



Ribble Valley Borough Council

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Members of the Council are hereby summoned to attend a meeting of the Council to be held in the **TOWN HALL, CHURCH STREET, CLITHEROE** on **TUESDAY, 11 DECEMBER 2018** at **6.30PM**.

CHIEF EXECUTIVE
3 December 2018

BUSINESS

Part I – items of business to be discussed in public

1. Apologies for absence.
2. Declarations of interest.
- 2a. Public Participation session.
3. To confirm the minutes of the meeting of **Council** held on **16 October 2018**.
4. Mayoral Communications.
5. Leader's Report and Question Time.
6. Call-In of Agenda Item 4 of Special Accounts and Audit Committee, 21 November 2018 – report of Chief Executive – copy enclosed.
7. To receive and consider, where appropriate, the minutes of the following Committee meetings now circulated (items marked *** are referred to Council for decision).

COMMITTEE MEETINGS: 16 OCTOBER TO 29 NOVEMBER 2018			
COMMITTEES	DATE OF MEETING	PAGE	MINUTE NO'S
COUNCIL	16 OCTOBER	1 – 7	354 – 366
LICENSING SUB-COMMITTEE	19 OCTOBER	8 – 9	367 – 372
COMMUNITY SERVICES COMMITTEE	30 OCTOBER	10 – 16	373 - 386
ACCOUNTS & AUDIT COMMITTEE	31 OCTOBER	17 – 19	387 – 394
PLANNING & DEVELOPMENT COMMITTEE	1 NOVEMBER	20 – 30	395 - 407
LICENSING SUB-COMMITTEE	6 NOVEMBER	31 – 32	408 – 410
PERSONNEL COMMITTEE	7 NOVEMBER	33 – 35	411 – 421
HEALTH & HOUSING COMMITTEE	8 NOVEMBER	36 – 41	422 – 440
LICENSING COMMITTEE	*** 13 NOVEMBER	42 – 45	441 – 450

ECONOMIC DEVELOPMENT COMMITTEE	15 NOVEMBER	46 – 49	451 – 461
POLICY & FINANCE COMMITTEE ***	20 NOVEMBER	50 – 57	462 – 484
SPECIAL ACCOUNTS AND AUDIT COMMITTEE	21 NOVEMBER	58 – 60	485 – 487
PARISH COUNCIL LIAISON COMMITTEE	22 NOVEMBER	61 – 64	488 – 495
PLANNING & DEVELOPMENT COMMITTEE	29 NOVEMBER	65 – 95	496 - 513

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, 16 October 2018, starting at 6.30pm
Present: Councillor S Carefoot (Chairman)

Councillors:

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

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

354 MINUTE'S SILENCE

A minute's silence was observed in memory of former Councillor John Cowgill who had recently died.

355 PRAYERS

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

356 APOLOGIES

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

357 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

Councillor R Sherras declared an interest in respect of Agenda item 9.

358 PUBLIC PARTICIPATION

Mr Pendlebury of Clitheroe submitted a petition regarding the proposed settlement boundary changes in Clitheroe.

The Chair of Planning and Development Committee, Councillor A Brown, thanked Mr Pendlebury for the petition. She noted that the signatories requested that "Ribble Valley Borough Council reconsider the land allocation plan and prioritise affordable housing in the surrounding villages, giving young adults

opportunity to remain part of those communities” and that the petition be presented to the Inspector as an objection to the additional allocations.

Councillor Brown confirmed that the proposed additional sites would form part of the Inspector’s considerations at the forthcoming Examination in November. She reminded Mr Pendlebury that the Council was bound by Government Regulations in respect of building allocations. She confirmed that the consideration of additional sites would form part of the Inspector’s Examination into the allocations plan.

359 COUNCIL MINUTES

The minutes of the meeting held on 10 July 2018 were approved as a correct record and signed by the Chairman.

360 MAYORAL COMMUNICATIONS

The Mayor reported on a number of recent events that he had attended. These had included a Degree Presentation Ceremony at UCLAN, the Chipping and Hodder Agricultural Shows, a Harvest Festival at St Michael’s, Whitewell and the Dedication of a new War Memorial in West Bradford.

361 REVIEW OF THE CONSTITUTION

Consideration was given to the written report of the Chief Executive asking Members to review the Council’s Constitution in order to ensure clarity following the appointment of the Director of Economic Development and Planning.

RESOLVED: That changes outlined at Section 3.3 of the report including the Scheme of Delegation of Development Management and Countryside Matters be approved.

362 REVIEW OF THE POLITICAL BALANCE FOR THE MUNICIPAL YEAR 2018/19 ARISING FROM THE RESIGNATION OF COUNCILLORS FROM THE CONSERVATIVE GROUP

Consideration was given to the written report of the Chief Executive outlining a proposal to revise current Committee arrangements following a view of the political balance calculations.

Councillor A Knox proposed an amendment to the Committee membership that Councillor M Fenton be removed from Licensing Committee and put on Economic Development Committee and that Councillor S Atkinson be removed from Economic Development Committee and placed on Licensing Committee. This was seconded by Councillor K Hind.

A vote was taken and the amendment was carried.

Next Councillor T Hill proposed an amendment that Councillor S Bibby remain on Policy and Finance Committee in place of Councillor Alcock. This was seconded by Councillor Paul Elms.

A vote was taken and the amendment was carried.

Councillor K Hind proposed an amendment to the Representatives on Outside Bodies as presented to the effect that there be two Councillor seats on the Ribble Valley Community Safety Partnership and that those seats be taken by Councillor S Hirst and Councillor R Thompson with Councillor R Thompson remaining as Chair. The amendment was seconded by Councillor T Hill.

A vote was taken and the amendment was carried.

RESOLVED: That

1. the allocation of seats and appointment of Members to the Committee as set out in Appendix A and B and taking account of the amendments as agreed be approved;
2. the proposed amendment of Representatives on Outside Bodies as outlined at Appendix C be approved with the addition of Councillor R Thompson remaining as Chair on the Community Safety Partnership; and
3. the representation of Parish Council Liaison Committee be as set out in the report.

363

LEADER'S SPEECH

The Leader reflected on achievements over recent months. He reported that Community Committee was looking at the development of a 3G pitch at Roefield, which he hoped to see up and running in 2019. He affirmed the Council's commitment to the project.

Next the Leader reported that the Council was part of a project that had put together a bid to Government for a Business Rates Pilot Scheme that was calculated to increase public spending in the county by £10.8m. The officer team on the project was being led by the Council's Director of Resources. Councils throughout the county had met recently to approve the bid and Ribble Valley's Emergency Committee had met to approve the Council's involvement. The Leader noted that all Lancashire Authorities, with the exception of Lancaster, had joined together in the submission. He outlined that the application was structured in three sections with:

- 5% of the fund to be put aside to cover losses;
- £2.5m to be put into an economic growth and sustainability fund to be distributed by Council Leaders;
- the remaining monies to be distributed to all authorities in line with the tier splits which were: county 17.5%; districts 56%; unitaries 73.5% and the fire authority 1.5%.

The pilot was part of the Government's plan to end the revenue support grant by 2020/21 and give Local Authorities 75% of Business Rates in their area.

The Leader went on to formally welcome the new Director of Planning and Economic Development to the Council.

Finally the Leader updated Members on matters relating to the Clitheroe Market Development. He reported that Policy and Finance Committee had decided to

take a step back and consider the most appropriate way to re-develop the Clitheroe market site.

He confirmed the Council was still committed to the regeneration of Clitheroe Town Centre which would include improving the market, increasing parking, providing new facilities and improving access.

364

LEADER'S QUESTION TIME

The Leader of the Opposition, Councillor A Knox, asked if the Leader would comment on the decrease in neighbourhood policing in the Ribble Valley.

The Leader thanked Councillor Knox for his question and confirmed that any reductions in neighbourhood policing were a concern for the Council and that the matter was kept under review by the Community Safety Partnership. The Council continued to work on a number of initiatives to help reduce the impact of crime and anti-social behaviour, or the fear of crime or anti-social behaviour taking place, by lobbying at all relevant levels, including the Police and Crime Panel. He also noted that Ribble Valley continued to experience some of the lowest levels of crime in comparison to other authorities in Lancashire.

Next Councillor Knox asked if the Leader would comment on the increasing number of water leaks that were evident in the Ribble Valley.

The Leader confirmed that the Council did not have any involvement with water supplies. It was a matter for United Utilities.

Finally Councillor Knox asked if the Leader would state what the Council's priorities were in its Corporate Strategy.

The Leader confirmed that the priorities were as follows:

Priority 1 – To ensure a well-managed Council providing the efficient service based on identified customer needs.

Priority 2 – To sustain a strong and prosperous Ribble Valley.

Priority 3 – To help make people's lives safer and healthier.

Priority 4 – To protect and enhance the existing environmental quality of our area.

Priority 5 – To match the supply of homes in our area with identified housing needs.

Councillor R Hargreaves asked if the Leader had leaked any information in relation to an ongoing complaint.

The Leader said that he had not leaked any information to the press.

Councillor P Elms asked if the Leader could confirm that he intended to stand in the new Waddington and Bashall Eaves Ward in the 2019 Council Elections.

The Leader noted that it was up to the Ribble Valley Conservative Association to decide where their candidates would stand for Election in next year's Council Elections.

Councillor R Thompson asked the Leader if he could confirm how many complaints the Council had received about Councillors during the Leader's membership of Accounts and Audit Committee and why the Leader accepted the protocol for dealing with such complaints but did not accept the protocol now. The Leader confirmed that he had not been on Accounts and Audit Committee since 2017 and that during his time on the Council no complaint has been submitted to the Accounts and Audit Committee since the Localism Act had come into force in 2011.

The Leader confirmed that he accepted all the Council's protocols.

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NOTICE OF MOTION

A Notice of Motion was proposed by Councillor A Knox that:

"This Council has no confidence in the Chairman of Policy and Finance Committee".

Councillor G Mirfin proposed a recorded vote and this was supported by six other Councillors.

A debate then took place in respect of the Notice of Motion.

At the end of the debate a recorded vote was taken.

The following Members voted for the Motion:

I Brown	R Hargreaves	A Knox
P Dobson	T Hill	S Knox
P Elms	J Holgate	M Robinson
M Fenton	S Hore	R Thompson
M French		

The following Members voted against the motion:

P Ainsworth	R Elms	R Newmark
J Alcock	G Geldard	I Sayers
S Atkinson	L Graves	G Scott
R Bennett	B Hilton	D Smith
A Brown	K Hind	D Taylor
S Brunskill	S Hind	N Walsh
P Dowson	G Mirfin	

The following Member abstained:

S Carefoot

Councillor R Sherras had declared an interest and did not vote on this item.

The Notice of Motion was lost.

(i) Licensing Committee – 3 July 2018

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

(ii) Special Planning and Development Committee – 7 July 2018

Councillor S Knox asked if the Chair of Committee could confirm how many years land supply the Council had on 31 March 2017 and what the figure was at 30 September 2018.

The Chair, Councillor A Brown, thanked Councillor Knox for her question and confirmed that at 31 March 2017 the Council had a 5.73 year housing land supply. She reported that on 13 September 2018, national Government had amended planning guidance in respect of what housing sites could be considered deliverable for the purposes of housing policy. The housing land supply would therefore be calculated in accordance with the new guidance but this had not yet been produced.

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

(ii) Accounts and Audit Committee – 25 July 2018

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

(iv) Accounts and Audit Sub-Committee – 1 August 2018

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

(v) Planning and Development Committee – 2 August 2018

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

(vi) Licensing Sub-Committee – 6 August 2018

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

(vii) Community Committee – 4 September 2018

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

(viii) Planning and Development Committee – 6 September 2018

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

(ix) Personnel Committee – 12 September 2018

Councillor A Knox asked in respect of Minute number 253 if the Chair of Committee could confirm what interventions had been taken to prevent interference and intimidation in respect of Member/Officer relations and what further interventions would she personally take to eradicate such behaviour.

Councillor Elms thanked Councillor Knox for his question and began by clearly stating that she did not condone interference or intimidation in any situation or circumstance. She reminded Councillor Knox that relationships between Members and Officers were underpinned by the Member/Officer Protocol which was included at Part 7 of the Council's Constitution. She confirmed that all Members had recently been reminded of their roles and responsibility in respect of the Protocol.

As Chair of Personnel Committee she confirmed that she was always mindful of the need to consider and protect the welfare of staff.

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

(x) Accounts and Audit Sub-Committee – 13 September 2018

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

Councillor L Graves left the meeting at 8.58pm.

(xi) Health and Housing Committee – 13 September 2018

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

(xii) Licensing Sub-Committee – 17 September 2018

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

(xiii) Licensing Committee – 18 September 2018

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

(xiv) Economic Development Committee – 20 September 2018

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

(xv) Emergency Committee – 25 September 2018

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

(xvi) Policy and Finance Committee – 25 September 2028

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

(xvii) Parish Council Liaison Committee – 27 September 2018

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

(xviii) Planning and Development Committee – 4 October 2018

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

The meeting closed at 9.08pm.

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

Minutes of Licensing Sub-Committee

Meeting Date: Friday, 19 October 2018, starting at 12.30pm
Present: Councillor N Walsh (Chairman)

Councillors:

J Alcock
S Brunskill

In attendance: Solicitor – RVBC, Electoral and Licensing Officer - RVBC and Taxi Enforcement Officer - RVBC.

367 APOLOGIES

There were no apologies of absence from the meeting.

368 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

369 PUBLIC PARTICIPATION

There was no public participation.

370 APPLICATION TO CLASSIFY A FEATURE FILM

The Sub-Committee considered a report from the Head of Legal and Democratic Services, outlining an application by the proprietor of the Palace Cinema, Longridge for classification of a film “Datsche”, which she had made. The film had not been classified by the British Board of Film Censors and it was proposed that it should be shown in Longridge.

The Sub-Committee viewed the film and considered the application, together with the guidelines from the British Board of Film Censors and the Council’s Policy for Determining Film Classification.

RESOLVED: That the film “Datsche” be classified as 12A for exhibition in the Ribble Valley.

371 EXCLUSION OF PRESS AND PUBLIC

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

372 APPEAL BY PRIVATE HIRE VEHICLE DRIVER

The Sub-Committee received a report from the Head of Legal and Democratic Services, which included details of an infringement which had taken place in contravention of the Council’s Private Hire Vehicle Standard Conditions, for which 5 penalty points had been imposed. The driver had appealed against the imposition of the points, which was for an offence of failing to comply with the Council’s requirements as to signage.

The Sub-Committee considered all the circumstances, including hearing from the Taxi Enforcement Officer and the driver, and considering the report.

RESOLVED: That the appeal be dismissed and the 5 infringement points remain on the private hire driver's licence.

The meeting closed at 3.20pm

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

Minutes of Community Services Committee

Meeting Date: Tuesday, 30 October 2018, starting at 6.30pm
Present: Councillor S Hore (Chairman)

Councillors:

J E Alcock	S Knox
A Brown	R Newmark
R Hargreaves	M Robinson
K Hind	I Sayers
S Hind	G Scott
S Hirst	N Walsh
J Holgate	J White

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

Also in attendance: Councillor M Fenton.

373 APOLOGIES

There were no apologies for absence from the meeting.

374 MINUTES

The minutes of the meeting held on 4 September 2018 were approved as a correct record and signed by the Chairman.

375 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

376 PUBLIC PARTICIPATION

There was no public participation.

377 CLITHEROE FOOD FESTIVAL

The Director of Community Services submitted a report providing Committee with an update on the year's event, along with the outturn for income and expenditure and asking for consideration of the Council's support for the 2019 Festival.

He reminded Members that the delivery of Clitheroe Food Festival had been the sole responsibility of the Council for the 2018 event following the disbandment of the Food Festival Company Ltd. The event had been organised by Council officers with help from staff who worked on the day undertaking various roles, volunteers plus the casual employment of a previous employee.

The Clitheroe Food Festival contributes to the promotion of the area as tourist destination and in our economic development role, although there was limited hard evidence to support the economic impact of the event on the town. For

some in the local business community, it is a boom day and for others possibly one of their quietest of the year.

The amount of sponsorship attracted by the festival has fallen over the past 4 years, with an amount of £8,500 being achieved this year, although was far from guaranteed next year. The event, despite large numbers of people attending, does not generate sufficient income to cover the cost of staging it, simply because it is primarily free to attend.

The final outturn for the Clitheroe Food Festival 2018 showed a deficit of £2,660 which was considerably better than the forecast position presented to Committee in January 2018, which was prepared on the basis of no sponsorship monies being received. As was the case last year, the net cost of the event will be funded from the earmarked reserved that was created from past surpluses; the intention in previously setting these aside being to fund any deficits should they occur.

One of the considerations of the report was whether the Council agreed to undertake the organisation of the Food Festival event in 2019. At this stage it was anticipated that such costs would be similar to those in this year, with an ongoing requirement for sponsors to mitigate the cost of falling on Council Tax payers.

Should Committee agree to the Council undertaking the organisation of the Food Festival event in 2019, detailed budgets would be considered in line with the Council's normal budget setting process. The significant contribution of the Council of in kind support to the event through staff and resources would also be required.

Members were delighted with the way the 2019 Food Festival had gone and congratulated the Head of Cultural and Leisure Services on a job well done. It was felt that the Member Working Group that had been set up to help find sponsorship for the event should continue their work.

RESOLVED: That Committee agree to the Council staging the Clitheroe Food Festival in 2019 and ask the Member Working Group again to work with officers in attracting sponsorship for next year's event.

378 ROEFIELD ARTIFICIAL GRASS PITCH PROPOSAL

The Director of Community Services submitted a report providing information on the options available to the Council to provide a new artificial surface at Roefield as sought by Committee in September 2018.

He reminded Committee of the background to this issue and the discussions that had taken place with the Lancaster Foundation and the newly formed Ribble Valley Community Sports Trust.

Although the Committee had declined their proposal they had asked officers to prepare options for the Council to provide a new artificial surface facility at Roefield.

The report outlined the two options available to the Council:

- The Council undertake the building and operation of a single full size 3G AGP and a refurbishment of the existing artificial surfaces at Roefield which is part 3G and part multi-purpose.
- The Council undertake the building and operation of a full size 3G AGP and approximately half size 3G AGP based on the existing area which would remove the current multi-sports surface which is there.

The two options were evaluated for Committee's information and it was felt that of the two options outlined the best one to provide the greatest community benefit would be option A, as it incorporates a multi-purpose surface, allowing for a wider range of activities to be played.

However it was pointed out that neither of the options included the toilet provision which was an identified concern that had emerged during discussions on the previous proposal.

The report outlined both the capital and revenue implications for the Council although these were only an indicative picture at this stage.

Members expressed their support for going ahead with the Council providing a facility and asked various questions regarding the options outlined.

Councillor Fenton was given permission to speak on this item and sought the Committee's support.

It was also felt that the provision of toilet facilities was imperative to this facility and that if those facilities were able to be enhanced it would be a bonus.

Specific thanks was conveyed to the Lancaster Foundation and Clitheroe Wolves for the research and preparation work already put into this project that they had been willing to share with the Council.

RESOLVED: That Committee

1. recommend to Policy and Finance Committee that option A contained in the report be considered as a capital bid for 2019/20 with the intention of construction beginning in May and the facility being available for the 2019 season; and
2. recommend to Policy and Finance Committee that a further development including an enhanced toilet block also be explored as part of this proposed facility.

(Councillor Jim White left the meeting at 7.20pm.)

