



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, 6 MARCH 2018** at **6.30PM**.

CHIEF EXECUTIVE
26 February 2018

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 **12 December 2017**.
5. Mayoral Communications.
6. Statutory Budget Consultation with Business Rate Payer Representatives – report of Director of Resources – copy enclosed.
7. Revenue Budget 2018/2019 and Capital Programme 2018/2019 to 2022/2023 and Setting the Council Tax for each category of dwelling in the Council's area for 2018/2019 – report of Director of Resources – copy enclosed.
8. Leader's Report and Question Time.
9. Notice of Motion in the name of Councillor Allan Knox:

"Council notes with concern that according to the latest Social Mobility Commission Report, published in November 2017 the Ribble Valley ranks 311th out of 324 for social mobility amongst young people.

Council also notes with concern that the report states that the worst performing areas for social mobility are no longer inner city areas, but remote rural and coastal areas.

Consequently, Council resolves to set up a Task and Finish Group to provide a report to Policy and Finance Committee no later than its September meeting.

The report should be based on evidence taken from a variety of sources including partners as well as the Social Mobility Commission, to find out the reasons for the lack of social

mobility amongst local young people and also to provide recommendations for this Council and its partners as to how they should tackle the problem going forward.”

10. 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: 12 DECEMBER 2017 – 21 FEBRUARY 2018			
COMMITTEES	DATE OF MEETING	PAGE	MINUTE NO'S
COUNCIL	12 DECEMBER	1 – 5	465 – 473
COMMUNITY	8 JANUARY	6 – 10	474 – 486
PLANNING & DEVELOPMENT	11 JANUARY	11 – 20	487 – 499
PERSONNEL	17 JANUARY	21	500
HEALTH & HOUSING	18 JANUARY	22 – 29	501 – 522
POLICY & FINANCE	23 JANUARY	30 – 37	523 – 542
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PERSONNEL	30 JANUARY	42 – 45	551 – 566
LICENSING	30 JANUARY	46 – 48	567 – 575
ECONOMIC DEVELOPMENT	1 FEBRUARY	49 – 55	576 – 589
SPECIAL POLICY & FINANCE	6 FEBRUARY	56 – 62	590 – 598
POLICY & FINANCE SUB-COMMITTEE	19 FEBRUARY	63	599 – 603
ACCOUNTS & AUDIT	21 FEBRUARY	64 - 66	604 - 613

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

None.

NOTES:

1. Questions (attention is drawn to Standing Orders 9, 10 and 12).
 - (i) A Member may ask the Mayor or the Chairman of any Committee any question on any matter where the Council has powers or duties or which affects the Borough. A question must either be given to the Chief Executive by noon on the Friday before the meeting or relate to urgent business in which case agreement of the Mayor to the question being put shall be required and, where possible, a copy of the question will be given to the Chief Executive before 10.00am on the day of the meeting.
 - (ii) Any Member may ask a question or make a comment on any minute before the Council, provided that he or she does not speak for more than five minutes in total on the minutes of a particular Committee. The Chairman may decline to answer a question unless written notice of the question has been given to the Chief Executive by noon on the Friday before the meeting.
 - (iii) Any Member may ask questions of the Leader of the Council on matters relating to the general work of the Council which do not fall within the remit of any particular Committee. Notice in writing specifying the nature of the question in sufficient detail to enable a reply to be prepared must be given to the Chief Executive by not later than noon on the day before the Council meeting.

Minutes of the Meeting of Full Council

Meeting Date: Tuesday, 12 December 2017, starting at 6.30pm
Present: Councillor R Bennett (Chairman)

Councillors:

P Ainsworth	S A Hirst
J E Alcock	S Hore
S Atkinson	A M Knox
S Bibby	S Knox
A Brown	G Mirfin
I Brown	R Newmark
S Brunskill	M Robinson
S Carefoot	J Rogerson
P M Dobson	I Sayers
P Dowson	G Scott
P Elms	R E Sherras
M Fenton	D T Smith
M French	D Taylor
L Graves	R J Thompson
R Hargreaves	N C Walsh
B Hilton	J White
K Hind	
S Hind	

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

465 PRAYERS

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

466 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors R J Elms, G Geldard, T Hill and J Holgate.

467 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

468 PUBLIC PARTICIPATION

There was no public participation.

469 COUNCIL MINUTES

The minutes of the meeting held on 10 October 2017 were approved as a correct record and signed by the Chairman.

470

MAYORAL COMMUNICATIONS

The Mayor reported on a varied range of engagements that he had attended since the last meeting. This had included a visit to the Clitheroe Concert Society, a range of Remembrance Services, award presentation evenings at St Augustine's School and Longridge High School and a fundraising dinner at The Higher Trapp Hotel.

He had also recently attended the installation of the new Vicar at St Mary's Church, Gisburn. He thanked the Mayoress and the Deputy Mayor for their support throughout the Mayoral year so far.

471

LEADER'S REPORT

The Leader began by reporting on the recent Local Government Association (LGA) Peer Challenge that had taken place in November. He thanked everyone who had been involved in the exercise and noted that the challenge team had indicated at the end of their visit that they thought the Council was a highly motivated organisation with a sense of direction, that it was well run and had strong financial management.

The initial feedback given at the end of the visit had suggested some areas for improvements and the Council would reflect further on any recommendations once the final report was received.

The Leader went on to say that he was hopeful that the Council's strong financial position may enable it to avoid having to follow other Councils who had been forced into collecting household waste every 3 weeks, introducing charges for green waste and ending paper and card collection services following cuts to recycling credits. He confirmed that when the Council had a clearer picture of the Government's view on Local Government finance, the Council would be able to finalise a view on matters and was determined to retain the current system if at all possible.

Next the Leader reported on a range of activities that had taken place over the last 5 months. These had included changes to Council policy, a re-write of the Council's Corporate Strategy, the creation of an Economic Development Committee, approval for a new tourism policy and the announcement of a heritage and tourism trail.

The Leader then went on to look ahead to key priorities for 2018. He noted that 2018 would see the start of the five yearly review of the Core Strategy which would hopefully include policies to revitalise the rural area with small developments in some tier 1 and tier 2 villages, identify commercial sites for development throughout the borough and consider the adoption of the Community Infrastructure Levy on all newly built homes. He confirmed that the Council would continue to support new homes being built for young people and would also encourage job creation for young people in order to enable the borough to become a more sustainable community.

Finally the Leader reported on the activities of the Communications Working Group which had launched a slogan competition for a new Economic Development website that had been created. The Leader was delighted to present the prize for the competition to Lawson Oddie for his prizewinning slogan “Amazing spaces, people and places”.

The Leader closed by wishing all staff, officers and Councillors a Merry Christmas.

472

LEADER'S QUESTION TIME

The Leader of the Opposition, Councillor A Knox, asked if the Leader could explain what reference was made to public transport in the Council's Corporate Strategy.

The Leader thanked Councillor Knox for his question and confirmed that the Council had adopted a revised Corporate Strategy in September 2017. Priority 2 of that strategy was “to sustain a strong and prosperous Ribble Valley” and two objective links to that priority were:

- to seek to improve the transport network, especially to rural areas; and
- to work with the Council's partners to ensure that the infrastructure in Ribble Valley was improved and fit for purpose.

In a supplementary question Councillor Knox urged the Leader to support actions to engage with County Council in respect of consultation that had gone out following proposals for the closure of the Information Office at the Clitheroe Interchange as part of the County Council's cost saving measures.

Next Councillor Knox asked if the Leader could confirm when he had last met with the Leader of the County Council and when he next planned to meet him.

The Leader reported that he had met with the Leader of the County Council on three occasions during the past year and the next meeting was planned for the New Year.

Finally Councillor Knox asked where sociability of young people in the Ribble Valley had rated in a recent report of the Social Mobility Commission.

The Leader reported that Ribble Valley had been placed 90th overall in the recent “State of the Nation 2017; Social Mobility in Great Britain” report. He explained that the index assessed the education, employability and housing prospects of people living in England's 324 Local Authority areas, and highlighted where people from disadvantaged were most and least likely to make social progress. In the Youth index Ribble Valley was ranked 13th out of all authorities ranked in the band of 260 to 324 authorities, which indicated that youth in the area did not always have a smooth transition from school to work and were perhaps disadvantaged due to living in isolated rural areas.

473 COMMITTEE MINUTES

(i) Policy and Finance Sub-Committee – 10 October 2017

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

(ii) Community Committee – 17 October 2017

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

(iii) Accounts and Audit Committee – 18 October 2017

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

(Councillor Fenton left the meeting 7.00pm)

(iv) Health and Housing Committee – 19 October 2017

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

(v) Personnel Committee – 25 October 2017

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

(vi) Planning and Development Committee – 26 October 2017

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

(vii) Policy and Finance Committee – 7 November 2017

RESOLVED: That the minutes of the above meeting be received with the exception of Minute Numbers 388 and 391.

Minute 388 – Local Council Tax Support Scheme 2018/19

RESOLVED: That the Local Council Tax Support Scheme for 2018/19 be approved.

Minute 391 – Review Of Financial Regulations And Contract Procedure Rules

RESOLVED: That the revised Financial Regulations and Contract Procedure Rules be approved.

(viii) Parish Council Liaison Committee – 9 November 2017

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

(ix) Licensing Committee – 14 November 2017

RESOLVED: That the minutes of the above meeting be received with the exception of Minute Number 433.

Minute 433 – Adoption of Taxi Licencing Policy

RESOLVED: That the Taxi Licensing Policy be adopted.

(x) Economic Development Committee – 16 November 2017

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

(xi) Planning and Development Committee – 30 November 2017

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, 9 January 2018, starting at 6.30pm
Present: Councillor S Hore (Chairman)

Councillors:

J E Alcock	S Knox
A Brown	R Newmark
R Hargreaves	M Robinson
T Hill	G Scott
S Hind	N Walsh
J Holgate	J White

In attendance: Director of Community Services, Director of Resources, Head of Cultural and Leisure Services, Head of Engineering Services, Senior Accountant.

Also in attendance: Councillors K Hind, M Fenton, G Mirfin and I Sayers.

474 APOLOGIES

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

475 MINUTES

The minutes of the meeting held on 17 October 2017 were approved as a correct record and signed by the Chairman.

Progress was sought with regard to Minute 320 and 322.

476 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

477 PUBLIC PARTICIPATION

There was no public participation.

478 REVISED REVENUE BUDGET 2017/18

The Director of Resources submitted a report outlining the revised Revenue Budget for 2017/18 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 2017/18 original budget had included provision for pay increases at 1.1% and price increases at 1.5%. As well as using data on past performance there had been detailed discussions with budget holders and heads of service on past service provision on future plans which played an integral part in the budget setting process.

She informed Committee that the revised budget for 2017/18 showed an increase in net expenditure of £114,990 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.

Members asked questions with regard to various costs centre budgets.

RESOLVED: That Committee agree the revised revenue estimate for 2017/18.

479 REVISED CAPITAL PROGRAMME 2017/18

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 2017/18 had been approved by Policy and Finance Committee in February 2017 and since then regular reports have been presented to this Committee on progress with the Capital Programme.

The Capital Programme comprises 11 schemes with a total approved budget of £474,450.

Following discussions on each of the schemes in the Capital Programme with budget holders the revised estimate is £457,630, a reduction of £16,820 from the total approved budget which related to a reduction in the Ribblesdale Pool improvement work contract and a reduction in actual spend on vehicle and plant completed schemes.

The Director of Resources reported that the expenditure and commitments to the end of November 2017 represented 75.5% of the revised estimate. The report outlined the full Capital Programme by scheme including the budget and expenditure to date for Committee's information.

RESOLVED: That Committee approve the revised Capital Programme of £457,630 for this Committee as set out in the report.

480 ORIGINAL REVENUE BUDGET 2018/19

The Director of Resources submitted a report asking Committee to agree the draft Revenue Budget for 2018/19 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 updated Council's four year budget forecast had predicted budget gaps of £774k in 2018/19, £956k in 2019/20 and £1,139k in 2020/21.

She also informed Members that in October 2016 the Council had submitted an efficiency plan to the Government in order to secure a multi-finance settlement and that this had again been successful.

The Government had announced that there would be no changes to the New Homes Bonus Scheme at this time and had also agreed to a new Lancashire Business Rate Pool that would include Burnley Borough Council.

The Budget Working Group would continue to meet over the coming weeks and would ultimately make recommendations to Special Policy and Finance Committee on 6 February 2018 in order to achieve a balanced budget.

The proposed fees and charges for 2018/19 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 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 2018/19.

47 cost centres were presented for this Committee and comments given on any large 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 is estimated to increase by £383,830 after allowing for associated movements on earmarked reserves. The main reasons for this net increase were the ending of the cost sharing agreement with LCC from 1 April 2018 with regard to refuse/paper collection and income received from the sale of paper which is no longer to be paid to LCC but retained by the Council.

RESOLVED: That Committee agree the revenue original estimate for 2018/19 and submit this to Special Policy and Finance Committee.

481 TOWNELEY GARDENS, LONGRIDGE

The Director of Community Services submitted a report providing Committee with an update on the progress on the work to improve Towneley Gardens initiated by the Longridge Community Partnership. Back in January 2016 approval had been granted for the development of Towneley Gardens and Bowling Green in accordance with the proposals submitted by the Longridge Community Partnership and works had been scheduled to be in three stages subject to suitable funding being obtained.

