

# RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **PLANNING AND DEVELOPMENT COMMITTEE** is at **6.30pm** on **THURSDAY, 9 JANUARY 2020** at the **TOWN HALL, CHURCH STREET, CLITHEROE**

I do hope you can be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee Members (copy for information to all other Members of the Council)  
Directors  
Press  
Parish Councils (copy for information)

## AGENDA

### Part I – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. To approve the minutes of the meetings held on 28 November 2019 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

### DECISION ITEMS

- ✓ 5. Planning Applications – report of Director of Economic Development and Planning – copy enclosed.
- ✓ 6. Revised Capital Programme 2019/2020 – report of Director of Resources – copy enclosed.

- ✓ 7. Revised Revenue Budget 2019/2020 – report of Director of Resources – copy enclosed.
- ✓ 8. Original Revenue Budget 2020/2021 – report of Director of Resources – copy enclosed.
- ✓ 9. Local Development Plan Budget Requirements – report of Director of Economic Development and Planning – copy enclosed.

#### INFORMATION ITEMS

- ✓ 10. Appeals
  - a) 3/2018/0474 – Erection of single storey extension to the south of an existing modern extension to Great Mitton Hall, the reconfiguration of the existing patio and railings, the removal of the pointed archaeological doorway to the southern wall of the modern extension and its replacement with a window, and the repainting of the existing rendered gable to the Hall at Great Mitton Hall, Mitton Road, Mitton BB7 9PQ – part dismissed/part allowed.
  - b) 3/2018/0685 – Change of use of agricultural land to a site for 8 No Eco holiday lodges and associated parking at Reed Deep, Whalley Road, Hurst Green – appeal dismissed.
  - c) 3/2018/1076 – Demolition of existing timber framed conservatory and erection of new timber framed conservatory at Sabden House, Wesley Street, Sabden – appeal dismissed.
- ✓ 11. Minutes of Local Development Plan Working Group – 25 September / 13 November 2019.
- 12. Report from Representatives on Outside Bodies (if any).

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

#### DECISION ITEMS

None.

#### INFORMATION ITEMS

None.

<b><u>INDEX OF APPLICATIONS BEING CONSIDERED</u></b> <b><u>MEETING DATE: THURSDAY, 9 JANUARY 2020</u></b>						
<b><u>Application No:</u></b>	<b><u>Page:</u></b>		<b><u>Officer:</u></b>	<b><u>Recommendation:</u></b>	<b><u>Site:</u></b>	
<b>A APPLICATIONS REFERRED BACK TO COMMITTEE FOR APPROPRIATE CONDITIONS:</b>						
				NONE		
<b>B APPLICATIONS WHICH THE DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING RECOMMENDS FOR APPROVAL:</b>						
<a href="#">3/2019/0894</a>	1		AB	AC	Pendle View Primrose Lane Mellor	
<b>C APPLICATIONS WHICH THE DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING RECOMMENDS FOR REFUSAL:</b>						
				NONE		
<b>D APPLICATIONS UPON WHICH COMMITTEE DEFER THEIR APPROVAL SUBJECT TO WORK DELEGATED TO DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING BEING SATISFACTORILY COMPLETED</b>						
				NONE		
<b>E APPLICATIONS IN 'OTHER' CATEGORIES:</b>						
				NONE		

**LEGEND**

AC Approved Conditionally  
R Refused  
M/A Minded to Approve

AB Adam Birkett  
AD Adrian Dowd  
HM Harriet McCartney

JM John Macholc  
RB Rebecca Bowers  
SK Stephen Kilmartin

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

Agenda Item No 5

meeting date: THURSDAY, 9 JANUARY 2020  
title: PLANNING APPLICATIONS  
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

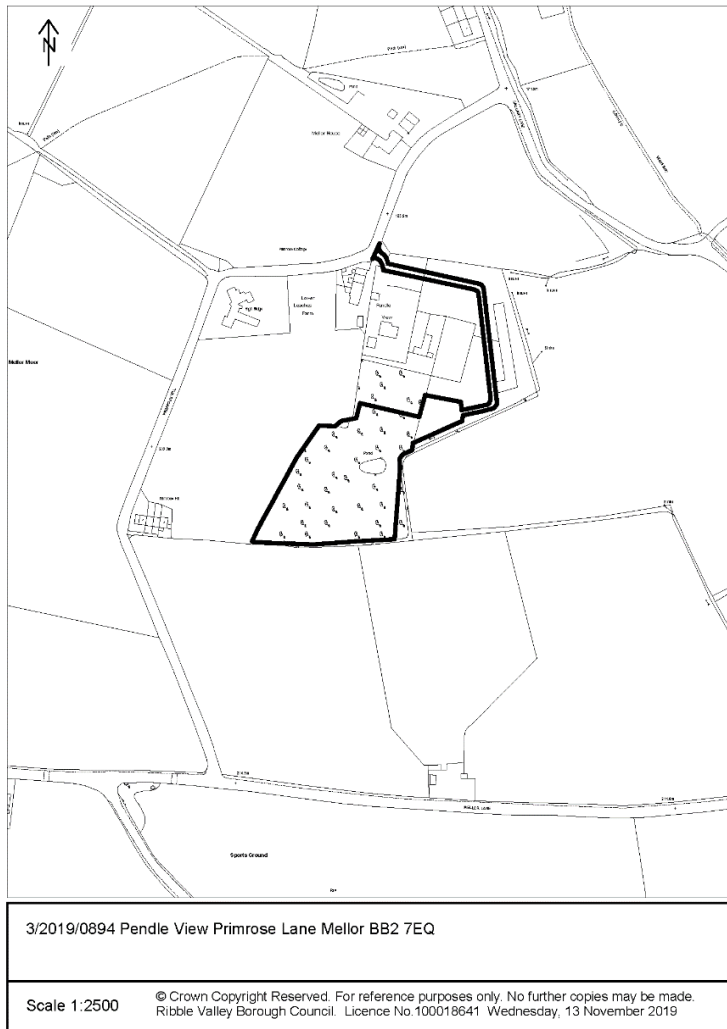
## PLANNING APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACT 1990:

**APPLICATION REF: 3/2019/0894**

GRID REF: SD 366324 431248

### DEVELOPMENT DESCRIPTION:

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



## **CONSULTEE RESPONSES/ REPRESENTATIONS MADE:**

### **PARISH COUNCIL:**

Mellor Parish Council objects to the application and raise the following concerns:

- Primrose Lane is a narrow, unlit lane with insufficient space for two cars to pass.
- There are three 90 degree bends and no footpaths/bridleways to ensure safety.
- The application would result in a considerable increase in traffic.
- Public transport does not cover the site which is a considerable distance from the village centre.
- Visual impact is deemed unacceptable with the style and character of the proposed lodges in contrast to other buildings in the locality.
- This site has had 800 trees planted through grant funding from Forestry Commission.
- Generation of light and noise pollution and waste.
- Impact of the development on wildlife.
- Wet nature of the land.
- Numerous local establishments to welcome tourists and new build sites are not necessary.

### **ENVIRONMENT DIRECTORATE (COUNTY SURVEYOR):**

No objections subject to conditions.

### **ENVIRONMENT AGENCY:**

No objections. Advice for the applicant regarding the drainage hierarchy and the requirements of the environmental permitted regime governing developments of this nature.

### **ADDITIONAL REPRESENTATIONS:**

Twenty-two (22) objection letters have been received and raise the following concerns:

- Primrose Lane is a poorly maintained single vehicle road with three blind bends. The proposed development would more than double the amount of traffic that uses this road.
- No refuse storage/collection point shown on plans.
- The land had under a previous owner been awarded a grant for the creation of woodland and maintenance of existing ponds to enhance wildlife.
- Disagree with the findings of the ecology appraisal.
- Threat to livestock.
- The holiday lodges would be clearly visible and the modern design would not be in keeping with the local area.
- Concerns about noise nuisance and potential antisocial behaviour.
- Infringement of human rights – do not believe application will be dealt with impartially.
- There is a brook within 20 metres of the site.
- Users of the site would search further afield for meals/entertainment/walks.
- Site entrance is located on a very tight bend.
- Grants have been given for the creation of woodland and wetland to encourage and sustain local wildlife.
- No mention of external lighting in the application.
- Ugly, prefabricated buildings do not fit in.
- Drainage is a problem on land that is so wet.
- No footpaths/bridleways to ensure safety.
- Adverse environmental and ecological impacts.
- Insufficient natural screening of the site.
- Devaluation of property.

## 1. Site Description and Surrounding Area

- 1.1 This planning application seeks consent for the change of use of agricultural land for the siting of 12 holiday lodges, associated site office/reception and car parking area at Pendle View, Primrose Lane, Mellor. The application site is a parcel of undeveloped agricultural land of approximately 0.78 hectares located to the rear (south) of Pendle View and around 1.2km from the village of Mellor.
- 1.2 The application site bounds agricultural land on three sides and there are a number of residential properties in the immediate locality. There are a number of young trees and hedgerows within the site and a small pond occurs to the south of the site.

## 2. **Proposed Development for which consent is sought**

- 2.1 The proposals comprise the siting of 12 prefabricated modular holiday lodges. There would be two separate lodge designs which would measure approximately 8m x 4m. The lodges would have a modern design with horizontal red cedar and vertical grey timber cladding and grey UPVC windows and doors. Each lodge would provide self-contained facilities and could accommodate up to four visitors.
- 2.2 The 12 lodges would be dispersed equally throughout the site. Access into the site would be taken via the existing residential driveway to Pendle View. The existing access to Primrose Lane would be widened to facilitate two-way traffic and the existing entrance gates removed. A new track would extend from the existing driveway through fields to the east of Pendle View and would terminate at the proposed car park which would provide parking for fourteen vehicles.
- 2.3 Visitors to the site would be required to walk along dedicated footways from the car park to their lodge building. It is also proposed to site an additional lodge next to the car park for use as a reception/office which would have at least one staff member present during the hours 9:00 to 18:00 to manage the site and deal with enquires.

## 3. Relevant Planning History

3/1994/0449 – Timber stable block. Approved

3/1999/0083 – Conservatory with stone dwarf wall. Approved

3/1999/0666 – Outdoor riding arena with perimeter post and rail fence. Approved

3/2007/0112 – Single storey extension to rear of property in place of part of the existing conservatory. Approved

3/2017/0410 – Proposed alterations and extensions of the existing property to provide improved family accommodation. Approved

## 4. Relevant Policies

Ribble Valley Core Strategy:

Key Statement DS1 – Development Strategy

Key Statement DS2 – Sustainable Development

Key Statement EN2 – Landscape

Key Statement EN4 – Biodiversity and Geodiversity

Key Statement EC1 – Business and Employment Development  
Key Statement EC3 – Visitor Economy  
Key Statement DMI2 – Transport Considerations  
Policy DMG1 – General Considerations  
Policy DMG2 – Strategic Considerations  
Policy DMG3 – Transport and Mobility  
Policy DME1 – Protecting Trees and Woodland  
Policy DME2 – Landscape and Townscape Protection  
Policy DME3 -- Site and Species Protection and Conservation  
Policy DME6 – Water Management  
Policy DMB1 – Supporting Business Growth and the Local Economy  
Policy DMB3 – Recreation and Tourism Development

National Planning Policy Framework

## 5. Assessment of Proposed Development

5.1 The main matters to be considered in the determination of this application relate to the principle of the development, the impact of the proposed development upon surrounding landscape, its effect on residential amenity, ecology and highway safety.

### 5.2 Principle of Development

5.2.1 Core Strategy Key Statement EC3 relates specifically to the visitor economy and supports proposals that contribute to and strengthen the visitor economy of Ribble Valley.

5.2.2 The application site is located in the Open Countryside. Core Strategy Policy DMG2 requires development outside of defined settlement areas to meet at least one of six considerations one of which is the following:

*4. The development is for small scale tourism or recreational developments appropriate to a rural area.*

5.2.3 There is no definition of “small scale” in the Core Strategy but it is considered that the site would be a small-scale operation and tourism sites of a similar scale have been permitted by the Local Authority elsewhere in the borough.

5.2.4 Tourism plays an important role in the economy of the Ribble Valley. Core Strategy Policy DMB3 supports development proposals to extend the range of tourism and visitor facilities in the borough subject to a number of considerations. The application site is thought to be well-related to an existing group of residential properties including Pendle View, Lower Leaches Farm, Primrose Cottage, High Ridge and The Finches. As such it would not be isolated in the landscape. In terms of the site’s accessibility, it is approximately 2km from the A59 Longsight Road and 7km from the M65 motorway. There is a bus stop at the junction between Mellor Lane and Primrose Lane which provides services to Blackburn and Clitheroe. The bus stop is approximately 500 metres from the site entrance but there is no footway provided along Primrose Lane.

5.2.5 The site is around 1.2km from the settlement of Mellor which has a limited range of facilities. Nonetheless, the very nature of tourism development often means that sites are located in areas that are accessible predominantly by private motor vehicle. Visitors would have the option to walk to the nearest bus stop or into the

village of Mellor but this is only likely to be an attractive option during daylight hours given the lack of dedicated footways along Primrose Lane.

- 5.2.6 Having regard to the above, it is considered that development of the site for tourism is acceptable in principle subject to other material considerations.

### 5.3 Effects Upon the Landscape/Visual Amenity

- 5.3.1 As required by Policy DMG2 of the Core Strategy, within the open countryside development will be required to be in keeping with the character of the landscape and acknowledge the special qualities of the area by virtue of its size, design, use of materials, landscaping and siting.

- 5.3.2 Policy DMB3 states recreation and tourism development should not undermine the character, quality or visual amenities of the plan area by virtue of its scale, siting, materials or design.

- 5.3.3 The main views of the site would be from Mellor Lane to the south and Saccary Lane to the east. There is some intervening vegetation particularly from views from Scary Lane. Whilst the site would be located in a natural depression in the landscape and would be considered to be a reasonable development site given that it is neither elevated nor open there remains a requirement to ensure that the units of holiday accommodation are compatible with the character of the area by virtue of their size, design, form and external materials.

- 5.3.4 Key Statement EN2 provides additional guidance on development in the open countryside stating that “*developers should adopt a non-standardised approach to design which recognises and enhances local distinctiveness*”. As such great care must be given to ensure that new buildings do not harm the character and visual appearance of the area. The proposed lodges are pre-fabricated units of a modular design and would be clad with cedar and grey boarding. As submitted it was proposed to utilise three lodge designs incorporating modern modular form and design features. Following discussions with the application two lodge designs have been chosen as being acceptable in this location and have a simple linear form with flat and mono-pitched roofs.

- 5.3.5 Subject to the requirements to protect all trees to be retained, replace defunct hedgerows at the site boundaries and ensure external lighting is minimised it is considered that the proposals would not result in an adverse visual impact to warrant refusal of the application.