379

THE FUTURE OF BRING SITES

The Director of Community Services submitted a report asking Committee to consider the future of Council bring sites in the borough. Following the last meeting of Committee a letter had been sent to all relevant Parish Councils requesting their views on bring sites within their areas.

Four responses had been received from Chipping, Sabden and Ribchester wishing to retain their bring sites and from Bolton-by-Bowland who did not wish to retain theirs.

No responses had been received from the other villages concerned, however there was a request from the Downham Councillor that a decision be deferred on theirs until after their Parish Meeting.

Sainsbury's had yet to be contacted.

Members were informed that officers would analyse the collection figures for the remaining car park sites in Clitheroe to ascertain which sites were suitable to retain. Alternative arrangements to those presently used would be made to collect at the sites retained.

RESOLVED: That Committee retain the bring sites as requested by Chipping, Sabden and Ribchester and close the remaining Parish bring sites subject to a response from Downham by 1 December 2018 and that Sainsbury's would be consulted.

380 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report seeking Committee's approval on proposals to increase this Committee's fees and charges with effect from 1 April 2019. These proposals were the first stage in the review of the Committee's budget for the forthcoming 2019/20 financial year.

The Budget Working Group had considered the overall 3 year budget forecast which showed a potential budget deficit for 2019/20 of £101k after taking £250k from general fund balances.

The Council's latest budget forecast allows for a 2% increase in the level of income raised from fees and charges and this review aims to increase budgeted income for 2019/20 by this amount as a minimum. After applying this percentage increase proposed charges have generally been rounded up or down to minimise any problems with small change which inevitably impacts on the individual percentage rise for each separate charge, particularly when the charge is low.

The review of the fees and charges had been co-ordinated by Financial Services working together with Heads of Service and budget holders to enable the budget holder to propose a set of fees and charges for their services.

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

With regard to commercial trade refuse collection charges, a significant element of the charge relates to the recovery of disposal costs levied by Lancashire County Council – our element has been increased by a minimum of 2%. Lancashire County Council's element has been increased by 1.05%. Charitable trade waste collection does not invoke any disposal costs levied by Lancashire County Council and has therefore been increased by a minimum of 2%.

Several new charges had been identified and these were highlighted in the report.

The report also gave 2 options with regard to proposed increased charges for car parking where either an increase could be made only on specific price bands or an increase on all car park charges by 2% and rounded up to the nearest 10p.

A summary of the financial impact of the 2 options was detailed for Committee's information.

Committee discussed the various aspects of the fees and charges including the introduction of the new charges as well as the options regarding the charges made for car parking throughout the borough. The point was also made with regard to the charges for room hire at Platform Gallery compared to those made for the Museum and it was requested that a similar charging structure be used to bring in a charge for not for profit charitable and recognised community organisations.

RESOLVED: That Committee

1. approve a level of fees and charges to be levied for this Committee for 2019/20 as outlined in the report at Annex 1;
2. approve the set of new fees and charges that had been identified;
3. agree that all car park charges be increased by 2% and then rounded up to the nearest 10p; and
4. agree that charges for the Platform Gallery space be amended to include a reduced rate for hire by non-profit charity or recognised community organisations.

381 CAPITAL PROGRAMME REVIEW AND NEW BIDS 2019/2024

The Director of Resources submitted a report recommending the future 5 year Capital Programme for the financial years 2019/20 to 2023/24 for this Committee.

For this Committee there were originally 25 schemes approved for financial years 2019/20 to 2022/23 totalling £3,301,240. One bid had been submitted to increase the value of one scheme in 2019/20 based on an updated estimate. This was bid 1: Replacement Gang Mower, which will increase the cost of the scheme by £1,000 in 2019/20 from £29,000 to £30,000.

The Head of Financial Services reported that as a result of the review, 2 schemes remain in the 2019 Capital Programme on a provisional basis at this stage. This related to the Castle Keep lime repointing works and repairs scheme for £311,320 on the condition that external funding was secured to help fund the scheme. No external funding had been confirmed as available so far for this scheme, however it was requested that the scheme still be considered as the works were required urgently on the Castle Keep to ensure it remains structurally sound and does not become a safety risk.

The second scheme related to the installation of a second parking deck on Chester Avenue car park for £1,230,000 where a piece of work was currently underway on car parking in Clitheroe to ensure the underlying need to invest in this infrastructure.

Heads of Service had been asked to put forward new bids for 2023/24 and 11 had been submitted totalling £942,200. However there was a request for 2 of these bids – ‘Edisford car park extension and advanced works’ and ‘automatic access barrier Edisford riverbank’ be brought forward in to the 2019/20 Capital Programme.

He also reminded Members of the previous report considered on the agenda regarding Roefield artificial grass pitch proposal that would be brought in line with the normal Capital Programme setting process.

He pointed out that other Committees would be receiving similar reports for new scheme bids and that all these bids would be finally considered alongside each other by the Budget Working Group and Policy and Finance Committee.

It was suggested by a Member of the Committee that in the light of anti-social behaviour in specific areas that an additional bid be included in the Capital Programme for extra CCTV on Edisford Road in Clitheroe and Berry Lane in Longridge.

RESOLVED: That Committee

1. approve the proposed 5 year Capital Programme for 2019/20 to 2023/24 including the additional £1,000 for bid 1 and that bids 8 and 11 be moved forward in 2019/20 and an additional bid be included for CCTV cameras on the periphery of Clitheroe and in Berry Lane, Longridge; and
2. recommend to Policy and Finance Committee a future 5 year Capital Programme for this Committee.

382 CAPITAL MONITORING 2018-19

The Director of Resources submitted a report providing Members with information on the progress of the approved Community Committee 2018/19 Capital Programme for the period to the end of September 2018. The report gave a summary of the Community Committee Capital Programme budget expenditure to date and variances and included the full Capital Programme by scheme with details, financial information and the budget holder’s comments. At the end of September 2018, 71.8% of the Annual Capital Programme for this Committee had been spent or committed.

RESOLVED: That the report be noted.

383 REVENUE MONITORING 2018-19

The Director of Resources submitted a report for Committee’s information on the position for the period April to September 2018 of this year’s revenue budget as far as this Committee was concerned.

The report outlined by cost centre a comparison between actual expenditure and the original estimate for the period to the end of September and highlighted the variations along with the budget holder's comments and agreed action plans.

RESOLVED: That the report be noted.

384 UP AND ACTIVE PROGRAMME

The Director of Community Services submitted a report updating Members about the East Lancashire Up and Active Programme and notifying Committee of an extension of 12 months to the contract, which extended it until April 2020.

RESOLVED: That the report be noted.

385 GENERAL REPORT

The Director of Community Services submitted a report informing Committee on arrangements for Christmas parking, matters within Cultural and Leisure Services, including Ribchester allotments, Ribblesdale Pool, arts development, Platform Gallery and Visitor Information Centre, sports development and the Edisford funfair. Dates in December for free parking in town centre car parks in Clitheroe and Longridge are: 1, 8, 15 and 22 December.

RESOLVED: That the report be noted.

386 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

The meeting closed at 8.04pm.

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

Minutes of Accounts & Audit Committee

Meeting Date: Wednesday, 31 October 2018 starting at 6.30pm
Present: Councillor S Hirst (Chairman)

Councillors:

P Dowson	G Mirfin
M Fenton	R Newmark
L Graves	R Sherras
B Hilton	R Thompson
A Knox	

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

Also in attendance: Councillor S Hore, Barry Dearing (Independent Person).

387 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor J Alcock and the Chief Executive.

388 MINUTES

The minutes of the meeting held on 25 July 2018 and the minutes of the Accounts and Audit Sub-Committees held on 1 August 2018 and 13 September 2018 were approved as correct records and signed by the Chairman.

The Chairman gave apologies for the Chief Executive's absence from this meeting and in relation to Minute 253 of the Accounts and Audit Sub-Committee on 13 September 2018, he informed Committee of a suggested rescheduled date for an extra Committee meeting on 21 November 2018.

There was some discussion around the proposed meeting regarding its purpose.

Committee agreed to the date proposed.

389 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

390 PUBLIC PARTICIPATION

There was no public participation.

391 REVISITING MEMBER/OFFICER PROTOCOL

The Chief Executive submitted a report regarding the Member/Officer Protocol. This protocol had been presented as a standing item to each Committee in the

last cycle of meetings to remind Members and officers of the guidance contained within the protocol about the respective roles of Members and officers and how the relationship between Members and officers should be managed. There had also been an opportunity to make suggestions to the Accounts and Audit Committee on how the protocol could be strengthened and improved.

Comment had been made about the lack of gender neutral language and it had been suggested that the protocol should be reviewed after the elections in May 2019. It was suggested that at that time, a working group be formed to look at the protocol and consider any changes that should be made and that the document should be reviewed every 2 years. There was also a suggestion made that a Standards Committee should be re-established but this was not related to the matters covered by the protocol and would require separate consideration.

RESOLVED: That Committee

1. note the terms of the Council's protocol for Member/officer relations;
2. make the review of the protocol biannual; and
3. agree to schedule the next review of the protocol after the elections in May 2019.

392 ANNUAL AUDIT LETTER 2017/18

Mark Heap submitted the annual audit letter on behalf of Grant Thornton which summarised the key findings arising from the work that had been carried out at Ribble Valley Borough Council for the year ending 31 March 2018. He informed Committee that Grant Thornton had issued an unqualified opinion on the Council's 2017/2018 financial statements and an unqualified value for money conclusion. The opinion confirmed that the financial statements gave a true and fair view of the Council's financial position and of the income and expenditure recorded by the Council. The value for money conclusion confirmed the external auditors were satisfied that the Council put in place proper arrangements to ensure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2018. He reported that work was ongoing on the Council's housing benefit subsidy claim and would be completed by 30 November 2018.

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

RESOLVED: That Committee accept the annual audit letter from Grant Thornton.

393 INTERNAL AUDIT PROGRESS REPORT 2018/19

The Director of Resources submitted a report for Committee's information on the internal audit progress to date for 2018/2019. The report included the full internal audit plan for 2018/2019 for Committee's information.

The report highlighted the audit work and reports issued since the last report to Committee in July 2018.

It was brought to Members' attention that the Senior Auditor post in the Audit Section was currently vacant despite recruitment attempts and as such work on the Council's fundamental systems would be prioritised and completed with any outstanding work on the lower risk areas being covered by the 2019/2020 audit plan.

RESOLVED: That the report be noted.

394 GRANT THORNTON PROGRESS UPDATE

Mark Heap on behalf of Grant Thornton gave a verbal update on their progress on delivering their responsibilities as external auditors. He reported that the work was ongoing on the Council's housing benefits subsidy claim on behalf of the Department for Work and Pensions and that this would be finalised by 30 November 2018. They were also in the process of planning the audit for 2018/2019.

RESOLVED: That the report be noted.

The meeting closed at 7.08pm.

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

Minutes of Planning and Development Committee

Meeting Date: Thursday, 1 November 2018, starting at 6.30pm
Present: Councillor A Brown (Chairman)

Councillors:

S Atkinson	S Hind
I Brown	S Knox
S Brunskill	J Rogerson
P Dowson	R Sherras
P Elms	R Thompson
M French	N Walsh
G Geldard	

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

Also in attendance: Councillors M Fenton, G Scott and M Robinson.

395 APOLOGIES

An apology for absence from the meeting was submitted on behalf of Councillor R Bennett.

396 MINUTES

The minutes of the meeting held on 4 October 2018 were approved as a correct record and signed by the Chairman.

397 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

PUBLIC PARTICIPATION

There was no public participation.

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

1. APPLICATION REF: 3/2018/0500
GRID REF: SD 373731 437844

DEVELOPMENT DESCRIPTION:

ERECTION OF TEN BUNGALOWS AND ASSOCIATED WORKS AT LAND TO THE EAST OF CLITHEROE ROAD BARROW BB7 9BN

DEFERRED and DELEGATED to the Director of Economic Development and Planning for approval subject to receipt of acceptable highway and drainage details, amended plans and the satisfactory completion of a Legal Agreement,

within 3 months from the date of this Committee meeting or delegated to the Director of Economic Development and Planning in conjunction with the Chairperson and Vice Chairperson of Planning and Development Committee should exceptional circumstances exist beyond the period of 3 months and subject to the following conditions:

Timings and Commencement

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

REASON: Required to be imposed pursuant to Section 91 of the Town and Country Planning Act 1990

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 Site Layout Drwg no.1218-PL03C received 04.10.18
Other Drawings TBC

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

Matters of Design

3. Precise specifications or samples of walling and roofing materials and details of any surface materials to be used including their colour and texture shall have been submitted to and approved in writing by the Local Planning Authority before their use in the proposed works. The development thereafter shall be constructed utilising the approved materials.

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

4. Prior to the commencement of the development details of the design and position of the external meter boxes shall be submitted to and approved in writing by the Local Planning Authority. For the avoidance of doubt the details shall indicate that no meter boxes will be located on the primary elevations of the proposed dwellings or on locations that are afforded a high level of visibility upon the streetscene. The development shall be carried out in strict accordance with the approved details.

REASON: In order that the Local Planning Authority may ensure that the detailed design of the proposal is appropriate to the locality and results in acceptable standard of appearance in accordance with Policy DMG1 of the Ribble Valley Core Strategy.

Landscape

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 details of the alignment, height

and appearance of all boundary treatments, fencing, walling, retaining wall structures and gates to be erected within the development shall have been submitted to and approved in writing by the Local Planning Authority. For the avoidance of doubt the submitted details shall include the precise nature and location for the provision of measures to maintain and enhance wildlife movement within and around the site by virtue of the inclusion of suitable sized gaps/corridors at ground level. The development shall be carried out in strict accordance with the approved details.

REASON: To comply with Key Statement EN4 and Policies DMG1, DME3 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 minimise the potential impacts of the development through the inclusion of measures to retain and enhance habitat connectivity for species of importance.

6. The approved soft landscaping scheme (drg. no. TBC) shall be implemented in the first planting season following occupation or use of the development and shall be maintained thereafter for a period of not less than 10 years to the satisfaction of the Local Planning Authority. This maintenance shall include the replacement of any tree or shrub which is removed, or dies, or is seriously damaged, or becomes seriously diseased, by a species of similar size to those originally planted.

The hard landscaping shall be implemented in accordance with the approved details prior to the first occupation of the development and retained thereafter at all times.

REASON: To ensure the proposal is satisfactorily landscaped and appropriate to the locality in accordance with Policies DMG1 and DME3 of the Ribble Valley Core Strategy.

7. Notwithstanding the submitted details, no development, including any site preparation, demolition, scrub/hedgerow clearance or tree works/removal shall commence or be undertaken on site until a landscape management plan, including long-term design objectives, management responsibilities and maintenance schedules for all landscape areas (other than small, privately owned, domestic gardens) has been submitted to and approved in writing by the Local Planning Authority. The landscape management plan shall be carried out as approved in accordance with the approved details.

REASON: To ensure the proper long-term management and maintenance of the landscaped areas in the interests of visual amenity and biodiversity enhancement, in accordance with Policies DMG1, DME1 and DME3 of the Ribble Valley Core Strategy.

Highways

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

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

9. Each dwelling shall incorporate provision to charge electric vehicles and a scheme to provide these facilities shall be submitted to the local planning authority for approval prior to any building work commencing on site. The development shall be carried out in strict accordance with the approved details.

REASON: To ensure that provision is made for electric powered cars and to support sustainable methods of travel in accordance with Key Statement DMI2 and Policy DMG3 of the Core Strategy.

10. No development approved by this permission shall commence until a Construction Method Statement/Management Plan has been submitted to and approved in writing by the Local Planning Authority. The approved Statement/Management Plan shall be adhered to throughout the construction period and shall provide for:

- i) the routing of construction and delivery vehicles including periods when plant and materials trips should not be made to and from the site (mainly peak hours but the developer to identify times when trips of this nature should not be made)
- ii) parking of vehicles of site operatives and visitors within the site;
- iii) loading and unloading of plant and materials;
- iv) storage of plant and materials used in constructing the development;
- v) erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
- vi) measures to ensure that construction and delivery vehicles do not impede access to adjoining properties;
- vii) a management plan to control the emission of dust and dirt during construction identifying suitable mitigation measures including measures to prevent pollution of habitats adjacent to development areas;
- viii) a scheme for recycling/disposing of waste resulting from construction works (there shall be no burning on site);
- ix) A scheme to control noise during the construction phase;
- x) details of lighting to be used during the construction period which should be directional and screened wherever possible;
- xi) Details of hours of working including delivery times for construction materials;
- xii) Pollution prevention measures to be adopted throughout the construction process to ensure watercourses on and adjacent to the works are adequately protected; and
- xiii) Contact details of the site manager.

REASON: In the interests of protecting the residential amenities of the locality and highway safety and to comply with Policy DMG1 of the Core Strategy.

11. Other Highways Conditions TBC

Residential Amenity

12. No building or engineering operations within the site or deliveries to and from the site shall take place other than between 07:30 hours and 18:00 hours Monday to Friday and between 08:30 hours and 14:00 hours on Saturdays, and not at all on Sundays or Bank Holidays.

REASON: In order to protect the amenities of existing residents in accordance with Policy DMG1 of the Ribble Valley Core Strategy.

Drainage and Flooding

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

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

14. Other Drainage Conditions TBC

Further Control over Development

15. Notwithstanding the provisions of Classes A, B, C and E of Part 1 of the Town and Country Planning (General Permitted Development) Order 2015, or any Order revoking and re-enacting that Order, plots 19-23 inclusive hereby permitted shall not be altered or extended and no buildings or structures shall be erected within the curtilage of the new dwellings 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 neighbour amenity in accordance with Policy DMG1 of the Ribble Valley Core Strategy.

Ecology and Trees

16. 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 an arboricultural method statement and tree protection plan has been submitted to and approved in writing by the Local Planning Authority. This must provide for the protection of all existing trees within the site except those identified for removal in the Arboricultural Impact Assessment by Bowland Tree Consultancy Ltd dated May 2018 and shall include details of the special materials and working methods for proposed construction within RPAs. Thereafter the development shall be implemented wholly in accordance with the approved details..

Prior to commencement of any site works including delivery of building materials and excavations for foundations or services all trees to be retained shall be protected in accordance with the BS5837:2012 [Trees in Relation to Demolition, Design & Construction]. If any retained tree is removed, uprooted or destroyed or dies, another tree shall be planted at the same place and that tree shall be of such size and species, and shall be planted at such time, as may be specified in writing by the local planning authority.

REASON: To protect trees and hedges on and adjacent to the site and to ensure the proposal is satisfactorily landscaped and appropriate to the locality in accordance with Policies DME1 and DME3 of the Ribble Valley Core Strategy.

17. The development shall be carried out in STRICT accordance with the recommendations of the submitted Ecological Appraisal dated 17 May 2018.

REASON: To minimise the impact on ecology in accordance with Policies DMG1 and DME3 of the Core Strategy.

18. 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 details of the provisions to be made for building dependent species of conservation concern, artificial bird nesting boxes and artificial bat roosting sites have been submitted to, and approved in writing by the Local Planning Authority.

For the avoidance of doubt the details shall be submitted on a dwelling/building dependent bird/bat species site plan and include details of plot numbers and the numbers of artificial bird nesting boxes and artificial bat roosting site per individual building/dwelling and type. The details shall also identify the actual wall and roof elevations into which the above provisions shall be incorporated.

