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Members of Barrow Parish Council are summoned to attend the **Parish Council Meeting** on Monday 24 June 2024 at Whalley Old Grammar School, commencing at 18:30.

Members of the public are welcome to attend.

Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Parish Council Meeting held on 22 May 2024.**
- 3. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.

- 4. Public participation.**

This 30-minute session (time limit of five minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting.

ITEMS for DECISION/DISCUSSION:

- 5. Finance Report.**

Report of the Clerk (enclosed) to approve the:

- Accounts to date.
- Schedule of Payments as set out in the Report.
- Reconciliation of Receipts and Payments as shown in the Report.

- 6. Footpath at Trafford Gardens.**

Verbal update regarding the condition of the footpath (which is owned by the Parish Council) fronting the houses on Trafford Gardens.

- 7. Update on 22-25 Old Row - Transfer of Ownership.**

To update members on the transfer of ownership of 22-25 Old Row and to seek approval for the exchange of contracts.

ITEMS for INFORMATION:

- 8. Update on Woodland Path - Transfer of Ownership.**

Verbal update by the clerk on the transfer of ownership.

PART 2 - ITEM for DECISION/DISCUSSION

EXCLUSION OF THE PRESS and PUBLIC.

The Council is asked to RESOLVE that:

The public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government Act, 1972.

9. Employment Matters

Update by Cllr. Crook, relating to the appointment of a new parish clerk.

Mike Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

✉ clerk@barrowparishcouncil.org.uk

☎ 07855 183 444

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Future Council Meetings:

2024: 22 July, 23 September and 18 November.

2025: 13 January, 17 March and 19 May.



Agenda Item 2



Parish Council Meeting – Draft Minutes

Date:	22 May 2024		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L. Crook (Chair), K. Heyworth, L. Street, D. Chiappi and E Kinder.		
In attendance:	Clerk to the Council - Mike Hill, Borough Cllr. D. Birtwhistle, County Councillor G. Mirfin.		
Meeting started:	18:30	Meeting closed:	20:05

240522/

1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 11 MARCH 2024

The above minutes were approved as correct and signed by the Chair.

3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interest.

4. PUBLIC PARTICIPATION.

Public participation took place at the Annual Parish Meeting and the Annual Meeting of the Parish Council both of which preceded this meeting.

5. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date, Reconciliation of Receipts and Payments and the Schedule of Payments.

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. Approve the Reconciliation of Receipts and Payments as set out in the Report and Table b below.
- c. Approve Schedule of Payments as set out in the Table a below:

Table a:

Schedule of Payments to be considered for approval.								
#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	15/00000	Stuart Greenwood (March 2024)	Garden Services	70.00	0.00	70.00	Paid	Amenity Exp.
2		Walton Remotivation Solutions	Payment on Account 23-25 Old Row	500.00	0.00	500.00	Paid	Old Row
3	15/8887	Edyweb Ltd	Payroll services	27.80	5.35	27.75	Paid	Admin Exp.
4	EPF 01-2024	Clerk	Three months expenses to end of March 2024	147.75	0.00	147.75	Paid	Admin Exp.
5	15/00000	E. Greenwood Garden Plants and Compost	Plants and Compost	120.00	0.00	120.00	Paid	Amenity Exp.
6	15/2554	Whitby Education Foundation (March 2024)	Meeting room hire	26.00	0.00	26.00	Paid	Admin Exp.
7		Walton Remotivation Solutions	Seeds	900.00	0.00	900.00	Paid	Old Row
8	15/00000	RVC	Rinse/pump on playing fields	488.40	0.00	488.40	Paid	Amenity Exp.
9	15/00000	RVC	Loose of Car Park	100.00	0.00	100.00	Paid	Amenity Exp.
10	2425046	LNT	Annual Subscription	343.71	0.00	343.71	Paid	Admin Exp.
11	23222432	MHFC Cumbria Ltd	Three months income tax	652.75	0.00	652.75	Paid	Admin Exp.
12	15/8887	PMFM	Payroll services	27.80	5.35	27.75	Paid	Admin Exp.
13		Barrow Parish Council	Leighman (final payment)	750.00	0.00	750.00	Paid	Amenity Exp.
14	6004	Mulliner Surveyors (23-25 Old Row)	Structural Survey	720.00	210.00	600.00	Paid	Old Row
15	15/00000	Stuart Greenwood (April 2024)	Garden Services, Plants and compost	170.00	0.00	170.00	Paid	Amenity Exp.
16	308	Simon Gill	Barrow Beach frame	50.00	0.00	50.00	Paid	Amenity Exp.
17	2024-030	Leighman	Labour and tool hire	224.42	0.00	224.42	Paid	Amenity Exp.
Totals:				5,500.21	212.10	5,324.05		

Table b:

Summary of Receipts and Payments	
	£
Balance carried forward at 1st April 2024:	18,116
Add total receipts to date:	28,341
Less total payments to date:	(5,332)
Balance:	41,124.51
	£
Unity Trust Bank Balance as at 13/05/24:	41,124.51

if these two figures are different an explanation is required.

6. TRANSFER OF OWNERSHIP OF 23-25 OLD ROW TO THE PARISH COUNCIL AND ENGAGEMENT OF A CONTRACTOR.

The Clerk submitted a report updating members on the transfer of ownership of 23-25 Old Row from LNT, and to seek approval of the engagement of a contractor to assist the Council in gaining planning permission and in the preparation of a tender specification.

The Report noted that 23-25 Old Row would be transferred to the Council as freehold and with vacant possession.

RESOLVED THAT COUNCIL:

1. Note the report.
2. Accept the quotation from Read Design Ltd.
3. Authorise the Clerk to inform Read Design Ltd. of the Council's decision to engage them on the terms set out in the report

7. RVBC 50-YEAR ANNIVERSARY.

The Clerk provided a verbal update on the 50-year anniversary of the establishment of Ribble Valley Borough Council and the opportunity for the Council to plant a Giant Redwood tree.

RESOLVED THAT COUNCIL:

1. Agree to plant a Giant Redwood Tree.
2. Authorise the Clerk to inform RVBC of this decision.
3. Request all members to suggest a suitable location for the tree and report back to a future meeting of the Parish Council.

8. UPDATE ON THE TRANSFER OF OWNERSHIP OF THE WOODLAND PATH.

The Clerk provided a verbal update on the transfer of ownership from Roland Homes to the Parish Council and informed members that a draft Deeds of Transfer had been received by Watson Ramsbottom (WR) and comments on the Deed had been sent back to Rowland Homs.

RESOLVED THAT COUNCIL:

1. Agree that the Council wish to proceed with the transfer on the terms as they are currently drafted.
2. Authorise the Clerk to Inform Watson Ramsbottom of the Council's decision.

Post meeting note: *An updated version of the HM Land Registry Document was circulated to members on 30/05/24 for consideration.*

9. UPDATE ON ACTION FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from previous meetings and on-going matters. The Clerk reminded members that there are still funds available from the S104 allocation and members were requested to submit suggestions to the Clerk for discussion at the next Council meeting.

RESOLVED THAT COUNCIL:

Agree:

1. That the Chair will send a letter to the school thanking them for the pupil's design submissions.
2. All members will submit suggestions to the Clerk for future expenditure from the S106 fund allocation.

10. PLANNING REPORT.

The clerk submitted a report on the relevant planning applications that had been submitted since the last meeting. Members were reminded that weekly planning applications and decided lists of planning applications are available to view on the RVBC website by using the link below:

https://www.ribblevalley.gov.uk/weekly_lists

RESOLVED THAT COUNCIL:

Note the contents of the report.

11. COUNCILLOR REPORTS/UPDATES.

Cllr. Heyworth provided a report updating members on the last meeting of the Parish Council Liaison Meeting.

RESOLVED THAT COUNCIL:

Note the report.

OTHER MATTERS FOR CONSIDERATION

a. Barrow Primary School - Social Think Tank Initiative.

The chair updated members on the above initiative.