### 5.4 Amenity of Neighbouring Residents

- 5.4.1 The closest residential property to the site is the southernmost gable end of The Finches, a short row of terraced cottages, which is located 60m from the site boundary. Concerns have been raised by local residents in relation to noise and disturbance by guests. Whilst the proposed use would not in itself result in unacceptable levels of noise and disturbance it is noted that during summer months guests would expect to socialise in the areas surrounding the lodges.

- 5.4.2 The applicant has provided a site management plan in order to allay any concerns relating to the operation of the site and its impact on neighbours. A reception/office is proposed on site and a member of staff would be present 09:00 to 18:00 on all



days that guests are present. A member of staff would also be contactable 24 hours a day. Guests would be asked to keep noise to a minimum with a noise curfew in operation between 22:30 and 07:30.

- 5.4.3 It would be anticipated that outside reception/office opening hours the site would be to some extent self-regulating as guests would likely complain about noisy or unruly behaviour. It would be in the interests of the site owner to adequately deal with any complaints from guests quickly and effectively.
- 5.4.4 Considering the above, subject to the site being managed in accordance with the submitted site management plan it is considered that the use proposed would be unlikely to result in any undue noise and disturbance and it is noted that the lodges would be inward facing to minimise any noise breakout and light pollution.

## 5.5 Highway Safety

- 5.5.1 One of the main concerns raised by residents is the impact of the proposed development on the local highway network and the suitability of Primrose Lane to accommodate the additional vehicle movements that would be generated by the development. It is considered that the provision of 12 holiday lodges accommodating up to 4 guests each would not generate such additional traffic to result in serious highway safety concerns. The County Highways Surveyor accepts that the development would increase traffic locally but would not expect these journeys to be made during peak traffic hours.
- 5.5.2 Objection letters refer to the local road conditions including tight bends, inability for two-way traffic to pass and an unsafe combination of pedestrians, horse riders and vehicular traffic along Primrose Lane. However, these conditions exist currently and the provision of 12 lodges would not worsen road safety. Tourists unfamiliar with the local area and roads are considered likely to adopt a more cautious driving style.
- 5.5.3 Whilst the development would not result in highway safety concerns on the local road network the County Surveyor requested amendments to the existing access arrangement into the site from Primrose Lane. The existing entrance to Pendle View is wide enough to accommodate only one car and entrance gates are set back approximately 5 metres from the highway. The County Surveyor asked that the entrance to the site be improved in order to allow two vehicles to enter and exit the site independently of each other and amended plans have been provided. A parking area for 14 cars would be provided and this is considered sufficient parking provision to serve the development.

## 5.6 Ecology

- 5.6.1 Objections have been raised in relation to the impact of development on local wildlife. An Ecological Appraisal dated 29 August 2019 has been submitted in support of the planning application. A full botanical survey along with presence or absence surveys of notable species were undertaken at the site.
- 5.6.2 The plant species recorded are all common in the local area and are considered to be of low ecological value. Birds are likely to utilise trees and hedgerows at the site for nesting and foraging and there would be a requirement to ensure that no vegetation is removed during the bird nesting season unless checked for nesting

birds before removal. No other notable or protected species were recorded on the site although Himalayan balsam was present and a method statement for its treatment and on site control has been provided.

- 5.6.3 It is understood that a planting scheme was undertaken at the site following award of a Forestry Commission grant in 2005. There are a high number of young trees at the site and the Planning Statement notes that the 'majority of the trees and hedges within the site will be retained'. There is no information submitted with the application to identify which individual trees are earmarked for removal but considering the existing and proposed site plans the vast majority of trees, which are young trees with a low value, are to be retained and maintained for a period of at least 5 years to provide additional screening of the development site in the medium to long term.

## 5.7 Observations/Consideration of Matters Raised/Conclusion

- 5.7.1 There would be a requirement to ensure that external lighting at the site is low level and directed away from bat foraging areas. Concerns have been raised regarding litter and the applicant has provided details of a refuse store. There are no external seating areas or patios areas shown on the submitted plans for each lodge and no level changes are proposed apart from the concrete base on which each lodge would be sited. There would be a requirement to provide details of all hard landscaping materials prior to their use in the development.
- 5.7.2 The land is also understood to be poorly drained and there was standing water present at the time of the Planning Officers site visit. The applicant notes that, as existing, the land is waterlogged in parts but this is due to the land not been actively farmed for a number of years and it has therefore not been properly maintained. The issue would therefore be addressed through the clearing out of drainage ditches. Foul waste would discharge to a dedicated package treatment plant. United Utilities have been consulted and provided no comment on the application. Environment Agency, who have made comments on the application following contact with a local resident, have raised no objection but have provided non-mains drainage advice.

## 6 Conclusion

- 6.1 The application site is considered suitably located to accommodate tourism development given that is close to any existing group of buildings, has good access to the highway network and is reasonably well located close to facilities and services in the village of Mellor and Blackburn in the neighbouring local authority area. It is considered that there would be some additional custom for public houses, restaurants and other service-related businesses in the locality and the development would also provide limited employment in the form of an on-site manager.
- 6.2 Subject to appropriate planning conditions the proposed development would not result in any undue visual impact nor an adverse impact on the residential amenity of nearby residents. Accordingly, it is recommended that the application be approved.

**RECOMMENDATION:** That the application be APPROVED subject to the following conditions:

*Timings and Commencement*

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

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

#### Matters of Design

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

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

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

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

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

Modular-Group Specification Opulence (Elevations) 1:50

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

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

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

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

4. The approved bin store facilities shall be made available for use before the development hereby approved is first brought into use and retained thereafter.

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

#### *Further Control over Development*

5. The twelve (no.1-12) holiday lodges hereby approved shall not be let to or occupied by any one person or group of persons for a combined total period exceeding 90 days in any one calendar year and in any event shall not be used as a unit of permanent accommodation or any individual(s) sole place of residence. A register of all occupants of the accommodation hereby approved shall be maintained at all times and shall be made available for inspection by the Local Planning Authority on request. For the avoidance of doubt the register shall contain the name and address of the principal occupier together with dates of occupation.

REASON: For the avoidance of doubt and to ensure that the use remains compatible with the character of the area and the intensity, frequency and nature of the usage remains commensurate and relevant to the nature of the consent sought.

6. The office/reception lodge shown on the approved plans shall be used solely as a site office/reception area ancillary to the commercial tourism development at Primrose View,

Primrose Lane, Mellor hereby approved and its use shall be restricted to the hours between 09:00 and 18:00 on any day of the week.

The lodge building shall not be used for any other purpose (including holiday accommodation or residential use) unless a further planning permission has first been granted in respect thereof.

REASON: The proposed facility relates to the operation of the business.

### *Landscape and Ecology*

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

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

8. No external lighting shall be installed on site unless details of such lighting has been submitted to, and approved in writing by, the Local Planning Authority the details of which shall include the location, intensity of lighting, type of application and direction.

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

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

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

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

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

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

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

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

### *Highway Safety*

11. No part of the development hereby approved shall commence until a scheme for the construction of the site access has been submitted to, and approved by, the Local Planning Authority in consultation with the Highway Authority.

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

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

REASON: To ensure adequate parking is available within the site.

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

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

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

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

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

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

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

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

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

*Residential Amenity*

17. The development hereby approved shall be operated in strict accordance with the Site Management Plan (ref. Monk/924/2694/CS) submitted with the application at all times.

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

*Drainage and Flooding*

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

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

BACKGROUND PAPERS

[https://www.ribblevalley.gov.uk/site/scripts/planx\\_details.php?appNumber=3%2F2019%2F0894](https://www.ribblevalley.gov.uk/site/scripts/planx_details.php?appNumber=3%2F2019%2F0894)

### APPLICATIONS WITHDRAWN

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

### APPEALS UPDATE

<u>Application No and reason for appeal</u>	<u>Date Received/ Appeal Start Date</u>	<u>Site Address</u>	<u>Type of Appeal Procedure</u>	<u>Costs App received</u>	<u>Date of Inquiry or Hearing if applicable</u>	<u>Progress</u>
3/2018/0474 R of pp	09/07/2019	Great Mitton Hall Mitton Road Mitton BB7 9PQ	WR			Appeal part allowed/part dismissed 25/11/2019
3/2018/0468 R of LBC	09/07/2019	Great Mitton Hall Mitton Road Mitton BB7 9PQ	WR			Appeal part allowed/part dismissed 25/11/2019
3/2018/0582 R of permission in principle	21/05/2019	Land to the south of Chatburn Old Rd Chatburn	Changed to Hearing Procedure		8/10/2019 10.00am Cttee Rm 1	Awaiting Decision
3/2018/1076 R of pp	16/07/2019	Sabden House Wesley Street Sabden	WR			Appeal dismissed 28/11/2019
3/2018/1006 R of LBC	16/07/2019	Sabden House Wesley Street Sabden	WR			Appeal dismissed 28/11/2019

3/2018/0507 R of outline PP	24/09/2019	Land adj John Smith Playing Field Chaigley Road Longridge	Hearing	10/12/2019 meeting room level D	Awaiting Decision
3/2018/0685 R of pp	17/09/2019	Land off Whalley Rd Hurst Green (Adj Reed Deep)	WR		Appeal Dismissed 26/11/2019
3/2019/0497 R of pp	29/10/2019	DJP Domestic Appliances Ltd 1-3 King Lane Clitheroe	CAS		Awaiting Decision
3/2019/0040 R of PIP	26/09/2019	Land at Kingsmill Avenue Whalley	WR		Awaiting Decision
3/2019/0390 R of Prior Approval	26/09/2019	Dutton Manor Mill Clitheroe Road Dutton	WR		Awaiting Decision
3/2019/0479 R	19/11/2019	1 Willow Avenue Whalley	HAS		Awaiting Decision
3/2019/0554	11/11/2019	Three Millstones Inn Waddington Rd West Bradford	WR		Statement due 16/12/2019
3/2019/0698 R	Awaiting start date from PINS	Wilkinsons Farmhouse Simonstone Lane Simonstone	WR (to be confirmed by PINS)		
3/2019/0698 R	Awaiting start date from PINS	Land at Hawthorne Place Clitheroe	WR (to be confirmed by PINS)		
3/2018/0246 R (Enforcement appeal)	05/12/2019	12 Poplar Drive Longridge	WR		Statement due 16/01/2020
3/2018/0932 R (Enforcement appeal)	Awaiting start date from PINS	Bolton Peel Farm Bolton by Bowland Road Bolton by Bowland	WR (to be confirmed by PINS)		
3/2018/1105 R	Awaiting start date from PINS	Higher College Fm Lower Road Longridge	Hearing (to be confirmed by PINS)		



# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

Agenda Item No

meeting date: 9 JANUARY 2020  
title: REVISED CAPITAL PROGRAMME 2019/20  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

1.1 To approve the 2019/20 revised estimate for this Committee's capital programme.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified.
- Corporate Priorities – to continue to be a well-managed council, providing efficient services based on identified customer needs.
- Other Considerations – none identified.

### 2 2019/20 CAPITAL PROGRAMME BACKGROUND

2.1 One new capital scheme for this Committee, totalling £14,500, was approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2019 and March 2019 respectively.

2.2 There was one 2018/19 capital scheme that was not completed by 31 March 2019 and had unspent budget of £26,420 available at that date. The unspent budget is known as slippage. This slippage was transferred into the 2019/20 capital programme budget, after approval by this Committee in May 2019.

2.3 The Primrose Lodge Blue and Greenway Project, totalling £324,920, was initially approved by this Committee in November 2018, subject to the two key trigger points for payments being met. The scheme was added to this Committee's capital programme in 2019/20, as the first key trigger point for payment had been met.

2.4 As a result of the above, the total approved budget for this Committee's capital programme of three schemes was £365,840. This is shown at Annex 1.

### 3 REVISING THE 2019/20 CAPITAL PROGRAMME

3.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect their progress and estimated full year expenditure. Following this review, the revised estimate is set at £324,920, a reduction of £40,920 from the total approved budget. The reasons for this are:

- **Replacement of Plotter/Copier in the Planning Section (-£14,500):** This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The changed plotting/copying requirements in the Planning section will be considered alongside the wider review. As a result, this scheme will not be completed in-year. It is recommended that the £14,500 budget for this scheme is moved to the 2020/21 financial year and the 2019/20 revised estimate is nil.

- **Introduction of Planning Portal Link to the Planning Application System and Planning System Update (-£26,420):** This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The current elements included in this capital scheme need to be compatible with the functionality of the Planning system going forwards and may change as a result of the wider process review. As a result, this scheme will not be completed in-year. It is recommended that the £26,420 budget for this scheme is moved to the 2020/21 financial year and the 2019/20 revised estimate is nil.

3.2 Annex 1 shows the full capital programme by scheme, including the budget and expenditure to date. The summary position is shown below.

Original Estimate 2019/20 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Revised Estimate 2019/20 £	Budget Moved to 2020/21 £	Actual Expenditure including commitments as at end of November 2019 £
14,500	26,420	324,920	365,840	324,920	40,920	182,210

3.3 At the end of November 2019 £182,210 had been spent or committed. This is 56.1% of the revised capital programme budget for this Committee.

3.4 There is one scheme left in the 2019/20 capital programme, the Primrose Lodge Blue and Greenway Project. The unspent budget on that scheme relates to the remaining contribution that the Council is due to pay to Ribble Rivers Trust when the majority of spend has been undertaken on the next element of the project.

3.5 The Trust have confirmed that the project works are ongoing, despite some initial delays, and they are aiming to complete the project by Summer 2020. As a result, there is a strong possibility that the Council may pay the second and final contribution of £142,705 on the Primrose Lodge Blue and Greenway Project before financial year-end, subject to works not being delayed further.

#### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – Approval of the revised capital programme will see a decrease of £40,920 in the level of financing resources needed within the 2019/20 financial year.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

## 5 CONCLUSION

5.1 The revised estimate for this Committee's 2019/20 capital programme is £324,920, which is a £40,920 reduction from the previously approved capital budget. This is due to two schemes being on hold, awaiting the result of a wider Planning system process review before any progress can be made. It is recommended that the budgets for these schemes, totalling £40,920, are moved to the 2020/21 financial year.

5.2 At the end of November 2019 £182,210 had been spent or committed. This is 56.1% of the revised capital programme budget for this Committee.

