

## Annual Meeting of: The Council

**Time:** 6.30pm

**Date**

16<sup>th</sup> May 2025

**Venue:** Council Chamber, The Business Centre, Futures Park, Bacup. OL13 0BB



**The meeting will also be live streamed at the following link:**

<https://www.youtube.com/channel/UCrLsMDOP7AYxik5pNP0gTIA/streams>

**Supported by:** Carolyn Sharples, Committee and Member Services Manager Tel: 01706 252422

Email: [carolynsharples@rossendalebc.gov.uk](mailto:carolynsharples@rossendalebc.gov.uk)

	ITEM	Lead Member/Contact Officer
<b>A.</b>	<b>CIVIC MATTERS</b>	
<b>A1.</b>	<b>Election of the Mayor</b> The retiring Mayor will invite nominations for the position of Mayor for 2025/26.	Carolyn Sharples, Committee and Member Services Manager Tel: 01706 252422 Email: <a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a>
<b>A2.</b>	<b>Election of the Deputy Mayor</b> The Mayor will invite nominations for the position of Deputy Mayor for 2025/26.	
<b>A3.</b>	<b>Presentation and vote of thanks to the retiring Mayor and Consort</b>	
<b>B.</b>	<b>BUSINESS MATTERS</b>	
<b>B1.</b>	<b>Apologies for absence</b>	Carolyn Sharples, Committee and Member Services Manager Tel: 01706 252422 Email: <a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a>
<b>B2.</b>	<b>Minutes of the last meeting</b> To approve and sign as a correct record the minutes of the Council meeting held on 2 <sup>nd</sup> April 2025.	
<b>B3.</b>	<b>Urgent items of business</b> To note any items which the Chair has agreed to add to the Agenda on the grounds of urgency.	
<b>B4.</b>	<b>Declarations of interest</b> <i>Members are advised to contact the Monitoring Officer in advance of the meeting to seek advice on interest issues if necessary.</i>  Members are requested to indicate at this stage, any items on the agenda in which they intend to declare an interest. Members are reminded that, in accordance with the Local Government Act 2000 and the Council's Code of Conduct, they must declare the nature of any personal interest and, if the interest is prejudicial, withdraw from the meeting during consideration of the item.	Clare Birtwistle, Monitoring Officer. Tel: (01706) 252438 Email: <a href="mailto:clarebirtwistle@rossendalebc.gov.uk">clarebirtwistle@rossendalebc.gov.uk</a>

The agenda and reports are also available for inspection on the Council's website <https://www.rossendale.gov.uk/>. Other formats are available on request. Tel 01706 217777 or contact Rossendale Borough Council, Futures Park, Bacup, OL13 0BB

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<b>B5.</b>	<b>Communications from the Mayor, the Leader and Head of Paid Service</b> To receive any communications from the Mayor, the Leader or the Head of the Paid Service that they may wish to lay before the Council.	Carolyn Sharples, Committee and Member Services Manager Tel: 01706 252422 Email: <a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a>
<b>B6.</b>	<b>Urgent decisions</b> To note any urgent key decisions that have been taken by the Cabinet since the last meeting of the Council:  Special Urgency Decision taken 11 <sup>th</sup> April 2025 regarding the acceptance of the Household Support Fund 7 (HSF7) grant as detailed in the decision notice:  <a href="https://www.rossendale.gov.uk/downloads/file/19114/special-urgency-decision-household-support-fund-7">https://www.rossendale.gov.uk/downloads/file/19114/special-urgency-decision-household-support-fund-7</a>	Clare Birtwistle, Head of Legal/ Monitoring Officer (01706) 252438 <a href="mailto:clarebirtwistle@rossendalebc.gov.uk">clarebirtwistle@rossendalebc.gov.uk</a>
<b>B7.</b>	<b>Political balance, committees and outside bodies for 2025/26</b> To consider the report of the Chief Executive on the allocation of seats to the political groups; the appointments to committees, and appointments to outside bodies for the year.	Rob Huntington, Chief Executive. Tel: (01706) 252447 Email: <a href="mailto:robhuntington@rossendalebc.gov.uk">robhuntington@rossendalebc.gov.uk</a>



