

Local Government Act 1972

Whalley Parish Council

Members of the Council, you are summoned to a Meeting of the Parish Council to be held on
Thursday 21st November 2024 in the Calder Room, Whalley Old Grammar School at 7.30pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

Agenda

Agenda items should be submitted to the Clerk seven clear days before the meeting.
The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days
before the meeting.

1.	Attendance & Apologies	
	To record attendance and to receive apologies for absence.	
2.	Declaration of Interests	
	To receive declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	
3.	To Approve the Minutes of the Previous Parish Council Meeting	
	To approve and confirm the accuracy of the Minutes of the meeting held Thursday 17 th October 2024.	
4.	To Receive the Minutes of other Committees/Meetings	
	To receive the minutes of the Planning Committee Thursday 17 th October 2024.	
5.	Whalley Parish Council Casual Vacancy	
	A casual vacancy has arisen for the role of a parish councillor. As no election has been requested, as per the Representation of the People Act 1983, the council may fill the position by co-option. To discuss WPC intention to fill the vacancy and encourage interested residents to consider applying.	
6.	To Adjourn the Meeting for Public Discussion	
	To adjourn for members of the public wishing to speak at the meeting in respect of items on the agenda or to update on relevant village matters. (5 mins per person)	
7.	Monthly Financial Report	
	7.1 To Authorise Accounts, Payments, Receipts & Balances for November 2024. 7.2 To agree for contractual and approved payments to be made in December and ratified at the next Parish Council meeting in January 2025.	
8.	CPRE Membership	
	To review and consider renewing membership with CPRE (Campaign to Protect Rural England) at £60 per annum.	

9.	Precept Budget Meeting	
	To discuss any items recommended to the Council to be included in the Precept Budget Meeting to be held 28 th November 2024.	
10.	WPC Grant Policy	
	To consider, review and approve WPC Grant Policy.	
11.	Grant Application	
	To discuss and consider the grant application received from Elevenses to replace 4 x tables at a cost of £376.66.	
12.	Speeding Awareness/Joint Working Group/Traffic Matters	
	12.1 To receive an update on speed awareness/prevention measures in Whalley/ to receive SpID Report LC27 70 Mitton Road (inbound) October 2024. 12.2 To discuss the reply received from Highways re Wiswell Lane and the request for a Highways review.	
13.	Planning Permission Whalley Sports Park	
	To receive an update on the preparation of the planning application for the Sports Park.	
14.	Remembrance Sunday 10th November 2024	
	To receive reports on the Remembrance Sunday events.	
15.	Consultation on introducing remote attendance and proxy voting	
	Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances. The consultation seeks responses from Council at all tiers of government. The consultation will last for 8 weeks from 24 October 2024. https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/	
16.	Partnership Meetings	
	To receive reports from Borough/County Councillors and partnership meetings Councillors have attended which impact on the Parish e.g., LCC, RVBC, Parish Liaison, Police Partnership meeting updates. 16.1 Ribble Valley Playing Fields Strategy (GM) 16.2 Whalley Cumulative Impact Assessment (GM & JT) Licensing Committee Meeting 29/10/2024 16.3 RVBC Pavement Licensing Policy (GM)	
17.	Reports by Cllrs & Clerk as INFORMATION only – Not for debate	
	Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item. <ul style="list-style-type: none"> • Rural Bulletins • Whalley Queen St RAG Reports 	

	<ul style="list-style-type: none"> • Trading Standards/Consumer Alerts • RVBC Updates • Neighbourhood/Stay In The Know/Crome Figures October updates • Lancashire Parish and Town Council Conference Saturday 2 November • Waste Bins - King Street Whalley - verbal update • Ribble Valley Energy Saving Week • Whalley News items -GM • LCC Parish & Town Council Conference and Lancashire Association of Local Council's AGM, Parish and Town Council Conference slides – RV • NALC Executive Bulletin • Lancashire Safeguarding Adults Week • Home Safety for Dementia • Be a Councillor – toolkit • Hellicliffes submission update • CPRE • Springwood Drive resident email • Christmas Lunch Club Funds Grant 2024 - applications until Friday December 13th December 2024 	
18.	Next Meeting Date	
	To approve the next meeting date of Thursday 16 th January 2025 at 7.30pm to be held at Whalley Old Grammar School.	

AGENDA ITEM 3 (4 PAGES)

Local Government Act 1972

Whalley Parish Council

Members of the Council, you are summoned to a Meeting of the Parish Council to be held on
Thursday 17th October 2024 in the Calder Room, Whalley Old Grammar School at 7.30pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

Minutes

Agenda items should be submitted to the Clerk seven clear days before the meeting.
The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days
before the meeting.

1.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cllr Carlton, Cllr Highton (Chairman), Cllr Mirfin, Cllr Threlfall, Cllr Vickers. Apologies: Cllr Smith. In Attendance: Liz Haworth (Clerk) 3 members of the public.	2646/24
2.	Declaration of Interests	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	2467/24
3.	To Approve the Minutes of the Previous Parish Council Meeting	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Thursday 19 th September 2024.	2468/24
4.	To Receive the Minutes of other Committees/Meetings	
	It was resolved to receive the minutes of 4.1 WPC Planning Committee Thursday 19 th September 2024. 4.2 WWBJBC Committee Wednesday 10 th July 2024.	2469/24 2470/24
5.	To Adjourn the Meeting for Public Discussion	
	The meeting was adjourned for members of the public wishing to speak at the meeting in respect of items on the agenda or to update on relevant village matters. (5 mins per person) Whalley Railway Station – all services running as normal. The Dales Rail timetable may be under review for the winter months. WIB are managing the planters. The sign has been placed back on the railway bridge. Electrics yet to be resumed.	2471/24
6.	Monthly Financial Report	
	It was resolved to Authorise Accounts, Payments, Receipts & Balances for October 2024.	2472/24

	<div>Whalley Parish Council Approved Minutes Ref No:</div> <table><thead><tr><th>Chq No.</th><th>Date</th><th>Inv no.</th><th>Payee / Payer</th><th>Description</th><th>NW Curr £</th><th>NW QE2 £</th><th>Skipton £</th><th>Total £</th></tr></thead><tbody><tr><td>DD</td><td>01/10/2025</td><td></td><td>Easy Web</td><td>Website/Email Services</td><td>(86.75)</td><td></td><td></td><td>(86.75)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td></td><td>E Haworth</td><td>Salary/Expenses/Mileage</td><td>(1,182.61)</td><td></td><td></td><td>(1,182.61)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td></td><td>HMRC</td><td>ITE206 NI£30.56 ENI£92.74</td><td>(409.30)</td><td></td><td></td><td>(409.30)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td></td><td>E Haworth</td><td>Reimbursement Cable Ties</td><td>(16.58)</td><td></td><td></td><td>(16.58)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td>108072</td><td>E Haworth</td><td>RBLI/Tommy Lamp Post Signs</td><td>(215.98)</td><td></td><td></td><td>(215.98)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td>602</td><td>Abbey Gardening Services Ltd</td><td>Parish Churchyard (September)</td><td>(418.80)</td><td></td><td></td><td>(418.80)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td>607</td><td>Abbey Gardening Services Ltd</td><td>Vale Gardens (September)</td><td>(327.60)</td><td></td><td></td><td>(327.60)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td>171469</td><td>RVBC</td><td>Temp Road Closure</td><td>(47.67)</td><td></td><td></td><td>(47.67)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td>2E+08</td><td>E-On Next</td><td>Vale Gardens Electricity</td><td>(16.96)</td><td></td><td></td><td>(16.96)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td>251124-1</td><td>SLCC</td><td>Membership Renewal</td><td>(188.00)</td><td></td><td></td><td>(188.00)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td>251194-1</td><td>SLCC</td><td>Principal Member</td><td>(9.17)</td><td></td><td></td><td>(9.17)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td>JM2748</td><td>WEF</td><td>Room Hire</td><td>(28.00)</td><td></td><td></td><td>(28.00)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td>38</td><td>Altham Parish Council</td><td>King St SpID</td><td>(163.30)</td><td></td><td></td><td>(163.30)</td></tr><tr><td>Bankline</td><td>21/10/2024</td><td>23916</td><td>Tree Check</td><td>Tree Report Parish Churchyard</td><td>(300.00)</td><td></td><td></td><td>(300.00)</td></tr><tr><td>TRF</td><td>21/10/2024</td><td></td><td>Tees WPC</td><td>Skipton BS</td><td>(25,000.00)</td><td></td><td>25,000.00</td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>Movement in Month</td><td></td><td>(28,410.72)</td><td>0.00</td><td>25,000.00</td><td>(3,410.72)</td></tr><tr><td></td><td></td><td></td><td>Cash Book Balance at START of Month</td><td></td><td>68,854.13</td><td>1,095.00</td><td>56,705.68</td><td>126,654.81</td></tr><tr><td></td><td></td><td></td><td>Cash Book Balance at END of Month</td><td></td><td>40,443.41</td><td>1,095.00</td><td>81,705.68</td><td>123,244.09</td></tr></tbody></table> <div>Bank Reconciliation</div> <table><thead><tr><th></th><th>NW Curr £</th><th>NW QE2 £</th><th>Skipton £</th><th>Overall £</th></tr></thead><tbody><tr><td>Bank Statement Balance at START of month</td><td>68,854.13</td><td>1,095.00</td><td>56,705.68</td><td>126,654.81</td></tr><tr><td></td><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td></td><td>0.00</td></tr><tr><td>Cash Book Balance at START of month</td><td>68,854.13</td><td>1,095.00</td><td>56,705.68</td><td>126,654.81</td></tr></tbody></table>	Chq No.	Date	Inv no.	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	7.1 There were no specific project items thought to be included in Precept Budget Planning Preparation 2025-26. SpID reserves to be considered for purchase of a SpID. This will be reviewed at the next meeting.	2473/24																																																																																																																																																																																																				
	7.2 It was resolved to agree the date of Thursday 28 th November at 7pm for Precept Budget Meeting.	2474/24																																																																																																																																																																																																				
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	Cllr Mirfin updated on flail cutting on Station Rd & Accrington Rd. Ongoing works to culverts on Broad Lane. He has requested road marking to be refreshed in key areas. Work continues on the Flooding Awareness with the petition to engage the Environmental Agency to resume flood prevention measures in Whalley. The petition can be signed https://chng.it/bDXrY5WVNN	2475/24																																																																																																																																																																																																				
	Cllr Threlfall & Highton attended the Police Stakeholders Meeting. Topics included behaviours around The Aviary noise and residents. The Council will support the hire of rooms for meetings to reach a resolution. Wiswell Lane HGV traffic, the Police stated that they would contact HGV drivers found using Wiswell Lane improperly, upon receiving photographic evidence of the misuse. Police reminded residents to lock their vehicles as items are being stolen from unlocked cars.	2476/24																																																																																																																																																																																																				