5.3 The one scheme left in the capital programme is currently on track to be completed in-year.

## 6 RECOMMENDED THAT COMMITTEE

6.1 Approve the 2019/20 revised estimate of £324,920 for this Committee's capital programme, as set out in Annex 1.

6.2 Approve the move of the following capital budgets from 2019/20 to 2020/21:

- Replacement of Plotter/Copier in the Planning Section, £14,500.
- Introduction of Planning Portal Link to the Planning Application System and Planning System Update, £26,420.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PD1-20/AC/AC  
13 December 2019

## PLANNING AND DEVELOPMENT COMMITTEE – REVISED CAPITAL PROGRAMME 2019/20

Cost Centre	Scheme	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Revised Estimate 2019/20 £	Budget Moved to 2020/21 £	Actual Expenditure including commitments as at end of November 2019 £
PLOTT	Replacement of Plotter/Copier in the Planning Section	14,500	0	0	0	14,500	0	14,500	0
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	0	0	26,420	0	26,420	0	26,420	0
PRMLG	Primrose Lodge Blue and Greenway Project	0	0	0	324,920	324,920	<b>324,920</b>	0	<b>182,210</b>
<b>Total Planning and Development Committee</b>		<b>14,500</b>	<b>0</b>	<b>26,420</b>	<b>324,920</b>	<b>365,840</b>	<b>324,920</b>	<b>40,920</b>	<b>182,210</b>

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

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Agenda Item No

meeting date: 9 JANUARY 2020  
title: REVISED REVENUE BUDGET 2019/20  
submitted by: DIRECTOR OF RESOURCES  
principal author: VALERIE TAYLOR

### 1 PURPOSE

- 1.1 To agree a revised revenue budget for 2019/20 for this committee.

### 2 BACKGROUND

- 2.1 The original estimate for this current financial year was set in March 2019.
- 2.2 As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

### 3 REVISING THE ORIGINAL ESTIMATE

- 3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2018/19 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.
- 3.2 The original budget for 2019/20 included provision for pay increases at 3% and price increases at 2%.
- 3.3 Whilst our committee income and expenditure may increase or decrease at the revised estimate, items such as our budgeted core government funding and our council tax precept remain fixed. As a result, any compensating movement is within our earmarked reserves and general fund balances.
- 3.4 In addition to the use of data on past performance there have been detailed discussions with budget holders and heads of service on past service provision and future plans, playing an integral part in the budget setting process.
- 3.5 Furthermore, decisions and actions required as a result of committee meetings are incorporated into the budget setting process, whilst financial implications would likely have already been identified as part of any committee decision.
- 3.6 As part of the setting of the revised estimate, this report is now presented to committee to seek comment and approval. Once approved by this committee, the revised estimate will be reported to Special Policy and Finance Committee.

3.7 The proposed revised estimate for this committee is now presented in the following section, with details of the movements that affect this revision being detailed at Annex 1. There are also details of the current actual position as at the end of November against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 2.

#### 4 PROPOSED REVISED REVENUE BUDGET 2019/20

4.1 A comparison between the original and revised budgets for each cost centre is shown below, together with the associated movements in earmarked reserves.

Cost Centre and Description	Original Estimate 2019/20	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2019/20
AONBS: Area of Outstanding Natural Beauty	15,530	-140		340		15,730
BCFEE: Building Control Fee Earning	15,290	18,460	4,760	3,010		41,520
BCNON: Building Control Non Fee Earning	70,250	-1,390	-260	1,320		69,920
BCSAP: Building Control SAP Fees	-410	-890	1,300			0
CINTR: Clitheroe Integrated Transport Scheme	7,250			50		7,300
CONSV: Conservation Areas	8,400			430		8,830
CORES: Core Strategy	20,000					20,000
COUNT: Countryside Management	51,990			1,260		53,250
ECPLA: Economic Development and Planning Dept	0	-51,690	-1,900	53,590		0
LDEVE: Housing and Economic Development DPD	120,780	64,180		-320		184,640
PENDU: Pendle Hill User Group	0	42,240				42,240
PLANG: Planning Control & Enforcement	-11,790	30,050	23,920	-22,060	-5,280	14,840
PLANP: Planning Policy	106,700	2,630		-8,680		100,650

Cost Centre and Description	Original Estimate 2019/20	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2019/20
PLSUB: Grants & Subscriptions - Planning	8,040	2,340				10,380
<b>Grand Total</b>	<b>412,030</b>	<b>105,790</b>	<b>27,820</b>	<b>28,940</b>	<b>-5,280</b>	<b>569,300</b>

<b>Associated Movements in Earmarked Reserves</b>						
PLBAL/H336: Planning Reserve (Core Strategy)	0	-20,000	0	0	0	-20,000
PLBAL/H336: Planning Reserve (Local Development Plan)	-11,200	-20,670	0	0	0	-31,870
PLBAL/H336: Planning Reserve (Planning)	0	-37,730	0	0	0	-37,730
PLBAL/H234 Building Regulation Reserve	-15,290	-18,460	-4,760	-3,010	0	-41,520
PLBAL/H273: Pendle Hill User Reserve	0	-22,240	0	0	0	-22,240
PLBAL/H296: Pendle Hill Landscape Partnership	0	-20,000	0	0	0	-20,000
<b>Net After Movement in Earmarked Reserve</b>	<b>385,540</b>	<b>-33,310</b>	<b>23,060</b>	<b>25,930</b>	<b>-5,280</b>	<b>395,940</b>

- 4.2 The difference between the revised and original estimate is an increase in net expenditure of £157,270 or an increase in net expenditure of £10,400 after allowing for movements in earmarked reserves.

5 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

5.1 Within the proposed Revised Estimate there are a number of substantial movements, and these are summarised in the table below. A more detailed analysis of the movements is provided at Annex 1.

Description	Variance Original Estimate 2019/20 to DRAFT Revised Estimate 2019/20
<p><b><u>BCFEE: Building Control Fee Earning Account</u></b>                      It has been necessary to engage an external consultant within the building control section to undertake fee earning activities during a period of recruitment and the subsequent training of a new employee. Whilst the arrangement is subject to ongoing review it is expected that the consultancy service will continue to be utilised on a casual basis for the remainder of the financial year.</p> <p>The service is forecast to make an overall net loss, which will be met from the Building Control earmarked reserve. Corporate Management Team will be looking further at the deficit position on the service over coming months.</p>	20,050
<p><b><u>PENDU: Pendle Hill User Group</u></b>                      The council holds two reserves to set aside donations received to fund expenditure on the maintenance/ upkeep of Pendle Hill. Following authorisation from the Pendle Hill User Group and confirmation of current year planned expenditure, funds are set to be released as a contribution towards the Pendle Hill Landscape Partnership project in the current financial year.</p>	42,240
<p><b><u>PLANG: Planning Control &amp; Enforcement</u></b>                      Spend on consultants in respect of planning appeals year to date is higher than that estimated. Increases in expenditure over the original estimate are generally funded from the planning earmarked reserve.</p>	37,730
<p><b><u>PLANG: Planning Control &amp; Enforcement</u></b>                      Estimates for income from planning applications and pre-application advice have been reduced at revised estimate by £12k and £11k respectively. Estimated planning application fee outturn for this year has been informed by prior full-year averages and represents a 1.8% reduction on the original estimate. Pre-application advice at the date of review was falling below target income, with the reduction at revised estimate being offset by vacancy savings elsewhere following a prolonged vacancy in the pre-application advice officer post.</p>	23,430



Description	Variance Original Estimate 2019/20 to DRAFT Revised Estimate 2019/20
<p><b><u>LDEVE: Local Development Plan</u></b>            Cost of Inspector fees for the Local Development Plan Examination in Public (£73,510) offset by net savings on other local development plan expenditure.</p> <p>As approved by P&amp;F Committee in November 2019 £30k of the expenditure on inspector fees will be met from local development plan funds previously set aside in the planning earmarked reserve, leaving £43k to be met from general fund balances.</p>	64,180

6 CONCLUSION

6.1 The difference between the revised and original estimate is an increase in net expenditure of £10,400 after allowing for transfers to and from earmarked reserves.

7 RISK ASSESSMENT

7.1 The approval of this report may have the following implications

- Resources: approval of the revised estimate would see an increase in net expenditure of £10,400 after allowing for transfers to and from earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

8 RECOMMENDED THAT COMMITTEE

8.1 Agree the revenue revised estimate for 2019/20.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PD2-20/VT/AC

For further background information please ask for Valerie Taylor

BACKGROUND PAPERS - None

**PLANNING AND DEVELOPMENT COMMITTEE  
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20**

**ANNEX 1**

	<b>MOVEMENT IN EXPENDITURE £</b>	<b>MOVEMENT IN INCOME £</b>	<b>MOVEMENT IN SUPPORT SERVICES £</b>	<b>MOVEMENT IN CAPITAL £</b>	<b>TOTAL MOVEMENT £</b>
<b>AONBS: Area of Outstanding Natural Beauty</b>					
There has been a small adjustment to the budget for our contribution to the AONB Organisation, in order to match that which is requested annually. There has also been a small adjustment to support services.	-140		340		
<b>Total Area of Outstanding Natural Beauty</b>					<b>200</b>
<b>BCSAP: Building Control SAP Fees</b>					
SAP surveys are no longer being undertaken by the Building Control section resulting in a net reduction to income of £410 at revised estimate.	-890	1,300			
<b>Total Building Control SAP Fees</b>					<b>410</b>
<b>BCFEE: Building Control Fee Earning Account</b>					
It has been necessary to engage an external consultant within the building control section to undertake fee earning activities during a period of recruitment and subsequent training of a new employee.	20,050				
Reduction in car allowance costs resulting from reduced mileage claims.	-970				
Net increase in support service costs due to changes in cost allocations from the ICT, Chief Executives, Resources and Economic Development & Planning Departments.			3,010		
Income to date is lower than estimated for 2019/20. The income estimate is based on actual income received at the date of review plus an estimate for the remainder of the year based on prior year averages.		4,760			
<b>Total Building Control Fee Earning A/c</b>					<b>26,850</b>
<b>BCNON: Building Control Non Fee Earning Account</b>					
Reduction in car allowance costs resulting from reduced mileage claims.	-1,350				

**PLANNING AND DEVELOPMENT COMMITTEE  
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Net increase in support service costs due to changes in cost allocations from the ICT, Chief Executives and Resources Departments.			1,320		
<b>Total Building Control Non Fee Earning A/c</b>					-30
<b>COUNT: Countryside Management</b>					
Net increase in support service costs due to changes in cost allocations from the Community, Chief Executives, Resources and Economic Development and Planning Departments.			1,260		
<b>Total Countryside Management</b>					1,260
<b>CONSV: Conservation Areas</b>					
There has been a small adjustment to the level of support services recharged to this service area.			430		
<b>Total Conservation Areas</b>					430
<b>ECPLA: Economic Development and Planning Dept</b>					
Reduction to the salary estimate for the year due to vacancy savings exceeding those built in to the original estimate and also due to the cessation of a temporary increase in hours.	-33,920				
Reduction to employer national insurance estimate due to the above.	-3,910				
The employer superannuation estimate has been reduced due to the above and also because there has been lower take up of the scheme than allowed for within the original estimate.	-15,140				
Net increase in support service costs due to changes in cost allocations from council premises and the ICT, Chief Executives and Resources Departments.			14,990		
A decrease to the net cost of the department overall as a result of the reasons listed above decreases recharges out to other service areas.			38,600		
<b>Total: Economic Development and Planning Department</b>					620

**PLANNING AND DEVELOPMENT COMMITTEE  
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<b>LDEVE: Housing and Economic Development DPD</b>					
Cost of Inspector fees for the Local Development Plan Examination in Public (£73,510) offset by savings on printing and stationery costs (-£10,000).	63,510				
Actual postage costs in respect of the Housing and Economic Development Development Plan Document (HED DPD) were higher than estimated.	670				
<b>Total: Local Development Plan</b>					<b>64,180</b>
<b>PENDU: Pendle Hill User Group</b>					
Funds held in reserve on behalf of the Pendle Hill Advisory Group and authorised as a contribution towards the Pendle Hill Landscape Partnership which are expected to be spent before the end of the 2019/20 financial year. This spend is fully funded from monies set aside in Earmarked Reserves.	42,240				
<b>Total Pendle Hill User Group</b>					<b>42,240</b>
<b>PLANG: Planning Control &amp; Enforcement</b>					
Revenue implications of the planning portal capital scheme are not now expected to fall in the 2019/20 financial year. £2,340 of this was vired to fund increased costs relating to archaeological advice (see PLSUB).	-4,000				
The value of planning fee refunds was lower than average at the date of review which has reduced the estimate in this area.	-1,000				
Spend on consultants in respect of planning appeals year to date is higher than that estimated. Expenditure over the original estimate is generally funded from the planning earmarked reserve.	37,730				
Expenditure on statutory notices at the date of review was higher than average which has increased the revised estimate for 2019/20.	4,080				

**PLANNING AND DEVELOPMENT COMMITTEE  
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20**

**ANNEX 1**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
The budget for Local Plan ad-hoc expenditure has been moved to Planning Policy (PLANP).	-2,630				
Removal of budget originally used to subscribe to ordnance survey data in order to access aerial photography layer. The budget is no longer required following access to a free alternative under the Public Sector Mapping Agreement.	-3,160				
Net decrease in support service costs due to changes in cost allocations from the Economic Development and Planning, Community, Chief Executives and Resources Departments.			-22,060		
Decrease in annual depreciation charge in respect of the delayed implementation of the planning system upgrade capital scheme.				-5,280	
The planning fee income estimate is based on a 3-year average. Following analysis of the 2016/17-2018/19 financial years the budget has been reduced at revised estimate.		12,650			
Income from pre-application advice fees was falling below target at the date of the review reducing the likely outturn estimate for this year. The reduced income has been offset by vacancy savings in the current year which have arisen following a prolonged vacancy in the role of the Pre-Planning Advice officer post.		10,780			
<b>Total Planning Control &amp; Enforcement</b>					<b>27,110</b>
<b>PLANP: Planning Policy</b>					
The budget for Local Plan ad-hoc expenditures has been moved in from Planning Control & Enforcement (PLANG).	2,630				
Net decrease in support service costs due to changes in cost allocations from the Economic Development and Planning, Chief Executives and Resources Departments.			-8,680		
<b>Total Planning Policy</b>					<b>-6,050</b>

**PLANNING AND DEVELOPMENT COMMITTEE  
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<b>PLSUB: Subscriptions</b>					
The Lancashire Archaeological Advisory Service which provided advice to the planning section closed at the end of the 2018/19 financial year. An alternative provider has been sourced, but this has brought about an increase in costs for the 2019/20 year which have been met from a virement from the planning software budget.	2,340				
<b>Total Planning Control &amp; Enforcement</b>					<b>2,340</b>
<b>Other</b>	-350	-1,670	-270		-2,290
<b>Sub-total</b>	<b>105,790</b>	<b>27,820</b>	<b>28,940</b>	<b>-5,280</b>	<b>157,270</b>
<b>MOVEMENT IN EARMARKED RESERVES</b>					
<b>PLBAL/H336 Planning Reserve</b>					
Spend on consultants in respect of planning appeals is higher than that estimated. Expenditure over the original estimate is generally funded from the planning earmarked reserve.	-37,730				-37,730
Release of funds set aside within the planning reserve to fund final expenditure on the Local Development Scheme. £20k of this relates to inspector fees (P&F Nov 2019) and £670 for postage costs above that originally estimated.	-20,670				-20,670
Release from the planning reserve to fund expenditure on consultation support required to undertake a strategic housing and economic needs assessment in line with the commitment set out in the Core Strategy (Emergency Committee August 2019).	-20,000				-20,000
<b>PLBAL/H234 Building Regulation Reserve</b>					