Some of the works had now been carried out and it was found that the scheme needed amending slightly to make the finished work more aesthetically pleasing.

RESOLVED: That Committee approve the revised work carried out and give permission for the proposed work outlined in the report.

482 HENTHORN ROAD, CLITHEROE YOUTH SHELTER

The Director of Community Services submitted a report providing Committee with information about an ongoing issue with regard to anti-social behaviour at the youth shelter on Henthorn Road. He informed Committee that the youth shelter had been installed some years ago as part of the youth work programme which the County Council provided at the time when outreach youth workers would engage with young people who gathered at the shelter.

In the absence of youth workers working directly in the community the shelter had now become a source of consideration anti-social behaviour and was not popular with local residents who had raised numerous concerns about the behaviour of users of the shelter, both during the day and in the evenings, together with the mess which is left each day in and around the shelter.

The Council currently visit the shelter area three times per week to help ensure the Henthorn Road area is kept as clean and tidy as possible, removing litter, bottles, cans and drug related paraphernalia. Committee's views were sought on the future of the shelter.

Members discussed the continuing usefulness of the shelter along with the concerns of residents with regard to user behaviour. It was apparent that the cuts made to the youth services had had a detrimental effect on the use of this particular shelter but that it was also important that young people had somewhere to gather.

RESOLVED: That Committee agree to the retention of the youth shelter for a further 6 months to allow engagement with youth services in the area to see if the behaviour of users can be improved. Officers to report back to Committee with any evidence of improvement in that timescale.

483 GENERAL REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a report informing Committee on recent developments on waste management and to update on the provision of swimming instruction for schools and the public.

RESOLVED: That the report be noted.

484 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor Ian Sayers, the Council's representative on the Lancashire Waste Partnership attended the meeting to update Members on recent meetings held. This also included a meeting of the Lancashire Waste Partnership Strategy Sub-Group of which Councillor Sayers is a member. He would keep Committee updated on future meetings due to take place.

485 EXCLUSION OF PRESS AND PUBLIC

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

CLITHEROE FOOD FESTIVAL 2018

The Director of Community Services submitted a report updating Committee on this year's event and seeking a view regarding the Council's support for the 2018 event. He reminded Members that the Council had worked with Clitheroe Food Festival Ltd in the staging of the last 6 events and that the company had been set up to essentially attract sponsorship and provide input into how the event was staged.

The company had now indicated that the Directors wished to dissolve it and cease their involvement with the Food Festival. This Council's delivery of Clitheroe Food Festival with the company has been regarded as an invaluable contribution to the promotion of the area as a tourist destination and also in our role in economic development. It was therefore proposed that the Council take on the running of the 2018 Food Festival as a whole with the expected deficit being taken from reserves built up over the past few years.

The officer responsible for organising the stallholders and layout had recently left the authority but had indicated her agreement in engaging with the Council on a casual basis to do this work for the 2018 event.

An examination of the costs had been undertaken as to where savings could be made in order to help reduce the cost of staging the event.

Members discussed the event and supported the Council being wholly responsible for it, with a reduction in expenditure and the budget proposed in the report.

RESOLVED: That Committee

1. approve the 2018 event being staged in light of the new information provided, as a Council run event;
2. approve the budgets as outlined for inclusion in the 2018/19 budget, subject to the approval of Special Policy and Finance Committee;
3. intend to evaluate the 2018 event after it has been staged to determine if the Council will continue to support in 2019;
4. set up a Working Group consisting of the Chief Executive, Leader and Chairman of Community Services Committee in order to help obtain sponsorship for the event; and
5. write a letter of thanks to the Food Festival Company and in particular former Councillor Michael Ranson thanking them for their services over the past 6 festivals.

The meeting closed at 8.15pm.

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

Minutes of Planning and Development Committee

Meeting Date: Thursday, 11 January 2018 starting at 6.30pm
Present: Councillor A Brown (Chairman)

Councillors:

I Brown	J Rogerson
S Brunskill	I Sayers
P Dowson	R Sherras
M French	R Swarbrick
G Geldard	D Taylor
S Hind	N Walsh
S Knox	

In attendance: Director of Community Services, Head of Planning Services, Head of Legal and Democratic Services, Head of Environmental Health Services, Head of Financial Services, Countryside Officer.

487 APOLOGIES

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

488 MINUTES

The minutes of the meeting held on 30 November 2017 were approved as a correct record and signed by the Chairman.

489 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

Councillor J Rogerson declared an interest in planning applications 3/2017/0171 and 3/2017/0173 and Councillor S Knox declared an interest in planning application 3/2016/0927.

490 PUBLIC PARTICIPATION

The Chairman welcomed Reverend Froud who spoke on agenda item 10 – Tree Preservation Order at St Mary’s Centre, Clitheroe.

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

Councillor Rogerson left the meeting.

1. APPLICATION REF: 3/2017/0171
GRID REF: SD 376895 456092

DEVELOPMENT DESCRIPTION:

CHANGE OF USE OF EXISTING TWO STOREY REAR EXTENSION FROM BED AND BREAKFAST GUEST ROOMS AND CAFE TO FORM ONE NEW DWELLING AT THE DOG AND PARTRIDGE, TOSSIDE

APPROVED subject to the imposition of 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: To comply with the requirements of 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:

Gri/754/2228/01 Rev A (amended plan received 07/12/17).

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

3. Notwithstanding the requirements of condition 2 of this approval, prior to the dwelling hereby approved being brought into use, full details of the siting, height, design, materials, finish and mechanism for fixing to any parts of the listed building, of all boundary treatments shall be submitted to and approved in writing by the Local Planning Authority. The duly approved boundary treatments shall be constructed in full accordance with the approved details before either of the dwellings hereby approved are first occupied and shall be retained as such thereafter unless otherwise agreed in writing with the Local Planning Authority.

REASON: In order to safeguard the appearance of the surrounding area and the significance of Listed Building in accordance with Key Statement EN2 and Policies DME4, DMG1 and DMH3 of the Ribble Valley Core Strategy.

4. Notwithstanding the details shown on the approved plans and the requirements of condition 2 of this permission, prior to the dwelling hereby approved being brought into use a landscaping scheme for the site (including elements of both 'hard' and 'soft' landscaping) shall be submitted to and approved in writing by the Local Planning Authority. Such a scheme shall include details of the proposed surface treatment of all hard surfaced areas and the type, species, siting, planting distances and programme of planting of any trees and shrubs. The duly approved landscaping scheme shall be carried out within 12 months of the converted dwelling first being occupied and the areas which are landscaped shall be retained as landscaped areas thereafter. Any trees or shrubs removed, dying, being severely damaged or becoming seriously diseased within three years of planting shall be replaced by trees or shrubs of similar size and species to those originally required to be planted.

REASON: In order to safeguard the appearance of the surrounding area and the significance of Listed Building in accordance with Key Statement EN2 and Policies DME4, DMG1 and DMH3 of the Ribble Valley Core Strategy.

5. Notwithstanding the submitted information, details of the provisions to be made for building dependent species of conservation concern, artificial bat/bird roosting boxes, shall be submitted to, and approved in writing by the Local Planning Authority.

For the avoidance of doubt the details shall identify the nature and type of the boxes/artificial roosting sites and the locations(s) or wall and roof elevations into which the above provisions shall be incorporated.

The artificial bat/bird boxes shall be made available for use before the dwelling hereby approved is first occupied and thereafter retained. The development shall be carried out in strict accordance with the approved details.

REASON: In the interests of biodiversity and to enhance nesting/roosting opportunities for species of conservation concern and to reduce the impact of development in accordance with Key Statement EN4 and Policies DME2 and DME3 of the Ribble Valley Core Strategy.

6. Notwithstanding the provisions of Classes A to H of Part 1 of the Town and Country Planning (General Permitted Development) (England) Order 2015, or any Order revoking and re-enacting that Order, the dwelling hereby permitted shall not be altered or extended, no new windows shall be inserted, and no buildings or structures shall be erected within the curtilages unless planning permission has first been granted by the Local Planning Authority.

REASON: To enable the Local Planning Authority to exercise control over development which could materially harm the character and visual amenities of the listed building and surrounding area in accordance with Key Statement EN2 and Policies DME4, DMG1 and DMH3 of the Ribble Valley Core Strategy.

7. Notwithstanding the provisions of Classes A-I of Schedule 2 Part 14 of the Town and Country Planning (General Permitted Development) (England) Order 2015, or any Order revoking and re-enacting that Order, no renewable energy sources shall be attached to the building or placed within the curtilage of any dwelling unless planning permission has first been granted by the Local Planning Authority.

REASON: To enable the Local Planning Authority to exercise control over development which could materially harm the character and visual amenities of the listed building and surrounding area in accordance with Key Statement EN2 and Policies DME4, DMG1 and DMH3 of the Ribble Valley Core Strategy.

8. The car parking and manoeuvring areas for the dwelling (and retained public house) shall be provided as shown on Drawing Number Gri/754/2228/01 Rev A (amended plan received 07/12/17) prior to the first occupation of the dwellinghouse hereby permitted, and shall be permanently maintained thereafter clear of any obstruction to their designated purpose.

REASON: In the interests of highway safety and to comply with Policy DMG1 of the Ribble Valley Core Strategy.

9. Prior to installation on site, full details of the design, material and finishes of any replacement windows or doors shall have been submitted to and approved in writing with the Local Planning Authority. The windows and doors shall be installed in accordance with the agreed details and retained as such thereafter.

REASON: In order to safeguard the appearance of the surrounding area and the significance of Listed Building in accordance with Key Statement EN2 and Policies DME4, DMG1 and DMH3 of the Ribble Valley Core Strategy.

10. The residential curtilage for the dwelling hereby approved shall be restricted to that shown on approved Drawing Gri/754/2228/01 Rev A (amended plan received 07/12/17).

REASON: To enable the Local Planning Authority to exercise control over development which could materially harm the character and visual amenities of the development and locality in accordance with the requirements of Key Statement EN2 and Policy DMG1 of the Ribble Valley Core Strategy.

(Mr Hoerty spoke in favour of the above application. Mr Waddington spoke against the above application).

2. APPLICATION REF: 3/2017/0173
GRID REF: SD 376895 456092

DEVELOPMENT DESCRIPTION:

LISTED BUILDING CONSENT FOR CHANGE OF USE OF EXISTING TWO STOREY REAR EXTENSION FROM BED AND BREAKFAST GUEST ROOMS AND CAFE TO FORM ONE NEW DWELLING AT THE DOG AND PARTRIDGE, TOSSIDE.

APPROVED subject to the imposition of 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: To comply with the requirements of 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:

Gri/754/2228/01 Rev A (amended plan received 07/12/17).

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

3. Notwithstanding the requirements of condition 2 of this approval, prior to the dwelling hereby approved being brought into use, full details of the siting, height, design, materials, finish and mechanism for fixing to any parts of the

listed building, of all boundary treatments shall be submitted to and approved in writing by the Local Planning Authority. The duly approved boundary treatments shall be constructed in full accordance with the approved details before either of the dwellings hereby approved are first occupied and shall be retained as such thereafter unless otherwise agreed in writing with the Local Planning Authority.

REASON: In order to safeguard the appearance of the surrounding area and the significance of Listed Building in accordance with Key Statement EN2 and Policies DME4 and DMG1 of the Ribble Valley Core Strategy.

4. Notwithstanding the details shown on the approved plans and the requirements of condition 2 of this permission, prior to the dwelling hereby approved being brought into use a landscaping scheme for the site (including elements of both 'hard' and 'soft' landscaping) shall be submitted to and approved in writing by the Local Planning Authority. Such a scheme shall include details of the proposed surface treatment of all hard surfaced areas and the type, species, siting, planting distances and programme of planting of any trees and shrubs. The duly approved landscaping scheme shall be carried out within 12 months of the converted dwelling first being occupied and the areas which are landscaped shall be retained as landscaped areas thereafter. Any trees or shrubs removed, dying, being severely damaged or becoming seriously diseased within three years of planting shall be replaced by trees or shrubs of similar size and species to those originally required to be planted.

REASON: In order to safeguard the appearance of the surrounding area and the significance of Listed Building in accordance with Key Statement EN2 and Policies DME4 and DMG1 of the Ribble Valley Core Strategy.

5. Notwithstanding the provisions of Classes A to H of Part 1 of the Town and Country Planning (General Permitted Development) (England) Order 2015, or any Order revoking and re-enacting that Order, the dwelling hereby permitted shall not be altered or extended, no new windows shall be inserted, and no buildings or structures shall be erected within the curtilages unless planning permission has first been granted by the Local Planning Authority.

REASON: To enable the Local Planning Authority to exercise control over development which could materially harm the character and visual amenities of the listed building and surrounding area in accordance with Key Statement EN2 and Policies DME4 and DMG1 of the Ribble Valley Core Strategy.

6. Notwithstanding the provisions of Classes A-I of Schedule 2 Part 14 of the Town and Country Planning (General Permitted Development) (England) Order 2015, or any Order revoking and re-enacting that Order, no renewable energy sources shall be attached to the building or placed within the curtilage of any dwelling unless planning permission has first been granted by the Local Planning Authority.

