



Ribble Valley Borough Council

www.ribblevalley.gov.uk

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, 11 JULY 2017** at **6.30PM**.

CHIEF EXECUTIVE
3 July 2017

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 **25 April 2017** and **Annual Council** held on **9 May 2017**.
5. Mayoral Communications.
6. Leader's Report and Question Time.
7. Creation of an Economic Development Committee – report of Chief Executive – copy enclosed.
8. Local Development Framework – Housing and Economic DPD Submission – report of Chief Executive – copy enclosed.
9. Casual Vacancy – Vice-Chair of Policy and Finance Committee – report of Chief Executive – copy enclosed.
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: 25 APRIL TO 27 JUNE 2017 | | | |
|---|------------------------|-------------|--------------------|
| COMMITTEES | DATE OF MEETING | PAGE | MINUTE NO'S |
| COUNCIL | 25 APRIL | 1 – 5 | 694 – 703 |
| ANNUAL COUNCIL | 9 MAY | 6 – 11 | 7 – 7 |
| COMMUNITY | 16 MAY | 12 – 17 | 8 – 23 |

| COMMITTEE MEETINGS: 25 APRIL TO 27 JUNE 2017 | | | |
|---|------------------------|-------------|--------------------|
| COMMITTEES | DATE OF MEETING | PAGE | MINUTE NO'S |
| PLANNING & DEVELOPMENT | 18 MAY | 18 – 25 | 24 – 35 |
| PERSONNEL | 24 MAY | 26 – 28 | 36 – 49 |
| HEALTH & HOUSING | 25 MAY | 29 – 35 | 50 – 72 |
| LICENSING | 13 JUNE | 36 – 38 | 73 – 82 |
| PARISH COUNCIL LIAISON | 15 JUNE | 39 – 42 | 83 – 92 |
| PLANNING & DEVELOPMENT | 22 JUNE | 43 – 63 | 93 – 106 |
| POLICY & FINANCE | 27 JUNE | 64 – 71 | 107 - 132 |

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 Meeting of the Council

Meeting Date: Tuesday, 25 April 2017, starting at 6.30pm
Present: Councillor J Holgate (Chairman)

Councillors:

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

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

694 PRAYERS

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

695 APOLOGIES

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

696 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

697 PUBLIC PARTICIPATION

There was no public participation.

698 COUNCIL MINUTES

The minutes of the meeting held on 28 February 2017 were approved as a correct record and signed by the Chairman.

699 MAYORAL COMMUNICATIONS

As she approached the end of the municipal year, the Mayor reflected on her year in office and thanked Members for the support that she had received during her period of absence due to illness.

Since the last meeting she was particularly pleased to have been able to welcome Prince Charles to the borough and his visit had showcased what the borough had to offer.

700 LONG SERVICE AWARDS

The Mayor made presentations to staff who had achieved 25 years' service with the Council. She presented gifts to:

Helen Bolton – Printing and Stationery Officer
David Law – Lifeguard
Catherine Moore – Administration and Licensing Officer
Colin Winterbottom – Community Leisure and Sports Development Manager

Louise Hilton – Environmental Health Technician also received an award but had been unable to attend the meeting.

The Mayor thanked all the staff for their loyalty and commitment to the Council and for all their dedicated work over the years.

701 LEADER'S SPEECH

The Leader began by announcing that the meeting would be his last as Leader of the Council. He thanked the Mayor for her work during the year and also extended his congratulations to the new Leader Elect, Councillor Hind and passed on his good wishes for the future

The Leader was pleased to report to Members that the Council's affairs were in good order and represented a solid basis from which the new Leader and his team would be able to go forward.

The Leader went on to reflect on key features of his term of office. He was very pleased that the Council had been able to maintain core services to nationally recognised standards and achieve very high public satisfaction ratings. The Council's accounts and finances were in very good order. The Council Tax was the lowest in Lancashire and within the lowest quartile of districts throughout the county.

The Council had also made a significant contribution to co-operative working across Lancashire authorities. He believed that there was now a firm opportunity to build on that work and enhance the status of Ribble Valley as discussions took place on the future configuration and organisation of Local Government in Lancashire.

The Leader also noted some of the challenges that had been faced by the Council during the last 4 years including the floods of 2015 and the work that had been undertaken to progress the Core Strategy.

The Leader concluded by stating his appreciation and thanks to those Members who had worked with him in recent years as Chairs and Vice-Chairs. He also thanked his previous Deputy, Councillor Simon Hore and current Deputy, Councillor Terry Hill, all Members of his party and the Opposition Leader and Members for the cordial and courteous way in which they had worked with him. He was grateful to the Management Team of Officers and to the staff of the authority.

Finally he wished the leadership team every success in building upon past achievements and looked forward with optimism to seeing the authority move forward to meet the challenges and harness opportunities that lay ahead.

The Mayor thanked the Leader and Deputy Leader for their hard work and contribution to the work of the Council and the borough during their term of office.

702

LEADER'S QUESTION TIME

The Leader of the Opposition, Councillor A Knox, began by thanking the Mayor for her services during her Mayoral year. He then asked three questions of the Leader; first Councillor Knox asked if the Leader could give an update on the situation regarding the proposed increase in planning fees.

The Leader thanked Councillor Knox for his question and could report that the Chief Executive had received a letter from the Department for Communities and Local Government (DCLG) inviting the Council to take advantage of a 20% increase in planning fees. The Council had indicated acceptance of the offer and it was understood that it would take effect from July 2017. However, following the announcement that there was to be a General Election in June, the Director of Resources had received an update regarding the prospect of a number of proposed measures that may not be enacted prior to the dissolution of Parliament and in relation to the planning fee increase, the Local Government Associations (LGA) guidance was that it was possible that the legislation would not be passed before the General Election. In that event it would be up to the next Government and the next Parliament to decide on implementation of the measure. The LGA's assessment of the Parliament time required for the procedure suggested that the planning fee change may not be implemented in time for July 2017 with Autumn 2017 looking like a more realistic timescale.

Next the Leader of the Opposition asked if the Leader could confirm how many of the affordable homes built in the borough in each of the last 5 years had been for rent and what percentage that was of the total build.

The Leader confirmed that affordable homes for rent built over the past five years were as follows:

| Year | No of Homes Built | Affordable Completions | No of Affordable Rent | % of Total Build |
|---------|-------------------|------------------------|-----------------------|------------------|
| 2012/13 | 172 | 29 | 25 | 14.5 |
| 2013/14 | 183 | 45 | 25 | 13.7 |
| 2014/15 | 345 | 113 | 78 | 22.6 |
| 2015/16 | 300 | 78 | 51 | 17.0 |
| 2016/17 | 390 | 100 | 45 | 11.5 |

Finally the Leader of the Opposition thanked the Leader for his work during his term and for the co-operative manner in which they had been able to work together.

703 COMMITTEE MINUTES

(i) Community Committee – 14 March 2017

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

(ii) Planning and Development Committee – 16 March 2017

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

(iii) Personnel Committee – 22 March 2017

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

(iv) Health and Housing Committee – 23 March 2017

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

(v) Policy and Finance Committee – 28 March 2017

RESOLVED: That the minutes of the above meeting be received with the exception of Minute Numbers 630 and 731.

Minute 630 – Treasury Management Strategy

RESOLVED: That the Treasury Management Strategy 2017/18 be approved.

Minutes 631 – Treasury Management Policies and Practices 2017/18

RESOLVED: That the Treasury Management Policies and Practices 2017/18 be approved.

(vi) Accounts and Audit Committee – 29 March 2017

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

(vii) Parish Council Liaison Committee – 30 March 2017

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

(viii) Licensing Committee – 4 April 2017

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

(ix) Special Planning and Development Committee – 6 April 2017

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

(x) Planning and Development Committee – 13 April 2017

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

The meeting closed at 7.15pm.

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

Minutes of Meeting of the Annual Council

Meeting Date: Tuesday, 9 May 2017 starting at 6pm
Present: J Holgate (Chairman)

Councillors:

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

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

1 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors I Brown and T Hill.

2 ELECTION OF MAYOR

The Mayor invited nominations for the Office of Mayor for the municipal year 2017/2018. Councillor S Bibby proposed and Councillor S Hore seconded the motion that Councillor Richard Bennett be elected to the Office of Mayor for the municipal year 2017/2018.

RESOLVED: That Councillor Richard Bennett be elected to the Office of Mayor for the municipal year 2017/2018.

Councillor J Holgate invested Councillor Richard Bennett as Mayor with the ceremonial chain of office. Councillor J Holgate invested Marilyn Davies as Mayoress.

The Mayor (Councillor R Bennett) then took the chair and signed the Declaration of Acceptance of Office. The Mayor (Councillor R Bennett) presented Councillor J Holgate and D Holgate with badges to commemorate their successful term of

office as Mayor and Consort. He spoke in appreciation of the excellent service during their year of office. The Mayor (Councillor R Bennett) made a speech accepting the Office of Mayor.

3 ELECTION OF DEPUTY MAYOR

The Mayor invited nominations for the Office of Deputy Mayor for the municipal year 2017/2018. Councillor S Hirst proposed and Councillor D Smith seconded the motion that Councillor S Carefoot be elected to the Office of Deputy Mayor for the municipal year 2017/2018.

RESOLVED: That Councillor S Carefoot be elected to the Office of Deputy Mayor for the municipal year 2017/2018.

Councillor S Carefoot was invested as Deputy Mayor by the Mayor with the ceremonial chain of office. Sarah Rainford was invested as Deputy Mayoress by the Mayor. The Deputy Mayor then made a short acceptance speech.

4 PRAYERS

The Mayor then called upon the Reverend R Fielding to ask God's blessing on the Council's deliberations in the coming year.

5 COMMITTEE ARRANGEMENTS 2017/2018

The Leader, Councillor K Hind, proposed the recommendations outlined in the report regarding Committee arrangements for the municipal year 2017/2018 and related to the:

- number of Committees and their terms of reference;
- call in procedure;
- timetable of meetings;
- number of seats of each Committee;
- allocation of seats to Councillor Fenton;
- representation of Parish Councils' Liaison Committee;
- appointment of an Emergency Committee; and
- approval of the updated documents in the Council's Constitution.

The proposal was seconded by Councillor P Elms.

RESOLVED: That the Committee arrangements for 2017/2018 as set out in section 4 of the report of the Chief Executive be approved.

6 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN 2017/2018

Councillor K Hind proposed and Councillor P Elms seconded that the appointment of Chairman and Vice Chairman of the Committees of the Council for the municipal year 2017/2018 be as follows:

| Committee | Chairman | Vice Chairman |
|------------------------|-----------------|----------------------|
| Community Services | S Carefoot | S Hore |
| Planning & Development | A Brown | I Sayers |
| Health & Housing | B Hilton | S Brunskill |
| Personnel | S Atkinson | G Mirfin |
| Policy & Finance | K Hind | T Hill |
| Licensing | J Alcock | J Holgate |
| Accounts & Audit | S Hirst | I Brown |
| *Economic Development | R Swarbrick | J Rogerson |

* To be created

RESOLVED: That the Chairman and Vice Chairman be as set out in the list circulated at the meeting.

7 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2017/2018

Councillor K Hind proposed and Councillor P Elms seconded that the Representatives on Outside Bodies be as set out in the list circulated at the meeting.

RESOLVED: That the Representatives on Outside Bodies be as set out in the list circulated at the meeting – see Appendix 1 to these minutes.

The meeting closed at 6.40pm.

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

RIBBLE VALLEY BOROUGH COUNCIL ANNUAL COUNCIL MEETING

Agenda Item No.

meeting date: TUESDAY 9 MAY 2017
 title: REPRESENTATIVES ON OUTSIDE BODIES 2017/2018
 submitted by:
 principal author: CONSERVATIVE GROUP NOMINATIONS

| ORGANISATION | NUMBER OF VACANCIES | NOMINATIONS | PARENT COMMITTEE | NO. OF REPORTS |
|---|----------------------------|--|-------------------------|-----------------------|
| Children's Trust | 1 | Stella Brunskill | Community Services | 1 |
| Lancashire Tourism Forum | 1 | Joyce Holgate | Community Services | 1 |
| Lancashire Waste Partnership | 1 | Ian Sayers | Community Services | 1 |
| Langho Football Club | 1 | Alison Brown | Community Services | 1 |
| Longridge Social Enterprise Company Limited | 1 | Ken Hind | Community Services | 1 |
| Ribble Valley Sports & Recreation (Roefield Leisure Centre) | 2 | Noel Walsh Stuart Hirst | Community Services | 1 |
| Salesbury and Copster Green Commons Management Committee | 3 | Peter Ainsworth Susan Bibby Stuart Hirst | Community Services | 1 |
| Carer's Link | 1 | Susan Bibby | Health & Housing | 1 |
| Calderstones Partnership | 1 | Bridget Hilton | Health & Housing | 1 |
| Environment Agency Liaison Committee | 2 | Richard Sherras Ian Sayers | Health & Housing | 1 |

| ORGANISATION | NUMBER OF VACANCIES | NOMINATIONS | PARENT COMMITTEE | NO. OF REPORTS |
|---|----------------------------|---|-------------------------|-----------------------|
| Hanson Cement Liaison Committee | 5 | Richard Sherras Ruth Hargreaves Ian Sayers Ian Brown Allan Knox | Health & Housing | 2 |
| Health & Wellbeing Board (LCC) | 1 | Bridget Hilton | Health & Housing | 6 |
| LCC Health Scrutiny Committee | 1 | Bridget Hilton | Health & Housing | 1 |
| NW Regional Older Peoples Champion Network | 1 | Susan Bibby | Health & Housing | 1 |
| Pendle Club Clitheroe | 2 | Sue Hind Ian Brown | Health & Housing | 1 |
| Ribble Valley Homes | 3 | Peter Ainsworth Ged Mirfin Ian Brown | Health & Housing | 1 |
| Tarmac Liaison Committee | 4 | Paul Elms Ian Sayers Ian Brown Allan Knox | Health & Housing | 2 |
| NW Employer's Organisation | 1 + 1 substitute | Stephen Atkinson Ged Mirfin | Personnel | 2 |
| Forest of Bowland (Area of Outstanding Natural Beauty) Advisory Committee | 1 | Rosemary Elms | Planning & Development | 1 |
| Rural Services Network | 1 | Richard Sherras | Planning & Development | 1 |
| Armed Forces Champion | 1 | Jim White | Policy & Finance | 1 |
| Clitheroe Royal Grammar School Foundation Trust | 1 | Stephen Atkinson | Policy & Finance | 1 |

| ORGANISATION | NUMBER OF VACANCIES | NOMINATIONS | PARENT COMMITTEE | NO. OF REPORTS |
|---|----------------------------|---|-------------------------|-----------------------|
| Citizen's Advice Bureau | 3 | Sue Hind Graham Geldard Mary Robinson | Policy & Finance | 1 |
| Hyndburn and Ribble Valley Council for Voluntary Services | 1 | Richard Newmark | Policy & Finance | 1 |
| LGA General Assembly | 2 | Ken Hind Allan Knox | Policy & Finance | 1 |
| Police & Crime Panel | 2 | Terry Hill Paul Elms | Policy & Finance | 2 |
| Ribble Valley Community Safety Partnership | 1 | Robert Thompson | Policy & Finance | 1 |
| Ribble Valley Community Transport | 1 | Ian Sayers | Policy & Finance | 1 |
| Whalley Educational Foundation Trust | 1 | Joyce Holgate | Policy & Finance | 1 |

Minutes of Community Services Committee

Meeting Date: Tuesday, 16 May 2017, starting at 6.30pm
Present: Councillor S Carefoot (Chairman)

Councillors:

| | |
|--------------|------------|
| J E Alcock | J Holgate |
| A Brown | S Hore |
| P Dobson | S Knox |
| R Hargreaves | R Newmark |
| T Hill | M Robinson |
| S Hind | N Walsh |
| S Hirst | J White |

In attendance: Director of Community Services, Head of Engineering Services, Head of Culture and Leisure Services, Waste Management Officer.

