 23/1/20 and the approved statement shall be adhered to throughout the construction period of the development.

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

(Councillor Rogerson returned to the meeting).

2. APPLICATION REF: 3/2019/0796
GRID REF: SD 374452 442021

DEVELOPMENT DESCRIPTION:

PROPOSED DEMOLITION OF EXTENSION AT THE REAR OF ST MARY'S CENTRE AND CONSTRUCTION OF FOUR APARTMENTS AT THE INSTITUTE REAR OF ST MARY'S CENTRE, CHURCH STREET, CLITHEROE BB7 2DD

The Head of Planning Services suggested a modification to the reason for refusal.

REFUSED for the following reason:

1. The proposal given its design, massing, elevational treatment and proposed residential curtilage at the front of the proposed dwellings would be harmful to the character and appearance of Clitheroe Conservation Area and the setting of listed buildings. This is contrary to Key Statement EN5 and Policies DME4 and DMG1 of the Ribble Valley Core Strategy.

(Judith Douglas spoke in favour of the above application.)

3. APPLICATION REF: 3/2019/0927
GRID REF: SD 366324 431248

DEVELOPMENT DESCRIPTION:

APPLICATION FOR OUTLINE CONSENT FOR ONE NEW DWELLING AT LAND BETWEEN 34 AND 40 GEORGE LANE, READ BB12 7RH

The Head of Planning Services reported one additional letter of objection.

DEFERRED AND DELEGATED to the Director of Economic Development and Planning for approval subject to it being publicised in accordance with the requirements of article 15(3) of the Development Management Procedure Order and there being no new issues raised by any representations and subject to the following conditions:

1. Application for approval of reserved matters must be made not later than the expiration of three 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 three years from the date of this permission; or
 - (b) The expiration of two 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: This condition is required to be imposed by the provisions of Section 92 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The details in respect of the submission of any reserved matters shall be in substantial accordance with the Planning, Design and Access Statement (19-054) and the following approved drawings:

1103-05 A - Location Plan (received 15/01/2020)
1103-02 B – Site Layout Plan (received 15/01/2020)

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

3. Detailed plans indicating the design and external appearance of the buildings, landscape and boundary treatment, parking and manoeuvring arrangements of vehicles, including a contoured site plan showing existing features, the proposed slab floor level and road level (called the reserved matters) shall be submitted to and approved by the Local Planning Authority before development commences.

For the avoidance of doubt, the landscape and boundary treatment details shall provide for a comprehensive landscaped boundary between the application site and Hammond Ground. The development shall be carried out in accordance with the approved details.

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 and to ensure that the boundary with Hammond Ground is satisfactorily landscaped.

4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 there shall not at any time in connection with the development hereby permitted be erected or planted or allowed to remain upon the land hereinafter defined any building, wall, fence, hedge, tree, shrub or other device.

The visibility splay to be the subject of this condition shall be that land in front of a line drawn from a point 2.4m measured along the centre line of the proposed road from the continuation of the nearer edge of the carriageway of George Lane to points measured 45m in each direction along the nearer edge of the carriageway of George Lane, from the centre line of the access, and shall be completed prior to first occupation of the development at footway/verge level in accordance with a scheme to be first agreed in writing by the Local Planning Authority and retained thereafter in perpetuity.

REASON: To ensure adequate visibility at the street junction or site access.

5. Prior to commencement of any site works including delivery of building materials and excavations for foundations or services all trees identified to be retained in the Arboricultural Impact Assessment (Bowland Tree Consultancy, December 2019) shall be protected in accordance with the BS5837:2012 [Trees in Relation to Demolition, Design & Construction].

The protection zone must cover the entire branch spread of the trees, [the area of the root soil environment from the trunk to the edge of the branch spread] and shall remain in place until all building work has been completed and all excess materials have been removed from site including soil/spoil and rubble.

During the building works no excavations or changes in ground levels shall take place and no building materials/spoil/soil/rubble shall be stored or redistributed within the protection/exclusion zone, in addition no impermeable surfacing shall be constructed within the protection zone.