**Rob Huntington**  
**Chief Executive**

**Date Published:** 8<sup>th</sup> May 2025

## **COUNCILLOR JUDITH DRIVER, MAYOR**

**MINUTES OF: THE COUNCIL OF THE BOROUGH OF ROSSENDALE**

**DATE OF MEETING: 2<sup>nd</sup> April 2025**

**PRESENT:** The Mayor Councillor Driver (in the Chair)  
Councillors Adshead, Ashworth, A. Barnes, S. Barnes, Bauld, Belli, Bleakley, Cheetham, Eaton, Gill, Hancock, Harris, Hodgkiss, Holland, Lythgoe, McInnes, McMahon, Neal, Norton, Procter, M. Smith and Walmsley.

**IN ATTENDANCE:** Rob Huntington, Chief Executive / Head of Paid Service  
Clare Birtwistle, Head of Legal Services / Monitoring Officer  
Phillip Veevers, Mayor's Attendant

**ALSO IN ATTENDANCE:** 1 press  
2 public  
David Smurthwaite, Director of Economic Development

### **1. Apologies for Absence**

Apologies for absence were received for Councillors Harrison, Kenyon, Looker, Payne, Royds, S. Smith and Woods.

### **2. Minutes**

#### **Resolved:**

That the minutes of the meeting held on 5<sup>th</sup> March 2025 be signed by the Mayor as a correct record.

### **3. Urgent Items of Business**

There were no urgent items of business.

### **4. Declarations of Interest**

There were no declarations of interest.

### **5. Communications from the Mayor, the Leader or Head of Paid Service**

There were no communications from the Mayor or Head of Paid Service.

The Leader of the Council provided the following updates:

- The Council had received a further £26,000 from DEFRA for 2024/25 to help the Planning Team introduce and take forward mandatory Biodiversity Net Gain.
- The Council had successfully bid for £70,000 from MHCLG to help with the review of the Green Belt.
- The Council had been awarded £1.378m grant funding for the decarbonisation of Marl Pits. Marl Pits was our largest user of carbon so this was a great step forward in decarbonising the Council's assets. Thanks was given to all the officers involved in the application.
- The Physical Activity Strategy had been launched at Marl Pits.
- It had been the 3<sup>rd</sup> Anniversary of the outbreak of war in Ukraine and over 120 people attended a commemoration event at Longholme Church.
- The Council had processed 1000 Household support fund applications from individuals in round 6.
- Work had started on the Wheeled sports area refurbishment at Edgeside Park.

- In relation to Local Government Reorganisation, an interim plan had been sent to government in time for the March deadline. The Council was committed to working together to take forward model options to government on 28<sup>th</sup> November 2025. The Council would continue to work with group leaders in terms of our joint position on Local Government Reorganisation. Resident information would be made available soon to inform what Local Government Reorganisation means.

## **ORDINARY BUSINESS**

### **5. Making of the Edenfield Neighbourhood Plan (2021-2036) and approval of the Regulation 19 Decision Statement**

The Council considered the Making of the Edenfield Neighbourhood Plan (2021-2036) and approval of the Regulation 19 Decision Statement.

Thanks was given to the Edenfield Neighbourhood Forum and also to Forward Planning officers for all their work.

The impact of Local Government Reorganisation on the plan was also clarified.

#### **Resolved:**

1. To note the results of the Edenfield Neighbourhood Plan (the ENP) Referendum and the requirement of Rossendale Borough Council, as the Local Planning Authority, to formally make (adopt) this Neighbourhood Plan as part of the statutory Development Plan for the designated Edenfield Neighbourhood Plan Area.
2. To approve the Regulation 19 Decision Statement (attached) which sets out the Council's decision in terms of making (or adopting) the Neighbourhood Plan and the reasons for this decision.