9.	Speeding Awareness/Joint Working Group/Traffic Matters																																													
	<p>9.1 Cllr Threlfall reported on the Working Group who will continue to lobby LCC for funding Road Safety Strategies.</p> <p>The below Speed Survey Summary Report shows the results of the SpID erected on King Street opposite the Post Office from 16th September to 7th October.</p> <table border="1"> <thead> <tr> <th colspan="2">2024 Speed Survey</th> <th rowspan="2">Comments:</th> </tr> <tr> <th>Location:</th> <th>LC99 King Street, opp Post Office</th> </tr> <tr> <th>From</th> <th>To</th> <th></th> </tr> </thead> <tbody> <tr> <td>16 September 2024</td> <td>7 October 2024</td> <td>Only 82 vehicles were registered as exceeding the speed limit (30mph).</td> </tr> <tr> <td>No. of Vehicles</td> <td>108,126</td> <td>The highest speed in the survey was 40mph.</td> </tr> <tr> <td>Ave Daily Vehicles</td> <td>6,688</td> <td>Although the number of vehicles exceeding the speed limit was small, 2 vehicles were registered at 40mph on Monday 23/9 and Monday 30/9 both at 3pm.</td> </tr> <tr> <td>Max Speed</td> <td>40</td> <td>The highest speed in the period was 40mph. 5 vehicles were recorded at this speed.</td> </tr> <tr> <td>85th Percentile Speed</td> <td>22.1</td> <td>Where vehicles exceeded the speed limit (albeit small numbers) the average speeds were as follows:</td> </tr> <tr> <td>50th Percentile Speed</td> <td>17.5</td> <td>Mondays</td> </tr> <tr> <td>Average Speed</td> <td>17.45</td> <td>Tuesdays</td> </tr> <tr> <td>Vehicles over speed limit</td> <td>82</td> <td>Wednesdays</td> </tr> <tr> <td></td> <td></td> <td>Thursdays</td> </tr> <tr> <td></td> <td></td> <td>Fridays</td> </tr> <tr> <td></td> <td></td> <td>Saturdays</td> </tr> <tr> <td></td> <td></td> <td>Sundays</td> </tr> </tbody> </table> <p>The next SpID will be erected at LC27 70 Mitton Road (inbound) on 28th October 2024.</p> <p>Full details of the report are available on the Parish Council Website. https://www.whalleyparishcouncil.org.uk/other-documents.php</p>	2024 Speed Survey		Comments:	Location:	LC99 King Street, opp Post Office	From	To		16 September 2024	7 October 2024	Only 82 vehicles were registered as exceeding the speed limit (30mph).	No. of Vehicles	108,126	The highest speed in the survey was 40mph.	Ave Daily Vehicles	6,688	Although the number of vehicles exceeding the speed limit was small, 2 vehicles were registered at 40mph on Monday 23/9 and Monday 30/9 both at 3pm.	Max Speed	40	The highest speed in the period was 40mph. 5 vehicles were recorded at this speed.	85th Percentile Speed	22.1	Where vehicles exceeded the speed limit (albeit small numbers) the average speeds were as follows:	50th Percentile Speed	17.5	Mondays	Average Speed	17.45	Tuesdays	Vehicles over speed limit	82	Wednesdays			Thursdays			Fridays			Saturdays			Sundays	<p>2477/24</p> <p>2478/24</p>
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	9.2 The Council are still awaiting a response from LCC re Wiswell Lane sign request and Transport/Highways review request.	2479/24																																												
	9.3 The Council noted the proposed road closure notice on Station Road Whalley, 4/12/24-7/12/24 from 2200 – 0600 hours.	2480/24																																												
	9.4 The Council noted the proposed road closure notice for Ribble Valley 10k Road Race 29/12/24 from 0915 -1145 hours.	2481/24																																												
	9.5 The Council noted the proposed road closure notice on Sabden Road, Whalley 3/12/2024 from 0930-1530 hours.	2482/24																																												
10.	Parish Online																																													
	The Council resolved to proceed with the three-month free trial of the mapping tool. Cllr Vickers will lead on this task.	2483/24																																												
11.	Planning Permission Whalley Sports Park																																													
	This item was adjourned until the next meeting as Cllr Smith gave his apologies for the meeting.	2484/24																																												
12.	Remembrance Sunday 10th November 2024																																													
	12.1 The clerk confirmed that arrangements to close the road had been confirmed by RVBC and with Kays Highways Management for the Remembrance Sunday Parade 10 th November Parade 2024.	2485/24																																												
	12.2 The Council resolved to hire and employ the use of a PA System at a cost of £325 for use at the War Memorial Service.	2486/24																																												

	It was reported that the methodist church are serving teas and coffee at the methodist hall after the service.	
13.	Benches	
	It was resolved to approve ordering four benches at a cost of £2100 as per budget plan.	2487/24
14.	Reports by Cllrs & Clerk as INFORMATION only – Not for debate	
	<p>Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item.</p> <ul style="list-style-type: none"> • Rural Bulletins • Whalley Queen St RAG Reports • Trading Standards/Consumer Alerts • RVBC Updates • Neighbourhood/Stay In The Know updates/Crime Figures September • Calderstones Cemetery, Friends of Calderstones and Brockhall Hospital Cemeteries • CPRE Newsletter • RIBBLE VALLEY BOROUGH COUNCIL NEWS RELEASES - GRANTS AND PENSION CREDIT • LCC - Urgent Action Required - People with Immigration Statuses • Lancashire Parish and Town Council Conference Saturday 2 November • Christmas Lights – verbal update • Whalley Bells Centenary Fund Celebration Day • Waste Bins - King Street Whalley - verbal update <p>Cllr Threlfall attended the Village Hall meeting. They are continuing with ongoing improvements, have had a recent fire assessment and they have bookings through to next year.</p> <p>Cllr Ball reported that a Laburnum Tree had come down in the churchyard. As it appeared unsafe, a tree surgeon was instructed to remove it from the churchyard. A horse chestnut that has had failing branches has received planning approval to removal the risk. The Adam Cottam Trust – Almshouses have built reserves of £14k and are due to have their accounts audited.</p> <p>Cllr Highton reported that the new festive displays had been ordered as agreed. The bin issues remain on King Street. A tree had come down on the river footpath on Accrington Road, which has now been removed.</p>	<p>2488/24</p> <p>2489/24</p> <p>2490/24</p>
15.	Next Meeting Date	
	It was resolved to approve the next meeting date of Thursday 21 st November 2024 at 7.30pm to be held at Whalley Old Grammar School.	2491/24

Meeting Closed at 9.25pm

Signed by Chairman:

Date:

Councillor Martin Highton

AGENDA ITEM 4 (2 PAGES)



Whalley Parish Clerk
27 Waddow Grove
Waddington, Clitheroe
BB7 3JL
M:07966 388843
E:clerk@whalleyparishcouncil.org.uk

Local Government Act 1972 Whalley Parish Council Planning Committee Meeting

Members of the Council, you are summoned to a Meeting of the Parish Council to be held on
Thursday 17th October 2024 in the Calder Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

Minutes

Agenda items should be submitted to the Clerk seven clear days before the meeting.