Also in attendance: Councillor K Hind (until 6.55pm).

8 APOLOGIES

There were no apologies for absence from the meeting.

9 MINUTES

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

10 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

11 PUBLIC PARTICIPATION

There was no public participation.

12 FOOTBALL DEVELOPMENT PROPOSAL

The Director of Community Services submitted a report providing information on a proposal from Clitheroe Wolves Football Club to work in partnership with the Council to develop an indoor artificial surface for general community use including football, rugby and cricket at Roefield playing pitches.

He welcomed Ross Hibbert, Chairman of Clitheroe Wolves Football Club and Steven/Stephen Lancaster representing the Lancaster Foundation to the meeting.

Mr Hibbert gave a brief presentation on the history of Clitheroe Wolves Football Club, along with the current situation with regard to the number of teams and facilities that they are currently using. He broadly outlined their vision in developing an indoor artificial surface facility at Roefield playing pitches with the generous help of the Lancaster Foundation.

The Director of Community Services informed Committee that the Council owns and manages the grass and artificial pitches at Roefield, alongside and behind the tennis centre. These pitches are provided for clubs and groups to hire for which they are charged an annual set of charges fixed by the Council. Clitheroe Wolves Football Club is one of the largest clubs in the borough, running a variety of teams for males and females from juniors through to seniors and currently have 36 teams which includes nearly 500 registered young people aged 4 – 18.

Clitheroe Wolves Football Club had approached the Council with a proposal for a project to develop the football facilities at Roefield playing pitches for broader community use. This did not require the Council to invest a capital sum in the project over and above the already committed to annual maintenance. The project would however require the Council agreeing to lease some of the land adjacent to the outdoor tennis courts to the club so that they could apply for planning permission to build an indoor sports facility incorporating a new artificial 3G pitch area. This would facilitate indoor training during winter months and provide a year round facility for both football and rugby teams. The centre would be subject to the normal planning permission process for any building.

In addition to this, the current outdoor tennis area would be resurfaced with a 3G artificial surface that would be football specific. Tennis would cease to be offered on this area and only the indoor courts would be available for casual use.

Funding for this total project which is expected to be in excess of £1m would be from the club itself and the Lancaster Foundation. Committee were asked to consider this proposal which would be for the benefit of not just Clitheroe football teams but those borough-wide.

RESOLVED: That Committee

1. approve the project in principle and authorise the Director of Community Services to enter into formal negotiations with Clitheroe Wolves Football Club regarding the scheme; and
2. ask the Director of Community Services to report back to Committee on the agreement with Clitheroe Wolves Football Club for final consideration.

13 APPOINTMENT OF WORKING GROUPS

The Director of Community Services asked Committee to confirm arrangements and memberships for the Working Groups under the remit of this Committee. These included the Grants Working Group, the Car Park Working Group, the Open Space Working Group and the Public Convenience Working Group. It was felt that as the Public Convenience Working Group had not met for more than 2 years now, that this be mothballed at the current time.

It was also felt that a Working Group on Waste Management would be an asset in light of the preparations required for the refuse and recycling collection services from 2018.

RESOLVED: That Committee approve the following Working Groups, along with their membership:

- (a) Grants Working Group – Councillors Carefoot, Hirst, S Hind and Robinson;
- (b) Car Parking Working Group – Councillors Carefoot, Hore, Hill and A Knox.
- (c) Open Space Working Group – Councillors A Brown, Alcock, Holgate and Robinson; and
- (d) Waste Management Working Group – Councillors Sayers, Carefoot, Alcock and A Knox.

14 JUNIOR PARK RUN

The Director of Community Services submitted a report providing information on an offer from Ribble Valley Runners to gain permission, set up and establish a Junior Park Run event within the Castle Grounds, Clitheroe.

The Park Run is a national charity aimed at getting more people running across the country and the globe. They offer free safe timed runs every week in parks around the UK and the world.

Junior Park Run follows an identical model but is exclusively for 4 – 14 year olds. The Junior Park Run would look to be held every Sunday morning at 9am; it would comprise of two laps of a 1km circuit using the existing tarmac paths within the Castle grounds.

Park Run as an organisation requires the landowner’s written consent that they are happy for the event to be staged on their land every week and also provides substantial public liability insurance for any runner injured during an event.

It was felt that as Clitheroe town centre is quiet on Sunday mornings, this event would have little impact and would not prevent other members of the public from using the Castle grounds at the same time.

RESOLVED: That Committee authorises the Director of Community Services to formally write to Ribble Valley Runners to give them approval to set up a Junior Park Run within Clitheroe Castle Grounds subject to a 12 month review and in the knowledge that if there is another event on in the Castle grounds their use would be suspended.

15 OFF-STREET PARKING – PAY BY PHONE

The Director of Community Services submitted a report looking at the current issues affecting parking in the borough. This included the implementation of a Pay by Phone service for all its pay and display car parks on a 12 month trial period. The facility enables the car vehicle owner to either pre-pay for a parking space in a car park where they know there is no mobile signal or pay for a space by phone if they have no change.

Chipside currently provide the back office service for parking enforcement and the Pay by Phone service was available as part of their framework agreement. The report outlined the usage of the system over the last 12 months and it showed that after a slow start the number of transactions had steadily increased.

There were minimal problems with the system and it had had little impact on the performance of the parking enforcement staff.

RESOLVED: That Committee continue with the Pay by Phone service provided by our present back office parking services and that this be reconsidered when the back office service contract ends.

16 REPORT ON OUTSIDE BODIES

The Chief Executive submitted a report informing Members of the Outside Bodies that are under the remit of the Community Services Committee and their membership. These are as follows:

Children's Trust – Councillor Stella Brunskill;
Lancashire Tourism Forum – Councillor Joyce Holgate;
Lancashire Waste Partnership – Councillor Ian Sayers;
Langho Football Club – Councillor Alison Brown;
Longridge Social Enterprise Co Ltd – Councillor Ken Hind;
Ribble Valley Sports and Recreation Association (Roefield) – Councillors Stuart Hirst and Noel Walsh;
Salesbury and Copster Green Commons Management Committee – Councillors Peter Ainsworth, Sue Bibby and Stuart Hirst.

RESOLVED: That the report be noted.

17 CAPITAL OUTTURN 2016/17

The Director of Resources submitted a report reviewing the final outturn of 2016/17 Capital Programme for Community Services Committee and seeking Member approval for the slippage of some capital scheme budgets from the 2016/17 financial year to the 2017/18 financial year.

Actual expenditure on the Capital Programme was £416,094 which was 94.4% of the revised estimate budget. Four of the six capital programme schemes were completed in year and within the budget available for those four schemes. The two schemes not completed in 2016/17 were the Ribblesdale Pool improvement work where the main contract had been finalised but the retention payment could not be made until 12 months after financial completion of the main contract and the play area improvements where the two planned elements of this scheme had not yet taken place due to inclement weather.

RESOLVED: That Committee approve the requests for slippage of £23,600 into the 2017/18 financial year for the two schemes:

- Ribblesdale Pool improvement work £16,820
- Play area improvements £6,780

18 MEETING WITH LCC – WASTE MANAGEMENT BEYOND 2018

The Director of Community Services reported upon a meeting he had had with Lancashire County Council's Director of Community Services and the Head of Service (Waste Management) in April 2017. At this meeting it was made very clear that the financial problems that LCC are facing are driving their policies in

relation to waste management. However it was not clear whether they had fully evaluated the possible effects of their decisions. LCC are aware that Committee is in the process of considering a suite of reports on various aspects of our refuse collection and recycling services and they have been advised that it is the intention of Committee to use these reports to inform a debate in preparation for the 2018/19 budget process. At that time Committee should be in a position to take a decision as to which measures might be introduced to mitigate the loss of funding of £430,000 per annum for recycling.

RESOLVED: That the report be noted.

19 PREPARATION FOR REFUSE AND RECYCLING COLLECTION SERVICES FROM 2018 (REPORT 5)

The Director of Community Services submitted a report for Committee's information on the implications for the current refuse and recycling collection services following the withdrawal by Lancashire County Council of costs sharing payments from April 2018 when over £430,00 would be lost. This was the fifth report in a series of preliminary reports that would be presented to Committee. Each one focussing on a range of options available to this authority that may in part mitigate this loss of income culminating in options to be considered by Members in August. This particular report outlined options available for dealing with recyclable/compostable waste streams.

These included:

- (a) ceasing the separate collection of paper and cardboard and collecting in the burgundy wheeled bin;
- (b) adding paper and card in with the current comingled waste stream and passing on to the County Council to sort;
- (c) adding paper and cardboard in with the current comingled waste stream and sourcing directly a market for fully comingled waste;
- (d) to stop providing all the collected dry cyclate and garden waste to the County Council and source our own markets/outlets; and
- (e) changing the frequency of collection.

Without further information it was difficult to establish our legal position on several of the options covered within the report and also the extent of the savings and/or income that each option may generate. This was the final report in this series presented to Committee that would form the basis of the newly arranged Working Group to consider the options available to help mitigate the budget's shortfall due to the withdrawal of the cost sharing agreement.

Committee would be requested to determine what measures to introduce at their next meeting on 29 August 2017.

RESOLVED: That the report be noted.

20

CHILDREN'S PLAY AREAS

The Director of Community Services submitted a report providing information on the scale and range of play areas in the borough which the Council operates. The Council operates 18 play areas across the borough which are accessible by the community.

The Council does not manage or provide every play area in the Ribble Valley as there are a number provided by Town and Parish Councils, as well as some which have been incorporated into new housing developments which are the responsibility of the individual developer. There is an annual budget for the 18 play areas of £40k which covers all expenditure relating to their upkeep including inspections/maintenance, equipment replacement and enhancement. Unfortunately misuse and vandalism have play areas constitute a significant portion of the annual budget which means that it is rare for a play area to be enhanced with a new piece of equipment.

It is planned to assess the current 18 play areas and determine if they are all required in light of other play provision which might now be provided. Until that time the Council would continue to maintain and operate the 18 areas within the budget provided.

RESOLVED: That the report be noted.

21

EVENTS ON COUNCIL OWNED LAND

The Director of Community Services submitted a report providing information on the scale and range of events on Council owned land. The Council owned a number of locations where events are staged; the most popular outdoor sites are Kestor Lane Recreation Ground in Longridge and the Castle Grounds in Clitheroe. Others used are the car park at Edisford and Ribblesdale Pool. The events for the current year were listed in the report for Committee's information.

RESOLVED: That the report be noted.

22

GENERAL REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a reporting updating Committee on the forthcoming Clitheroe Food Festival and tourism activities within the borough.

RESOLVED: That the report be noted.

23

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

The meeting closed at 7.27pm.

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

Minutes of Planning and Development Committee

Meeting Date: Thursday, 18 May 2017 starting at 6.30pm
Present: Councillor A Brown (Chairman)

Councillors:

| | |
|-------------------|-------------|
| S Bibby | J Rogerson |
| I Brown | I Sayers |
| M French | R Sherras |
| B Hilton | R Swarbrick |
| S Hind | D Taylor |
| S Knox | N Walsh |
| G Mirfin (6.37pm) | |

In attendance: Director of Community Services, Head of Planning Services, Head of Legal and Democratic Services.

Also in attendance: Councillors K Hind and S Brunskill.

24 APOLOGIES

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

25 MINUTES

The minutes of the meetings held on 6 April and 13 April 2017 were approved as a correct record and signed by the Chairman.

26 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

Councillor D Taylor declared an interest in planning application 3/2017/0024 and Councillor R Swarbrick declared an interest in planning application 3/2017/0024.

27 PUBLIC PARTICIPATION

There was no public participation.

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

(Councillors R Swarbrick and D Taylor declared an interest in the next item of business and left the meeting)

1. APPLICATION REF: 3/2017/0024/P
GRID REF: SD 362684 433530

DEVELOPMENT DESCRIPTION:

PROPOSED ERECTION OF AN AGRICULTURAL BUILDING 30.48M X 50M AT SUNDERLAND HALL FARM, NIGHTFIELD LANE, BALDERSTONE

APPROVED subject to the imposition of the following condition(s):

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

REASON: 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:

Tay/070/2223/01

Tay/070/2223/02

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

3. Unless otherwise agreed in writing with the Local Planning Authority, the development hereby approved shall be carried out in complete accordance with the materials detailed within the submitted application forms and approved drawing Tay/070/2223/01.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality in accordance with Key Statement EN2, and Policies DMG1 of the Ribble Valley Core Strategy.

4. Notwithstanding the provisions The Town and Country Planning (Use Classes) (Amendment) (England) Order 2015, or any equivalent Order following the revocation and re-enactment thereof (with or without modification), the building hereby approved shall only be used for agricultural activities in association with Sunderland Hall farm.

REASON: In order to ensure the building is used for agricultural use only and to protect the landscape quality of the open countryside in accordance with Policy EN2.

5. There shall be no deliveries or collections to/from the site (in association with transportation of grain) except between the following hours:

07:00 – 19:00 Monday to Friday;

09:00 – 17:00 Saturday, Sunday and Bank Holidays.

REASON: In order to protect the residential amenities of the occupiers of the nearby properties and to comply with Policy DMG1 of the Ribble Valley Core Strategy.

6. Notwithstanding the requirements of condition 5 of this approval, between the hours of 08:30 – 09:30 and 14:45 – 15:45 Monday to Friday inclusive, vehicles accessing and leaving the site (in association with transportation of

grain) shall not use Commons Lane and shall access/leave the site via the Woods Brow access only.

REASON: In order to protect the residential amenities of the occupiers of the nearby properties and to prevent conflict with school traffic in accordance with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy.

7. The number of vehicles accessing and leaving the site on any day (in association with transportation of grain) shall not exceed 24 (a cumulative total of 48 vehicle movements to and from the site).

REASON: In order to protect the residential amenities of the occupiers of the nearby properties and to comply with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy.

8. The maximum size and weight of vehicle accessing and leaving the site (in association with transportation of grain) shall not exceed a 44 tonne articulated wagon/lorry.

REASON: In order to protect the residential amenities of the occupiers of the nearby properties and to comply with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy.

(Mrs Patterson spoke in favour of the above application. Mr Greenwood spoke against the above application).

(Councillors R Swarbrick and D Taylor returned to the meeting)

2. APPLICATION REF: 3/2017/0206
GRID REF: SD 364722 431711

DEVELOPMENT DESCRIPTION:

CREATION OF TWO VEHICULAR ACCESS POINTS AT LAND TO THE REAR OF BAY HORSE INN, OSBALDESTON LANE, BB7 2HX.

