

Meeting of: The Cabinet

Date 13th May 2026

Time: 6.30pm

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>

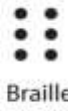
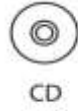
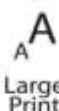
Supported by: Glenda Ashton, Committee and Member Services officer Tel: 01706 252423

Email: democracy@rossendalebc.gov.uk

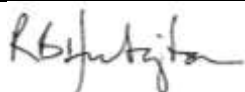
ITEM	Lead Member/Contact Officer	
A.	BUSINESS MATTERS	
A1.	Apologies for absence	<p>Clare Birtwistle, Monitoring Officer 01706 252438 clarebirtwistle@rossendalebc.gov.uk</p>
A2.	Minutes of the last meeting To approve and sign as a correct record the minutes of the meeting held on 18 th March 2026.	
A3.	Urgent items of business To note any items which the chair has agreed to add to the agenda on the grounds of urgency.	
A4.	Declarations of interest <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.	
B.	COMMUNITY ENGAGEMENT	
B1.	Public question time Members of the public can register their question by contacting the Committee Officer. Groups with similar questions are advised to appoint and register a spokesperson. This is an opportunity to ask a question about	<p>Glenda Ashton, Committee and Member Services Officer, 01706 252423 glendaashton@rossendalebc.gov.uk</p>

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

اردو বাংলা



ITEM	Lead Member/Contact Officer	
	<p>an agenda matter which the council may be able to assist with. A time limit applies for each question and you are only able to address the meeting once. Please begin by giving your name and state whether you are speaking as an individual member of the public or as a representative of a group (question time normally lasts up to 30 minutes).</p>	<p>Questions can be submitted in advance of the meeting to democracy@rossendalebc.gov.uk in line with the Cabinet speaking procedure</p>
C. CHAIR'S UPDATE		
C1.	Update from the Overview & Scrutiny Committee	Councillor A Barnes
D. KEY DECISIONS		
D1.	Funding Proposal – Digital Hub	Councillor Harris/David Smurthwaite Director of Economic Development davidsmurthwaite@rossendalebc.gov.uk
D2.	Adoption of Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD)	Councillor A Barnes/David Smurthwaite Director of Economic Development davidsmurthwaite@rossendalebc.gov.uk
D3.	Reactive Repairs Framework Tender	Councillor Lythgoe/Clare Law Head of People and Policy clarelaw@rossendalebc.gov.uk
E. PERFORMANCE MATTERS		
E1.	Performance Management Report Quarter 3 2025/26	Councillor Lythgoe/Clare Law Head of People and Policy clarelaw@rossendalebc.gov.uk
F. EXCLUSION OF PUBLIC AND PRESS		
	<p>To consider passing the appropriate resolution under Section 100 (A)(4) of the Local Government Act 1972 that the press and public be excluded from the meeting during consideration of the following items of business since they involve the likely disclosure of exempt information under Part 1 Paragraph 3 of Schedule 12A to the Local Government Act 1972.</p>	
G.		
G1.	Disposal of Land at Fallbarn Avenue	Councillor Walmsley/David Smurthwaite Director of Economic Development davidsmurthwaite@rossendalebc.gov.uk



Rob Huntington
Chief Executive

Date Published: 5th May 2026

MINUTES OF: THE CABINET

Date of Meeting: Wednesday 18th March 2026

**Present: Councillor A Barnes (Chair)
Councillors Harris, Lythgoe, McInnes and Walmsley**

**Rob Huntington, Chief Executive
Kimberly Haworth, Head of Financial Services (s151 Officer)
Clare Law, Head of People and Policy
Andy Taylor, Head of Environmental Services
Ian Walker, Service Assurance Team Leader**

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES OF THE LAST MEETING

Resolved:

The minutes of the meeting held on 11th February 2026 were agreed as a correct record.

3. URGENT ITEMS OF BUSINESS

There were no urgent items.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. PUBLIC QUESTION TIME

There were no written or verbal questions.

6. CHAIR'S UPDATE

There was no update to provide.

7. HOUSING BENEFIT OVERPAYMENT POLICY

The Lead Member for Resources outlined the report which asked Cabinet to approve the policy and delegate minor amendments to the relevant Officer and Lead Member.

Resolved:

1. Cabinet approved the Housing Benefit Overpayment Policy.
2. Cabinet delegated any minor amendments to the policy to the Head of Customer Services and ICT in consultation with the Lead Member.

Reason for Decision:

The policy acts as a guide to the Council's administration of Housing Benefit overpayment recovery and sets out a clear Debt Recovery strategy.

Alternative Options Considered:

None.

8. CONFIRMATION OF THE ARTICLE 4 DIRECTION TO WITHDRAW PERMITTED DEVELOPMENT RIGHTS FOR THE CONVERSION OF HOUSES TO SMALL HOUSES IN MULTIPLE OCCUPATION (HMO)

The Lead Member for Planning outlined the report which asked Cabinet to note the consultation responses, confirm the making of the immediate Article 4 Direction and waive the call-in procedure due to the urgency of the decision.

Cabinet was invited to comment on the report:

- The direction was supported and highlighted the need to ensure residents had the right to live in housing that meets decent home standards.
- It was a positive step and the required planning permission would enable the Council to know the location of HMO's in the borough.

Resolved:

1. Cabinet noted the consultation responses received following the making of the Article 4 Direction.
2. Cabinet confirmed the making of the Immediate Article 4 Direction across all wards within Rossendale to withdraw permitted development rights for the conversion of houses to small Houses in Multiple Occupation (HMOs).
3. Cabinet agreed to waive the call-in procedure due to the urgency and to meet the deadlines laid down by legislation.

Reason for Decision:

To confirm the Article 4 direction within 6 months of it being made.

Alternative Options Considered:

None.

9. ANNUAL AIR QUALITY REPORT 2025

The Lead Member for Environment and Corporate Services outlined the report which asked Cabinet to note the update for 2025.

Cabinet was invited to comment on the report:

- An update on the location of monitoring stations was requested.
- There was an expectation that the increased prevalence of electric vehicles should reduce air quality issues.
- The investment in fleet following the sale of the bus station had made improvements.
- The year-on-year trend was showing improvements in the long term.

Resolved:

1. Cabinet noted the contents of the Air Quality Report for 2025.

Reason for Decision:

To comply with the Council's statutory requirements.

Alternative Options Considered:

None.

10. CLIMATE CHANGE STRATEGY AND ACTION PLAN UPDATE

The Lead Member for Environment and Corporate Services outlined the report which asked Cabinet to note progress of the Climate Change Strategy.

Cabinet was invited to comment on the report:

- A benchmarking exercise was requested.
- Reference was made to the climate emergency. The report highlighted the Council's investment which had generated significant external investment in the Valley's decarbonisation.

Resolved:

1. Cabinet noted the progress in year five of the Climate Change Strategy, including:
 - a 36.74% reduction in operational emissions since 2020.
 - £1.5m secured in external decarbonisation funding.
 - delivery of the innovative Net Zero Terrace Streets programme.
 - improved borough-wide air quality performance.
 - significant tree planting and biodiversity gain.

Reason for Decision:

To note the progress made on the Council's Climate Change Strategy and Action Plan which was agreed in July 2020.

Alternative Options Considered:

None.

11. RESIDENTS' SURVEY 2025

The Lead Member for Environment and Corporate Services outlined the report which asked Cabinet to acknowledge the findings of the 2025 survey and agree to use the results to guide strategic and service planning for continuous performance improvement.