The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

1.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cllr Carlton, Cllr Highton, Cllr Threlfall (Chairman), Cllr Vickers Apologies: Cllr Mirfin, Cllr Smith. In Attendance: Liz Haworth (Clerk) 3 members of the public.	166/24
2.	Declaration of Interests	
	There were no declarations of disclosable pecuniary, other registrable and non-registrable interests in items for discussion on the agenda.	167/24
3.	To Approve the Minutes of the Previous Meeting	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held on Thursday 19 th September 2024.	168/24
4.	To review and consider the Planning applications received since September 2024 meeting.	
	Planning Applications received for consideration attached. Public Participation at the discretion of the Chairman (5 mins per person)	169/24

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2024/0772 Received : 17/09/2024 Registered : 08/10/2024	14 Nethertown Close Whalley BB7 9SF Applications for full consent Proposed installation of secondary acoustic fencing alongside existing boundary fencing which is to be retained.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/36825 Emailed for WPC Consultation Noted

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2024/0741 Received : 03/09/2024 Registered : 23/09/2024	Ashleigh Clitheroe Road Barrow BB7 9AQ Applications for full consent Proposed first-floor extension to side.	Emily Pickup	https://webportal.ribblevalley.gov.uk/site/scripts/planx_details.php?appNumber=3%2F2024%2F0741 Emailed for WPC Consultation Noted
3/2024/0811 Received : 30/09/2024 Registered : 02/10/2024	St Marys and All Saints Parish Church Church Lane Whalley BB7 9SY Application for tree works in a conservation area Fell Horse Chestnut and replant three select standard oaks at 6m centres 1m clear of the footpath wall.	David Hewitt	https://webportal.ribblevalley.gov.uk/planningApplication/36864 Information Only Noted
3/2024/0800 Received : 25/09/2024 Registered : 01/10/2024	Cross House Broad Lane Whalley BB7 9TW Application for tree works in a conservation area Fell three sycamore trees.	David Hewitt	https://webportal.ribblevalley.gov.uk/planningApplication/36853 Information Only Noted
3/2024/0830 Received : 08/10/2024	Land to the rear of 1 to 18 Nethertown Gardens Whalley BB7 9GU Application for tree works Crown lifting and hedge trimming to trees within G14 of TPO 7/19/3/143 Calderstones Hospital.	David Hewitt	https://webportal.ribblevalley.gov.uk/planningApplication/36882 Information Only Noted

5.	Reports/Updates/Other	
	<p>Items arisen re planning / correspondence received since the last meeting.</p> <ul style="list-style-type: none"> D3/2024/0214 - Unit 45 Mitton Business Park – LCC Response - Noted 	170/24
6.	Next Meeting Dates	
	It was resolved to approve the date of the next meeting on Thursday 21 st November 2024 at 7pm at Whalley Old Grammar School.	171/24

Meeting closed at 7.10pm.

Signed by Chairman:
Councillor John Threlfall

Date:

AGENDA ITEM 7.1

Whalley Parish Council
Approved Minutes Ref No:

Cash Book NOVEMBER 2024

Chq No.	Date	Inv no.	Payee / Payer	Description	NW Curr £	NW QE2 £	Skipton £	Total £	VAT £	Net £
DD	01/05/2025		Easy Web	Website/Email Services	(86.75)			(86.75)	(14.46)	(72.29)
Bankline	01/11/2025	4311	Lancashire PA Hire	Memorial PA Hire Services	(325.00)			(325.00)		(325.00)
Bankline	06/11/2024	1081	Stately Lighting Ltd	Christmas Lighting	(4,155.60)			(4,155.60)	(692.60)	(3,463.00)
Bankline	06/11/2024		RVBC	Pre App Fee	(292.50)			(292.50)		(292.50)
Bankline	25/11/2024		E Haworth	Salary/Office/Travel	(1,496.58)			(1,496.58)		(1,496.58)
Bankline	25/11/2024		HMRC	IT£181.20 NI£72.46 ENI£152.89	(591.32)			(591.32)		(591.32)
Bankline	25/11/2024	325631	Broxap	Replacement Bench Ends	(1,543.20)			(1,543.20)	(257.20)	(1,286.00)
Bankline	25/11/2024	624	Abbey Gardening Services Ltd	OGS Grass Contract (September)	(84.00)			(84.00)	(14.00)	(70.00)
Bankline	25/11/2024	639	Abbey Gardening Services Ltd	Parish Churchyard (October)	(418.80)			(418.80)	(69.80)	(349.00)
Bankline	25/11/2024	644	Abbey Gardening Services Ltd	OGS Grass Contract (October)	(42.00)			(42.00)	(7.00)	(35.00)
Bankline	25/11/2024	645	Abbey Gardening Services Ltd	Vale Gardens (October)	(327.60)			(327.60)	(54.60)	(273.00)
Bankline	25/11/2024	71124	LALC	Budgeting Training	(35.00)			(35.00)		(35.00)
Bankline	25/11/2024	2.1E+08	E-on Next	Vale Gardens Electricity	(17.84)			(17.84)		(17.84)
Bankline	25/11/2024	JM2784	WEF	Room Hire	(28.00)			(28.00)		(28.00)
Bankline	25/11/2024	41	Altham Parish Council	70 Mitton Rd SpID	(164.70)			(164.70)		(164.70)
Movement in Month					(9,608.89)	0.00	0.00	(9,608.89)	(1,109.66)	(8,499.23)
Cash Book Balance at START of Month					40,443.41	1,095.00	81,705.68	123,244.09		
Cash Book Balance at END of Month					30,834.52	1,095.00	81,705.68	113,635.20		



Grant Policy

This Policy sets out the Parish Council's position and procedure regarding Grants

Version Control

Version	Date	Description of Change
V.1		New Policy

1. INTRODUCTION

Whalley Parish Council sets aside a sum of money each year in accordance with the Local Government Act 1972 which can be applied for by local organisations for projects which will be of benefit to residents within the parish of Whalley.

The Parish Council's awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of application to become formally constituted ensuring equitable access to funding opportunities for all eligible applicants.

The Parish Council is committed to using public funds responsibly and being accountable for decisions made in the grant awarding process by supporting projects and initiatives that contribute positively to the well-being and development of the parish community.

The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to funds established to help persons outside the UK.

2. PURPOSE

This policy sets out the guidelines and procedure for grants and donations with its aim of ensuring that all its award-making activity is open, fair and transparent allocation of funds by the Parish Council supports local organisations, community projects and initiatives within the Parish.

This policy shall be made available to the public through the Parish Council's website and other appropriate channels.

3. SCOPE

This policy applies to all grant applications received by the Parish Council for funding consideration.

4. ELIGIBILITY - WHO IS ELIGIBLE TO APPLY?

An organisation must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
- have a constitution, or set of rules, which define its aims, objectives and operational procedures;
- be able to provide a copy of its latest annual accounts and be able to demonstrate that the accounts are checked and signed by a person independent of the group;
- have a bank account operated by a minimum of at least two joint signatories.

5. FUNDING CRITERIA

- the project should be something which makes the local community a better place in which to live, work or visit;
- it should benefit people who live in the parish;

- there must be clear evidence that local people support the project and are involved in carrying it out;
- projects that have long-term sustainability plans or strategies for continued impact beyond the grant period may receive favourable consideration.
- preference may be given to projects that demonstrate a clear and measurable impact on the community.