RESOLVED THAT COUNCIL:

1. Request the Chair to contact the school Head and ask for a list of questions that may require a response from the Parish Council.
2. Request members to provide the Chair with responses to questions raised by the school before the 24 June Council Meeting.
3. Request the Clerk to add the Think Tank Initiative as an agenda Item to the next meeting of the Parish Council.
4. Request the Clerk to add the School's Questionnaire to the Council's website.
5. Agree that the Chair will add details of the Initiative to the Council's social media platforms.
6. Request that the Chair, Borough Cllr. Birtwhistle, County Cllr. Mirfin and Cllr. Heyworth attend the school meeting on 1 July 2024 at 13:15.

EXCLUSION OF PRESS AND PUBLIC.

RESOLVED THAT COUNCIL:

Agree that the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government act 1972.

12. EMPLOYMENT MATTERS.

The Clerk updated members on recent employment matters concerning the Joint Burial Committee.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.

DATES OF FUTURE MEETINGS.

2024: 24 June, 22 July, 23 September, 18 November.

2025: 13 January, 17 March, 19 May.

All meetings start at 6:30pm and are held at Whalley Old Grammar School Community Centre, Station Road, Whalley, BB7 9RH.



Agenda Item 5

Report For Decision



Meeting Date: 24/06/2024

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations:

1. Approve the Report and specifically the:
2. Schedule of Payments.
3. Reconciliation of Receipts and Payments.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	1123	Accountant (AGAR)	Intenal Auditor	200.00	0.00	200.00	Paid	Admin. Exp.
2	DD	Easyweb (DD)	Web and email services	56.76	9.46	47.30	Paid	Admin. Exp.
3	Newlands	Stuart Greenwood	Plants and compost	25.00	0.00	25.00	Paid	Amenity Exp.
4	BPC/10/May/24	Stuart Greenwood (May)	Garden services	70.00	0.00	70.00	Paid	Amenity Exp.
5	372447	Stuart Greenwood (Derek Fox & Sons Timber)	Bark for Trafford Gardens	164.99	33.00	131.99	Paid	Amenity Exp.
6	34	Unity Trust Bank	Service charge	18.00	0.00	18.00	DD	Admin. Exp.
7	INV-3677	ITUS Security Systems	Annual service charge and SIM card fees	666.00	111.00	555.00	Paid	Amenity Exp.
8	123	Read Design	Planning Application	2,040.00	0.00	2,040.00	Paid	Old Row
9	ZZWS00163401	Clerk	Planning Fees (paid by clerk)	289.00	0.00	289.00	Paid	Old Row
10	ZB576439	Information Commissioner	GDPR Registration Annual Fee	40.00	0.00	40.00	01/08/24	Admin. Exp.
11		Clerk	Three months salary	2,288.00	0.00	2,288.00	28/06/24	Staff Costs
12	..12503	HMRC Cumbernauld	Three months tax and NI	652.73	0.00	652.73	15/07/24	Staff Costs
Totals:				6,510.48	153.46	6,357.02		

Receipts for the period 1st April 2024 to 31st March 2025.

Bank		Income Streams					Totals	
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants		Sundry
08/04/2024	00204582	RVBC - Precept payment	28,341.00					28,341.00
09/06/2024		LCC Bio Diversity and PROW				800.00		800.00
Total:			28,341.00	0.00	0.00	800.00	0.00	29,141.00

Schedule of Payments made for the period 1st April 2024 to 31st March 2025

Dates	Details	Administration Expenses						Amenity Expenses				Old Row			Total		
		Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Admin. Expenses	Garden Maintenance	Playing Field	Other Expenses	Sundry Expenses	BAG	W/Path	Admin		Build	VAT
02/04/24	Stuart Greenwood Garden Services (March 2024)							70.00									70.00
02/04/24	Watson Ramsbottom													500.00			500.00
03/04/24	Easyweb (DD)					47.30										9.46	56.76
04/04/24	Clerk - three months expenses to end of March 24			145.75													145.75
04/04/23	Stuart Greenwood Garden (Plants and Compost)							120.40									120.40
04/04/24	Whalley Education Foundation (March 2024)				26.00												26.00
08/04/24	Watson Ramsbottom													800.17		160.03	960.20
08/04/24	RVBC - Bin emptying									485.34						97.06	582.40
08/04/24	RVBC - Car Park Lease										100.00						100.00
11/04/24	LALC Subscription						343.71										343.71
15/04/24	HMRC Cumbernauld - Three months Income Tax		652.73														652.73
25/04/24	PM+M Payroll Services				27.75											5.55	33.30
25/04/24	Lengthsman (final payment)							780.00									780.00
26/04/24	Mortimer Surveyors (23-25 Old Row)													600.00		120.00	720.00
01/05/24	Easyweb (DD)					47.30										9.46	56.76
07/05/24	Simon Gill lifebelf structure										50.00						50.00
07/05/24	Stuart Greenwood - Garden Services (April)							134.00									134.00
14/05/24	Lengthsman (Adam)									314.42							314.42
20/05/24	Accountant (AGAR)				200.00												200.00
03/06/24	Easyweb (DD)					47.30										9.46	56.76
04/06/24	Stuart Greenwood (plants and compost)							25.00									25.00
04/06/24	Stuart Greenwood (May)							70.00									70.00
06/04/24	Stuart Greenwood (bark for TG)							131.99								33.00	164.99
TOTALS		0.00	652.73	145.75	253.75	141.90	343.71	1,331.39	799.76	150.00	0.00	0.00	0.00	1,900.17	0.00	444.02	6,163.18

Summary of Receipts and Payments

	£	
Balance carried forward at 1st April 2024:	18,116	
Add total receipts to date:	29,141	
Less total payments to date:	(6,163)	
Balance:	41,093.34	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Balance as at 21/06/24:	41,093.34	

Comparisons as at 21/06/2024

	FINAL ACCOUNTS 2023/24	BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
	£	£	£
INCOME			
RVBC Precept:	22,692.00	28,341	28,341
RVBC S106, concurrent and other grants:	8,566.00	6,000	0
HMRC VAT Refunds:	3,196.84	4,000	0
LCC, rentals, sundry and other grants:	715.57	500	800
Barrow Action Group:	0.00	0	0
	35,170.41	38,841	29,141
EXPENDITURE			
Administration Expenses:			
	£	£	£
Clerk's salary:	8,278	8,236	0
HMRC: Employers Tax and NIC:	2,066	2,224	653
Clerk expenses: Home use, mileage etc.	726	600	146
General Administration inc. service charges	201	250	28
Website and email hosting, software/hardware:	588	800	142
General Admin. - Insurance:	761	850	0
General Admin.- Audit fees and ICO:	240	500	200
General Admin. - Legal fees:	1,174	250	0
General Admin. - Room hire etc:	156	150	26
General Admin. - LALC Subscripton training:	701	325	344
	14,891	14,185	1,537.84
Amenity Expenses:			
	£	£	£
General maint and lengthsman.:	383	250	1,094
Car park rental: RVBC	100	100	100
Car park - maintenance:	3,910	0	0
Playing field - improvements:	0	0	0
Playing field - inspections:	75	80	0
Playing field - maintenance:	0	100	0
Playing field - bin emptying RVBC:	459	500	485
Ground maintenance - grass cutting RVBC:	0	500	0
Garden maintenance, plants etc.:	2,411	1,250	551
Amenity cap. spend (benches CCTV, SplDS etc.):	5,280	3,500	0
Electric and other:	363	0	0
Woodland Path:	0	0	0
Old Row - Admin and Legal:	0	0	1,900
Old Row - Design and Build:	0	0	0
	12,982	6,280	4,131
Sundry Expenses:			
	£	£	£
Christmas trees, lights and bunting:	300	250	0
Remembrance Sunday - wreath etc:	0	50	0
Lifebelt and Defibrillator costs:	752	0	50
Other Sundry Expenses:	961	100	0
	2,013	400	50
BAG:			
	£	£	£
Net Expenditure:	5,814	4,000	0
VAT on Expenses to be Reclaimed:			
	£	£	£
	3,025	0	444
Total Expenditure:			
	£	£	£
	38,725	24,865	6,163.18
SUMMARY:			
	£	£	£
Income:	35,170	38,841	29,141
Expenditure:	(38,725)	(24,865)	(6,163)
	(3,555)	13,976	22,978
BALANCE:			
	£		£
Balance brought forward at 1 April:	21,670	2023/24 balance carried forward:	18,116
Add surplus / less deficit for the year:	(3,555)	2024/25 Balance to date:	22,978
Balance to be carried forward:	18,116	Overall Balance:	41,093.34