APPROVED subject to the imposition of the following condition(s):

1. The development hereby permitted shall be commenced before the expiration of three years from the date of this permission.

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

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

Location Plan – Drawing Number: GA/00
Proposed Site Plan – Drawing Number: GA/01

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

3. The materials to be used for the proposed gate access points as indicated on Proposed Site Plan – Drawing Number: GA/01 shall be implemented as indicated unless otherwise agreed in writing by the Local planning Authority.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality in accordance with Policies DMG1 and DME2 of the Ribble Valley Core Strategy.

4. Prior to commencement of development including the removal of the hedgerow, no work shall be undertaken on site until a landscaping scheme has been submitted to and approved in writing by the Local Planning Authority. The scheme shall thereafter be implemented within the first 12 months of commencement and thereafter retained.

REASON: To ensure protection/enhancement of landscaping in accordance with Policy DMG1 and DME2 of the Ribble Valley Core Strategy.

(Mr Flitcroft spoke against the above application).

3. APPLICATION REF: 3/2017/0207
GRID REF: SD 360185 437714

DEVELOPMENT DESCRIPTION:

DEMOLITION OF EXISTING GARAGES AND ERECTION OF ONE DWELLING AT LAND OFF DAVIS STREET, LONGRIDGE PR3 3NL

APPROVED subject to the following conditions:

1. The development hereby permitted shall be commenced before the expiration of three years from the date of this permission.

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

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

Proposed Plans and Elevations: 5219-P01 Revision A

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

3. Notwithstanding the submitted details, samples of all external surfaces, including surfacing materials and their extents, of the development hereby

permitted shall have been submitted to and approved by the Local Planning Authority before their use in the proposed development. The approved materials shall be implemented within the development in strict accordance with the approved details.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality in accordance with Key Statement EN5 and Policies DMG1 and DME4 of the Ribble Valley Core Strategy.

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

REASON: To comply with Key Statement EN5 and Policies DMG1 and DME4 of the Ribble Valley Core Strategy, to ensure a satisfactory standard of appearance in the interests of the visual amenities of the area and to protect existing neighbouring residential amenity.

5. Notwithstanding the submitted details, no development, including any site preparation, demolition, scrub/hedgerow clearance or tree works/removal shall commence or be undertaken on site until full details of existing and proposed ground levels and proposed building finished floor levels (all relative to ground levels adjoining the site) shall be submitted to and approved in writing by the Local Planning Authority.

For the avoidance of doubt the submitted information shall include existing and proposed sections through the site including details of the height and scale and location of the proposed housing in relation to adjacent existing development/built form (where applicable). The details shall clearly show the eaves and ridge heights of the proposed building/dwelling(s) relative to the eaves and ridge heights of existing neighbouring development/built form. The development shall be carried out in strict accordance with the approved details.

REASON: In order that the Local Planning Authority may ensure that proposed development responds appropriately to the topography of the site, is appropriate to the locality and to ensure the development does not result in any detrimental impact upon residential amenity in accordance with Key Statement EN5 and Policies DMG1 and DME4 of the Ribble Valley Core Strategy.

6. The garage(s) hereby approved shall be kept available for the parking of vehicles ancillary to the enjoyment of the dwelling hereby approved and shall not be used for any use that would preclude the ability for their use for the parking of private motor vehicles, whether or not permitted by the provisions of the Town and Country Planning (General Permitted Development) Order 2015 or any order amending or revoking and re-enacting that order.

REASON: To ensure to ensure that adequate parking provision is retained on site in accordance with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy.

- The existing outbuilding to be retained (as indicated on drawing 5219-Po1 Revision A) shall solely be used for workshop/storage purposes ancillary to the dwelling hereby approve and for no other purpose unless otherwise agreed in writing by the Local Planning Authority.

REASON: To clarify the nature of the consent hereby approved and in the interests of neighbouring residential amenity in accordance with Policy DMG1 of the Ribble Valley Core Strategy.

- Notwithstanding the provisions 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, no alterations to the roof shall be undertaken and no buildings or structures shall be erected within the curtilage of the dwelling hereby approved 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 immediate area in accordance with Key Statement EN5 and Policies DMG1 and DME4 of the Ribble Valley Core Strategy.

- The windows in the north and south elevations of the dwelling hereby approved indicated to be 'opaque glazed' (Drawing 5219-P01-Revision A) shall be fitted with obscure glazing (which shall have an obscurity rating of not less than 4 on the Pilkington glass obscurity rating or equivalent scale) and shall be non-opening, unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed. The windows shall remain in that manner in perpetuity at all times unless otherwise agreed in writing by the Local Planning Authority.

REASON: To protect nearby residential amenity in accordance with Policy DMG1 of the Ribble Valley Core Strategy.

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

29 SECTION 106 APPLICATIONS

| <u>Plan No</u> | <u>Location</u> | <u>Date to Committee</u> | <u>Number of Dwellings</u> | <u>Progress</u> |
|----------------|----------------------------------|--------------------------|----------------------------|---------------------------|
| 3/2016/0974 | Land West Preston Road Longridge | 16/2/17 | 275 | With Applicants Solicitor |

| <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> |
|----------------|-----------------------------------|--------------------------|---|----------------------------|-----------------|
| 3/2016/0580 | Spout Farm Preston Road Longridge | 12/1/17 | 16 weeks | 34 | Decision 2/5/17 |

30 APPLICATIONS WITHDRAWN

| <u>Plan No</u> | <u>Proposal</u> | <u>Location</u> |
|----------------|---|--|
| 3/2016/0990 | Outline application for erection of 18 dwellings (all matters reserved except for access) | Land to north of Ribblesdale View Chatburn |
| 3/2017/0131 | Erection of older persons bungalow within existing curtilage | St Luke's Mission Abbey Terrace, Barrow |

31 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> |
|---|---|--|---------------------------------|---|------------------------|
| 3/2015/0393 R | 10/08/16 | Land west of Preston Road Longridge (Grimbaldeston Farm) | Inquiry | In abeyance | Bespoke timetable |
| 3/2016/0279 R | 11/04/17 | Dove Syke Eaves Hall Lane West Bradford | LB | | Statement due 16/05/17 |
| 3/2015/0776 R | 26/01/17 | Land off Lambing Clough Lane Hurst Green | Hearing | 9/5/2017 | Awaiting Hearing |
| 3/2015/0780 R (enf) | 26/01/17 | Timothy House Farm Whalley Road Hurst Green | Hearing | 9/5/2017 | Awaiting Hearing |
| 3/2016/0369 R | 30/11/16 | Greengore Farm Hill Lane Hurst Green | WR | | Awaiting Decision |
| 3/2016/0370 R | 30/11/16 | Greengore Farm Hill Lane Hurst Green | WR | | Awaiting Decision |
| 3/2016/0346 R | 15/02/17 | 30 Barker Lane Mellor | WR | | Awaiting Decision |
| 3/2016/0366 R | 07/03/17 | Freemasons Arms Vicarage Fold Wiswell | WR | | Awaiting Decision |
| 3/2016/1152 R | 27/03/17 | 132 Ribchester Rd Clayton le Dale | HH | | Awaiting Decision |
| 3/2016/1067 R | 12/04/17 | Westholme Longsight Road Copster Green | WR | | Statement due 17/05/17 |

32 APPOINTMENT OF WORKING GROUPS

The Director of Community Services asked Committee to confirm arrangements and membership for the working groups under the remit of this Committee. This was for the Local Development Plan Working Group.

RESOLVED: That Committee approve the following membership for the Local Development Plan Working Group.

Councillors A Brown, I Sayers, R Sherras, J Rogerson, N Walsh and A Knox.

33 REPRESENTATIVES ON OUTSIDE BODIES 2017/2018

The Chief Executive submitted a report informing Members of the Outside Bodies that are under the remit of the Planning and Development Committee and their membership. There is only one on this Committee – Forest of Bowland (Area of Outstanding Natural Beauty) Advisory Committee – Councillor Rosie Elms.

RESOLVED: That the report be noted.

34 CAPITAL OUTTURN 2016/2017

The Director of Resources submitted a report reviewing the final outturn of 2016/2017 Capital Programme for Planning and Development Committee and seeking member approval for the slippage of the scheme from the 2016/2017 financial year to the 2017/2018 financial year. This was for the introduction of a planning portal link to the Planning Application System and Planning System Update. The software provider had not yet completed writing the scripts for the Planning System Update from the Engage system to Assure system so the element of the scheme could not yet be completed.

RESOLVED: That Committee approve the request for slippage of £30,200 into the 2017/.2018 financial year for the introduction of planning portal link to the Planning Application System and Planning System Update scheme.

35 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no Reports from Representatives on Outside Bodies.

The meeting closed at 7.20pm.

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

Minutes of Personnel Committee

Meeting Date: Wednesday, 24 May 2017, starting at 6.30pm
Present: Councillor S Atkinson (Chairman)

Councillors:

| | |
|-------------|-----------|
| P Ainsworth | G Mirfin |
| P Dowson | D T Smith |
| S Hore | |

In attendance: Director of Resources, Head of HR, HR Officer.

Councillor S Brunskill and A Knox were not in attendance.

Also in attendance: Councillor K Hind.

Before the meeting, all present stood for 1 minute's silence in memory of the victims of the Manchester bombing.

36 APOLOGIES

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

37 MINUTES

The minutes of the meeting held on 22 March 2017 were approved as a correct record and signed by the Chairman.

38 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

39 PUBLIC PARTICIPATION

There was no public participation.

40 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

41 INTRODUCTION TO PERSONNEL COMMITTEE

The Head of HR gave a verbal report to Members, outlining the key areas covered by the HR Section and advising Members of the general policies, procedures and terms and conditions for staff within the authority.

RESOLVED: That the verbal report be noted.

42 ANNUAL OVERVIEW OF HEALTH AND SAFETY

The Director of Resources submitted a report created by the Health and Safety Advisor that reviewed the management of health and safety by the Council during the period April 2016 to March 2017. The report identified significant

hazards to the Council and provided a summary of achievements during the year in relation to health and safety issues.

General statistics for the Council for the year were presented, along with targets for 2017/2018. Members noted the findings of the staff survey in 2015 and subsequent Safety Climate survey. Members considered repetition of the Safety Climate survey.

RESOLVED: That the report be noted.

43 GENDER PAY GAP REPORTING

The Director of Resources submitted a report informing Members of new statutory requirements for gender pay gap reporting, and the implications for the Council. New regulations required public authorities to publish gender pay gap data, assessed across the authority, if the authority had 250 or more employees on 31 March of a given year.

The Head of HR explained the data that needed to be published, where applicable. She further explained that, as at 30 March 2017, the Council headcount was 237 and that therefore no current report was required.

There was discussion about the practicality of preparation of the data as an exercise, which the Head of HR agreed to investigate and report back to Committee.

RESOLVED: That the report be noted.

44 MEMBER TRAINING UPDATE

The Director of Resources submitted a report updating Members on Member Training activity in the last financial year and requesting consideration of a Member Training Programme for 2017/2018. The Head of HR presented information on the current and previous approaches to Member Training and sought Committee's views on the approach to be taken in the future. Members considered the benefit of Committee related training and the resources that might be required for implementation of a training programme.

RESOLVED: That an Annual Member Training Programme be developed.

45 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.

46 ANNUAL ABSENCE MANAGEMENT REVIEW

The Director of Resources submitted the annual absence management review. The HR Officer guided Members through the statistical analysis of sickness throughout the authority, together with comparisons against local and national figures. It was highlighted that the average number of days lost due to sickness for the year ended 31 March 2017 was 7.45 days which was an improvement on the previous year's figure of 8.8 days.

A discussion took place regarding target setting with regard to overall sickness levels. It was pleasing to note that overall the number of days lost to sickness in 2016/2017 fell by 251 days. By category the largest fall in sickness was for stress with a reduction of 118 days.

RESOLVED: That the report be noted.

47 STAFF TURNOVER

The Director of Resources submitted a report for committee's information on staff turnover at the Council for the period 1 April 2016 to 31 March 2017. It was noted that the level of staff turnover was slightly reduced from previous years. The Head of HR explained the monitoring and assessment processes, which analysed information from leaving interviews.

RESOLVED: That the report be noted.

48 TRAINING REPORT

The Director of Resources submitted a report for Committee's information on training courses approved since the last meeting. The HR Officer drew attention to a range of training events including first aid and stress management. It was noted that a member of the Benefits Section had completed Level 4, AAT Qualification successfully, and Members asked that a letter be sent offering their congratulations.

RESOLVED: That

1. a letter be sent to the member of the Benefits Section offering congratulations on successful completion of the Level 4, AAT Qualification; and
2. the report be noted.

49 APPOINTMENTS AND RESIGNATIONS

The Director of Resources presented a report informing Members of appointments and resignations that had taken place since the last meeting. The Head of HR explained the process involved. Attention was drawn to personnel changes, including a member of the Revenues Section who had recently retired after 33½ years with the Council.

RESOLVED: That Committee

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

The meeting closed at 8.05pm

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

Minutes of Health & Housing Committee

Meeting Date: Thursday, 25 May 2017 starting at 6.30pm
Present: Councillor B Hilton (Chairman)

Councillors:

| | |
|-------------|--------------|
| S Bibby | R Hargreaves |
| S Brunskill | K Hind |
| P Dobson | R Newmark |
| R Elms | M Robinson |
| M Fenton | R Sherras |
| L Graves | R Thompson |

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

Not in attendance: Councillor P Elms.

Before the meeting commenced, those present stood for a minute in memory of the victims of the Manchester bombing.

50 APOLOGIES

An apology for absence from the meeting was submitted on behalf of Councillor J White and the Chief Executive.

51 MINUTES

The minutes of the meeting held on 23 March 2017 were approved as a correct record and signed by the Chairman.

52 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

53 PUBLIC PARTICIPATION

There was no public participation.

54 APPOINTMENT OF WORKING GROUPS

Committee considered the appointment of working groups that belong to this Committee and their arrangements/membership.

- Strategic Housing Working Group – 3 Conservatives (Councillors S Brunskill, K Hind, R Sherras), one Liberal Democrat (Councillor M Robinson), and the Chair of Planning and Development Committee.

- Health and Wellbeing Partnership – 4 Conservatives (Councillors B Hilton, S Bibby, S Brunskill, R Newmark), one Labour (Councillor M Fenton) and one Liberal Democrat (Councillor M Robinson).

RESOLVED: That Committee approve the appointment of the Strategic Housing Working Group and the Health and Wellbeing Partnership.

55 FIXED PENALTY NOTICES FOR ENVIRONMENTAL CRIME ENFORCEMENT

The Chief Executive submitted a report seeking Committee's approval of new Fixed Penalty Notices, the level of charges and discount for prompt payment, and reaffirmation of Fixed Penalty Notices as an enforcement tool arising from a range of legislative measures. The report identified the offences to which Fixed Penalty Notices applied, and the functions on which payment received from Fixed Penalty Notices could be spent.

RESOLVED: That

1. Committee approve the use of Fixed Penalty Notices and their fine levels for the offences listed in the report at paragraph 3.20;
2. Committee approve and delegate to the Head of Environmental Health Services if any changes in legislation occur and subsequent fees, that this can be implemented without Committee approval; and
3. the Head of Environmental Health Services be requested to prepare a report to the next meeting of this Committee on the role of dog wardens, including the equipment available to them and information on the number of recorded incidents of verbal abuse or threatening behaviour towards dog wardens.