6. THE FOLLOWING ARE NOT ELIGIBLE

- support for individuals or private business projects;
- the running costs of any organisation;
- projects which are the prime statutory responsibility of other government bodies however some form of matched/joint funding might be considered.
- projects which improve or benefit privately owned land or property;
- projects which have already been completed or will have been completed by the time the grant is made.
- the activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- activities of political organisations
- activities that are discriminatory in nature
- repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- organisations that have a closed or restricted membership.

This list is not exclusive and may be updated at the council's discretion.

7. CONDITIONS OF SUPPORT

The Parish Council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the Parish Council and consider an organisation's individual circumstances.

- To fully understand your project or activity, Parish Councillors may wish to visit your project or activity, prior to it commencing. They may also wish to conduct a site visit once your funded project is underway.
- As a minimum, you will write to confirm receipt of the funding for audit purposes.
- Funding must only be used for the purpose stated within the application. The Parish Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- Normally only one grant per year, though exceptions may be made.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you.
- The Parish Council would ask that you acknowledge its support in your publications, publicity, and annual reports.

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

8. WHEN TO APPLY

The Parish Council considers applications on an annual basis at its meeting in January.

All applications should be sent to the Clerk by the closing date on the application form.

Only application forms received by this date will be considered at the meeting.

Awards will not exceed the agreed annual budget unless the Parish Council agrees to make an award under exceptional circumstances.

All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again, but are not excluded from applying again in a different financial year. A new application will be required for each grant request.

9. APPLICATION PROCESS

Applicants must complete and submit a grant application form provided by the Parish Council, including all required documentation, and supporting materials.

10. WHAT IS REQUIRED WITH THE APPLICATION?

- Full and complete copies of your signed, certified and audited accounts for the last two years (only if your organisation has been in existence for that period), plus recent bank statements for last 3 months. These should also be signed by a member of your organisation, indicating their position held.
- A copy of your organisations Constitution, Terms of Reference or Rules.
- The number, or percentage, of members that belong to the organisation and that live within the Parish.
- Evidence of other awards towards the project, e.g. lottery funding, other bodies. In most cases, the grant awarded will not exceed 50% of the total required.
- For items of value, evidence of value requested, reference to listings, print outs or photocopies including item description and price.

The Parish Council reserves the right to request proof of the project costings or tenders to demonstrate value for money.

Quotes must be made out to the same business address on the application form;

Quotes should be less than 6 months old and still valid.

VALUE OF ITEM OR SERVICE

£500 or less - 2 quotes or references to 2 listings

£501 to £1,500 - 3 quotes or references to 3 listings

£1,501 to £5,000 - 3 quotes or 3 formal tenders

Quotes or tenders should be comparable to each other in terms of quality, size, quantity, units and specification.

Quotes should include;

- a detailed and itemised breakdown of costs;
- the supplier's address, telephone number and a contact name;
- the VAT number (if the supplier is VAT registered and VAT is itemised on the quote);
- the supplier's company registration number (if they are a limited company).

Whalley Parish Council expects applicants to get the best value for money for any equipment, so applicants will need to give a detailed justification if they haven't used the cheapest quotes. Quotes may be checked against market rates.

Grant application deadlines will be announced by the Parish Council, and late applications may not be considered.

All grant applications will be reviewed by Whalley Parish Council with its decision being final.

Unfortunately, the Parish Council may not be able to fund all projects as there may be more applications than there is money available. However, all applications will be considered carefully.

Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicant's own fund-raising activities.

It is not just the role of the Parish Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

11. HOW TO APPLY

Applications should be completed and sent to the Parish Clerk by email: clerk@whalleyparishcouncil.org.uk or by post to Whalley Parish Clerk, 27 Waddow Grove, Waddington, Clitheroe, BB7 3JL.

12. REVIEW

This Grant Awarding Policy shall be reviewed periodically by the Parish Council to ensure its effectiveness and relevance to community needs.

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AGENDA ITEM 13

APPLICATION DETAILS SHARED WITH MEMBERS OF THE
COUNCIL

AGENDA ITEM 12.1 (3 PAGES)

For Project:	Whalley 70 Mitton Rd LC 27									
Project Notes:	vetting/tractor/graph									
Location/Name:	Incoming									
Report Generated:	11/11/2024	18:02:34								
Speed Intervals	5 MPH									
Time Intervals	Instant									
Traffic Report From	27/10/2024	14:00:00	through	11/11/2024	17:59:59					
85th Percentile Speed	29.8 MPH									
85th Percentile Vehicles	47784									
Max Speed	55 MPH	on	07/11/2024	22:15:00						
Total Vehicles	56217									
AADT:	3706									

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	3899	3657
AM Peak	383	318
PM Peak	389	346

Speed

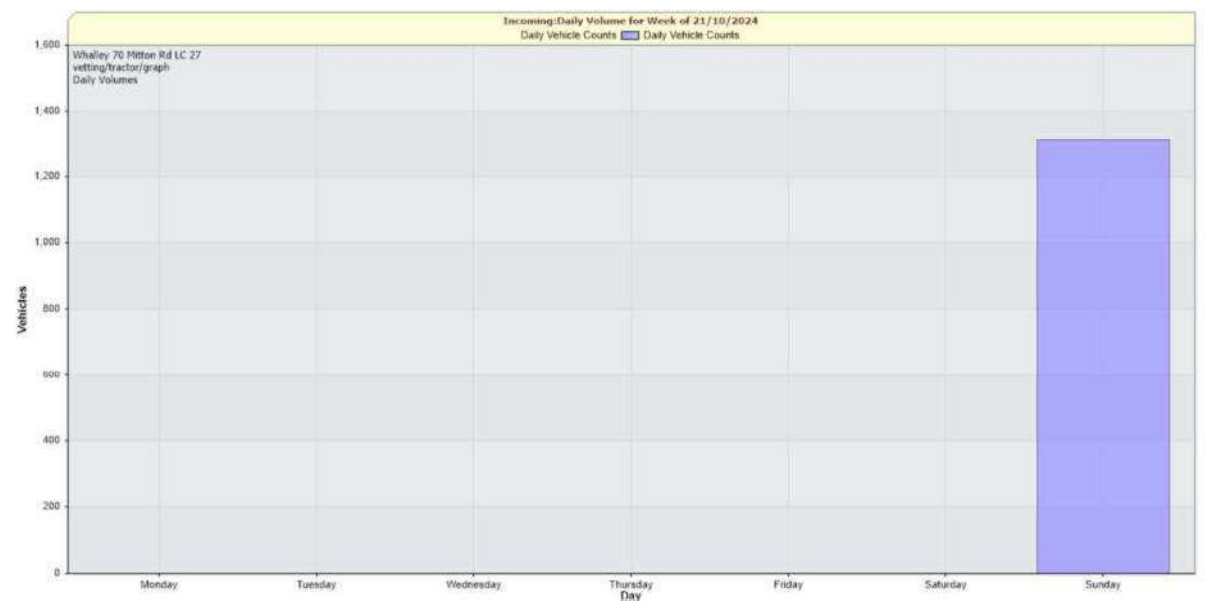
Speed Limit:	30	
85th Percentile Speed:	29.8	
50th Percentile Speed:	26	
10 MPH Pace Interval:	20.0 MPH	30.0 MPH
Average Speed:	25.57	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	1085	971	1051	1013	1020	1063	1041
% over limit	13.4	12.1	12.6	11.8	11.8	14.0	15.0
Avg Speeder	33.1	33.1	33.0	33.0	33.1	33.2	33.1
Avg Speed	5.7	5.2	5.1	5.0	5.1	6.0	7.1

Project: Whalley 70 Milton Rd LC 27
Location: Incoming
Project Notes: vetting/tractor/graph
Total Vehicles This Week: 1312 Vehicles

Select Week (Starting Monday):