REASON: To enable the Local Planning Authority to exercise control over development which could materially harm the character and visual amenities of the listed building and surrounding area in accordance with Key Statement EN2 and Policies DME4 and DMG1 of the Ribble Valley Core Strategy.

7. Prior to installation on site, full details of the design, material and finishes of any replacement windows or doors shall have been submitted to and approved in writing with the Local Planning Authority. The windows and doors shall be installed in accordance with the agreed details and retained as such thereafter.

REASON: In order to safeguard the appearance of the surrounding area and the significance of Listed Building in accordance with Key Statement EN2 and Policies DME4, DMG1 and DMH3 of the Ribble Valley Core Strategy.

(Councillor Rogerson returned to the meeting. Councillor S Knox left the meeting)

3. APPLICATION REF: 3/2016/0927
GRID REF: SD 371930 435481

DEVELOPMENT DESCRIPTION:

OUTLINE APPLICATION FOR THE DEVELOPMENT OF A CLASS C2 CONTINUING CARE RETIREMENT COMMUNITY AT LAND OFF ELKER LANE, BILLINGTON

MINDED TO APPROVE on the basis that they considered the benefits of the scheme would outweigh any harm to strategic policies or visual impact. Application to go back to future Committee with inclusion of appropriate conditions.

(Mr Sumner spoke in favour of the above application. Councillor S Knox returned to the meeting)

492 SECTION 106 APPLICATIONS

<u>Plan No</u>	<u>Location</u>	<u>Date to Committee</u>	<u>Number of Dwellings</u>	<u>Progress</u>
3/2017/0573	Land off Union Street Clitheroe	26/10/17	36	With LCC
3/2017/0616	Former Clitheroe Hospital Chatburn Road, Clitheroe	26/10/17	60	With Applicants Solicitor
3/2017/0433	Land at Henthorn Road Clitheroe	30/11/17	24	With LCC

<u>Plan No</u>	<u>Location</u>	<u>Date to Committee</u>	<u>Time from First Going to Committee to Decision</u>	<u>Number of Dwellings</u>	<u>Progress</u>
3/2017/0133	Land off Dale View Billington	31/8/17	13 weeks	41	Decision 30/11/17

493 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>Date of Inquiry/Hearing if applicable</u>	<u>Progress</u>
3/2017/0029 R	24/07/17	Field at Hellifield Road, Gisburn	Hearing	30/01/2018	Awaiting Hearing
3/2017/0192 R	19/07/17	Countess Hey Elmridge Lane Chipping	WR		Awaiting Decision
3/2017/0220 R	07/08/17	2a Whittingham Road, Longridge	WR		Appeal Allowed 14/12/2017
Enforcement	17/11/17	Demesne Farm Newsholme Gisburn	Hearing	10/04/18	Statement and suggested conditions due 29/12/2017
3/2017/0441 R	Awaiting start date from PINS	19 Woodfield View Whalley	WR (to be confirmed)		
3/2016/0999 R	24/10/17	Land at Dale View Billington	WR		Appeal Withdrawn 01/12/2017
3/2016/0980 R	24/10/17	Land off Dale View Billington	WR		Appeal Withdrawn 01/12/2017
3/2016/1192 R	16/11/17	Hammond Ground Whalley Road Read	Inquiry	1, 2, 3, 9,10 May 2018	Bespoke timetable Statement due 2 January 2018
3/3016/1082 R	30/11/2017	74 Higher Road Longridge and land to the rear.	WR		Statement due 04/01/18
3/2017/0751 R	13/12/2017	The Ridge Highcliffe Greaves Grindleton	WR		Statement due 17/01/18

494 REVISED REVENUE BUDGET 2017/2018

The Director of Resources submitted a report outlining the revised Revenue Budget for 2017/2018 for this Committee. The Head of Financial Services 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 2017/2018 original budget had included provision for pay increases at 1.1% and price increases at 1.5%. 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 future plans which played an integral part in the budget setting process.

He informed Committee that the revised budget for 2017/2018 showed a decrease in net expenditure of £12,360 compared to 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 agreed the revised revenue estimate for 2017/2018.

495 REVISED CAPITAL PROGRAMME 2017/2018

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 2017/2018 had been approved by Policy and Finance Committee in February 2017 and since then regular reports had been presented to this Committee on progress with the capital programme. No capital schemes were planned for this Committee in 2017/2018 but the introduction of the Planning Portal Link to the Planning Application System and Planning System Update 2016/2017 scheme has not been completed and had therefore been transferred into the 2017/2018 capital programme budget after approval by this Committee. Some progress on the planning portal integration and partial migration to the Assure system is being made and there may be some spend before year end. Given this the revised estimate for the scheme will remain unchanged at £30,200 to facilitate any spend in year and any unspent budget will be rolled forward at year end as slippage to support spend in 2018/2019.

RESOLVED: That Committee approved the 2017/2018 revised estimate of £30,200 for this Committee's capital programme as set out in the report.

496 ORIGINAL REVENUE BUDGET 2018/2019

The Director of Resources submitted a report asking Committee to agree the draft revenue budget for 2018/2019 for this Committee for consideration at Special Policy and Finance Committee. With regard to the Council's overall financial position, Members were reminded that in September the updated Council's four year budget forecast had predicted budget gaps of £774,000 in 2018/2019; £956,000 in 2019/2020 and £1,139,000 in 2020/2021.

Members were informed that in October 2016 the Council had submitted an efficiency plan to the Government in order to secure a multi-finance settlement and that this had again been successful. The Government had also announced that there would be no changes to the New Homes Bonus Scheme at this time and had also agreed to the Lancashire Business Rate pool that would now also include Burnley Borough Council as a new member.

The Budget Working Group would continue to meet over the coming weeks and would ultimately make recommendations to Special Policy and Finance Committee on 6 February 2018 in order to achieve a balanced budget.

The proposed fees and charges for 2018/2019 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, Head of Service and management team, the proposed draft budget was now presented to Members.

Estimates had been prepared on current levels of service with allowance for pay 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 2018/2019.

14 cost centres were presented for this Committee and comments given on any large 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 is estimated to decrease by £71,850 after allowing for associated movements on earmarked reserves. The main reasons for this net decrease related to planning control and enforcement, the local development scheme, building control fee earning and support service costs.

RESOLVED: That Committee agreed the revenue original estimate for 2018/2019 and submit this to Special Policy and Finance Committee.

497 PROTOCOL FOR MEMBERS AND OFFICERS DEALING WITH DEVELOPMENT MANAGEMENT

The Chief Executive submitted a report seeking Member approval for revisions to the Planning Protocol. This protocol had been considered by a working group in December 2016 that had suggested various amendments to the protocol. Since that protocol had been approved, further areas had been identified where Members would benefit from clearer guidance, namely:

- receiving and giving professional advice including from officers of other authorities, eg LCC;
- circulation of documents, emails and additional information by Members at Committee and prior to Committee;
- lobbying;
- advice for Members speaking at Planning and Development Committee, ie not Members of the Committee.

Members discussed the proposed further amendments.

RESOLVED: That Committee approved the amended Planning Protocol as outlined in the report.

498 TREE PRESERVATION ORDER ST MARY'S CENTRE, CLITHEROE

The Director of Community Services submitted a report reminding Members that at their November meeting they had resolved to defer a decision in relation to this TPO to allow further investigation and obtain more information which included the

removal of the Ivy from the wall. This further investigation had now been carried out and Members were asked to consider three viable options regarding the TPO.

RESOLVED: That Committee agreed not to confirm the TPO and that the Council now issue the decision not to confirm the order which would allow the tree to be removed and the stitch pointing on the retaining wall to be completed by the applicant.

499 APPROVAL OF INCREASE TO BUILDING CONTROL FEES 2018/2019

The Chief Executive submitted a report asking Committee to approve increased fees and charges in relation to Building Control Services. The Head of Environmental Health Services informed Committee that building regulation charges are subject to competition and that they must therefore be competitive and fair whilst maintaining cost recovery for the service. Several charges had been reduced to reflect the relatively low input from our service whilst other charges had been rounded to keep the charges easier to understand.

RESOLVED: That Committee approved the recommended increased fees and charges in relation to Building Control Services as set out in the report.

The meeting closed at 7.35pm.

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

Minutes of Personnel Committee

Meeting Date: Wednesday, 17 January 2018 starting at 6.30pm
Present: Councillor S Atkinson (Chairman)

Councillors:

S Hore
D T Smith
J White

In attendance: Chief Executive, Head of HR.

500

APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors P Ainsworth, P Dobson, R Elms, A Knox and D Taylor.

As the meeting was not quorate, the meeting concluded at 6.35pm

Minutes of Health & Housing Committee

Meeting Date: Thursday, 18 January 2018 starting at 6.30pm
Present: Councillor B Hilton (Chairman)

Councillors:

S Bibby	K Hind
S Brunskill	R Newmark
P Elms	M Robinson
R Elms	R Sherras
M Fenton	R Thompson
L Graves	J White
R Hargreaves	

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

Also in attendance: Councillors J Alcock and G Mirfin.

501 APOLOGIES

An apology for absence from the meeting was submitted on behalf of Councillor P Dobson.

502 MINUTES

The minutes of the meeting held on 19 October 2017 were approved as a correct record and signed by the Chairman.

Councillor Mirfin spoke on Minute 343, outlining particular issues with dog fouling in Billington, and putting forward suggestions for Committee to consider with regard to staffing levels, equipment and duties for the dog warden service. The Chair indicated a willingness to meet Councillor Mirfin to discuss the issue outside the meeting. Members also referred to concerns at one new estate in the Ribble Valley, and to the possibility of acquisition of further equipment.

503 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

504 PUBLIC PARTICIPATION

There was no public participation.

505 REVISED CAPITAL PROGRAMME 2017/2018

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 2017/2018 had been approved by Policy and Finance Committee and Full Council in February 2017, and since then regular

reports had been presented to this Committee on progress with the capital programme.

The capital programme originally comprised five schemes with a total estimated cost of £769,220. The schemes had provided for disabled facilities grants, landlord/tenant grants, Clitheroe Market improvements, affordable warmth capital grants and acquisition of the remaining share of 16 Alma Place.

The capital programme had been reviewed and revised. This had incorporated moving the Clitheroe Market improvement scheme of £175,000 to 2018/2019, and an increase in the budgets of £27,110 in respect of disabled facilities grants and £13,010 for affordable warmth capital grants. These revisions resulted in a revised capital programme estimate of £634,340 on four schemes for 2017/2018.

Expenditure on schemes (including commitments) to the end of December 2017 was £267,312. The current underspend of £367,028 against the full year revised estimate was due to lower levels of grant applications approved for the year to date when compared to the levels of full year funding in place for disabled facilities grants, landlord/tenant grants and affordable warmth capital grants.

RESOLVED: That Committee approve the 2017/2018 revised estimate of £634,340 for this Committee's capital programme as set out in the Annex to the report.

506 REVISED REVENUE BUDGET 2017/2018

The Director of Resources submitted a report outlining a revised revenue budget for 2017/2018 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 forthcoming financial year.

The 2017/2018 budget had included provision of 1.1% for pay increases and 1.5% for price increases. As well as using data on actual financial performance to date, there had been detailed discussions with budget holders and Heads of Service on past service provision and future plans, which played an integral part in the budget setting process.

The revised estimate net expenditure for 2017/2018 was £887,400 after allowing for movements on earmarked reserves. This was £37,010 lower than the original estimate, after allowing for movements on earmarked reserves. A comparison between the original and revised budgets for each cost centre was included for Committee's information and significant changes were highlighted.

RESOLVED: That Committee approve the revised revenue estimate for 2017/2018.

507 ORIGINAL REVENUE BUDGET 2018/2019

The Director of Resources submitted a report asking Committee to agree the draft revenue budget for 2018/2019 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 Council's updated four year Budget Forecast had predicted

budget gaps of £774,000 in 2018/2019, £956,000 in 2019/2020 and £1,139,000 in 2020/2021.

She also informed Members that in October 2016 the Council had submitted an efficiency plan to the Government and received a multi-year finance settlement covering 2017/2018, 2018/2019 and 2019/2020.

The Council had been informed by the Government that the Local Government Finance Settlement for 2018/2019 was to be honoured in respect of the figures previously provided in the multi-year settlement. Additionally, the Government had announced that the Rural Services Delivery Grant would not be reduced to £66,618 as previously indicated, but would remain at £86,603, as received in 2017/2018.

The Budget Working Group would continue to meet over the coming weeks and would also make recommendations to Special Policy and Finance Committee on 6 February 2018 in order to achieve a balanced budget.

The proposed fees and charges for 2018/2019 had been considered by Committee in October and had been incorporated into the service budgets presented to Committee. 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 allowing for general pay and price increases at 2%. The budget for each cost centre was presented individually showing the 2017/2018 original estimate, savings, general inflation, variations to the standard budgeted inflation, unavoidable changes to service costs, support services charges and capital charges, which then culminated in the draft original estimate for 2018/2019.

21 cost centres were presented for this Committee and comments given on any large variance, between the 2017/2018 original estimates and 2018/2019 original estimate.

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

The original estimate net expenditure 2018/2019 for this Committee was £958,550, after allowing for movements on earmarked reserves. This was £34,140 higher than the 2017/2018 original estimate, after allowing for movements on earmarked reserves.