No tree surgery or pruning shall be implemented without prior written consent, which will only be granted when the local authority is satisfied that it is necessary is in accordance with BS3998 for tree work and carried out by an approved arboricultural contractor.

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.

6. The development shall be carried out in strict accordance with the recommendations of the Ecological Assessment (Penny Anderson Associates, August 2019) and Bat Survey Report (September 2019) that were submitted with the application.

If development has not commenced within two years from the date of this permission then the value of the site for bats should be reassessed and the

findings of the survey and any additional mitigation measures proposed shall be submitted to and approved in writing by the Local Planning Authority. Thereafter the development shall be carried out in accordance with the approved details.

REASON: To ensure that no species/habitat protected by the Wildlife and Countryside Act 1981 are destroyed or harmed.

7. No development, including any site preparation, demolition, scrub/hedgerow clearance or tree works/removal 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 / artificial bat roosting sites have been submitted to, and approved in writing by the Local Planning Authority. The agreed provisions shall be installed prior to first occupation of the development and be retained at all times thereafter.

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

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

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

NOTE

The applicant's attention is drawn to the consultation response received from United Utilities. There is a water main (with easement) crossing the development site and unrestricted access is required for operating and maintaining it. It is recommended that the applicant contacts United Utilities Property Services team to discuss how the proposals may interact with the easement.

(Ben Pycroft spoke in favour of the above application).

4. APPLICATION REF: 3/2019/0954
GRID REF: SD 373687 440694

DEVELOPMENT DESCRIPTION:

DEMOLITION OF EXISTING WORKSHOP BUILDINGS CONVERSION OF TWO MAIN VACANT MILL STRUCTURES TO PROVIDE 25 RESIDENTIAL APARTMENTS ERECTION OF CYCLE/REFUSE STORE, LAYING OUT OF PARKING AND CIRCULATION AREAS AND ASSOCIATED LANDSCAPING. LODEMATIC LTD, PRIMROSE WORKS, PRIMROSE ROAD, CLITHEROE BB7 1BS

DEFERRED and DELEGATED to the Director of Economic Development and Planning for approval following the satisfactory completion of a Legal Agreement, within 3 months from the date of this Committee meeting or delegated to the Director of Economic Development and Planning in conjunction with the Chairperson and Vice Chairperson of Planning and Development Committee should exceptional circumstances exist beyond the period of 3 months and 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:

- Location Plan Rev: A:
- 5857-07 Rev: C: Proposed Lower Floor Plan
- 5857-08 Rev: C: Proposed Ground Floor Plan
- 5857-09 Rev: C: Proposed First Floor Plan
- 5857-10 Rev: B: Proposed second Floor Plan
- 5857-11 Rev: D: Proposed Elevations
- 5857-12 Rev: C: Proposed Section A-A
- 5857-13 Rev: A: Existing and Proposed Site Section C-C
- 5857-14 Rev: C: Existing and Proposed Site Section D-D
- 5857-15 Rev: H: Proposed Site Plan
- 5857-16 Rev: F: Visibility Splay
- 5857-18 Rev: A: Proposed Internal Courtyard Elevations
- 5857-19 Rev: C: Proposed Access Road Surfacing and Refuse Collection Point
- 5857-20 Rev: A: Swept Path Analysis

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

Matters of Design

3. Notwithstanding the submitted details, details or specifications of all new or replacement materials to be used on the external surfaces of the development hereby approved (including external surfaced areas and car-parking) 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 existing buildings.

4. Notwithstanding the submitted details, no other work other than site clearance/demolition shall be undertaken until details, at a scale of not less than 1:20, of each elevation have been submitted to and approved by the Local Planning Authority. For the avoidance of doubt the sections shall clearly detail all eaves, guttering/rain water goods, soffit/overhangs, window/door reveals and the proposed window/door framing profiles and materials. The development shall be carried out in strict accordance with the approved details.

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

enhances the character and external appearance of the buildings to be converted.

5. Notwithstanding the submitted details, no other work other than site clearance/demolition shall be undertaken until details, at a scale of not less than 1:20, of the glazed canopy have been submitted to and approved by the Local Planning Authority. The development shall be carried out in strict accordance with the approved details.