#### **Reason for Decision**

The Edenfield Neighbourhood Plan, undertaken by the Edenfield Community Neighbourhood Forum, has been consulted on and examined in line with the relevant Regulations. Following the examination, modifications were made to the NP for Edenfield, in line with those recommended by the Examiner, to ensure it meets the Basic Conditions and other legal requirements in order to proceed to Referendum. The Referendum took place on 20 February 2025 and received more than 95% of votes supporting the ENP to be used to help Rossendale Borough Council determine planning applications within the designated Neighbourhood Plan area. On making the Neighbourhood Plan, the Council must publish a Regulation 19 Decision Notice.

#### **Alternative Options Considered**

None.

### **6. Urgent decisions**

Council noted the Special Urgency Decision taken 19<sup>th</sup> March 2025 regarding the acceptance of the Public Sector Decarbonisation Fund for the decarbonisation of Marl Pits Leisure Centre and allocate the required council contribution from the Carbon Reduction Fund.

## **RECOMMENDATIONS FROM THE CABINET AND OTHER COMMITTEES**

### **7. Recommendation of the Cabinet and the Overview and Scrutiny Committee - Valley Plan 2025-29**

The Council considered the Valley Plan 2025-29 report.

Thanks was given to officers for all their efforts in achieving the level of response received.

In response to questions from members it was confirmed that:

- The average wage needed amending on page 4.
- Plans for Henrietta Street would be redeveloped at some point.

**Resolved:**

Full Council discussed and agreed the Council's proposed Valley Plan 2025-29.

**Reason for Decision**

To review and agree the final version of the Valley Plan 2025-29. By approving the proposed Valley Plan, Full Council are agreeing the Council's priorities for the next four years to address any issues and opportunities to make Rossendale a better place to live, work, and invest.

**Alternative Options Considered**

None.

Councillor Neal moved thanks to Councillor Judith Driver as the Mayor during her term and this was seconded by Councillor Alyson Barnes.

**(The meeting commenced at 6.40pm and concluded at 7.02pm)**

Signed.....

(Chair)

Date .....

## SPECIAL URGENCY DECISION

Deputy Leader of Council:

Name: Councillor Andrew Walmsley  
Date agreed: 11<sup>th</sup> April 2025

Chair of Overview and Scrutiny:

Name: Councillor Samara Barnes  
Date agreed: 10<sup>th</sup> April 2025

Decision Taker:

Name: Chris Warren  
Date agreed: 10<sup>th</sup> April 2025

Details of Decision and Reasoning:

1. Accept the £238,733 Household Support Fund 7 (HSF7) grant from Lancashire County Council (LCC)
2. Approve funding to partner organisations to enable them to support the most financially vulnerable Rossendale Residents.
3. That any minor amendments to the criteria and budget be delegated to the Director of Resources in consultation with the Lead Member for Resources.

The grant allocation is for the period 1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026. It is imperative that the Council proceeds with the grant process as soon as possible to ensure full utilisation of the grant within the time period and avoid delaying the distribution of grants to vulnerable residents.

The funding will be allocated via: -

- An in-house application process that will be delivered by RBC
- Citizens Advice who will be commissioned to deliver benefit and debt advice
- Support for Food Banks, Refugee & Asylum Seekers, funding for household items for vulnerable families supported by the Housing Options Team and support for energy costs and an emergency discretionary fund.
- Distribution of grant funding continues to be in line with the scheme eligibility.

Spend of the fund will be reviewed in January 2026 and should there be an underspend, a targeted approach to pensioner household will be considered.

To delay making payments until the next meeting of Council would be a detriment to those most in need.

Decision to be taken by:

Director of Resources

Documents to be considered by the decision taker:

HSF7

Implications:

The HSF7 scheme commenced in on 1st April 2025 and is due to run until March 2026. The scheme is fully funded by Government. To seek approval at the next Council meeting would delay the distribution of grants to vulnerable residents.