**PLANNING AND DEVELOPMENT COMMITTEE  
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20**

**ANNEX 1**

	<b>MOVEMENT IN EXPENDITURE £</b>	<b>MOVEMENT IN INCOME £</b>	<b>MOVEMENT IN SUPPORT SERVICES £</b>	<b>MOVEMENT IN CAPITAL £</b>	<b>TOTAL MOVEMENT £</b>
Under charging regulations any surplus/ deficit from building control fee charging activities is held in a separate earmarked reserve. Revisions to estimates for 2019/20 (see BCFEE for main variations) have therefore impacted on the anticipated movements in reserve.	-18,460	-4,760	-3,010		-26,230
<b>PLBAL/H273 Pendle Hill User Reserve</b>					
The Pendle Hill User reserve was established to set aside donations received that are to be spent on Pendle Hill maintenance/ upkeep. The anticipated release from the reserve in this financial year is following authorisation from the Pendle Hill User group to contribute funds towards the Pendle Hill Landscape Partnership project.	-22,240				-22,240
<b>PLBAL/H296 Pendle Hill Landscape Partnership Reserve</b>					
This reserve was established in 2018/19 following receipt of a further £20k of funds to be earmarked for expenditure on the Pendle Hill Landscape Partnership project. It is anticipated that the funds will be fully expended in the current financial year.	-20,000				-20,000
<b>Total Movement in Earmarked Reserves</b>	<b>-139,100</b>	<b>-4,760</b>	<b>-3,010</b>	<b>0</b>	<b>-146,870</b>
<b>Total Movement</b>	<b>-33,310</b>	<b>23,060</b>	<b>25,930</b>	<b>-5,280</b>	<b>10,400</b>

## ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End November	Actual and Commitments to End November	Full Year Original Estimate	Proposed Revised Estimate
AONBS	Area of Outstanding Natural Beauty	6,940	0	15,530	15,730
BCFEE	Building Control Fee Earning A/c	-96,330	-89,310	15,290	41,520
BCNON	Building Control Non Fee Earning A/c	5,610	4,220	70,250	69,920
BCSAP	Building Control SAP Fees	-270	0	-410	0
CINTR	Clitheroe Integrated Transport Scheme	6,040	0	7,250	7,300
CONSV	Conservation Areas	0	0	8,400	8,830
CORES	Core Strategy	17,250	18,180	20,000	20,000
COUNT	Countryside Management	20,030	14,500	51,990	53,250
ECPLA	Economic Development & Planning Dept	641,380	595,920	0	0
LDEVE	Housing and Economic Development DPD	10,400	75,380	120,780	184,640
PENDU	Pendle Hill User Group	0	5,940	0	42,240
PLANG	Planning Control & Enforcement	-441,090	-424,590	-11,790	14,840
PLANP	Planning Policy	0	0	106,700	100,650
PLSUB	Grants & Subscriptions-Planning	8,040	10,380	8,040	10,380
<b>Committee Subtotal</b>		<b>178,000</b>	<b>210,620</b>	<b>412,030</b>	<b>569,300</b>
<b>Earmarked Reserves</b>					
PLBAL/H234	Building Regulation Reserve	96,330	89,310	-15,290	-41,520
PLBAL/H336	Planning Reserve (LDEVE)	-10,400	-31,870	-11,200	-31,870
PLBAL/H336	Planning Reserve (PLANG)	0	-37,730	0	-37,730
PLBAL/H336	Planning Reserve (CORES)	0	-18,180	0	-20,000
PLBAL/H273	Pendle Hill User Reserve	0	-5,940	0	-22,240
FNBAL/H296	Pendle Hill Landscape Partnership	0	0	0	-20,000
<b>Subtotal Earmarked Reserves</b>		<b>85,930</b>	<b>-4,410</b>	<b>-26,490</b>	<b>-173,360</b>
<b>Total</b>		<b>263,930</b>	<b>206,210</b>	<b>385,540</b>	<b>395,940</b>



# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

Agenda Item No

meeting date: 9 JANUARY 2020  
title: ORIGINAL REVENUE BUDGET 2020/21  
submitted by: DIRECTOR OF RESOURCES  
principal author: VALERIE TAYLOR

### 1 PURPOSE

- 1.1 To agree the draft revenue budget for 2020/21, for consideration at Special Policy and Finance Committee.

### 2 BACKGROUND

#### **3 Year Budget Forecast**

- 2.1 The Council's three year budget forecast was presented to Policy & Finance Committee in September. Whilst every year it is extremely challenging to predict funding, nearly all of our major income streams are currently very difficult to forecast in the present climate. Our forecast in September predicted the following budget gaps; £0k in 2020/21, £372k in 2021/22, £410k in 2022/23, after allowing for the use of general fund balances.
- 2.2 2019/20 is the last year of the Government's 4 year multi settlement. From 2020/21 we were expecting substantial local government finance reforms. However in September the Government wrote to all councils announcing that a decision has been taken to delay the implementation of 75% business rates retention and the Fair Funding Review until April 2021. They also announced that 75% business rates pilots will come to an end at the end of March 2020 with no new pilots planned for 2020/21.
- 2.3 Policy and Finance Committee recommend that service committees;
- budget based on the current levels of service provision
  - increase their fees and charges by inflation (2%) where possible
  - only consider growth items which can be funded by identified savings

#### **Spending Round 2019**

- 2.4 The Spending Round 2019 was announced on 4 September 2019 and whilst it is for one year only it does provide Councils with some certainty as to next year's funding.
- The Chancellor announced some extra funding for adult and children's social care. He also announced that key grants to local government will continue next year
  - The future of the New Homes Bonus scheme remains uncertain. Legacy payments will be honoured but the scheme for 2020/21 is still for discussion with ministers. We currently rely on £1.105m to fund our revenue budget each year and also use some of our allocation to fund the capital programme
  - Funding to remove negative RSG will continue for 2020/21.

- A 2% maximum council tax increase and a further 2% increase for Adult Social Care Precept for illustrative purposes. As is customary however, the government will consult on Council Tax Referendum Principles as part of the Local Government Finance Settlement.

### **General Election**

- 2.5 The General Election has resulted in the announcement of the Provisional Local Government Finance Settlement being put back until after the election.
- 2.6 There is also considerable uncertainty with further Local Government Funding as all the major parties set out quite different spending priorities. Hopefully by the time of your meeting the position will be clearer.
- 2.7 Given all of these uncertainties the service committee budgets have been prepared based on the current level of service plus inflation. Where unavoidable service costs have arisen, these are highlighted.

### **3 BUDGET PROCESS**

- 3.1 Presented to committee for decision in October were the proposed fees and charges for 2020/21. The consequential impact of these approved fees and charges have been incorporated in to the service budgets shown within this report.
- 3.2 Following a great deal of in-depth service analysis and meetings with regard to this committees budgets by the council's accountants, budget holders, heads of service and management team, a proposed draft budget is now presented to members. This budget is agreed as that which best reflects the services of this committee for the next financial year.
- 3.3 When all committees have approved their detailed estimates the overall position will be considered by Budget Working Group.
- 3.4 The Budget Working Group will then make recommendations in order to produce a balanced budget for consideration at the Special meeting of Policy and Finance Committee. The final budget report will then be presented to Full Council, at which point the Council Tax for 2020/21 will also be approved.

### **4 2020/21 DRAFT REVENUE BUDGET**

- 4.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for pay increases at 3% and price increases at 2%.
- 4.2 Within this report the budget is shown in the same manner in which they are reviewed. Each costs centre within the report is shown individually. Behind each costs centre is a great deal more subjective level detailed budgets, but for the purposes of this report they are summarised in to the standard local government CIPFA Service Reporting Code of Practice basis.

- **Employee Related:** this group includes the cost of employees, both direct and indirect to the council.

- **Premises Related:** this group includes expenses directly related to the running of premises and land.
- **Transport Related:** this group includes all costs associated with the provision, hire or use of transport, including travelling allowances.
- **Supplies and Services:** this group includes all direct supplies and service expenses to the council.
- **Third Party Payments:** a third party payment is a payment to an external provider which is operating independently, in return for the provision of a service.
- **Transfer Payments:** this includes the cost of payments to individuals for which no goods or services are received in return by the local authority. A key item here would be the payment of housing benefits.
- **Support Services:** charges for services that support the provision of services to the public. At this council the main support service cost is the support from staff based at the council offices building and the building's associated cost.
- **Depreciation and Impairment:** this is the revenue impact of capital items shown in the service revenue accounts of the council.
- **Income:** this includes income from fees and charges, grants, donations and contributions. Also shown here is the associated 'income' to a support service from the redistribution of its costs to those providing services to the public

4.3 As you will see, the draft proposed budget for 2020/21 for each service area is also built up looking at a number of stages. The starting point is the base budget, being the Original Estimate for the current financial year. A summary of the various elements is given below.

- **Original Estimate 2019/20:** This represents the base budget for the council and assumes no change in service level from that set for the previous year's original estimate.
- **Savings:** Here any savings or additional income that is identified from past service experience or trends would be brought in to the budget to adjust the base budget.
- **Inflation at 3% Pay and 2% Other:** The budget forecast allows for inflation on pay at 3% and prices at 2% (with some exceptions such as grants). This is where that general allowance for inflation is brought in to the individual budget areas.
- **Variation to Standard Budgeted Inflation %:** Inevitably, as we undertake detailed work on the budget it becomes evident that there are some items of income or spend that experience a greater or lower level of inflation. This is where we adjusted for those differing levels of inflation. An example is energy costs.
- **Unavoidable Changes to Service Costs:** This relates to changes to a service, for example where costs are demand driven.
- **Support Services:** Any changes that relate to the recharging of support service costs are included in this column.

- **Capital:** Any changes relating to depreciation and impairment are included in this column
- **DRAFT Original Estimate 2020/21:** The final column is the total of all preceding columns and is constructed from the base budget and any necessary changes to the base that are needed. If approved this will then form the base budget in next year's budget process.

4.4 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2019/20 Original Estimate, to the DRAFT Original Estimate for 2020/21. Comments are also provided on the main variances.

5 COMMITTEE SERVICE ESTIMATES

5.1 **Cost Centre and Description** AONBS: Area of Outstanding Natural Beauty

This relates to the cost of membership of National AONB Organisation and the annual contribution to the Joint Advisory Committee Partnership. This funding contributes to management work and specific projects.

	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
<b>Third Party Payments</b>	6,940		140					7,080
<b>Support Services</b>	8,590		0			50		8,640
<b>Total Expenditure</b>	<b>15,530</b>	<b>0</b>	<b>140</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>15,720</b>
<b>Net Expenditure</b>	<b>15,530</b>	<b>0</b>	<b>140</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>15,720</b>

5.2 **Cost Centre and Description**      BCREE: Building Control Fee Earning

The expenditure shown under this cost centre results from administering those functions for which charges are to be made in accordance with the Charges Regulations. The charges relate only to the building regulations plan examination and site inspection function, including consideration of any enforcement action but not the service of notices under the provisions of the Building Act 1984.

	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
<b>Employee Related Expenditure</b>	5,970		110					6,080
<b>Transport Related Expenditure</b>	7,920		150		-990			7,080
<b>Supplies &amp; Services</b>	11,850		240		-90			12,000
<b>Support Services</b>	159,820		0			2,330		162,150
<b>Total Expenditure</b>	<b>185,560</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>-1,080</b>	<b>2,330</b>	<b>0</b>	<b>187,310</b>
<b>Customer &amp; Client Receipts</b>	-170,270		-3,410		2,520			-171,160
<b>Total Income</b>	<b>-170,270</b>	<b>0</b>	<b>-3,410</b>	<b>0</b>	<b>2,520</b>	<b>0</b>	<b>0</b>	<b>-171,160</b>
<b>Net Expenditure</b>	<b>15,290</b>	<b>0</b>	<b>-2,910</b>	<b>0</b>	<b>1,440</b>	<b>2,330</b>	<b>0</b>	<b>16,150</b>
<b>Associated Movement in Earmarked Reserves</b>	-15,290		2,910	0	-1,440	-2,330		-16,150
<b>Net After Earmarked Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **BCFEE: Building Control Fee Earning**

### **Commentary on Substantial Budget Changes**

#### **Support Services:**

Net increase in support service costs due to changes in cost allocations from the ICT, Chief Executives, Resources and Economic Development and Planning Departments.

#### **Transport Related Expenditure:**

Reduction in car allowance costs resulting from reduced mileage claims.

#### **Customer & Client Receipts :**

The estimated income from building regulation fees is based on full year averages, incorporating income received to date at the point of the review and with adjustment for any inflationary increases. The resulting reduction in estimated income is shown as an unavoidable change to the service costs, and reflects current income trends.

#### **Movement in Earmarked Reserve**

The estimated net expenditure for 2020/21 is in deficit. This will be funded from the Building Regulation Reserve.

Any surplus or deficit on the ringfenced fee-earning element of the Building Control service must be accounted for in an earmarked reserve. Any surplus can then be used in future years/off-set against past deficits – or likewise any deficit must then be recovered in future years/off-set against past surpluses. Over a number of years the reserve should breakeven. The forecast deficit position shown above is to be further reviewed by the Corporate Management Team over the coming months.

5.3 **Cost Centre and Description** BCNON: Building Control Non Fee Earning

Shown here is the balance of building control work for which a charge is not made (Non Fee Earning). These other activities can be roughly split into Statutory and critical Building Control functions, and include such items as Dealing with Dangerous Structures, administration of the Approved Inspectors Regulations and Building Control Enforcement work.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Transport Related Expenditure	4,650		90		-1,410			3,330
Supplies & Services	3,430		70					3,500
Support Services	63,550		0			270		63,820
<b>Total Expenditure</b>	<b>71,630</b>	<b>0</b>	<b>160</b>	<b>0</b>	<b>-1,410</b>	<b>270</b>	<b>0</b>	<b>70,650</b>
Customer & Client Receipts	-1,380		-30					-1,410
<b>Net Expenditure</b>	<b>70,250</b>	<b>0</b>	<b>130</b>	<b>0</b>	<b>-1,410</b>	<b>270</b>	<b>0</b>	<b>69,240</b>

**BCNON: Building Control Non Fee Earning**

**Commentary on Substantial Budget Changes**

**Transport Related Expenditure:**

Reduction in car allowance costs resulting from reduced mileage claims



5.4 **Cost Centre and Description**      BCSAP: Building Control SAP Fees

SAP (Standard Assessment Procedure) Calculations - estimating energy performance of buildings - are a requirement of the Building Regulations, and are required for all newly built dwellings in the UK. A SAP Rating has been required for all new homes under Part L of the building regulations since 1995. This cost centre shows officer time involved in doing this, and income received from fees and charges levied.