REASON: In order that the Local Planning Authority may ensure that the detailed design of the proposal is appropriate to the locality and conserves and enhances the character and external appearance of the buildings to be converted.

6. Details of the alignment, height, and appearance of all boundary treatments, fencing, walling, retaining wall structures and gates to be erected within the development shall have been submitted to and approved in writing by the Local Planning Authority prior to their installation. The development shall be carried out in strict accordance with the approved details.

To ensure a satisfactory standard of appearance of the external areas of the development in the interests of the visual amenities of the area.

Notwithstanding the submitted details, the proposed roof-lights to be installed on the development hereby approved shall be of the Conservation type, recessed with a flush fitting, details of which shall be submitted to and approved in writing by the Local Planning Authority prior to installation. The development shall be carried out in strict accordance with the approved details.

REASON: In order that the Local Planning Authority may ensure that the detailed design of the proposal does not undermine the inherent character of the buildings to be converted.

7. The area to be resurfaced as indicated on drawing 5857-19 C shall be fully surfaced and made available for use prior to first occupation of any of the dwellings hereby approved.

REASON: To ensure safe and adequate access is provided for motor-vehicles and pedestrians.

8. The cycle storage provision hereby approved shall be installed and made available for use prior to first occupation of any of the dwellings hereby approved and thereafter retained.

REASON: To ensure adequate storage for bicycle is provided on site and to encourage sustainable modes of transport.

Landscape and Ecology

9. Details of bat mitigation proposals as contained within submitted Bat Survey (Ref 5857 dated Sept 2019) shall be submitted to and approved in writing by the Local Planning Authority prior to installation. The approved details shall be implemented in full and be made available for use prior to first occupation of any of the dwellings hereby approved and thereafter retained.

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

10. Unless otherwise agreed in writing the Local Planning Authority the development shall be carried out in strict accordance with the recommendations and timings contained within the Bat Survey (Ref 5857 dated Sept 2019).

REASON: To protect the bat population from damaging activities and to mitigate the impact of the development upon species of conservation concern.

11. Notwithstanding the submitted details, no development, including any site preparation, demolition, scrub/hedgerow clearance or tree works/removal shall commence or be undertaken on site until a scheme for the hard and soft landscaping of the site shall be submitted to and approved in writing by the local planning authority.

The submitted details shall include the types and numbers of trees and shrubs, their distribution on site, those areas to be seeded, turfed, paved or hard landscaped, including details of any changes of level or landform and the types and specifications of all retaining structures (where applicable).

The approved soft 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 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.

For the avoidance of doubt 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.

Flooding and Drainage

12. 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 shall be carried out in strict accordance with the approved details.

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

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

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

Heritage and Archaeology

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

- i. The creation of an archaeological record of the buildings to Level 2/3 as set out in the specifications contained in 'Understanding Historic Buildings' (Historic England 2016); and
- ii. A formal archaeological watching brief during all groundworks required as part of the development.

This work shall be carried out by an appropriately qualified and experienced professional contractor to the standards and guidance of the Chartered Institute for Archaeologists (CIfA). The development shall be carried out in accordance with these agreed details.

REASON: To ensure and safeguard the recording and inspection

Highways

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: To ensure the safe operation of the highway and to protect nearby residential amenities for the duration of the construction period of the development.

- 16. No residential unit hereby permitted shall be occupied until details of arrangements for the future management and maintenance of proposed carriageways, footways, footpaths, landscaped areas and bin storage areas not put forward for adoption within the site has been submitted to and approved in writing by the Local Planning Authority. Following occupation of the first residential unit on the site, the areas shall be maintained in accordance with the approved management and maintenance details.

REASON: To ensure that all private streets, landscaped areas and other communal spaces are appropriately managed and maintained to ensure the safety of all users.

(Robert Evans spoke in favour of the above application. Councillor M Robinson was given permission to speak on the above application).