Cash Flow Forecast for the period 1st April 2024 to 31st March 2025

		Actual		Forecast Income 2024/25										
INCOME	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	Precept	28,341.00											28,341.00
2	RV in Bloom	RVBC Grant				45.00								45.00
3	HMRC VAT Return	VAT Repay								3,500.00				3,500.00
4	Concurrent Funding	RVBC Grant						1,500.00						1,500.00
6	S106 Contribution	RVBC Grant												0.00
7	Other Income	Other				100.00								100.00
8	Other Funding	LCC			800.00									800.00
Totals:			28,341.00	0.00	800.00	100.00	45.00	0.00	1,500.00	0.00	3,500.00	0.00	0.00	34,286.00

		Actual		Forecast Expenditure 2024/25										
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	IT and Easy Websites	Admin. Exp.	56.76	56.76	56.76	56.76	56.76	1,056.76	56.76	56.76	56.76	56.76	56.76	1,681.12
21	BAG Expenditure	BAG				3,000.00								3,000.00
22	RVBC Payments	Other Exp.	682.40									800.00		1,482.40
23	LALC Subscription	Sundry Exp.	343.71											343.71
24	Accountant and PKF LJ	Admin. Exp.		200.00			255.00							455.00
25	Office Consum/Licenses	Admin. Exp.												0.00
26	Clerk Salary	Staff Costs			2,288.00		2,288.00			2,288.00			2,288.00	9,152.00
27	Defibrillator/Lifebelt	Sundry Exp.		50.00										50.00
28	Bank charges	Admin. Exp.			18.00		18.00			18.00			18.00	72.00
29	HMRC Income Tax	Staff Costs	652.73			653.00		653.00			653.00			2,611.73
30	PM+M Payroll services	Admin. Exp.	33.30			33.00		33.00			33.00			132.30
31	Clerk Expenses	Staff Costs	145.75			150.00		150.00			150.00			595.75
32	Trafford Gard/Amenity etc.	Amenity Exp.	190.40	134.00	70.00	200.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	1,154.40
33	Insurance	Admin. Exp.											800.00	800.00
34	Room Hire	Admin. Exp.	26.00		28.00		28.00		28.00		28.00		28.00	166.00
35	Lengthsman/Other Maint	Grnd Maint	780.00	314.42	150.00		150.00		150.00					1,544.42
36	GDPR/Training/Other Subs	Sundry Exp.				40.00								40.00
37	CCTV	Other Exp.			666.00		100.00							766.00
38	NPower	Other Exp.											100.00	100.00
39	Other Legal	Admin. Exp.												0.00
40	Playing Fields	Amenity Exp.												0.00
41	Xmas/Remebrance/other	Sundry Exp.								250.00				250.00
42	Woodland Path	W/Path												0.00
43	Old Row - Admin.	Old Row	2,180.20	2,040.00		3,100.00								7,320.20
44	Old Row - Build	Old Row												0.00
Totals:			5,091.25	2,795.18	3,276.76	4,232.76	3,304.76	2,787.76	2,140.76	126.76	2,710.76	962.76	954.76	31,717.03

2024/25 FORECAST	£
Forecast Income	34,286
Forecast Expenditure	31,717
Forecast Balance 2024/25	2,569

EOY 2025 FORECAST	£
Balance at 21/06/24	41,093.34
Forecast Income - June onwards	5,945
Forecast Spend - June onwards	23,831
Balance EOY	23,208
EOY Forecast less BAG Funds	19,175

For reference:
Balance EOY 2023/24 = £18,116
Balance EOY 2023/24 less BAG Funds = £14.083

2024-2025 - Unity Trust Bank Statements												
DETAILS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance b/forward from 31 March 2023:	18,115.52	41,365.27	40,610.09									
Income 2024/25:	28,341.00	0.00										
Expenditure 2024/25:	5,091.25	2,795.18										
Balance :	41,365.27	38,570.09										
Unity Trust Statement Balance:	41,365.27	40,610.09										
Statement Date:	30/04/24	31/05/24	30/06/24	31/07/24	31/08/24	30/09/24	31/10/24	30/11/24	31/12/24	31/01/25	28/02/25	31/03/25

BAG Fund - Summary of Expenditure

	£
Total BAG Fund	10,979.11
Gross Expenditure to 31 March 2023:	660.00
Gross balance carried forward to April 2023:	10,319.11
Gross Expenditure April 2023 to 31 March 2024:	6,286.40
Net Expenditure April 2023 to 31 March 2024:	5,813.67
Gross balance carried forward to April 2024:	4,032.71
Gross Expenditure April 2024 to 31 March 2025:	0.00
Net Expenditure April 2024 to 31 March 2025:	0.00
Gross Balance at 21/06/24:	4,032.71

Barrow Action Group (ring-fenced donation).

At the 5 December 2022 Council Meeting:

RESOLVED THAT COUNCIL:

Agree to accept the funds as a charitable donation with the following conditions:

1. That the donated funds will be ring-fenced, in that they will only be used to improve the parish amenity.
2. That suggestions made by the Chair of the Action Group, on how to spend the donated funds will be considered sympathetically by the Council.
3. That additional expenses incurred by the Council in the administration of the funds or as a consequence of increasing its revenues will be met from the ring-fenced funds.

The above points were agreed by the two members (including the current Chair of the Barrow Action Group - Karen Heyworth) who were present at the meeting.

Agenda Item 7

Report for Decision/Discussion



Meeting Date:	24 June 2024.
Title:	Transfer of 22-25 Old Row to the Parish Council.
Submitted by:	Clerk and Responsible Financial Officer.

1. Purpose of the report.

To update members on the transfer of ownership of 22-25 Old Row and to seek approval for the Exchange of Contracts.

2. Update - Schedule of Events:

The table below provides an update on the transfer of ownership and other matters.

Village Hall			
#	Events.	Dates given to RVBC	Status
1	UKSPF Grant Agreement submission.	Week starting 20/05/24.	Signed by all parties June 3, 2024. Original documents in storage at RVBC.
2	Searches	-	Complete and issued to Members
3	Structural survey	-	Complete and issued to Members.
4	Planning Application submitted to RVBC.	End of June 2024	Submitted 20/06/24
5	Ownership of the buildings.	Exchange contracts by end of June 2024.	The transfer of the land adjoining 22-25 Old Row, to LNT's group company is complete.
6	Deeds of Covenant x 2	-	Agreed in draft form.
7	Contract of Sale and Deeds of Transfer	-	Awaiting agreement of the latest drafts from LNT's solicitors.
8	Issue tender documents.	By 12 July 2024.	On schedule. To be prepared by Reed Ltd.
9	Tenders returned.	By 12 August 2024.	On schedule.
10	Work to start on site.	By 2 September 2024	On schedule.
Car Park			
#	Events.	When	Status
1	UKSPF Grant Agreement submission.	Week starting 20/05/24.	Signed by all parties June 3, 2024. Original documents in storage at RVBC.
2	Resurfacing work starts.	12 August 2024	Additional funding may be required.
3	Install EV charging points	September 2024	Additional funding may be required.

3. Plans and Elevations.

The Plans and Elevations shown in Appendix 1 to the report, have been submitted to RVBC as part of the planning application. The initial Plans and Elevations were issued to all members for comment and Cllrs. Crook, Street and Chiappi approved them. Cllrs. Kinder and Heyworth did not provide comments.

Member should note the Elevations and Plans submitted to RVBC have a slight change from those circulated for comment, in that the side entrance has been removed, this is because the Parish Council are not taking ownership of the pavement which would have needed adapting to accommodate a stepped entrance.