56 ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

The Chief Executive submitted a report on the provisions of the Anti-Social Behaviour Crime and Policing Act 2014, requesting consideration of powers to issue Community Protection Notices for a range of anti-social behaviours, and Criminal Behaviour Orders, and to seek agreement of the sum for Fixed Penalty Notices issued under this legislation.

The Community Protection Notice was intended to deal with particular ongoing problems or nuisances which negatively affect the community's quality of life, by targeting the individual responsible. Breach of a Community Protection Notice could result in a Fixed Penalty Notice for which income received by the authority should be used to fund further work in the area of anti-social behaviour.

The Community Behaviour Order (replacing the Anti-Social Behaviour Order on conviction and the Drinking Banning Order on conviction) was available on conviction to address the most serious and persistent offenders and could include prohibitions on certain types of behaviour and include requirements to address the underlying causes of the offender's behaviour.

RESOLVED: That

1. Committee approve the Council's scheme of delegation in the Constitution be amended to include provision that the Head of Environmental Health Services be given delegated authority to enforce the provisions of the Anti-social Behaviour Crime and Policing Act 2014; and
2. the amount payable for Fixed Penalty Notices issued under the Act be set at £100 paid within 14 days, reducing to £75 if paid within 7 days.

57

DISABLED FACILITIES GRANTS POLICY CHANGES

The Chief Executive submitted a report proposing revision to the Disabled Facility Grants policy to improve the current process, taking into account comments made during the consultation period. Observations in response to consultation by the occupational therapists of Lancashire County Council and the NHS had been taken into account. Four proposals had been formulated: to optimise the use of the Council's disabled facilities grant allocation; to introduce the provision to allow a discretionary grant above the disabled facilities grant maximum (subject to budget availability); to introduce a 10% fee applicable to each disabled facilities grant and non-disabled facilities grant application; and to commission the use of private occupational therapists. We are still awaiting a response from the Lancashire County Council Better Care Fund to confirm that the new proposals will be allowable under the National Disabled Facilities Grant award conditions as agreed under social care capital projects.

RESOLVED: That Committee

1. agree with the revised DFG scheme as set out in Proposals 1, 2, 3 and 4 contained within the report;
2. implement the revised scheme from 1 June 2017 subject to LCC confirming the proposals meet the BCF grant award conditions; and
3. instruct the Chief Executive to monitor the new process and report back to this Committee after 12 months of operating the new scheme.

58

RIBBLESDALE PARTNERSHIP UPDATE

The Chief Executive submitted a report, updating Committee on the progress of the Ribblesdale Community Partnership, and advising Members of priority work areas. An action plan had been developed by reference to five priority areas. The Council was taking responsibility for the workstream to deliver actions for the community to live happy, healthy and well. it was intended to seek to work with Blackburn with Darwen and Central Lancashire CCGs to provide for areas of the Ribble Valley which were not within the area covered by the Ribblesdale Partnership.

RESOLVED: That Committee note the progress to date and endorse a focus on the living happy, healthy and well work stream as being most appropriate for the Council

and instruct the Chief Executive to explore opportunities to extend the project with other relevant partners.

59 CLITHEROE CEMETERY

The Chief Executive submitted a report informing Committee of the implementation of the new cremated remains plot installed at Clitheroe Cemetery and seeking agreement of Committee of the new cemetery charge which had been applied. Beams were now being provided as a stable base for memorial plaques, and the increased charge incorporated this cost.

RESOLVED: That Committee note the report and approve the implementation of the new Cemetery charge with immediate effect.

60 FOOD HYGIENE INTERVENTION PLAN 2017/2018

The Chief Executive submitted a report introducing and seeking Committee's approval of the Ribble Valley Borough Council Food Hygiene Intervention Plan for 2017/2018. The legislative background was explained, and a summary of the service in 2016/2017 was provided. Members noted the statistics and satisfactory performance in the year.

RESOLVED: That Committee

1. approve the Ribble Valley Borough Council Food Hygiene Intervention Plan 2017/2018 for implementation in the current financial year;
2. note the satisfactory performance for the year 2016/2017; and
3. reconfirm the continuing priority of food premises inspections for environmental health service provision.

61 PUBLIC SPACES PROTECTION ORDER – PROPOSED PUBLIC SPACES PROTECTION ORDERS FOR DOG CONTROL IN THE RIBBLE VALLEY

The Chief Executive submitted a report seeking Committee's approval in principle for the introduction of Public Space Protection Orders in respect of dog control within the Ribble Valley, and to authorise officers to commence the process of publicising and consulting on the proposed orders. Legislation provided for transition of existing Dog Control Orders to become Public Space Protection Orders in October 2017, and the Head of Environmental Health Services recommended that the scope of existing orders be reviewed in readiness for this change, so as to provide for smooth transition after consultation which would identify current requirements.

RESOLVED: That Committee

1. approve, in principle, the proposal to make Public Space Protection Orders for dog control within Ribble Valley; and

2. authorise officers to publicise the proposed orders and carry out consultation as required by the Anti-Social Behaviour Crime and Policing Act 2014 and to report back to this Committee for final approval.

62 CHARGING SCHEME FOR FOOD SAFETY RESCORE INSPECTIONS UNDER THE NATIONAL FOOD HYGIENE RATING SCHEME

The Chief Executive submitted a report detailing the Council's responsibilities in respect of attendance at food premises and issue of ratings under the scheme coordinated by the Food Standards Agency. Where premises had been awarded a score less than the maximum 5, after undertaking necessary improvements, they were entitled to request a rescore with a view to achieving an improved score. It was proposed to introduce a change to recover Council costs for revisits requested by food businesses.

RESOLVED: That Committee agree to the introduction of a flat rate charge of £153 for rescoring visits requests received from food businesses.

63 LICENSING OF HOUSING IN MULTIPLE OCCUPATION

The Chief Executive submitted a report seeking approval of licensing policy changes, recommendation of a fee structure and additional charges to implement the licensing regime.

There had been an increase in requests to licence homes in multiple occupation in recent months. Committee were advised of the definition of a home in multiple occupation, and that a demand for bedsit and similar single person accommodation had been noted. A draft policy was presented for consideration by Committee (which could be introduced with amendment of one fee) together with explanation of the proposed fee structure.

RESOLVED: That Committee approve

1. the adoption of the Environmental Health Housing Licensing Policy for properties in the private rented sector; and
2. the introduction of charges with immediate effect for mandatory licensing in the scheme as outlined in item 3.15 of the report.

64 CAPITAL OUTFURN 2016/2017

The Director of Resources submitted a report asking Committee to review the final outturn of the Capital Programme for 2016/2017 and seeking approval of the slippage of some capital scheme budgets from the 2016/2017 financial year to the 2017/2018 financial year. The capital programme for the Health and Housing Committee consisted of three schemes. Overall, 45.5% of the revised estimated budget had been spent in 2016/2017. Reasons were given for this shortfall, and Committee were advised that funds taken forward would be ring-fenced for the schemes highlighted.

RESOLVED: That Committee approve the slippage of the budget into the 2017/2018 financial year for:

- Disabled facilities grants; £170,130
- Landlord/tenant grants; £25,520
- Affordable warmth/capital grants; £14,540

65 HOME IMPROVEMENT AGENCY ANNUAL REPORT

The Chief Executive submitted a report for Committee's information on the service completed by Homewise, the home improvement agency in the Ribble Valley for 2016/2017. Records of the services and physical aids supplied were produced, along with monitoring records and expressions of satisfaction by residents.

RESOLVED: That the report be noted.

66 DELIVERY OF AFFORDABLE UNITS IN 2016/2017

The Chief Executive submitted a report for Committee's information, including a breakdown of the provision of affordable rent, shared ownership and discount sale units at different locations across the borough. 100 dwellings of various types have been provided in total.

RESOLVED: That the report be noted.

67 PUBLIC SPACE PROTECTION ORDERS AND COMMUNITY PROTECTION NOTICES AS AN ANTI-SOCIAL BEHAVIOUR ENFORCEMENT TOOL

The Chief Executive submitted a report for Committee's information on the use of Community Protection Notices as an environmental protection tool. The legislative background was set out, identifying the introduction of more generic powers to replace 19 existing powers targeted at specific types of anti-social behaviour. Members were advised of the considerations and procedures involved, and the powers available.

RESOLVED: That the report be noted.

68 REPRESENTATIVES ON OUTSIDE BODIES 2017/2018

The Chief Executive submitted a report for Committee's information on the membership of outside bodies that come under the remit of the Health and Housing Committee.

RESOLVED: That the report be noted.

69 HEALTH AND WELLBEING PARTNERSHIP

The notes of the meeting held on 27 March 2017 were noted by Committee.

70 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.

71 PROPOSED PURCHASE OF A LEASEHOLD FLAT

The Chief Executive submitted a report on an offer received by the Council for it to buy the remaining one third of a leasehold property, of which the Council already own two thirds. The property had been surveyed and valued independently. Subject to confirmation from DCLG, it was recommended to proceed with the purchase of the balance of the property, and to use the property to assist in meeting the Council's statutory housing duties.

RESOLVED: That Committee approve the purchase of the remaining component of the property and instruct the Chief Executive to proceed with the acquisition of the premises and to put in place necessary and appropriate measures for management of the accommodation in support of the Council's housing duties.

72 GENERAL REPORT – GRANTS

The Chief Executive submitted a report for Committee's information of approval of 8 affordable warmth grants. No new disabled facilities grants or landlord/tenant grants had been approved since the last report to Committee.

182 applications have been made for household property flood resilience grants for which 180 had been approved, 144 fully completed and 36 were still to complete (6 of which had been the subject of interim payments). Two owners had decided not to proceed with a scheme.

36 business applications had been made of which 32 had been approved. 20 of these were fully completed and paid, and 8 were still to complete. There was one outstanding application for a listed building, where an application for listed building consent was yet to be determined. In the case of 3 applications, the business owners had decided not to proceed with a scheme.

RESOLVED: That the report be noted.

The meeting closed at 8.10pm.

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

Minutes of Licensing Committee

Meeting Date: Tuesday, 13 June 2017, starting at 6.30pm
Present: Councillor J Alcock (Chairman)

Councillors:

| | |
|--------------|-----------|
| I Brown | S Hirst |
| S Brunskill | J Holgate |
| P Elms | A Knox |
| G Geldard | G Scott |
| R Hargreaves | J White |
| S Hind | |

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

73 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors M Fenton, L Graves and R Swarbrick.

74 MINUTES

The minutes of the meeting held on 4 April 2017 were approved as a correct record and signed by the Chairman.

Committee received the minutes of the Licensing Sub-Committee meetings held on 19 April 2017 and 15 May 2017.

75 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

76 PUBLIC PARTICIPATION

There was no public participation.

77 INTRODUCTION OF DBS CHECKS FOR PRIVATE HIRE OPERATORS

The Chief Executive submitted a report seeking Committee's approval for the introduction of DBS checks for private hire operators. These checks were already a requirement for Hackney Carriage and Private Hire Drivers, and Committee had previously authorised consultation for the introduction of checks for Private Hire Operators, who have contact with customers, hold personal details, and have control of vehicles attending at home addresses or carrying children and vulnerable adults.

One response had been received to the consultation, fully supporting the proposal.

RESOLVED: That Committee

1. approve the introduction of DBS checks for Private Hire Operators from 1 July 2017; and
2. authorise the Head of Legal and Democratic Services to make any necessary consequential amendments to the Council's policies and/or procedures.

78 REVIEW OF HACKNEY FARES

The Chief Executive submitted a report seeking Committee's views as to whether there should be a review of Hackney Carriage fares, which had not been reviewed since 2009. There had not been any request for a review by licence holders, which may reflect acceptance of the current levels or that, in reality, the Hackney Carriage driver would agree a fare in advance which was at a lower rate than approved and shown on the meter.

Members were advised that a review would involve consultation with licence holders and advertisement of any proposed change.

RESOLVED: That Committee authorise the Head of Legal and Democratic Services to consult licence holders and other relevant persons upon the proposal to review fares if necessary.

79 REQUIREMENT FOR ELAP SEATS IN HACKNEY CARRIAGES

The Chief Executive submitted a report seeking Committee's view of the requirement for ELAP seats in Hackney Carriages. This followed consultation with disability groups on the request by a licence holder for removal of the requirement for his vehicle permanently to be fitted with an ELAP seat and for introduction of a requirement that all Hackney Carriages should carry a cheaper swivel seat which would not be installed permanently in the vehicle.

No written response had been received to the consultation, but Ribble Valley Opening Doors had verbally requested retention of the requirement for ELAP seats and for encouragement of provision of swivel seats in all other licensed vehicles to assist elderly people.

RESOLVED: That Committee retain the requirement for ELAP seats where currently required in Hackney Carriages.

80 PROPOSED TAXI STANDS

The Chief Executive submitted a report seeking Committee's approval for the creation of two Hackney Carriage stands. These would be located on Station Road, Clitheroe, which would operate 24 hours per day and in the Market Place, Clitheroe, operative from 10pm to 2am.

Committee had previously resolved that a further stand should be approved in a loading bay to be created on Accrington Road, Whalley, but this could not yet be authorised as the Traffic Order for Whalley had yet to be implemented.

RESOLVED: That Committee

1. authorise the Head of Legal and Democratic Services to seek formal consent from Lancashire County Council for the making of the Order as set out in Appendix 1 of the report; and
2. authorise the Head of Legal and Democratic Services (if and when consent is received from Lancashire County Council) to take all steps required to give formal notice of the proposed Order.

81 TAXI ENFORCEMENT OPERATION

The Chief Executive reported on the results of an inspection of licensed Private Hire and Hackney Carriage vehicles carried out on 21 April 2017 in conjunction with the Police and the Vehicle and Operators Services Agency. Of 10 vehicles tested, 7 were of the required standard, 2 were served with delayed prohibition notices requiring work to be carried out within 7 days and 1 vehicle, which had a tyre with tread below the legal limit, was issued with a prohibition notice and taken off the road with immediate effect. The stipulated work for all 3 vehicles was carried out as required.

RESOLVED: That the report be noted.

82 NOTES OF SAFETY ADVISORY GROUP DATED 20 APRIL 2017

Committee received the minutes from the meeting of the Ribble Valley Safety Advisory Group dated 20 April 2017.

The meeting closed at 6.55pm.

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

Minutes of Parish Councils' Liaison Committee

Meeting Date: Thursday, 15 June 2017, starting at 6.30pm
Present: D Peat (from Agenda Item 1) (Chairman)

Councillors:

| | |
|-------------|------------|
| P Ainsworth | M Robinson |
| A Brown | I Sayers |
| P Dowson | D Taylor |
| T Hill | N C Walsh |

Parish Representatives:

| | |
|--------------|--|
| S Shorhouse | Balderstone |
| S McGregor | Barrow |
| T Austin | Billington & Langho |
| M Walsh | Bolton-by-Bowland, Gisburn Forest & Sawley |
| P Brown | Chipping |
| A Schofield | Clayton-le-Dale |
| M Fenton | Clitheroe |
| P Robinson | Clitheroe |
| T Hoyle | Dinckley |
| J Hargreaves | Dutton |
| I Forrester | Hothersall |
| R Beacham | Longridge |
| M Everett | Longridge |
| B Murtagh | Mellor |
| S Rosthorn | Newsholme & Paythorne |
| B Dixon | Newton |
| A Steer | Osbaldeston |
| A Haworth | Sabden |
| R Hirst | Simonstone |
| J Hilton | Waddington |
| R Chew | West Bradford |
| J Bremner | Wilpshire |
| S Giles | Wiswell |
| M Robinson | Wiswell |

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

Also in attendance: Councillor P Elms, Duncan Whitehead – Operations Manager of Victim Support.