The artificial bird/bat boxes shall be incorporated into those individual dwellings during the construction of those individual dwellings identified on the submitted plan and be made available for use before each such dwelling is occupied and thereafter retained. The development shall be carried out in strict accordance with the approved details.

REASON: In the interests of biodiversity and to enhance nesting/roosting opportunities for species of conservation concern and protected species in accordance with Section 9 of the NPPF, and Key Statement EN4 and Policies DMG1 and DME3 of the Ribble Valley Core Strategy.

19. No part of development shall commence until the details of artificial lighting have been submitted to and agreed in writing by the local planning authority. The information shall include details on the type and intensity of lighting and how its impact on the natural roosting and foraging activity of protected/species of conservation concern shall be mitigated. The lighting thereafter shall be implemented in accordance with the approved details.

REASON: In order to mitigate impact on wildlife and habitat and to comply with Policies DMG1 and DME3 of the Ribble Valley Core Strategy Adopted Version.

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

2. APPLICATION REF: 3/2018/0688
GRID REF: SD 372823 440546

DEVELOPMENT DESCRIPTION:

OUTLINE PLANNING APPLICATION FOR THE ERECTION OF UP TO 110 DWELLINGS WITH PUBLIC OPEN SPACE, LANDSCAPING AND SUSTAINABLE DRAINAGE SYSTEM (SUDS) AND VEHICULAR ACCESS POINT FROM HENTHORN ROAD. ALL MATTERS RESERVED EXCEPT FOR MEANS OF ACCESS. LAND OFF HENTHORN ROAD, CLITHEROE

The Head of Planning Services reported three additional letters of objection.

DEFERRED FOR FURTHER INFORMATION

(Mr Lewis spoke in favour of the above application. Councillor A Knox on behalf of Clitheroe Town Council spoke against the above application).

(Councillors M Fenton and M Robinson were given permission to speak on the above application).

399 SECTION 106 APPLICATIONS

<u>Plan No</u>	<u>Location</u>	<u>Date to Committee</u>	<u>Number of Dwellings</u>	<u>Progress</u>
3/2017/0653	Land at Chatburn Road, Clitheroe	28/6/18	30	Out for signature
3/2018/0008	Peel Park Avenue Clitheroe	4/10/18	34	With Planning
3/2018/0500	Land to East Clitheroe Road, Barrow	4/10/10	10	With Planning

400 APPLICATIONS WITHDRAWN

<u>Plan No</u>	<u>Proposal</u>	<u>Location</u>
3/2018/0606	Change of use from a holiday let to a dwelling	School House Cottage Newton in Bowland
3/2018/0887	T1 Alder – cut back growth from site to 5.2m	Beeches Alderford Close Clitheroe
3/2018/0655	Removal of existing shop front and insertion of domestic window and door to match neighbouring houses	3 Whalley Road Read

401

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>
3/2016/1192 R	16/11/17	Hammond Ground Whalley Road Read	Inquiry adjourned	09/10/18	Inquiry changed to a Hearing, resumed on 9 October – awaiting decision Awaiting Decision
3/2017/1139 Conditions disputed	13/08/18	Sands Cottage The Sands Whalley	WR		Awaiting Decision
3/2017/0857 R	13/08/18	Lowood Whins Lane, Read	WR		Awaiting Decision
3/2018/0113 Conditions not discharged	13/08/18	102 Lowergate Clitheroe	WR		Awaiting Decision
3/2018/0217 linked with 3/2018/0218 R of prior approval	29/08/18	Eastham House Fm Clitheroe Road Mitton	WR		Awaiting Decision
3/2017/0961 R (Variation of S106 Ag)	Awaiting start date from PINS	Land at Chapel Hill, Longridge	Hearing (to be confirmed by PINS)		
3/2017/0962 R	03/10/18	Land off Sheepfold Crescent, Barrow	Hearing	Wed 16/01/2019 Cttee Rm 1 booked	Statement and SoCG due 07/11/2018
3/2018/0159 R	16/07/18	5 Barn Croft Clitheroe	HH		Appeal Dismissed 05/10/2018 Costs application dismissed. Awaiting Decision
3/2018/0069 R	29/08/18	Land off Whalley Rd Mellor Brook	WR		Awaiting Decision
3/2018/0263 R	20/08/18	Showley Brook Rest Home 10 Knowsley Road Wilpshire	WR		Awaiting Decision
3/2018/0303 R	28/09/18	Croftlands Chipping	WR There is a costs application		Statement due 02/11/2018
3/2018/0537 R	28/09/18	Wiswell Brook Fm Moorside Lane	WR		Statement due 02/11/2018
3/2018/0079 R	23/07/18	New Ings Farm Hellifield Road Bolton by Bowland	WR		Awaiting Decision

<u>Application No and reason for appeal</u>	<u>Date Received/ Appeal Start Date</u>	<u>Site Address</u>	<u>Type of Appeal Procedure</u>	<u>Date of Inquiry/ Hearing if applicable</u>	<u>Progress</u>
3/2018/0480 R	Awaiting start date from PINS	The Tythe Barn Station Road Rimington	HH form submitted in error by appellant. Appellant has asked for WR Costs applied for HH appeal procedure		
3/2018/0474 R	Awaiting start date from PINS	Great Mitton Hall Mitton Road Mitton	Hearing requested (to be confirmed by PINS)		
3/2018/0468 R	Awaiting start date from PINS	Great Mitton Hall Mitton Road Mitton	LB Hearing (to be confirmed by PINS)		

402 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report seeking Committee's approval on proposals to increase this Committee's fees and charges with effect from 1 April 2019. These proposals were the first stage in the review of the Committee's budget for the forthcoming 2019/2020 financial year.

The Budget Working Group had considered the overall 3 year budget forecast which showed a potential budget deficit for 2019/2020 of £101,000 after taking £250,000 from general fund balances.

The Council's latest budget forecast allows for a 2% increase in the level of income raised from fees and charges and this review aims to increase budgeted income for 2019/2020 by this amount as a minimum. Planning application fees are currently set by the Ministry of Housing, Communities and Local Government; pre-application fees are however set by ourselves as the relevant Local Planning Authority. On 21 February 2017 the government wrote to all planning authorities with an offer to increase planning fees by 20% with the proviso that the increased income raised should be invested in their planning departments. The government's offer was accepted and we are currently using these increased charges with the extra income funding the new Director's post. There are no further increases anticipated for 2019/2020.

With regard to building regulation fees and charges, there is a national requirement within the Building (Local Authority Charges) Regulations 2010 which states that the charges should be based on achieving a full cost recovery. Work on calculating the building regulation fees and charges will be done as part

of the budget process and the proposed fees for 2019/2020 would be brought to a future meeting.

The review of the fees and charges had been coordinated by financial services working together with Heads of Service and budget holders to enable the budget holder to propose a set of fees and charges for their services.

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

At their meeting in June 2018 Personnel Committee had resolved to approve a proposed change to the establishment post of Pre-application Advice Officer to a full time post, which was subsequently approved by Policy and Finance Committee. It is anticipated by the planning service that the establishment of a full time pre-application post will result in a more efficient service that in itself will generate an increase in the usage of the pre-application advice service.

RESOLVED: That Committee approve the proposed fees and charges to be levied for this Committee for 2019/2020 as outlined in the report at Annex 1.

403 CAPITAL PROGRAMME REVIEW AND NEW BIDS 2019/2024

The Director of Resources submitted a report recommending the future five year capital programme for the financial years 2019/2020 to 2023/2024 for this Committee. For this Committee there was originally one scheme already approved for 2019/2020 to 2022/2023. No changes had been made to this scheme.

Heads of Service had been asked to put forward new bids for 2023/2024 and no new bids had been submitted for this Committee.

RESOLVED: That committee approve the proposed five year capital programme for 2019/2020 to 2023/2024 and recommend this to Policy and Finance Committee.

404 REGULATION 19 CONSULTATION LANCASHIRE JOINT MINERALS AND WASTE LOCAL PLAN – REPORT OF DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

The Director of Economic Development and Planning submitted a report on the current development of new planning policy relating to mineral and waste issues throughout Lancashire through a review of the current Local Minerals and Waste Plan and to specifically inform Committee regarding a response to the formal consultation on the regulation 19 publication stage of the proposed document that will replace the current plan.

The review plan contains an overview of minerals and waste needs assessments over the plan period, a set of policies that will guide the assessment of planning applications relating to minerals and waste development and a set of site allocations for a variety of mineral facilities and waste facilities. It was emphasised that Ribble Valley Borough Council is not the decision maker in applications involved with minerals and waste but is a statutory consultee in minerals and waste plan making and in the judgement of planning applications.

It was highlighted that in terms of waste facilities the current plan allocates a variety of sites to host such facilities and that this will be replaced in the review plan by Policy MW19. This policy does not proposed the formal allocation of sites and as such the current allocation of a site in the Ribble Valley Borough Council area at Salthill Industrial Estate for a built waste management facility would not be carried forward in the review plan.

The proposals set out in the plan do not raise any planning related issues that warrant a formal objection or representation being submitted by the Council.

RESOLVED: That Committee note the Regulation 19 consultation plan and that the Joint Authorities are advised that this Council has no representation to make.

405 CAPITAL MONITORING 2018/2019

The Director of Resources submitted a report providing Members with information on the progress of the approved Planning and Development Committee 2018/2019 capital programme for the period to the end of September 2018. The report gave a summary of the planning and development capital programme expenditure to date and variances and included the full capital programme by scheme with details, financial information and the budget holders comments. At the end of September 2018 there had been no spend on the annual capital programme for this Committee.

RESOLVED: That the report be noted.

406 REVENUE MONITORING 2018/2019

The Director of Resources submitted a report for Committee's information on the position for the period April to September 2018 of this year's revenue budget as far as this Committee was concerned. The report outlined by cost centre a comparison between actual expenditure and the original estimate for the period to the end of September and highlighted the variations along with the budget holders comments and agreed action plans.

RESOLVED: That the report be noted.

407 APPEALS UPDATE

i) 3/2018/0159 – two storey side extension and single storey rear extension at 5 Barn Croft, Clitheroe - appeal dismissed.

ii) Application for Costs – 5 Barn Croft, Clitheroe – refused.

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

The meeting closed at 7.10pm.

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

Minutes of Licensing Sub-Committee

Meeting Date: Tuesday, 6 November 2018 starting at 10am
Present: Councillor N Walsh (Chairman)

Councillors:

S Brunskill
A Knox

In attendance: Solicitor (RVBC), Admin and Licensing (Alcohol and Entertainment) Officer (RVBC), Committee Clerk (RVBC), Michael Robert Long (Applicant), Malcom Ireland of Napthens (Applicant's Solicitor), Wendy Clarkson (relevant representation), Councillor T Hill (relevant representation), Councillor J Holgate (relevant representation), Penelope Robinson-Kerr (relevant representation), Judith Davies (relevant representation), Michael Wedgeworth (relevant representation), Lesley Luckin (relevant representation), Christine Hancock (relevant representation), Heather Heaton (relevant representation), Peter Foley (relevant representation), Julie Foley (relevant representation), John Threlfall - Whalley Parish Council (relevant representation), Mandy Richardson – Clerk to Whalley Parish Council (relevant representation), Stephen Hancock (observer).

408 APOLOGIES

There were no apologies for absence from the meeting.

409 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

410 BRADY'S WINE BAR, QUEEN STREET, WHALLEY BB7 9TA

The Sub-Committee considered a report submitted by the Head of Legal and Democratic Services on the determination of an application required under Section 35 of the Licensing Act 2003. A copy of the application for variation of the premises licence, including the proposed licensable activities and hours of operation, was included in the report together with a copy of the current licence. Application was to extend the opening hours of the premises and the hours for sale of alcohol and for provision of regulated entertainment and late night refreshment at the premises and for variation of the approved plan of the premises.

The applicant's representative made verbal representations to the Sub-Committee, setting out the history of the premises and the background to the current application. He emphasised that the responsible authorities had not submitted objections to the application.

Those who were present to object to the application and who had made relevant representations were then given the opportunity to question Mr Ireland and the applicant.

Representations were made in opposition to the application by Councillors Hill and Holgate, John Threlfall on behalf of Whalley Parish Council, Christine Hancock, Heather Heaton, Penelope Richardson-Kerr, Judith Davies, Michael Wedgeworth, Wendy Clarkson, Lesley Luckin and Peter Foley. The issues raised related to noise, nuisance, anti-social behaviour, crime and disorder and potential harm to children which they believed were associated with the premises. It was also claimed that the current licence holder had breached the existing conditions.

The sub-Committee had also received 27 written representations, some in favour and some in opposition to the application. These were taken into account by the Sub-Committee.

The Sub-Committee gave careful consideration to the representations made by all parties, both verbal and written. The Sub-Committee also considered the requirements of the Licensing Act 2003, the licensing objectives, the relevant representations and the Council's Licensing Policy.

RESOLVED: That the Sub-Committee grant the application to vary the licence as amended by the letter from the applicant's solicitors dated 31 October 2018 (save that the times of opening would not be extended beyond those included in the original application) to vary the plan of the premises, and the conditions proposed by the applicant and those agreed with the environmental health department be incorporated into Annex 2 of the licence.

The Sub-Committee decision is available at:

https://www-ribblevalley.gov.uk/download/downloads/id/11980/bradys_queen_street_whalley_pdf

The meeting closed at 11.52am.

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

Minutes of Personnel Committee

Meeting Date: Wednesday, 7 November 2018 starting at 6.30pm
Present: Councillor R J Elms (Chairman)

Councillors:

I Brown
P Dobson
T Hill
D Taylor

In attendance: Director of Resources, Head of HR.

Also in attendance: Councillor S Knox.

411 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors S Hore, A Knox, J White and the Chief Executive.

412 NOT IN ATTENDANCE

Councillor P Ainsworth.

413 MINUTES

The minutes of the meeting held on 12 September 2018 were approved as a correct record and signed by the Chairman.

414 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

415 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

416 FLU VACCINATIONS

The Director of Resources submitted a report for Committee's information advising Members of the initiation of a trial flu vaccination scheme for staff. Members of staff who signed up for the scheme would receive an e-voucher that could be used at various local pharmacies registered with the provider of the scheme. The cost to the Council for each vaccination was £7.95, an agreed 'corporate rate' approximately £4 less than the standard charge.

Flu related absence would be monitored over the winter to assess whether it could be established that there was any correlation between vaccination and related absence.

RESOLVED: That the report be noted.

417 HUMAN RESOURCES CAPACITY

The Director of Resources submitted a report informing Committee of current workloads within the HR section. Members were advised of the staffing levels in the section, the extensive and growing workloads, and the wide variety of types of work being carried out. The range of duties, and their complexity, was continuing to increase, due to the need to apply the Council's procedures to the wide range of issues that arose against a background of increasing regulations. Although approach had been given for recruitment of a modern apprentice in 2016, with a view to providing support for the administrative work of the section, no appointment had been made due to a poor and unsuitable response to recruitment advertising. It was currently considered that need for extra resources was at HR officer level.

RESOLVED: That

1. Committee note the report; and
2. the Head of HR be requested to report back to Committee on options to address the shortfall in capacity.

418 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.

419 ANNUAL TRAINING PLAN

The Director of Resources submitted a report asking Members to approve annual training plans for the authority. The Head of HR outlined the range of training provided by the Council to Members and staff. Each Head of Service had an individual budget for training staff in their department. The Head of HR was responsible for a corporate budget to support generic training provision across the Council. Training needs for Members were also set out, which highlighted the particular need in 2019 for training and support for Members following the election of the new Council in May 2019.

RESOLVED: That Committee

1. receive the report; and
2. approve the Organisational Development Plan 2018/2019 for the authority as submitted in Appendix A to the report.

420 APPOINTMENTS AND RESIGNATIONS

The Director of Resources submitted a report advising Members of appointments and resignations that had taken place since the last meeting of the Committee, and the vacancies that had arisen and been approved by CMT. Committee noted a change to the establishment in relation to the creation of a permanent post of Warden, following the decision of Health and Housing Committee to continue the provision of emergency accommodation at the Joiners Arms on a permanent basis.

RESOLVED: That Committee

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

421 TRAINING REPORT

The Director of Resources submitted a report informing Committee of the training courses approved since the last meeting, including details of current qualification training being undertaken, and work experience placements with the Council that had been undertaken and arranged.

RESOLVED: That the report be noted.

The meeting closed at 6.55pm.

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

Minutes of Health & Housing Committee

Meeting Date: Thursday, 8 November 2018 at 6.30pm
Present: Councillor B Hilton (Chairman)

Councillors:

S Bibby	M Robinson
P Dobson	R Sherras
R Elms	D Smith
L Graves	R Swarbrick
K Hind	R Thompson
R Newmark	

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

Also in attendance: Councillor S Hind.

422 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors S Brunskill, R Hargreaves and J White.

423 MINUTES

The minutes of the meeting held on 13 September 2018 were approved as a correct record and signed by the Chairman.

424 MATTERS ARISING

Minute 270 – 18 Siddows Avenue, Clitheroe

The Strategic Housing Officer appraised Committee on recent information received with regard to this property. An email had been received from the owner of the property informing them that the sale had proceeded and the property was now in the ownership of a letting/property management company, although this was yet to be registered by the Land Registry. Further evidence of the sale has been requested from the registered owner.

The Strategic Housing Officer and Head of Regeneration and Housing informed Committee of the steps which could be taken, considering the alternative situations which would apply if the property had been sold, or if it had not been sold, and informed Committee that a report would be brought to them on any progress or lack thereof.

Councillor S Hind was given permission to speak on this item.

425 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

426 PUBLIC PARTICIPATION

There was no public participation.

427 HOMELESSNESS STRATEGY

The Director of Economic Development and Planning submitted a report, supported by the Draft Homelessness Strategy for 2018/21, which took into account the significant changes introduced by the Homelessness Reduction Act 2017. This increased the range of duties imposed on the Council, and the range of client groups served.

The Draft Strategy addressed four key factors:

- Improve the housing advice information and support available;
- Prevent homelessness in the borough.
- Improve provision and suitability of temporary accommodation and reduce the length of time spent in temporary accommodation.
- Increase housing options for households and types of affordable secure housing options.

Members considered the impact of Universal Credit on housing needs and supply, and the possible role of the Council as a Registered Provider.

RESOLVED: That Committee

1. approve that the draft Homelessness Strategy goes out to consultation; and
2. approve that any amendments proposed would be included within the Strategy and the Strategy will then be brought back to Health and Housing Committee for approval.

428 PRIVATE WATER SUPPLIES

The Chief Executive submitted a report advising Committee of changes to the legal framework and seeking to increase charges for the Council carrying out its duties with regard to private water supplies.

The Private Water Supplies (England) (Amendment) Regulations 2018 had added further categories to the number of supplies to be tested compared to previous regulations, and had increased the number of parameters to be checked. The Council was allowed to make reasonable charges for risk assessments and sampling, but the cost of analysis by United Utilities had increased due to the increased number of tests to be conducted.

RESOLVED: That Committee

1. note the changes to the legislation covering private water supplies; and
2. approve the Private Water Supplies Fees and Charges as set out in Appendix 1 to the report.

429 IMMIGRATION HOUSING INSPECTIONS FOR UK ENTRY CLEARANCE

The Chief Executive submitted a report informing and advising Committee of the standards required for UK Entry Clearance in relation to the suitability of properties. Prior to the UK Immigration Authority approving an application from a person abroad to live in the UK, confirmation was required that the proposed accommodation was safe and suitable for human habitation, and that it was not statutorily overcrowded with the arrival of the additional occupant(s).