The reason the Parish Council is not taking ownership of the side pavement, is that it would have also had to take responsibility for the utilities that are running underneath.

The Plans show how the space could be utilised, with a new staircase serving the first floor and a lift which, amongst other benefits, is necessary for people with limited mobility.

The staircase would provide a means of escape to the first floor, providing direct access to a final entrance adjacent to the toilets. A small amount of floor area has been taken off the main room to accommodate an accessible toilet.

4. Exchange of Contracts.

Once the latest Contract of Sale has been agreed by LNT, the Parish Council will be able to Exchange Contracts. Members should note that the Deeds of Covenant and Transfer Deed will need to be signed before the contracts are exchanged, this will be carried out simultaneous at exchange and completion and would be carried out by Watson Ramsbottom at the Parish Council's request and consent.

5. Signing Legal Deeds.

Members will recall that at their meeting on 11 March 2024 they confirmed that as set out in the Council's Standing Orders, any two parish councillors can sign on behalf of the Council any deed required by law and that they nominated Cllrs. Heyworth and Chiappi to sign on behalf of the Parish Council. Members should note that Cllr's Heyworth and Chiappi have had their identities verified by Watson Ramsbottom.

6. Members are recommended to:

1. Note the Report and the Appendix.
2. Agree, that subject to agreement by LNT of the Contract of Sale, the Parish Council will Exchange Contracts.
3. Confirm that Cllrs. Heyworth and Chiappi can sign the exchange of contract documents on behalf of the Parish Council.

Appendix 1a - Supporting Statement



Supporting Statement for the Change of Use

Planning Application

Barrow Parish Council have been offered the former pub/restaurant and cottage (22-25 Old Row) site. This is a once in a lifetime opportunity for the Parish Council to make a major improvement to the village and will play a crucial role in supporting Barrow's growing community by providing essential services and foster community cohesion for years to come.

It is envisaged that the Village Hall would cater for all ages from mother and toddler groups to over 60's keep fit classes.

The Village Hall will have wheelchair access at the rear of the building, an internal lift to the first floor, accessible toilets, a small well-being community garden and car parking to the rear on the hall on land the Parish Council lease from RVBC.

Regular users of the facility could include:

- Dementia Club
- Horticultural Club
- Keep fit classes.
- Toddler groups.
- Women's Institute.
- Slimming World/Weight Watchers.
- Local history/walking/camera/photographic groups.
- Local Girl Guides.
- 'Learn a Language' classes.
- Coffee shop - excellent footfall from local school drop off and pick up.

In addition, the Village Hall would be open for one-off events such as, quiz nights, birthday parties, weddings, anniversaries, special events, polling station and public meetings etc.

Application for Planning Permission
 Town and Country Planning Act 1990 (as amended)

Appendix 1b - Application

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:



RIBBLE VALLEY BOROUGH COUNCIL

<u>For office use only</u>	
Application No.	
Date received	
Fee paid €	Receipt No:

Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA Tel: 01200 425111 www.ribblevalley.gov.uk

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

1. Applicant Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

2. Agent Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

3. Description of the Proposal

Please describe the proposed development, including any change of use:

PROPOSED CHANGE OF USE OF VACANT RESTAURANT / PUB AND ADJOINING COTTAGE TO VILLAGE HALL FOR THE LOCAL COMMUNITY, INCLUDING FIRST FLOOR MEETING ROOMS AND ANCILLARY STORAGE.

Has the building, work or change of use already started?

Yes No

If Yes, please state the date when building, work or use were started (DD/MM/YYYY):

(date must be pre-application submission)

Has the building, work or change of use been completed?

Yes No

If Yes, please state the date when the building, work or change of use was completed (DD/MM/YYYY):

(date must be pre-application submission)

Reference number of permission in principle being relied on (technical details consent applications only):

Is the proposal for public service infrastructure development (within the meaning of article 2 of S.I. 2015/595 as amended by article 3 of S.I. 746/2021)?

Yes No

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: 22, 23-25 House suffix:

House name:

Address 1: OLD ROW

Address 2: BARROW

Address 3:

Town: CLITHEROE

County: LANCs

Postcode (optional): BB7 9AZ

Description of location or a grid reference. (must be completed if postcode is not known):

Easting: Northing:

Description:

5. Pre-application Advice

Has assistance or prior advice been sought (from the local authority about this application)? Yes No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY): (must be pre-application submission)

Details of pre-application advice received?

6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? Yes No

Is a new or altered pedestrian access proposed to or from the public highway? Yes No

Are there any new public roads to be provided within the site? Yes No

Are there any new public rights of way to be provided within or adjacent to the site? Yes No

Do the proposals require any diversions /extinguishments and/or creation of rights of way? Yes No

If you answered Yes to any of the above questions, please show details on your plans/drawings and state the reference of the plan (s)/drawings(s)

7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? Yes No

If Yes, please provide details:

Have arrangements been made for the separate storage and collection of recyclable waste? Yes No

If Yes, please provide details:

8. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent? Yes No With respect to the authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

THE APPLICANT IS BARROW PARISH COUNCIL.

9. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls	RENDER.	RENDER & STONE.	<input type="checkbox"/>	<input type="checkbox"/>
Roof	TILE & SLATE.	TILE & SLATE.	<input type="checkbox"/>	<input type="checkbox"/>
Windows	TIMBER & UPVC	UPVC.	<input type="checkbox"/>	<input type="checkbox"/>
Doors	TIMBER & UPVC	TIMBER & UPVC.	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard-standing			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lighting			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (please specify)			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

Yes

No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

10. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of Vehicle	Total Existing	Total proposed (including spaces retained)	Difference in spaces
Cars			
Light goods vehicles/ public carrier vehicles			
Motorcycles			
Disability spaces			
Cycle spaces			
Other (e.g. Bus)			
Other (e.g. Bus)			

N/A

11. Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer Cess pit
 Septic tank Other
 Package treatment plant

Are you proposing to connect to the existing drainage system? Yes No

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

UTILISE AN EXISTING CONNECTION.

12. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

- Yes No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)? Yes No

Will the proposal increase the flood risk elsewhere? Yes No

How will surface water be disposed of?

- Sustainable drainage system Existing watercourse
 Soakaway Pond/lake
 Main sewer

13. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

14. Existing Use

Please describe the current use of the site:

FORMER RESTAURANT / PUB AND COTTAGE.

Is the site currently vacant? Yes No

If Yes, please describe the last use of the site:

FORMER RESTAURANT / PUB AND COTTAGE.

When did this use end (if known)?
DD/MM/YYYY
(date where known may be approximate)

Does the proposal involve any of the following?
If yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated? Yes No

Land where contamination is suspected for all or part of the site? Yes No

A proposed use that would be particularly vulnerable to the presence of contamination? Yes No

15. Trees and Hedges

Are there trees or hedges on the proposed development site? Yes No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character? Yes No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

16. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? Yes No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

17. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units?
If Yes, please complete details of the changes in the tables below:

 Yes

 No

Proposed Housing

Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a+b+c+d+e+f) =							

Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a+b+c+d+e+f) =							

Affordable Home Ownership	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a+b+c+d+e+f) =							

Starter Homes	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a+b+c+d) =							

Self Build and Custom Build	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a+b+c+d) =							0

Total proposed residential units (A+B+C+D+E) = 0

Existing Housing

Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>		1				1
Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a+b+c+d+e+f) =							1

Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a+b+c+d+e+f) =							

Affordable Home Ownership	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a+b+c+d+e+f) =							

Starter Homes	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a+b+c+d) =							

Self Build and Custom Build	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a+b+c+d) =							1

Total existing residential units (F+G+H+I+J) = 1

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total) = LOSS OF 1

22. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal a waste management development? Yes No