83

APPOINTMENT OF CHAIRMAN

RESOLVED: That Parish Councillor David Peat (Simonstone) be appointed as Chairman of this Committee for 2017/18.

84 APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Doreen Taylor be appointed as Vice-Chairman of this Committee for 2017/18.

85 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Borough Councillors L Graves, G Scott and R Sherras and from the following Parish Representatives:

| | |
|--------------|----------------------------|
| M Carrington | Aighton, Bailey & Chaigley |
| H Douglas | Chatburn |
| E Pickup | Clayton-le-Dale |
| J Parry | Hothersall |
| E Law-Riding | Ribchester |
| A Ormand | Ribchester |
| J Shorter | Sabden |
| K Hodson | Slaidburn |
| D Parker | Waddington |
| J Brown | Whalley |
| M Highton | Whalley |

86 MINUTES

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

87 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

88 MATTERS ARISING

(a) Minute 666

Councillor Hill reported that the payphone in Whalley had now been repaired, after months out of action. The Head of Regeneration and Housing advised Members that there was no prescribed period for retention of the boxes, but that there would need to be a further period of consultation and a full consultation process were there to be further proposals for removal.

89 PRESENTATION BY DUNCAN WHITEHEAD, OPERATIONS MANAGER OF VICTIM SUPPORT

The Chairman introduced Duncan Whitehead, who had been in post for 8 weeks as Operations Manager of Victim Support. He reported that Victim Support has been working in Lancashire for over 40 years supporting victims of crime, and that they had recently succeeded in the tender process to deliver Lancashire Victim Services. The service consisted of 34 paid staff, supported by 50

volunteers. He advised Members of the range of services offered to victims of all types of crime across Lancashire and the support offered either by the service itself or by their partner agencies.

He informed Members that across Lancashire there were 40,000 – 50,000 referrals per annum, with 36% of crimes in Lancashire being recorded in the Eastern Police Division.

All victims of crime residing in Lancashire are contacted by Lancashire Victim Support Service, regardless of the level of crime involved or the location of the offence. Contact could currently be made with the service 8am to 8pm Monday to Friday (Monday extended to 9pm) and 9am to 1pm Saturday. Out of hours support was available 24/7 for messages to be taken. It was hoped to be able to establish a full service 24 hours, 7 days a week.

80% of referrals were received by Automatic Data Transfer from the Police, received over night. Contact would then be made with victims, with a target of 4 attempts to contact vulnerable victims within 48 hours of receipt of the referral and 2 attempts within 72 hours for all other victims of crime.

The service also acted to provide support beyond the crime for victims, referring or signposting them to other agencies as appropriate. The service also offered counselling in various forms and pre-trial therapy. Across the county, 3 specialist providers have been engaged to provide specialist support and advice for complex hate crimes.

Referrals could be made by telephone on 0300 323 0085 and email at vcu.lancashire@victimsupport.cjism.net.

In response to questions, Duncan explained the processes in place for young victims of cyber bullying, and the approach taken for vulnerable victims who could be assessed on a case-by-case basis.

RESOLVED: That Duncan be thanked for his informative presentation.

90 VOLUNTEER DRIVERS FOR MEDICAL APPOINTMENTS

The Head of Regeneration and Housing explained that issues had arisen, particularly in the areas of Slaidburn, Newton, Dunsop Bridge and Whitewell, whereby residents without transport had encountered difficulty in attending appointments with GP's, hospitals and other medical practitioners.

Public transport was very limited and community transport services encountered difficulties with volunteer drivers who attended from some distance away from the patient's home. Although the patient paid the volunteer driver 40p per mile for the distance travelled with the patient in the vehicle, the "dead mileage", to and from the patient's home from the driver's home, could be a significant expense for community transport services such as the Little Green Bus.

Consideration could be given to arranging a meeting for the Chairs of the Parishes involved with the manager of the Little Green Bus service and the Head

of Regeneration and Housing agreed to lead in these arrangements. The focus would be to engage volunteer drivers local to the patients.

Members were advised of the provisions for insurance and training available through Little Green Bus.

91

MATTERS BROUGHT FORWARD BY PARISH COUNCILS

(a) Sabden – A59 Roundabout

The Representative from Sabden queried the timescale for completion of the roundabout at the junction of the A59 and Pendle Road. The Head of Regeneration and Housing informed Members that he now understood that the work would commence in August 2017, and he would endeavour to notify Members of a completion date when known.

(b) Wiswell – Permitted Development Rights in Conservation Areas

A Representative of Wiswell Parish Council requested information or for a workshop to be arranged with regard to the extent of permitted development works allowed within Conservation Areas. The Head of Regeneration and Housing indicated that a representative of the Planning Department could be invited to a future meeting of this Committee.

92

ITEMS FOR FUTURE MEETINGS

The Chairman encouraged Members to submit suggestions for Agenda Items at future meetings. Consideration has already been given to invitations to the Parish Champion and the Director of Public Health and Wellbeing at Lancashire County Council.

The meeting closed at 7.25pm.

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

Minutes of Planning and Development Committee

Meeting Date: Thursday, 22 June 2017 starting at 6.30pm
Present: Councillor A Brown (Chairman)

Councillors:

| | |
|------------|-------------|
| S Atkinson | G Mirfin |
| S Bibby | I Sayers |
| I Brown | R Sherras |
| M French | R Swarbrick |
| B Hilton | D Taylor |
| S Hind | N Walsh |
| S Knox | |

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

Also in attendance: Councillors G Scott and D Smith.

93 APOLOGIES

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

94 MINUTES

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

95 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

Councillor S Bibby declared an interest in planning application 3/2017/0118/P.

96 PUBLIC PARTICIPATION

The Chairman welcomed Dr Forrester, Chairman of Hothersall Parish Council who spoke on Agenda item number 8, Housing and Economic DPD – Regulation 19 Response and Proposed Submission. He expressed the concern of Hothersall Parish Council about the allocation of employment land at Higher College Farm, Hothersall in the Housing and Economic DPD.

In their opinion it is an inappropriate location on minor roads and that the increased traffic this will bring will only add to already congested road network. He asked Committee to reconsider this allocation.

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

1. APPLICATION REF: 3/2017/0103
GRID REF: SD 368909 436238

DEVELOPMENT DESCRIPTION:

CHANGE OF USE OF AGRICULTURAL LAND TO CAMPING FACILITY FOR EIGHT CAMPING PODS AND ASSOCIATED CAR PARK AND LANDSCAPING (RESUBMISSION OF APPLICATION 3/2016/0833) AT LAND AT MOORGATE FARM KENYON LANE LANGHO BB6 8AN

The Head of Planning Services informed Committee that the Management Plan had been received and would therefore require an amendment to condition 11.

APPROVED subject to the following conditions:

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

REASON: 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 drawing ref.

Bre/096/2239/02/Rev.D (Location Plan and Parking Detail Plan)

MGF/LP/001 (Landscape Proposals)

MGF/LP/002 (Wider Landscape Proposals)

Bre/096/2239/05 (Refuse Store – Proposed Plans and Elevations)

401 (Elevations 01, 02, 03 & 04)

201 (Floor Plan)

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

3. The camping pods hereby approved shall be faced with timber as detailed on the approved plans and shall be retained as such in perpetuity.

REASON: To ensure that the materials to be used are appropriate to the locality in accordance with Policies DMG1 and DMB3 of the Ribble Valley Core Strategy.

4. The approved landscaping scheme (dwg nos. MGF/LP/001 and MGF/LP/002) shall be implemented in the first planting season following completion of the development and shall be maintained thereafter in accordance with the approved management plan. This maintenance shall include the replacement of any tree or shrub which is removed, or dies, or is seriously damaged, or

becomes seriously diseased, by a species of similar size to those original planted.

REASON: In the interests of the amenity of the area and to comply with Policies DMG1 and EN2 of the Core Strategy.

5. Hard landscaping (ground surfacing materials) of the site shall be completed in accordance with the approved plans and shall comprise materials as specified in the email from Gary Hoerty Associates dated 31 May 2017 which states that the pod bases, the car park area and footpaths are to be surfaced with clean grey limestone gravel. The works shall be undertaken strictly in accordance with the details as approved, and shall be completed in all respects before the final completion of the development and thereafter retained.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality in accordance with Policy DMG1 of the Ribble Valley Core Strategy.

6. Notwithstanding the details shown on the approved plans, the timber bin store shall feature a dark stain and shall be completed prior to first use of the development.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality in accordance with Policies DMG1 and DMB3 of the Ribble Valley Core Strategy.

7. No part of the development shall be brought into use until works for the drainage/disposal of foul water from the development have been completed in accordance with approved plans ref: Bre/096/2239/02/Rev.D.

REASON: To ensure a satisfactory means of drainage in accordance with Policy DMG1 of the Ribble Valley Core Strategy.

8. The development hereby permitted shall be carried out in complete compliance with the recommendations and mitigation measures in Section 7 of the Ecological Appraisal by Envirotech (report reference 3670) that was submitted with the application.

REASON: To ensure that no species/habitat protected by the Wildlife and Countryside Act 1981 are destroyed or harmed, and in order to comply with the requirements of Policy DME3 of the Ribble Valley Core Strategy.

9. During the construction period all trees/hedgerows within influencing distance of the development shall be protected with a root protection area in accordance with the BS5837 [Trees in Relation to Construction].

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

10. No external lighting shall be installed at any part of the development unless a further planning permission has first been granted in respect thereof.

REASON: In the interests of general amenities of the locality and the amenities of nearby residents and to comply with Policy DMG1 of the Ribble Valley Core Strategy (Adopted Version).

11. Unless otherwise agreed in writing with the Local Planning Authority, the site shall be operated in strict accordance with the site management plan (Ref BRE096/2239CS received on 19 June 2017) at all times.

REASON: To ensure the satisfactory management of the site in the interests of general amenity of the area and to safeguard where appropriate neighbouring residential amenity in accordance with Policy DMG1 of the Ribble Valley Core Strategy.

12. The car parking and manoeuvring scheme shall be marked out in accordance with the approved plan, before the use of the site hereby permitted becomes operative and permanently maintained thereafter.

REASON: To ensure adequate parking is available within the site and to comply with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy.

13. The camping pods hereby approved shall not be let to or occupied by any one person or group of persons for a combined total period exceeding 90 days in any one calendar year and in any event shall not be used as a unit of permanent accommodation or any individual(s) sole place of residence. A register of all occupants of the accommodation hereby approved shall be maintained at all times and shall be made available for inspection by the Local Planning Authority on request. For the avoidance of doubt the register shall contain the name and address of the principal occupier together with dates of occupation.

REASON: For the avoidance of doubt and ensure that the use remains compatible with the character of the area and the intensity, frequency and nature of the usage remains commensurate and relevant to the nature of the consent sought in accordance with Policies DMG1, DMG2, DMB3 and Key Statements EC1 of the Ribble Valley Core Strategy.

14. Notwithstanding the provisions The Town and Country Planning (Use Classes) (Amendment) (England) Order 2015, or any equivalent Order following the revocation and re-enactment thereof (with or without modification), the camping pods hereby approved shall only be used as holiday accommodation and for no other purpose, including any other purpose within Use Class C3.

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

the use hereby approved in accordance with Policies DMG1, EC1, DME2, DMB1 and DMB3 of the Ribble Valley Core Strategy.

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

Councillor Bibby declared an interest in the next item of business and left the meeting.

2. APPLICATION REF: 3/2017/0118/P
GRID REF: SD 368891 432063

DEVELOPMENT DESCRIPTION:

THE ERECTION OF THREE NEW DWELLING HOUSES ON THE SITE OF THE FORMER TENNIS COURT AT THE COACH HOUSE 26 WHALLEY ROAD WILPSHIRE BB1 9JT

MINDED TO REFUSE and to report back to Planning and Development Committee with appropriate reasons. The reasons to include highway safety and residential amenity.

(Mr Barrow spoke against the above application.)

Councillor Bibby returned to the meeting.

3. APPLICATION REF: 3/2017/0262/P
GRID REF: SD 374128 441359

DEVELOPMENT DESCRIPTION:

VARIATION OF CONDITIONS FROM PLANNING PERMISSION 3/2015/0943 TO ALLOW APPROVAL OF UNAUTHORISED WORK, INCLUDING CONDITIONS 2 (SUBSTITUTION OF AMENDMENTS TO APPROVED PLANS), 3 (EXTERNAL EXTRACTION, AIR CONDITIONING AND VENTILATION), 4 (EXTERNAL MATERIALS), 5 (STORAGE AND DISPOSAL OF WASTE), 6 (SERVICING AND DELIVERIES) 8 (CONSTRUCTION METHOD STATEMENT), 9 (SITE ACCESS AND HIGHWAY IMPROVEMENT WORKS), 11 (CAR PARKING), 12 (FRAMEWORK TRAVEL PLAN), 13 (PERSONNEL DOORS AND SERVICE YARD GATES), 16 (CONTAMINATED LAND), 19 (NOISE MITIGATION), 20 (OPERATIONAL NOISE LEVELS), 21 (LIGHTING SCHEME), 22 (LIGHTING IN WEAVING SHED) AND 24 (GLAZING SYSTEM AND ROOF CONSTRUCTION OF WEAVING SHED). REMOVAL OF CONDITIONS 17 AND 18 FROM PLANNING PERMISSION 3/2015/0943 (DRAINAGE SCHEME, MAINTENANCE AND MANAGEMENT PLAN) AT HOLMES MILL, GREENACRE STREET, CLITHEROE

The Head of Planning Services reported upon another resident objection and meetings that had taken place with the Highway Authority and the lead Flood Risk Authority. The lead Flood Risk Authority were willing to withdraw their objection but would require amendments to conditions 17 and 18. The Highway Authority would require amendments to condition 10 with regard to a Section 178 Agreement to move the pedestrian crossing.