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APPLICATIONS WITHDRAWN

<u>Plan No</u>	<u>Proposal</u>	<u>Location</u>
3/2019/0800	Proposed bedroom extension to rear front porch and sunroom roof to side.	Elm Dene, Up Brooks Clitheroe BB7 1PL
3/2019/0861	Proposed first floor extension and alterations to existing bungalow to include new mono pitched single storey roof to rear, flat roof entrance canopy and single storey hipped roof to the side.	Green Beech, Higher Commons Lane Mellor Brook, Blackburn BB2 7PS
3/2019/0972	Demolition of existing garage and proposed new dwelling on land adjacent to Braeside	land adj Braeside York Lane Langho BB6 8DT
3/2019/1013	Provision of flags and promotional signage boards.	land to SW of Barrow and W of Whalley Road Barrow BB7 9XW
3/2019/1025	Erection of one new dormer bungalow in the front garden of Paddock Gate.	Paddock Gate 14 Wiswell Lane Whalley BB7 9AF
3/2019/1087	Application for the variation of condition 5 (Servicing and deliveries) from planning permission 3/2017/0262	Holmes Mill Greenacre Street Clitheroe BB7 1EB

<u>Plan No</u>	<u>Proposal</u>	<u>Location</u>
3/2019/1101	Fell tree and grind stump.	Berryfield Towneley House Towneley Road Longridge PR3 3EA
3/2019/1112	Construction of sales area	land to SW of Barrow and W of Whalley Road Barrow BB7 9XW
3/2019/1140	New service access and landscaping works.	Standen Hall Worston Road Clitheroe BB7 1PR

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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>
3/2018/0582 R of permission in principle	21/05/2019	Land south of Chatburn Old Rd Chatburn	Changed to Hearing Procedure	Yes	8/10/19 10.00am Cttee Rm 1	Appeal allowed and partial costs awarded
3/2018/0507 R of outline PP	24/09/2019	Land adj John Smith Playing Field Chaigley Rd Longridge	Hearing		10/12/19 meeting room on level D	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 Ave Whalley	WR			Appeal Dismissed 02/1/2020
3/2019/0390 R of Prior Approval	26/09/2019	Dutton Manor Mill, Clitheroe Road, Dutton	WR			Awaiting Decision
3/2019/0479 R	19/11/2019	1 Willow Ave Whalley	HAS			Appeal Dismissed 13/1/2020
3/2019/0554	11/11/2019	Three Millstones Inn Waddington Rd West Bradford	WR			Awaiting Decision
3/2019/0698 R	02/01/2020	Wilkinsons Farmhouse Simonstone Ln Simonstone	HH			Awaiting Decision
3/2019/0698 R	22/01/2020	land at Hawthorne Place, Clitheroe	WR			Statement due 26/2/2020

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3/2018/0246 R (Enforcement appeal)	05/12/2019	12 Poplar Dve Longridge	WR			Awaiting Decision
3/2018/0932 R (Enforcement appeal)	Awaiting start date from PINS	Bolton Peel Fm Bolton by Bowland Rd Bolton by Bowland	WR (to be confirmed by PINS)			
3/2018/1105 R	09/01/2020	Higher College Farm Lower Road Longridge	Hearing		17/03/20 Council Chamber	
3/2019/0561 R	Awaiting start date from PINS	Pewter House Farm Carr Lane Balderstone	WR (to be confirmed by PINS)			
3/2019/0777	Awaiting start date from PINS	8 Back Lane Rimington	WR (to be confirmed by PINS)			
3/2019/0822 R of tree work application	13/12/2019	Crafnant 14 Whinney Ln Langho	Environmental Procedure			Awaiting Decision

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UPDATE ON HOUSING REQUIREMENT – SHENA

The Director of Economic Development and Planning submitted a report on progress with regard to the borough's housing need. Members had previously considered a report which discussed the outcome of consultation on the draft SHENA. The detailed report set out the findings of the consultant's work and the response to the consultation. However, a number of issues raised led to full consideration of the SHENA by Members to be deferred to enable further work with the consultants to be undertaken. This was currently happening and would be the subject of a further report to Committee once complete. Members had also had the opportunity to attend the Member Local Plan training event that had addressed the relevance of setting a housing requirement figure for the borough.