Status:

For publication

Date:

11/04/2025

## NOTES

### A Key Decision is defined as one that either:

- a) is, in value worth more than £100,000, or
  - b) has a **significant impact** because (for example) it either:
    - (i) affects individuals or organisations outside the Borough; or
    - (ii) will have a long term (more than 5 years) or permanent effect on the council or the borough.
- 
1. Status - Is the issue an open and public matter or is it a private and excluded matter as described in Schedule 12 A of the Local Government Act 1972. If it is an open matter it is for publication. If it is a private matter it is not for publication and you state the reason why and the appropriate paragraph number of Schedule 12A.
  2. Implications — List any financial staffing and legal implications and remember to consult with legal, human resources and finance. Also consider implications such as LA21 Environment, Human Rights Act 1998. Equal opportunities, Community Safety, IT, Land and Property and Partnership Working.
  3. When the decision has been made and the form signed by the decision taker and the portfolio holder the form should be sent to the Democratic Services Manager.



<b>Subject:</b>	Political Balance, Committees and Outside Bodies		<b>Status:</b>	For Publication	
<b>Report to:</b>	Annual Council		<b>Date:</b>	16 <sup>th</sup> May 2025	
<b>Report of:</b>	Chief Executive		<b>Portfolio Holder:</b>	Leader of the Council	
<b>Key Decision:</b>	No - reserved for Council <input type="checkbox"/>	Forward Plan <input type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>	
<b>Equality Impact Assessment:</b>		Required:	No	Attached:	No
<b>Biodiversity Impact Assessment:</b>		Required:	No	Attached:	No
<b>Contact Officer:</b>	Carolyn Sharples		<b>Telephone:</b>	01706 252422	
<b>Email:</b>	<a href="mailto:carolynsharples@rossendalebc.gov.uk">carolynsharples@rossendalebc.gov.uk</a>				

## 1. RECOMMENDATIONS

That Council confirms appointments proposed by the various political groups as set out in the following appendices:

- Appendix A - Draft political balance calculation
- Appendix B - Draft committees of the Council, working groups, member champions and other meetings.

## 2. EXECUTIVE SUMMARY

- Appendix A details the current political balance.
- The appointments to committees for 2025/26 in Appendix B, reflect this balance and include minor changes to committees
- Appendix B details:
  - Cabinet appointments
  - Chair/vice-chair appointments
  - Member Champion appointments
  - Working group and other appointments
  - Co-opted Member and Independent Person appointments

## 3. BACKGROUND

3.1 The Council is required to confirm the political balance and agree committee appointments in order to conduct its business.

## 4. DETAILS

- 4.1 At each Annual Meeting the Council agrees the appointments for the coming municipal year and this document (Appendix B) sets out the number of appointments which need to be made.
- 4.2 There are strict rules on political balance/proportionality, which apply to appointments to decision making bodies of the Council. Appendix A illustrates the political balance.
- 4.3 Political balance does not apply to the Cabinet which may be either single or multi party.
- 4.4 The proposals of the Council's various political groups for appointments to the Council's committees, working groups, member champions and other meetings including outside bodies are set out in Appendix B. This includes the confirmation of the co-opted members on the Audit and Accounts Committee and the Overview and Scrutiny Committee.

4.5 The Chief Executive has delegated authority to make any in-year changes to appointments where notified.

4.6 Consultation has been carried out with political groups.

## **5. RISK**

All the issues raised and the recommendations in this report involve risk considerations as set out below:

- If appointments are not made to the committees then there is a risk that the Council will not be able to effectively conduct its business over the coming months. In addition, if appointments are not made to outside bodies there is a risk that the Council's views will not be represented in the debates undertaken within those bodies.

## **6. FINANCE**

There are no material financial matters arising from the report.

## **7. LEGAL**

There are no specific legal implications identified as arising from this report, other than the need to make sure certain appointments are in line with the political balance rules.