This work has already been undertaken and a fee had been approved. Committee were informed of the inspection procedure and the minimum standards that had to be met.

RESOLVED: That Committee note and approve the standards required by the Environmental Health Team for UK entry Immigration Inspections.

430 EXTENSION TO MANDATORY HOUSES IN MULTIPLE OCCUPATION LICENSING

The Chief Executive submitted a report, advising Committee of the review of the Houses in Multiple Occupation (HMO) Mandatory Licensing regime and that the range of properties falling under the scheme had now been extended.

Previously the regime had only applied to properties of three or more storeys. The system now covered all properties with five or more occupiers, living in two or more households and sharing amenities, regardless of the number of storeys. This brought a number of properties in the Ribble Valley in to the system, for which fees had to be charged for processing the original application, and also for subsequent compliance monitoring.

RESOLVED: That Committee approve the proposed fees for HMO Licensing as set out in Appendix 1 to the report.

431 ANIMAL WELFARE AND LICENSING

The Chief Executive submitted a report informing Committee of the introduction on the 1 October 2018 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, which brought a number of existing licensing regimes under one broad set of regulations and introduced additional powers to suspend, vary and revoke licenses. The change to the regime required more complicated inspections by an appropriately qualified person, appointed to inspect on each application received. Current staffing arrangements would be able to cover such inspections during the initial period to October 2021, but, from that date forward, the Inspector would be required to hold recognised qualifications to a specified level.

Fees were chargeable for such inspections and Committee's approval was sought for an interim basis for the fees charged in the current year, together with the principle for review in March 2019 once the extent of the workload involved in the system had been assessed.

RESOLVED: That Committee

1. authorise the Chief Executive and the Head of Environmental Health Services to appoint a suitably qualified person to act as an Inspector for the purpose of enforcing the regulations in Ribble Valley Borough Council's area;
2. authorise the Chief Executive and Head of Environmental Health Services to issue any applicable notices and grant, suspend, vary, revoke or reinstate licenses under the regulations; and
3. approve the interim approach to charging fees in the current year before new fees are considered at Health and Housing Committee in March 2019.

432 REVIEW OF FEES AND CHARGES 2019/20

The Director of Resources submitted a report seeking Members' approval to increase Committee's fees and charges with effect from 1 April 2019. These proposals were the first stage in the review of the Committee's budget for the forthcoming 2019/20 financial year. The review takes place on an annual basis as part of the budget setting process.

The Council's latest budget forecast allows for a 2% inflationary increase on the level of income received from fees and charges. This forecast currently shows a potential budget deficit for 2019/20 of £101,000, after taking £250,000 from general fund balances. Therefore, service committees were requested by the Budget Working Group to consider raising the fees and charges at least in line with the 2% target.

Budget holders and Heads of Service had worked with Financial Services to set the proposed fees and charges. Many of the fees and charges had been increased in line with the 2% inflationary increase, rounded up where appropriate.

Certain fees were highlighted, where new fees were being introduced or increases were significantly different to the suggested 2% increase. These included animal welfare licences, houses in multiple occupation licences, private water supply testing and analysis, and the fees for Clitheroe Cemetery. Members considered the proposed increased fee for interment of a child under 16 years old, and determined that there should be no increase from the fee set for 2018/19.

The review also identified some fees and charges that required amending or introducing with immediate effect in 2018/19, mainly as a result of changes in nationally prescribed regulations.

RESOLVED: That Committee approve

1. the charges as set out in Annex 1 to the report for implementation with effect from 1 April 2019, save that there be no increase in the fee for interment of a child under 16 years old; and
2. the amended and new 2018/2019 fees and charges proposed for this Committee in Annex 1, for immediate implementation.

433 CAPITAL PROGRAMME REVIEW AND NEW BIDS

The Director of Resources submitted a report recommending the future five year Capital Programme 2019/20 to 2023/24 for this Committee. This reviewed the existing schemes approved by Full Council in March 2018 for 2019/20 to 2022/23, together with new capital scheme bids from Heads of Service for 2023/24.

One change was suggested for 2019/20 to 2022/23. The indicative value of the Disabled Facilities Grants scheme for each year between 2019/20 and 2022/23 was to be set at £320,000, based on the current year's funding from central government.

Four proposals had been received for 2023/24, being Landlord/Tenant Grants at £50,000, Disabled Facilities Grants at £320,000, Drainage to the new section of Clitheroe Cemetery at £68,700 and Joiners Arms Roof Renewal at £43,900. It was also requested that the Drainage to the new section of Clitheroe Cemetery scheme be brought forward to 2019/20. The scheme bid would reduce to £63,500 if brought forward.

RESOLVED: That Committee approve the proposed five year Capital Programme for 2019/20 to 2023/24 and recommend this to Policy and Finance Committee.

434 CAPITAL MONITORING 2018/19

The Director of Resources submitted a report providing Committee with information relating to progress of the approved Capital Programme for the year to date. At the end of September 2018, 40.5% of the annual Capital Programme for the Committee had been spent or committed.

The Clitheroe Market Improvements Scheme was on hold, awaiting final plans for the Clitheroe Market Re-development Scheme, whilst spend and commitments made against the ring-fenced budgets for the three housing capital grant schemes is ongoing in-year.

RESOLVED: That the report be noted.

435 REVENUE MONITORING 2018/19

The Director of Resources submitted a report informing Committee of the progress of the 2018/19 Revenue Budget as at the end of September 2018. There was an overall net overspend of £39,185 on the net cost of services, after allowing for transfers to and from earmarked reserves. The main areas of variation on this overspend were summarised for Committee's information.

The main area related to an in-year mismatch between expenditure and grant income for Housing Benefits Rent Allowances. This is likely to be rectified by year-end, as the Rent Allowance payments for the year as a whole would be reflected in more Rent Allowance subsidy grant income received at year-end.

RESOLVED: That the report be noted.

436 NOTES OF HEALTH AND WELLBEING PARTNERSHIP DATED 19 SEPTEMBER 2018

The notes of the meeting held on 19 September 2018 were noted by Committee.

437 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There not reports from Representatives on Outside Bodies.

438 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.

439 GENERAL REPORT – GRANTS

The Chief Executive submitted details of 16 disabled facilities grants and 5 affordable warmth grants. No landlord and tenants grants had been approved since the last report.

RESOLVED: That the report be noted.

440 AFFORDABLE HOUSING UPDATE

The Chief Executive submitted a report for Committee's information with the minutes of the Strategic Housing Working Group held on 18 September 2018 and details of approvals and completions of affordable housing from 1 January 2018.

The meeting closed at 8.08pm

If you have any queries on these minutes please contact Nicola Hopkins on 01200 414532.

Minutes of Licensing Committee

Meeting Date: Tuesday, 13 November 2018, starting at 6.30pm
Present: Councillor N Walsh (Chairman)

Councillors:

S Atkinson	T Hill
A Brown	S Hore
S Brunskill	A Knox
L Graves	G Mirfin
R Hargreaves	G Scott

In attendance: Head of Legal and Democratic Services.

441 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors J Alcock, S Bibby, G Geldard and S Hind.

442 MINUTES

The minutes of the meeting held on 18 September 2018 were approved as a correct record and signed by the Chairman.

443 MINUTES OF LICENSING SUB-COMMITTEE – 17 SEPTEMBER 2018 AND 19 OCTOBER 2018

Committee received the minutes of the Licensing Sub-Committee meetings held on 17 September 2018 and 19 October 2018.

444 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

445 PUBLIC PARTICIPATION

There was no public participation.

446 ANNUAL FEES AND CHARGES

The Chief Executive submitted a report asking Committee to determine the annual fees for hackney carriage and private hire licences, scrap metal dealers licences and sex establishment licences. The Council has the power to charge for licences subject to statutory provisions which both give rise to the power to charge and specify the way the charge for certain licences has to be calculated.

The legislation provides that the fee should be set at a level which provides such a fee as they consider reasonable with a view to recovering the cost of issue and administration.

The report outlined the current fees charged alongside the proposed fees to be charged; the uplift in fees was approximately 2% rounded up or down as most appropriate.

RESOLVED: That Committee agree to set the fees for:

1. hackney carriage and private licences for the year 2019/2020 as set out in Appendix 1 to the report;
2. scrap metal dealers licences for the year 2019/2020 as set out in Appendix 2 to the report; and
3. sex establishment licences for the year 2019/2020 as set out in Appendix 3 to the report.

447 APPROVAL OF THE COUNCIL'S STATEMENT OF LICENSING POLICY – GAMBLING ACT – 2019 TO 2022

The Chief Executive submitted a report advising Members of the outcome of the consultation on the Council's requirement to consult on proposed amendments to the Council's Statement of Principles on Gambling, which was required by the Gambling Act 2005. The Act required review of the principles every 3 years, and publication of the current statement.

Two responses had been received to the consultation. Both of these were generic advice to local authorities from statutory consultees, being the Director of Public Health at Lancashire County Council and GAM Care. As a result, two minor amendments had been made to the Statement in relation to the circumstances when a risk assessment must be reviewed, and the issues to be covered in that risk assessment.

*** RESOLVED: That Committee approve the Statement of Principles Gambling Act 2005 2019/22 and recommend its adoption to Full Council. ***

448 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.

449 ENFORCEMENT AND COMMUNITY ALCOHOL PARTNERSHIP

The Chief Executive submitted a report for Committee's information on enforcement activities carried out by the Council and the Community Alcohol Partnership.

The Partnership had been launched in July 2017 to bring various agencies together to seek to tackle alcohol related harm to children, by reducing the sale of alcohol to them, advising them of the dangers of drinking and promoting alcohol free activities.

One of the partners is Lancashire County Council (Trading Standards) who have a responsibility for test purchases and/or other operations jointly with the Police, and this information is shared with the Council's Licensing Enforcement Officer when he attended the Community Alcohol Partnership meetings.

A test purchasing operation conducted in December 2017 had been reported to Committee in January 2018, at which time 11 out of 21 premises inspected failed the test purchase process.

A further operation on 28 September 2018 had resulted in only 2 premises failing on inspection. Both of these premises had failed on the previous occasion, and therefore work had been carried out with the staff and management of these premises. As a result, the Community Alcohol Partnership had determined at this stage not to seek to review the licence of other premises.

Members requested information about how the Council's licensing enforcement powers can be used to address problem premises.

Members referred to licensed premises which were reported by residents to be the cause of many issues. Members considered the availability and resources for the Police to address issues away from licensed premises and the extent to which the Council could take steps to address problem premises.

The Head of Legal and Democratic Services explained that formal enforcement action can be taken where premises were operating in breach of their licence. In other circumstances, although no breach of the licence had occurred, if there was evidence of conflict with the licensing objectives, an interested party (which includes statutory bodies or neighbours) could seek a review of the licence.

If music or other internal noise exceeded the level of statutory nuisance, the Environmental Health Department could investigate from the perspective of noise abatement.

Finally consideration could also be given to Community Protection Notices in circumstances where anti-social behaviour was a problem.

RESOLVED: That the report be noted.

450 APPEAL BY THE DOG INN, LONGRIDGE

The Head of Legal and Democratic Services advised Members of the receipt of an appeal against part of the decision to vary the licence which had been heard on 6 August 2018 by the Licensing Sub-Committee.

The appeal related solely to the imposition of new conditions, which had been approved by the Licensing Sub-Committee in accordance with a proposal put forward by the applicant.

After the Licensing Sub-Committee decision, the applicant's representative had considered the conditions further (the originals having been drafted by his client) and had submitted an appeal to the Magistrates Court in this respect. The Head of Legal and Democratic Services advised Committee that she was consulting

with individuals who had made representations at the Licensing Sub-Committee meeting, to advise them of the view taken by the Council on the proposed amended conditions and to seek their comments to help inform a decision on the approach which would be taken in response to the appeal.

The meeting closed at 7.13pm.

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

Minutes of Economic Development Committee

Meeting Date: Thursday, 15 November 2018 starting at 6.30pm
Present: Councillor R Swarbrick (Chairman)

Councillors:

P Ainsworth	S Hirst
S Bibby	J Holgate
I Brown	J Rogerson
P Dowson	I Sayers
R Elms	D Taylor
M Fenton	R Thompson
K Hind	

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

451 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors P Elms and M French.

452 MINUTES

The minutes of the meeting held on 20 September 2018 were approved as a correct record and signed by the Chairman.

453 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

454 PUBLIC PARTICIPATION

There was no public participation.

455 RIBBLE VALLEY BUSINESS PARTNERSHIP

The Director of Economic Development and Planning submitted a report asking Committee to consider the formation of the Ribble Valley Business Partnership to support economic growth in the borough. The Council had a long established record of working in partnership with a number of local groups and bodies with a view to understanding local business related issues, developing initiatives and promoting economic growth and wellbeing in the local economy.

The former Ribble Valley Strategic Partnership previously provided an overarching umbrella forum in which many of these groups relevant to the local economy could come together and although the Council had continued to develop linkages with local businesses through the established groups, there is not a single umbrella forum that can draw relevant issues together easily across the key local economic sectors, including manufacturing services, tourism and

food for example. It was considered that there would be some merit in re-establishing the opportunity led by the Council to provide a strategic forum to raise local economic issues. The proposed business partnership would provide a valuable platform to help develop the strategy and get stakeholder input. It would also provide the opportunity for the Council to feed local business interests into parallel work being undertaken by the Lancashire Economic Partnership (LEP), as it progresses its work and initiatives now developed to support economic investment in the area. The partnership would also complement the existing working arrangements across the established groups and would also be an opportunity for a single forum to bring relevant interest together to inform the Council's work.

Members discussed this proposal and welcomed the idea. It was important to be clear about the group's remit but also important to get feedback from local businesses. A launch was suggested possibly with a high profile speaker.

RESOLVED: That Committee

1. agree to the creation of a Ribble Valley Business Partnership and that Committee be kept informed of its progress as appropriate; and
2. agree to have a launch with a high profile speaker invited.

456 CAPITAL PROGRAMME REVIEW AND NEW BIDS

The Director of Resources submitted a report proposing a future five year capital programme 2019/2020 to 2023/2024 for this Committee. There were no schemes already approved for 2019/2020 to 2022/2023 for this Committee so no view was required. However, Heads of Service had been asked to put forward new bids for 2023/2024 for this Committee and one bid had been submitted for gateway signs for Whalley, Longridge and Clitheroe.

Committee was asked to consider this new scheme and put forward any capital bid suggestions and amendments that they wished. Other Committees would also be receiving similar reports for the new scheme bids which would finally be considered alongside each other by the Budget Working Group and Policy and Finance Committee.

RESOLVED: That Committee

1. agree the proposed five year capital programme for 2019/2020 to 2023/2024 to include the new bid for gateway signs for Whalley, Longridge and Clitheroe with the request that it be considered in 2019/2020; and
2. recommend to Policy and Finance Committee the future five year capital programme for this Committee's services.

457 CAPITAL MONITORING 2018/2019

The Director of Resources submitted a report on progress on the approved 2018/2019 capital programme for this Committee for the period to the end of

September 2018. There had been no spend on the Economic Development Initiative scheme although a number of site opportunities were under preliminary investigation and would be reported to Committee in due course.

RESOLVED: That the report be noted.

458 REVENUE MONITORING 2018/2019

The Director of Resources submitted a report informing Committee of the position for the period April to September 2018 of this year's revenue budget as far as this Committee was concerned. The comparison between actual and budgeted expenditure shows an underspend of £1,521 for the first month of the financial year 2018/2019. The report outlined the variances between budget and actuals that had been split into groups of red, amber and green variance along with the budget holder's comments.

RESOLVED: That the report be noted.

459 RIBBLE VALLEY BUSINESS SURVEY

The Director of Economic Development and Planning submitted a report including information on the Ribble Valley Business Survey. As part of the Council's current evidence base, the Regeneration and Economic Development team had identified the need to commission a local business survey to build a richer picture of Ribble Valley businesses, how they were changing, what their needs are and the support they require to grow and prosper. The report outlined both a profile of those businesses who responded and a range of sections on key themes such as operating in Ribble Valley, business premises, economic drivers and barriers to growth, recruitment and skills and business support.

The section on observations and recommendations was highlighted for Committee's information and these were the issues identified that would help to highlight areas where further work could be developed to support appropriate economic growth which would be explored further in the economic strategy review.

RESOLVED: That the report be noted.

460 DEVELOPMENT ACTIVITY UPDATE

The Director of Economic Development and Planning submitted a report for Committee's information on a range of new developments taking place across Ribble Valley, contributing towards the continuing economic growth of the area. Many of these were still at the planning stages with some nearing completion and the report acts as a monitoring tool to enable the Council to assess economic growth in the area, as well as ensuring there will be future property and land availability.

These included the Samlesbury Enterprise Zone and BAE Systems site, Salthill Industrial Estate expansion, Barrow Enterprise site, Thwaites HQ, Simonstone and the Mitton Road Business Park.

Committee were reminded that further sites to meet the future needs of business growth had currently been identified through the Council's recently submitted Housing and Economic Development Plan document, through which the Council is allocating land to help address this. Also work with the County Council and other providers to improve local infrastructure continues in order to help facilitate these ambitions.

RESOLVED: That the report be noted.

461 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor Ken Hind gave a brief update on the work of LEP.

The meeting closed at 7.05pm.

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

Minutes of Policy & Finance Committee

Meeting Date: Tuesday, 20 November 2018, starting at 6.30pm
Present: Councillor K Hind (Chairman)

Councillors:

S Atkinson	G Mirfin
S Bibby	I Sayers
M French	D T Smith
T Hill	R Swarbrick
A Knox	

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

Not in attendance: Councillor R Bennett

462 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors A Brown, P Elms, S Hirst and J Rogerson.

463 MINUTES

The minutes of the meeting held on 25 September 2018 and the minutes of the Emergency Committee held on the same day were approved as a correct record and signed by the Chairman.

464 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

465 REGULATION OF INVESTIGATORY POWERS ACT 2000 ('RIPA')

The Chief Executive submitted a report seeking Committee's approval of the updated RIPA Policy and the appointment of a replacement Senior Responsible Officer and to report to Committee upon the Council's use of its powers under the Regulation of Investigatory Powers Act 2000.

The Council has a policy which sets out how it will deal with RIPA which was last reviewed and approved by Committee in November 2017. In August 2018 the Home Office revised its Codes of Practice for Covert Surveillance and Property Interference. The Council therefore needed to amend its RIPA Policy to take account of these amendments.

The amendments had been shown as tracked changes for ease of reference. The Council's new Director of Economic Development and Planning had also been added as an Authorising Officer and the Head of Legal and Democratic Services had also been replaced as Senior Responsible Officer as there was currently a vacancy for the Solicitor's position.

The Council had not used RIPA over the last several years and this trend had continued with there being no use of it in the last 6 months.

RESOLVED: That Committee

1. note the usage of RIPA during the period June 2018 to November 2018;
2. approve the appointment of the Director of Economic Development and Planning as an Authorising Officer for RIPA;
3. approve the appointment of the Council's Head of Legal and Democratic Services as the Senior Responsible Officer for RIPA; and
4. recommend to Full Council the revised RIPA Policy.

466 ONLINE PAYMENT GATEWAY

The Director of Resources submitted a report seeking Committee's approval to expand the online payments facility.

The ICT Strategy for 2018/19 to 2021/22 was approved by Policy and Finance Committee on 19 June 2018. An Action Plan was developed for each service and the Revenues and Benefits Action Plan included the development of on-line forms. The Council was facing an increasing demand from residents to be able to pay for other goods and services online as well as those currently available to take on-line payments.