APPROVED subject to the following conditions:

1. 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:

| | | |
|-------------|---|---|
| 14/59 00 | Location Plan | B |
| 14/59 Ex 0 | Existing Site Plan | C |
| 14/59 Ex 1 | 1823 Spinning Mill - Existing Ground Floor Plan | B |
| 14/59 Ex 2 | 1823 Spinning Mill - Existing First Floor Plan | B |
| 14/59 Ex 3 | 1823 Spinning Mill - Existing Second Floor Plan | B |
| 14/59 Ex 4 | 1823 Spinning Mill - Existing Third Floor Plan | B |
| 14/59 Ex 5 | New Mill - Existing Ground Floor Plan | B |
| 14/59 Ex 6 | New Mill - Existing First Floor Plan | B |
| 14/59 Ex 7 | New Mill - Existing Second Floor Plan | B |
| 14/59 Ex 8 | New Mill - Existing Third Floor Plan | B |
| 14/59 Ex 9 | Weaving Shed - Existing Ground Floor Plan | B |
| 14/59 Ex 10 | Weaving Shed - Existing Roof Plan | B |
| 14/59 Ex 20 | 1823 Spinning Mill - Existing Elevations 1/2 | B |
| 14/59 Ex 21 | 1823 Spinning Mill - Existing Elevations 1/2 | B |
| 14/59 Ex 22 | New Mill - Existing Elevations 1/2 | B |
| 14/59 Ex 23 | New Mill - Existing Elevations 2/2 | B |
| 14/59 Ex 24 | Weaving Shed - Existing Elevations 1/1 | B |
| 14/59 PL 01 | Overall Site Plan (Amended plan received on 15/05/17) | I |
| 14/59 PL 02 | Boundary Treatments and External Works 1/2 | C |
| 14/59 PL 03 | Boundary Treatments and External Works 2/2 | D |
| 14/59 PL 10 | 1823 Spinning Mill - Proposed Ground Floor Plan | D |
| 14/59 PL 11 | 1823 Spinning Mill - Proposed First Floor Plan | C |
| 14/59 PL 12 | 1823 Spinning Mill - Proposed Second Floor Plan | C |
| 14/59 PL 13 | 1823 Spinning Mill - Proposed Third Floor Plan | C |
| 14/59 PL 14 | 1823 Spinning Mill - Proposed Roof Plan | C |
| 14/59 PL 15 | 1823 Spinning Mill - Ground Floor Demolition Alteration and Drainage Plan | B |
| 14/59 PL 16 | 1823 Spinning Mill - First Floor Demolition, Alteration and Drainage Plan | B |
| 14/59 PL 17 | 1823 Spinning Mill - Second Demolition, Alteration and Drainage Plan | B |
| 14/59 PL 18 | 1823 Spinning Mill - Partition / Lining Details | B |
| 14/59 PL 20 | New Mill - Proposed Ground Floor Plan | D |
| 14/59 PL 21 | New Mill - Proposed First Floor Plan | D |
| 14/59 PL 22 | New Mill - Proposed Second Floor Plan | C |
| 14/59 PL 23 | New Mill - Proposed Third Floor Plan | C |
| 14/59 PL 24 | New Mill - Proposed Roof Plan | C |
| 14/59 PL 25 | New Mill - Ground Floor Demolition, Alteration and Drainage Plan | B |
| 14/59 PL 26 | New Mill - First Floor Demolition, Alteration and Drainage Plan | B |

| | | |
|----------------------|--|---|
| 14/59 PL 27 | New Mill - Second Floor Demolition, Alteration and Drainage Plan | B |
| 14/59 PL 28 | New Mill - Third Floor Demolition and Alteration Plan | B |
| 14/59 BR 30 | Weaving Shed - Proposed Ground Floor Plan | G |
| 14/59 BR31 | Weaving Sheds Woone Lane Level | D |
| 14/59 BR 32 | Weaving Shed - Proposed First Floor Plan | C |
| 14/59 PL 32 | Weaving Shed - Roof Plan | C |
| 14/59 PL 33 | Weaving Shed - Ground Floor Demolition and Alterations Plan | B |
| 14/59 T10 | Weaving Shed- Elevation | D |
| 14/59 T10 | Weaving Shed- Proposed Elevations | E |
| Drawings 09,10,11 | Section Details Holmes Mill | |
| 14/59 SKPL3 | Proposed Site and Access Plan | B |

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

2. All external extraction, air conditioning and ventilation equipment shall be installed in complete accordance with the approved details prior to the units being brought into use.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality in accordance with Policies DMG1 and DME4 of the Core Strategy Adopted Version.

3. Only those external materials and surfacing materials as approved under condition 2 shall be used in the development.

REASON: To ensure that the appearance of the development is appropriate to the character of the building and setting of the area and comply with Policies DMG1 and DME4 of the Ribble Valley Core Strategy adopted version

4. The plans and particulars showing the provision to be made for the storage and disposal of refuse and recycling receptacles as approved under condition 2, shall be implemented concurrently with the development and thereafter retained. No part of the development unless otherwise agreed by the LPA shall be occupied until the agreed provision is completed and made available for use.

REASON: In order that the Council may be satisfied that adequate provision for the storage and collection of waste will be provided on site in accordance with Policy DMG1 of the Ribble Valley Core Strategy.

5. Servicing and deliveries shall take place in accordance with the approved management plan (Croft Transport Solution's Transport Report dated March 2017) at all times unless otherwise agreed in writing by the local planning authority. The agreed scheme shall be implemented and maintained whilst the use remains in operation. Other than in the case of an emergency, the accesses on Woone Lane and Greenacre shall not be used for servicing during the hours of 0830 – 0900 and 1500-1545 on weekdays during school term time.

REASON: In order to ensure a satisfactory design of the building and in the interests of highway safety and comply with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy adopted version.

6. The development hereby approved shall be undertaken in accordance with the approved 'Phase 1 Construction Method Statement', 'Phase 2 Construction Method Statement' and 'Phase 3 Construction Method Statement'.

REASON: In order to ensure a satisfactory design of the building and in the interests of highway safety and comply with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy adopted version.

7. Within 6 months of the grant of planning permission, the site access and required, off-site highway improvement works shall have been constructed in accordance with the approved details as set out in Croft Transport Solution's Transport Report dated March 2017.

REASON: In order to ensure a satisfactory design of the building and in the interests of highway safety and comply with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy adopted version.

8. The car parking identified on the approved plans as referred to in condition 2 shall be appropriately surfaced or paved in accordance with the approved details. Unless otherwise agreed by the LPA the spaces shall be available for use before the development hereby approved is first brought into use.

REASON: In order to ensure a satisfactory design of the building and in the interests of highway safety and comply with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy adopted version.

9. The Framework Travel Plan (included within Croft Transport Solution's Transport Report dated March 2017) hereby approved shall be implemented in accordance with these agreed details unless otherwise agreed in writing by the Local Planning Authority.

REASON: In order to ensure a satisfactory design of the building and in the interests of highway safety and comply with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy adopted version.

10. Prior to the creation of any new access points on to Woone Lane and within 2 months of the existing unauthorised ramp access serving the brewery, the developer shall enter into a Section 278 Agreement with Lancashire County Council at their cost that will create a new pedestrian crossing facility and additional waiting restrictions. Further details which shall include the opening mechanism of the new delivery access door and the fire escape door shown on drawing 14/59/PL01REVI shall be submitted to and agreed in writing by the Local Planning Authority.

REASON: In the interest of highway safety and visual amenity and to comply with Policies DMG1 and DME4 of the Ribble Valley Core Strategy.

11. The development hereby approved shall be carried out in accordance with E3P Ltd's Phase II Site Investigation Scheme Report Ref: 10-566-r2 dated February 2016.

Once works commence, should site operatives discover any adverse ground conditions and suspect it to be contaminated, they should report this to the Site Manager and the Contaminated Land Officer at Ribble Valley Borough Council. Works in that location should cease and the problem area roped off. A competent person shall be employed to undertake sampling and analysis of the suspected contaminated materials. A report which contains details of sampling methodologies and analysis results, together with remedial methodologies shall be submitted to the Local Planning Authority for approval in writing. The approved remediation scheme shall be implemented prior to further development works taking place and prior to occupation of the development.

REASON: To comply with Policy DMG1 of the Ribble Valley Core Strategy adopted version.

12. Unless otherwise agreed in writing by the Local Planning Authority, prior to the proposed development being brought into use, all remedial works to limit noise from the site shall be carried out, in accordance with the Noise Assessment by Miller Goodall dated January 2015.

REASON: To protect the amenities of occupiers of nearby properties from noise and comply with Policy DMG1 of the Ribble Valley Core Strategy adopted version.

13. All fixed plant and equipment used within the development should be designed to give a rating level (as defined in BS4142:2014) no greater than 5dB above the night time LAF90(5min) or the daytime LAF90 (1 hour) whichever is the most appropriate, when measured 4 metres from the nearest residential properties. The plant noise emission limits shall not exceed:-

- Day: 48 dB LAeq
- Night: 33 dB LAeq

Following substantial completion of the development hereby approved or before 31 December 2018, whichever comes sooner, an assessment (including tonal assessment) of the operational noise levels shall be submitted to the Local Planning Authority with recommendations and a programme of works and timings to comply with the above limits and attenuate any specific tones as identified. The approved recommendations shall be carried out within the approved timescale.

REASON: To protect the amenities of occupiers of nearby properties from noise and comply with Policy DMG1 of the Ribble Valley Core Strategy adopted version.

14. Unless otherwise agreed in writing by the Local Planning Authority, only those approved external lighting details included in Oldfield Lighting's report ref. 16.071.01 Rev B may be used in the development.

REASON: To protect the amenities of occupiers of nearby properties from excessive light pollution and visual amenity and to comply with Policy DMG1 of the Ribble Valley Core Strategy adopted version.

15. Prior to occupation of the weaving shed a detailed lighting specification, including luminance levels, for the glazing to the weaving shed shall be submitted to and approved in writing by the Local Planning Authority. For the avoidance of doubt the submitted details shall demonstrate how the illuminance of the glazed area will be minimised during nocturnal hours and shall include the accurate modelling of potential light spill. The scheme shall be implemented in accordance with the details so approved and retained thereafter unless agreed otherwise in writing with the Local Planning Authority.

REASON: In the interests of the amenities of the area, to minimise light pollution and to safeguard adjacent residential amenity and to comply with Policies DMG1 and DME4 of the Ribble Valley Core Strategy Adopted Version.

16. The glazing system and roof of the weaving shed shall be constructed in strict accordance with the approved details as shown on the drawings included in condition 2 of this consent and only those approved details shall form part of the proposed development.

REASON: In the interests of the amenities of the area, to minimise light pollution and to safeguard adjacent residential amenity and to comply with Policies DMG1 and DME4 of the Ribble Valley Core Strategy Adopted Version.

17. Within three months of the date of grant of planning permission, details of the design and implementation of an appropriate surface water drainage scheme shall be submitted to and approved in writing by the local planning authority, in consultation with the Lead Local Flood Authority.

As a minimum, those details shall include:

- a) Information about the lifetime of the development design storm period and intensity (1 in 30 & 1 in 100 year + allowance for climate change – see EA advice <https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances>), discharge rates and volumes (both pre and post development), temporary storage facilities, means of access for maintenance and easements where applicable, the methods employed to delay and control surface water discharged from the site, and the measures taken to prevent flooding and pollution of the receiving groundwater and/or surface waters, including watercourses;

- b) The drainage scheme should demonstrate that the post development surface water run-off rate will not exceed the existing pre-development runoff rate. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed;
- c) Details of any works required on or off-site to ensure the adequate discharge of surface water without causing flooding or pollution (which should include the refurbishment or removal of any existing watercourses, culverts, headwalls or unused culverts where relevant);
- d) Overland flow routes and flood water exceedance routes, both on and off site. For the avoidance of doubt, overland flow routes and flood water exceedance routes must be directed away from properties and critical infrastructure, and surface water from the development site must be contained within the red line boundary;
- e) A timetable for implementation, including phasing where applicable;
- f) Details of water quality controls, where applicable.

The scheme shall be fully implemented and subsequently maintained in accordance with the approved details prior to the completion of the development. Thereafter the drainage system shall be retained, managed and maintained in accordance with the approved details.

REASON: To ensure that the proposed development can be adequately drained and to ensure that there is no flood risk on or off the site resulting from the proposed development. To ensure that water quality is not detrimentally impacted by the development proposal.

18. Within three months of the date of grant of planning permission, details of an appropriate management and maintenance plan for the surface water drainage scheme shall be submitted to and approved in writing by the local planning authority, in consultation with the Lead Local Flood Authority.

As a minimum, those details shall include:

- a) the arrangements for adoption by an appropriate public body / statutory undertaker, or the arrangements for management and maintenance by a property management company;
- b) the arrangements concerning appropriate funding mechanisms for the on-going management and maintenance of all elements of the surface water drainage scheme, including any mechanical components. This shall include the following details:
 - i. on-going inspections relating to performance and asset condition assessments
 - ii. operation costs for regular maintenance, remedial works and irregular maintenance caused by less sustainable limited life assets or any

other arrangements to secure the operation of the surface water drainage scheme throughout its lifetime;

c) Means of access for maintenance and easements where applicable.

The plan shall be implemented in accordance with the approved details prior to the completion of the development. Thereafter the sustainable drainage system shall be managed and maintained in accordance with the approved details.

REASON: To ensure that appropriate and sufficient funding and maintenance mechanisms are put in place for the lifetime of the development and to reduce the flood risk to the development as a result of inadequate maintenance. To identify the responsible organisation/body/company/undertaker for the sustainable drainage system.

NOTE

The applicant is advised that this permission should also be read in conjunction with 3/2015/0943 dated 20 April 2016.

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

4. APPLICATION REF: 3/2017/0268/P
GRID REF: SD 374128 441359

DEVELOPMENT DESCRIPTION:

VARIATION OF CONDITIONS FROM LISTED BUILDING CONSENT 3/2015/0944 TO ALLOW APPROVAL OF UNAUTHORISED WORK, INCLUDING CONDITIONS 2 (SUBSTITUTION OF AMENDMENTS TO APPROVED PLANS), 3 (WEAVING SHED ROOF AND GLAZING), 5 (EXTRACTION, AIR-CONDITIONING AND VENTILATION), 6 (EXTERNAL MATERIALS). REMOVAL OF CONDITIONS 4 (SECTIONS) AND 7 (METHOD STATEMENT FOR RESTORATION OF ENGINE) FROM LISTED BUILDING CONSENT 3/2015/0944 AT HOLMES MILL, GREENACRE STREET, CLITHEROE

The Head of Planning Services reported that the plan numbering would need to match up to the previous application.