Cabinet was invited to comment on the report:

- The visual aspect of the report was welcomed and was reader friendly.
- Residents were thanked for participating in the survey.
- Social media was only one method of communication and could not be relied upon to measure overall satisfaction.
- Investment in the Valley was noted in relation to areas of satisfaction.
- Thanks were expressed for the level of detail provided in relation to safety responses.
- Residents were invited to complete the Local Government Reorganisation survey which concludes soon.
- Partner organisations were invited to use the data to continue to make improvements for residents.

Resolved:

1. Cabinet acknowledged the findings of the 2025 Residents Survey and approved the themes for improvement identified within the survey report.
2. Cabinet agreed the use of the survey results to guide strategic and service planning, ensuring residents' views were reflected in setting priorities and actions for continuous performance improvement.

Reason for Decision:

To inform strategic planning, performance management and targeted improvement activity in 2026/27.

Alternative Options Considered:

None.

12. PUBLICATION OF THE FIRST STATUTORY BIODIVERSITY REPORT (2023-2025)

The Lead Member for Planning outlined the report which asked Cabinet to note the report, agree publication and delegate minor amends to the Head of Planning and Building control.

Cabinet was invited to comment on the report:

- Huge strides were being made which were welcomed. This had especially been seen in Cowpe by local residents who were keen to improve their environment.
- Benchmarking data was requested to compare how this Council compared with neighbouring authorities.
- The investment and commitment made by residents was welcomed.

Resolved:

1. Cabinet noted the content of the Biodiversity Report 2023-2025 and agreed for its publication by 25th March 2026.
2. Cabinet delegated minor amendments to the report to the Head of Planning and Building Control.

Reason for Decision:

Publication of a mandatory Biodiversity Report was a requirement under Section 103 of the Environment Act 2021.

Alternative Options Considered:

None.

12. FINANCIAL MONITORING REPORT QUARTER 3 2025/26

The Lead Member for Resources outlined the report which asked Cabinet to note the contents of the report.

Cabinet was invited to comment on the report:

- Thanks were expressed to the Housing Options team for their efforts in reducing the B&B spend, and efforts to use external funding to purchase properties for use as temporary accommodation.
- The report highlighted the need to monitor the inflationary situation in the wider economy.

Resolved:

1. Cabinet noted the content of the Quarter 3 Financial Monitoring Report for 2025/26.

Reason for Decision:

To provide an indicative estimate of the Council's General Fund Revenue outturn, Collection Fund performance and Capital outturn for the year ended 31 March 2026.

Alternative Options Considered:

None.

13. EXCLUSION OF PUBLIC AND PRESS

The Leader outlined the reasons for dealing with the matter with the exclusion of public and press.

Resolved:

That public and press be excluded from the following item of business under Section 100 (A)(4) of the Local Government Act 1972 since the item involved the likely disclosure of exempt information under Part 1 Paragraph 3 of Schedule 12A to the Local Government Act 1972.

14. COUNCIL TAX, NON-DOMESTIC RATE & HOUSING BENEFIT OVERPAYMENT WRITE OFFS

The Lead Member for Resources outlined the report.

Resolved:

- 1. Cabinet approved the recommendations in the report.

Reason for Decision:

To approve Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write Offs.

15. HOUSING BENEFIT WRITE OFF POLICY

The Lead Member for Resources outlined the report.

Resolved:

- 1. Cabinet approved the recommendations in the report.

Reason for Decision:

To approve the Housing Benefit Write Off Policy.

The meeting concluded at 7.30pm

_____ CHAIR _____ DATE

Report Title:	Funding Proposal – Digital Hub		
Report to:	Cabinet	Date:	13 th May 2026
Report of:	Economic Development Officer	Cabinet Portfolio	Economic Development
Cabinet Lead Member	Councillor Harris	Wards Affected	Hareholme Ward
Key Decision:	<input checked="" type="checkbox"/> Forward Plan	<input checked="" type="checkbox"/> General Exception	<input type="checkbox"/> Special Urgency
Integrated Impact Assessment:	Required:	No	Attached: No
Contact Officer:	Andy Dean	Telephone:	01706 252401
Email:	andrewdean@rossendalebc.gov.uk		

Valley Plan Priorities	Thriving Local Economy: This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	<input checked="" type="checkbox"/>
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	<input type="checkbox"/>
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	<input type="checkbox"/>
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	<input type="checkbox"/>

1. PURPOSE OF THE REPORT & EXECUTIVE SUMMARY

- 1.1 In the Rosendale Borough Council Valley Plan there is an ambition to create a digital hub so that residents can benefit from a programme of skills and events whilst businesses can share their knowledge and experience with each other. This project provides a base for this collaboration and creativity to take place.
- 1.2 The ground floor of the Old Milk Depot on Bacup Road, Cloughfold has been identified as an appropriate space for trialling this approach with the digital business community that has been developing over the last 2 and a half years and currently stands at 54 members.
- 1.3 The Local Regeneration Funding (LRF) (formerly LUF) contains a collaboration element intended to support local businesses with a co-working space within The Bridge project.
- 1.4 It is proposed to allocate grant funding of £60,000 to the tenant of the Old Milk Depot, Plus24 Marketing Limited (Plus24), to create a managed space allowing it to operate as a suitable venue for a digital hub to help businesses with digital transformation, collaboration and innovation.
- 1.5 It is further proposed that Plus24 procure an experienced digital partner to assist in establishing the venue and develop further the local digital technology ecosystem which is aimed at fostering innovation, boosting digital skills and strengthening the local business landscape.

1.6 This proposal fulfils key objectives of the Rawtenstall Masterplan by strengthening economic activity, increasing footfall, supporting local businesses and residents, and making the town centre more resilient and future-ready.

2. RECOMMENDATIONS

2.1 That Cabinet approves a grant of up to £60,000 to Plus24 Marketing Limited for modifications, equipment and a procured partner to turn the ground floor of the Old Milk Depot in Rawtenstall into a digital hub and co-working space for the financial year 2026/27.

2.2 To delegate authority to the Head of Legal and Governance, S151 Officer and Director of Economic Development in consultation with the Lead Members for Economic Development and Resources to agree the Heads of Terms for the Grant Funding Agreement with Plus24.

3. BACKGROUND & REASON FOR THE DECISION

3.1 In June 2023, the Council approved the Rossendale LUF Regeneration Execution Plan which included a project that aspired to create a centre to bridge the gap between skills and employment and create a skills and employability hub that stands out from traditional educational settings. The Council commissioned Northern Reach to bring together digital businesses in Rossendale for the last 2 years, resulting in co-operation, employment and investment in the borough. This work has provided the Council with great insight as to what The Bridge project needs to entail.

3.2 Several round table discussions from the digital community is overwhelmingly in support of securing a co-working space to expand the opportunities for co-operation and face to face meetings with clients and partners. They are also clear that this space should be in or near to Rawtenstall in order to stay as close to existing infrastructure in Greater Manchester as possible. Many potential buildings for a hub have been appraised but it has been found that they either require large capital investment for modernisation or significant ongoing revenue funding to run the building or both. The time is right to pilot a scheme, understand the challenges and grow the community even further.

3.3 There are a number of challenges in Rossendale that this project will help to address. These include a lack of modern, flexible work and collaboration spaces in Rossendale as well as the obvious out-migration of skilled workers to Manchester and surrounding cities. There is also an increased demand for hybrid and remote working infrastructure along with a limited space for creative and digital sector businesses to grow

3.4 The Council's regeneration ambitions, Lancashire digital and skills strategies and Levelling Up objectives focus on innovation, productivity, and town-centre renewal. A digital hub that provides high-quality coworking and office space for local businesses and professionals will increase business activity, collaboration, and innovation within Rawtenstall. For this reason, The Bridge element of the levelling up funding was recommended to be allocated for this purpose which is complimented with the capital investment to increase skills at the ABD Centre in Bacup.