To enable this to be implemented two licences need to be purchased that will allow the payments system to communicate with the online forms system. The Paylink Licence from Civica Icon would initially cost £2,950 and have an annual hosting fee of £590 and the payment connector licence and gazetteer functionality required from Firmstep would initially cost of £4,098 and have an annual cost of £1,500.

These licences would enable us to provide a better service to our residents by giving them the ability to request and pay for goods and services provided by the Council 24 hours a day, 7 days a week.

RESOLVED: That Committee approve the purchase of the two licences at an initial cost of £7,048 and annual costs of £2,090 to enable the functionality to be rolled out across Council services where appropriate.

467 LOCAL COUNCIL TAX SUPPORT SCHEME 2019/20

The Director of Resources submitted a report seeking approval for the Local Council Tax Support Scheme for 2019/20. The Council agreed a Local Tax Support Scheme which came into effect on 1 April 2013. The scheme matched the previous Council Tax benefit scheme but was set to cap the maximum reduction in support of working age claimants to 12% each year. Late in the day the Government announced a one-off transition grant for those authorities who agreed to set the maximum reduction at 8.5%. The Council agreed to accept the grant and hence limits the reduction to 8.5% for 2013/14. As the transition grant

was for one year only however, the reduction in support to working age claimants reverted back to the agreed percentage set at 12%.

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

The scheme has been updated by minor amendments each year to maintain the link with housing benefit and previous Council Tax benefit scheme. No significant changes are proposed other than maintaining an uprating income disregards non-dependant reductions applicable amounts and premiums in line with housing benefit as is done each year.

*** RESOLVED: That Committee recommend to Full Council the approval of the Local Council Tax Support Scheme for 2019/20 as set out in the report. ***

468 COUNCIL TAX BASE 2019/20

The Director of Resources submitted a report informing Committee of the Council Tax Base for 2019/20.

The Council Tax Base is set each year between 1 December and 31 January and is an important calculation which sets out the number of dwellings to which Council Tax is chargeable in an area or part of an area. The tax base is used for the purposes of calculating the Band D Council Tax for the billing authority and also major precepting authorities and Parish Councils.

The Local Government Finance Act 2012 allowed changes to the discounts on Council Tax for second homes and empty properties. In the first year of the new changes in 2013/14 the Council agreed to leave the rates of current discounts/exemptions unchanged, however from 2014/15 the Council had implemented the change that for long-term empty properties (empty from 6 months up to 2 years) the current 50% discount be removed which made owners liable for the full 100% Council Tax.

Legislation has recently received Royal Assent on 1 November 2018 that would allow billing authorities greater freedoms in the charges that are levied on long-term empty properties. However this did not apply to second homes or properties that are exempt from Council Tax.

Having considered the new powers the Budget Working Group had recommended that the Council do not introduce any changes for the forthcoming year but perhaps reconsider in the future depending on the experience of other local authorities introducing the new premiums.

The calculation for the Council Tax Base had now been carried out across all of the parishes and had resulted in an overall tax base of 23,209 for 2019/20 which is an increase of 1.3% on the tax base for 2018/19 of 22,902.

The Council Tax Base had increased steadily over the period 2007/08 to 2013/14 however since then increases have averaged 1.5% to 2% each year.

RESOLVED: That

1. the new Council Tax premiums are not introduced on long-term empty homes as allowed for in recent changes in legislation; and
2. Committee approve the Council Tax Base 2019/20.

469 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report seeking Committee's approval on proposals to increase this Committee's fees and charges with effect from 1 April 2019. These proposals were the first stage in the review of the Committee's budget for the forthcoming 2019/20 financial year.

The Budget Working Group had considered the overall 3 year budget forecast which showed a potential budget deficit for 2019/20 of £101k after taking £250k from general fund balances.

The Council's latest budget forecast allows for a 2% increase in the level of income raised from fees and charges and this review aims to increase budgeted income for 2019/20 by this amount as a minimum.

The review of fees and charges had been co-ordinated by Financial Services working together with Heads of Service and budget holders to enable the budget holder to propose a set of fees and charges for their services. The proposed set of fees and charges were set out for Committee's information.

RESOLVED: That Committee approve the proposed fees and charges for this Committee for 2019/20 as set out in the report at Annex 1.

470 LOCAL TAXATION WRITE-OFFS

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

RESOLVED: That Committee approve the writing-off of £12,601.64 business rates and £60 costs where it had not been possible to collect the amount due.

471 CAPITAL PROGRAMME REVIEW AND NEW BIDS 2019/24

The Director of Resources submitted a report recommending the future five year Capital Programme for the financial year 2019/20 to 2023/24 for this Committee.

For this Committee there were originally five schemes approved for financial years 2019/20 to 2022/23 totalling £403,500. No proposed amendments to the previously approved Capital Programme had been put forward by the Heads of Service.

Heads of Service had been asked to put forward new bids for 2023/24 and 7 had been submitted totalling £222,000. Heads of Service had also requested that the following new scheme bids be approved in the Capital Programme for 2019/20 rather than 2023/24:

- Bid 5 – Committee administration IT system;
- Bid 6 – replacement PC's;
- Bid 7 – e-recruitment system.

It was pointed out that other Committees would be receiving similar reports for new scheme bids and that all these bids would be finally considered alongside each other by the Budget Working Group and Policy and Finance Committee.

RESOLVED: That Committee

1. approve the proposed five year Capital Programme for 2019/20 to 2023/24; and
2. recommend to Policy and Finance Committee a future five year Capital Programme for this Committee's services.

472 OMBUDSMAN ANNUAL REVIEW LETTER 2017/18

The Chief Executive submitted a report informing Committee about referrals to the Local Government Ombudsman for the period 1 April 2017 to 31 March 2018.

Whilst 7 complaints were received only 6 were determined during this period and the decisions made by the Ombudsman were as follows:

- 1 complaint was dismissed as incomplete or invalid;
- 2 complaints were referred back to the Council for local resolution;
- 2 complaints were closed off after initial enquiries by the Ombudsman;
- 1 complaint was upheld.

RESOLVED: That the report be noted.

473 COMMUNITY SAFETY PARTNERSHIP UPDATE

The Director of Economic Development and Planning submitted a report for Committee's information of relevant Community Safety Partnership activities.

Committee discussed various aspects of anti-social behaviour and requested that the Police be informed of their concerns via the Community Safety Partnership.

RESOLVED: That the report be noted.

474 VOTER ID PILOT

The Chief Executive submitted a report informing Committee of the Council being selected to be a Voter ID Pilot for the Local Elections next May 2019. An approach had been made by the Cabinet Office to ask if we could assist them and the Minister for the Constitution with their aim to eventually implement Voter ID nationally in the most successful manner. Any additional costs incurred by the Council through being a pilot would be fully reimbursed.

He informed Committee that Voter ID Pilot for Ribble Valley would be a mixture of photo and non-photo ID and that there would be some flexibility to design a pilot that was as voter friendly as it could be for Ribble Valley voters.

Communication and publicity would be critical to the success of the pilot and detailed plans were already been drawn up to ensure this happens.

Members discussed the various forms of ID that would be desirable for voters to use when attending a polling station to vote.

RESOLVED: That the report be noted.

475 TREASURY MANAGEMENT MONITORING 2018/19

The Director of Resources submitted a report for Committee's information on the Treasury Management activities for the period 1 April to 31 September 2018. The report outlined the following topics:

- Public Works Loan Board;
- borrowing requirements;
- temporary investments;
- Prudential indicators;
- Local Government Bonds Agency;
- approved organisations;
- recent events; and
- exposure to risk.

RESOLVED: That the report be noted.

476 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.

Committee were also informed that Universal Credit Full Service would start the following day.

RESOLVED: That the report be noted.

477 REVENUE MONITORING 2018/19

The Director of Resources submitted a report for Committee's information on the position for the period April to September 2018 of this year's revenue budget as far as this Committee was concerned.

The report outlined by cost centre a comparison between actual expenditure and the original estimate for the period to the end of September and highlighted the variations along with the budget holder's comments and agreed action plans.

RESOLVED: That the report be noted.

478 OVERALL REVENUE MONITORING 2018/19

The Director of Resources submitted a report for Committee's information on the overall revenue position for the current financial year up to the end of September 2018.

The report showed the overall budget broken down subjectively and monitored against the profiled budget, with any variances highlighted and reasons given.

RESOLVED: That the report be noted.

479 CAPITAL MONITORING 2018/19

The Director of Resources submitted a report providing Members with information on the progress of the approved Policy and Finance Committee 2018/19 Capital Programme for the period to the end of September 2018.

The report gave a summary of the Policy and Finance Committee Capital Programme budget expenditure to date and variances and included the full Capital Programme by scheme with details, financial information and the budget holder's comments.

At the end of September 2018 39.9% of the annual Capital Programme for this Committee had been spent or committed. Out of the 6 capital schemes for this Committee 1 had been completed and 3 were on track to be completed in year, however the new Council telephone system scheme and the lift replacement at the Council Offices scheme would not be completed in year.

RESOLVED: That the report be noted.

480 OVERALL CAPITAL MONITORING 2018/19

The Director of Resources submitted a report for Committee's information relating to the progress of the Council's approved Capital Programme for the period to the end of September 2018.

At the end of September 2018 £1,074,638 had been spent or committed which equated to 50.5% of the overall Capital Programme budget for 2018/19.

Six scheme had already been completed and on a review of progress on each of the remaining 26 schemes, 14 were currently on track to be completed in year; 6 schemes were in progress but may not be fully completed in year; 1 scheme would not be completed in year; 2 schemes were on hold and 3 schemes were ongoing housing grant schemes.

RESOLVED: That the report be noted.

481 MINUTES OF BUDGET WORKING GROUP – 5 SEPTEMBER AND
20 SEPTEMBER 2018

Committee received the minutes of the Budget Working Group meetings held on 5 September 2018 and 20 September 2018.

482 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

483 EXCLUSION OF PRESS AND PUBLIC

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

484 LOCAL TAXATION WRITE-OFFS

Committee considered a report asking them to approve the writing-off of a Council Tax debt relating to an individual where it had not been possible to collect the amount due.

RESOLVED: That Committee approve the writing-off of £1,918.55 of Council Tax debts plus £60 costs where it had not been possible to collect the amount due.

The meeting closed at 7.35pm.

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

Minutes of Special Accounts & Audit Committee

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

Councillors:

J Alcock	A Knox
P Dowson	G Mirfin
M Fenton	R Newmark
L Graves	R Sherras
B Hilton	

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

Also in attendance: Councillors S Atkinson, S Bibby, P Elms, T Hill, K Hind, S Hind, S Hore and N Walsh.

Also in attendance: Barry Dearing (Independent Person).

A request had been received by Councillor S Hind to record the meeting. The Chairman asked the Committee's permission and this was approved with the proviso that Councillor S Hind provided copies of the recording to the Council and to Committee Members. Councillor S Hind agreed to provide copies.

A request had also been made for Simon Farnsworth, Solicitor, to sit in the Council Chamber. The Chairman asked for Committee's permission and this was approved.

485 APOLOGIES

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

486 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

Councillor G Mirfin declared an interest as Vice Chairman of the Conservative Association.

487 DEALING WITH COMPLAINTS REGARDING THE CONDUCT OF MEMBERS

The Chairman reminded Committee that this agenda item was to deal with procedural matters regarding the way complaints received against Councillors under the Councillors' Code of Conduct are dealt with and not any detail with reference to specific complaints.

The Chief Executive submitted a report providing detailed background to the Council's formal arrangements for dealing with complaints received against Councillors under the Councillors' Code of Conduct and setting out the background to a current complaint and seeking their support for concluding the matter.

He reminded Members that the Localism Act 2011 had changed the way Councils had to deal with complaints about Councillors' conduct. The Localism Act had abolished the Standards Board regime and instead Local Authorities had a duty to draw up their own codes and put in place arrangements for dealing with complaints against Councillors under a local Code of Conduct. The relevant legislation was set out in Sections 27 and 28 of the Localism Act 2011.

In summary, Section 27 says the Council must promote and maintain high standards of conduct by Members and must adopt a code dealing with the conduct of its Members.

Section 28 deals, amongst other things, that the Code of Conduct is expected to be consistent with 7 principles and that any failure to comply with the Code of Conduct should be dealt with in accordance with the arrangements made under this Act.

In July 2012 the Council adopted a new Code of Conduct which confirmed that the responsibility for matters relating to the conduct of Members should be included within the Terms of Reference of the Accounts and Audit Committee.

In August 2012 the Accounts and Audit Committee had agreed to the arrangements for dealing with a Code of Conduct complaint under Section 28(6) of the Localism Act 2012. Subsequent training sessions had taken place.

Since the Council adopted the new arrangements there had been 5 complaints and, whilst none had gone to the hearing stage, all had been dealt with using the Council's arrangements established under Section 28(6) of the Localism Act 2011.

The Council currently had one live complaint that was received in November 2017 that had been referred for investigation in December 2017. The Investigating Officer's report had been completed and the complaint had now reached the hearing stage.

Two Sub-Committee (pre-hearing stage) meetings had taken place; the first to agree procedural matters in preparation for the hearing and the second to discuss witness statements/information.

At the point of the second Sub-Committee meeting on 13 September 2018, Members were informed that the Subject Member refused to accept the Council's agreed procedure; that the Council procedure was being constantly undermined by the subject Member, both internally and externally to third parties and that interference and intimidation had been experienced throughout the entire process and as such the Chief Executive would be submitting a report to a meeting of the Accounts and Audit Committee. Whilst the Sub-Committee were minded to accept this position, concern was expressed about the determination of the complaint.

The Chief Executive reminded Committee that the Council can only deal with complaints against one of its Councillors using the arrangement agreed under Section 28(6) of the Localism Act 2011 and that the Council had given the Accounts and Audit Committee the responsibility for ensuring Ribble Valley Councillors maintain a high standards of conduct and that they have a duty to

ensure all Councillors not only maintain high standards of conduct but are seen to do so.

In order to deal with the complaint referred to both officers and the Sub-Committee needed to have the strong support of the Accounts and Audit Committee to reaffirm that the Council's arrangements must be followed if any Member is investigated under its Code of Conduct.

He also informed Committee that following the resignation of Councillor A Knox from the Sub-Committee a replacement would need to be appointed and in order to reflect political balance, the vacancy should be filled by a Committee Member not from the ruling group.

Councillors S Atkinson, T Hill and K Hind were given permission to speak on this item. Reference was made to the Protocol for Independent Persons and the procedures.

Committee discussed the Council's procedure for dealing with complaints against Councillors under its Member Code of Conduct and whether it could be considered fair and unbiased.

A counter proposal was put forward that was discussed and voted upon.

RESOLVED: That Committee

1. confirm that maintaining the high standards of conduct for all Council Members is essential, as is preserving our reputation for impartiality and fairness;
2. vary the arrangements under Paragraph 12 (RVBC Model Arrangements) for dealing with standards allegations under the Localism Act 2011, in order to appoint a Monitoring Officer from another authority to review the complaint, and if necessary to direct re-investigation;
3. vary the arrangements under Paragraph 12 to invite the LGA to appointment 3 Conservative Councillors from other authorities, one of whom should be a Group Leader, to adjudicate on this complaint, under RVBC Model Arrangements as amended by this motion;
4. to request that the Independent Person, Mr Ian Taylor, give his advice to the Committee on the implementation of procedure and standards pursuant to Paragraph 12 of the Independent Persons Protocol; and
5. following the conclusion of the current complaint, Committee should conduct a review and revision of the Complaints Procedure against Councillors and bring proposals to the next meeting of the Accounts and Audit Committee.

The meeting closed at 7.35pm.

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

Minutes of Parish Councils' Liaison Committee

Meeting Date: Thursday, 22 November 2018 starting at 6.30pm

Present: D Peat (Chairman)

Councillors:

G Scott
R Sherras
D Smith
D Taylor

Parish Representatives:

J Thompson	Bashall Eaves & Great Mitton
T Austin	Billington & Langho
E Twist	Bolton-by-Bowland, Gisburn Forest & Sawley
C Davies	Bowland with Leagram
C Griffin	Bowland with Leagram
H Douglas	Chatburn
M Fenton	Clitheroe Town Council
R Assheton	Downham
J Hargreaves	Dutton
K Hutton	Grindleton
I Forrester	Hothersall
N Marsden	Mellor
S Rosthorn	Newsholme & Paythorne
A Steer	Osbaldeston
P Young	Ramsgreave
I Sayers	Ribchester
R Whittaker	Rimington & Middop
J Shorter	Sabden
J Aaron	Salesbury
P Randle	Salesbury
R Hirst	Simonstone
K Hodson	Slaidburn & Easington
J Hilton	Waddington
D Parker	Waddington
J Brown	Whalley
M Highton	Whalley
J Bremner	Wilpshire
S Houghton	Wiswell
A Scholfield	Wiswell

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

Also in attendance: County Councillor P Rigby (Parish Champion) and Councillor N Walsh.

488 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Borough Councillors P Ainsworth, L Graves, T Hill, B Hilton, J Holgate, M Robinson and R Swarbrick and from the following Parish Representatives:

D Bland	Aighton, Bailey & Chaigley
E Kinder	Barrow
H Fortune	Bolton by Bowland, Gisburn Forest & Sawley
R Carr	Bowland Forest (Higher)
A Schofield	Clayton le Dale
P Robinson	Clitheroe
J Turner	Dinckley
A Haworth	Sabden

489 MINUTES

The minutes of the meeting held on 27 September 2018 were approved as a correct record and signed by the Chairman.

490 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

491 MATTERS ARISING

Minute 341(b)

The Parish Representative for Hothersall had sought to raise the issue of difficulty in recruitment of a Parish Clerk by small Parish Councils with the Lancashire Association of Local Councils, but their meeting had then been cancelled.

The Chief Executive suggested that an event would be held for Clerks and Chairs of Parish Councils to meet informally to consider issues that affected their Councils and to share experiences, and this suggestion was welcomed by Members.

492 NEIGHBOURHOOD PLANS

The Head of Regeneration and Housing gave a presentation to Committee on the Neighbourhood Planning process, informing Members of the potential advantages of preparation of such a plan, and advising of the responsibilities involved and commitment that was required. Illustrations were given of towns and parishes that had introduced Neighbourhood Plans, the different approaches taken and individual issues that had been highlighted.

He advised Committee that the purpose of such plans was to seek to shape an area by reference to development taking place. The process was not designed to prevent development, but to make a contribution to decisions on development within the areas covered. When a Neighbourhood Plan is in place, this was a

statutory policy document for consideration in determination of applications, having standing alongside national planning policy and the adopted local Core Strategy.

He stressed that the process should be embarked upon for the right reasons, as a means of influencing the correct development in the correct location. Whilst the Parish or Town Council was the qualifying body, engagement with the local community was crucial. Topics that could be considered within a Neighbourhood Plan include the issues with regard to housing, community facilities, environment and open spaces and development relating to the local economy and businesses.

Members were advised of the types of plan and related powers that were available, including the opportunity to use Neighbourhood Development Orders and Community Right to Build Orders.

There were five key stages to the process, consisting of initial agreement of the area to be covered; preparation of a plan; checking by an independent examiner; a community referendum; and the formal adoption. Support was available on line and through consultants, and advice and information could be accessed from the Regeneration and Housing team at Ribble Valley Borough Council. The team could support certain steps of the process. Community involvement was crucial including utilisation of the skills available from local people and organisations.