## **8. POLICY AND EQUALITIES IMPLICATIONS**

There are no specific policy or equalities implications for the Council arising from this report.

## **9. REASON FOR DECISION**

It is important that appointments to committees are made to ensure that the Council can effectively conduct its business.

No background papers.

Rossendale Borough Council - Political Balance Calculation

	Available	Labour	Conservative	Green	Community	Vacant	Total
	No.	No.	No.	No.	First No.	No.	No.
Council	30	20	5	3	1	1	30
Committees of Council		66.67	16.67	10.00	3.33	3.33	100.00
Development Control	7	5	1	1	0	0	7
Licensing	11	6	3	1	1	0	11
Audit and Accounts	7	5	1	1	0	0	7
Overview and Scrutiny	7	5	1	0	0	1	7
Standards	7	5	1	1	0	0	7
Appointments and Appeals	9	6	1	1	1	0	9
Total	48	32	8	5	2	1	48
Grand Total	48	32	8	5	2	1	48
		66.67	16.67	10.42	4.17	2.08	
Balance Should Give		32.0	8.0	4.8	1.6	1.6	48
Difference		0.0	0.0	0.2	0.4	-0.6	0

Working Groups	Avail No	Labour	Conservative	Green	Community	Vacant	Total
					First		
Governance Working Group	5	3	1	0	1	0	5
Local Plan Steering Group	5	3	1	1	0	0	5

**MEMBERS OF THE CABINET, COMMITTEES AND MEETINGS 2025/26**

<b>COMMITTEE</b>	<b>CHAIR</b>	<b>VICE CHAIR</b>	<b>MEMBERS</b>	
<b>CABINET</b> (Leader, Deputy Leader and up to 8 other members)	Alyson Barnes	Andrew Walmsley	Nick Harris Adrian Lythgoe Liz McInnes	
<b>DEVELOPMENT CONTROL</b> (7 Members) 5 Labour 1 Conservative 1 Green	Marilyn Procter	James Eaton	Danielle Ashworth Matt Norton Ann Kenyon	Ann Hodgkiss Julie Adshead
<b>LICENSING</b> (11 Members) 6 Labour 3 Conservative 1 Green Party 1 Community First	Christine Gill	Judith Driver	Jimmy Eaton David Hancock Neil Looker Tom Belli	Anne Cheetham Simon Holland Ann Hodgkiss Bob Bauld Alan Neal
<b>AUDIT AND ACCOUNTS COMMITTEE</b> (7 Members) 5 Labour 1 Conservative 1 Green	Greg Bleakley	Marilyn Procter	Ann Kenyon Matt Norton Michelle Smith	Alan Woods John Payne (Plus Mr Simon McManus Co-opted)
<b>OVERVIEW AND SCRUTINY COMMITTEE</b> (7 Members) 5 Labour 1 Conservative 1 Community First	Samara Barnes	Danielle Ashworth	Judith Driver Samantha Harrison Annie McMahon	Scott Smith Vacancy (Plus Mr James Heaton Co-opted)
<b>STANDARDS</b> (7 Elected Members, 2 Members of Whitworth Town Council and 1 Independent Person) 5 Labour 1 Conservative 1 Green			Samara Barnes Greg Bleakley Adrian Lythgoe Liz McInnes Andrew Walmsley Simon Holland Bob Bauld	<b><u>Whitworth Town Council</u></b> Tom Aldred Gareth Baron  <b><u>Independent Persons</u></b> Alison Driver
<b>APPOINTMENTS AND APPEALS</b> (panel of 9 Members) 6 Labour 1 Conservative 1 Green 1 Community First	Five or three members to be chosen by the Chief Executive from the panel if possible to reflect the political balance on the Council and if possible on a rota basis.			
	Alyson Barnes Samara Barnes Christine Gill	Liz McInnes Michelle Smith Andrew Walmsley	Scott Smith John Payne Alan Neal	