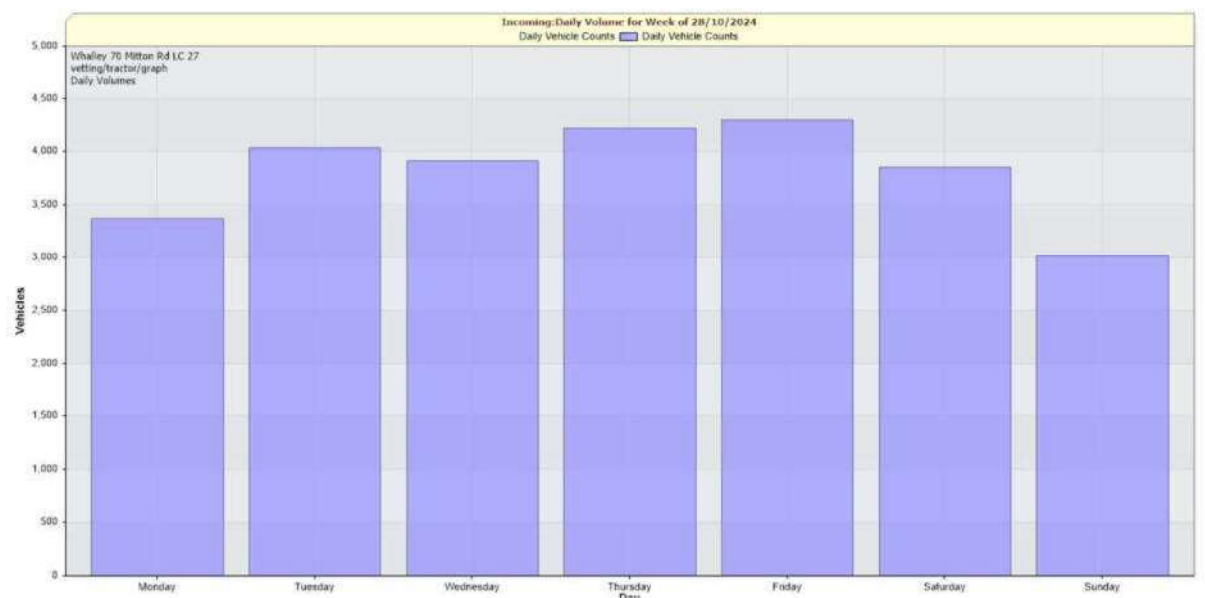
21/10/2024
28/10/2024
04/11/2024
11/11/2024



Project: Whalley 70 Milton Rd LC 27
Location: Incoming
Project Notes: vetting/tractor/graph
Total Vehicles This Week: 26733 Vehicles

Select Week (Starting Monday):

21/10/2024
28/10/2024
04/11/2024
11/11/2024

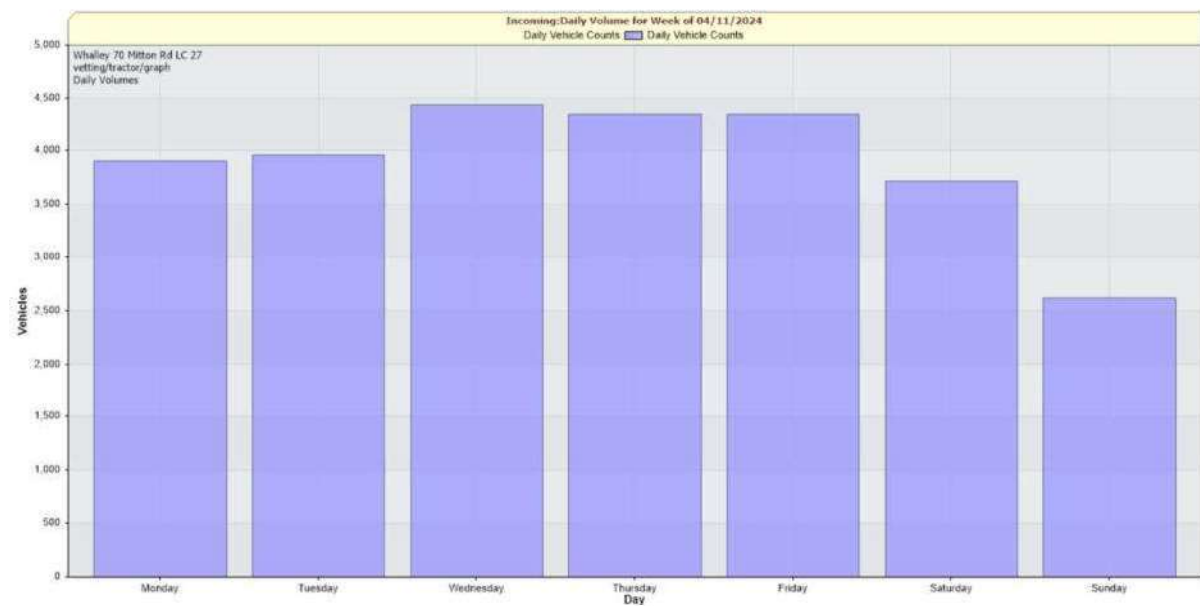


Project: Whalley 70 Milton Rd LC 27
Location: Incoming
Project Notes: vetting/tractor/graph

Select Week (Starting Monday):

21/10/2024
28/10/2024
04/11/2024
11/11/2024

Total Vehicles This Week: 27370 Vehicles

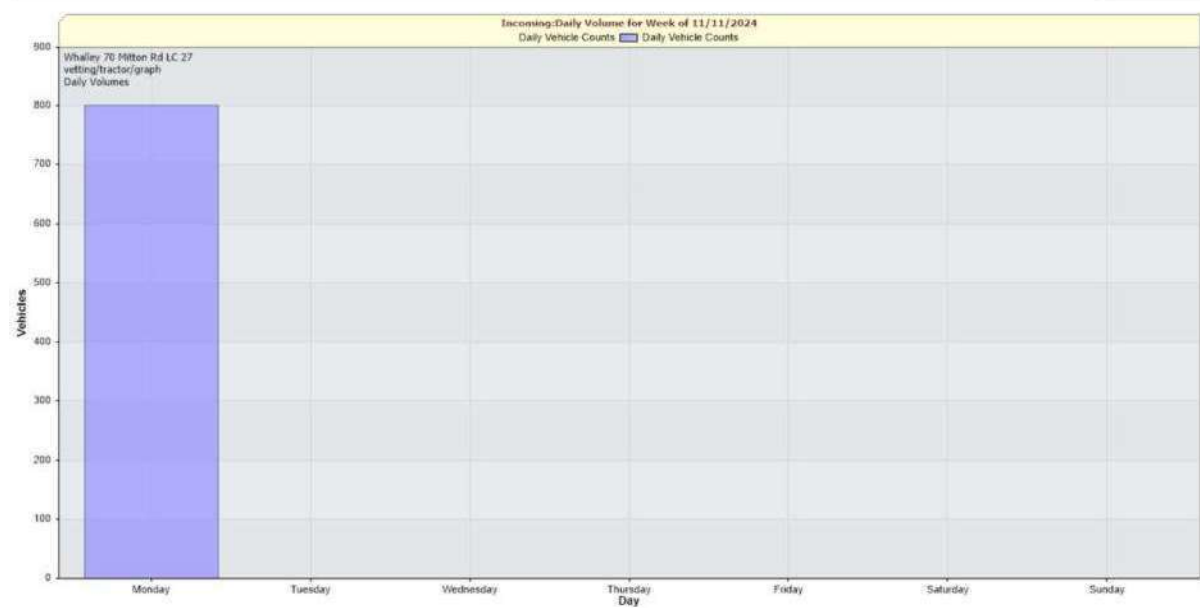


Project: Whalley 70 Milton Rd LC 27
Location: Incoming
Project Notes: vetting/tractor/graph

Select Week (Starting Monday):

21/10/2024
28/10/2024
04/11/2024
11/11/2024

Total Vehicles This Week: 802 Vehicles



AGENDA ITEM 12.2 (2 PAGES)

AH - 75102 Welcome to Whalley Road Sign on Wiswell Lane, Whalley

Dear Ms Haworth

Thank you for your email of 8 October on behalf of Whalley Parish Council about several highway issues in the parish. You have raised a number of concerns which I will respond to in turn

1. **The welcome to Whalley, Road sign on Wiswell Lane** – We agreed that we would consider the parishes request for a sign, and see if it was possible to place a sign when resources allow. Officers will visit site within the next two weeks to assess the site and the options. Any sign would be a boundary type sign to match existing for consistency, it would not have illumination and would not incorporate a speed limit sign. The available verge and footway widths are very restricted near the parish boundary and it may not be possible to site a sign with the appropriate clearances to the carriageway edge. Officers will also look at whether it would be appropriate to add an additional 30mph repeater sign to the north of the parish boundary, subject to site conditions.
2. **Request for a Transport Review Meeting** - The traffic levels will have increased as drivers use the public highway network as part of their daily lives. This is a public highway which all road users, providing they are legally entitled to, can use as part of their journeys. We receive many requests for site meetings, which can be very resource intensive. As such, we only accommodate such requests if they would help our understanding of an issue, or if we have topics, which would benefit from an on-site discussion. Whilst we appreciate the kind offer from the Parish to meet, we do not consider a site meeting necessary in this case as there are no practical mitigation measures which officers could introduce to reduce the legal use of the road.
3. **Request of a footpath on Wiswell Lane** – We take requests for safety engineering measures such as this very seriously. However, it is unfortunate that every year the number of requests we receive exceeds what we can implement. The council consider requests in line with the Lancashire Road Safety Strategy published by the partnership (<https://lancsroadsafety.co.uk/>) which allows us to prioritise the measures that we take forward. At this time, without diminishing your concerns on this location, we have other locations that have been prioritised for safety measures. We fully understand and appreciate the parishes concerns about lighting on Wiswell Lane, but unfortunately our focus continues to be the replacement of structurally defective columns and the renewal of an ageing lighting stock, and so are unable to prioritise requests for additional lighting points (or increased levels of lighting) at this moment in time.