APPROVED subject to the following conditions:

1. 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:

| | | |
|----------------------|---|---|
| 14/59 00 | Location Plan | B |
| 14/59 Ex 0 | Existing Site Plan | C |
| 14/59 Ex 1 | 1823 Spinning Mill - Existing Ground Floor Plan | B |
| 14/59 Ex 2 | 1823 Spinning Mill - Existing First Floor Plan | B |
| 14/59 Ex 3 | 1823 Spinning Mill - Existing Second Floor Plan | B |
| 14/59 Ex 4 | 1823 Spinning Mill - Existing Third Floor Plan | B |
| 14/59 Ex 5 | New Mill - Existing Ground Floor Plan | B |
| 14/59 Ex 6 | New Mill - Existing First Floor Plan | B |
| 14/59 Ex 7 | New Mill - Existing Second Floor Plan | B |
| 14/59 Ex 8 | New Mill - Existing Third Floor Plan | B |
| 14/59 Ex 9 | Weaving Shed - Existing Ground Floor Plan | B |
| 14/59 Ex 10 | Weaving Shed - Existing Roof Plan | B |
| 14/59 Ex 20 | 1823 Spinning Mill - Existing Elevations 1/2 | B |
| 14/59 Ex 21 | 1823 Spinning Mill - Existing Elevations 1/2 | B |
| 14/59 Ex 22 | New Mill - Existing Elevations 1/2 | B |
| 14/59 Ex 23 | New Mill - Existing Elevations 2/2 | B |
| 14/59 Ex 24 | Weaving Shed - Existing Elevations 1/1 | B |
| 14/59 PL 01 | Overall Site Plan (Amended plan received on 15/05/17) | I |
| 14/59 PL 02 | Boundary Treatments and External Works 1/2 | C |
| 14/59 PL 03 | Boundary Treatments and External Works 2/2 | D |
| 14/59 PL 10 | 1823 Spinning Mill - Proposed Ground Floor Plan | D |
| 14/59 PL 11 | 1823 Spinning Mill - Proposed First Floor Plan | C |
| 14/59 PL 12 | 1823 Spinning Mill - Proposed Second Floor Plan | C |
| 14/59 PL 13 | 1823 Spinning Mill - Proposed Third Floor Plan | C |
| 14/59 PL 14 | 1823 Spinning Mill - Proposed Roof Plan | C |
| 14/59 PL 15 | 1823 Spinning Mill - Ground Floor Demolition Alteration and Drainage Plan | B |
| 14/59 PL 16 | 1823 Spinning Mill - First Floor Demolition, Alteration and Drainage Plan | B |
| 14/59 PL 17 | 1823 Spinning Mill - Second Demolition, Alteration and Drainage Plan | B |
| 14/59 PL 18 | 1823 Spinning Mill - Partition / Lining Details | B |
| 14/59 PL 20 | New Mill - Proposed Ground Floor Plan | D |
| 14/59 PL 21 | New Mill - Proposed First Floor Plan | D |
| 14/59 PL 22 | New Mill - Proposed Second Floor Plan | C |
| 14/59 PL 23 | New Mill - Proposed Third Floor Plan | C |
| 14/59 PL 24 | New Mill - Proposed Roof Plan | C |
| 14/59 PL 25 | New Mill - Ground Floor Demolition, Alteration and Drainage Plan | B |
| 14/59 PL 26 | New Mill - First Floor Demolition, Alteration and Drainage Plan | B |
| 14/59 PL 27 | New Mill - Second Floor Demolition, Alteration and Drainage Plan | B |
| 14/59 PL 28 | New Mill - Third Floor Demolition and Alteration Plan | B |
| 14/59 BR 30 | Weaving Shed - Proposed Ground Floor Plan | G |
| 14/59 BR31 | Weaving Sheds Woone Lane Level | D |
| 14/59 BR 32 | Weaving Shed - Proposed First Floor Plan | C |
| 14/59 PL 32 | Weaving Shed - Roof Plan | C |
| 14/59 PL 33 | Weaving Shed - Ground Floor Demolition and Alterations Plan | B |
| 14/59 T10 | Weaving Shed- Elevation | D |
| 14/59 T10 | Weaving Shed- Proposed Elevations | E |
| Drawings 09,10,11 | Section Details Holmes Mill | |
| 14/59 SKPL3 | Proposed Site and Access Plan | B |

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

2. All external extraction, air conditioning and ventilation equipment shall be installed in complete accordance with the approved details prior to the units being brought into use.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality in accordance with Policies DMG1 and DME4 of the Core Strategy Adopted Version.

3. Only those external materials and surfacing materials as approved under condition 2 shall be used in the development.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality in accordance with Policies DMG1 and DME4 of the Core Strategy Adopted Version.

4. The glazing system and roof of the weaving shed shall be constructed in strict accordance with the approved details as shown on the drawings included in condition 2 of this consent and only those approved details shall form part of the proposed development.

REASON: In order that the Local Planning Authority may ensure that the materials to be used are appropriate to the locality in accordance with Policies DMG1 and DME4 of the Core Strategy Adopted Version.

5. This proposal shall relate to the details submitted with the application which include the retention of the engine wheel and its maintenance in a condition agreed by a scheme submitted to the LPA within 6 months of the date of this permission.

REASON: To safeguard historic fabric in accordance with Policies DMG1 and DME4 of the Core Strategy Adopted Version.

NOTE

The applicant is advised that this permission should also be read in conjunction with 3/2015/0944 dated 19 April 2016.

5. APPLICATION REF: 3/2017/0270/P
GRID REF: SD 374218 441430

DEVELOPMENT DESCRIPTION:

CREATION OF NEW VEHICULAR AND PEDESTRIAN ACCESS AND AREA OF ADDITIONAL CAR PARKING ASSOCIATED WITH THE ADJACENT HOLMES MILL DEVELOPMENT AT 62 MOOR LANE, CLITHEROE

The Head of Planning Services reported upon a meeting that had taken place with the lead Flood Authority who were now willing to withdraw their objection but required additional conditions adding.

DEFERRED AND DELEGATED to the Director of Community Services subject to satisfactory resolution relating to drainage and flooding concerns and highway issues in consultation with the Statutory Consultees and the following conditions as well as any appropriate conditions in relation to flood, drainage highway issues:

Time Limit

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

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

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

| | | |
|-------------|--|---|
| 14.59 Ex 0 | Location Plan | A |
| 14/59 PL01 | Proposed Site Plan (Amended 12/04/17) | H |
| 14/59 SK10 | Ramp Access Plan (Amended 12/04/17) | A |
| 14/59 SKPL3 | Proposed Site and Access plan (26/05/17) | B |

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

3. The new parking area shall be used solely for the purpose of Holmes Mill and prior to commencement of use a detailed scheme showing a car parking management regime shall be submitted to and agreed in writing by the LPA and thereafter implemented.

REASON: In the interest of highway safety and to comply with Policies DMG1 of the Core Strategy.

4. Drainage and Flood and any additional highway related conditions as deemed appropriate following further consultation responses.

98

SECTION 106 APPLICATIONS

| <u>Plan No</u> | <u>Location</u> | <u>Date to Committee</u> | <u>Number of Dwellings</u> | <u>Progress</u> |
|----------------|----------------------------------|--------------------------|----------------------------|---------------------------|
| 3/2016/0974 | Land West Preston Road Longridge | 16/2/17 | 275 | With Applicants Solicitor |

APPLICATIONS WITHDRAWN

| <u>Plan No</u> | <u>Proposal</u> | <u>Location</u> |
|-----------------------|--|---|
| 3/2016/1185/P | Outline planning application with all matters reserved except access for demolition of existing structures and construction of up to 50 dwellings (Class C3) with associated parking and landscaping | Former Clitheroe Hospital Chatburn Road Clitheroe |
| 3/2017/0187/P | Proposed new dwelling on site of Primrose Dairy (adjacent 11-13 Railway View Road) | Primrose Dairy Railway View Road Clitheroe |
| 3/2017/0243/P | Proposed erection of single storey extension to rear and single storey extension to side | Lower Clerk Hill Clerk Hill Road Whalley |
| 3/2017/0244/P | Modification of S106 Agreement dated 16 November 2016 (qualifying permission 3/2015/0652) to allow substitution of plan approved under planning permission 3/2016/1140 | Land to the south west of Montgomerie Gardens Clitheroe |
| 3/2017/0277/P | Conversion of barn to one dwelling including demolition of existing farm buildings | Morton House Birdy Brow Clitheroe |
| 3/2017/0300/P | Application for retention of historic unauthorised amendments to development approved under planning permission 3/2007/0619 | Dugdale Nutrition Ltd Bellman Mill Lincoln Way Clitheroe |
| 3/2017/0304/P | Application to determine whether planning permission is needed for a proposed two storey rear extension | 11 Victoria Court Chatburn |
| 3/2017/0344/P | Removal of condition 3 (unit of accommodation approved shall not be let or occupied by any one person or group of persons for continued period of longer than 3 months in any one year and in any event shall not be used as a permanent accommodation) from 3/2005/0565 | Height Horton Green Farm Knott Lane Horton-in-Craven |
| 3/2017/0381/P | Request for screening opinion for Embedded Electricity Generation consisting of natural gas fuelled internal combustion engines rotating alternators in an agricultural building 50m x 30m within a mesh security fence around the perimeter of the site. Facility to connect directly into an existing Electricity North West pole within the site curtilage. | Land at Club Farm Off Pimlico Road Clitheroe |

| <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> |
|---|---|--|---------------------------------|---|---|
| 3/2015/0393 R | 10/08/16 | Land west of Preston Road Longridge (Grimbaldeston Fm) | Inquiry | In abeyance | Bespoke timetable |
| 3/2016/0279 R | 11/04/17 | Dove Syke Eaves Hall Lane West Bradford | WR | | Awaiting Decision |
| 3/2015/0776 R | 26/01/17 | Land off Lambing Clough Lane Hurst Green | Hearing | 9/5/17 | Appeal Dismissed 18/05/17 |
| 3/2015/0780 R (enf) | 26/01/17 | Timothy House Farm Whalley Road Hurst Green | Hearing | 9/5/17 | Appeal Dismissed 18/05/17 |
| 3/2016/0369R | 30/11/16 | Greengore Farm Hill Lane Hurst Green | WR | | Partially Allowed, Partially Dismissed 15/05/17 |
| 3/2016/0370 R | 30/11/16 | Greengore Farm Hill Lane Hurst Green | WR | | Partially Allowed, Partially Dismissed 15/05/17 |
| 3/2016/0346 R | 15/02/17 | 30 Barker Lane Mellor | WR | | Appeal Allowed 05/05/17 |
| 3/2016/0366 R | 07/03/17 | Freemasons Arms Vicarage Fold Wiswell | WR | | Appeal Allowed 16/05/17 |
| 3/2016/1152 R | 27/03/17 | 132 Ribchester Rd Clayton le Dale | HH | | Appeal Dismissed 12/05/17 |
| 3/2016/1067 R | 12/04/17 | Westholme Longsight Road Copster Green | WR | | Awaiting Decision |
| 3/2017/0088 R | Awaiting start date from PINS | 1 and 2 Abbeycroft The Sands Whalley | | | |

| <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> |
|---|---|---|---------------------------------|---|-----------------|
| 3/2017/0039 R | Awaiting start date from PINS (invalid as no grounds of appeal submitted) | 18 Netherwood Gdns Brockhall Village Langho | | | |
| 3/2017/0272 R | Awaiting start date from PINS | Ribble View Barn Alston Lane Longridge | | | |
| 3/2016/1196 R | Awaiting start date from PINS | Lower Standen Fm Whalley Road Pendleton | | | |
| 3/2016/0708 R | Awaiting start date from PINS (invalid – no Statement of Common Ground submitted) | The Dog & Partridge Public House Tosside | | | |
| 3/2016/0709 R | Awaiting start date from PINS (invalid – no Statement of Common Ground submitted) | The Dog & Partridge Public House Tosside | | | |

101 PUBLIC PARTICIPATION AT PLANNING COMMITTEE

The Chief Executive submitted a report for Members to reconsider the public participation scheme with particular reference to speakers on individual planning applications. It has been brought to our attention that the majority of Council's in Lancashire operate their public participation system with the objector speaking first followed by the Applicant or Agent.

Members discussed this issue and felt that the current system worked well and that there was no reason to change it. It was also felt that it was important to engage the public as much as possible.

RESOLVED: That Committee agree to keep the order in which the speakers participate on planning applications as they are currently, without any changes.

HOUSING LAND MONITORING

The Chief Executive submitted a report providing Members with key information on the results of the most recent housing land availability survey which has a base date of 31 March 2017. The report outlined the overall requirements and the completions. He went on to explain that in requiring local authorities to maintain a five year supply of specific deliverable sites against the requirement of 280 per annum, NPPF requires the addition of a buffer of 5% to ensure choice and competition in the market for land. Where there had been a record of persistent under delivery of housing, NPPF requires that the buffer should be increased to 20% to provide a realistic prospect of achieving the plan supply. The buffer is not in addition to the overall requirement of 5,600 dwellings but is part of the 5,600 moved forward from later in the plan period.

Whilst ONS have yet to publish the data for 2016/17 the Council's own monitoring information shows that completions exceeded the annualised requirement of 280 dwellings for the 3 year period. In this situation under the housing delivery test proposed to be introduced by Government the 20% buffer would not apply and Ribble Valley would be defined as a 5% authority for the purposes of addressing the requirements of NPPF. Hence it was considered appropriate to use the 5% buffer in the light of the definitions the test establishes. The matter would be kept under review as the white paper progresses and its proposals are introduced. On this basis the Council can demonstrate a 5.73 year supply. It was noted that this represents a position at a specific point in time and the situation changes constantly as permissions are implemented, new permissions are granted and schemes amended. The next survey was scheduled to take place at the end of September 2017.

RESOLVED: That Committee endorse the findings of the study and agree that the Council applies the 5% buffer in accordance with Paragraph 47 of the NPPF and that the calculation of housing land supply, as set out in the report, be adopted for the purposes of monitoring and decision making.

HOUSING AND ECONOMIC DEVELOPMENT PLAN DOCUMENT – REGULATION 19 RESPONSE AND PROPOSED SUBMISSION

The Chief Executive submitted a report setting out information and issues to be considered arising from the Regulation 19 Consultation on the draft DPD and asking Committee to confirm the approach to any changes arising and agree the submission of the DPD to the Secretary of State.

He reminded Committee that the Council had recently completed the formal Regulation 19 Consultation stage in preparing its HEDPD for the borough. The Consultation had generated responses on a limited number of issues and at this stage in the process it was not anticipated that substantive amendments were necessary. A number of points of technical accuracy had been identified and suggested refinements to the wording to improve clarity and understanding.

The Council was now moving towards submission stage in the plan making process which triggers the start of the Examination stage. The report included a

summary schedule of responses made to the consultation which could be broadly broken down into:

- general responses from consultative bodies/organisations;
- responses to employment land – in particular land a Higher College Farm, Longridge;
- housing land allocations: Wilpshire;
- housing land allocations: Mellor;
- general queries criticising lack of 5 year land supply and flexibility in the plan;
- promotion of specific sites by landowners/agents;
- a number of detailed points around open spaces and definition of settlement boundaries.

An updated response summary was circulated for Committee's information along with identified changes that would be made. The Head of Regeneration and Housing also gave Committee an overview of sites that had been submitted as alternatives but that would not be adopted at this stage.

Subject to the consideration of any proposed changes by this Committee, ratification would follow by Full Council which would then able the HEDPD to be formally submitted for examination to the Secretary of State. It would then be usual for a Hearing to take place once an Inspector had been appointed where people wishing to attend the hearings could do so.

RESOLVED: That Committee

1. note the matters raised in the Summary of Representations as circulated at the meeting and agree that the consideration of any resultant proposed amendments be delegated to the Chief Executive in consultation with the Chair and Vice-Chair of Planning and Development Committee and the Development Plan Working Group and that any proposed amendments be published for 6 weeks' public consultation;
2. agree that the submission HEDPD be comprised of the published Regulation 19 document as amended by the agreed changes and that a composite document be prepared as the submission HEDPD as soon as practicable; and
3. that subject to confirmation by Full Council on 11 July 2017 and having prepared the necessary submission documents in accord with the relevant Regulations, the HEDPD as amended, be submitted to the Secretary of State for formal examination as soon as possible.

104

LOCAL VALIDATION REQUIREMENTS LIST

The Director of Community Services submitted a report for Committee's information updating Members of the validation criteria relating to planning applications and the creation of a local list which clearly identify the validation requirements for all planning application types.

RESOLVED That the report be noted.