OTHER APPOINTMENTS	
<b>CROSS PARTY WORKING GROUP</b> (5 Members)	Members to be confirmed by Group Leaders when the group is required to meet. The number of councillors may be expanded where a wider range of views are sought, so long as political balance is retained.
<b>GOVERNANCE WORKING GROUP</b> (5 Members) 3 Labour 1 Conservative 1 Community First	Judith Driver                      Ann Hodgkiss Liz McInnes                      Alan Neal Michelle Smith
<b>LOCAL PLAN REVIEW STEERING GROUP</b> (5 Members) 3 Labour 1 Conservative 1 Green	The number of councillors may be expanded where a wider range of views are sought, so long as political balance is retained.  Adrian Lythgoe                      Ann Hodgkiss Marilyn Procter                      Julie Adshead Alyson Barnes
MEMBER CHAMPIONS	
<b>EQUALITIES</b>	Judith Driver
<b>FLOOD</b>	Neil Looker
<b>DESIGN AND HERITAGE</b>	Annie McMahon
<b>YOUNGER PEOPLE</b>	Samara Barnes
<b>ARMED FORCES</b>	Marilyn Procter
NEIGHBOURHOOD FORUMS	
Neighbourhood Forums are held in a local area venue and all ward members are encouraged to attend their area forum. The allocation of grants will be agreed with each Neighbourhood Forum chair. <b>Please note that Neighbourhood Forums are not Council meetings.</b>	

<b>JOINT COMMITTEE/ PARTNERSHIP APPOINTMENTS</b>		<b>TYPE OF APPOINTMENT</b>
<b>CAPITA Strategic Governance Board</b>	Andrew Walmsley, Liz McInnes, Alan Woods	Board member
<b>Healey Dell Nature Reserve Joint Management Committee</b>	Whitworth councillor vacancy, Scott Smith	Local authority ward member representative
<b>Lancashire Leaders and District Leaders Groups</b>	Alyson Barnes	Local authority lead member
<b>Lancashire Police And Crime Panel</b>	Samara Barnes (Alyson Barnes - sub)	Local authority member representative
<b>Lancashire Waste Partnership</b>	Adrian Lythgoe	Local authority member representative
<b>LCC Health and Adult Services Scrutiny Committee</b>	Liz McInnes (Judith Driver- sub)	Local authority co-opted member
<b>Patrol Adjudication Joint Committee</b>	Andrew Walmsley	Local authority member representative
<b>PLACE Joint Committee</b>	Alyson Barnes	Local authority lead member
<b>RTB Board</b>	Alyson Barnes, Scott Smith	Director
<b>OUTSIDE BODY APPOINTMENTS</b>		<b>TYPE OF APPOINTMENT</b>
<b>Burnley Pendle &amp; Rossendale Council for Voluntary Service (BPRCVS)</b>	Marilyn Procter, Alan Woods	Local authority member representative
<b>Carers Link Lancashire</b>	Liz McInnes	Local authority member representative
<b>East Lancashire Railway Trust Board of Management</b>	David Hancock, Annie McMahon, Anne Cheetham (Alyson Barnes - sub)	Board member
<b>Growth Lancashire Board</b>	Nick Harris (Andrew Walmsley - sub)	Director
<b>LGA Assembly</b>	Alyson Barnes	Local authority lead member
<b>Littleworld Limited t/a Horse &amp; Bamboo Theatre</b>	Marilyn Procter	Trustee
<b>North West Employers'</b>	Judith Driver (Alyson Barnes - sub)	Local authority member representative
<b>North West Region Reserves Forces &amp; Cadets Association (RFCA)</b>	Marilyn Procter	Local authority member representative
<b>Pennine Prospects</b>	Adrian Lythgoe	Board member
<b>Reaps Moss Community Fund Advisory Group</b>	James Eaton, Michelle Smith, Julie Adshead	Local authority ward member representative
<b>Rossendale Leisure Trust Ltd</b>	Adrian Lythgoe, Scott Smith	Trustee/board member