Members of the Committee asked a number of questions, and gave their own experiences and concerns with regard to the processes. They were advised that fees and expenses could be met by grants or parishes could precept specifically. The plan, once adopted, had to be kept under review in the same way as any local planning document. A Neighbourhood Plan, once formally adopted, had a stronger statutory status as a material consideration, compared to the guidance and information that less formal Parish Plans could contribute to determination of planning applications. The process, if it went smoothly, was likely to take a minimum period of 2 years, and required commitment from the Parish or Town Council and the community.

The presentation would be circulated to Parish and Town Clerks.

RESOLVED: That Colin be thanked for his interesting and entertaining presentation.

493 LANCASHIRE COUNTY NURSING TRUST

The Head of Regeneration and Housing explained that Councillor Bridget Hilton, who had been unable to attend this meeting, was the Chair of the Lancashire County Nursing Trust. Funds were available from the Trust to support members of the general public who were deemed to be sick and financially needy, and who lived in Lancashire, Greater Manchester and South Cumbria. The fund could also support retired community nurses who had worked in that area. Illustrations were given of the type of support and projects available, and Members were advised that the application process was confidential and relatively straightforward. Information was available for collection at the meeting, and would be circulated to Parish Clerks.

MATTERS BROUGHT FORWARD BY PARISH COUNCILS

(a) Bowland with Leagram – Liability of Parish Councils for Unsafe Trees

Bowland with Leagram Parish Council sought advice on the extent to which a Parish Council should take a proactive approach with regard to trees in their area, in the light of a recent Court of Appeal decision against a Parish Council, where a tree owned by them had fallen and hit a bus. Although Bowland with Leagram Parish Council did not own the land with trees themselves, concern was expressed about the responsibility of Parish Councils to inspect and report on any concerns in the Parish. The Chief Executive advised the meeting that the responsibility for trees generally rested with the land owner. The Countryside Officer at Ribbles Valley Borough Council (David Hewitt and Alex Shutt) could provide advice and liaise with landowners where appropriate.

b) Whalley Parish Council – Licensing

The representative of Whalley Parish Council advised that residents in their Parish had expressed concern at their recent Parish Council meeting about a Sub-Committee decision extending opening hours for one licenced establishment, and also about the possible impact if an application for a licence were to be granted for other premises, in respect of which a planning application had currently been submitted for a change of use of retail premises to become a restaurant/drinking establishment. The Parish representative enquired as to the timescale for the Community Impact Assessment relating to Whalley. The Chief Executive outlined the position under the licensing system, which was a permissive regime and which took into account objections which raised issues involving the licensing objectives. Objections had to be evidenced based, and there could be difficulty in refusing applications where there was no objection from the Police or other statutory authority. The Head of Legal and Democratic Services was due to report to the next meeting of Committee on the polling station review, and preparations for the 2019 elections, and consideration could also be given to licensing issues.

ANY OTHER BUSINESS

Members were advised that arrangements were being made for the Police and Crime Commissioner to attend the next meeting on 31 January 2019.

The meeting closed at 7.35pm.

If you have any queries on these minutes please contact Colin Hirst (414503).

Minutes of Planning and Development Committee

Meeting Date: Thursday, 29 November 2018 starting at 6.30pm
Present: Councillor A Brown (Chairman)

Councillors:

S Atkinson	S Hind
R Bennett	S Knox
I Brown	J Rogerson
P Elms	R Sherras
M French	N Walsh
G Geldard	

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

Also in attendance: Councillors M Fenton, T Hill, A Knox and M Robinson.

496 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors S Brunskill, P Dowson and R Thompson.

497 MINUTES

The minutes of the meeting held on 1 November 2018 were approved as a correct record and signed by the Chairman.

498 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

499 PUBLIC PARTICIPATION

There was no public participation.

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

1. APPLICATION REF: 3/2018/0506
GRID REF: SD 370040 435875

DEVELOPMENT DESCRIPTION:

CHANGE OF USE OF AGRICULTURAL LAND TO ALLOW EXTENSION TO LODGE PARK AND THE ERECTION OF AN ADDITIONAL 12 LODGES (AMENDMENT TO APPLICATION 3/2015/0880 APPROVED 16 DECEMBER 2016). RIBBLE VALLEY VIEW OLD LANGHO ROAD LANGHO BB6 8AW

The Head of Planning Services reported on two additional letters of objection.

APPROVED subject to the following conditions:

Timings and Commencement

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:

SIMPS/01B – Dwg 01
SIMPS/01B – Dwg 02 Rev C
SIMPS/01B – Dwg 03
SIMPS/01B – Dwg 04
SIMPS/01B – Dwg 11

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

Matters of Design

2. Precise specifications or samples of all external surfaces of the development hereby approved shall have been submitted to and approved by the Local Planning Authority before their use in the proposed development. The development shall be carried out in strict accordance with the approved details.

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

3. Details of any external lighting or external lighting to be mounted upon the lodges, including details of the location, nature and the intensity of lighting, shall be submitted to and approved in writing by the Local Planning Authority prior to installation. The development shall be carried out and operated in accordance with the approved details.

REASON: In order that the Local Planning Authority may ensure that the detailed design of the proposal is appropriate to the locality and does not contribute to unnecessary or unwarranted light pollution.

Landscape and Ecology

4. The landscaping details hereby approved (Site Plan SIMPS/01B Dwg 02C) shall be implemented in the first planting season following the granting of this consent and shall be maintained thereafter for a period of not less than 10 years to the satisfaction of the Local Planning Authority. This maintenance shall include the replacement of any tree or shrub which is removed, or dies, or is seriously damaged, or becomes seriously diseased, by a species of similar size to those originally planted.

REASON: In order that the Local Planning Authority may ensure that the proposal is adequately landscaped and sufficient landscape visual mitigation is provided and maintained.

Control over Development

5. The development hereby approved shall be restricted to short-term holiday purposes only. No holiday lodge caravan stationed on the site shall be occupied at any time as permanent residential accommodation or as a person's main place of residence.

The owners/operators of the park shall maintain an up-to-date register of the names of all owners/occupiers of the individual lodges on the site, and of their main home addresses, and shall make this information available, on request, to the Local Planning Authority.

REASON: To clarify the nature of the consent, 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.

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

2. APPLICATION REF: 3/2018/0886 (LBC)
GRID REF: SD 374247 441621

DEVELOPMENT DESCRIPTION:

RE-SLATING OF PITCHED ROOF SECTION LOWER TIERS USING TAPCO SHAKE TILES TO PROVIDE A WALKWAY BEHIND THE PARAPET IN ORDER TO PROVIDE ACCESS TO THE CCTV EQUIPMENT AND FOR CLEANING GUTTERS. OVER THE YEARS THE EXISTING ROOF FINISH HAS BEEN DAMAGED OWING TO ACCESS PROBLEMS AT CASTLE MUSEUM, CLITHEROE CASTLE, CASTLEGATE, CLITHEROE

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: Required to be imposed pursuant to Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

2. The permission shall relate to the development as shown on Plan Reference 'Roof-Plan Sheet 1' (1 October 2018).

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

3. Notwithstanding the submitted details, no roofing work shall commence or be undertaken on site until a revised protected species survey has been carried out during the optimal period of May to September and submitted to and approved in writing by the Local Planning Authority. For the avoidance of doubt, the survey shall be undertaken by a licenced protected species [Bats] ecologist.

The actions, methods, timings and mitigation identified in the bat survey (and in any Natural England Protected Species Licence required) shall be fully implemented and adhered to throughout the lifetime of the development.

REASON: To ensure the protection of species/habitat in accordance with the Wildlife and Countryside Act 1981 (as Amended), in the interests of biodiversity, to enhance habitat opportunities for species of conservation concern/protected species and to minimise/mitigate the potential impacts upon protected species resultant from the development in accordance with Key Statement EN4 and Policy DME3 of the Ribble Valley Core Strategy.

3. APPLICATION REF: 3/2018/0950 (LBC)
GRID REF: SD 374247 441621

DEVELOPMENT DESCRIPTION:

REMOVAL OF FOUR EXISTING STEEL CASEMENT WINDOWS (IN ONE OPENING) AND PINNING OF DAMAGED MULLION. REPLACEMENT OF EXISTING WINDOWS WITH NEW ELECTROPLATED AND POWDER COATED STEEL CASEMENT WINDOWS AT CASTLE MUSEUM, CLITHEROE CASTLE

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: Required to be imposed pursuant to Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

2. Precise specifications (including drawings) of proposed replacement window frames and glazing shall have been submitted to and approved by the Local Planning Authority before their use in the proposed works.

REASON: In order to safeguard the special architectural and historic interest of the listed building.

4. APPLICATION REF: 3/2018/0236
GRID REF: SD375503 4423192

DEVELOPMENT DESCRIPTION:

PROPOSED ERECTION OF 27 LIGHT INDUSTRIAL UNITS 8 OFFICE UNITS AND ASSOCIATED ACCESS, PARKING AND ANCILLARY WORKS AT FORMER GOLF DRIVING RANGE, UP BROOKS, LINCOLN WAY, CLITHEROE

The Head of Planning Services reported amendments to several conditions should the application be approved. He also informed Committee that Lancashire County Council no longer operate a travel plan.

DEFERRED and DELEGATED to the Director of Economic Development and Planning for approval to the following conditions and any additional conditions or changes to proposed conditions resulting from outstanding consultee responses.

1. The development hereby permitted shall be carried out in accordance with the details shown on drawing Nos:

Site Layout Plan ALP/19/DWG 20A Issue A
Proposed Site Plan/Roof Plan ALP/19/DWG 09 in relation to roof details only.
Proposed Elevations for Building 3 ALP/19/DWG 08
Proposed Elevations Buildings 4 & 5 ALP 19/DWG 04
Proposed Elevations Buildings 6 ALP 19/DWG 06
Proposed Elevations Buildings 7 ALP 19/DWG 05

Proposed Floor Plan for Building 3 ALP/19/DWG 08
Proposed Floor Plan for Buildings 4 & 5 ALP/19/DWG 04
Proposed Floor Plan for Building 6 ALP/19/DWG 06
Proposed Floor Plan for Building 7 ALP/19/DWG 05

Proposed Drainage Plan 16004/D100

REASON: For the avoidance of doubt and to clarify which plans are relevant and to ensure that the development is carried out in accordance with the approved plans.

Drainage

2. Notwithstanding any indication on the approved plans, no development approved by this permission shall commence until a scheme for the disposal of foul and surface waters for the entire site has been submitted to and approved in writing by the Local Planning Authority.

For the avoidance of doubt, prior to being discharged into any watercourse, surface water sewer or soakaway system, all surface water drainage from parking /servicing areas should be passed through an oil interceptor designed and constructed to have a capacity and details compatible with the site being drained. Surface water must drain separate from the foul and no surface water will be permitted to discharge directly or indirectly into existing

sewerage systems. The development shall be completed, maintained and managed in accordance with the approved details.

REASON: To ensure a satisfactory form of development and to prevent an undue increase in surface water run-off and to reduce the risk of flooding

3. The development permitted by this planning permission shall only be carried out in accordance with the submitted Flood Risk Assessment (FRA) with subsequent amendments and the following mitigation measures detailed within the FRA:

- a). Finished floor levels are set no lower than stated on Drawing Alpe 14b / dwg 02 Amendment F.

The mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the timing / phasing arrangements embodied within the scheme, or within any other period as may subsequently be agreed, in writing, by the local planning authority.

REASON: To reduce the risk of flooding to the proposed development and future occupants and in order to protect the residential amenities of the occupiers of the adjacent properties.

Lighting

4. Prior to the occupation of any unit hereby approved details of external lighting, including details of the location and height of columns, wall-mounted lighting units, bollards and ground lighting, and the intensity of illumination shall be submitted to and approved in writing by the Local Planning Authority. The submitted information shall be supported by a light spillage assessment for all of the proposed external lighting to demonstrate the extent of illumination created. Thereafter the external lighting shall be implemented in accordance with the approved details. The submitted information shall be supported by a light spillage assessment for all of the proposed external lighting to demonstrate the extent of illumination created. Thereafter the external lighting shall be implemented in accordance with the approved details.

REASON: In the interests of the amenity of the area and to ensure there is no unacceptable light spillage that would have an adverse impact on light pollution or disturbance to local residents.

Landscaping

5. Notwithstanding the submitted details, until full details of the proposed landscaping scheme shall be submitted to and approved in writing by the local planning authority within 3 months of the date of this consent. The landscaping scheme shall indicate as appropriate the types and numbers of trees and shrubs; their distribution within the site; those areas to be seeded, turfed, paved or hard landscaped including details of any changes of level or landform and the types and details of any boundary fencing or screening within the site and along its perimeter. Details of the means of protection

during development works of all hedgerows and trees identified for retention in that phase, shall also be submitted for the Council's written approval in accordance with BS5837: 2012 '*Trees in relation to design, demolition and construction*' or equivalent, unless otherwise agreed. The agreed protection measures shall be put in place and maintained during the construction period of the phase of development. The approved landscaping scheme shall be implemented in the first planting season following completion of the external buildings and road infrastructure and shall be maintained thereafter for a period of not less than 15 years to the satisfaction of the local planning authority. This 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 ensure adequate landscaping on and off site offer visual enhancement and biodiversity improvement.

Amenity

6. A Construction Method Statement shall be submitted to and approved in writing by the local planning authority within 3 months of the date of this consent. The approved statement shall be adhered to throughout the construction period. It shall provide for:
 1. The parking of vehicles of site operatives and visitors
 2. The loading and unloading of plant and materials
 3. The storage of plant and materials used in constructing the development
 4. The erection and maintenance of security hoarding
 5. Wheel washing facilities
 6. Measures to control the emission of dust and dirt during construction
 7. Measures to manage surface water and prevent pollution

REASON: In the interests of the amenity of the area and highway safety.

7. No construction work, construction traffic or operation of any plant/machinery shall take place on the site during the course of the development hereby approved except between the hours of 0800 hours and 1800 hours Monday to Friday and 0900 and 1300. No construction work, construction traffic or operation of any plant/machinery shall take place on Sundays or Public Holidays. Furthermore, no deliveries or vehicles shall arrive on site outside these stipulated working works.

REASON: In order to protect the residential amenity of the occupiers of the adjacent properties from noise disturbance.

8. The working hours within the premises shall be restricted to the period from 0700 to 1900 Mondays to Saturday. No work shall be undertaken in the buildings on Sundays, Bank or Public Holidays.

REASON: In order to protect the residential amenity of the occupiers of the adjacent properties from noise related activities.

9. There shall be no deliveries to the site or collections from the site between the hours of 1900 and 0700 hours.

REASON: In order to protect the residential amenities of the occupiers of the adjacent properties.

10. No goods, plant or materials shall be deposited or stored on the site other than in the buildings shown on the approved plans.

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

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

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

Highways

12. The parking and associated manoeuvring facilities shown on the plans hereby approved shall be surfaced or paved, drained and marked out and made available in accordance with the approved plan prior to the occupation of any of the buildings; such parking facilities shall thereafter be permanently retained for that purpose (notwithstanding the Town and Country Planning (General Permitted Development) Order 2015).

REASON: To allow for the effective use of the parking areas in the interest of highway safety.

13. Prior to the occupation of any unit within the development hereby permitted full details of cycle and motorbike facilities to serve that unit shall be submitted to and approved in writing by the Local Planning Authority. The approved cycle parking shall be provided in all respects and made available for use prior to the occupation of the unit in accordance with the approved details and shall thereafter be retained.

REASON: To allow for the effective use of the parking areas in the interest of highway safety.

14. Prior to the occupation of any of the units the applicant shall enter into a Section 278 agreement under the Highways Act 1980 and the scheme shall be implemented in full accordance of the agreement and timescales contained with the document.

REASON: In order to satisfy the Local Planning Authority and Highway Authority that the final details of the highway scheme/works are acceptable before work commences on site and to enable all construction traffic to enter and leave the premises in a safe manner without causing a hazard to other road users in the interest of highway safety.

15. No part of the development hereby approved shall be occupied until the approved scheme referred to in condition 14 above has been constructed and completed in accordance with the approved scheme.

REASON: In order that the traffic generated by the new development does not exacerbate unsatisfactory highway conditions in advance of the first occupancy or trading in the interest of highway safety.

16. Prior to occupation of the units hereby approved the new estate road/access between the site and the existing carriageway linking in to Lincoln Way shall be constructed in accordance with the Lancashire County Council.

REASON: To ensure that satisfactory access is provided to the site before the development hereby permitted becomes operative.

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

5. APPLICATION REF: 3/2018/0688
GRID REF: SD 372823 440546

DEVELOPMENT DESCRIPTION:

OUTLINE PLANNING APPLICATION FOR THE ERECTION OF UP TO 110 DWELLINGS WITH PUBLIC OPEN SPACE, LANDSCAPING AND SUSTAINABLE DRAINAGE SYSTEM (SUDS) AND VEHICULAR ACCESS POINT FROM HENTHORN ROAD. ALL MATTERS RESERVED EXCEPT FOR MEANS OF ACCESS. LAND OFF HENTHORN ROAD, CLITHEROE

The Head of Planning Services reported another letter of objection and proposed amendments to conditions should the application be approved.

MINDED TO REFUSE on grounds of highways and unsustainable location outside of the settlement boundary.

Time limit, plans and details

1. Application for approval of all reserved matters must be made not later than the expiration of 18 months beginning with the date of this permission and the development must be begun not later than whichever is the later of the following dates.

(a) The expiration of three years from the date of this permission; or

(b) The expiration of 18 months from the final approval of the reserved matters or, in the case of approval on different dates, the final approval of the last such matter to be approved.

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

2. The approval of the Local Planning Authority shall be sought in respect of the following matters before the development is commenced:- appearance; landscaping; layout; and scale.

REASON: To comply with Policy DMG1 of the Ribble Valley Core Strategy and in order that the Local Planning Authority should be satisfied as to the details and because the application was made for outline permission.

3. Unless explicitly required by condition within this consent, the vehicle access shall be constructed in general accordance with the detailed shown on drawings:

1616/13 rev B (proposed access arrangements)

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

4. The details in respect of the submission of any reserved matters shall be generally in accordance with the design principles and parameters as set out within the submitted Design and Access Statement (August 2016) and illustrative Framework Plan (ref: 8439-L-02 rev C).

REASON: To ensure the development accords with the agreed general principles in relation to design, green infrastructure and pedestrian, cycle and vehicular movement within the site in accordance with Policies DMG1, DMG3, DME1, DME2, DME3, DMB4, DMB5 and Key Statements EN3, EN4 and DMI2 of the Ribble Valley Core Strategy.

5. The development hereby permitted shall be limited to no more than 110 dwellings and shall be carried out in accordance with the following plans and documents.

Location Plan 8439-L-04 rev A 1 August 2018

REASON: For the avoidance of doubt to ensure there is no ambiguity in the decision notice over what amount of development has been approved.

6. Any application for approval of reserved matters shall be accompanied by full details of existing and proposed ground levels and proposed building finished floor levels (all relative to ground levels adjoining the site), notwithstanding any such detail shown on previously submitted plan(s). The development shall only be carried out in conformity with the approved details.

REASON: To comply with Policies DMG1 and DME1 of the Ribble Valley Core Strategy and in order that the Local Planning Authority should be satisfied as to the details and because the application was made for outline permission. The development shall thereafter be carried out in accordance with the approved details.