RESOLVED: That Committee approve the original revenue estimate for 2018/2019 and submit this to Special Policy and Finance Committee.

508 TEMPORARY ACCOMMODATION REVIEW

The Chief Executive submitted a report inviting a review of the use of 90 Whalley Road, Clitheroe as the temporary accommodation provision in the borough. 12 months previously, Committee had approved a year-long pilot in use of the accommodation, following withdrawal of management of the property by Ribble

Valley Homes. Funding had been secured from Lancashire County Council for two years to support 90 Whalley Road and the accommodation at The Sidings in Clitheroe. Maintenance of the building at 90 Whalley Road over the 12 months had been more costly than predicted, mainly due to fire protection measures undertaken in the light of the risks highlighted by the Grenfell Tower tragedy.

Occupancy levels had remained high, with increased demand anticipated after the introduction of new homelessness legislation from April 2018.

RESOLVED: That Committee

1. agree to continue to use 90 Whalley Road as the Council's primary temporary accommodation for the borough; and
2. review use of the accommodation on an annual basis with the matter being reported to Committee.

509 RIBBLE VALLEY BOROUGH COUNCIL AS A DEMENTIA FRIENDLY COUNCIL

The Chief Executive submitted a report seeking Committee's agreement to the actions required for Ribble Valley Borough Council to become a Dementia Friendly Council. The history of the work carried out by the Council over the years in partnership with other interested parties and providers was set out, together with details of the work and factors considered by the Dementia Working Group. Members were advised of the recognition process for Dementia Friendly Communities, and a proposed Dementia Action Plan was submitted for Committee's consideration.

RESOLVED: That Committee

1. note the minutes of the Dementia Working Group meetings held on Wednesday, 4 October 2017 and Monday, 18 December 2017;
2. endorse the continued support for the Dementia Action Alliance and ask for opportunities for further joint working to be explored by the Ribble Valley Health and Wellbeing Partnership;
3. endorse as a framework to guide the work of the Council on its Dementia initiative the Alzheimer's Society foundation criteria, and agree the Dementia Action Plan as set out in the Appendix to the report; and
4. delegate to the Chief Executive the formation of an Officer Working Group to implement the action plan, reporting progress to the Health and Wellbeing Partnership as appropriate and submitting a six month monitoring report to this Committee.

510 THE HOUSING AND PLANNING ACT 2016 – CIVIL PENALTIES

The Chief Executive submitted a report seeking Committee's approval for implementation of new enforcement powers contained in part 2 of the Housing and Planning Act 2016, relating to rogue landlords and property agents in England

The legislation included a range of different measures for local authorities, including a database of rogue landlords/property agents, planning orders, civil penalties as an alternative to prosecution for certain offences and extension of rent repayment orders for a range of transgressions. Adoption of the powers would support and compliment the actions already available to the Council to tackle housing issues.

RESOLVED: That Committee

1. recommend that Council approve the policy and matrix for the use of civil penalties set out in Appendix 1 to the report and its inclusion in the Environmental Health Enforcement Policy;
2. delegate to the Head of Environmental Health Services all powers to issue, use and enforce civil penalties as detailed in the Housing and Planning Act 2016 and any regulations made thereunder; and
3. delegate to the Head of Environmental Health Services all powers to issue, use and enforce rent repayment orders as detailed in the Housing and Planning Act 2016 and any regulations made thereunder.

511 THE SMOKE AND CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2015

The Chief Executive submitted a report, seeking Committee's authorisation for the Head of Environmental Health Services and Environmental Health Officers to carry out enforcement under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and also seeking approval for the Statement of Principles which the authority would adopt to determine the amount of the penalty charge in the event of a breach of the regulations.

The regulations relate to properties in the private rented sector, requiring provision of a working smoke alarm on each storey of a private rented home, a working carbon monoxide alarm in each room with a solid fuel burning combustion appliance, and checks that the alarms are in working order at the start of each tenancy. Enforcement of the regulations was conducted by local authorities, including through imposition of penalty charges, and the Head of Environmental Health Services had consulted with other authorities in Lancashire in preparation of a Statement of Principles to determine the appropriate level of penalty charges applicable.

RESOLVED: That Committee approve

1. the Head of Environmental Health Services and Environmental Health Officers be authorised to exercise the Council's full enforcement powers under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 made under Section 150(1)-(6) and (10) of the Energy Act 2013 and paragraph 3(a) of Schedule 4 to the Housing Act 2004 that came into force on 1 October 2015;
2. the Statement of Principles which the local authority will follow in determining the amount of a penalty charge related to a breach of the Smoke and Carbon Monoxide Alarm (England) Regulations 2015; and

3. amendment of the Council's Private Sector Enforcement Policy to include the new regulations.

512 THE LITTER STRATEGY FOR ENGLAND AND RELATED ISSUES

The Chief Executive submitted a report summarising the Government Litter Strategy for England, and outlining regional working to develop behavioural change and education initiatives to help to reduce litter.

The Strategy considered litter in three contexts: resource efficiency and waste management; aquatic and marine litter and fly tipping. It also considered the introduction of charging at Household Waste Recycling Centres by some Councils and the impact of that charging procedure.

Consultation had taken place on the introduction of fixed penalties for fly tipping, which powers had already been implemented successfully in parts of England. The Head of Environmental Health Services would be consulting with neighbouring local authorities on the use of such powers.

RESOLVED: That Committee note

1. and support the Litter Strategy for England; and
2. that further work be undertaken working across the region with partner bodies to develop behavioural changes and education initiatives to help to reduce litter and fly tipping.

513 ADOPTION OF REVISED CAT BOARDING MODEL STANDARD LICENCE CONDITIONS

The Chief Executive submitted a report recommending adoption of a new set of model licence conditions for licenced catteries which had been issued by the Chartered Institute of Environmental Health, to replace the current conditions adopted in 1997.

There were a number of catteries in Ribble Valley, and the current local standards were not consistent with and were more demanding than the model standards. The model licence conditions had been prepared in 2016 and were considered sensible, sound, reflective of modern cattery practice and providing protection for the animals which were boarded.

RESOLVED: That Committee

1. adopt the new set of cattery licence conditions to take effect from 1 January 2018 for all new catteries; and
2. ask officers to agree a reasonable time period for existing catteries to secure compliance where major changes were required from 1 January 2018.

514 UPDATE ON DISABLED FACILITIES GRANTS

The Chief Executive submitted a report for Committee's information, updating Members on the current position in terms of delivery of disabled facilities grants.

This followed the more flexible approach allowed by the Better Care Fund in delivery of disabled adaptations since May 2017. The Strategic Housing Officer also advised Committee that the grant monies were protected by imposition of a local land charge where the works consisted of alterations to the property of an owner/occupier.

RESOLVED: That the report be noted.

515 TACKLING ROGUE LANDLORDS

The Chief Executive submitted a report for Committee's information on the approach taken by Ribble Valley Borough Council in development of a policy as to when to prosecute and when to impose a civil penalty when there had been contravention of provisions relating to rogue landlords under the Housing and Planning Act 2016. Impact on staff resources, offset by the receipt of any fixed penalties, were also considered.

RESOLVED: That the report be noted.

516 INTRODUCTION OF THE HOMELESSNESS REDUCTION ACT 2017

The Chief Executive submitted a report for Committee's information on the introduction of the Homelessness Reduction Act 2017, and its implications for the Council's housing service. The Act introduced additional duties for local authorities, and expanded the number of people entitled to advice, support and housing, both by reference to the circumstances leading to threatened or actual homelessness and by increasing the period prior to loss of a home during which an affected person was entitled to the relevant support and services. Training was required for the Council's housing service, and some government funding had been made available to meet the cost of the additional duties.

RESOLVED: That the report be noted.

517 WIGWAM HOLIDAYS RIBBLE VALLEY, MOORGATE FARM, DINCKLEY

The Chief Executive submitted a report for Committee's information on the grant of a new licence for a caravan site at Moorgate Farm, Dinckley – a site for which planning permission had been granted and for which, therefore, a licence had to be granted subject to the imposition of appropriate conditions.

RESOLVED: That the report be noted.

518 CALDER FARM CARAVAN SITE, BOLTON-BY-BOWLAND

The Chief Executive submitted a report for Committee's information on the grant of a new licence for a caravan site at Calder Farm, Bolton-by-Bowland – a site for which planning permission had been granted and for which, therefore, a licence had to be granted subject to the imposition of appropriate conditions.

RESOLVED: That the report be noted.

519 HOMELESS FORUM

Committee received the minutes of Homeless Forum held at 90 Whalley Road, Clitheroe on 29 November 2017.

520 EXCLUSION OF PRESS AND PUBLIC

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

521 AFFORDABLE HOUSING UPDATE

The Chief Executive submitted a report for Committee's information with the minutes of the meeting of Strategic Housing Working Group held on 7 November 2017.

RESOLVED: That the report be noted,

522 GENERAL REPORT – GRANTS

The Chief Executive submitted a report for Committee's information on approval of 12 disabled facilities grants, one landlord/tenant grant and five affordable warmth grants.

182 applications had been made for household flood resilience grants for which 180 have been approved. In the case of the remaining two applications, the owners had decided not to proceed. 173 had been fully completed and payments made, and of the remaining seven, four applications had work completed but snagging issues were being addressed; two applications (relating to listed buildings) had work yet to commence and one application (which related to a listed building) had work which had commenced and was nearing completion.

32 business applications had been approved of which 31 had been completed and paid. For the one remaining application, work had been completed but snagging issues were being addressed.

Officers were increasing efforts to follow up any outstanding works to ensure timely completion of each scheme before the closure of the government programme.

RESOLVED: That the report be noted.

The meeting closed at 8.29pm.

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

Minutes of Policy & Finance Committee

Meeting Date: Tuesday, 23 January 2018, starting at 6.30pm
Present: Councillor K Hind (Chairman)

Councillors:

S Atkinson	S Hirst
S Bibby	G Mirfin
A Brown	J Rogerson
P Elms	I Sayers
M French	D T Smith
T Hill	R Swarbrick

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

Also in attendance: Councillors M Fenton, R Sherras and N Walsh.

523 APOLOGIES

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

524 MINUTES

The minutes of the meeting held on 7 November 2017 and the sub-committees held on 10 October 2017 and 14 November 2017 were approved as a correct record and signed by the Chairman.

The Chairman made reference to Minute 412 regarding land by Berry Lane Medical Centre, Longridge and informed Committee that a further report would be submitted to Community Services Committee looking at ways to protect this land in the future.

525 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

Councillor Mirfin declared an interest in agenda item 19, Ribble Valley Homes, as the Council's representative on the Ribble Valley Homes Board.

526 PUBLIC PARTICIPATION

The Chairman welcomed Mr David Waters from Gisburn Parish Council to talk on agenda item 9, Concurrent Function Grants requests. Mr Waters expressed concern about the revised scheme following the amalgamation of the Concurrent Function Grants with the Parish Lengthsman Grant schemes. He felt that this would have a major effect on those Parish Councils that had already committed expenditure on a Lengthsman which they had not yet received retrospective grant for.

527

REVISED CAPITAL PROGRAMME 2017/2018

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 Programme for 2017/2018 had been approved by Policy and Finance Committee and Full Council in February 2017 and since then regular reports have been presented to Committee and progress with the Capital Programme. The Capital Programme comprises 9 schemes with a total approved budget of £202,700.

Following discussions of each of the schemes in the Capital Programme with budget holders, the revised estimate is £147,700 for 8 schemes which is a reduction of £55,000 from the previously approved capital budget. This was due to the LCC Clitheroe Townscape Scheme not going ahead and waiting for the final plans for the Clitheroe Market Development Scheme.

The Director of Resources reported that the expenditure and commitments to the end of December 2017 represented only 19.8% of the revised estimate. The report outlined the full Capital Programme by scheme including the budget and expenditure to date for Committee's information. The main reasons for the underspend to date were outlined.

RESOLVED: That Committee approve the Revised Capital Programme of £147,700 for this Committee as set out in the report.

528

REVISED REVENUE BUDGET 2017/2018

The Director of Resources submitted a report outlining the Revised Revenue Budget for 2017/2018 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 2017/2018 original budget had included provision for pay increases at 1.1% and price increases at 1.5%. As well as using data on past performance there had been detailed discussions with budget holders and Heads of Service on past service provision on future plans which played an integral part in the budget setting process.

She informed Committee that the revised budget for 2017/2018 showed a decrease in net expenditure of £80,970 or £17,990 after allowing for movements on 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.

Members asked questions with regard to various cost centre budgets.

RESOLVED: That Committee agree the Revised Revenue estimate for 2017/2018.

ORIGINAL REVENUE BUDGET 2018/2019

The Director of Resources submitted a report asking Committee to agree the draft Revenue Budget for 2018/2019 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 updated Council's 4-year budget forecast had predicted budget gaps of £774,000 in 2018/2019; £956,000 in 2019/2020; and £1,139,000 in 2020/2021.

She also informed Members that in October 2016 the Council had submitted an efficiency plan to the Government in order to secure a multi-financial settlement and that this had again been successful.

The Government had announced that there would be no changes to the New Homes Bonus Scheme at this time and had also agreed to a new Lancashire Business Rate Pool that would include Burnley Borough Council.

The Budget Working Group would continue to meet over the next week and would ultimately make recommendations to Special Policy and Finance Committee on 6 February 2018 in order to achieve a balanced budget.