4. **The A671 Branch Road** – Any concerns about the opening date for this road should be directed towards the Local Planning Authority (Ribble Valley Borough Council). Planning conditions would have been set by them when the development approval was granted. We are a consultee only in highway planning matters. We do not make highway planning decision.
5. **Safety concerns about the exit road from the A671** - The junction has 6 recorded collisions (1 serious and 5 slight) which does not meet the approved KSI criteria for us to provide any further intervention. We have reviewed the available collision data, this shows that poor driver behaviour has been noted as a mitigating circumstance rather than the layout of the junction. When looking at the junction the give way line has already been brought forward to improve sight lines. The onus is therefore on the driver to use caution when pulling out of a side road onto a higher speed road.
6. **Safety concerns about the Sydney Avenue & Accrington Road junction** - There is no collision data to suggest that there is a safety concern near this junction with only one slight recorded collision. This is a small, narrow, 20mph cul de sac and we can therefore see no justification to make any changes to the current footpaths at this junction. There are existing junction protection waiting restrictions at the junction and officers would not be looking to extend these restrictions. The junction has a good safety record.
7. **Changing the extents of the 30mph speed limit on Accrington Road** - We would not support extending the 30mph speed limit away from Whalley as it will be unlikely to reduce speeds but will, in officers opinion, lead to less compliance with the 30mph limit
8. **Marking the parking areas on Accrington Road** - We have no plans to change the road markings at this time, however we may consider changes if the road is resurfaced in the future.
9. **Parking restrictions on the approaches to the roundabout at Station Road, Clitheroe Road, and King Street** - We are considering extensions to the waiting restrictions on Clitheroe Road and Station Road. We plan to discuss this with the police and district officers at the next Ribble Valley Traffic Liaison Meeting which is due to be held soon.

I hope the above helps.

Kind regards

Andrew Huskisson

Highways District Lead Officer

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY, 15 OCTOBER 2024
title: PLAYING PITCH STRATEGY (PPS)
submitted by: ADAM ALLEN DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

- 1.1 To seek Committee's approval of the Playing Pitch Strategy and recommend it to Planning and Development Committee for inclusion as an evidence base document for the new Local Plan.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives – creating flourishing, healthy and happy communities.
 - Other – facilitate investment in the Borough by clubs and organisations, as well as attracting funding from external sources

2 BACKGROUND

- 2.1 A playing pitch strategy (PPS) is a strategic assessment of outdoor playing pitches and courts that provides an up-to-date analysis of supply and demand for playing pitches (grass and artificial) for a local authority area. It does not just cover one sport but all sports that require an outdoor area to play their chosen sport, excluding cycling and athletics. The strategy is not solely a council document or the council's sole responsibility to deliver, but an assessment for use by all stakeholders in the Borough. The strategy assists local clubs in develop bids to external funding bodies such as Sport England, who consider the PPS to be an essential document. The PPS acts as a guide for governing bodies in prioritising investment.
- 2.2 Committee will recall that the Council jointly procured a playing pitch strategy (PPS), with Pendle Borough Council, this ensured each authority was able to obtain best value for the work, achieving a saving overall for each Council.
- 2.3 The PPS is seen as a key document by Sport England and forms part of an Local Planning Authority's Local Plan. It takes nearly a year to complete, because it provides an assessment of both summer and winter sports. Work started on this strategy in late 2023 to capture the winter sports and into 2024 for the summer ones. Widespread consultation was undertaken with clubs and the sporting governing bodies to get the information together which forms the basis for the strategy. The governing bodies and Sport England have all been consultees on the various drafts of the document as it has been developed.

3. ISSUES

- 3.1 This Council and the Borough, has not previously had a PPS. This has now been addressed with the production of this strategy.
- 3.2 The strategy document and action plan set out the areas where demand is unmet for facilities, be that a cricket wicket or 3G pitch. Whilst it does not provide any guarantees of funding, it is endorsed by the respective sporting governing bodies as well as Sport England, so it can be used as evidence when making applications for support.

4 THE REPORT

- 4.1 The summer and winter sports have been assessed and the strategy includes an action plan for each of these along with a demand analysis of existing and predicted future demand for facilities.
- 4.2 The consultants who have been working to prepare the strategy have consulted widely across the Borough and that feedback has helped to inform the strategy.
- 4.3 All the recognised sports clubs in the Borough were contacted and invited to be part of the consultation. The majority of clubs did engage and this allowed them to input into the strategy and provide a voice for their sport and their club.
- 4.4 As expected the report provides a mixed picture across the Borough, with generally good or adequate facilities for the sports consulted. There are opportunities for development of new courts for tennis and cricket. There is an identified over-use of grass pitches, and a priority need for more artificial surfaces. Work to develop proposals for additional artificial pitches is underway with the Football Association and Football Foundation.
- 4.5 The Playing Pitch Strategy assesses playing pitches against a high benchmark to drive development and improvement. Ribble Valley does have excellent sporting provision through a range of stakeholders and the PPS does not in any way suggest that we have poor provision, rather it sets ambitious targets for longer term development.
- 4.6 The full report will be available on the Council website and is appended to this report.

5 RISK ASSESSMENT

The approval of this report may have the following implications:

- Resources- The report has been funded from existing budgets and split between Planning Development and Sport. There are no specific budgets in place to deliver on the Strategy. However, as referred to, the purpose of the strategy is also to enable other bodies within the borough to develop provision. Where not already provided for within the capital programme, any scheme proposals that this council wish to develop would need to be submitted as part of the capital scheme bidding process for consideration alongside other bids.
- Technical- The PPS will be an evidence base document for the new Local Plan and a material consideration in determining planning applications.
- Political- None
- Reputation- Previously RVBC was the only Lancashire District without a PPS, this has now been rectified. Clubs and groups have been fully engaged throughout.
- Equality and Diversity- As projects develop it will be necessary to consider equality and diversity on a project-by-project basis.

RECOMMENDED THAT COMMITTEE

- 5.1 Endorse the PPS and refer it to the Planning and Development Committee for inclusion as an evidence base document for the new Local Plan.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

ADAM ALLEN
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS – None

For further information please ask for Mark Beveridge, extension 4479.

RVBC Public Reports Pack

6. PLAYING PITCH STRATEGY (PPS) (Pages 33 - 120)

<https://democracy.ribblevalley.gov.uk/documents/g582/Public%20reports%20pack%2015th-Oct-2024%2018.30%20Community%20Services.pdf?T=10>

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO LICENSING COMMITTEE

meeting date: TUESDAY, 29 OCTOBER 2024
title: EXPIRY OF WHALLEY CUMULATIVE IMPACT ASSESSMENT – REVIEW
OF RESPONSES TO RECENT SURVEY
submitted by: CHIEF EXECUTIVE
principal author: STEPHEN BARKER, SOLICITOR

1 PURPOSE

1.1 To inform Committee of the results of the Cumulative Impact Assessment Survey.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - }
 - Corporate Priorities - }
 - Other Considerations - }
- The Council aims to be a well-managed Council and these proposals support that objective.

2 BACKGROUND

2.1 Committee will recall that a report was submitted in June 2024 requesting that Committee review and consider implementation for a further period of the Cumulative Impact Policy in Whalley. Committee resolved to authorise the Head of Legal and Democratic Services to make enquiries of the responsible authorities to assess whether there is sufficient evidence to support a cumulative impact policy for Whalley and the area to which the policy would relate; consult informally with licensees in Whalley, the Parish Council and community groups and to report back with recommendations based on responses received.