3.5 The digital marketing company, Plus24 leases the whole of the Old Milk Depot building in Rawtenstall on a self-maintained 7-year lease with 5 years left to run. This is a modern building with a large car park just off Bacup Road, close to Rawtenstall town centre. Plus24 currently

operate from the first floor and have aspirations to convert the ground floor into a co-working space. This grant will allow this to happen and will pilot the scheme over the next 12 months with the intention that its success will provide for continuity long after the grant funding agreement comes to an end and the model is self-sustained.

- 3.6 The amount needed to operate as a modern digital coworking and skills hub space is estimated at £36,000 (including 10% contingency). Other project costs, to include the procurement of a digital partner to assist Plus24, calculate at circa £24,000 for the management, development and feasibility work associated with the hub.
- 3.7 The project involves a refurbishment and fit-out of the ground floor of the Old Milk Depot to create a modern, digitally-enabled hub that will feature hot-desking, dedicated desks, sound proof private booths, breakout rooms, workstations, lockers, podcast studio and meeting room/training area. The building benefits from an existing large car park and is situated on a main road in close proximity to Rawtenstall.
- 3.8 It is proposed that Plus24 will operate the site, manage memberships and tenancies. The Council shall require that Plus 24 procure a partner who will deliver a dedicated Tech Community Coordinator based out of the coworking space focussing on events, business growth activity, business engagement, impact monitoring to the Council, strategic support for the coworking space and wider ecosystem connections to funding and other technology businesses across Lancashire.
- 3.9 This investment will create a wide range of economic benefits including job creation, increased start-up activity and improved business survival rates, stronger digital and creative sector presence in Rossendale, attraction of remote workers who currently commute out of the district, increased footfall and spending in Rawtenstall town centre and enhanced business collaboration and innovation.
- 3.10 There are also numerous social and regeneration benefits from creating an accessible, inclusive workspace for residents such as opportunities for young people and career-changers to access digital skills, increased use and revitalisation of an existing building and strengthening of the local business community.
- 3.11 The delivery model requires the capital investment from LRF, Plus24 the operational delivery and building management with a procured partner providing the community building, marketing, event programme, strategic oversight and monitoring of outcomes. Management of the space by Plus24 eliminates the need for ongoing revenue costs whilst a flexible workspace model allows for future occupancy growth.
- 3.12 This digital hub will deliver a high-impact, cost-effective intervention that supports economic growth, innovation, and regeneration. By repurposing a modern building such as the Old Milk Depot the Council reduces the need for a large capital investment and by harnessing the operational expertise of an experienced partner ensures the hub will provide long-term benefit to businesses, residents, and the wider Rossendale economy.

4. RISK

- 4.1 This is a very low risk opportunity for the Council. The Council has already proved potential tenants through the existing work with Northern Reach. A £60,000 grant funding investment provides 12 months of low risk/high impact next steps to build Rossendale's digital sector.

- 4.2 Specific risks may include low initial occupancy. However, Plus24 will retain responsibility for the operational costs of the building and plan to mitigate their risk by using early-adopter incentives, strong marketing, business support partnerships and procuring and managing a partner with experience running a similar facility.
- 4.3 Rising capital costs will be mitigated through the use of existing building structure, and value engineering whilst scalable digital infrastructure and upgrade programme will stay on top of technology changes.
- 4.4 Risk of grant not being applied in line with the grant funding agreement, The Heads of Terms of the grant will be agreed once all due diligence has been completed and the drawdown of grant will be paid in arrears on receipt of evidence and approved by officers.
- 4.5 Plus24 will be required to sign a grant funding agreement to block the space from being used for another purpose for 12 months. This will allow the anticipated potential of the scheme to be fully assessed without unnecessary distraction. Any breaches of the terms of the agreement will attract a clawback of funding from Plus 24.

5. SECTION 151 OFFICER COMMENTS (FINANCE)

- 5.1 It has been confirmed that there is sufficient funding available within the Capital Regeneration Fund to finance this project.
- 5.2 Any public funding subsidy considerations will be addressed before any grant funds are remitted.

6. MONITORING OFFICER COMMENTS (LEGAL)

- 6.1 The Grant Funding Agreement will be in line with the Finance Procedure Rules and officers will monitor its terms throughout to ensure compliance. All due diligence will be completed to ensure Plus 24 are a competent and suitable organisation to receive public money.
- 6.2 The procurement of the digital partner will be at Plus 24's discretion but the partner shall be required to abide by the terms of the Grant Funding Agreement in its appointment.
- 6.3 The Outline Execution Plan report confirmed that this project would be presented to Cabinet once all detail was obtained and suitable premises identified.

7. INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

- 7.1 Opening a digital hub in Rossendale which supports skills, collaboration and local digital enterprise would have a range of positive impacts:
- 7.2 Boosting the local economy and skills base - See para 3.9 above
- 7.3 Enhancing social inclusion and reducing digital exclusion - The Old Milk Depot is accessible to those with disabilities. Part of the events that we plan to hold at the venue will be aimed at helping older or disadvantaged residents to access training and services. A vibrant hub will help strengthen local networks.
- 7.4 Improving well-being and community cohesion - Shared community spaces and skills training can reduce isolation and support psychological well-being.

7.5 Managing environmental impacts and sustainability considerations - Efficient use of technology, virtual collaboration, remote working that avoids commuting to Manchester can all help reduce travel emissions. As a modern building with modern infrastructure, broader sustainability goals such as local net zero strategies will benefit from encouraging disparate groups to co-work in one space rather than the emissions and utilities costs that would otherwise be needed with separate office environments.

8. POLICY/STRATEGY FRAMEWORK IMPLICATIONS

8.1 Any policy implications are included in the body of the report.

9. LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

9.1 No implications identified

10. BACKGROUND PAPERS

10.1 The Rossendale LUF Regeneration Outline Execution Plan Report
[Rossendale LUF Regeneration Plan - Outline Execution Plan Report - Full Council 28.06.23](#)

Report Title:	Adoption of Alterations and Extensions to Residential Properties Supplementary Planning Document		
Report to:	Cabinet	Date:	13 May 2026
Report of:	Head of Planning	Cabinet Portfolio	Planning
Cabinet Lead Member	Councillor A Barnes	Wards Affected	All
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
Integrated Impact Assessment:	Required: <input checked="" type="checkbox"/>	Attached: <input checked="" type="checkbox"/>	
Contact Officer:	Anne Storah / Louise Kirkup	Telephone:	01706 252418
Email:	annestorah@rossendalebc.gov.uk / louisekirkup@rossendalebc.gov.uk		

Valley Plan Priorities	Thriving Local Economy - This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	X
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	X
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	X
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	X

1. PURPOSE OF THE REPORT & EXECUTIVE SUMMARY

- 1.1 To provide information about the responses to the public consultation on the updated Draft Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD) and to recommend adoption of the revised SPD.
- 1.2 The Draft SPD was published for 4 weeks consultation from 12 February 2026 until 15 March 2026. 17 representations were submitted in total. All representations have been considered and some changes are proposed to the SPD in response to comments made.

2. RECOMMENDATIONS

- 2.1 To approve the updated Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD) for use in the determination of all planning applications for alterations and extensions to residential properties.