The proposed fees and charges for 2018/2019 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, Head 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 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, unavailable changes to service costs, support services and capital charges which then culminated in the draft original estimate for 2018/2019.

26 cost centres were presented for this Committee and comments given on any large variances.

The draft budget was also summarised in 2 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 of this Committee is estimated to increase by £9,170 after allowing for associated movements on earmarked reserves. The main reasons for this net increase were outlined in the report.

RESOLVED: That Committee agree the Revenue Original estimate for 2018/2019 and submit this to Special Policy and Finance Committee.

530 LOCAL TAXATION WRITE-OFFS

Committee were asked to approve the write-offs of certain business rate debts relating to a company that had been dissolved and a company that had been liquidated.

Reasonable steps by various means had been taken to collect these debts.

RESOLVED: That Committee approve the writing-off of £173.22 Council Tax and £60 costs, £2,537.62 business rates and £60 costs, where it has not been possible to collect the amounts due.

531 CONCURRENT FUNCTION GRANT REQUESTS

The Director of Resources submitted a report asking Committee to consider the allocation of concurrent function grants for 2017/2018. She reminded Committee that in November 2017 they had considered a revised concurrent function grant scheme which combined the previous Parish Lengthsman Scheme with the Concurrent Function Grant Scheme. At that time levels of funding could not be recommended without first considering the funding requests against the total grant pot available.

The combined scheme continues to give assistance for those Parishes/Town Councils who provide services in their areas which elsewhere are provided by the Borough Council. This includes the following concurrent functions:

- Burial grounds.
- Bus Shelters.
- Footpaths.
- Footway lighting.
- Litter collection.
- Dog waste bins.
- Parks and play areas.
- Parish Lengthsman.

She reported that support of the previous Concurrent Function Grant Scheme was set at a rate of 25% of eligible net revenue expenditure in the previous year, subject to the overall costs to the Borough Council not exceeding £20,000 per annum. The past Parish Lengthsman Scheme had only supported 6 parishes based on an historic Lancashire County Council Lengthsman Scheme.

The combined annual revenue budget allocation of both schemes had been approved at £31,060.

In November all Parish Councils had been sent a revised concurrent function grant application form for 2017/2018 with applications to be received by the Borough Council by 23 December 2017. 24 applications had been received with revenue expenditure to be supported totalling £87,128.

Having received the applications Committee now needed to consider options for allocating the combined grant pot taking into account the parishes that had previously been supported by the Parish Lengthsman Scheme. She informed Committee that the new scheme had been created in order to treat all parishes fairly. She suggested that a transitional scheme would help those parishes previously supported to transfer more smoothly to the new scheme.

Councillor Sherras was given permission to speak on this item and also expressed similar concerns to that of Mr Waters in that he felt the smaller parishes would receive a disproportionate burden under the new scheme. He also felt it was imperative that the retrospective grants for the 6 parishes previously supported by the Parish Lengthsman Scheme should be supported at 100%.

Committee considered the new scheme for the allocation of the concurrent function grants to include the Parish Lengthsman grants and felt that it was important that parishes continued to be supported in carrying out the various activities that fall under this scheme. After much consideration it was resolved that Committee

RESOLVED: That Committee

1. Approve a concurrent function grant be paid to parishes as follows:

25% of eligible concurrent function expenditure (including Parish Lengthsman);

for those parishes previously in receipt of a separate Parish Lengthsman grant the following transitional protection scheme will apply:

Year	Protection of Previous Parish Lengthsman Grant Paid
2017/18	100% (or actual expenditure on Lengthsman if lower)
2018/19	100%
2019/20	75%
2020/21	50%
2021/22 and thereafter	25%

2. ask the Chief Executive to explain the revised scheme to the Parish Council Liaison Committee at their next meeting.

532

CORPORATE PEER CHALLENGE REPORT

The Director of Resources submitted a report which included the LGA Corporate Peer Challenge feedback report outlining their key recommendations.

In summary the Peer team felt that Ribble Valley Borough Council had much to be proud about. The Council delivers good core services throughout our committed workforce, achieving high levels of customer satisfaction and value for

money. The Council has a history of prudent financial management and remains in a comfortable position relative to the rest of the sector.

However there were a number of suggestions and observations made within the report that had led to some key recommendations for the Council:

- Strength and engagement with staff and partners to ensure clarity of vision and desired outcomes in relation to the Corporate Strategy priorities and initiatives.
- Review the performance management framework linked to the Corporate Strategy.
- Review the resourcing of Corporate Strategy priorities.
- Develop and Economic Development Strategy.
- Explore opportunity to strengthen early engagement with developers in order to maximise community benefits as well as opportunities to strengthen community engagement/communication in relation to development.
- Strengthen engagement between the Leadership and Corporate Management Team.

Committee were pleased with the report and felt it was a good reflection of Ribble Valley Borough Council.

The Leader informed Committee that the key recommendations would be considered in the near future with progress reports being submitted to this Committee.

RESOLVED: That Committee receive the LGA Corporate Peer Challenge feedback report.

533 VOLUNTARY GRANT APPLICATION 2018/2019

The Director of Resources submitted a report informing Members of the process for approving the allocation of Voluntary Organisation Grants for 2018/2019. She informed Committee that a Member Working Group usually considers the applications received and makes recommendations to this Committee regarding the allocation of funds to voluntary organisations on an annual basis. This Working Group consists of 3 Conservative Members and 1 Liberal Democrat Member of this Committee.

The application process was now open and the closing date is 19 February 2018 in order to make recommendations to the next meeting of this Committee on 20 March 2018.

The budget available for 2018/2019 is £109,130. This is a very popular grant scheme and well received by voluntary organisations.

RESOLVED: That Committee agree to appoint a Working Group to consider the 2018/2019 Voluntary Organisation Grants.

534 TREASURY MANAGEMENT MONITORING 2017/2018

A report of the Director of Resources was submitted for Committee's information on the Treasury Management activities for the period 1 April 2017 to 31 December 2017 covering such areas as the Public Works Loan Board, borrowing requirements, temporary investments, Prudential Indicators, Local Government Bonds Agency and approved organisation and recent events.

RESOLVED: That the report be noted.

535 REVENUES AND BENEFITS GENERAL REPORT

Committee considered a report which covered the following areas:

- National Non Domestic Rates (NDR);
- Council Tax;
- Sundry Debtors;
- Housing Benefit and Council Tax support performance;
- Housing Benefit overpayments.

RESOLVED: That the report be noted.

536 BUDGET WORKING GROUP

Committee received the minutes of the Budget Working Group meeting held on 18 October 2017.

537 REFERENCES FROM COMMITTEES

There were no reference from Committees.

538 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor T Hill informed Committee that both he and Councillor P Elms had attended a budget meeting of the Police and Crime Commission as the representatives of the Council. At this meeting an increase on the Police of £12 share of their Band D Council Tax had been approved.

539 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business be Exempt Information under Categories 1 and 3 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

540 LOCAL TAXATION AND HOUSING BENEFIT WRITE-OFFS

Committee considered a report asking them to approve the writing-off of Council Tax debts; business rate debts; and housing benefits debts where it has not been possible to collect the amount due.

RESOLVED: That Committee approve the writing-off of £2,434.24 of Council Tax debts plus £60 costs, £2,479.14 Business Rates and £2,611.38 of Housing Benefit debt where it has not been possible to collect the amount due.

541 REFERENCE FROM COMMITTEE – APPOINTMENT OF DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

This report was withdrawn from the agenda as the Personnel Committee had not met. It would now be considered at the Special Policy and Finance meeting on 6 February 2018.

542 RIBBLE VALLEY HOMES – PROPOSED AMALGAMATION AND OTHER ISSUES

The Chief Executive submitted a report informing Committee of the latest position on the proposed amalgamation of Ribble Valley Homes into Onward Homes, the proposed changes to the Ribble Valley Board and a request to vary the transfer agreement regarding pension arrangements for transferred staff.

Following a tenant consultation the Ribble Valley Homes Board had agreed to progress to full amalgamation to Onward Homes. As part of the process of the amalgamation Ribble Valley Homes were proposing to become part of the Common Board for Onward Homes which meant that there would no longer be any representation from this Council on the Board. This would need formally approving at a Special General Meeting to be held on 5 February 2018 for the amended rules to be adopted.

A request had also been made to amend the Transfer Agreement with a Deed of Variation regarding the superannuation scheme of those staff that had moved under the housing stock transfer agreement.

RESOLVED: That Committee

1. note the proposed amalgamation of Ribble Valley Homes with Onward Homes;
2. agree to the partial rule changes;
3. agree to the Deed of Variation;
4. agree that Councillor G Mirfin would be the official proxy for Ribble Valley Borough Council at the Special General Meeting on 5 February 2018.

The meeting closed at 8.00pm.

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

Minutes of Parish Councils' Liaison Committee

Meeting Date: Thursday, 25 January 2018 starting at 6.30pm
Present: D Peat (Chairman)

Councillors:

P Ainsworth	M Robinson
P Dobson	R Sherras
P Dowson	R Swarbrick
L Graves	D Taylor
B Hilton	N C Walsh

Parish Representatives:

S McGregor	Barrow
T Austin	Billington & Langho
R Carr	Bowland Forest (Higher)
C Davies	Bowland with Leagram
H Douglas	Chatburn
P Brown	Chipping
A Schofield	Clayton-le-Dale
M Fenton	Clitheroe
P Robinson	Clitheroe
R Assheton	Downham
J Hargreaves	Dutton
D Waters	Gisburn
K Hutton	Grindleton
I Forrester	Hothersall
B Murtagh	Mellor
A Steer	Osbaldeston
P Young	Ramsgreave
S Bridge	Read
R Whittaker	Rimington & Middop
A Haworth	Sabden
J Shorter	Sabden
R Hirst	Simonstone
K M Hodson	Slaidburn & Easington
J Hilton	Waddington
J Brown	Whalley
M Highton	Whalley
J Bremner	Wilpshire
S Houghton	Wiswell

In attendance: Chief Executive, Head of Regeneration and Housing, Head of Legal and Democratic Services.

543

APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Borough Councillors S Knox, G Scott and D Smith and from the following Parish Representatives:

D Bland	Aighton. Bailey & Chaigley
E Pickup	Clayton le Dale
R Beacham	Longridge
B Dixon	Newton in Bowland
S Rosthorn	Paythorne & Newsholme
I Sayers	Ribchester
G Meloy	Simonstone

544 MINUTES

The minutes of the meeting held on 9 November 2017 were approved as a correct record and signed by the Chairman.

545 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

546 MATTERS ARISING

- a) Minute 416(a) – It was confirmed that preliminary work had commenced on the connection to Pendle Road from the site at Higher Standen Farm/Littlemoor Farm, Clitheroe. It was understood that work was due to commence on the A59 roundabout with Pendle Road in the course of 2018.
- b) Minute 419 – It was reported that no volunteer drivers had come forward to support the Little Green Bus.
- c) Minute 420(b) – The Chief Executive verbally informed Committee that 24 Parishes had applied for concurrent function grants, and all had been successful. He explained that this included 18 applications in relation to a Parish Lengthsman, and that, of these 18, there had been 6 Parishes which had been historically entitled to support from a different fund based on the old Lancashire County Council Lengthsman scheme, which had now ended. Therefore, the 6 Parishes were to be brought within the same scheme as the others, with a stepped reduction of grant to those 6 Parishes until they achieved parity with the other Parish Councils claiming grants for Lengthsman.

The representative for Gisburn thanked the Borough Council for the stepped transitional arrangements, but also remarked on the lack of consultation prior to the introduction of the new arrangements, as well as the level of confusion which it was perceived arose for some Parish Councils on entitlement to claim under the concurrent functions scheme.

The Chief Executive clarified the extent of the funds available, emphasising that the projects have to be of a revenue nature, not capital schemes. Of £31,000 provided for in the current year's budget, only £26,000 had been claimed to date. He stressed that officers of the Borough Council would be happy to explain the system and assist, and if need be, a presentation could be given to be attended by Clerks and Parish Councils. He explained that the grants will support Parish Councils up to 25% of payments they have made on particular schemes – that the Parish Council will already have committed three times the amount of the

grant to that work from their precept, which in itself created a process of control over the amount claimed by way of grant.

547 THE GREAT BRITISH SPRING CLEAN

The Chief Executive reported verbally on the Great British Spring Clean, which was to take place over the weekend from the 2 to 4 March 2018, for community groups and schools to be involved in helping to clean their local area. The Borough Council would provide black bags to Parish Councils and arrange for collection from a single site, after groups had collected litter and rubbish. Parish Councils were asked to email Stephen Barker with details of their point of contact, and locations for the bags to be dropped off and collected.

548 INFORMATION TO ASSIST PARISH COUNCIL ADMINISTRATION

The Chief Executive submitted a report for Committee's information, outlining current arrangements for Parish Councils, changes to occur with effect at the elections in 2019, and the Parish Council records held on the Ribble Valley Borough Council website. The report included information on the current number of Parish councillors for the various Parish Councils and Parish Wards, and the changes with regard to wards in the Parishes of Billington and Langho, Clitheroe and Whalley which would be effective for the 2019 election.