	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
<b>Employee Related Expenditure</b>	590		10		-600			0
<b>Supplies &amp; Services</b>	300		10		-310			0
<b>Total Expenditure</b>	<b>890</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>-910</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Customer &amp; Client Receipts</b>	-1,300		-30		1,330			0
<b>Total Income</b>	<b>-1,300</b>	<b>0</b>	<b>-30</b>	<b>0</b>	<b>1,330</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure</b>	<b>-410</b>	<b>0</b>	<b>-10</b>	<b>0</b>	<b>420</b>	<b>0</b>	<b>0</b>	<b>0</b>

**BCSAP: Building Control SAP Fees**

**Commentary on Substantial Budget Changes**

SAP surveys are no longer being undertaken by the Building Control section resulting in a net reduction to income for the Original Estimate 2020/21 of £410.

5.5 **Cost Centre and Description** CINTR: Clitheroe Integrated Transport Scheme

The council makes a small contribution to the running costs of the County Council's bus and rail interchange in Clitheroe.

	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
<b>Transfer Payments</b>	5,250		90					5,340
<b>Support Services</b>	820		0			20		840
<b>Depreciation and Impairment</b>	1,180		0					1,180
<b>Total Expenditure</b>	<b>7,250</b>	<b>0</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>7,360</b>
<b>Net Expenditure</b>	<b>7,250</b>	<b>0</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>7,360</b>

5.6 **Cost Centre and Description** CONSV: Conservation Areas

Support funding for biodiversity, conservation and environmental community projects.

	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
<b>Support Services</b>	8,400		0			110		8,510
<b>Total Expenditure</b>	<b>8,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>110</b>	<b>0</b>	<b>8,510</b>
<b>Net Expenditure</b>	<b>8,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>110</b>	<b>0</b>	<b>8,510</b>

5.7 **Cost Centre and Description**      COUNT: Countryside Management

The Council supports the work of conservation, access and recreation in the natural greenspace and countryside sector. Funding is also given from this cost centre to support third party organisations in the furtherance of our own aims and objectives.

	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
<b>Premises Related Expenditure</b>	8,800		180					8,980
<b>Supplies &amp; Services</b>	1,020		20					1,040
<b>Transfer Payments</b>	13,300		270					13,570
<b>Support Services</b>	28,870		0			590		29,460
<b>Total Expenditure</b>	<b>51,990</b>	<b>0</b>	<b>470</b>	<b>0</b>	<b>0</b>	<b>590</b>	<b>0</b>	<b>53,050</b>
<b>Net Expenditure</b>	<b>51,990</b>	<b>0</b>	<b>470</b>	<b>0</b>	<b>0</b>	<b>590</b>	<b>0</b>	<b>53,050</b>

5.8 **Cost Centre and Description** ECPLA: Economic Development and Planning Dept

This departmental cost centre holds the cost of the Regeneration & Housing Section and the Planning Section.

	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
<b>Employee Related Expenditure</b>	935,800		27,930	-45,320	100			918,510
<b>Transport Related Expenditure</b>	20,270		400		-390			20,280
<b>Supplies &amp; Services</b>	21,430		430	670	60			22,590
<b>Support Services</b>	164,240		0			8,210		172,450
<b>Total Expenditure</b>	<b>1,141,740</b>	<b>0</b>	<b>28,760</b>	<b>-44,650</b>	<b>-230</b>	<b>8,210</b>	<b>0</b>	<b>1,133,830</b>
<b>Departmental Recharges</b>	-1,141,740		0			7,910		-1,133,830
<b>Total Income</b>	<b>-1,141,740</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,910</b>	<b>0</b>	<b>-1,133,830</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>28,760</b>	<b>-44,650</b>	<b>-230</b>	<b>16,120</b>	<b>0</b>	<b>0</b>

## **ECPLA: Economic Development and Planning Dept**

### **Commentary on Substantial Budget Changes**

#### **Employee Related Expenditure:**

The **-£45k** reduction under variation to standard budgeted inflation is made up of several elements:

- A decrease to the employee salary estimate of **-£14k** due to the cessation of a temporary increase in hours and an estimate that assumes that replacements for vacant posts will be recruited to commence employment with the council at the lowest paypoint for that position;
- An actuarial valuation has increased the employers superannuation contribution from 16.5% to 18.7% of pensionable salary with effect from 1st April 2020. This increased cost has been partly offset by lower take up of the scheme than was allowed for in the base budget at the time of the review (**£4k** net increase);
- As part of the pension contributions there has historically also been payment towards the recovery of the deficit on the pension scheme. However, the latest actuarial valuation has indicated a surplus position for this council and has resulted in a switch from additional contributions to the pension scheme, to the council now receiving a share of the surplus indicated in the last actuarial valuation. This has resulted in a variance of **-£35k** for this department.

#### **Support Services:**

Net increase in support service costs due to changes in cost allocations from council premises and the ICT, Chief Executives and Resources Departments.

#### **Departmental Recharges:**

A reduction to the estimated net cost of the department for 2020/21 in turn decreases the recharges out to other service areas.

5.9 **Cost Centre and Description** LDEVE: Housing and Economic Development (DPD)

Local Planning Authorities are required to produce a Local Development Scheme that explains the approach and timetable for policy preparation. The scheme will be used to monitor the Councils progress, and is intended to help manage workloads, resource requirements and to give the public and other interested parties greater opportunity for involvement in the policy process. The costs here are in relation to the production of the Local Plan (Allocations HED DPD). These costs are funded from monies previously set aside in an earmarked reserve for this purpose.

	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
<b>Supplies &amp; Services</b>	11,200		220		-11,420			0
<b>Support Services</b>	109,580		0			-109,580		0
<b>Total Expenditure</b>	<b>120,780</b>	<b>0</b>	<b>220</b>	<b>0</b>	<b>-11,420</b>	<b>-109,580</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure</b>	<b>120,780</b>	<b>0</b>	<b>220</b>	<b>0</b>	<b>-11,420</b>	<b>-109,580</b>	<b>0</b>	<b>0</b>
<b>Associated Movement in Earmarked Reserves</b>	-11,200		-220		11,420			0
<b>Net After Earmarked Reserves</b>	<b>109,580</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-109,580</b>	<b>0</b>	<b>0</b>

**LDEVE: Housing and Economic Development (DPD)**

**Commentary on Substantial Budget Changes**

This cost centre was established to allocate the cost of developing the Housing and Economic Development, Development Plan Document (HED DPD) to be funded from monies set aside in the planning reserve for that purpose. The HED DPD document has now been developed and was formally adopted by Full Council on 15th October 2019. Accordingly the budget under this cost centre has been removed and work will commence in the 2020/21 financial year on the new Local Plan with any associated costs to be held under cost centre LPLAN.

5.10 **Cost Centre and Description** LPLAN: Local Plan

Local Planning Authorities are required to produce a Local Development Scheme that explains the approach and timetable for policy preparation. The scheme will be used to monitor the Councils progress, and is intended to help manage workloads, resource requirements and to give the public and other interested parties greater opportunity for involvement in the policy process. The costs here are in relation to the production of the Local Plan from 2020/21 following adoption of the HED DPD in the 2019/20 financial year (see LDEVE).

	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
<b>Support Services</b>	0		0			114,160		114,160
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>114,160</b>	<b>0</b>	<b>114,160</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>114,160</b>	<b>0</b>	<b>114,160</b>

**LPLAN: Local Plan**

**Commentary on Substantial Budget Changes**

Support service charges from the Economic Development & Planning, Community services and Resources Departments as shown here relate to the development of the new Local Plan. There are likely to be other external costs in relation to the development of the Plan, and these will be considered for approval separately.

5.11 **Cost Centre and Description**      PLANG: Planning Control & Enforcement

The budget shown here relates to the costs associated with the determination of planning applications, pre-application advice and investigation of authorised development. Also shown here is the associated income from charges made under this service. Due to the nature of the service it is difficult to predict accurate income levels from year to year, and therefore past experience in income levels largely forms the basis in establishing the income budgets.

	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
<b>Supplies &amp; Services</b>	68,050		1,340	160	-3,490			66,060
<b>Third Party Payments</b>	3,160		60		-3,220			0
<b>Support Services</b>	656,490		0			-10,460		646,030
<b>Depreciation and Impairment</b>	6,040		0				-5,280	760
<b>Total Expenditure</b>	<b>733,740</b>	<b>0</b>	<b>1,400</b>	<b>160</b>	<b>-6,710</b>	<b>-10,460</b>	<b>-5,280</b>	<b>712,850</b>
<b>Customer &amp; Client Receipts</b>	-745,530		-14,910	13,340	12,650			-734,450
<b>Total Income</b>	<b>-745,530</b>	<b>0</b>	<b>-14,910</b>	<b>13,340</b>	<b>12,650</b>	<b>0</b>	<b>0</b>	<b>-734,450</b>
<b>Net Expenditure</b>	<b>-11,790</b>	<b>0</b>	<b>-13,510</b>	<b>13,500</b>	<b>5,940</b>	<b>-10,460</b>	<b>-5,280</b>	<b>-21,600</b>



## **PLANG: Planning Control & Enforcement**

### **Commentary on Substantial Budget Changes**

#### **Supplies and Services**

The budget for ad-hoc expenditure on policy related activities is now held under the Planning Policy cost centre (PLANP).

#### **Third Party Payments**

Removal of budget originally used to subscribe to Ordnance Survey data in order to access aerial photography layer. The budget is no longer required following access to a free alternative under the Public Sector Mapping Agreement.

#### **Support Services**

Net decrease in support costs due to changes in cost allocations from the Economic Development and Planning, Community, Chief Executives and Resources Departments.

#### **Capital**

Decrease in annual depreciation charge in respect of the delayed implementation of the planning system upgrade capital scheme.

#### **Customer & Client Receipts**

The variation to standard budgeted inflation relates to planning fees which are set nationally and for which an increase in the next financial year has not been announced. The planning fee income estimate is based on a 3-year average. Following analysis of the 2016/17-2018/19 financial years the budget has been reduced as shown within the 'Unavoidable Changes to Service Costs' above.

5.12 **Cost Centre and Description**      PLANP: Planning Policy

The costs shown here are in relation to staff time spent on developing the overall policy framework for improving's housing delivery, employment and the protection and enhancement of the environment of the area.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Supplies & Services	0		0		2,680			2,680
Support Services	106,700		0			-2,010		104,690
<b>Total Expenditure</b>	<b>106,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,680</b>	<b>-2,010</b>	<b>0</b>	<b>107,370</b>
<b>Net Expenditure</b>	<b>106,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,680</b>	<b>-2,010</b>	<b>0</b>	<b>107,370</b>

**PLANP: Planning Policy**

**Commentary on Substantial Budget Changes**

**Supplies and Services**

A budget for planning policy related activities has been moved in to the Planning Policy section (PLANP) from Planning Control (PLANG)

**Support Services**

Net decrease in support service costs due to changes in cost allocations from the Economic Development and Planning, Community, Chief Executives and Resources Departments.

5.13 **Cost Centre and Description** PLSUB: Grants & Subscriptions - Planning

This budget represents the charges that are paid by this committee in relation to planning archaeological advisory service subscriptions.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
<b>Supplies &amp; Services</b>	8,040		160		2,380			10,580
<b>Total Expenditure</b>	<b>8,040</b>	<b>0</b>	<b>160</b>	<b>0</b>	<b>2,380</b>	<b>0</b>	<b>0</b>	<b>10,580</b>
<b>Net Expenditure</b>	<b>8,040</b>	<b>0</b>	<b>160</b>	<b>0</b>	<b>2,380</b>	<b>0</b>	<b>0</b>	<b>10,580</b>

**PLSUB: Grants & Subscriptions - Planning**

**Commentary on Substantial Budget Changes**

**Supplies and Services**

The Lancashire Archaeological Advisory Service which provided advice to the planning section closed at the end of the 2018/19 financial year. An alternative provider has been sourced, but this has brought about an increase in costs which is reflected in the unavoidable changes above.

6 SUMMARIES

6.1 The draft budget is summarised in two ways. One over the cost of the service provided by the committee (objective). The other is over the type of expenditure and income (subjective)

**a) Cost of the service provided by the committee (Objective)**

<b>Cost Centre and Description</b>	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
AONBS: Area of Outstanding Natural Beauty	15,530		140			50		15,720
BCFEE: Building Control Fee Earning	15,290		-2,910		1,440	2,330		16,150
BCNON: Building Control Non Fee Earning	70,250		130		-1,410	270		69,240
BCSAP: Building Control SAP Fees	-410		-10		420			0
CINTR: Clitheroe Integrated Transport Scheme	7,250		90			20		7,360
CONSV: Conservation Areas	8,400		0			110		8,510
COUNT: Countryside Management	51,990		470			590		53,050
ECPLA: Economic Development and Planning Dept	0		28,760	-44,650	-230	16,120		0
LDEVE: Housing and Economic Development (DPD)	120,780		220		-11,420	-109,580		0

**a) Cost of the service provided by the committee (Objective)**

<b>Cost Centre and Description</b>	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
LPLAN: Local Plan	0		0			114,160		114,160
PLANG: Planning Control & Enforcement	-11,790		-13,510	13,500	5,940	-10,460	-5,280	-21,600
PLANP: Planning Policy	106,700		0		2,680	-2,010		107,370
PLSUB: Grants & Subscriptions - Planning	8,040		160		2,380			10,580
<b>Grand Total</b>	<b>392,030</b>		<b>13,540</b>	<b>-31,150</b>	<b>-200</b>	<b>11,600</b>	<b>-5,280</b>	<b>380,540</b>
Associated Movement in Earmarked Reserves	-26,490		2,690		9,980	-2,330	0	-16,150
<b>Net After Earmarked Reserves</b>	<b>365,540</b>	<b>0</b>	<b>16,230</b>	<b>-31,150</b>	<b>9,780</b>	<b>9,270</b>	<b>-5,280</b>	<b>364,390</b>

**b) Type of Expenditure/Income (Subjective)**

	<b>Original Estimate 2019/20</b>	<b>Savings</b>	<b>Inflation at 3% Pay and 2% Other</b>	<b>Variation to Standard Budgeted Inflation %</b>	<b>Unavoidable Changes to Service Costs</b>	<b>Support Services</b>	<b>Capital</b>	<b>DRAFT Original Estimate 2020/21</b>
<b>Employee Related Expenditure</b>	942,360		28,050	-45,320	-500			924,590
<b>Premises Related Expenditure</b>	8,800		180					8,980
<b>Transport Related Expenditure</b>	32,840		640		-2,790			30,690
<b>Supplies &amp; Services</b>	125,320		2,490	830	-10,190			118,450
<b>Third Party Payments</b>	10,100		200		-3,220			7,080
<b>Transfer Payments</b>	18,550		360					18,910
<b>Support Services</b>	1,307,060		0			3,690		1,310,750
<b>Depreciation and Impairment</b>	7,220		0				-5,280	1,940
<b>Total Expenditure</b>	<b>2,452,250</b>	<b>0</b>	<b>31,920</b>	<b>-44,490</b>	<b>-16,700</b>	<b>3,690</b>	<b>-5,280</b>	<b>2,421,390</b>
<b>Customer &amp; Client Receipts</b>	-918,480		-18,380	13,340	16,500			-907,020
<b>Departmental Recharges</b>	-1,141,740		0			7,910		-1,133,830
<b>Total Income</b>	<b>-2,060,220</b>	<b>0</b>	<b>-18,380</b>	<b>13,340</b>	<b>16,500</b>	<b>7,910</b>	<b>0</b>	<b>-2,040,850</b>
<b>Net Expenditure</b>	<b>392,030</b>	<b>0</b>	<b>13,540</b>	<b>-31,150</b>	<b>-200</b>	<b>11,600</b>	<b>-5,280</b>	<b>380,540</b>
<b>Associated Movement in Earmarked Reserves</b>	-26,490		2,690	0	9,980	-2,330		-16,150
<b>Net After Earmarked Reserves</b>	<b>365,540</b>	<b>0</b>	<b>16,230</b>	<b>-31,150</b>	<b>9,780</b>	<b>9,270</b>	<b>-5,280</b>	<b>364,390</b>

## 7 EARMARKED RESERVES

7.1 In the Original Estimate for 2019/20 this committee planned to use a net amount of £26,490 from earmarked reserves to support its net expenditure. Looking forward to 2020/21, the proposal included in the estimates is that this committee will use £16,150 from earmarked reserves.