Further discussion with the consultants and consideration of the issues raised had led to the conclusion that an alternative approach allowing a more holistic approach to housing requirements may be the most appropriate way forward in the current circumstances. Given the current position, whereby our wider evidence base needed updating, it was proposed to continue to develop options around a range of housing requirement options to help clarify the implications. Members were reminded that until a housing requirement figure had been tested through the Local Plan Examination process, the default position would be the standard methodology figure of 148 dwellings per annum as the Core Strategy had now passed its five-year anniversary. This was the figure that would be likely to be relied upon by an Inspector at any planning appeal. It was also important to note that it was likely that the Council would need to support growth by promoting a

higher housing requirement figure than the standard calculation based on current national guidance and policy.

The Council would be progressing work on the update to the Local Plan over the next 12 months. This would require further evidence to be developed and the opportunity to consider levels of economic growth that are judged to be appropriate and could be factored in to the Plan. The levels of housing growth would reflect not just demographic change but also the level of housing need generated by growth aspirations.

A number of scenarios with differing housing requirements would be developed and assessed as part of the Regulation 18 issues and options consultation. This would also mean early testing of any challenges ahead of an Examination as this work progresses, which ultimately should be of benefit at the Examination stage.

The government had previously announced that it was reviewing the standard methodology based on their concern that the levels of housing delivered through the standard methodology were unlikely to meet the government's aspirations. Members were also reminded that the fact that the Council has a five-year supply and had addressed the minimum housing requirements, did not mean in itself that housing proposals should be refused. There was still a determination to be made against the issues of sustainable development and the proposals being consistent with the development plan. Fundamentally decisions would still need to be made based on the adopted development plan.

RESOLVED: That Committee

1. note the current position with regard to establishing a housing requirement for the borough and that for the purpose of monitoring land supply the relevant standard methodology derived requirement figure is utilised; and
2. endorse the proposed approach that further development work be undertaken on requirement and development scenarios informed by the emerging evidence base and that the options in relation to housing requirement, are considered by the Local Plan Working Group before reporting back to this Committee.

594 CONSULTATION ON CENTRAL LANCASHIRE LOCAL PLAN

The Director of Economic Development and Planning submitted a report informing Members of the current consultation on the Central Lancashire Local Plan – issues and options and the supplementary joint Memorandum of Understanding and Statement of Cooperation.

The report included key points on objectives of the consultation document, highlighted the potential cross boundary issues and the Council's response in compliance with our general duty to cooperate.

With regard to the Memorandum of Understanding, the response had outlined that the authority had no particular objections in relation to the findings of the housing study or the distribution of housing as proposed for the three authorities, but that Members would request the infrastructure requirements in Longridge as a key service centre be given full consideration at all stages.

With regard to the Central Lancashire Local Plan issues and options, the response included that the authority had no particular objections to the visions and objections as outlined within the Plan but that upon review of the submitted sites and in particular those submitted by Preston and South Ribble, the authority recognises that the development of a number of sites would have an impact upon key service centres, villages and associated infrastructure within the borough and that on this basis, would stress that infrastructure needs in Longridge and Mellor Brook in particular, should be given full consideration at all stages of the Plan review and that the authority maintain continual dialogue to discuss any cross boundary issues and to meet the general duty to cooperate.

RESOLVED: That Committee

1. endorse the comments as set out with regard to the consultation response to the Central Lancashire Local Plan issues and options; and
2. agree that the Local Plan Working Group monitor the Central Lancashire Local Plan and that this Committee be kept informed.

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APPEALS

- a) 3/2019/0340 – 4 dwellings at land off Kingsmill Avenue, Whalley – appeal dismissed.
- b) 3/2019/0479 – two storey extension and alterations at 1 Willow Avenue, Whalley – appeal dismissed.
- c) 3/2018/0582 – residential development of up to 9 dwellings at Land south of Chatburn Old Road, Chatburn – appeal allowed.
- d) 3/2018/0582 – application for costs at land south of Chatburn Old Road, Chatburn – partially allowed.

The Chairman thanked the Head of Legal and Democratic Services and expressed her best wishes on her retirement.

The meeting closed at 7.35pm.