2.2 As a result the Council set up a cumulative impact survey both online and in paper format. A link to the survey was published on the Council's website and publicised through press releases, social media and by letters sent to the Parish Council, all licensed premises, ward Councillors and Whalley Chamber of trade on 6 August 2024. A ward member and a parish councillor circulated 800 copies of the survey to what they considered to be the "core area". Further paper copies were distributed to venues with regular footfall at the Library and the Old Grammar School Community Centre. The survey closed on 29 September 2024. The survey related to the area of Whalley and Painter Wood to reflect the ward boundaries. A map showing this area tinted blue accompanied the survey, together with a map showing the central area of the village as did a list of all premises within that area. The maps depicted the location of licensed premises. Copies of these documents are enclosed as Appendix 1.

3 ISSUES

3.1 The Council received 166 responses (84 online and 82 paper copies). Consultation on introduction of the CIA in 2018 generated 194 responses and on renewal in 2021 there were 65 responses. The results of the 2024 responses have been collated into

a report which is enclosed as Appendix 2. Committee should note the contents and in particular the responses to questions 6-11 and decide whether this evidence is sufficient concern about crime and disorder, public safety, public nuisance or protection of children from harm in the Whalley and Painter Wood area to progress to the next stage of the process. The only responsible authority to respond informally at this stage was RVBC Environmental Health.

- 3.2 This survey introduced a new question compared to the surveys in 2018 and 2021, at question 9. This requested whether respondents considered that the CIA should apply to the whole ward, or only to applications within the village centre as shown on the respective maps. 71% of responses to the question agreed that any CIA should only apply to premises in the village centre as shown on map 2. Guidance under s182 of the Licensing Act 2003 recommends mapping of specific incidents to identify the areas in which problems are occurring, including, if possible, analysis of the times of incidents. This information was sought in question 11. There is reference to problems being experienced outside the area on plan 2, such as parking issues and noise and behaviour of passers-by or from premises within the area on map 2, but no evidence of issues relating to premises shown on map 1 but outside the area on map 2. A CIA is a restrictive policy which should be applied proportionately to address the particular concerns, and it is recommended that further formal consultation, if approved, should relate to those premises within the area on map 2.
- 3.3 Committee will note that some consultees mistakenly perceive that renewal of the CIA would result in steps being taken in relation to premises which they identify as being the source of complaint. As was explained in June, a CIA is not retrospective, and is part of a policy for determination of applications where relevant representations have been received. If there are such representations, the requirements of the normally permissive licensing regime are adjusted, so that, rather than responsible authorities or interested parties having to demonstrate how the grant of the application would have an adverse effect on the licensing objectives, where a CIA is in place it is for the applicant to explain how the grant of the licence will not undermine the licensing objectives.
- 3.4 Committee will note that 77% of respondents stated that they had been affected by the cumulative impact of the number of licensed premises in the ward. They expanded upon this in their remarks in response to question 11, and this forms the evidence base upon which officers recommend that formal consultation and collation of an evidence base with responsible authorities should be embarked upon. Whilst these anonymised comments are in the public domain by virtue of publication of this report, Committee's attention is drawn to the fact that these comments (and particularly those in relation to specific premises) have not been given the opportunity of reply or challenge. Whilst debate on this issue in Committee is welcome, members are encouraged not to pass comments which could be construed as potentially disqualifying them from being able to participate in any sub-committee hearing that might be required.
- 3.5 Committee will also note that there is reference to certain premises in the respondents' comments, including the Aviary. These premises have recently been the subject of service of a noise abatement notice. This notice was appealed to the Magistrates' Court. The appeal was resolved by agreement – the notice was withdrawn, and the licence holder by agreement applied for a minor variation adding a new condition on the licence which replicates the requirements of the noise abatement notice. This addresses the problems from the licensable activities at the premises. The condition states:-

"The Premises Licence Holder shall ensure that the music noise level emanating from the premises, between the hours of 21:30 - 09:00, does not at any point exceed:

- 42 dBA (Leq, 1 minute)*
- 56 dBZ (Lmax) at 63Hz*
- 46 dBZ (Lmax) at 125HZ*

measured from a point 2.9m from the side wall of the premises, and at the midpoint of the rear alleyway to Queen Street and Woodfield View."

Any breach of this condition would constitute a breach of the licence as well as giving rise to possible action under the Environmental Protection Act.

- 3.6 However, the CIA is not premises specific and seeks to address the cumulative impact of premises, which can include behaviour of individuals which has nothing to do with premises which they may have visited or intend to visit. The position remains that, if responsible authorities or interested parties consider there is evidence, they may seek to review the licence (normally after staged processes such as negotiation or mediation). The guidance encourages such enforcement action to be taken by the relevant responsible authority or by interested parties who have gathered evidence, including residents.
- 3.7 Since the introduction of the CIA in 2019, there have been two applications for a new licence and one application for variation where no representations were received, no hearing was required, the CIA was not engaged and the licence was granted like others, provided the application is proper and complete. There have been five applications where representations were made. As these representations have come from interested parties, who may not have experience of the licensing regime and its requirements, in accordance with the guidance, officers have given the benefit of the doubt to those interested parties in determining whether the representation is relevant. To be relevant, s18(6)(a) of the Licensing Act 2003 requires the representation to be about the likely effect of the grant of the premises licence on the promotion of the licensing objectives. As a result of these representations, hearings have been held at which those who have made representations have been able to attend to clarify their views to the sub-committee, and, if appropriate, liaise with the applicant. Due to this process, the sub-committees that have sat have been able to take into account the considerations of applicants and objectors and understand the particular business model which is intended and consider appropriate conditions if the application is granted.
- 3.8 Should Committee decide that it should be progressed then further evidence must be collated to allow the Council to assess whether there is a sound evidential basis to any decision to publish a cumulative impact assessment. This may include:
- Local crime and disorder statistics including statistics on specific types of crime and crime hotspots.
 - Statistics on local anti-social behaviour offences
 - Health related statistics such as alcohol related emergency attendances and hospital admissions.

- Environmental health complaints, particularly in relation to litter and noise.
- Complaints recorded by the Local Authority, which may include complaint raised by the local residents or resident's associations.

3.9 The Council would then consider this evidence alongside its own evidence of the impact of licensable activities within its area and consider in particular the times at which licensable activities are carried on. Information which may inform consideration of these issues includes:

- Trends in licence applications, particularly trends in applications by types of premises and terminal hours.
- Changes in terminal hours of premises.
- Premises' capacities at different times of night and the expected concentrations of drinkers who will be expected to be leaving premises at different times.

4 RISK ASSESSMENT

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

- Resources – no implications identified
- Technical, Environmental and Legal – the Council is required to review any Cumulative Impact Assessment at least every three years
- Political – no implications identified
- Reputation – no implications identified
- Equality and Diversity – no implications identified

5 RECOMMENDED THAT COMMITTEE

5.1 Authorise the Head of Legal and Democratic Services to seek and collate the evidence necessary to create an evidence base and to consult formally upon the proposed continuation of the cumulative impact assessment for Whalley and Painter Wood as required by the Licensing Act 2003, in respect of the area covered by map 2.

STEPHEN BARKER
SOLICITOR

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for Stephen Barker, extension 3216.

See RVBC Reports pack
7. EXPIRY OF WHALLEY CUMULATIVE IMPACT
ASSESSMENT
(Pages 45 - 78)

<https://democracy.ribblevalley.gov.uk/documents/g607/Agenda%20frontsheet%2029th-Oct-2024%2018.30%20Licensing.pdf?T=0>

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AGENDA ITEM 16.2

Ribble Valley Licensing Committee – Tuesday 29th October 2024

Attended by Councillor John Threlfall.

Matter discussed: Expiry of Whalley Cumulative Impact Assessment.

It was RECOMMENDED THAT COMMITTEE Authorise the Head of Legal and Democratic Services to seek and collate the evidence necessary to create an evidence base and to consult formally upon the proposed continuation of the cumulative impact assessment for Whalley and Painter Wood as required by the Licensing Act 2003, in respect of the area covered by map 2.

Following significant debate, the Recommendation was approved.