If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert landfill	<input type="checkbox"/>		
Non-hazardous landfill	<input type="checkbox"/>		
Hazardous landfill	<input type="checkbox"/>		
Energy from waste incineration	<input type="checkbox"/>		
Other incineration	<input type="checkbox"/>		
Landfill gas generation plant	<input type="checkbox"/>		
Pyrolysis/gasification	<input type="checkbox"/>		
Metal recycling site	<input type="checkbox"/>		
Transfer stations	<input type="checkbox"/>		
Material recovery/recycling facilities (MRFs)	<input type="checkbox"/>		
Household civic amenity sites	<input type="checkbox"/>		
Open windrow composting	<input type="checkbox"/>		
In-vessel composting	<input type="checkbox"/>		
Anaerobic digestion	<input type="checkbox"/>		
Any combined mechanical, biological and/or thermal treatment (MBT)	<input type="checkbox"/>		
Sewage treatment works	<input type="checkbox"/>		
Other treatment	<input type="checkbox"/>		
Recycling facilities construction, demolition and excavation waste	<input type="checkbox"/>		
Storage of waste	<input type="checkbox"/>		
Other waste management	<input type="checkbox"/>		
Other developments	<input type="checkbox"/>		

N/A

Please provide the maximum annual operational throughput of the following waste streams:

Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

23. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below? Yes No Not applicable

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes)	<input type="text"/>	Ethylene oxide (tonnes)	<input type="text"/>	Phosgene (tonnes)	<input type="text"/>
Ammonia (tonnes)	<input type="text"/>	Hydrogen cyanide (tonnes)	<input type="text"/>	Sulphur dioxide (tonnes)	<input type="text"/>
Bromine (tonnes)	<input type="text"/>	Liquid oxygen (tonnes)	<input type="text"/>	Flour (tonnes)	<input type="text"/>
Chlorine (tonnes)	<input type="text"/>	Liquid petroleum gas (tonnes)	<input type="text"/>	Refined white sugar (tonnes)	<input type="text"/>

Other:

Other:

Amount (tonnes):

Amount (tonnes):

24. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant	Address	Date Notice Served
LNT CARE DEVELOPMENT LIMITED	HELIOS 47 ISABELLA ROAD, GARFORTH, LEEDS, LS25 2DY	04/06/24

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

In Need

19/06/24

24. Ownership Certificates and Agricultural Land Declaration (continued)**CERTIFICATE OF OWNERSHIP - CERTIFICATE C****Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14**

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

--

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

--

On the following date (which must not be earlier than 21 days before the date of the application):

--

Signed - Applicant:

--

Or signed - Agent:

--

Date (DD/MM/YYYY):

--

CERTIFICATE OF OWNERSHIP - CERTIFICATE D**Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14**

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

--

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

--

On the following date (which must not be earlier than 21 days before the date of the application):

--

Signed - Applicant:

--

Or signed - Agent:

--

Date (DD/MM/YYYY):

--

25. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> The original and 3 copies* of a completed and dated application form: | <input checked="" type="checkbox"/> The correct fee: | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> The original and 3 copies* of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: | <input type="checkbox"/> The original and 3 copies* of a design and access statement, if required (see help text and guidance notes for details): | <input type="checkbox"/> |
| <input type="checkbox"/> The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application: | <input type="checkbox"/> The original and 3 copies* of a fire statement, if required (see help text and guidance notes for details): | <input type="checkbox"/> |
| | <input checked="" type="checkbox"/> The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D - as applicable) and Article 14 Certificate (Agricultural Holdings): | <input checked="" type="checkbox"/> |

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

Plans can be bought from one of the Planning Portal's accredited suppliers: <https://www.planningportal.co.uk/buyaplanningmap>

26. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

27. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country code:	Mobile number (optional):	
<input type="text"/>	<input type="text"/>	
Country code:	Fax number (optional):	
<input type="text"/>	<input type="text"/>	

Email address (optional):

28. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country code:	Mobile number (optional):	
<input type="text"/>	<input type="text" value="07745 554180"/>	
Country code:	Fax number (optional):	
<input type="text"/>	<input type="text"/>	

Email address (optional):

29. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? Yes No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

Agent Applicant Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

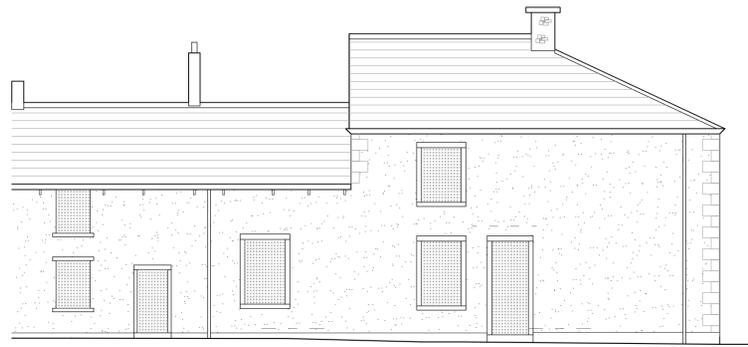
Contact name:

Telephone number:

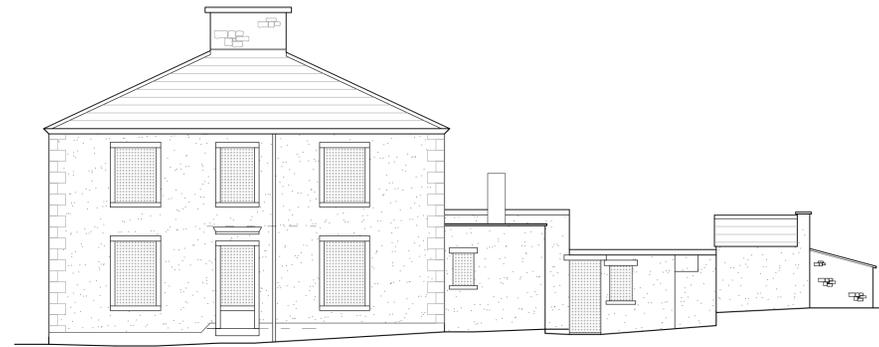
Email address:

Appendix 1c - Existing Plans

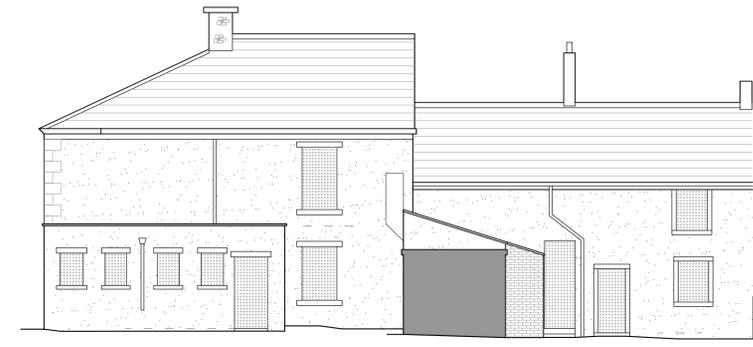
This drawing is to be read in conjunction with all relevant Surveyors, consultants' and specialists' drawings and specifications. All dimensions and levels are to be checked on site. This drawing is subject to copyright. All work carried out before Planning and Building Permission has been granted is at the contractor/clients risk. The Surveyor is to be notified of any discrepancies.