7.2 The table below provides a summary of the DRAFT Original Estimate for 2020/21 together with the budgeted impact on the relevant earmarked reserves. Also detailed is a summary of the reasons for the movements on the earmarked reserves

	<b>DRAFT Original Estimate 2020/21</b>	<b>Reason for Movement on Earmarked Reserve</b>
<b>Committee Net Cost of Services</b>	<b>380,540</b>	
PLBAL/H234: Building Regulation Reserve	-16,150	Any surplus or deficit on the ringfenced fee-earning element of the Building Control service must be set aside in an earmarked reserve. Any surplus can then be used in future years/off-set against past deficits – or likewise any deficit must then be recovered in future years/off-set against past surpluses.  In 2020/21 it is forecast that the service will be in a deficit position, with £16,150 being released from the earmarked reserve to support the service. The forecast deficit position is to be further reviewed by the Corporate Management Team over the coming months.
<b>Committee Net Cost of Services after Movements on Earmarked Reserves</b>	<b>364,390</b>	

8 KEY VARIATIONS

8.1 The net expenditure for this committee has decreased from £365,540 by £1,150 to £364,390 after allowing for associated movements on earmarked reserves. The main reasons for this net decrease are summarised in the table below.

Description	Variance Original Estimate 2019/20 to DRAFT Original Estimate 2020/21
<p><b><u>PLANG: Planning Control &amp; Enforcement</u></b>                      The original estimate at 2019/20 included depreciation costs relating to the planning portal capital scheme. It is now anticipated that the scheme will not be completed in 2019/20 and as year one depreciation costs are charged in the financial year after completion of the scheme, the estimate has been reduced for 2020/21 by <b>-£5k</b>.</p> <p>The planning fee income estimate is based on a 3-year average. Following analysis of income received in the 2016/17-2018/19 financial years the budget has been reduced by <b>£12k</b> for the 2020/21 estimate.</p>	7,370
<p><b><u>Support Service Costs</u></b>                      There is a net increase in support service costs charged to the committee following changes to various departmental cost allocations.</p>	9,270
<p><b><u>ECPLA: Economic Development and Planning Department</u></b>                      As part of the pension contributions there has historically been a payment towards the recovery of the deficit on the pension scheme. However, the latest actuarial valuation has indicated a surplus position for this council and has resulted in a switch from additional contributions to the pension scheme, to the council now receiving a share of the surplus indicated in the last actuarial valuation.</p> <p>This has resulted in a variance of -£35k for this department which has offset other inflationary increases relating to departmental salary, national insurance and superannuation costs of £17k.</p>	-17,690



9 RISK ASSESSMENT

9.1 The approval of this report may have the following implications

- Resources: approval of the original budget for 2020/21 would see a decrease in net expenditure of £11,490 compared with the original budget for 2019/20 or £1,150 after allowing for movements on earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the

10 RECOMMENDED THAT COMMITTEE

10.1 Approve the revenue original estimate for 2020/21 and submit this to the Special Policy and Finance Committee.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PD3-20/VT/AC  
16 December 2019

For further background information please ask for Valerie Taylor

BACKGROUND PAPERS - None

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PLANNING & DEVELOPMENT COMMITTEE

Agenda Item No. 9

meeting date: THURSDAY, 9 JANUARY 2020  
title: LOCAL DEVELOPMENT PLAN BUDGET REQUIREMENTS  
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING  
principal author: COLIN HIRST, HEAD OF REGENERATION AND HOUSING

## 1 PURPOSE

1.1 To consider the budget implications for progressing the update of the Local Plan.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To deliver a coordinated approach to planning through up to date planning policies.
- Corporate Priorities – To protect and enhance the existing environmental qualities of the area to match the supply of homes in our area through the identified housing needs.
- Other Considerations – To take actions that demonstrate the Council is a well-run authority.

## 2 BACKGROUND

2.1 Members will be familiar with the Council's statutory duties to have in place up to date Local Plan coverage that reflects both National legislation and National planning policy. The planning system is based upon a plan led system to ensure that the most sustainable forms of development possible are delivered and infrastructure can be planned for in the most effective way. Up to date Development Plans ensure that development and investment decisions are delivered effectively and development is directed to the most suitable locations and that the wider environment is protected with any effects of development mitigated as far as possible.

2.2 Local Plan policies are intended to assist in determining planning applications and to provide the opportunity for Local Planning Authorities (LPAs) to plan for the development of the area. It is not a function of the Local Plan to stop development rather it is the role of the plan to facilitate the National policy for delivering sustainable development.

2.3 The Local Development Framework (LDF) for the borough currently comprises the Core Strategy (adopted December 2014), the recently adopted Housing and Economic Development Plan Document (HEDDPD) which sits alongside the Core Strategy and the Longridge Neighbourhood Plan (adopted April 2019). Both the Core Strategy and the HEDDPD were produced using the relevant legislation of the time and both under the policy background of the 2012 National Planning Policy Framework (NPPF). The Core Strategy is approaching its five year anniversary. There is a commitment to review the housing requirements set out in the Core Strategy within five years of adoption which is consistent with the requirements of national policy and good practice.

2.4 Members considered a report dealing with the review of the Core Strategy at the meeting of this committee held on the 28 November 2019. Minute 443 refers. Prior to this, members also considered a report on the Local Development Scheme (LDS), the tool by which the

council sets out its plan making intentions and programme. This report was considered at the meeting of this committee held on the 15<sup>th</sup> October 2019, Minute 297 refers.

2.5 This report sets out details of the budget provision that will be necessary to take forward the Local Plan update in accordance with the committee’s previous resolutions with regard to the progressing a local plan update.

### 3 THE PLAN MAKING PROCESS

3.1 The initial LDS has identified the following broad timeframe in relation to the key stages of the process:

1. Regulation 18 - Evidence production and issues and options (Regulation 18) by September 2020.
2. Regulation 19 - Publication stage by February 2021
3. Regulation 22 - Submission stage by May 2021
4. Regulation 22 - Examination in Public by summer 2021
5. Anticipated receipt of Inspector’s report – February 2022
6. Adoption June 2022

3.2 These steps will need to be kept under regular review as experience has shown timeframes can readily be influenced by many factors including changing national policy, additional time to consider and respond to representations, or new evidence to be taken into account. Often these elements are outside the control of the Council. In general whilst the early stages can be programmed to reflect the timeframe, beyond Regulation 18 stage the process is more reactionary to the issues raised which may lead to additional work and expenditure.

3.3 To produce the plan the Council will need to ensure its evidence base is up to date. At present, the Council has undertaken work to establish its economic baseline, has undertaken town centre health checks and is currently progressing the Strategic Housing and Economic Needs study to establish a housing requirement. Evidence in relation to housing delivery has also been published and monitoring is undertaken on a regular basis. The preparation of an up to date and published evidence base is an ongoing process and whilst the wider evidence base will continue to be refreshed, a number of key areas will be focused upon to help inform the Regulation 18 issues and options stage as a starting point. The table below sets out those key areas of evidence to be produced together with the anticipated approach in terms of in-house or consultancy delivery.

Table 1 – Preparation of Key Evidence Base

<b>In-house resource</b>	<ul style="list-style-type: none"> <li>• Employment Land Review</li> <li>• Strategic Housing and Employment Land Assessment (including call for sites)</li> <li>• Public open space</li> <li>• Housing Land Availability</li> <li>• Transport issues</li> <li>• Infrastructure Delivery Plan</li> </ul>
<b>Consultancy</b>	<ul style="list-style-type: none"> <li>• Employment Land Requirements</li> <li>• Sustainability Appraisal/SEA/HRA</li> <li>• Retail base data and requirements</li> <li>• Strategic Flood Risk Assessments</li> <li>• Landscape – visual impact assessments</li> <li>• Whole plan viability</li> <li>• Leisure Economy including Accommodation Needs</li> </ul>

- 3.4 These key pieces of the evidence base will be used to identify the broad issues and options to inform the plan review. Additional work in relation to specific topics will also need to be covered as information from the evidence base is translated into identifying the issues and relevant options to deal with them. The ability to deliver in-house will be governed by capacity and broader expertise, however seeking to undertake as much work as possible in-house will help keep overall costs of the process down. As members will be aware the core planning policy staff comprises a Senior Planning Officer and Assistant Planning Officer supported by a recently revised Planning Assistant post to support the policy function. As previously, it is anticipated that staff resources from other teams across the council will be required to provide support in key areas of expertise in addition to the core planning policy team. Some areas of the work however will require more specialist knowledge and with this in mind the proposed outsourcing of key elements of the evidence base are identified. Other areas of work may come forward as the process moves on and gaps in information are identified. Appendix A provides an overview of the anticipated costs that are likely and Members are asked to consider the resource implications of this.
- 3.5 In addition to the production of the evidence base there are pre-determined stages and requirements as part of the process itself that the Council would need to fund. These relate broadly to the consultation stages, including mailing, advertising and distribution of material, publicity, document production. Room hire and support costs to deliver these functions will also need to be addressed together with any additional consultancy identified as the process moves on. The indication of the baseline costs set out in Appendix A takes account particularly of savings where possible with efficiencies generated through increasing use of electronic communications, publishing more documents electronically and the use of in-house staff and facilities such as GIS. Costs will however need to be kept under review, as the programme has been developed to be as cost effective as possible. Some neighbouring authorities who are dealing with similar programmes have identified costs between £450,000 and £500,000.
- 3.6 As Members will see from Appendix A over the proposed plan programme it is estimated that a budget provision of some £300,000 will be necessary to progress and update the Local Plan. Costs will remain subject to review in the knowledge that some areas of the process and their related costs are governed by the response and challenges generated. The final costs are likely to change. A key cost of significance, is the extent and nature of the Examination in Public which is difficult to forecast at this stage and will be dependent on the nature of the Examination. An estimate has been included but this will need to be revisited as we get a clearer understanding of the challenges to be examined following the response to the consultation at Regulation 19 stage which provides the basis for the issues the Inspector will examine. As currently identified, the financial profile would be 2020/21 £190,000; 2021/22 £108,000; and 2022/23 £2000 giving a total of £300,000.

## 4 RISK ASSESSMENT

### 4.1 The approval of this report may have the following implications:

- Resources – The Council has a duty to put in place up to date local planning policies. It is also required to review its Local Plan within five years of adoption and where it is identified that an update is required to put in place the measures to update its plans and policies as effectively and efficiently as possible. The report identifies that to address the programme as set-out a budget of £300,000 is estimated to be required over the three-year programme for the work identified at Appendix A. This relies on a significant element of the evidence work being carried out in-house and it should be noted that issues arising through the preparation of the plan may require additional funding. The report notes that initial stages of the plan will reflect the intended programme and are generally under the control of the Council. Future stages are

dependent upon the extent and nature of challenge that comes forward, any changes in national policy or a need to refresh evidence that may arise. This will need to be carefully monitored and may result in Members being asked to consider additional resource requirements throughout the process.

The proposed budgets for 2020/21 included in the budget reports for this Committee do not allow for any of the additional costs shown at Appendix A. At this stage the budget reports include only internal staffing costs in respect of the Local Plan. This growth request will need to be considered by Policy and Finance Committee.

- Technical, Environmental and Legal – The Council is required to review and keep up to date its planning policies. Where policies are out of date decisions on planning applications will be made in accord with the NPPF, thereby reducing the opportunity for the Council to influence planning decisions.
- Political – There is great public interest in planning issues.
- Reputation – None.
- Equality & Diversity – None.

## **5 RECOMMENDED THAT COMMITTEE**

- 5.1 Note the budget proposals set out in this report and at Appendix A and ask Policy and Finance Committee to consider this growth request as part of the Council's annual budget setting process.

COLIN HIRST  
HEAD OF REGENERATION AND HOUSING

NICOLA HOPKINS  
DIRECTOR OF ECONOMIC  
DEVELOPMENT AND PLANNING

### **BACKGROUND PAPERS**

National Planning Legislation, Planning Policy (NPPF February 2019) and Planning Policy Guidance (NPPG September 2019)

Ribble Valley Local Development Scheme, October 2019

Review of the Core Strategy, November 2019

For further information please ask for Colin Hirst, extension 4503.