The Head of Legal and Democratic Services advised Committee of the work carried out by the election staff, from carrying out the canvas from August to December to compilation of the new register each year. Due to the forthcoming changes in Parishes and Wards, the register for use in 2019 would require a lot of work to ensure that the register was as accurate as possible. This would assist at the time of nomination of candidates – in 2019 there are Parish and Borough elections, and nomination of candidates for 290 seats would need to be scrutinised carefully during a short time window.

She stipulated the information which Parish Councils must make available publicly, and requested that Parish Councils ensure that information is submitted to Ribble Valley Borough Council promptly and accurately for posting on the Borough Council website. This included declarations of interest for all Parish Councillors, which should be updated if circumstances alter.

Parish representatives raised issues with regard to the boundaries of new wards, particularly in Billington and Langho and in Whalley. It was confirmed that, whilst the candidate does not need to reside in the Parish, those nominating the candidate should be residents of the ward concerned. The Chief Executive advised that it would be prudent for candidates to submit nomination papers early in the election process, so that any mistakes could be identified and addressed.

RESOLVED: That the Head of Legal and Democratic Services be thanked for her presentation.

549 FORTHCOMING CONSULTATION ON CLITHEROE TRANSPORT INTERCHANGE

The Head of Regeneration and Housing gave a verbal report to Committee on the decision of Lancashire County Council cabinet to embark on a consultation regarding closure of information centres at transport interchanges, including

Clitheroe. If implemented, this would result in a loss of the ticketing and passenger information services. The consultation had not yet commenced, but it was considered that Parish Councils should be aware of the proposal in order that they may consider their approach. The consultation would be circulated to Parish Clerks.

Members remarked on the potential loss of revenue if the only ticket issuing function was by machine, and there was no guard/conductor on a train. It was remarked that current deficiencies in fare collection, particularly for those travelling to stations before Blackburn, could result in a significant under representation of the numbers of passengers using the line.

The representative for Chipping remarked on the excellent quality of the Train Line app, both for booking journeys and for seeking up to date information on the routes.

550

MATTERS BROUGHT FORWARD BY PARISH COUNCILS

- a) Clitheroe Town Council drew Committee's attention to the decision by Lancashire Police only to marshal one parade in each borough on Remembrance Sunday 2018. Concern was expressed that parades would be particularly well attended on the centenary of the World War I Armistice, and that they considered that there were no places of worship or war memorials in the Ribble Valley of a capacity to accommodate all the residents wishing to pay their respects. The Chief Executive informed Committee that the matter was being raised with the Police and Crime Commissioner by the two Borough Councillors on the Police and Crime Panel.

It was agreed to invite a representative of the Police to the next meeting of the Parish Councils' Liaison Committee to consider this issue.

The Chief Executive also informed Committee that Ribble Valley Borough Council would be participating in a chain of beacons being lit on the evening of Remembrance Sunday.

RESOLVED: That an invitation be extended to the Police to attend the next meeting.

- b) The representatives of Whalley Parish Council advised the meeting of the forthcoming closure of the only bank remaining in the village. The meeting was advised that this was understood to be a commercial decision on the part of the bank, reflecting modern banking practice. It was understood that some banking transactions could be carried out through the Post Office. The Parish Council were to consider this at their next meeting, and may seek support of other Parish Councils if they wish to submit representations.

The meeting closed at 7.35pm.

If you have any queries on these minutes please contact Marshal Scott (414500).

Minutes of Personnel Committee

Meeting Date: Tuesday, 30 January 2018 at 5.00pm
Present: Councillor S Atkinson (Chairman)

Councillors:

P Ainsworth	A Knox
P Dobson	D T Smith
R Elms	D Taylor
S Hore	J White

In attendance: Chief Executive, Head of HR.

Also in attendance: Councillor K Hind.

551 APOLOGIES

There were no apologies for absence from the meeting.

552 MINUTES

The minutes of the meeting held on 25 October 2017 were approved as a correct record and signed by the Chairman.

553 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

554 PUBLIC PARTICIPATION

There was no public participation.

555 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

556 PAY POLICY UPDATE

The Director of Resources submitted a report, the purpose of which was 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. It was noted that different types of remuneration were included eg pensions and that, amongst other items, the Council was required to show differentials between the highest and lowest paid employees.

RESOLVED: That Committee

1. receive the report; and

2. recommend the Pay Policy Statement for 2018 for approval by Full Council at its meeting on 6 March 2018.

557 HEALTH AND SAFETY CLIMATE SURVEY

The Director of Resources submitted a report on the outcome of the re-run of the Health and Safety Climate Survey for Depot staff. The 2015/16 Health and Safety – Safety Climate Survey, which had been conducted across the whole authority, had identified a positive safety climate in most areas, but it had also identified 7 areas at the Depot where improvements could be made to achieve an overall positive safety culture. Members had therefore requested a re-run of the survey at the Depot to be conducted in 2017, to see if the safety climate at the Depot had improved.

Full details of the survey methodology, the findings of the survey and the areas for improvement, were explained to Members.

RESOLVED: That Committee

1. note the report;
2. ask the Health and Safety Committee to consider the findings of the survey and develop a detailed Action Plan to improve and monitor the health and safety climate at the depot.

558 ANNUAL REVIEW OF UNION FACILITIES AGREEMENT

The Director of Resources presented a report for Committee's information updating 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 (DCLG) 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.

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.

559 FLEXIBLE WORKING OVERVIEW

The Director of Resources submitted a report for Committee's information on the various policies in operation within the Council that support flexible working. This was prepared in response to a perception in the Peer Challenge feedback that there was a rigid approach to flexible working within the authority.

Members had the opportunity to consider the Flexible Working Hours Scheme, the Job Share Policy, the Right to Request Flexible Working, the Application Form for Requesting a Contractual Change and the Homeworking Scheme.

It was considered that these policies were appropriate in view of the size of the authority, allowing flexibility for staff without compromising service delivery.

RESOLVED: That the report be noted.

560 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.

561 APPOINTMENTS AND RESIGNATIONS

The Director of Resources submitted a report for Committee to consider with regard to appointments and resignations that had taken place since the last meeting.

The Head of HR drew attention to one member of staff who was retiring from the authority after 31 years of service.

RESOLVED: That Committee

1. note and approve the decisions taken by Corporate Management Team as outlined in the report;
2. write a letter of thanks to the member of staff retiring from the authority.

562 UPDATE ON THE APPOINTMENT OF DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT

The Chief Executive submitted a report updating Members on progress regarding the appointment of the new post of Director of Planning and Economic Development.

Members were informed of the advertisement process and the outcome of the interviews conducted in December 2017. At the end of the interview process, the Sub-Committee of Policy and Finance Committee made the decision not to appoint.

Members considered an amended Job Description and Person Specification, proposed for incorporation in re-advertisement of the post. The Head of HR advised Members of the projected timescale for the recruitment process.

RESOLVED: That Committee

1. approve the actions taken by the Policy and Finance Sub-Committee in respect of the recruitment of a Director of Planning and Economic Development;
2. recommend the changes to the Job Description and Person Specification to Policy and Finance Committee for approval.

563 UPDATE ON NATIONAL PAY NEGOTIATIONS

The Director of Resources submitted a report, updating Members on the latest position in respect of National Pay Negotiations for 2018. An offer had been made by the National Employers for Local Government Services for a period from 1 April 2018 to 31 March 2020. This would incorporate the introduction of a new pay spine in 2019.

The Unions had been consulted on the offer, and consultation with their members was to take place.

RESOLVED: That the report be noted.

564 ANALYSIS OF EXIT INTERVIEWS

The Director of Resources submitted a report, providing Members with information relating to staff who had left the authority between 1 January 2017 and 31 December 2017. The Head of HR explained the intentions of the exit interview process and how the information is obtained and then disseminated to Heads of Service and CMT.

The Head of HR explained that almost all staff leaving the authority did so voluntarily, either taking up a new appointment or on retirement.

RESOLVED: That the report be noted.

565 UPDATE ON FIXED TERM CONTRACTS

The Director of Resources submitted a report, updating Members on the number of staff who were currently employed on temporary or fixed term contracts. The Head of HR explained the reasons for the operation of fixed term contracts, in particular apprenticeships and externally funded posts. She explained the employment status of those employed on temporary or fixed term contracts and the implications of extending such contracts beyond 2 years.

RESOLVED: That the report be noted.

566 TRAINING REPORT

The Director of Resources submitted a report, providing details of training courses approved since the last meeting. The Head of HR explained the qualifications and training being undertaken by some members of staff and precautions to safeguard the Council's investment.

The examination success of the Sports Development Officer was noted.

RESOLVED: That a letter of congratulations be sent to the Sports Development Officer on completion of his qualification.

The meeting closed at 5.52pm.

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

Minutes of Licensing Committee

Meeting Date: Tuesday, 30 January 2018 starting at 6.30pm
Present: Councillor J Alcock (Chairman)

Councillors:

A Brown	S Hind
S Brunskill	J Holgate
P Elms	S Hore
M Fenton	A Knox
L Graves	G Mirfin
R Hargreaves	G Scott
K Hind	

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

567 APOLOGIES

There were no apologies for absence from the meeting.

Councillor G Geldard was not in attendance at the meeting.

568 MINUTES

The minutes of the meeting held on 14 November 2017 were approved as a correct record and signed by the Chairman.

Committee received the minutes of the Licensing Sub-Committee held on 18 December 2017.

569 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

570 PUBLIC PARTICIPATION

There was no public participation.

571 PROPOSED CHANGES TO REQUIREMENTS FOR APPLICATION FOR PRIVATE HIRE AND HACKNEY CARRIAGE LICENCES (NVQ QUALIFICATION)

The Chief Executive submitted a report, advising Members of issues that had arisen with regard to the requirement, introduced from 1 April 2016, for all applicants for a private hire drivers licence or a hackney carriage drivers licence to have passed the NVQ in Road Passenger Vehicle Driving (Taxi and Private Hire) within one year of the grant of the licence. Applicants had reported on difficulty in enrolment on the course locally and that the cost of the course was prohibitive for some applicants. An alternative was a BTEC qualification in

Introduction to the Role of the Professional Taxi and Private Hire Driver, which was available at a lower cost. This was a lesser qualification which could lead to the NVQ.

Members were informed of the qualifications required by certain neighbouring authorities, and that, in the event of the adoption of the requirement for the BTEC being unsatisfactory, the position could be reviewed.

RESOLVED: That Committee

- 1, approve the removal of the requirement for applicants for a private hire or hackney carriage drivers licence to pass the level 2 NVQ in Road Passenger Vehicle Driving (Taxi and Private Hire) within 12 months of the licence being granted; and
2. approve the introduction of a requirement that all applicants with a private hire or hackney carriage drivers licence must pass the BTEC – Introduction to the Role of the Professional Taxi and Private Hire Driver – within 12 months of the licence being granted. This will apply to any applicant or licence holder not yet enrolled on an NVQ course.

572 NOTES OF RIBBLE VALLEY SAFETY ADVISORY GROUP DATED 18 JANUARY 2018

Committee received the minutes of the meeting of the Ribble Valley Safety Advisory Group meeting held on 18 January 2018.

573 EXCLUSION OF PRESS AND PUBLIC

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

574 ENFORCEMENT AND COMMUNITY ALCOHOL PARTNERSHIP

The Chief Executive submitted a report for Committee's information on licensing enforcement activities carried out by the Council and the Community Alcohol Partnership, which had been established to tackle underage drinking and anti-social behaviour.

As part of the Community Alcohol Partnership activity, Lancashire Police and Lancashire County Council Trading Standards had carried out test purchases aimed at sales of alcohol to persons under 18. These had taken place on the afternoon of 22 December 2017. Members were advised of the outcome of the test purchases, and the training which was being arranged for individuals and designated premises supervisors where the test purchases had resulted in failure.

RESOLVED: That the report be noted.

TAXI LICENSING ENFORCEMENT UPDATE

The Chief Executive submitted a report informing Committee about recent cases which had given rise to formal enforcement action. Members were advised that all applicants for a private hire or a hackney carriage drivers licence must provide a current Disclosure and Barring Service Certificate (DBS Certificate), in relation to previous convictions and other recorded matters. If matters were disclosed, the application would be considered on its merits subject to guidance by the Council's Statement of Policy and Guidance on Relevant Convictions, and a decision made on whether the applicant was a fit and proper person to hold a licence. Current licence holders were under a duty to inform the Council if they were under investigation, charged with an offence or convicted of an offence. Where appropriate, matters would be referred to the Licensing Sub-Committee for decision. The purpose of this report was to give Members examples of situations which arise after a licence is granted, for example information received from other statutory bodies, and how these were dealt with.

Members were advised that, if a decision were to be appealed, there was authority directing the magistrates determining the appeal to apply Ribble Valley Borough Council policy as if it were their own.

Members were informed of four recent cases, by way of illustration of the issues, and the approaches taken by the Council and the magistrates.

RESOLVED: That the report be noted.

The meeting closed at 6.54pm.

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

Minutes of Economic Development Committee

Meeting Date: Thursday, 1 February 2018, starting at 6.30pm
Present: Councillor R Swarbrick (Chairman)

Councillors:

S Atkinson	M Fenton
S Bibby	K Hind
I Brown	S Hirst
P Dowson	J Holgate
P Elms	I Sayers
R Elms	R Thompson

In attendance: Chief Executive, Director of Resources, Head of Cultural and Leisure Services, Head of Regeneration and Housing and Regeneration Policy Officer.