105 APPEALS

- a) 3/2016/0346/P – Erection of two detached houses following demolition of existing house at 30 Barker Lane, Mellor, BB2 7ED – appeal allowed.
- b) 3/2016/1152/P – Single storey rear extension and dormer conversion to a detached house at 132 Ribchester Road, Clayton-le-Dale, BB1 9EE – appeal dismissed.
- c) 3/2016/0369/P and 3/2016/0370/P – Extension to link Grade II listed Greengore with Grade II Listed Camping Barn with limited internal alterations at Greengore Farm, Hill Lane, Hurst Green – appeals allowed.
- d) 3/2016/0366/P – Single storey extension to kitchen and the change of use of 4 and 6 Vicarage Fold from 2 dwellings to 4 lettings bedrooms at Freemasons Arms, Vicarage Fold, Wiswell – appeal allowed.
- e) Appeals A and B against enforcement notices at Timothy House Farm, Whalley Road, Hurst Green – both appeals dismissed.

Appeal C – 3/2015/0780/P – Retrospective application for the siting of a static caravan on land at Timothy House Farm for use as a temporary farm workers' dwelling – appeal dismissed.

Appeal D – 3/2015/0776/P – Outline application for construction of a permanent farm workers' dwelling at Timothy House Farm – appeal dismissed.

- f) Appeal for costs made by Ribble Valley Borough Council against Mr & Mrs Nutter, Timothy House Farm – application for award of costs refused.

106 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

The meeting closed at 8.07pm.

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

Minutes of Policy & Finance Committee

Meeting Date: Tuesday, 27 June 2017, commencing at 6.30pm
Present: Councillor K Hind (Chairman)

Councillors:

| | |
|------------|--------------|
| J Alcock | A Knox |
| S Atkinson | G Mirfin |
| S Bibby | J Rogerson |
| A Brown | I Sayers |
| P Elms | D T Smith |
| M French | R Swarbrick |
| T Hill | R J Thompson |

In attendance: Chief Executive, Director of Resources, Director of Community Services, Solicitor, Head of Regeneration and Housing, Head of Revenues and Benefits and Principal Policy and Performance Officer.

Also in attendance: Councillors M Fenton, S Hind, S Hore and R Sherras.

107 APOLOGIES

There were no apologies from the meeting.

108 MINUTES

The minutes of the meeting held on 28 March 2017 were approved as a correct record and signed by the Chairman.

109 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

110 PUBLIC PARTICIPATION

The Chairman welcomed four public participants who all wanted to speak on Agenda item 23, Clitheroe Market Redevelopment.

Jane Barron was representing the market traders and businesses and felt that the current proposals were overbearing for the site and didn't fit with the uniqueness of Clitheroe. A market hall was not desirable nor was a hotel.

David Metcalfe asked the Committee to take on-board the results of the consultation process.

Stuart Gradwell appreciated the major investment in Clitheroe but felt that the development needs to be unique to attract visitors to both the market and the town.

Eileen Ansar informed Committee that she was a Pendle Borough Councillor as well as a market trader in Clitheroe and informed Committee that they did not want a market hall and that although the Council needed to think about progress

and the financial input, they must look after the uniqueness of Clitheroe and consider what the people of Clitheroe want.

111 APPOINTMENT OF WORKING GROUPS

The appointment of Working Groups under the remit of this Committee were confirmed and approved.

RESOLVED: That the following Working Groups be set up:

- Budget Working Group (6 + 1)
- Economic Development Working Group (6 + 1)
- Market Redevelopment Working Group (7 + 2 + 1)
- Press and Public Relations Working Group (4 +1)

112 THE CREATION OF AN ECONOMIC DEVELOPMENT COMMITTEE

The Chief Executive submitted a report asking Members to consider an amendment to the Council's Committee structure in order to create an Economic Development Committee.

The Council takes economic development, regeneration and tourism very seriously and has had many successes over the years with both attracting new businesses into Ribble Valley and helping existing businesses to expand.

The Chief Executive went on to explain the current Committee structure and Council Constitution and how this would need to change to create an Economic Development Committee. He outlined the Terms of Reference that would need to be moved away from Policy and Finance Committee and Community Committee to be put under the remit of a new Economic Development Committee.

He informed Members that the Committee would meet five times a year which is the same frequency as all Service Committees that it would have 15 Members but that as a result of this there would be slight changes to the political balance calculation for the Council. He indicated the budgets that would be transferred to the new Committee and outlined the costs associated with doing this.

*** RESOLVED: That Committee recommend to Council the creation of an Economic Development Committee as outlined in the report. ***

113 LANCASHIRE COMBINED AUTHORITY

The Chief Executive submitted a report asking Members to consider our future involvement with the Lancashire Combined Authority. He reminded them that the Council had agreed in principle to become a member of the Lancashire Combined Authority at its meeting in April 2016 and that since that time the Shadow Combined Authority had met on a number of occasions and Leaders had been pleased particularly with what can be achieved through working more closely together. However it has now been made clear by the Government that any significant devolution deal would require agreement to an Elected Mayor for Lancashire.

Members discussed the advantages of collaborate working that did not necessarily require being part of the Shadow Combined Authority.

*** RESOLVED: That Committee recommend to Council that we formally withdraw from the Shadow Combined Authority but continue to attend informal meetings with a view to collaborative working. ***

114 RESPONSE TO LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND'S RECOMMENDATIONS

The Director of Resources submitted a report outlining the draft response to the consultation on the recommendations by the Local Government Boundary Commission for England. The Working Group had met several times and recognised that changes were required in order to gain electoral equality across the borough and had submitted a proposed warding structure for the borough. Based on the proposals received the Local Government Boundary Commission for England have put forward their recommendations and launched a consultation.

The Working Group had met to discuss the recommendations and drawn up a draft response to the consultation which was attached to the report for Committee's information. Following the submission of the Council's response the LGBCE would consider our views alongside all the other responses received and then publish their final recommendations on 29 August 2017.

Committee considered the draft response of the Working Group; they hoped that the Boundary Commission would listen to our views and make the amendments as suggested.

Councillor Simon Hore was given permission to speak on this item as Chair of the Working Group.

RESOLVED: That Committee approve the draft response to the LGBCE recommendations as outlined in the report.

115 CORPORATE PEER CHALLENGE

The Director of Resources submitted a report seeking Committee's approval for the Council to take up the LGA's offer of a Corporate Peer Challenge. This was part of their sector-led improvement support to Local Government and was designed to help Council's improve their performance. The scope of the Peer Challenge would be agreed with the Council and if required tailored to reflect local needs and specific requirements. There is however a core component that look at issues of leadership, governance, corporate capacity and financial resilience. The Council have a Peer Challenge is considered to be an effective tool for improvement in a Council's performance. It would normally be conducted over a 3-day period and involves the Peer Challenge team reviewing the Council's policies, strategies, performance as well as having discussions with a range of focus groups.

Should Committee agree to take up the offer it was envisaged that the Peer Challenge would take place later in 2017.

RESOLVED: That Committee give approval for the Council to take up the LGA's offer of a Corporate Peer Challenge.

116 UPDATE ON BUSINESS RATES AND COUNCIL TAX FLOOD RELIEF SCHEME

The Director of Resources submitted a report updating Committee about the flood relief schemes that had been approved in January 2016 as a result of the flooding caused by storms in December 2015 and seeking approval from Committee to extend the Council Tax Relief Scheme.

There were still 3 properties where the occupiers were unable to return home and as such an extension of the deadline would be required in order for them to claim relief.

RESOLVED: That Committee approve the extension of the Council Tax Relief Scheme as set out in the report to 31 March 2018.

117 CAPITAL OUTTURN 2016/17

The Director of Resources submitted a report to review the final outturn of the 2016/17 Capital Programme for the Policy and Finance Committee and to seek Member approval for the slippage of some capital scheme budgets from the 2016/17 financial year to the 2017/18 financial year.

The Capital Programme for this Committee consisted of 5 schemes totalling £272,500. This however had been amended at revised estimate stage which left 3 schemes totalling £104,530. Actual expenditure to date was £123,990 which was £19,460 higher than the revised estimate budget; the main reason for this was with regard to performance reward grants on an accounting adjustment that needed to be made.

The one capital scheme that had not yet been completed was the ICT infrastructure refresh and this would require slippage of £6,650 into the 2017/18 financial year.

RESOLVED: That Committee approve the slippage of the budget into the 2017/18 financial year of £6,650 for the ICT infrastructure refresh scheme.

118 BUDGET 2017: BUSINESS RATE RELIEF SCHEMES UPDATE

The Director of Resources submitted a report updating Members on the progress made regarding business rate relief scheme announced by the Chancellor in his budget on Wednesday, 16 March 2017. This was to provide additional relief to those businesses who had been most impacted by the re-evaluation and would be made available in 3 instances:

- small businesses;
- pubs; and
- discretionary relief scheme.

Members had resolved at their meeting on 28 March 2017 to delegate to the Director of Resources to devise an implement the new released schemes to

prevent any delay in their introduction. However the announcement of the General Election on 8 June 2017 had resulted in a delay in any detailed guidance from Government.

Guidance had now been received with regard to small businesses and pubs and this relief could now be distributed.

With regard to the discretionary relief scheme it was suggested that the Director of Resources devise criteria that would be considered by the Budget Working Group.

RESOLVED: That the report be noted.

119 REVENUES AND BENEFITS GENERAL REPORT

Committee considered a report which covered the following:

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

RESOLVED: That the report be noted.

120 OVERALL CAPITAL OUTTURN 2016/17

The Director of Resources submitted a report for Committee's information with details of the Capital Programme Outturn for all Committees for the 2016/17 financial year.

During the year the Council had spent £715,909 on 13 capital schemes and performance reward grants which was 74.4% of the revised estimate budget. Slippage in 2017/18 had been requested on 7 schemes, totalling £270,640. Details of all the schemes were included in the report for Committee's information.

RESOLVED: That the report be noted.

121 TREASURY MANAGEMENT ACTIVITIES 2016/17

The Director of Resources submitted a report for Committee's information on the 2016/17 Treasury Management operations. The report outlined the following topics:

- Borrowing requirements.
- Investments.
- Prudential indicators.
- Local Government Bonds Agency.

RESOLVED: That the report be noted.

122 OVERALL REVENUE OUTTURN 2016/17

The Director of Resources submitted a report for Committee's information on the Overall Revenue Outturn for the year ended 31 March 2017. The report outlined the final position compared to the revised estimate, the Committee variance after earmarked reserves, general fund balances, business rates and the collection fund.

The final outturn of a surplus of £38,000 means that we have added £46,000 more to general fund balances than was estimated when the revised estimates were prepared.

RESOLVED: That the report be noted.

123 REPRESENTATIVES ON OUTSIDE BODIES 2017/18

The Chief Executive submitted a report for Committee's information on the Outside Bodies that are under the remit of the Policy and Finance Committee and their membership.

It was brought to the attention of Committee by the Vice Chair of the Police and Crime Panel that there was a public consultation regarding the proposed closure of the front desk at Clitheroe Police Station. This was felt to be a retrograde step that Members did not agree with.

The Chief Executive suggested that the representation by Members on Outside Bodies should have a thorough review as some Outside Bodies wanted representatives to act as Trustees in the interests of their organisation which caused conflicts of interest with the Council.

RESOLVED: That Committee:

1. rejects the proposals to close the front office at Clitheroe Police Station and called upon the Police and Crime Commissioner to reverse this decision;
2. the Chief Executive be asked to write a letter to the Police and Crime Commissioner with copies to Parish Councils and the MP; and
3. a complete overhaul of the Outside Bodies be undertaken.

124 NOTES OF ECONOMIC DEVELOPMENT WORKING GROUP DATED 20 FEBRUARY 2017 – COPY ENCLOSED.

The notes of the Economic Development Working Group which took place on Monday, 20 February 2017 were circulated for Committee's information.

125 BUDGET WORKING GROUP MINUTES HELD ON 25 JANUARY 2017.

The minutes of the Budget Working Group held on 25 January 2017 were circulated for Committee's information.

126 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on Outside Bodies.

127 EXCLUSION OF PRESS AND PUBLIC

That by virtue of the next items 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.

128 REFERENCE FROM COMMITTEE – RECOMMENDED PURCHASE OF
16 ALMA PLACE, CLITHEROE

The Director of Resources submitted a report asking Committee to consider a reference from Health and Housing Committee with regard to a proposal that the Council purchase a one-bed leasehold flat, 16 Alma Place, Clitheroe. The Council already owns two thirds of the property and therefore only needs to purchase one third to take ownership of the leasehold.

RESOLVED: That Committee approve the purchase of 16 Alma Place, Clitheroe with a view to financing the purchase through the single homelessness initiative fund monies set aside in an earmarked reserve (subject to confirmation by DCLG) or alternatively through the use of capital receipts.

129 DISCUSSION PAPER ON BUSINESS RATES COLLECTION – UPDATE

The Head of Revenues and Benefits gave Members an update on current issues faced by the Revenues Section regarding business rates avoidance and bad debtors. He informed Committee of two recent receipts of payment.

RESOLVED: That Committee congratulate the department on their performance.

130 CLITHEROE MARKET RE-DEVELOPMENT

The Chief Executive submitted a report asking Committee to consider the market area re-development project and agree the approach to progress a development scheme. The report outlined the background to the scheme and how it had progressed thus far with the Working Group concluding how the scheme should be amended.

Councillor Fenton was given permission to speak on this item and asked Committee to pay particular attention to how the scheme should include strong links to the rest of the town centre and in particular Castle Street.

The Leader referred to legal advice that had been received regarding the procurement process and also to the original scheme submitted by Barnfield.

RESOLVED: That

1. the Working Group be asked to reconsider the scheme and to compare and contrast the original scheme submitted by Barnfield to the latest scheme outlined by the Working Group;

2. a valuation of the site be obtained;
3. Officers to seek legal advice on the implications of the final configuration;
4. all these to be reported back to Policy and Finance Committee.

131 LOCAL TAXATION WRITE-OFFS

Committee considered a report asking them approve the writing-off of Council Tax debts of £346.90 and NNDR debt of £6,695.77 where it had not been possible to collect the amount due.

Councillor Sherras was given permission to speak on this item.

RESOLVED: That Committee approve the writing-off of these debts.

132 COUNCIL DEPARTMENTAL RESTRUCTURE

The Chief Executive submitted a report asking Committee to consider whether to amend the Council's structure and return to 4 departments with the creation of a new post of Director of Planning and Economic Development.

He outlined the suggested new structure which included a Director of Planning and Economic Development and the creation of a fourth department. He also outlined the next steps that would need to be taken and the financial implications which were estimated to be £110,000 per annum which at this stage was not included in the Council's revenue budget.

Committee discussed the creation of the new post and the proposed changes to the Council's departmental structure.

RESOLVED: That Committee

1. approve the creation of a new post of Director of Planning and Economic Development;
2. agree to fund any additional costs in 2017/18 from the restructuring reserve fund;
3. ask the Chief Executive to arrange a meeting of Personnel Committee to consider:
 - a) the Job Description and Person Specification for the new post;
 - b) the remuneration package; and
 - c) the recruitment process; and
4. ask the Chief Executive to prepare reports for Personnel Committee and Policy and Finance Committee on the detailed changes to existing departments and staffing arrangements for the new directorate.

The meeting closed at 8.50pm.

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