## LOCAL PLAN BUDGET ESTIMATES

			£		
2020-2021	Regulation 18	Consultants	165,000		
		Consultation	4,000		
		Legal advice *	5,000		
		Print/miscellaneous	1,000		
			<b>175,000</b>		
	Regulation 19	Consultants	5,000		
		Consultation	4,000		
		Legal advice *	5,000		
		Print/miscellaneous	1,000		
			<b>15,000</b>	<b>190,000</b>	
2021-2022	Regulation 22	Consultants	4,000		
		Publication	1,000		
			<b>5,000</b>		
			Examination fees **	85,000	
			Legal advice *	5,000	
			Examination costs	2,000	
			Miscellaneous	1,000	
	Consultancy support	10,000			
			<b>103,000</b>	<b>108,000</b>	
2022-2023		Adoption costs (notices etc)	2,000		
			<b>2,000</b>	<b>2,000</b>	
<b>TOTAL</b>			<b>£295,000</b>		
			<u>Budget Summary</u>		
			2020-2021	190,000	
			2021-2022	108,000	
			2022-2023	2,000	
			<b>300,000</b>		

\* This item relates to ad-hoc legal advice on issues that may arise where specialist input is required

\*\* The estimate for Examination Fees will be subject to reconsideration once the extent of the Examination is known after Regulation 19 consultation.

The schedule excludes Programme Officer Costs as this role is usually filled through secondment. Costs for consultancy are based on best estimate and may be revised.



## Appeal Decisions

Site visit made on 29 October 2019

**by John Braithwaite BSc(Arch) BArch(Hons) RIBA MRTPI**

**an Inspector appointed by the Secretary of State for Communities and Local Government**

**Decision date: 25<sup>th</sup> November 2019**

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### **Appeal Ref: APP/T2350/W/18/3214150**

#### **Great Mitton Hall, Mitton Road, Mitton, Clitheroe BB7 9PQ**

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
  - The appeal is made by Mr K Kay against the decision of Ribble Valley Borough Council.
  - The application Ref 3/2018/0474, dated 23 May 2018, was refused by notice dated 26 July 2018.
  - The development proposed is the erection of a single storey extension to the south of an existing modern extension to Great Mitton Hall, the reconfiguration of the existing patio and railings, the removal of the pointed arch doorway to the southern wall of the modern extension and its replacement with a window, and the re-painting of the existing rendered gable to the Hall.
- 

### **Appeal Ref: APP/T2350/Y/18/3214151**

#### **Great Mitton Hall, Mitton Road, Mitton, Clitheroe BB7 9PQ**

- The appeal is made under section 20 of the Planning (Listed Buildings and Conservation Areas) Act 1990 against a refusal to grant listed building consent.
  - The appeal is made by K Kay against the decision of Ribble Valley Borough Council.
  - The application Ref 3/2018/0468, dated 23 May 2018, was refused by notice dated 26 July 2018.
  - The works proposed are the erection of a single storey extension to the south of an existing modern extension to Great Mitton Hall, the reconfiguration of the existing patio and railings, the removal of the pointed arch doorway to the southern wall of the modern extension and its replacement with a window, and the re-painting of the existing rendered gable to the Hall.
- 

## Decisions

Appeal Ref: APP/T2350/W/18/3214150

1. The appeal is dismissed in so far as it relates to the erection of a single storey extension to the south of an existing modern extension to Great Mitton Hall and to the re-painting of the existing rendered gable to the Hall. The appeal is allowed in so far as it relates to the reconfiguration of the existing patio and railings and the removal of the pointed arch doorway to the southern wall of the modern extension and its replacement with a window.
2. Planning permission is granted for the reconfiguration of the existing patio and railings and the removal of the pointed arch doorway to the southern wall of the modern extension and its replacement with a window at Great Mitton Hall, Mitton Road, Mitton, Clitheroe in accordance with the terms of the application, Ref 3/2018/0474, dated 23 May 2018, and the plans submitted with it, subject to the

condition that the development hereby permitted shall begin not later than three years from the date of this decision.

Appeal Ref: APP/T2350/Y/18/3214151

3. The appeal is dismissed in so far as it relates to the erection of a single storey extension to the south of an existing modern extension to Great Mitton Hall and to the re-painting of the existing rendered gable to the Hall. The appeal is allowed in so far as it relates to the reconfiguration of the existing patio and railings and the removal of the pointed arch doorway to the southern wall of the modern extension and its replacement with a window.

4. Listed building consent is granted for the reconfiguration of the existing patio and railings and the removal of the pointed arch doorway to the southern wall of the modern extension and its replacement with a window at Great Mitton Hall, Mitton Road, Mitton, Clitheroe in accordance with the terms of the application, Ref 3/2018/0468, dated 23 May 2018, and the plans submitted with it, subject to the condition that the works hereby authorised shall begin not later than three years from the date of this decision.

### **Reasons**

5. The main issue is the effect of the proposed works on the architectural and historic interest and significance of Great Mitton Hall, a Grade II listed building.

6. Great Mitton Hall originated in the early 17<sup>th</sup> century. It is constructed in rubble stone under a steep slate roof. Original windows are mullioned and the south-east gable end is buttressed and rendered. This gable has mullioned windows at all four floor levels; a four light window at basement level, a fourteen light window at ground floor level, a seven light window at first floor level, and a five light window at attic level. At the east corner of the building, adjoining the south-east gable, is a turret with gable roof. The listed building has many other historic features and, to the owner's credit, is well preserved and maintained.

7. Attached to the south-west elevation of the listed building, and set back only slightly from the south-east gable, is a modern single storey extension that is about 7 metres wide and 13 metres long. It has a stone gable but is otherwise rendered under a slate roof. To the left of the south-east elevation of the extension is an arched doorway with chamfered surround. Otherwise the windows in the extension have plain casements. Adjoining the extension, on its south-east side, is a paved terrace with curved railings.

8. The principal element of the proposed works is the erection of a new extension to the extension. It would be about 4.3 metres wide and 2 metres deep, and would be slightly left of centre on the south-east elevation of the existing extension. Other works include the replacement of the arched doorway with a window to match others, reconfiguration of the terrace and railings, and the repainting of the south-east rendered gable end of the original building.

9. The existing extension to the listed building has, at the very best, a neutral effect on the architectural and historic interest of the listed building. Despite its position relative to the distinctive south-east gable of the listed building, it is a simple, restrained, relatively unadorned, structure that doesn't compete with the form and historic detailing of the gable. The principal adornment of the extension is the arched doorway, which, alongside plain casement windows, is incongruous and draws attention away from the gable of the listed building. The replacement of



the doorway with a matching window, in this regard, would be a positive alteration that would benefit the architectural and historic interest of the listed building.

10. The existing extension has a roof pitch significantly lower than that of the listed building; about 24 degrees compared to about 42 degrees. The proposed new extension would have a lean-to roof that would have an even lower roof pitch of about 14 degrees. It would be, consequently, inappropriate and incongruous in form. Furthermore, the extension would be forward of the gable of the listed building and would draw attention to the existing extension and away from the historic gable and its distinguishing fenestration. The new extension would detract from, and would harm, the architectural and historic interest of Great Mitton Hall.

11. The current railings are over-elaborate and replacing them with straight railings would, as is indicated in the Heritage Statement that accompanied the applications, simplify this feature of the immediate surroundings of the listed building. The Statement, with regard to the re-painting of the existing rendered gable to the Hall, states that "By toning down the stark white gable to a stone colour, the Hall will be tonally balanced with the adjacent Church". But white is the traditional colour for painted render and the gable does not need to be 'tonally balanced' with the Church. In this regard there is no justification for the re-painting of the south-east gable end of the Hall.

12. The erection of a single storey extension to the south of the existing modern extension and the re-painting of the existing rendered gable would adversely affect, and would harm, the architectural and historic interest and significance of Great Mitton Hall. These elements of the proposed works conflict with policy DME4 of the Ribble Valley Core Strategy (RVCS). The reconfiguration of the existing patio and railings and the removal of the pointed arch doorway to the southern wall of the modern extension would not harm the architectural and historic interest and significance of Great Mitton Hall. These elements of the proposed works do not conflict with RVCS policy DME4.

13. Paragraph 196 of the National Planning Policy Framework states that where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset the harm should be weighed against the public benefits of the proposal. The harm that would be caused to the listed building by the new extension and the re-painting of the gable would be less than substantial but there are no public benefits to be weighed against the harm caused.

#### Other matters

14. The dwelling is situated close to the Church of All Hallows, a Grade I listed building, and a cross and a sundial within the churchyard are Grade II listed buildings. The new extension would draw attention to the existing extension and therefore away from appreciation of the group of listed buildings, particularly in views from Mitton Bridge which crosses the River Ribble to the south. However, the harm that would be caused would be negligible. The other elements of the proposed works would not harm the setting of the group of listed buildings.

#### Conditions

15. The Council has suggested conditions that would require the implementation of an approved programme of archaeological investigation, the carrying out of a bat survey and the prior approval of materials. The last two suggested conditions relate to the proposed new extension and are therefore unnecessary. The first

suggested condition could relate to the proposed works to the patio and railings but these works are not likely to require deep digging or the disturbance of ground not previously disturbed. This condition is also not therefore necessary. The only condition necessary, in both cases, is the standard time limit condition.

#### Conclusion

16. The erection of a single storey extension to the south of the existing modern extension and the re-painting of the existing rendered gable would adversely affect, and would harm, the architectural and historic interest and significance of Great Mitton Hall. For these works the appeals have been dismissed. The reconfiguration of the existing patio and railings and the removal of the pointed arch doorway to the southern wall of the modern extension would not harm the architectural and historic interest and significance of Great Mitton Hall. For these works the appeals have been allowed.

*John Braithwaite*

Inspector



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## Appeal Decision

Site visit made on 12 November 2019

**by Darren Hendley BA(Hons) MA MRTPI**

**an Inspector appointed by the Secretary of State**

**Decision date: 26<sup>th</sup> November 2019**

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**Appeal Ref: APP/T2350/W/19/3231274**

**Reed Deep, Whalley Road, Hurst Green BB7 9QJ**

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
  - The appeal is made by Mr Hickey, Roman Developments against the decision of Ribble Valley Borough Council.
  - The application Ref: 3/2018/0685, dated 30 July 2018, was refused by notice dated 17 December 2018.
  - The development proposed is the change of use of agricultural land to a site for 8 no Eco Holiday Lodges and associated parking.
- 

### Decision

1. The appeal is dismissed.

### Procedural Matters

2. The appellant submitted an amended plan with the appeal in response to the Council's reason for refusal concerning highway safety. The appellant then submitted at the Final Comments stage, amongst other documents, a Written Statement on Highway and Transportation Matters (the Highway Statement) in response to the appeal representation made by the Highway Authority (HA). The Procedural Guide, Planning Appeals – England makes it clear, however, that no new evidence is allowed to be submitted at this stage of the appeal, and I appreciate that the Council and the HA have not had the opportunity to comment on the Highway Statement's contents. Notwithstanding this, I have taken this document into account as it does not change the appellant's position in relation to my concerns over highway safety, and so there is no possible prejudice.
3. The Council adopted the Housing and Economic Development - Development Plan Document (2019) during the appeal. In the interests of fairness, the Council and the appellant were given the opportunity to comment on this matter.

### Main Issues

4. The main issues are the effect of the proposal on (i) the character and appearance of the area, including on the setting of the Forest of Bowland Area of Outstanding Natural Beauty (AONB); and (ii) highway safety by way of the proposed access arrangements.

## Reasons

### *Character and Appearance*

5. The appeal site comprises a small field. It also contains a small loose stone area and a container near to the gated access off Whalley Road. A hedgerow encloses the site frontage and there are trees and vegetation alongside its other boundaries. The site is located at the top of rising land in both directions along Whalley Road and the ground levels also fall across the site from the road, roughly in a south westerly direction. It also contains a Public Right of Way (PROW) which traverses its west and southern boundaries.
6. The site is found in an undulating open countryside landscape which contains mainly agricultural land with isolated farmsteads, dwellings and modest sized settlements. The edge of the nearest village to the site, Hurst Green, lies approximately 300 metres away. Directly adjacent to the site in the direction of this settlement is a small area of woodland. Such woodland clumps are also a landscape feature of this area. The site and its environs display the typical characteristics of this Landscape Character Area, Undulating Lowland Farmland with Parkland. The AONB lies on the opposite side of the road to the site. It similarly displays an undulating agricultural landscape with areas of woodland and limited amounts of built development. The site lies in an appreciably attractive rural area.
7. The proposal would involve a layout of 8 holiday lodges and associated infrastructure, including the internal access arrangements, car parking areas and an access with a splayed stone boundary wall. When in use, it would also involve parked vehicles on the site associated with the occupants and with the potential for associated holiday paraphernalia. It would substantially alter the largely undeveloped rural character of the site so that it would be markedly out of keeping.
8. With its location, it would appear detached from Hurst Green, in particular as it would be separated by the woodland area bordering the site and further open land. Where there are buildings that are most apparent from the site, these mainly relate to farm holdings and so, unlike the proposal, would be typically expected in this landscape. In these surroundings, the proposal would be of some scale and constitute a significant encroachment into the open countryside. It would be in stark contrast to the associated landscape character.
9. With the site's close proximity to the AONB, it shares many of its attributes and is noticeably part of its setting. As a consequence, I do not agree that by virtue of the site lying just beyond the boundary that it limits its intrinsic value in this regard or that the proposal would not unduly impact on its natural beauty because it lies outside of this nationally protected designation. When observed from Whalley Road, the site does not have appreciably less of a landscape value than the AONB. Accordingly, the proposal would also harm its setting, and so it would not conserve and enhance its natural beauty. In this context, the proposal would fundamentally alter the AONB character in the vicinity of the site, even if the broader effects across the designation would be more limited.
10. In respect of the visual impacts, the proposal would be experienced by users of the road including the associated footway, as well as the PROW. Whilst this

may be only for a short duration and the topography may limit wider effects, it would be prominent and visually intrusive during the period of time that it would be experienced in comparison to its more undeveloped rural location.

11. The design of the lodges in attempting to utilise the landform and grassed roofs would be somewhat unusual and this, in itself, would be likely to draw attention to that they would be untypical. Further tree planting and landscaping would not address that the incursion of the built aspects of the proposal onto the site would be out of character and so they would be unlikely to be effective in blending the proposal into its surroundings. In respect of other examples of holiday accommodation in the AONB and the countryside, these do not alter my views because the effect on character and appearance is dependent on the particular site circumstances and the development.
12. I conclude that the proposal would have an unacceptable effect on the character and appearance of the area, including on the setting of the AONB. As such, it would not comply with Key Statement EN2, and with Policies DMG1, DMG2 and DMB3 of the Ribble Valley Borough Council Core Strategy 2008-2028 (2014) where they are concerned with protecting and enhancing the landscape and character of those areas which contribute to the setting and character of the AONB, that development is to be of a high standard of design and that within the open countryside tourism development is to be in keeping with the landscape, amongst other considerations.
13. It would also not accord with the National Planning Policy Framework (Framework) where it states that great weight should be given to conserving landscape and scenic beauty in AONBs which, along with other protected designations, have the highest status of protection in relation to landscape and scenic beauty. It would also not accord with the Framework where it concerns achieving well designed places.