North West (A) Elevation



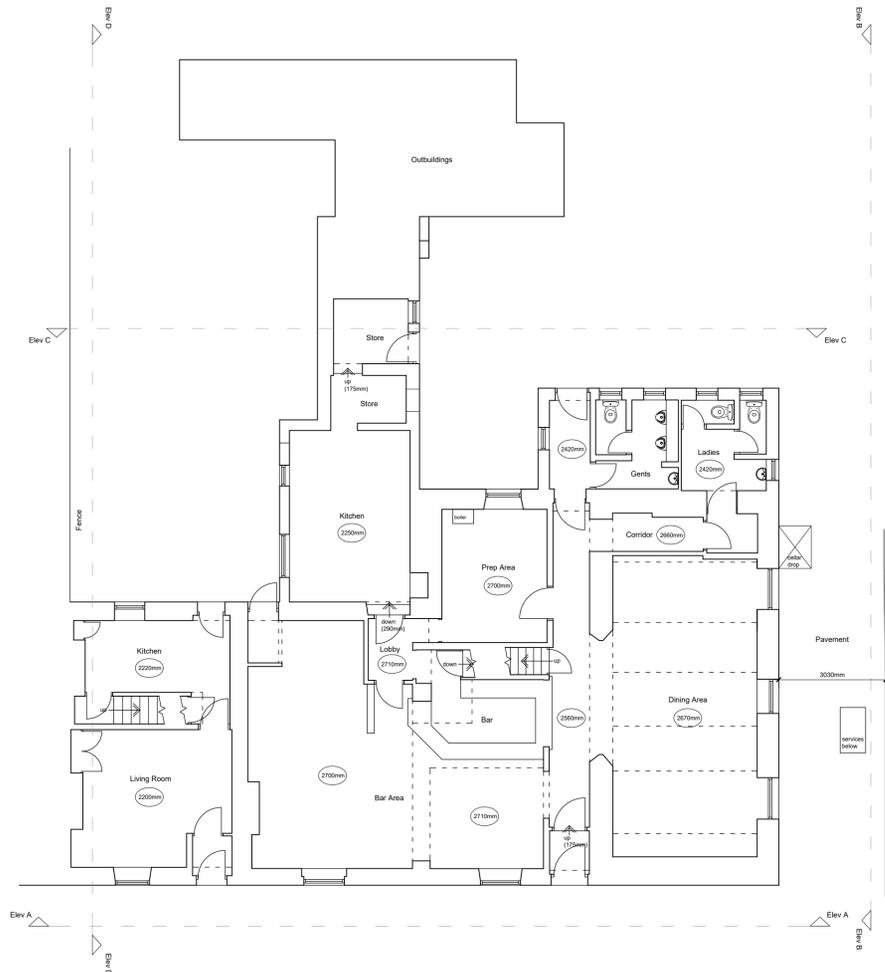
South West (B) Elevation



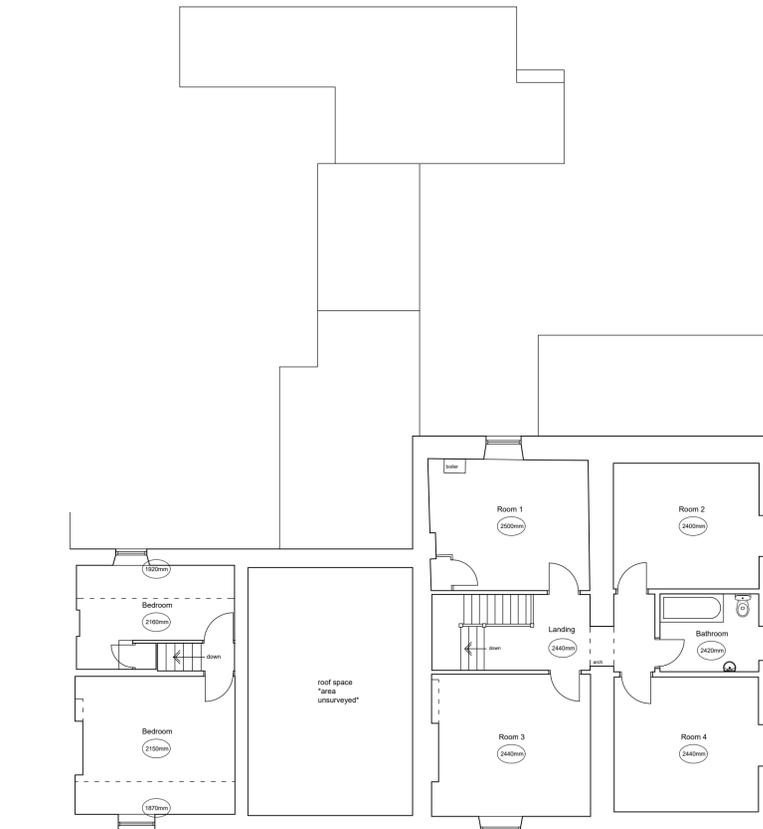
South East (C) Elevation



North East (D) Elevation



Ground Floor Plan



First Floor Plan

REV A - Drawing updated. LFR 19.06.24

Client Barrow Parish Council		
Project Proposed Works to 22 and 23-25 Old Row Barrow Clitheroe BB7 9AZ		
Drawing Title Existing Plans and Elevations		
Scale 1:100 @ A1	Date June 2024	Drawn LFR
READ DESIGN LTD		
166 - 02 A		

This drawing is to be read in conjunction with all relevant Surveyors, consultants' and specialists' drawings and specifications. All dimensions and levels are to be checked on site. This drawing is subject to copyright. All work carried out before Planning and Building Permission has been granted is at the contractor/client's risk. The Surveyor is to be notified of any discrepancies.