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

Minutes of Accounts & Audit Committee

Meeting Date: Wednesday, 12 February 2020, starting a 6.30pm
Present: Councillor R Bennett (Chairman)

Councillors:

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

In attendance: Chief Executive, Director of Resources, Head of Financial Services and Sophia Iqbal (Grant Thornton).

Not in attendance: Councillor M Hindle.

Also in attendance: Councillors A Knox and S O'Rourke.

596 APOLOGIES

There were no apologies submitted for the meeting.

597 MINUTES

The minutes of the meeting held on 27 November 2019 were approved as a correct record and signed by the Chairman.

598 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

599 PUBLIC PARTICIPATION

There was no public participation.

600 CLOSURE OF ACCOUNTS TIMETABLE 2019/20

The Director of Resources submitted a report reminding Members of the statutory requirement to close down the accounts by 31 May 2020 and publish them, including any certificate, opinion or report issued by the Auditor, by 31 July 2020. The Accounts and Audit Regulations 2015 set out detailed requirements in relation to duties and rights and also brought in changes to the key deadlines for approval of the Statement of Accounts and completion of the audit.

The principal matters covered in the Accounts and Audit Regulations were highlighted by the Head of Financial Services for Committee's information. The Regulations also stipulated various responsibilities for closure of accounts relating to Members and the responsible financial officer.

Reference was also made to budget implications and practical issues and the importance of attending the scheduled meeting for the approval of the audited Statement of Accounts at the proposed meeting on Wednesday, 29 July 2020. He outlined a timetable that must be strictly adhered to in order to achieve the deadlines required.

RESOLVED: That Committee endorse the suggested approach for the closure of the 2019/20 accounts.

601 INTERNAL AUDIT ANNUAL PLAN 2020/21

The Director of Resources submitted a report informing Committee of the Internal Audit Plan for 2020/21. This included the various audit areas and planned number of working days for each of the areas. A brief explanation was given as to how the Audit Plan was arrived at following consultations with Directors, Heads of Service and the external Auditors. The risk-based methodology was also explained to Members and how this helps prioritising the various audits.

This was the last report prepared by Mick Ainscow as Principal Auditor as he had now retired from the post.

RESOLVED: That Committee

1. approve the 2020/21 Internal Audit Plan as outlined; and
2. a letter of thanks be sent to Mick Ainscow for his 29 years' service in Audit.

602 GRANT THORNTON AUDIT PROGRESS REPORT AND SECTOR UPDATE

Sophia Iqbal presented a report on the audit progress as at January 2020. The audit opinion had been issued for the 2018/19 Statement of Accounts on 29 July 2019 and planning had started for the 2019/20 audit where a detailed Audit Plan would be issued setting out the proposed approach to the audits of the Council's 2019/20 Financial Statements. The interim audit would begin in March 2020 and a report on the audit findings and their opinion on the Statement of Accounts would be issued by 31 July 2020.

The Value for Money Audit requires the auditors to satisfy themselves that "the Council had made proper arrangements for securing economy, efficiency and effectiveness in its use of resources".

She reported that they had also issued an unqualified report on the Council's housing benefit subsidy claim and no amendments were required to the original submission.

RESOLVED: That the report be noted.

603 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 highlighted the audit work and reports issued since the last report to Committee including the aim to review all of the Council's fundamental systems before the end of the financial year. All

the audits carried out since the last meeting in November 2019 had reached full assurance levels.

Members were updated on staffing issues within the audit team and the impact this may have on progress including prioritisation of work.

RESOLVED: That the report be noted.

604 REVIEW OF LOCAL AUTHORITY FINANCIAL REPORTING AND EXTERNAL AUDIT - CALL FOR VIEWS

The Director of Resources submitted a report for Committee's information providing them with details of the Council's response to the call for views on the independent review into the arrangements in place to support the transparency and quality of Local Authority financial reporting and external audit in England.

The review would examine the existing purpose, scope and quality of statutory audits of Local Authorities in England and the supporting regulatory framework. The consultation was now closed and feedback was being analysed.

RESOLVED: That the report be noted.

The meeting closed at 6.53pm.

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