Also in attendance: Councillor R Sherras.

576 APOLOGIES

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

577 MINUTES

The minutes of the meeting held on 16 November 2017 were approved as a correct record and signed by the Chairman.

The Head of Regeneration and Housing referred to Minute 448 regarding the Christian Heritage Retreat Centre at Stonyhurst College and informed Committee that they had offered to attend the next meeting to give an update on their scheme.

578 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

Councillor S Atkinson declared an interest in Agenda item 13 as a Trustee of Clitheroe Royal Grammar School.

579 PUBLIC PARTICIPATION

There was no public participation.

580 REVISED CAPITAL PROGRAMME 2017/18 AND CAPITAL PROGRAMME REVIEW AND NEW BIDS 2018/19 TO 2022/23

The Director of Resources submitted a report seeking Committee's approval of the Revised Capital Programme for the current financial year for this Committee and the outcome from the review of the Five Year Capital Programme 2018/19 to 2022/23.

As this Committee was not established until after the 2017/18 Original Capital Programme was set, no new capital schemes were planned for this Committee. However one scheme totalling £100,000, Economic Development Initiatives, was transferred to this Committee from Policy and Finance Committee because the nature of the scheme is in line with this Committee's objectives. Consequently the 2017 total budget approved for this Committee is made up of one scheme with a total budget of £100,000.

Having discussed the scheme progress with the Head of Regeneration and Housing there had been no spend on the scheme in year with costs for support work being charged to Revenue Budgets rather than Capital. It was therefore recommended that the 2017/18 revised estimate is reduced to nil and the £100,000 budget be moved to 2018/19.

No new bids had been identified for this Committee for the Capital Programme 2018/19 to 2022/23, however this may change as the Committee becomes more established and will be kept under review.

RESOLVED: That Committee

1. approve the 2017/18 Revised Estimate of nil and transfer the £100,000 budget to 2018/19 for this Committee's Capital Programme; and
2. confirm to Policy and Finance Committee no new 2018/19 to 2022/23 Capital Programme Schemes for this Committee at this stage.

581 REVISED REVENUE BUDGET 2017/18

The Director of Resources submitted a report outlining the Revised Revenue Budget for 2017/18 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.

In 2017/18 original budget had included provision for pay increases at 1.1% and price increases at 1.5% as well as using data on past performance there have been detailed discussions with budget holders and Heads of Service on past service provision on future plans which played an integral part in the budget setting process.

She informed Committee that the Revised Budget for 2017/18 showed an increase in net expenditure of £19,350 more than the original estimate, after allowing for transfers to and from earmarked reserves. A comparison between the Original and Revised Budgets for the 3 cost centres was included for Committee's information and significant variances were highlighted.

RESOLVED: That Committee agree the Revised Revenue Estimate for 2017/18.

582 ORIGINAL REVENUE BUDGET 2018/19

The Director of Resources submitted a report asking Committee to agree the draft Revenue Budget for 2018/19 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 2017 the updated Council's 4 year budget forecast had predicted budget gaps of £774,000 in 2018/19; £956,000 in 2019/20 and £1,139,000 in 2020/21.

She also informed Members that in October 2016 the Council had submitted an Efficiency Plan to the Government in order to secure a multi-finance settlement and that this had again been successful. The Government had announced that there would be no changes to the New Homes Bonus (other than those already announced) and had also agreed to a new Lancashire Business Rate Pool.

The Budget Working Group had been undertaking detailed reviews over the past few months of the various funding streams of the Council and would ultimately make recommendations to Special Policy and Finance Committee on 6 February 2018 in order to achieve a balanced budget.

The proposed fees and charges for 2018/19 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, Head 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 2%. Each cost centre within the report was presented individually showing the original estimate, savings, inflation, variation to the standard budgeted inflation, unavoidable changes to service cost, support services and capital charges, which then culminated in the draft Original Estimate for 2018/19. Three cost centres were presented for this Committee and comments given on any large variances.

The draft budget was also summarised in 2 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 £55,630 after allowing for associated movements on earmarked reserves. The main reason for this net increase was regard to the new Director of Planning and Economic Development.

RESOLVED: That Committee agree the revenue Original Estimate for 2018/19 and submit this to Special Policy and Finance Committee.

583 RAIL SERVICES IN RIBBLE VALLEY

Councillor Sherras was given permission to speak on this item and expressed the view that extending a rail service to Hellifield was very much in the balance and that there was much more to be gained by extending it the other way towards Manchester Airport.

The Chief Executive submitted a report asking Committee to consider the Council's response to the proposed closure by Lancashire County Council of the Clitheroe Rail Interchange and also to set out possible next steps in investigating

developing rail services to Yorkshire and enhancing current services to Blackburn and Manchester.

Lancashire County Council currently supports the provision of travel information and train tickets through its interchange facility based at Clitheroe Rail Station and due to wider budgetary issues it can no longer support this facility and the staff who provide the service.

A report was recently taken to Lancashire County Council Cabinet proposing its closure and announcing a public consultation be held on the proposal before any final decisions are taken. Officers were currently investigating possible ways to retain this service which would then be fed into a detailed consultation response.

With regard to the new services towards Hellifield, Ribble Valley Borough Council Officers have held initial discussions with the rail specialists based at Lancashire County Council to better understand the issues involved in developing future rail services from Clitheroe towards Hellifield and then to Leeds and Lancaster, including building new rail stations at Chatburn, Gisburn and elsewhere and some associated parking.

The economics of developing services along this section of line were investigated in some detail within research associated with the new rail franchise let to Northern Rail and the advice is that this research found such services would not be economic and therefore such provision was not included within the franchise. Currently budgetary constraints at LCC also make it extremely unlikely that they would be able to offer any financial support to such a standalone project.

Before any approaches to Northern Rail or any other bodies could be made an initial business case would need to be put together which would require specialist consultancy input.

With regard to the enhanced services to Blackburn and Manchester, it was found that rail traffic towards Blackburn and the wider areas from and to Clitheroe was healthy and had recovered from delays in recent years associated with improvement works on the line between Blackburn and Bolton which had enabled regular half hourly services from Blackburn to Manchester to be established after several years of detailed work.

Initial discussions indicated that there may be more support for an extension of the current half hourly Blackburn to Manchester service through to Clitheroe, with possible additions of late services to allow Ribble Valley users to use public transport to access late night events in Manchester.

The issues of ticketless travel on Ribble Valley trains leading to revenue losses and an under-reporting of actual patronage figures was also discussed. It is thought that with the new franchise would come new technology including ticket vending machines and online and mobile phone apps which would make it more difficult to avoid payment, in addition to the current guard staff and regular revenue protection blockages and automated gates at many stations.

Committee discussed the 3 issues outlined in this report in some detail and felt it was important to enhance any rail connections possible which would enable more people to travel into the Ribble Valley.

RESOLVED: That Committee

1. delegate to the Chief Executive in consultation with the Chairman to respond to the Lancashire County Council consultation regarding the interchange issue;
2. approve officers meeting with Lancashire County Council rail specialists and representatives of Northern Rail with regard to the proposed enhanced services towards Hellifield and Blackburn/Manchester, and that a Member briefing be arranged;
3. ask the Chairman and Leader of the Council to seek a meeting with the Secretary of State for Transport with regard to the issue of services to Hellifield;
4. ask officers to seek the support for these projects from our neighbouring authorities Craven, Pendle, Lancaster and LCC; and
5. ask the MP to raise these issues in the House of Commons.

584

ECONOMIC EVIDENCE BASE

The Chief Executive submitted a report asking Committee to consider the proposal to undertake an initial refresh of the Council's Economic Evidence Base.

The Council holds and can access a range of information to inform its work in relation to Economic Development using a number of sources. The Council first commissioned a broad report jointly funded by the Council, Lancashire County Council and the Ribble Valley Strategic Partnership entitled "Ribble Valley Employment Land and Retail Study 2008". This provided a combined assessment of a number of issues including the need for a review of the supply and demand for employment land and premises with a retail health check of each of the main centres and was intended to provide a baseline for economic projects and to inform the Core Strategy. This work was refreshed as part of the Core Strategy Evidence Base in 2013.

All of these areas of evidence are now considered to be in need of updating and will be key to progressing both Economic Development functions and the review of the Local Plan.

It was proposed that a business survey element be undertaken by Infusion, our research and consultation partner and part of our partner agreement.

Committee were also asked to consider the commissioning of a baseline evidence report which would provide a current overview of the local economy, help identify key sectors where interventions can help drive economic growth and through an analysis of strengths and weaknesses, identify areas of activity which the Council consider undertaking direct intervention in a focussed way including partnership working or areas where further lobbying may be necessary to secure a strong and sustainable local economy that takes best advantage of the opportunities available.

It is proposed that bids be invited to prepare a report that identifies and provides an overview of the strategic economic context baseline, including a review of relevant policies and strategies that impact upon Ribble Valley.

RESOLVED: That Committee

1. agree to the commission of an initial Economic Appraisal and that a business survey be undertaken by Infusion; and
2. the Chief Executive be asked to prepare an appropriate brief for the appraisal consistent with the matters set out in the report.

585 BROADBAND UPDATE

The Chief Executive submitted a report for Committee's information giving an update on broadband services and future opportunities for further rollout in the Ribble Valley.

Members were reminded that officers from Lancashire County Council had attended the last meeting in November to provide an update on the works being carried out in Lancashire and had given some statistics with regard to commercial and public investment in the Ribble Valley and the number of premises that had been broadband enabled.

They also gave details about the initial contract and the extension programme that was currently taking place, as well as the future programme with the aspiration of 100% broadband in Lancashire.

The Council would continue to lobby for broadband issues to be included as part of the Lancashire Growth Programme and support be offered to existing businesses who require a better broadband connection with which to run their businesses.

RESOLVED: That the report be noted

586 BOUNDARY SIGNS

The Director of Community Services submitted a report giving Members and update on the cost of providing large information signs on the borough's boundaries.

Councillor Sherras was given permission to speak on this item and expressed a desire for a proper Welcome to the Ribble Valley sign on the A59 coming from Skipton.

The cost per sign is around £2,000 to install plus artwork; this is for a sign at 1.5m x 2m located on special posts which deform in the event of being hit by a vehicle. The actual cost would depend on the artwork used.

In principle the Highway Authority at Lancashire County Council are agreeable to such signs being erected providing they are for 450mm away from the edge of the carriageway. These are large signs and would look out of place on anything

other than main arterial roads ie the A59, however one could be located on the southern boundary and the other on the north welcoming people to the Ribble Valley.

The challenge would be choosing an image which captures what the area has to offer.

Committee discussed this item in some detail and felt that the addition of extra signs would be useful but that we would need to think carefully about what was on them and the impact this would have when people see them erected.

RESOLVED: That Committee ask officers to carry out a census of current boundary and tourism signs to inform a future plan and strategy.

587 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

588 EXCLUSION OF PRESS AND PUBLIC

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

589 EMPLOYMENT LAND PORTFOLIO – DEVELOPMENT ACTIVITY

The Chief Executive submitted a report updating Members on employment land and development activity within the borough and its contribution towards the continuing economic growth of the area. A number of developments are taking place within the borough that contributes to local employment and economic growth. Development is now underway on some of these sites and examples of these were details within the draft portfolio for Members' information. This would be reviewed and updated regularly.

The Council were also currently engaged in ongoing discussions with developers regarding delivery of developments and with a number of further potential developments for business growth which were currently in the planning pipeline. Regular contact and discussions take place between the Council's Regeneration Section with both business and developers in connection with these.

Reference was also made to the latest edition of the 2018 Tourism Guide.

RESOLVED: That Committee note the contents of the Business and Employment Development Sites Portfolio.

The meeting closed at 7.47pm.

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

Minutes of Special Policy & Finance Committee

Meeting Date: Tuesday, 6 February 2018, starting at 6.30pm
Present: Councillor K Hind (Chairman)

Councillors:

J Alcock	S Hirst
S Atkinson	A Knox
S Bibby	G Mirfin
A Brown	I Sayers
P Elms	R Swarbrick
T Hill	

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

Also in attendance: Councillor S Hore.

590 APOLOGIES

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

591 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

592 PUBLIC PARTICIPATION

There was no public participation.

593 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2018/19

The Director of Resources submitted a report for Committee's information providing details of the provisional finance settlement for 2018/19. The 2018/19 grant settlement announced last December gave Councils indicative figures for a four year period up to 2019/20 ie a 4 year funding deal subject to Councils publishing an efficient plan. Our efficiency plan was submitted to the Government on 13 October 2016 and confirmation was received that we were placed on the multi-year settlement.

She informed Committee that having signed up to the multi-year settlement the announcement confirms the third year of the offer; the only change from the provisional figures announced was an adjustment to our business rates tariff due to the impact of the 2017 business rate evaluation.

The Government announced no changes to the New Homes Bonus therefore the baselined remained at 0.4% and no reductions will be made with regard to planning appeals. However the allocation reduces to 4 years of cumulative payments from next year as opposed to 5 years in 2017/18. The impact on Ribble Valley for 2018/19 meant a reduction from £1,577,000 in 2017/18 to

£1,573,000 for this year. The report went on to include details regarding Business Rates and Council Tax.