7. The first reserved matters application shall include full details of the proposed play area and a Play Space Management Plan including long term design objectives, timing of works, management responsibilities and maintenance schedules for the play area shall be submitted to and approved in writing by the Local Planning Authority. For the avoidance of doubt the Place Space Management Plan shall also provide precise details of all play equipment and its maintenance and indicate a timescale when the play area shall be provided and made available for use.

Prior to the marketing of the site full details of the marketing documentation/ publications as far as it relates to the status of the play area shall be submitted to and approved in writing by the Local Planning Authority. This part of the marketing information shall include full details of the approved play area including an annotated plan detailing the approved siting. Prior to the occupation of the dwellings sited within 25 metres of the play area the future occupants shall be provided with a copy of marketing documentation detailing the approved siting and specification of the play area. Thereafter the play area shall be constructed and completed in accordance with the approved plans (submitted as part of application) in accordance with the approved timing of works.

REASON: To ensure that the application includes adequate areas on-site public open space provision in accordance with Policy DMB4 of the Ribble Valley Core Strategy.

Drainage and floodrisk

8. The first application for the approval of reserved matters shall be accompanied by full details of the proposed surface water attenuation pond. For the avoidance of doubt the submitted information shall include proposed sections through the pond including relevant existing and proposed land levels and details of all associated landscaping and boundary treatments where applicable. The development shall be carried out in strict accordance with the approved details.

REASON: To ensure a satisfactory form of development in the interests of visual and residential amenities and to ensure the Local planning Authority can make an accurate assessment of the details relating to matters of flood risk and sustainable drainage in accordance with Policies DMG1 and DME6 of the Ribble Valley Core Strategy.

9. As part of any reserved matters application the following details shall be submitted:
 - 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, 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, and details of flood levels in AOD;
- b) The drainage scheme should demonstrate that the surface water run-off will not exceed the existing pre-development runoff rate for the corresponding return period. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed.
 - c) A plan showing any overland flow routes and flood water exceedance routes, both on and off site – flow routes must be directed away from property and infrastructure;
 - d) A timetable for implementation, including phasing where applicable;
 - e) Details of water quality controls, where applicable.
 - f) Details of an appropriate management and maintenance plan for the lifetime of the sustainable drainage system.

The scheme shall be implemented in accordance with the approved details and agreed timetable. Thereafter the drainage system shall be retained, managed and maintained in accordance with the approved details.

REASON: To ensure that the proposed development can be adequately drained, to ensure that there is no flood risk on or off the site resulting from the proposed development, to ensure that water quality is not detrimentally impacted by the development proposal and to reduce the flood risk to the development as a result of inadequate maintenance in accordance with Policy DME6 of the Ribble Valley Core Strategy national guidance within the NPPF.

10. The development permitted by this planning permission shall be carried out in accordance with the approved Flood Risk Assessment (FRA) (Ref: SHF.1132.159.HY.R.001.A) and the following mitigation measures detailed within the FRA:
 1. *Finished floor levels are set no lower than 150mm above external ground levels;*
 2. *Limiting the built development (including surface water attenuation) outside the mapped extent of surface water flow pathways;*
 3. *No below surface building (i.e. basements);*
 4. *Providing a 4m easement free from development along either side of the watercourse;*

The mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the timing / phasing arrangements embodied within the scheme, or within any other period as may subsequently be agreed, in writing, by the local planning authority, in consultation with the lead local flood authority.

REASON: To reduce the risk of flooding to the proposed development and future occupants and to prevent flooding by ensuring the satisfactory disposal of surface water from the site in accordance with Policy DME6 of the Ribble Valley Core Strategy national guidance within the NPPF.

11. The drainage for the development hereby approved, shall be carried out in accordance with principles set out in the submitted Flood Risk Assessment (Ref No. SHF.1132.159.HY.R.001.A, Dated July 2018 which was prepared by enzygo. No surface water will be permitted to drain directly or indirectly into the public sewer. Any variation to the discharge of foul shall be agreed in writing by the Local Planning Authority prior to the commencement of the development. The development shall be completed in accordance with the approved details.

REASON: To ensure a satisfactory form of development and to prevent an undue increase in surface water run-off and to reduce the risk of flooding in accordance with Policy DME6 of the Ribble Valley Core Strategy national guidance within the NPPF.

Archaeology

12. No development, site clearance/preparation, or demolition shall commence until the applicant or agent or successors in title has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation, which shall be submitted to, and approved in writing by, the local planning authority. The programme of works shall include an initial phase of both geophysical survey and trial trenching, as well as the compilation of a report on the work undertaken and the results obtained. These works should aim to establish the presence or absence of buried archaeological remains and their nature, date, extent and significance. If remains are encountered then a subsequent phase of impact mitigation (which may include preservation in situ by the appropriate design or siting of new roads, structures and buildings, formal excavation of remains or other actions) and a phase of appropriate analysis, reporting and publication shall be developed and a further written scheme of investigation submitted to and agreed with the local planning authority before development commences. All archaeological works shall be undertaken by an appropriately qualified and experienced professional archaeological contractor and comply with the standards and guidance set out by the Chartered Institute for Archaeologists (CIfA). The development shall be carried out in accordance with the agreed details.

REASON: To ensure and safeguard the recording and inspection of matters of archaeological/historical importance associated with the site and buildings in accordance with Policy DME4 of the Ribble Valley Core Strategy and national guidance within the NPPF.

Contamination

13. Prior to the commencement of development, a ground investigation shall be carried out as recommended and described in Section 7 (Discussion and Recommendations) of the Phase I Geo-Environmental Report by enzygo (ref: SHF.1132.159.GE.R.001) that was submitted with the outline application; and a report of the findings of the investigation shall be submitted for the written approval of the Local Planning Authority. Any mitigation measures that are

found to be necessary shall be carried out to the satisfaction of the Local Planning Authority prior to the commencement of development.

REASON: In the interests of providing an appropriate environment for the end users of the development and to comply with Policy DMG1 of the Ribble Valley Core Strategy.

Ecology and trees

14. Each reserved matters application shall include an Arboricultural Impact Assessment and Tree Constraints Plan in respect of the existing trees situated within influencing distance of the development site and shall include details of all root protection measures to be undertaken during the construction process. The development shall be carried out in strict accordance with the approved details and the specified tree protection measures shall remain in place throughout the construction phase of the development.

REASON: To ensure the adequate protection of trees/hedging of landscape and visual amenity value on and adjacent to the site or those likely to be affected by the proposed development in accordance with Policies DMG1 and DME1 of the Ribble Valley Core Strategy.

15. Each reserved matters application shall include full details of proposed mitigation measures detailed/recommended within Section 5 of the submitted Ecological Appraisal (dated August 2018) and the development shall thereafter be carried out in accordance with the approved details.

REASON: In the interests of biodiversity and to enhance nesting/roosting opportunities for species of conservation concern and reduce the impact of development in accordance with Policies DMG1 and EN4 of the Ribble Valley Core Strategy.

16. Notwithstanding the requirements of condition 16 of this approval, no site clearance, preparation or development work shall take place until a Landscape/Habitat Management Plan to include long-term design objectives, timings of the works, habitat creation, enhancement, management responsibilities and maintenance schedules for all landscaped areas (other than privately-owned domestic gardens) has been submitted to and approved in writing by the Local Planning Authority. The Landscape Management Plan shall be informed by the submitted Ecological Appraisal (dated August 2018) and carried out as approved.

REASON: In the interests of biodiversity and to enhance opportunities for species of conservation concern and reduce the impact of development in accordance with Policies DMG1 and EN4 of the Ribble Valley Core Strategy.

17. Each reserved matters application shall include details of the provisions to be made for building dependent species of conservation concern, artificial bird nesting boxes and artificial bat roosting sites. The details shall be submitted on a dwelling/building dependent bird/bat species development site plan and

include details of plot numbers and the numbers of artificial bird nesting boxes and artificial bat roosting site per individual building/dwelling and type. The details shall also identify the actual wall and roof elevations into which the above provisions shall be incorporated.

The artificial bird/bat boxes shall be incorporated into those individual dwellings/buildings during the actual construction of those individual dwellings/buildings identified on the submitted plan before each such dwelling/building is first brought into use and retained thereafter unless otherwise agreed in writing by the Local Planning Authority.

REASON: In the interests of biodiversity and to enhance nesting/roosting opportunities for species of conservation concern and reduce the impact of development in accordance with Policies DMG1 and EN4 of the Ribble Valley Core Strategy.

18. Each reserved matters application shall include details of a scheme for any external building or ground mounted lighting/illumination. For the avoidance of doubt the submitted details shall include luminance levels and demonstrate how any proposed external lighting has been designed and located to avoid excessive light spill/pollution and shall include details to demonstrate how artificial illumination of important wildlife habitats is minimised/mitigated.

The lighting schemes(s) shall be implemented in accordance with the approved details and retained as approved unless agreed in writing by the Local Planning Authority.

REASON: To enable the Local Planning Authority to exercise control over development which could prove materially harmful the character and visual amenities of the immediate area and to minimise/mitigate the potential impacts upon protected species resultant from the development in accordance with Key Statement EN4 and Policies DMG1 and DME3 of the Ribble Valley Core Strategy.

19. Any removal of vegetation, including trees and hedges, should be undertaken outside the nesting bird season (March to August) unless an up-dated pre-clearance check has by carried out by a licensed ecologist on the day of removal and no nesting birds are present.

REASON: To ensure that there are no adverse effects on the favourable conservation status of birds and to protect the bird population from damaging activities and reduce or remove the impact of development in accordance with Key Statement EN4 and Policies DMG1 and DME3 of the Ribble Valley Core Strategy.

Highways

20. Each reserved matters application shall include details of a scheme of Electric Vehicle charging points for each residential property. All Electric Vehicle charging points shall be provided in accordance with the agreed details prior to the first occupation of each property.

REASON: To ensure that the development provides adequate and appropriate sustainable transport options and in the interest of lowering emissions resultant from vehicular movements associated with the development in accordance with Key Statements EN3 and DMI2 and Policies DMG1 and DMG3 of the Ribble Valley Core Strategy.

21. The new estate road/access of the development hereby permitted shall be constructed in accordance with a detailed scheme (including a timetable for implementation) which shall be submitted to and approved in writing by the Local Planning Authority before development commences on site. The estate road/access shall be constructed to adoptable standards in accordance with the Lancashire County Council Specification for Construction of Estate Roads and the scheme shall be implemented in accordance with the approved details and timetable.

REASON: To ensure that satisfactory access is provided to the site before the development hereby permitted becomes operative in accordance with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy.

22. Prior to the commencement of the development a scheme for the construction of the site access and the off-site works of highway improvement shall be submitted to, and approved in writing by, the Local Planning Authority. Thereafter the site access and off site highway works shall be completed in accordance with the approved details prior to the occupation of the first dwelling on the site.

REASON: In order to satisfy the Local Planning Authority and Highway Authority that the final details of the highway scheme/works are acceptable before work commences on site in accordance with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy.

23. Prior to any dwelling hereby approved being brought into use, a Travel Plan shall be submitted to, and approved in writing by, the Local Planning Authority. The Travel Plan shall be implemented within the timescale set out in the approved details and will be audited and updated at intervals not greater than 18 months to ensure that the approved Plan is carried out.

REASON: To promote and provide access to sustainable transport options in accordance with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy

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

- Timing of delivery of all off site highway works
- The parking of vehicles of site operatives and visitors
- The loading and unloading of plant and materials

- The storage of plant and materials used in constructing the development
- The erection and maintenance of security hoarding
- Details of working hours
- Contact details for the site manager
- Periods when plant and materials trips should not be made to and from the site (mainly peak hours but the developer to identify times when trips of this nature should not be made)
- Routes to be used by vehicles carrying plant and materials to and from the site
- Measures to ensure that construction and delivery vehicles do not impede access to adjoining properties.

REASON: In order to ensure that appropriate measures are put in place to limit noise, nuisance and disturbance to the occupiers of neighbouring dwellings and to ensure the development would not be of detriment to the safe operation of the immediate highway during the construction of the development in accordance with Policies DMG1, DMG3 and DMI2 of the Ribble Valley Core Strategy.

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

REASON: To prevent stones and mud being carried onto the public highway to the detriment of road safety in accordance with Policies DMG1 and DMG3 of the Ribble Valley Core Strategy.

INFORMATIVES

- The LLFA encourages the applicant to maximise the use of sustainable drainage systems (SuDS) when designing the surface water drainage scheme for the development site. This is because sustainable drainage systems offer significant advantages over conventional piped drainage systems in reducing flood risk. Sustainable drainage systems can attenuate the rate and quantity of surface water run-off from a site, and they can also absorb diffuse pollutants and promote groundwater recharge. Ponds, reed beds and seasonally flooded grasslands are also particularly attractive features within public open space. The wide variety of available sustainable drainage techniques means that virtually any development should be able to include a scheme based around these principles and provide multiple benefits, reducing costs and maintenance needs.

Some SuDS features, for example rainwater harvesting and permeable paving used on roads and driveways, must not be included as part of the hydrological calculations for the site. This is because occupants may change or remove these features in the future and this could have the potential to increase surface water runoff from the site. Where SuDS features such as rainwater harvesting and permeable paving are included in the hydrological

calculations, the local planning authority would be advised to consider the removal of permitted development rights.

- The LLFA notes from section 5.2 of the FRA that the applicant is considering constructing a bund feature along the right bank of the watercourse located in the north eastern corner of the site (referred to as drain 1). The purpose of the bund would be to prevent floodwater backing up and flooding into the site. As a LLFA, Lancashire County Council has the power to formally designate a structure or feature which it believes may have an effect on flood or coastal erosion risk. A designation acts as a form of legal protection for structures and features which have been identified as presenting a flood or coastal erosion risk. Schedule 1 of the FWMA, Paragraph 5(1) prohibits any person to: *'alter, remove or replace a designated structure or feature without the consent of the responsible authority.'* *The LLFA will give further consideration to the proposed structure at Reserved Matters to determine whether formal designation would be required.*
- The LLFA are the consenting body for works on Ordinary Watercourses. Under Section 23 of the Land Drainage Act 1991 (the "LDA") (as amended by paragraph 32 of Schedule 2 of the FWMA 2010) anyone who intends to carry out works which may obstruct or affect the flow of an ordinary watercourse needs written consent from Lancashire County Council.

It is important to note that Land Drainage Consent is a separate application process that lies outside the planning legislation. It should not be assumed therefore the grant of planning permission means that Land Drainage Consent will automatically be given. Parallel processing of Land Drainage Consent applications is advised, as any land drainage consenting issues could directly impact the suitability of the proposed site layout.

Land Drainage Consent applications can take up to eight weeks to process following receipt of all required information and payment (£50 per structure). Retrospective consent cannot be issued.

- Although the LLFA is satisfied at this stage that the proposed development could be allowed in principle, the applicant will still need to provide further information to ensure that the proposed development can go ahead without posing an unacceptable flood risk on or off site. The applicant will therefore be expected to provide a detailed surface water drainage strategy as part of any reserved matters application and prior to the commencement of any development. This must comply with the requirements of the Planning Practice Guidance, National Planning Policy Framework and Standards 2, 4, 7, 8 and 9 of the non-statutory technical standards for sustainable drainage systems; March 2015. Suitable allowances should also be made for climate change and urban creep, and surface water should be managed as close to the surface as possible.

For the avoidance of any doubt, the LLFA is not able to assess or comment on the suitability of the proposed surface water runoff rates and volumes at this time. This is because the final rates and volumes are directly influenced by the amount of impermeable area within the proposed development site.

Any agreement can therefore only be made once the final site layout has been agreed.

- This response does not cover highway drainage, matters pertaining to highway adoption (s38 Highways Act 1980) and/or off-site highway works (s278 Highways Act 1980). Should the applicant intend to install any sustainable drainage systems under or within close proximity to a public road network (existing or proposed), then they would need to separately discuss the use and suitability of those systems with the local highway authority.
- If there are any material changes to the submitted information which impact on surface water, the local planning authority is advised to consider re-consulting the LLFA. The LLFA also wishes to be formally consulted on all subsequent drainage strategies for this proposed development.
- The grant of planning permission will require the applicant to enter into an appropriate Legal Agreement, with the County Council as Highway Authority. The Highway Authority hereby reserves the right to provide the highway works within the highway associated with this proposal. Provision of the highway works includes design, procurement of the work by contract and supervision of the works. The applicant should be advised to contact the contact the Environment Directorate for further information by telephoning the Developer Support Section (Area South) on 0300 123 6780, or writing to Developer Support Section, Lancashire County Council, Environment Directorate, Cuerden Mill Depot, Cuerden Way, Cuerden, PR5 6BJ or email lhscustomerservice@lancashire.gov.uk .
- The alterations to the existing highway as part of the new works may require changes to the existing street lighting at the expense of the client/developer

(Mr Lewis spoke in favour of the above application. Councillor A Knox on behalf of Clitheroe Town Council spoke against the above application. Councillors M Fenton and M Robinson were given permission to speak on the above application).

7. APPLICATION REF: 3/2018/0910
GRID REF: SD 374154 438021

DEVELOPMENT DESCRIPTION:

APPLICATION FOR OUTLINE CONSENT FOR 20 BUNGALOWS FOR THE ELDERLY (6 DETACHED TWO-BED AND 14 SEMI-DETACHED ONE-BED AND OF WHICH TWO ARE AFFORDABLE) AND 6 AFFORDABLE, TWO-BED APARTMENTS WITH ASSOCIATED ROADS, ANCILLARY WORKS LANDSCAPING AND ACCESS AT LAND OFF SHEEPFOLD CRESCENT, BARROW BB7 9XR

DEFERRED and DELEGATED to the Director of Community Services for approval following the satisfactory completion of a Legal Agreement, within 3

months from the date of this Committee meeting or delegated to the Director of Community Services in conjunction with the Chairperson and Vice Chairperson of Planning and Development Committee should exceptional circumstances exist beyond the period of 3 months and subject to the following conditions:

Timings and Commencement

1. Application(s) for approval of all outstanding reserved matters must be made to the Local Planning Authority not later than the expiration of eighteen months beginning with the date of this permission and the development must be begun not later than whichever is the later of the following dates.

(a) The expiration of eighteen months from the date of this permission; or

(b) The expiration of 18 months from the final approval of the reserved matters or, in the case of approval on different dates, the final approval of the last such matter to be approved.

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

2. The details in respect of the submission of any reserved matters shall be in substantial accordance with the design principles and parameters as set out with the submitted Design & Access Statement.

REASON: To clarify the agreed principles integral to the nature of the consent hereby approved.

3. The development hereby permitted shall be limited to no more than 26 dwellings and shall be carried out in accordance with the following plans and documents:

Existing Site Plan (MIDD/01 Dwg 01)

REASON: To define the permission and in the interests of the proper development of the site.

4. Applications for the approval of reserved matters shall be accompanied by full details of existing and proposed ground levels and proposed building finished floor levels (all relative to ground levels adjoining the site) including the levels of the proposed roads.

For the avoidance of doubt the submitted information shall include existing and proposed sections through the site including details of the height, scale and location of proposed housing in relation to adjacent existing development/built form (where applicable). The development shall be carried out in strict accordance with the approved details.

REASON: To ensure the proposed development responds positively to characteristics of the area and to ensure the Local planning Authority can

make an accurate assessment of potential impacts upon existing nearby residential amenity as a result of the development.

6. Applications for the approval of reserved matters shall be accompanied by elevational and locational details including the height and appearance of all boundary treatments, fencing, walling, retaining wall structures and gates to be erected within the development.