2.2 Minor amendments to the SPD including formatting changes to be delegated to the Head of Planning and Lead Member.

3. BACKGROUND & REASON FOR THE DECISION

- 3.1 Rossendale Borough Council formally adopted the Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD) on 18 June 2008. Since then, there have been a number of changes to national planning policy and guidance which relate to the promotion of high-quality design. In addition, Rossendale Local Plan 2019 to 2036 was adopted on 15 December 2021.
- 3.2 It is proposed that a new Rossendale Local Plan will be prepared under the Government's new Plan-making system and work on the new local plan is at an early stage. Supplementary Planning Documents will not form part of the new planning system: instead, local planning authorities will produce Supplementary Plans, which will be required to undergo formal examination and will form part of the development plan. Nevertheless, existing SPDs will remain in force until the new style local plan is adopted. The "Plan-making regulations explainer" confirms the final adoption date for new SPDs will be 30 June 2026.
- 3.3 SPDs are produced to add detail to the policies contained in the adopted Local Plan. Policy HS9: House Extensions sets out broad criteria for small scale householder developments and Strategic Policy ENV1 promotes "High Quality Development in the Borough". The Council has also adopted a Climate Change SPD.
- 3.4 The adopted Alterations and Extensions to Residential Properties SPD has been reviewed and updated. The revised Draft SPD was approved for consultation by Overview and Scrutiny (O&S) Committee on 9 February 2026. The consultation period ran for 4 weeks from 12 February 2026 until 15 March 2026. The Consultation Statement (attached to this Report) summarises the key responses to the Draft SPD and includes a table listing actions the Local Planning Authority is considering. These include both proposed amendments to the SPD in response of the representations made, and where required, further information and explanation.
- 3.5 In summary a total of 17 responses were submitted: 8 from statutory consultees (all submitted by email except for Whitworth Town Council which used the online SmartSurvey response form), 1 from Growth Lancashire and 8 from individual residents including a community campaigner/consultant (all using the SmartSurvey online response form).
- 3.6 Responses to the SmartSurvey showed that the design principles set out in the Guidance were all supported by a majority of representations. There were a number of comments, queries and suggestions for changes for some of the criteria.
- 3.7 In summary these were:
- Historic England welcomed reference to exclusions of the document content for heritage assets.
 - Coal Authority records indicate coal mining features present at surface and shallow depth in Rossendale which may pose a threat to surface stability and public safety but have no specific comments to make on this SPD.

- United Utilities advised that designs should ensure no adverse impact on the ability to access and maintain existing underground utility services and that they should incorporate sustainable drainage principles.
- Whitworth Town Council commented that in relation to 3.3 Front Extensions/Porches and Canopies, Part A, the term ‘excessively’ should be clarified as it is ambiguous. In addition, there was a request that responses from statutory consultees should be included in officers’ committee reports.
- Growth Lancashire provided additional detailed text to be added to Part 4.0 Other Considerations paragraphs 4.6 Conservation Areas / Listed Buildings and 4.7 Non-Designated Heritage Assets.
- Rossendale Borough Council should refer to and use a document entitled “Traditional Architecture Design Codes” for all new construction and ban demolition of all buildings constructed prior to 1950.
- Part 2.0 General Guidance should take account of the need to maintain sightlines, and protect wildlife habitats and connectivity. The heights of trees and hedges should be maintained to avoid future problems.
- Separation distances can be problematic in modern developments.
- Guidance for Single Storey Side Extensions would prevent most extensions.
- Guidance for Front Extensions/Porches and Canopies would only allow extensions on properties with large front gardens.
- If a side window was in place prior to a new Two-Storey Rear Extension, it should be permitted on a new side extension.
- In relation to Outbuildings there were several comments including that this is “big brother legislation”, proposals in front gardens which do not face a highway should be acceptable, and there is a need to consider impacts from possible loss of trees and other vegetation.
- A second bedroom may be needed in a Supplementary Family Annex for a carer to provide overnight support.
- Proposals for Garages/Car ports/Parking Spaces and Garage Conversions should be allowed where they replace similar existing garages in front gardens, off street parking would be reduced and guidance should take into account larger modern cars.
- More forecourt parking is needed to accommodate EV charging and trees can obscure sight lines.
- Guidance for Storage of Refuse Bins and Recycling Containers is impractical and impossible in terraced housing.
- Renewable energy technologies are essential to build future energy security.
- The Council is going beyond its duties.
- The guidance is too restrictive and favours the wealthy over ordinary residents

3.8 Comments, where appropriate, have informed proposed changes to the SPD.

3.9 Proposed key changes to the Draft SPD are:

- To amend the guidance for Outbuildings: to insert additional text into Part A advising that in cases where a front garden does not adjoin or overlook a public highway, a distance of less than 2m to the front boundary may be acceptable provided that the amenity of neighbouring occupiers is protected and to consider loss of or damage to mature trees and hedges in part B.
- To amend the guidance for Ancillary Family Annexes to give more flexibility to part D: a second bedroom may be acceptable in cases where suitable evidence is provided that

an additional bedroom is absolutely necessary to provide overnight accommodation for a visiting carer or support worker.

- To amend the guidance for Garages/Car Ports/Parking Spaces and Garage Conversions to allow for like for like replacement garages in front gardens.
- To include a reference to permeable surfaces in the guidance for Garden Space and Forecourts.
- Various updates to Part 4.0 Other Considerations. These are:
 - Inserting additional text setting out detailed advice to paragraphs 4.6 Conservation Areas / Listed Buildings and 4.7 Non-Designated Heritage Assets (provided by Growth Lancashire).
 - Adding new text to paragraph 4.4 Natural Landscape to refer to the Lancashire Local Nature Recovery Strategy (LNRS) 2026.
 - Inserting additional text in relation to sustainable drainage under paragraph 4.10 Environmental Efficiency (provided by United Utilities) and
 - Adding a new paragraph 4.12 Utility Services (provided by United Utilities).

3.10 All of these changes are proposed in response to comments from respondents about how planning applications would be assessed. Proposed changes were shared with planning officers in the Council's Development Control Team and comments invited.

3.11 The revised Alterations and Extensions to Residential Properties Supplementary Planning Document showing the proposed changes to the Policy and Explanation Table is attached to this Report.

3.12 Adopting the updated Alterations and Extensions to Residential Properties Supplementary Planning Document will enable the Council to effectively manage planning applications for householder alterations and extensions.

4. RISK

4.1 This policy has been consulted on widely with stakeholders, statutory consultees, agents, designers and local residents. On adoption, the SPD will be open to challenge in the period immediately post adoption. Planning decisions that are made using this policy as a reason for refusal can be appealed and so this policy could be scrutinised by Planning Inspectors. Nevertheless, the risk associated is considered to be outweighed by the need to issue further guidance to ensure the amenity for both the occupiers of the dwelling and neighbouring residential properties is maintained.

5. SECTION 151 OFFICER COMMENTS (FINANCE)

5.1 Adopting the SPD will not require additional resources from the Planning teams in determining these planning applications, as it replaces an adopted SPD.

6. MONITORING OFFICER COMMENTS (LEGAL)

6.1 Legal implications are covered in the body of the report. Consultation on the Draft SPD was undertaken for a period of at least four weeks. Comments received have been considered as set out in the attached Consultation Statement and the final document is recommended for adoption. The public consultation has allowed for concerns to be identified.

7. INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

7.1 An Integrated Impact Assessment and Biodiversity Impact Assessment accompany this Report.

8. POLICY/STRATEGY FRAMEWORK IMPLICATIONS

8.1 Rossendale Local Plan 2019 to 2036: Local Plan Vision and Objectives for People, Economy and Environment. Policy HS9: House Extensions and Strategic Policy ENV1: High Quality Development in the Borough

8.2 The Valley Plan – Our Place, Our Plan 2025 to 2025 emphasises that “having access to a good quality home to either rent or buy plays a fundamental part in our residents’ quality of life.” In order to achieve this, measures include:

- boosting the numbers of homes which are affordable for local people to rent or buy;
- having good access to facilities and services to improve both physical and mental wellbeing;
- supporting communities to be vibrant, sustainable and for people to be proud of where they live.

9. LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

9.1 It is expected that the Rossendale Local Plan 2019 to 2036 will remain in force until it is replaced by a new Local Plan. As such this SPD will apply to the area of Rossendale unless it is revoked or updated, or is successfully challenged, or a new local plan is brought forward.

9.2 As well as the re-organisation of local government, it is also expected that an authority will be established which will have responsibility for strategic plan-making and be expected to produce the Spatial Development Strategy for the sub-region.

10. BACKGROUND PAPERS

10.1 Consultation on Draft Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD). Report to Overview and Scrutiny Committee (9 February 2026)
<https://www.rossendale.gov.uk/meetings/meeting/1496/overview-and-scrutiny-committee>

10.2 Draft Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD)
<https://www.rossendale.gov.uk/local-plan/supplementary-planning-documents-spds-guidance>

10.3 Rossendale Local Plan 2019 to 2036
<https://www.rossendale.gov.uk/local-plan/adopted-local-plan>

10.4 Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD)
- attached.

10.5 Consultation Statement on the Updated Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD) (March 2026)
- attached.

10.6 Responses Received. Consultation on Draft Alterations and Extensions to Residential Properties

10.7 Integrated Impact Assessment
- attached.

10.8 Biodiversity Impact Assessment
- attached.



**Alterations and Extensions to Residential
Properties**
Supplementary Planning Document (SPD)
March 2026



Alterations and Extensions to Residential Properties SPD

Contents

Background Information.....	4
1.0 Introduction.....	5
1.1 Purpose of the SPD.....	5
1.2 Do You Need to Apply for Planning Permission/Building Regulations?.....	7
2.0 General Guidance for All Domestic Extensions.....	9
2.1 Separation Distances.....	10
3.0 Detailed Guidance.....	11
3.1 Single-Storey Side Extensions.....	11
3.2 Single-Storey Rear Extensions.....	11
3.3 Front Extensions/Porches and Canopies.....	12
3.4 Conservatories.....	12
3.5 Two-Storey/First Floor Side Extensions.....	13
3.6 Two-Storey Rear Extensions.....	14
3.7 Extensions to Three-Storey Dwellings or Above and Apartments.....	14
3.8 Dormer/Roof Extensions.....	15
3.9 Outbuildings.....	16
3.10 Ancillary Family Annexes.....	17
3.11 Garages/Car Ports/Parking Spaces and Garage Conversions.....	17
3.12 Garden Space and Forecourts.....	18
3.13 Balconies.....	20
3.14 Storage of Refuse Bins and Recycling Containers.....	20
3.15 Renewable Energy Technologies.....	21
4.0 Other Considerations.....	22
5.0 Further Advice & Contacts.....	28
Appendix 1 – The 45° Rule.....	29
Appendix 2 – Details Required for Planning Applications.....	30

•

Alterations and Extensions to Residential Properties SPD

Responsible Service	Planning	Version/Status	Final Version
Responsible Author	Forward Planning	Date Agreed/ Agreed At	
Date last Amended		Due for Review	

Rossendale Borough Council is committed to encouraging equality, diversity and inclusion to eliminate unlawful discrimination. To support this other format of this document are available upon request. Please contact PeopleandPolicy@rossendalebc.gov.uk.

Background Information

1. Supplementary planning documents (SPDs) build on and provide more detailed advice or guidance on policies in an adopted local plan. They contain useful information for applicants, architects/designers and planning agents when submitting planning applications. SPDs cannot introduce new planning policies but are a material consideration in decision-making. They should not add unnecessarily to the financial burdens on development.
2. This Alterations and Extensions to Residential Properties SPD replaces the previous version, which was adopted by Rossendale Borough Council on 18th June 2008. It has been prepared in accordance with [Regulations 11 to 16 of the Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)¹ which set out the requirements for producing Supplementary Planning Documents.
3. The SPD provides more detailed guidance to support adopted Rossendale Local Plan 2019 to 2036 Policy HS9: House Extensions. Strategic Policy ENV1: High Quality Development in the Borough will also apply insofar as it applies to small scale householder development for alterations and extensions. Other policies in the Local Plan may also be relevant to some proposals and these are signposted in the relevant sections of the SPD.
4. In addition to relevant policies in the adopted Local Plan, proposals are also expected to address the design policies and guidance contained in area specific planning documents where they apply to the development concerned. These include the following:
 - [Edenfield Neighbourhood Plan 2021 – 2036, April 2025 including Appendix 3 Design Code Report](#)²
 - [Land West of Market Street Edenfield \(Allocation H66\) Masterplan and Design Code, June 2024](#)³
 - Conservation Area Appraisals and Management Plans for each of the conservation areas – see the [Conservation](#) page of the Council's website⁴.
5. National planning policy is set out in the [National Planning Policy Framework](#) (NPPF), other policy documents and written ministerial statements. The NPPF⁵ promotes well-designed, healthy, inclusive and sustainable places and is supported by [National Planning Practice Guidance](#). [The National Model Design Code](#) (Parts 1 and 2) provide detailed guidance on the production of design codes, guides and policies to promote successful design and [The National Design Guide](#) illustrates how well-designed places that are beautiful, enduring and successful can be achieved in practice including for Homes and Buildings⁶. The Government is proposing to consolidate the existing guidance documents into a single streamlined resource, the [draft Design and Placemaking PPG](#). A new NPPF is expected to be published in summer 2026.

¹ <https://www.legislation.gov.uk/uksi/2012/767/regulation/8/made>

² <https://www.rossendale.gov.uk/downloads/file/19112/edenfield-neighbourhood-plan-made-april-2025->

³ <https://www.rossendale.gov.uk/downloads/file/18517/land-west-of-market-st-edenfield-h66-masterplan-design-code-v5->

⁴ <https://www.rossendale.gov.uk/heritage/heritage-1/3>

⁵ <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

⁶ Alterations to both the NPPF and PPG are currently out for consultation and expected to be updated in spring 2026.