#### *Highway Safety*

14. Visibility from where access would be taken off Whalley Road would be restricted, especially to the west of the site towards Hurst Green. This is due to a bend and a dip in the road before it rises up to the site access. The HA has stated that based on the traffic survey with the planning application, a visibility splay of 2.4 metres (m) x 120 m would be required. On the basis of the plans that were before the Council at the time of its decision, the splay to the west fell short by 40 m.
15. The amended plan that was submitted with the appeal sought to improve the visibility to the west to meet the required standard. In order for this to be achieved would involve land outside of the site boundary. The HA pointed out that the appellant has no apparent control over this land and, as I observed on my site visit, it contains vegetation that obscures visibility
16. The Highway Statement submitted with the Final Comments includes updated traffic survey data, and a review of the existing site line access, forward safe stopping and accidents. The traffic survey data indicates that the speed of vehicles along Whalley Road is slightly less than the survey submitted with the planning application. Whilst this would result in a reduced length of the required sightlines from the access, the Highway Statement acknowledges this would still not achieve the visibility splay to the west under the standards that the HA applied but would do so if Manual for Streets standards are used.

17. Deciding what standards are appropriate depends on the particular site circumstances. In this case, especially with the road characteristics to the left of the access, great caution has to be applied in deviating from the standards that the HA has utilised. The HA has already accepted that the required visibility splay can be based on substantially less than the speed limit of the road and I consider that to apply further reductions in visibility splay requirements would have the potential to raise significant safety concerns as it would result in insufficient visibility with traffic on the road approaching from a westerly direction. As a consequence, the proposed means of access would not be considered to be safe for the vehicles that would use it.
18. I have considered the traffic generation figures that have been presented but they does not sufficiently allay my concerns with the potential for highway safety related incidents. As regards the lack of recorded accidents along the road, this would not account for the potential safety issues arising at the access from the vehicle movements associated with the proposal itself. In relation to the potential for mitigation concerning signage or preventing overtaking along this stretch of Whalley Road, there is not the information before me which provides satisfactory assurance that such measures would be likely to be implemented, even if I was minded to allow the appeal. In coming to my views, I have had regard to the totality of the highway evidence before me.
19. I conclude that the proposal would have an unacceptable effect on highway safety by way of the proposed access arrangements. Therefore, it would not comply with Policy DMG1 of the CS where it concerns ensuring that safe access can be provided to accommodate the scale and type of traffic likely to be generated, amongst other considerations, and with Key Statement DMI2 as far as this concerns highway safety matters.
20. It would also not comply with the Framework where it states that development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.

### **Planning Balance**

21. There is no dispute between the appellant and the Council that the proposal would not be in conflict with Policy DMG2 in so far as that, in principle, it would provide for small scale tourism and recreational development in a rural area, and with Policy DMB3 as far as that it would be reasonably well located to a settlement/village. Such policies are not, though, unqualified and in relation to the character and appearance matters that I have set out, they do not lend support to the proposal.
22. The proposal would bring economic and employment benefits, as are detailed in the appellant's Business Plan and there is no dispute that the Council views tourism as a primary strand of its economic development. The Framework also supports the rural economy. In the case of tourism and leisure developments this is, however, subject to respecting the character of the countryside. The proposed lodges are also intended to be energy efficient. In also having regard to the size of the scheme, these benefits would be on a moderate scale.
23. Concerning a lack of undue effects on the living conditions of the occupiers of the nearest neighbouring properties, trees, ecological interests and utilities,

these are neutral matters. The same applies as regards an absence of an effect on the nearest designated heritage asset, the Cross Gills Farmhouse.

24. I have also been referred to the Framework's economic, social and environmental objectives. These are not, though, criteria against which every decision can or should be judged, as the Framework makes clear. I have referred to the relevant factors which they contain within my decision.
25. In relation to the adverse impacts, the harm that would be caused to the character and appearance of the area, and highway safety, attracts significant weight in my decision. Accordingly, so does the conflict with the planning policies and the Framework that I have set out. On an overall basis, the benefits that would arise would not outweigh the harm.

### **Conclusion**

26. I have considered all matters that have been raised, but the benefits that would arise would not outweigh the harm caused by the proposal with regard to the character and appearance of the area, and highway safety. The proposal conflicts with the development plan as a whole and there are no material considerations to outweigh this conflict. Hence, the appeal should be dismissed.

*Darren Hendley*

INSPECTOR



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## Appeal Decisions

Site visit made on 29 October 2019

**by John Braithwaite BSc(Arch) BArch(Hons) RIBA MRTPI**

**an Inspector appointed by the Secretary of State**

**Decision date: 28 November 2019**

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### **Appeal Ref: APP/T2350/W/19/3225804**

#### **Sabden House, Wesley Street, Sabden, Clitheroe**

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
  - The appeal is made by Mr James Parkinson against the decision of Ribble Valley Borough Council.
  - The application Ref 3/2018/1076, dated 6 November 2018, was refused by notice dated 9 January 2019.
  - The development proposed is demolition of existing timber framed conservatory and erection of new timber framed conservatory.
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### **Appeal Ref: APP/T2350/Y/19/3225805**

#### **Sabden House, Wesley Street, Sabden, Clitheroe**

- The appeal is made under section 20 of the Planning (Listed Buildings and Conservation Areas) Act 1990 against a refusal to grant listed building consent.
  - The appeal is made by Mr James Parkinson against the decision of Ribble Valley Borough Council.
  - The application Ref 3/2018/1006, dated 6 November 2018, was refused by notice dated 9 January 2019.
  - The works proposed are demolition of existing timber framed conservatory and erection of new timber framed conservatory.
- 

## **Decisions**

1. The appeals are dismissed.

## **Reasons**

2. Sabden House is a former parsonage to the nearby Church of St Nicholas. The detached dwelling and the Church are Grade II listed buildings and are situated in the Sabden Conservation Area (SCA).

3. The main issues are the effect of the proposed conservatory on: first, the character and architectural and historic interest of Sabden House; and second, the setting of the listed buildings and the appearance of the SCA.

The first issue – the architectural and historic interest of Sabden House

4. Sabden House was built in 1847 but was extended and altered in the late 20<sup>th</sup> century. The original two storey villa is in regular coursed sandstone with ashlar dressings under a hipped slate roof. The three bay west frontage has, at its centre, a single storey flat roofed porch with shallow arcading to the eaves and pilastered corners. In the west elevation of the porch is a single-light circular arched-head window and either side of the porch, at both floor levels, is a pair of



tall two-light mullioned circular arched-head windows in stone surrounds. Extending to the north is a raised two-storey 20<sup>th</sup> century addition to the original rectangular villa. The existing conservatory, which is mentioned in the listing description, is attached to the north elevation of the original villa and to the west elevation of the addition. It has a pitched glazed gable roof.

5. The proposed conservatory would be in the same position as the existing conservatory. It would be slightly wider but this is inconsequential. It would have a flat roof with a glazed hipped lantern light. The glazed elevations above a low stone plinth would be rectangular glazed panels. The slightly extended parapet entablature would have shallow arcading to reflect the detailing of the porch to the main part of the dwelling. The west elevation of the conservatory would be set back from the corner of the dwelling by about one metre.

6. A significant feature of the listed building is the low ratio of window to wall. This is clearly apparent in the west elevation of the building where small windows sit within large areas of coursed sandstone. These windows, furthermore, have distinctive vertical proportions and round arched lights. Overall, the dwelling has a plain and restrained character. The design of the conservatory does, to some degree, reflect the design and detailing of the listed building. But the result is an addition to the dwelling that would have a 'heavy', bordering on dominant, character. This is mostly due to the incorporation of large rectangular glazed panels and doors beneath an entablature about 0.6 metres high. These elements of the design do not reflect features of the listed building. The proposed conservatory is over designed and would detract from the character, architectural and historic interest, and significance, of the listed building. The proposed development thus conflicts with Ribble Valley Core Strategy policy DME4.

7. The proposed conservatory would replace a conservatory that is harmful to the architectural and historic interest of the listed building, for different reasons. But the existing conservatory does have the virtue of being 'light' in character and its design is suitably restrained. The harm to the significance of the listed building would be less than substantial but, with regard to paragraph 196 of the National Planning Policy Framework, there are no public benefits that outweigh the harm.

The second issue - the setting of the listed buildings and the appearance of the SCA

8. The proposed conservatory, given its position to the north of the porch to the dwelling, would not be visible from the churchyard of the Church of St Nicholas or from the majority of the SCA. Given also that the conservatory would replace the existing conservatory, the proposed development would not adversely affect the setting of the listed buildings, the appearance of the SCA, or the significance of these heritage assets. The proposed conservatory would not, in this regard, conflict with Ribble Valley Core Strategy policy DME4.

Conclusion

9. The proposed conservatory would harm the character and architectural and historic interest of Sabden House and, for this reason and despite the lack of harm to the setting of the listed buildings and the appearance of the SCA, planning permission and listed building consent must be withheld.

*John Braithwaite*

Inspector

**MINUTES OF THE  
DEVELOPMENT PLAN WORKING GROUP  
HELD ON WEDNESDAY 25 SEPTEMBER 2019 @ 2.30pm**

PRESENT:

Councillor Alison Brown (Chair)	Nicola Hopkins
Councillor Judith Clark	Colin Hirst
Councillor Richard Sherras	
Councillor Noel Walsh	
Councillor Jim Rogerson	
Councillor Robert Thompson	

APOLOGIES

None received.

MINUTES

The minutes of the meeting held on 27 June 2018 were agreed as a correct record.

Cllr Sherras asked about the service offered by PINS to give a 'sound' judgement on housing numbers – valid for 12 months – if the Local Authority submits it to them.

Colin will check with Wyre for feedback on this service as they are an authority that have done it.

HED DPD UPDATE

Colin reported that the Inspector's report had been received and the outcomes would be reported to P & D on 3 October 2019 for information. The plan had been found sound subject to the modifications being made. The Inspector had not made comments on individual submissions and had not assessed the 5 year supply issue, only commented that monitoring needed to be in place.

The report had been published on the website and sent to libraries and a notice to those parties who had expressed an interest in being notified.

The HED will go to full Council on 15 October 2019 for adoption after which there would be a 6 week High Court challenge period before formal adoption.

STRATEGIC HOUSING AND ECONOMIC NEEDS ASSESSMENT (SHENA)

Colin reported that Turley Associates had been appointed as consultants to carry out this work. A report would be submitted to P & D on 3 October 2019 on progress made and to agree a timetable to consult on the findings. The assessment includes a housing requirement figure. The summary findings based on the baseline figure standard methodology = 148; to support job support/economic impact the uplift = 248; to keep continuing growth it would need to be nearer the existing figure of 280. A 6 week consultation would be undertaken to inform the Council's consideration of it's housing requirement.

REVIEW OF LOCAL PLAN

The review of the Local Plan has to be completed by December 2019.

The review will consider what is missing from the Plan; what needs adding; what has been challenging; where it identifies with National Policy; where it is compliant with National Policy; and whether a partial or complete update will be required.

## UPDATE OF LOCAL DEVELOPMENT SCHEME

Nicola recommended the option of a complete update in order to bring all parts of the plan together. It would be a 12 month process to get to consultation stage for Reg 18 with a target for proposed adoption by March 2022.

Budget requirements for the update will be considered by P & D committee on 31 October 2019 and P & F committee on 19 November 2019.

Nicola also proposed to have several Supplementary Planning Documents to support the policies in the Plan eg types of housing (affordable/extra care/for younger people/rented). These would be easier to update when required without having to go through the consultative plan process.

An up to date Housing Land Statement would be reported to P & D on 31 October 2019 and a new housing figure would be considered by Council on 17 December 2019.

## DATE OF NEXT MEETING

Provisionally arranged for Tuesday 12 November 2019 at 4pm in the Level D meeting room (Turleys to be invited)

The meeting closed at 4.00pm

**MINUTES OF THE  
DEVELOPMENT PLAN WORKING GROUP  
HELD ON WEDNESDAY 13 NOVEMBER 2019 @ 2.00pm**

PRESENT:

Councillor Alison Brown (Chair)	Nicola Hopkins
Councillor Judith Clark	Colin Hirst
Councillor Richard Sherras	Phil Dagnall
Councillor Noel Walsh	Rachel Horton
Councillor Jim Rogerson	
Councillor Robert Thompson	

APOLOGIES

None received.

MINUTES

The minutes of the meeting held on 25 September 2019 were agreed as a correct record.

Colin gave feedback on Wyre's application to use the PIN's service.

HED DPD UPDATE

The HED was approved by full Council on 15 October 2019 for adoption. We are now in the 6 week High Court challenge period before formal adoption. Assuming no challenges are received the next stage will be to update the proposals map and publish.

STRATEGIC HOUSING AND ECONOMIC NEEDS ASSESSMENT (SHENA)

Anthony Pollard and Andrew Lowe from Turley Associates attended the meeting to give a presentation on their work carried out so far on the SHENA.

The assessment includes a housing requirement figure. The summary findings based on the baseline figure standard methodology = 148; to support job support/economic impact the uplift = 248; to keep continuing growth it would need to be nearer the existing figure of 280. There needs to be a pragmatic and balanced approach with a robust figure that will not be constantly challenged.

The assessment looks at

- Overall need
- Size & type of housing needed
- Affordable housing need
- Specific housing needs of different groups

Anthony explained how the demographic baseline is calculated; then adjusted to reflect affordability based on workplace earnings. Other circumstances such as past delivery and demand are also considered.

In the 4 year period 2014 – 18 the population is now what was projected by 2029 – best to be forearmed.

Completions on permissions given have been relatively strong but these will peak this year then drop. The supply needs to be kept up to meet the Governments required numbers of 300,000 across the country.

In the Core Strategy the figure of 280 dwellings per year was used. What aspects have changed over the past 5 years need to be examined. A lower level of provision will have a long-term impact on population type in Ribble Valley – more over 65's and less 16 – 15's. It will also have an impact on job growth and actively discourage investment and intensify labour shortage.

2/3 bed houses reflect current tendencies.

Members asked questions with regard to retirement villages and/or supported living. There is a strong representation of older people that is likely to grow over the plan period. This would be a fertile area to develop housing.

There is a continued need of 88 units per year of affordable housing – this is currently very successful with S106 agreements.

There is a sustained need to provide for people with disabilities as shown by DFG applications.

Other policies that need including are

- Self build (12 on the expressed interest register)
- Gypsies/travellers

Responses to the 6 week consultation will be considered (closing date 18 November 2019) and will form part of the report to be presented to Planning & Development committee on 28 November 2019.

A copy of the presentation be circulated to members for their information.

#### REVIEW AND UPDATE OF LOCAL PLAN

A report will be presented to Planning & Development committee on 28 November 2019 regarding the 5 year review to include

- Policy gaps (including self-build and holiday lets)
- NPPF gaps
- Evidence gaps
- Cost implications

#### DATE OF NEXT MEETING

To be arranged when required

The meeting closed at 3.15pm