The Director of Resources informed Members that the final grant settlement had been announced that afternoon which would be analysed over the coming days. We could expect to receive an additional £20,000 in rural services delivery grant which would increase it to £107,921 for 2018/19.

A small increase in our New Homes Bonus was also to be expected.

The report also set out the core spending power for the Council as determined by the Government. The Director of Resources informed Members that the Government had announced the Fair Funding Consultation which ends on 12 March 2018 which would impact on how all Councils are to be funded in the future.

RESOLVED: That Committee

1. note the report; and
2. and that a response to the fair funding review consultation be delegated to the Director of Resources in consultation with the Budget Working Group.

594 OVERALL REVISED CAPITAL PROGRAMME 2017/18

The Director of Resources submitted a report informing Committee of the Overall Revised Capital Programme for 2017/18. The original programme had been approved by Full Council in February 2017 and regular reports had been presented to all Committees on progress with the schemes. The total approved Capital Programme for 2017/18 was £1,576,570 covering 27 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 as £1,274,220 for 24 schemes, a reduction of £302,350; there were a variety of reasons for this reduction.

Actual expenditure on all schemes at the end of December 2017 was £646,338 which equated to 50.7% of the revised estimate. The main reasons for the underspend were highlighted for Committee's information.

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

RESOLVED: That Committee approve the Overall Revised Capital Programme for 2017/18.

595 FIVE YEAR CAPITAL PROGRAMME 2018/19 TO 2022/23

The Director of Resources submitted a report recommending a Capital Programme for 2018/19 to 2022/23 to Full Council on 6 March 2017. All Heads of Service have been asked to submit capital bids bearing in mind the limited financial resources that were available to finance the Capital Programme. Full

details of all these bids have been presented to Members during the recent Committee cycle as part of the forward Capital Programme reports.

The Capital Programme for the 2018/19 to 2021/22 financial years had already been approved in February 2017 at the special meeting of the Policy and Finance Committee; no bids had previously been considered for the 2022/23 financial year.

The Budget Working Group and Corporate Management Team had met to consider the draft programme and made a number of proposals/amendments.

The review considered whether the bids merited inclusion and how they could be financed. The report outlined the Budget Working Group and Corporate Management Team recommendations. The financing of the Capital Programme would rely heavily on the use of earmarked reserves, including the use of Business Rates Growth.

The final proposed Five Year Capital Programme was summarised for Committee to consider.

Committee	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Community Services	712,200	1,979,320	354,120	282,000	685,800	4,013,440
Economic Development	100,000	0	0	0	0	100,000
Health and Housing	522,000	347,000	360,500	360,500	347,000	1,937,000
Planning and Development	0	14,500	0	0	0	14,500
Policy and Finance	156,420	45,000	0	0	358,500	559,920
TOTAL	1,490,620	2,385,820	714,620	642,500	1,391,300	6,624,860

Committee	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
New Homes Bonus Earmarked Reserve	-209,000	-313,600	-272,000	-272,000	0	-1,066,600
Business Rates Growth Earmarked Reserves	-54,656	0	0	0	-468,097	-522,753
Other Earmarked Reserves	-754,964	-233,900	-132,120	-60,000	-229,703	-1,410,687
External Funding	-297,000	-519,240	-297,000	-297,000	-297,000	-1,707,240
Usable Capital Receipts	0	-89,080	-13,500	-13,500	-396,500	-512,580
Borrowing	-175,000	-1,230,000	0	0	0	-1,405,000
TOTAL	-1,490,620	-2,385,820	-714,620	-642,500	-1,391,300	-6,624,860

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 recommend to Full Council the Capital Programme for 2018/19 to 2022/23 as set out in Annex 1 of the report. ***

596 OVERALL REVENUE BUDGET 2018/19

The Director of Resources submitted a report asking Committee to approve the revised Revenue Budget for 2017/18 and to recommend a Revenue Budget and Council Tax requirement for 2018/19 to Full Council on 6 March 2018.

She gave a brief overview of the current year's revised budget for 2017/18 highlighting the main reasons for net expenditure having increased by £33k.

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 changes due as a result of the 2017 re-evaluation. This would give total Business Rate income of £1,179,518. When setting the original budget it had been agreed to use £275,514 of the Business Rate income to fund the Revenue Budget; therefore the estimated difference of £904k would be added to the Business Rate volatility reserve.

She highlighted the forecasted transfers to and from earmarked reserves compared with the original estimate and also gave summary of the changes. This shows that instead of taking £250k from general fund balances at the end of the year, based on these revised estimates we would be taking £283k from balances.

The Director of Resources went on to highlight the provisional grant settlement for 2018/19 along with the rural services delivery grant and future years' 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 current Band D tax of £145.59 meant that Ribble Valley was in the bottom quartile of all Councils at 38th out of 201 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.

Reference was made to the New Homes Bonus Scheme. She outlined how the New Homes Bonus Scheme is used to support both the Revenue Budget and the Capital Programme.

With regard to the Business Rate Retention Scheme our NNDR 1 return for 2018/19 shows that we expect to retain Business Rate income of £1,316,585 of which £275,514 will be used to fund the Revenue Budget leaving a surplus of £1,041,071; this included a retained levy from the Lancashire Business Rate Pool of £577,320.

It was stressed these figures may change due to the impact of the 2017 revaluation on our tariff and the necessary adjustment.

She drew Members' attention to the fact that the estimated balance on the volatility reserve at the end of this financial year will be £1.682m. This had now reached a level which was more than sufficient to provide our own safety net protection which we have had to forego as a Pool member. We are now in a more sustainable position and therefore we can use any Business Rate Growth to fund both the Revenue Budget and Capital Programme.

With regard to the Revenue Budget for 2018/19 the Committee expenditure was set to increase by £408k; the reasons for this were varied and had been reported to Service Committees in budget reports. There were some significant changes in 2018/19 which would affect the budget, which included:

- 20% increase in planning fees with the income raised being used to fund the cost of the new Director of Economic Development and Planning;
- the cessation of the Cost Sharing arrangement with LCC; this has resulted in a loss of income of £431,900, partially offset by the proceeds from the sale of paper estimated at £47,600 which we have assumed will be retained by the Council; net loss of income therefore £384,300; an
- the recent pay offer made by the National Employers' for Local Government Services to the staff side being significantly higher than the 2% allowed for in the Committee estimated. A contingency of £75,000 had therefore been added.

After adding the contingency to the budget the total budget gap is £818,486.

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 had made a number of recommendations in order to achieve an affordable budget:

- That a maximum of £250k should be used from general fund balances to finance the Revenue Budget shortfall.
- Following examination of Business Rates growth and in the light of the budget gap we are faced with in future years the Budget Working Group recommend using around £400k per annum extra of our Business Rate growth income to support the Revenue Budget. It was also recognised that over the next 3 years this amount may need to be profiled ie less used next year with more used in year 3 and they therefore recommended using an extra £200k of our growth taking the total to £475,514 for 2018/19.
- That an extra £311,921 of the New Homes Bonus be used to fund the Revenue Budget taking it to £1.105m.
- That there be an increase of £5 in our Band D Council Tax for 2018/19 taking it to £150.69.

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

She outlined the recommended Revenue Budget for 2018/19 with net expenditure of £5,125,481 which after use of balances, would result in a net budget of £4,933,425.

The Director of Resources also commented on the Parish Precepts which totalled £435,183.

She gave Committee a summary of the updated 3 year budget forecast for the Revenue Budget assuming that the 2018/19 budget was agreed and highlighted the budget gap over the next 3 years.

*** RESOLVED: That Committee

1. approve the revised budget for 2017/18;
2. approve the Budget Working Group's recommendations and set a budget and Council Tax requirement for 2018/19 as set out:

BUDGET AND COUNCIL TAX REQUIREMENT	
	£
RVBC Net Budget	4,933,425
Plus Parish Precepts	435,183
	5,368,608
Less - Settlement Funding Assessment	-1,411,972
Net Requirement Before Adjustments	3,956,636
Council Tax Surplus	-70,351
Council Tax Requirement (Including Parishes)	3,886,285

3. recommend the budget and Council Tax requirement to the Full Council meeting on 6 March 2018.

597 EXCLUSION OF PRESS AND PUBLIC

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

598 REFERENCE FROM PERSONNEL COMMITTEE – DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT

The Director of Resources submitted a report asking Committee to consider a reference from Personnel Committee with regard to a proposal to amend the Job Description and Person Specification for the post of Director of Economic Development and Planning and re-advertise the vacancy.

The vacancy had been advertised in October 2017 and interviews had taken place in December 2017. At the end of the interviews the Sub-Committee had decided not to appoint but to review the situation. The Sub-Committee had revisited the Job Description and Person Specification and decided to make some amendments to it that the Personnel Committee had supported. The Chief Executive highlighted the amendments that had been made and informed Committee that the same Sub-Committee Members would be used to follow the process through again.

RESOLVED: That Committee approve the proposed changes to the Job Title, Job Description and Person Specification for the post of Director of Economic Development and Planning and give approval for the post to be re-advertised.

The meeting closed at 7.42pm.

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

Minutes of Policy & Finance Sub-Committee

Meeting Date: Monday, 19 February 2018 starting at 4pm
Present: Councillor K Hind (Chairman)

Councillors:

A Brown
S Knox

In attendance: Chief Executive, Head of HR.

599 APOLOGIES

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

600 PUBLIC PARTICIPATION

There was no public participation.

601 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

602 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following item 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.

603 APPOINTMENT OF DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

The Chief Executive submitted a report asking committee to agree the procedure for the appointment for the new post of Director of Economic Development and Planning. The report outlined options for a draft timetable for the appointment for Members to consider. It was suggested that the same format be followed as previously for the recruitment and selection process.

Committee considered the brief for the presentation topic and made a minor amendment.

RESOLVED: That

1. the timetable for the recruitment for the post of Director of Economic Development and Planning be option 1 as outlined in the report;
2. the original advert with minor amendments be approved; and
3. the brief for the presentation topic be approved.

The meeting closed at 4.20pm.

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

Minutes of Accounts & Audit Committee

Meeting Date: Wednesday, 21 February 2018, starting at 6.30pm
Present: Councillor S Hirst (Chairman)

Councillors:

P Ainsworth	G Mirfin
I Brown	R Newmark
P Dowson	R Sherras
L Graves	N C Walsh
A Knox	

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

Also in attendance: Councillor P Elms.

604 APOLOGIES

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

605 MINUTES

The minutes of the meeting held on 18 October 2017 were approved as a correct record and signed by the Chairman.

606 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

607 PUBLIC PARTICIPATION

There was no public participation.

608 CLOSURE OF ACCOUNTS TIMETABLE 2017/18

The Director of Resources submitted a report informing Committee that the Accounts and Audit Regulations 2015 now require the Responsible Financial Officer sign the Statement of Accounts as a true and fair view and publish them by 31 May 2018 and for us also to publish our audited accounts by no later than 31 July 2018.

Last year we were able to close down the accounts under transitional provisions under the Regulations but met the new deadlines as required this year. 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 for Committee's information. The Regulations also stipulate various responsibilities for the closure of accounts relating to Members and the Responsible Financial Officer.

Reference was 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, 25 July 2018. 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 2017/18 accounts.

609 INTERNAL AUDIT ANNUAL PLAN 2018/19

The Director of Resources submitted a report informing Committee of the Internal Audit Plan for 2018/19. 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 is arrived at following consultation with Directors, Heads of Service and our External Auditors. The risk base of methodology was also explained to Members.

RESOLVED: That Committee approve the 2018/19 Internal Audit Plan as outlined.

610 SUB-COMMITTEE ARRANGEMENTS

The Chief Executive submitted a report requesting Committee to constitute a Sub-Committee in the event that a complaint made under the Council's Code of Conduct needs to be heard. As the next meeting of the Accounts and Audit Committee was not scheduled to take place until 11 April 2018, in order to avoid any delay should a referral to the Sub-Committee be necessary, Committee was required to nominate 3 Members to form the Sub-Committee.

RESOLVED: That Committee nominated Councillors S Hirst, A Knox and R Sherras to serve on the Sub-Committee should it be required.

611 GRANTS CERTIFICATION REPORT 2016/17

Ian Pinches presented a report on the Certification of Claims and Returns. They had certified the Housing Benefits subsidy claim for the financial year 2016/17 relating to subsidy claimed of £7.080m. There were no issues arising from the certification work. The report outlined fees totalling £6,690 that would be the fee for this work carried out.

RESOLVED: That the report be noted.

612 GRANT THORNTON EXTERNAL AUDIT PLAN 2017/18

Mark Heap submitted a report for Committee's information highlighting Grant Thornton's overview of the planned scope and timing of the audit. The document was also an aid to understanding the consequence of their work, discussing issues of risk and the concept of materiality and identifies any areas where the Council may choose to request to undertake additional procedures. The contents of the plan had been discussed with management. He highlighted the risks section as well as the early closedown of the audited accounts which comes into being this year.

RESOLVED: That the report be noted.

613 INTERNAL AUDIT PROGRESS REPORT 2017/18

The Director of Resources submitted a report for Committee's information on the internal audit progress to date for 2017/18. 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 October 2017 had reached either full or substantial assurance levels.

RESOLVED: That the report be noted.

The meeting closed at 6.50pm.

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