Alterations and Extensions to Residential Properties SPD

1.0 Introduction

1.1 Purpose of the SPD

1. This SPD is aimed at applicants considering domestic extensions and other alterations, their architects/plan-drawers and all others involved in the siting and design of extensions and alterations to homes. It contains the general principles and guidelines that the Council will use to assess such proposals when planning applications are submitted. In addition, the principles in the SPD should be considered as best practice and applied wherever possible to developments when planning consent is not required.
2. Whilst these guidelines seek to provide some clarity on this issue, **all proposals will be considered on their individual merits**, and the Council acknowledges that there may be certain circumstances where the standards are not applicable; particularly where the house is a Listed Building or a conversion from a traditional agricultural building. In cases where proposals would affect a heritage asset, applicants should refer to Local Plan Policy ENV 2: Historic Environment. Please be aware that changes to listed buildings usually require listed building consent. If the proposal is in or would impact on a Conservation Area, schemes should refer to the relevant Conservation Area Appraisal and Management Plan.
3. The SPD provides supplementary guidance to **Policy HS9: House Extensions** in the Rossendale Local Plan 2019 to 2036 adopted 15th December 2021:

Policy HS9: House Extensions

Permission will be granted for the extension of dwellings provided that the following criteria are satisfied:

- a) **The extension respects the existing house and the surrounding buildings in terms of scale, size, design, fenestration (including dormer windows) and materials, without innovative and original design features being stifled;**
- b) **There is no unacceptable adverse effect on the amenity of neighbouring properties through overlooking, loss of privacy or reduction of daylight;**
- c) **The proposal does not have an unacceptable adverse impact on highway safety; and**
- d) **In the case of the Green Belt or the Countryside, the proposed extension should not result in a disproportionate increase in the volume of the original dwelling.**

4. In addition, Policy ENV1 promotes high quality design in development:

Strategic Policy ENV1: High Quality Development in the Borough

All proposals for new development in the Borough will be expected to take account of the character and appearance of the local area, including, as appropriate, each of the following criteria:

Alterations and Extensions to Residential Properties SPD

- a) Siting, layout, massing, scale, design, materials, lighting, building to plot ratio and landscaping;**
- b) Safeguarding and enhancing the built and historic environment;**
- c) Being sympathetic to surrounding land uses and occupiers, and avoiding demonstrable harm to the amenities of the local area;**
- d) The scheme will not have an unacceptable adverse impact on neighbouring development by virtue of it being over-bearing or oppressive, overlooking, or resulting in an unacceptable loss of light; - nor should it be adversely affected by neighbouring uses and vice versa;**
- e) Link in with surrounding movement patterns, encourage permeability and reflect the principles of “Manual for Streets”;**
- f) Not prejudice the development of neighbouring land, including the creation of landlocked sites;**
- g) Demonstration of how the new development will connect to the wider area via public transport, walking and cycling;**
- h) Minimising opportunity for crime and malicious threats, and maximising natural surveillance and personal and public safety;**
- i) Providing landscaping as an integral part of the development, protecting existing landscape features and natural assets, habitat creation, providing open space, appropriate boundary treatments and enhancing the public realm;**
- j) Including public art in appropriate circumstances;**
- k) There is no adverse impact to the natural environment, biodiversity and green infrastructure unless suitable mitigation measures are proposed and the Council will seek biodiversity net gain consistent with the current national policy;**
- l) That proposals do not increase the risk of flooding on the site or elsewhere, where possible reducing the risk of flooding overall, having regard to the surface water drainage hierarchy;**
- m) A Development Brief or Design Code (as appropriate) will be required to support major new development and smaller proposals as appropriate (this document will be proportionate to the size of the scheme). Such documents should set out the design principles, the appropriateness of the development in the context of the area and consideration of innovative design;**
- n) Where appropriate applications shall be accompanied by an independent Design Stage Review;**
- o) Making provision for the needs of special groups in the community such as the elderly and those with disabilities;**
- p) Consideration of Health impacts, including through a Health Impact Assessment for major developments, looking particularly at effects on vulnerable groups, and identification of how these may be mitigated;**
- q) Designs that will be adaptable to climate change, incorporate energy efficiency principles and adopting principles of sustainable construction**

Alterations and Extensions to Residential Properties SPD

**including Sustainable Drainage Systems (SuDS); and
r) Ensuring that contaminated land, land stability and other risks associated with coal mining are considered and, where necessary, addressed through appropriate investigation, remediation and mitigation measures.**

5. Other Local Plan Policies which contain design guidance on particular topics related to the natural environment include Policy ENV3: Landscape Character and Quality, Policy ENV4: Biodiversity, Geodiversity and Ecological Networks, Policy ENV5: Green Infrastructure Networks, Policy ENV9: Surface Water Run-Off, Flood Risk, Sustainable Drainage and Water Quality and Policy ENV10: Trees and Hedgerows.
6. There is also additional information on other considerations in Section 4 relevant to planning applications for alterations and extensions which should be read in conjunction with the policies set out in this SPD. Prior to submitting a planning application, advice can be obtained by contacting Rossendale Borough Council's Development Control Team (see Section 5) and it is strongly advised that proposals are discussed in advance of a formal planning application, using the Council's pre-application service.
7. Rossendale Borough Council will notify your neighbours of any planning applications and it is advised that you consult with your neighbours yourself before submitting a planning application.

1.2 Do You Need to Apply for Planning Permission/Building Regulations?

1. Not all works to houses require planning permission. Homeowners may have certain rights to extend their home without the need to first apply for planning permission. These rights are contained in [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#)⁷ and are referred to as 'Permitted Development'.
2. Interpretation of the Order can be quite complicated. Should you be unsure if your property benefits from permitted development rights, or if the proposed works require planning consent, you can apply for a Lawful Development Consent. This will confirm formally if planning permission is required. Even if planning permission is not needed, it is often useful to have any works confirmed via this process as it should make it easier to sell your home.
3. In some circumstances additional permission must be sought, for example Listed Building Consent; and Scheduled Monument Consent. Further information about this can be found on the [Heritage](#) page of the Council's website (www.rossendale.gov.uk/heritage) .
4. Some dwellings may have had their Permitted Development rights removed (for example through an [Article 4 Direction](#)⁸) or have certain conditions attached and therefore planning permission may be required to carry out an extension regardless of its size. You can apply

⁷ <https://www.legislation.gov.uk/ukSI/2015/596/contents>

⁸ <https://www.rossendale.gov.uk/planning-building-control/planning/6>

Alterations and Extensions to Residential Properties SPD

for a planning history to search to check this, or alternatively apply for a Lawful Development Certificate, if you are unsure or unable to confirm this on the Council's website.

5. Should you require written confirmation that your specific proposals do not require planning permission it will be necessary to submit an application to the Council for a Lawful Development Certificate ([Town and Country Planning Act 1990; Part VII; Certificate of lawful use or development \(as amended\)](#) and [Town and Country Planning \(General Development Procedure\) Order \(England\) 2015](#) for which a fee is payable.
6. In addition to planning permission (and in some cases where planning permission is not required), most structural alterations or extensions to dwellings will require Building Regulations Approval. Advice on this issue can be obtained from the Council's Building Control Team and a contact is given at the back of this guidance (see Section 5).
7. Further information and advice on both Planning and Building Control Regulations can be found on the Council's web site <https://www.rossendale.gov.uk/planning-building-control> .
8. Applicants should also be aware that planning permission does not bestow a right to build. Other issues, such as landowner's consent, other legislation and the specific deeds of a property will need to be considered.