County Councillor Mirfin spoke for 3 minutes. County Cllr Mirfin said this was a powerful committee. He referred to reports of unsavoury behaviour, excessive noise, the detrimental impact on the community and the emotional impact on residents. A Taxi Rank was also needed.

On the matter of a Taxi Rank, one of the officers commented that RVBC had contacted LCC about possible use of the Bus Station but had discovered that the Bus Station is not owned by LCC. The Co-op had been contacted over the potential use of the car park, but this had been turned down.

Councillors Horkin and Hindle (not members of the Licensing Committee) also spoke (5 minutes each). Cllr Horkin said he was astounded that residents were still having to “contend with this appalling situation”. He said this was a roll call of shameful behaviour. It was unbelievable. A badge of shame. There needs to be a cohesive plan.

Councillor Hindle said Licensing was a permissible regime. He said that County Councillor Mirfin had done a lot of work and suggested using County Councillor Mirfin’s report as the basis of an Action Plan.

Officers said that the licensing sub-committee was a quasi-judicial body and while a review would have to be evidence based it was not the role of the sub-committee to call for a review. This must come from one of the responsible authorities or a member of the public. In the event of a request for a review, a sub-committee would be formed with 3 councillors who would not be Ward councillors. Decisions made would have a right of appeal to Magistrates. It was suggested that a request for a review could be made using a simple form available on the Internet.

Most councillors spoke to the report. Following are some of the comments made:

- It keeps coming back;
- We should consider the impacts on residents and family life,
- The amount of anti-social behaviour is heart-breaking;
- The public need to bring a review; what encouragement are they given (Officer said we can’t encourage but would assist);
- We need to get the police involved;
- Establishments fall well below the standards;
- The overwhelming issue is anti-social behaviour;
- There is a lot of CCTV, why is it not being used by the police to bring prosecutions?
- Drugs are a feature which have changed the picture;
- We need a quarterly enforcement report.

DECISION

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO LICENSING COMMITTEE

meeting date: TUESDAY, 29 OCTOBER 2024
 title: PAVEMENT LICENSING POLICY
 submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
 principal author: STEPHEN BARKER – SOLICITOR

1 PURPOSE

1.1 To seek Committee's approval of a policy for the issue of Pavement Licences pursuant to the Business and Planning Act 2020 (as amended), for conditions to be attached to such licences, and for appropriate fees to be set.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – }
 - Corporate Priorities – }
 - Other Considerations – }
- Consideration of these issues will promote the Council's aims to be a well-managed Council.

2 BACKGROUND

2.1 The Business and Planning Act 2020 ("the Act") introduced provisions designed to make it easier for premises serving food and drink such as bars, restaurants, cafes and pubs to seat and serve customers outdoors, maximising their ability to trade, assisting them to operate safely and promoting economic recovery in response to the COVID-19 pandemic.

2.2 The Act created a regime for processing applications for "Pavement Licences" to authorise such businesses to place furniture on the highway. This was a fast-track procedure to get the same permissions a business would previously have had from a Part 7A Highways Act permit, street trading consent and planning permission (change of use).

2.3 The Council adopted the scheme on 24 July 2020, with approval being given by the Chief Executive after consultation with the Leader and the Leader of the Opposition, in accordance with the scheme of delegation approved by the Emergency Committee on 7 May 2020. The approval of the scheme was reported to the subsequent meetings of Licensing Committee on 20 October 2020 and Policy and Finance Committee on 17 November 2020 (regular meetings having been suspended during the early stages of the pandemic).

2.4 The scheme initially introduced under the Act was temporary and was extended on a number of occasions by subordinate legislation. The Levelling Up and Regeneration Act 2023 made the provisions of the Act permanent with effect from 31 March 2024. The new provisions also include local setting of fees and enforcement powers where a premises is in breach of their licence or has no licence.

2.5 The Council has issued 7 licences under the temporary regime – 1 in 2020, 5 in 2021 and 1 in 2023. Unlike boroughs which have large pedestrianised areas of highway, the configuration of most streets in the Ribble Valley is such that implementation of a

Pavement Licence is not practicable as most streets have pavements. Currently, there are no premises with Pavement Licences, and one business has expressed interest in seeking a licence.

- 2.6 The Council's website gives a full explanation of what was required under the temporary pavement licensing regime, together with links to the national and local conditions, relevant guidance and the electronic application form, and applicants have not reported any issues in submitting their applications. However, in view of the regime becoming permanent, it is considered desirable to introduce a policy which sets out the Council's requirements and which will assist applicants in their submissions.

3 ISSUES

- 3.1 A copy of the proposed policy for pavement licences can be found at Appendix 1. The proposed policy incorporates national and local conditions, a template site notice and a scheme of delegation.
- 3.2 The proposed conditions are a continuation of the conditions which have been applicable during the temporary regime.
- 3.3 The Council must also set a fee structure for determination of applications for Pavement Licences. Under the temporary regime, the fee was capped at £100, and a licence should only be granted for a one year term. Under the new legislation, a licence can be granted for up to 2 years. Fees are capped at £500 for a new application and £350 for a renewal. Officer time involved in processing a new application and a renewal is the same, as similar documents and evidence have to be produced and considered for each. Although there is no statutory right of appeal on refusal, it is recommended that applications which attract relevant representations should be referred to the Council's Licensing Sub-Committee. Analysis of officer time engaged in processing the applications and preparation and attendance at sub-committee shows a cost on 2024/25 figures of £249.13. It is recommended that the fee be set at £250 with review as part of the annual fees and charges setting (subject to any nationally set cap).
- 3.4 Under the temporary regime, there was a time limit of 7 days for consultations, and a further 7 days for determination of the application. These limits have each been increased to 14 days. If the Council does not determine the application within 28 days, the application will be deemed to have been granted.
- 3.5 It remains the case that unlicensed placing of furniture can be enforced by the Police or highways authority as obstruction of the highway. A new enforcement regime has been introduced, so that if there is breach of a local or national condition, a notice can be served to remedy the breach and the Council can take action to recover any costs. Additionally, where furniture has been placed on the highway without there being a current licence, the Council now has powers to serve notice requiring its removal; in the event of non-compliance, there is a power for the Council to remove the furniture and not to return it until removal and storage costs have been paid.
- 3.6 A scheme of delegation is proposed and can be found at Appendix 2. It is recommended that Committee approve this scheme.

4 RISK ASSESSMENT

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

- Resources – The additional costs of administering the licensing scheme will be recovered through the fees charged.
- Technical, Environmental and Legal – Any decisions which are unreasonable or unlawful would result in loss of image, reputation and potential financial consequences.
- Political – None.
- Reputation – None.
- Equality & Diversity – None.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Approve the draft Pavement Licensing Policy.
- 5.2 Approve the scheme of delegation within the draft policy.
- 5.3 Approve the proposed fee of £250 for new applications and for renewal of licences.

STEPHEN BARKER
SOLICITOR

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS
(If any)

For further information please ask for Stephen Barker, extension 3216.

REF: SB/LICENSING/29 OCTOBER 2024

See RVBC Reports Pack
8. PAVEMENT LICENSING POLICY (Pages 79 - 102)

<https://democracy.ribblevalley.gov.uk/documents/g607/Agenda%20frontsheet%2029th-Oct-2024%2018.30%20Licensing.pdf?T=0>

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AGENDA ITEM 17 (2 PAGES)

LCC PARISH AND TOWN COUNCIL CONFERENCE

SUMMARY BY CLLR VICKERS

TOPICS COVERED / RELEVANT TO WPC

(see agenda and event slides / to follow when available)

Devolution / an update from last year .

Basically the momentum was broken due to the election / change of government. There is no clear picture as to their stance on devolution going forward but the assumption is that it will get back on track .

Lancashire suffers from a skill shortage plus a high proportion of adult non economic individuals .

Education / training and job creation still behind other areas in uk .

Highways

Matt Townsend seems like a new broom with a realistic viewpoint on road issues . The constant lack of funds and staff was , as always , the basic issue . He illustrated their defect grading criteria / see slides .

Environment

Of possible interest to WPC plus the Cemetery committee / Graveyard is the Treescape initiative headed by Ian Wright . This offers a tree survey (particularly focussing on ash die back) to suggest replacement trees and source / plant same at nominal or no cost to the council .

Right of way

Re iteration of previous details regarding protecting footpaths when new developments are instigated .

Items available from the road safety team / promoted at parish conference for pre Xmas distribution .

Slow down bin stickers

Alcohol level leaflets

Bus hailing sign booklet for partially sighted

All from LCC on request .