Appendix 1d Proposed Plans



North West (A) Elevation



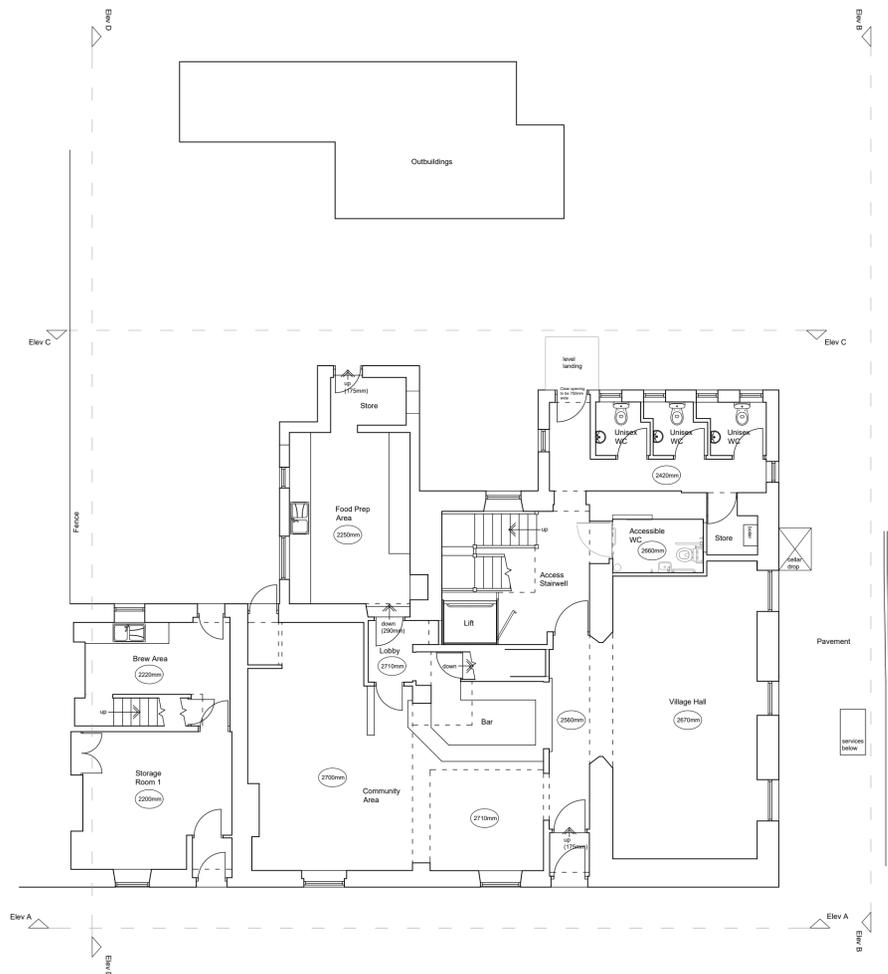
South West (B) Elevation



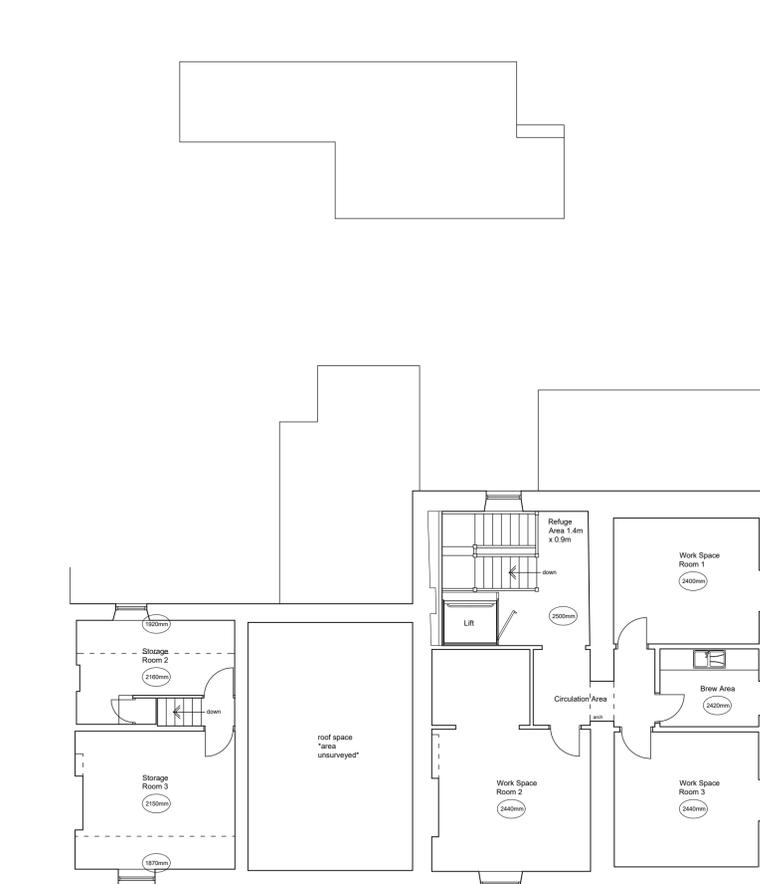
South East (C) Elevation



North East (D) Elevation



Ground Floor Plan



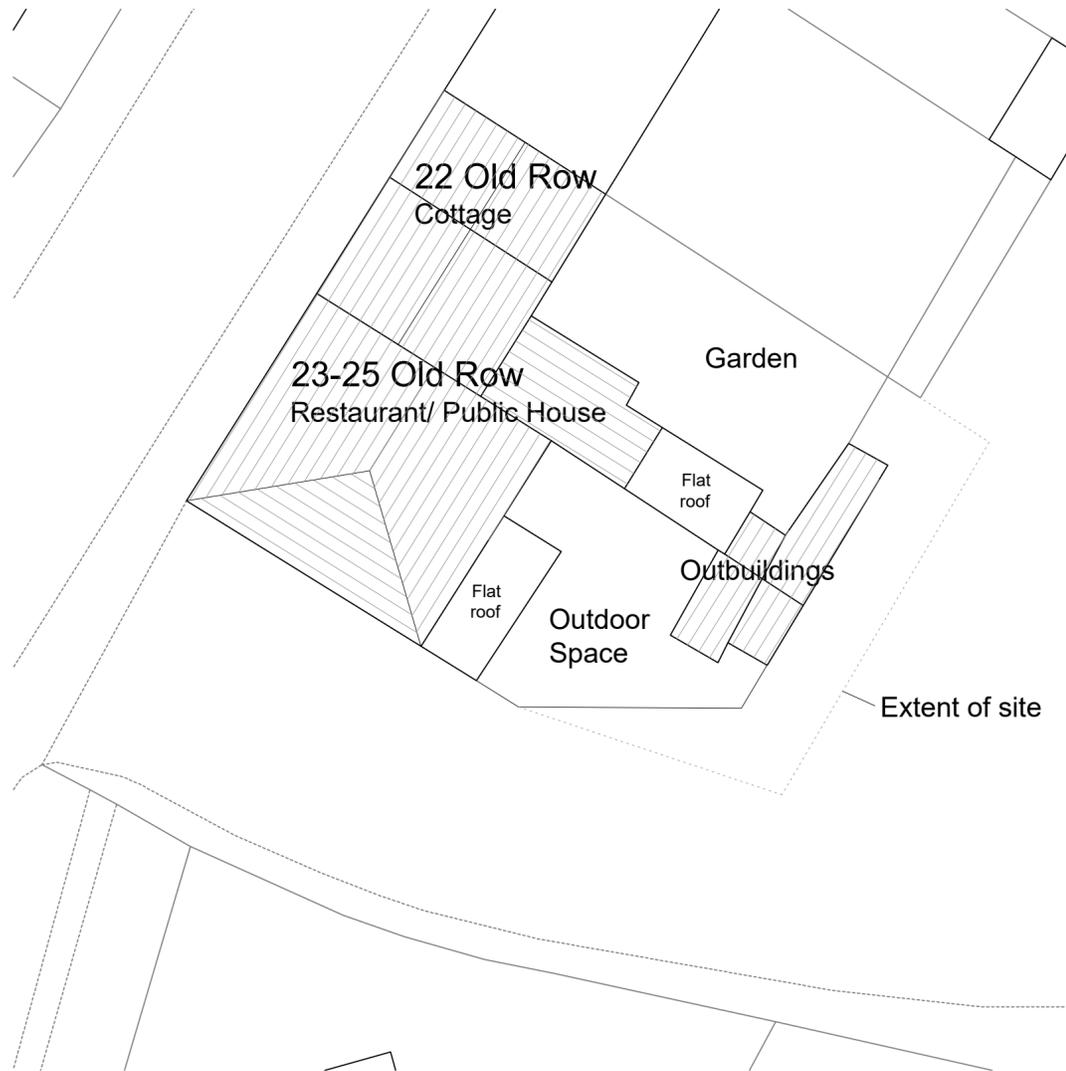
First Floor Plan

Materials
 North west and south west elevation to have render removed to expose stone below

REV B - Drawing amended. LFR 20.06.24
REV A - Drawing amended. LFR 19.06.24

Client Barrow Parish Council		
Project Proposed Works to 22 and 23-25 Old Row Barrow Clitheroe BB7 9AZ		
Drawing Title Proposed Plans and Elevations		
Scale 1:100 @ A1	Date June 2024	Drawn LFR
READ DESIGN LTD		
166 - 03 B		

Appendix 1e Existing and Proposed Plans



Existing Site Plan
1:200

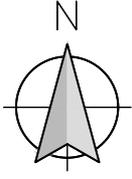


Proposed Site Plan
1:200

REV C - Drawing amended. 20.06.24 LFG
 REV B - Drawing amended. 19.06.24 LFG
 REV A - Drawing amended. 13.06.24 LFG

<small>Client</small> Barrow Parish Council		
<small>Project</small> Proposed Creation of Village Hall at 22 and 23-25 Old Row Barrow BB7 9AZ		
<small>Drawing Title</small> Existing and Proposed Site Plans		
<small>Scale</small> 1:200 @ A2	<small>Date</small> May 2024	<small>Drawn</small> LFR
READ DESIGN LTD		
166 - 01 c		

Appendix 1f Location Plan



Location Plan
1:1250 @ A4

Appendix 1g - Biodiversity

READ DESIGN LTD CHARTERED BUILDING SURVEYORS

Unit 1 Victoria Mill, Watt Street, Sabden,

Clitheroe, Lancashire, BB7 9ED

07745 554180

readdesign@hotmail.com

BIODIVERSITY NET GAIN STATEMENT
FOR THE FULL PLANNING APPLICATION
FOR CHANGE OF USE OF THE VACANT
RESTAURANT/ PUB AND ADJACENT COTTAGE
INTO A VILLAGE HALL AT
22 and 23-25 OLD ROW,
BARROW

FOR BARROW PARISH COUNCIL

REF:- 166

Date:- **REV A** – 18th June 2024; 3rd June 2024

SITE DESCRIPTION

The site is located to the south east of Old Row, in the village of Barrow. The proposed change of use of the vacant restaurant/ pub into a village hall does not include any extensions. The proposed change of use will utilise the existing floor area of the building.

The biodiversity gain planning condition does not apply in relation to this development due to the proposals meeting the first and second conditions of the De Minimis Exemption.