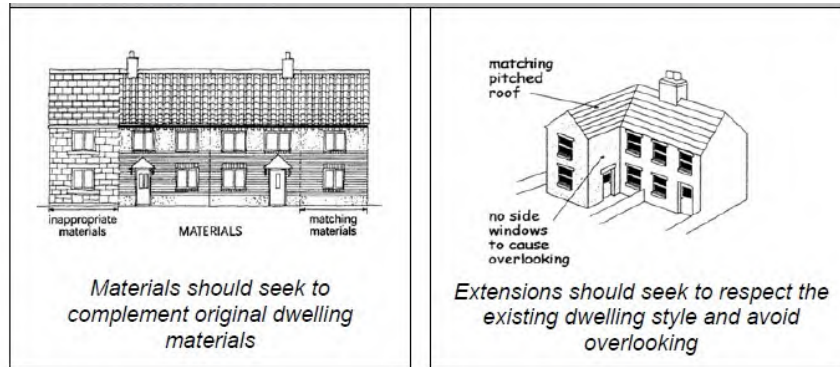
2.0 General Guidance for All Domestic Extensions

A frequent problem with domestic extensions is when incompatible designs and materials are proposed, resulting in a poor relationship with the original building or street scene. These issues are likely to be even more important where changes are proposed to houses in or near to Conservation Areas and Listed Buildings. Therefore, any application for a domestic extension will be expected to incorporate the following general design principles:

General Guidance

- A. The proposal achieves a high standard of design which either gives the appearance of the extension being part of the original building, or which demonstrates high quality contemporary design provided it is sympathetic to the original building and local context.
- B. Specific features, such as doors, windows and roof style and eaves match the proportion, shape, size, alignment, rhythm and architectural integrity of the original dwelling.
- C. Materials and colours and tone of rendering are chosen to complement the original building. Natural materials such as stone and slate are preferred, particularly where this is characteristic, such as in areas of traditional stone housing.
- D. Design, massing, bulk, height, detail, proportion, scale and style of the original building are respected, so that the extension is subservient to the original building and does not dominate it.
- E. The character of neighbouring properties is protected through appropriate siting, and the avoidance of excessive bulk, ill-matched materials or inconsistent design.
- F. The proposal does not detract from the appearance of the street-scene or general character of the surrounding area.
- G. The amount of daylight and sunlight enjoyed by neighbouring properties is not significantly reduced during daylight hours.
- H. Any new external lighting is sited and designed sensitively to avoid unnecessary light pollution and disturbance to neighbours and wildlife at night time.
- I. The privacy of neighbouring properties is not invaded by direct overlooking from windows or balconies.
- J. There is no significant or unacceptable reduction in the amount of usable and private amenity space for the property or any adjacent or neighbouring property.
- K. The outlook of neighbouring properties is not significantly harmed.
- L. The **extension proposal** is accessible, **safe** and does not interfere with the visibility of pedestrians, cyclists and drivers of vehicles.
- M. The scheme does not require the removal of, or damage to, significant or prominent trees, hedges, watercourses, ponds or any other natural landscaped features or where an unavoidable loss is proposed, there is adequate re-provision of such features within the curtilage of the property.
- N. Adequate off-street parking is maintained, particularly where additional habitable rooms are proposed.
- O. Adequate bin storage is maintained and does not detract from the street scene.
- P. The extension has reasonable regard to safety and security, including helping to design out crime; and
- Q. New habitable rooms do not rely solely on obscure glazing or high-level windows.

Alterations and Extensions to Residential Properties SPD



In addition to the above, the Council will take into consideration issues regarding local landscape and townscape character when determining applications, in accordance with Local Plan Policies ENV2: Historic Environment, ENV3: Landscape Character and Quality, [Policy ENV4: Biodiversity, Geodiversity and Ecological Networks](#), [Policy ENV5: Green Infrastructure Networks](#) and [Policy ENV10: Trees and Hedgerows](#).

There may be circumstances where an alternative solution is preferable which would be more complementary to the original building. **Each application will be determined on its own merits.**

2.1 Separation Distances

The separation distance between dwellings is an important consideration in order to maintain adequate privacy distances and at the same time avoid overbearing relationships and undue loss of light and outlook. Therefore, the Council will require extensions to:

- A. Maintain a minimum distance of 20m between each habitable room⁹ window where the extension would directly face a neighbour's habitable room window or where a habitable room window would directly face another sensitive receptor.
- B. Maintain a minimum distance of 13m between a principal window of a habitable room in one property and the window of a non-habitable room or a two-storey blank wall of a neighbouring property.
- C. Maintain a minimum distance of 6.5m between a principal window of a habitable room in one property and a single storey blank wall of a neighbouring property.
- D. Maintain a minimum distance of 15m between the rear elevation of the extension and the garden boundary, unless this is unachievable.

In addition, where there is a significant change in levels or new accommodation is provided at a higher storey and this would result in, for example, principal windows of single storey extensions having the same effect as a two-storey extension, an extra 3m of separation for each 2.5m or one storey of height difference will be required.

⁹ A habitable room is a room in which a resident would normally expect to have reasonable levels of privacy for relaxation. This is normally taken to be a living room, dining room, bedroom or kitchen and not studies, work rooms, utility rooms, bathrooms, cellars or garages.

Alterations and Extensions to Residential Properties SPD

3.0 Detailed Guidance

The general principles set out in Section 2 should not be regarded in isolation and proposals should also be considered against the more detailed guidance outlined in this section for particular types of extension.

3.1 Single-Storey Side Extensions

- A. Flat roofed single storey side-extensions to properties with a pitched roof will not normally be permitted where they are clearly visible in the street scene.
- B. Single storey side extensions on corner plots should not normally occupy more than half of the available width of the side area or should normally leave a minimum of 2m from the highway to the side wall of the proposed extension, and should not extend beyond the building line of perpendicular streets. However, a lesser set back may be acceptable where the prevailing local character is typified by relatively shallow frontages.
- C. The extension should be set back from the front of the main building.

3.2 Single-Storey Rear Extensions

- A. Where the proposed extension would be on or within 1m of the party boundary of an adjoining property it should not normally project in excess of 3m beyond the rear wall of that property.
- B. Proposals for larger extensions (in excess of 3m) will not normally be permitted unless it can be demonstrated that the amount of daylight and sunlight enjoyed by neighbouring properties would not be significantly reduced as assessed against the 45° rule (see Appendix 1).
- C. Flat roofs should not be used as terraces or balconies without design measures and appropriate separation distances to protect the privacy of adjoining owners.



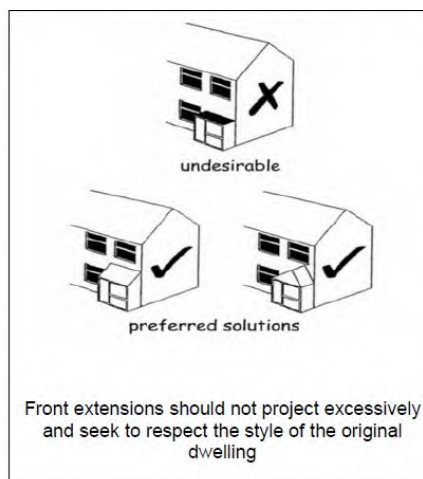
Diagram 3

Alterations and Extensions to Residential Properties SPD

3.3 Front Extensions/Porches and Canopies

Generally, there will be a presumption against extensions at the front of a property due to the need to protect the character of existing street scene. A small-scale extension to the front of a property may be acceptable and the most common proposals are for front porches. In addition to the advice in Section 2, applications for front extensions will be considered against the following principles:

- A. Front extensions generally will only be acceptable where the front garden is unusually deep and the extension maintains the prevailing building line of the street. Proposals which project excessively from the original front wall will not be permitted.
- B. Existing architectural features, such as bay windows, stonework, materials and traditional detailing should not be harmed and proposals should avoid introducing new or incongruous features that are at odds with the character of the original house.
- C. The size, shape and roof style should respect the height and proportions of the original dwelling.



3.4 Conservatories

For the avoidance of doubt, a conservatory is classified as being an extension to a dwelling in planning terms and is, therefore, subject to the same guidance and advice contained in this note. In addition to the advice in Section 2 and paragraphs 3.1 and 3.2 applications for conservatories will be considered against the following principles:

- A. Where a conservatory would otherwise allow overlooking of a property to the side boundary of an adjacent dwelling, sufficient screening should be provided either through the use of obscure glazing, or by use of a solid side conservatory wall, or by a wall, fence or hedge.
- B. Side conservatories should not project beyond the principal elevation of the dwelling.