For the avoidance of doubt the submitted details shall include the precise nature and location for the provision of measures to maintain and enhance wildlife movement within and around the site by virtue of the inclusion of suitable sized gaps/corridors at ground level. The development shall be carried out in strict accordance with the approved details.

REASON: To ensure a satisfactory standard of appearance in the interests of the visual amenities of the area and to minimise the potential impacts of the development through the inclusion of measures to retain and enhance habitat connectivity for species of importance or conservation concern.

7. The drainage for the development hereby approved, shall be carried out in accordance with principles set out in the submitted Flood Risk Assessment (Ref No. QFRA558, Dated 23/01/2017) which was prepared by UK Flood Risk Consultants. No surface water will be permitted to drain directly or indirectly into the public sewer. Any variation to the discharge of foul shall be agreed in writing by the Local Planning Authority prior to the commencement of the development. The development shall be completed in accordance with the approved details.

REASON: To ensure a satisfactory form of development and to prevent an undue increase in surface water run-off and to reduce the risk of flooding.

8. As part of any reserved matters application the following details shall be submitted:
 - 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-changeallowances>), discharge rates and volumes, 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, and details of flood levels in AOD;
 - B. The drainage scheme should demonstrate that the surface water run-off will not exceed the existing pre-development runoff rate for the corresponding return period. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed.
 - C. A plan showing any overland flow routes and flood water exceedance routes, both on and off site – flow routes must be directed away from property and infrastructure;

- D. A timetable for implementation, including phasing where applicable;
- E. Details of water quality controls, where applicable.
- F. Details of an appropriate management and maintenance plan for the lifetime of the sustainable drainage system.

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

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

9. There shall be no direct pedestrian or vehicular access between the site and the Whalley Clitheroe Bypass (A59). Details of a suitable boundary treatment/wall of a height, location, extents and appearance, shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of the development. The approved details shall be erected prior to the commencement of development on site. The agreed details shall be retained in perpetuity.

REASON: To limit the number of pedestrian access points to the highway network as an aid to road safety.

10. The new estate road/access between the site and Sheepfold Crescent shall be constructed in accordance with the Lancashire County Council Specification for Construction of Estate Roads to at least base course level before any development takes place within the site. Thereafter the new road/access between the site and Sheepfold Crescent shall be completed in accordance with the approved details prior to the occupation of the first dwelling on the site.

REASON: To ensure that satisfactory access is provided to the site before the development hereby permitted becomes operative.

11. No part of the development hereby approved shall commence until a scheme for the construction of the site access and the off-site works of highway improvement has been submitted to, and approved by, the Local Planning Authority. Thereafter the site access and off site highway works shall be completed prior to the occupation of the first dwelling on the site.

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

12. For the full period of construction, facilities shall be available on site for the cleaning of the wheels of vehicles leaving the site and such equipment shall

be used as necessary to prevent mud and stones being carried onto the highway.

The roads adjacent to the site shall be mechanically swept and kept free of debris resultant from the construction works associated with the proposal as required during the full construction period.

REASON: To prevent stones and mud being carried onto the public highway and to ensure the continued safe operation of the highway network.

13. Each reserved matters application shall include details of a scheme of Electric Vehicle charging points for each residential property. All Electric Vehicle charging points shall be provided in accordance with the agreed details prior to the first occupation of each property.

REASON: To ensure that the development provides adequate and appropriate sustainable transport options and in the interest of lowering emissions resultant from vehicular movements associated with the development

14. Notwithstanding the submitted details, no development, including any site preparation, demolition, scrub/hedgerow clearance or tree works/removal shall commence or be undertaken on site until a Construction Method Statement for the relevant phase has been submitted to and approved in writing by the local planning authority. For the avoidance of doubt the submitted statement shall provide details of:

- A. The location of parking of vehicles of site operatives and visitors
- B. The location for the loading and unloading of plant and materials
- C. The location of storage of plant and materials used in constructing the development
- D. The locations of security hoarding
- E. The highway routes of plant and material deliveries to and from the site.
- F. Days and hours of operation for all construction works.
- G. Contact details of the site manager

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

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

INFORMATIVES:

- Response does not grant permission to connect to the ordinary watercourse - For the avoidance of any doubt, this response does not grant the applicant permission to connect to the ordinary watercourse(s) and, once planning permission has been obtained, it does not mean that land drainage consent will be given. The applicant should obtain Land Drainage Consent from Lancashire County Council before starting any works on site. Information on the application process and relevant forms can be found here:

<http://new.lancashire.gov.uk/roads-parking-and-travel/roads/flooding/alterations-to-a-watercourse.aspx>

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

8. APPLICATION REF: 3/2018/1027
GRID REF: SD 374244 441693

DEVELOPMENT DESCRIPTION:

PROPOSED MEMORIAL PLAQUE AT THE PINNACLE CLITHEROE CASTLE GROUNDS

DEFERRED and DELEGATED to the Director of Economic Development and Planning for approval subject to the following and any additional conditions or changes to proposed conditions resulting from outstanding consultee responses:

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 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

2. The permission shall relate to the development as shown on Plan Reference CCS 2018.11.16 Rev C.

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

501 SECTION 106 APPLICATIONS

<u>Plan No</u>	<u>Location</u>	<u>Date to Committee</u>	<u>Number of Dwellings</u>	<u>Progress</u>
3/2017/0653	Land at Chatburn Road, Clitheroe	28/6/18	30	Awaiting Decision Notice
3/2018/0500	Land to East Clitheroe Rd Barrow	1/11/18	10	With Planning

<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>
3/2018/0008	Peel Park Ave Clitheroe	4/10/18	3 weeks	34	Decision 30/10/18

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APPLICATIONS WITHDRAWN

<u>Plan No</u>	<u>Proposal</u>	<u>Location</u>
3/2018/0917	Application for the discharge of condition 2 (external extraction, air conditioning and ventilation equipment) from planning permission 3/2017/0268	Holmes Mill Greenacre Street Clitheroe, BB7 1EB
3/2018/0939	Non-material amendment from planning permission 3/2018/0088. The proposed side elevation is to be amended; the wall is to be shortened in order to eradicate need of moving the existing gas meter from the inside of the building to the outside	1 Queen's Drive Longridge PR3 3JF
3/2018/0945	Single storey extension to rear 7.8m long, 2.6m high (max), 2.35m to eaves	38 The Rydings Langho, BB6 8BQ
3./2018/0809	Proposed outbuilding – garden store and garden room	10 Risedale Drive Longridge, PR3 3SA

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APPEALS UPDATE

<u>Application No and reason for appeal</u>	<u>Date Received/ Appeal Start Date</u>	<u>Site Address</u>	<u>Type of Appeal Procedure</u>	<u>Date of Inquiry/ Hearing if applicable</u>	<u>Progress</u>
3/2016/1192 R	16/11/17	Hammond Ground Whalley Road Read	Inquiry adjourned, procedure changed to Hearing	09/10/18	Appeal Dismissed 14/11/2018
3/2017/1139 Conditions disputed	13/08/18	Sands Cottage The Sands Whalley	WR		Appeal Allowed 25/10/2018
3/2017/0857 R	13/08/18	Lowood, Whins Lane Read	WR		Appeal Dismissed 25/10/2018
3/2018/0113 Conditions not discharged	13/08/18	102 Lowergate Clitheroe	WR		Appeal Allowed 25/10/2018
3/2018/0217 linked with 3/2018/0218 R of prior approval	29/08/18	Eastham House Fm Clitheroe Road Mitton	WR		Appeals Dismissed 07/11/2018

<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>
3/2017/0961 R (Variation of S106 Ag)	Awaiting start date from PINS	Land at Chapel Hill Longridge	Hearing (to be confirmed by PINS)		
3/2017/0962 R	03/10/18	land off Sheepfold Crescent, Barrow	Hearing	Wed 16/01/2018 Cttee Rm 1 booked	Awaiting Hearing
3/2018/0069 R	29/08/18	Land off Whalley Rd Mellor Brook	WR		Awaiting Decision
3/2018/0263 R	20/08/18	Showley Brook Rest Home 10 Knowsley Road Wilpshire	WR		Awaiting Decision
3/2018/0303 R	28/09/18	Croftlands Chipping	WR There is a costs application		Awaiting Decision
3/2018/0537 R	28/09/18	Wiswell Brook Farm, Moorside Lane BB7 9DB	WR		Awaiting Decision
3/2018/0079 R	23/07/18	New Ings Farm Hellifield Road Bolton by Bowland	WR		Awaiting Decision
3/2018/0480 R	12/11/18	The Tythe Bar Station Rad Rimington	WR		Statement due 17/12/2018
3/2018/0474 R	Awaiting start date from PINS	Great Mitton Hall Mitton Road Mitton	HH appeal procedure Hearing requested (to be confirmed by PINS)		
3/2018/0468 R	Awaiting start date from PINS	Great Mitton Hall Mitton Road Mitton	LB Hearing (to be confirmed by PINS)		
3/2018/0447 R	Awaiting start date from PINS	Eatoughs Barn Fleet Street Lane Ribchester	WR (to be confirmed by PINS)		
3/2018/0435 R	Awaiting start date from PINS	32 Hall Street Clitheroe	WR		

504 PRE-APPLICATION ADVICE FAST TRACK SERVICE

The Director of Economic Development and Planning submitted a report seeking Members' approval in relation to the implementation date of the fast track pre-application planning advice service requesting confirmation that implementation was from 1 November 2018.

Members were aware that fees and charges are reviewed on an annual basis as part of the budget setting process which had led to the introduction of a fast track

pre-application service, which would incur an additional cost of 50% of the normal pre-application charge. Since publicity of the fast track service, it was clear that many clients wished to use the service and it had been agreed to offer the service in advance of the April date with the associated charge being implemented from the date of the original report. This would benefit both the Council and the users of the service.

RESOLVED: That Committee approve retrospective implementation of the fast track service from the date of 1 November 2018.

505 WHALLEY MOOR COMMUNITY WOODLAND SIGN

The Director of Economic Development and Planning submitted a report seeking Committee's approval to utilise part of the open spaces contribution secured as part of the Mitton road development to contribute to the cost of providing a sign commemorating the return of World War I wounded soldiers from the front to the military hospital at Calderstones, Whalley.

Under the provision of the Open Spaces Act 1906 the woodland was included as part of the public open space transferred to the Council in 2003 with a commuted sum for the whole of the developed land formerly owned by Calderstones Trust for a recreational use by local residents.

In 2012 additional Section 106 money had been secured specifically for the management of Whalley Moor Community Woodland which allowed for the preparation of a woodland management plan and phased selective felling with coppicing and timber extraction designed to establish a more diverse tree cover.

Over 50,000 wounded soldiers were received into Calderstones Hospital by rail via Clitheroe and Barrow. On arriving at the platform which is located in the woodland they were met by nurses. Whilst there is a blue plaque on the bridge at Mitton Road, there is currently no other form of memorialisation linking the arrival of wounded soldiers to Calderstones. The hospital was used as a military hospital during the First World War and the location of the proposed sign was chosen to be near to the platform to enhance the recreational value of the woodland by clearly setting out the historical context of the site for the benefit of visitors.

Councillor T Hill was given permission to speak on this item.

RESOLVED: That Committee approve the release of £500 to contribute to the cost of the provision of the proposed Wounded Soldiers End of Journey Commemorative Sign.

506 LONGRIDGE NEIGHBOURHOOD PLAN

The Director of Economic Development and Planning submitted a report informing Members of the outcome of the Examination and to confirm that the plan proceeds to Referendum.

Neighbourhood planning is a key initiative of the present government which gives local communities the opportunity should they choose to take it to develop a formal plan for their particular area. This plan, once adopted, has legal force in the formal planning system alongside other documents produced by the planning authority and by central government. Neighbourhood plans give local communities the ability to develop a shared vision for their particular area including where they want to see new houses, shops and workplaces develop and potentially what those new buildings will look like and what infrastructure should be provided.

Members were reminded that the plan had been subject to statutory consultation and to a subsequent independent Examination. The Inspector had now issued his report which had been published on the Council's website. The outcome of the Examination was that subject to modifications, the plan was recommended to proceed to Referendum. The Longridge Town Council who is the qualifying body responsible for preparing the plan, had advised that they accept the recommendations of the Examiner and wish to see the plan move to Referendum. In reviewing the recommendations of the Examiner it was considered that there were no reasons not to accept the changes proposed and on that basis the plan should move to Referendum. The Borough Council takes responsibility for undertaking necessary arrangements to hold the Referendum, which in itself is subject to statutory regulation and a prescribed question to put to the eligible voters. The Referendum must be held within 56 working days of the publication of the decision to move to Referendum by the Council, which would mean no later than 19 February 2019.

RESOLVED: That Committee

1. endorse the findings of the Examiner as outlined accepting the recommended modifications and that the plan proceeds to Referendum, and
2. request the Director of Economic Development and Planning to refer this matter to the Chief Executive to put in place the necessary arrangements for the Referendum.

507 CONSULTATION ON UPDATES TO NATIONAL PLANNING POLICY GUIDANCE

The Director of Economic Development and Planning submitted a report asking Committee to consider the Council's response to the government's technical consultation on updates to national planning policy. The deadline for the Council to submit its formal response was Friday 7 December 2018. The proposed response to the consultation was set out for Committee to consider. The main proposed changes were focused on the approach to local housing need assessment and in particular the issues that apply in the latest 2016 population projections will generate following their publication in October 2018. The consultation paper set out how the government had assessed its objectives together with the baseline projections and determined that it should not revise its aspirations for growth. It was proposed for the purposes of establishing housing need through the standard formula that the 2014 household projections should

be utilised. The consultation paper also reaffirms that the housing requirement figure is a minimum as well as clarifying how the cap 2 housing numbers is applied as currently included in the standard method. Other proposals included some minor amendments to the text of the framework in order to clarify the basis upon which housing land supply is determined and more specifically how local planning authorities apply the existing housing requirement set out in up to date plans; making clear that authorities should only move away from the standard methodology whilst strategic plans are being produced rather than using alternative approaches and calculations of need in determining applications or appeals; clarifying that sites which are not major development and only have an outline are to be considered deliverable; additional clarification in relation to development requiring habitat regulations assessment. As part of the consultation it had also been indicated that further revisions to the standard methodology and policy would be prepared and consulted upon.

RESOLVED: That Committee note the consultation and agree the proposed response as set out in the Appendix to be submitted on behalf of the Council.

508 HOUSING LAND SUPPLY

The Director of Economic Development and Planning submitted a report for Committee's information regarding the calculation of the most recent housing land availability survey which has a base date of 30 September 2018. In July 2018 the National Planning Policy Framework was amended and subsequently on 13 September further planning policy practice guidance was published to accompany the changes within the framework. This effectively switched the supply test as there was no longer a presumption that sites with outline consent and allocations were part of the supply unless there was evidence to the contrary. The new position was that in order to count these sites, clear evidence is required that they will come forward within five years. The planning policy team had therefore undertaken extensive work to provide the clear evidence required by the updated framework and associated guidance. The work undertaken means the Council is now in a position to demonstrate a 6.1 year housing land supply.

RESOLVED: That the report be noted.

509 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

510 APPEALS

- i) 3/2017/0857 – Outline application for erection of 2no dwellings with access at Lowood, Whins Lane, Read – appeal dismissed.
- ii) 3/2017/1139 – Greenhouse within existing garden area – deletion of conditions 3 and 4 at Sands Cottage, 34 The Sands, Whalley – appeal allowed.

- iii) 3/2018/0069 – Construction of 4 new dwellinghouses at land at Whalley Road, Mellor Brook – appeal dismissed.
- iv) Costs decision relating to land at Whalley Road, Mellor Brook – award of costs dismissed.
- v) 3/2018/0217 – Change of use of an agricultural building to 2 dwellings plus associated operational development at Eastham House, Great Mitton – appeal dismissed.
- vi) 3/2018/0218 – Change of use of an agricultural building to 2 dwellings at Eastham House Farm, Great Mitton – appeal dismissed.
- vii) 3/2016/1192 – Residential development at Hammond Ground, Whalley Road, Read – appeal dismissed.

511 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Categories 3 and 5 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

512 PRIMROSE LODGE/MEARLEY LODGE

The Director of Economic Development and Planning submitted a report seeking authority from Members to release Section 106 contributions for the restoration, remediation and regeneration of Primrose/Mearley Lodge which was owned by Beck Developments Ltd.

In March 2010 Beck Developments Ltd were granted outline planning permission for the regeneration of sites around and including Primrose Mill. As part of the consideration of the planning application it was agreed that the applicants would pay an open space contribution in lieu of providing all the space on the site and it was agreed that this contribution would be used towards the cost of the future restoration, remediation and regeneration of Primrose Lodge.

In November 2012 Beck Developments secured planning permission for a further 113 dwellings on land near to the Lodge which again had an associated Section 106 Agreement that included an open space commuted sum in respect of the improvement and regeneration of Mearley Lodge. Since then additional biodiversity contributions had also been secured from the Aldi development in Whalley Road and the Parker Avenue development with Primrose Lodge identified as potential site for the biodiversity of setting.

Whilst a significant amount of commuted sums had been secured via Section 106 Agreements which could be used to facilitate the restoration and remediation of the Lodge, it was clear from early on within the consideration of such works that the commuted sums would not be sufficient to facilitate the project. In this regard Ribble Rivers Trust had sought European funding from MCHLG to address the deficit. This grant had been awarded in principle subject to contract and conditions. In respect of the conditions of the grant funding, discussions

about the future management and maintenance were ongoing with the landowners, which would need to be finalised before project works commenced. The project includes three main elements of work which are desilting, construction of footpaths, bridges and viewing platform and construction of fish pass. Based upon the three elements of the project which have the most significant costs afforded to them, it was suggested that the Section 106 contributions were released at triggers.

Committee discussed how these monies could be released noting the concerns raised by the Ribble Rivers Trust in respect of the cost of the project and the cash flow of a small trust.

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

RESOLVED: That Committee

1. authorise the release of £15,500 of the receipted Section 106 funds to Ribble Rivers Trust on completion of a management plan for the site;
2. authorise the payment of invoices from Ribble Rivers Trust which appends a copy of the invoice from the contracts appointed to undertake one of the three main elements of the work at the Lodge within 10 working days of receipt to the amount of £174,500;
3. authorise the payment of invoices from Ribble Rivers Trust (which appends a copy of the invoice from the contractor appointed to undertake on the three main elements of the work at the Lodge (within 10 working days of receipt) for the further amount of £150,414.50 (on the proviso that the Council firstly takes receipt of the expected Section 106 contributions associated with this Lodge); and
4. grant delegated authority to the Director of Economic Development and Planning to agree any minor changes to the above release of funds to Ribble Rivers Trust in consultation with the Chair and Vice Chair of Committee.

513 APPEALS UPDATE – HAMMOND GROUND

The Director of Economic Development and Planning submitted a report for Committee's information with an update following the appeal decision at Hammond Ground. On 14 November 2018 the Planning Inspector dismissed the appeal on the basis that substantial harm would arise to the character and appearance of the countryside. Officers and Counsel considered that the fact that the appeal was considered as an informal hearing enabled the Inspector to concentrate purely on landscape matters without matters in respect of housing land supply coming into the equation. This also allowed for a more interactive approach giving greater opportunities to the local residents taking part without any formal Examination taking place.

RESOLVED: That the report be noted.

The meeting closed at 7.55pm.

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