“The first condition is that the development does not impact an onsite priority habitat.”, there is not an onsite priority habitat, the outdoor areas within the site are hardstanding/ wasteland. Hardcore has been laid as part of the development of the care home site adjacent, which this site is currently part of.

“The second condition is that the development impacts—

(a)less than 25 square metres of onsite habitat that has biodiversity value(1) greater than zero; and

(b)less than 5 metres in length of onsite linear habitat.”

The proposed development does not incorporate an extension, as such no habitat will be lost due to the proposals, so this criterion is met.



Image showing the hardstanding/ wasteland to the rear of the building, no extensions are proposed so no habitat will be lost.

CONCLUSION

In conclusion, for the reasons listed above the Biodiversity Net Gain planning condition does not apply to this application.

Louise Read
MRICS



Appendix 1h - Bat Survey

Old Row, Barrow



Bat Survey Report

ER-6446-02

THT and L&Q Developments LLP

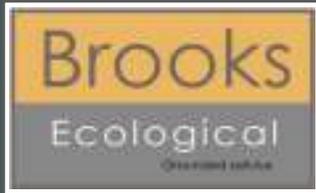


Report reference	ER-6446-02
Author	David Lovett MBiolSci (Hons) ACIEEM Ecologist
Technical Review	Peter Brooks BSc (Hons), MA, MCIEEM, CEnv Managing Director
QA	James Robinson BSc (Hons) MSc Graduate Ecologist
Authorised	Peter Brooks BSc (Hons), MA, MCIEEM, CEnv Managing Director
Date	04/10/2022



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Summary Statement

Survey has confirmed the likely absence of roosting bats within the surveyed buildings at Old Row, Barrow.

Introduction

1. Subsequent to recommendations set out in Brooks Ecological Preliminary Ecological Appraisal in October 2022, (ER-6446-01), Brooks Ecological was commissioned to carry out a Bat Emergence Survey at the proposed development Site at Old Row, Barrow (Grid reference: SD 73782 38439).
2. Survey was required at a disused pub, associated outbuilding and a disused residential property adjoining the pub to the north, with all buildings being assessed as providing features with low bat roost suitability. In accordance with current best practice guidelines, buildings of low suitability need a single evening emergence or dawn re-entry survey in order to confirm the presence or likely absence of roosting bats.

Figure 1 The surveyed buildings - red line



Method

3. Brooks Ecological specialise in bat surveys ranging from individual buildings through to complex sites requiring numerous visits with large teams. In terms of the survey effort, number of personnel and number of visits required to be able to properly evaluate the building(s) use by bats, we refer to the Bat Conservation Trust Survey Good Practice Guidelines (2016). However, these guidelines are not prescriptive, and we approach each site individually as required using our professional judgement and significant experience base.
4. In this case, a single visit with a team of four surveyors was deemed suitable to evaluate the potential use of the Site for roosting.
5. Surveys were carried out with surveyors positioned around the building to cover all aspects where bats could potentially emerge or return, and to establish activity levels around the Site.
6. The surveyors, using heterodyne detectors, were in place at least 15 minutes before sunset and left once all species of bat would be expected to have left a roost and patterns of activity within the Site had been appraised. Conditions and dates are summarised in Table 1 below.

Table 1 Survey conditions.

Date	Survey Type	Temp. Start/End	Weather
27.09.2022	Emergence	10/9°C	Dry, Beaufort 0-1, cloud cover 4/8 octas

7. Surveys were directed by Christopher Shaw BSc (Hons) MCIEEM. Chris has over 10 years' experience of carrying out bat surveys in a professional capacity and is registered to use the Class Survey Licence WML CL18 (Bat Survey Level 2) and Bat Mitigation Class Licence WML CL21 Annex B.

Box 1 *Bat roosts*

Bats roost in buildings and trees in different locations depending upon time of year and environmental factors such as position of the sun, proximity to heat sources and feeding grounds. The following types are commonly referred to:

Transitional roosts

Bats frequently gather early in the season (March to April) before dispersing to summer roosts. Bats can be found in high numbers in these roosts for a very short period. Transitional roosts can also be found shortly before hibernation in August to October when bats (depending upon species) can gather in roosts not used earlier in the season.

Maternity roosts

These are among the most important roosts and are normally occupied from May to August. Depending on the species involved, some maternity roosts can contain a very significant proportion of the local population.

Summer (non-breeding) roosts

Small groups of non-breeding female and male bats can gather in these roosts or bats from a local population may choose to roost individually. There are normally a large number of suitable locations for summer non-breeding roosts and these may be routinely used or used only on an occasional basis. Irregularly used summer roosts can be very hard to find without unreasonable survey effort.

Mating roosts

Around September bats will gather in roost to mate; these are often in different locations than summer or breeding roosts.

Hibernation roosts

As bats in hibernation roosts are highly vulnerable to disturbance and bats can be present in large numbers these are considered to be among the most important bat roosts. Many species of bats roost in large and nationally important hibernation roosts associated with underground sites, many of which are well known and protected. However, the most common bat in the UK (the common pipistrelle) is largely unaccounted for in winter but thought to disperse and roost individually or in small groups in thermally stable cracks and crevices in thick walls or trees.

Box 2 *Legal background*

Bats are afforded full protection under The Wildlife and Countryside Act (1981) plus amendments, and the Conservation of Habitats and Species Regulations 2010. Under these Acts it is an offence among others, to recklessly kill, injure or disturb bats. It is also an offence to destroy or obstruct a roost even if bats are not in occupancy at the time of the action.

There are no defences against contravention of the Habitats Regulations 2010 which means that it is important for detailed and well-designed bat surveys to be carried out, prior to carrying out activities that may impact upon bat roosts such as demolition of buildings or removal of trees.

Where bats are found within a potential development site, a license from Natural England may need to be secured if works that could otherwise contravene legislation are to be carried out. These licences are only issued where Natural England is satisfied that works are unavoidable and would not have a negative impact on the favourable conservation status of bats. A Natural England license requires that the potential development site has full planning permission and that bats were a material consideration of the planning permission.

Survey Results

Emergence Survey - 27th September 2022 (sunset 18:56)

8. Surveyors were positioned so as to cover all features with bat roost suitability.
9. Overall, bat activity was considered to be very low, with no bat contacts being recorded throughout the course of the survey
10. No roosts were identified, or suspected, within the surveyed building.

Figure 2 Summary of bat emergence survey.



Evaluation & Conclusion

11. Survey has demonstrated a likely absence of roosting within the surveyed buildings at Old Row, Barrow.
12. The proposed works therefore present little risk of impacting upon bats or their roosts.

Standard Precaution

13. Although no evidence of roosting has been found and the likely absence of roosting has been concluded, it must be noted that bats frequently move between roost sites, can be very casual in their choice of roosting location and can turn un expectedly at any time.
14. On this basis the developer should always be mindful of bats as a potential constraint and have a protocol in place should any bats be seen or suspected during works: works should stop, a suitably licenced ecologist consulted, and their advice followed.

Enhancement

15. The NPPF puts emphasis on development delivering biodiversity enhancement above and beyond mitigating or compensating for any impacts. To this end the new development could include integral bat roost features to offer suitable habitat in the long term.

References

Bat Conservation Trust (2016) *Bat Surveys for Professional Ecologists - Good Practice Guidelines*

Conservation of Habitats and Species Regulations (2010)
<http://www.legislation.gov.uk/ukxi/2010/490/contents/made>

CIEEM (2019) Advice Note - On the Lifespan of Ecological Reports and Surveys

English Nature (2004) *Bat Mitigation Guidelines*. English Nature, Peterborough.

Institute of Lighting Professionals (2018) *Bats and artificial lighting in the UK*. Bat Conservation Trust Guidance Note 08/18.
<https://www.theilp.org.uk/documents/guidance-note-8-bats-and-artificial-lighting/>

JNCC (2004) *The Bat Workers Manual*. Third Edition.

ODPM circular 06/05 (2005) *Biodiversity and Geological Conservation - Statutory Obligations and Their Impact Within the Planning System*
<http://www.communities.gov.uk/publications/planningandbuilding/circularbiodiversity>