3.5 Two-Storey/First Floor Side Extensions

When assessing proposals for two-storey side extensions the Council will seek to prevent the loss of gaps between buildings (terracing effect), particularly where gaps are important to the visual character of the street scene. This is to prevent two-storey side extensions on semi-detached and detached dwellings creating the appearance of a terraced row of houses.

- A. Two-storey side extensions that would produce, or contribute to a future terracing effect will not be permitted. In order to prevent this, the Council will require the front elevation above ground floor level to be set back by at least 1.5m from the main frontage. However, in cases where there would be a gap maintained to the shared boundary, a lesser set back would be acceptable in accordance with Diagram 6;
- B. The ridge height of the extension roof should be set below the ridgeline of the original dwelling.
- C. Flat roofed extensions will not be permitted.
- D. Extensions on corner plots should be set back to respect the street scene of both main and perpendicular streets and should have suitable boundary treatments. They will normally be required to occupy not more than half of the available width of the side area or to leave a minimum of 2m from the highway to the side wall of the proposed extension.
- E. Extensions will not normally be permitted where they would project beyond a prescribed line that is determined by a 45° angle from the midpoint of an adjacent property's nearest window to a habitable room (see Appendix 1).
- F. Extensions should be in proportion to the original building and subservient in scale and form.

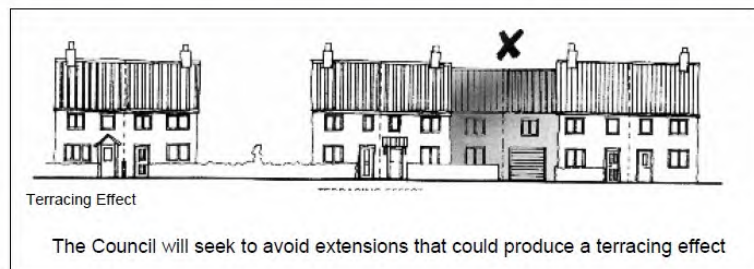


Diagram 5

Alterations and Extensions to Residential Properties SPD

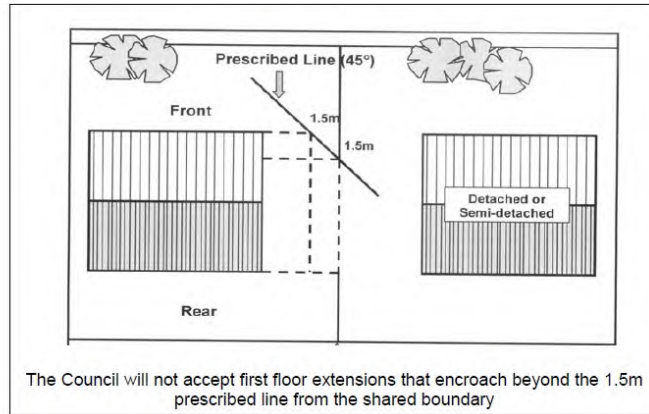


Diagram 6

3.6 Two-Storey Rear Extensions

In addition to the advice in Section 2 and 3.1 Separation Distances, all two-storey rear extensions should have regard to the following principles, particularly where an adjoining property has not been extended at ground floor:

- A. Where the extension would be on or attached to the boundary of an adjacent dwelling, and where there is a party wall, it should not normally project in excess of 1 metre from the original rear wall of the property. Beyond the 1 metre point the extension should not encroach beyond a 45° angle taken from the boundary at the 1 metre point (see Diagram 7).
- B. Roof design should match the roof of the original house and flat roofed extensions will not normally be permitted.
- C. Side windows to habitable rooms should be avoided to prevent overlooking unless they are above eye level (high) windows or obscure glazed, and are non-openable. For new habitable rooms however, relying entirely on obscure glazing or high-level windows is not acceptable.

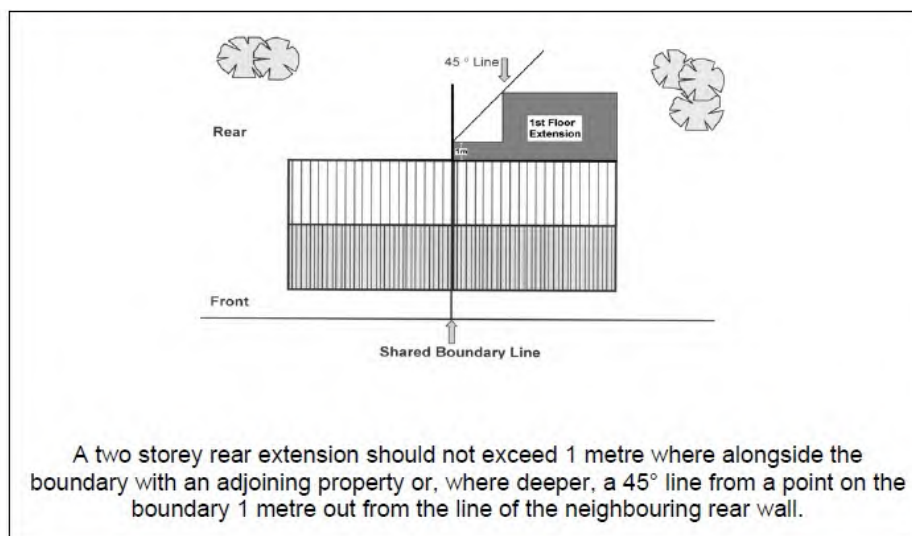


Diagram 7

Alterations and Extensions to Residential Properties SPD

3.7 Extensions to Three-Storey Dwellings or Above and Apartments

The above guidance concentrates on single storey and two-storey extensions. Although less common, proposals may come forward for domestic extensions on dwellings with three or more storeys (such as modern 'town houses' in new developments) and apartments.

Any proposals for extensions on such properties will be assessed against the general guidance and standards contained in this SPD including the impact on the original property, adjacent properties and the general street scene. Factors such as design, overlooking, overshadowing, materials, scale and outlook among others will be taken into consideration.

3.8 Dormer/Roof Extensions

The Council will seek to ensure that proposals for dormer/roof extensions preserve the character of the street scene, especially where dormers on existing neighbouring properties are absent. Proposals for dormer/roof extensions will be assessed against the following principles:

- A. Proposals for new dormer windows on the fronts of dwellings will not be acceptable unless they are characteristic of the street scene.
- B. Materials for roof extensions should complement the existing roof material.
- C. Dormers should be subordinate to and in scale with the form and slope of the existing roof.
- D. A significant proportion of the original roof should remain intact.
- E. Gabled dormer extensions should not project above the original ridge line and the roof of the dormer should be 0.5 metres or more below the original ridge line.
- F. Dormers which wrap around the side ridges of a hipped roof are not acceptable.
- G. The face of a dormer should be set back by a minimum of 1m behind the original wall and sit above the eaves gutter line.
- H. Dormers should be set in by not less than 0.5 metres from side/party walls.
- I. Dormer windows should line up vertically with existing windows and match their glazing, frame colour, detailing, style and proportions. They should not normally be wider than their heights unless this is characteristic of the windows in the existing property.
- J. The Council will not normally approve proposals for a change from a similarly hipped roof to a gable end where the adjoining house has a hipped roof. Consideration will also be given to the predominant roof form in the surrounding area.
- K. Applicants may wish to consider roof lights as a more sympathetic alternative to bring natural light into an attic room. Where roof lights are provided, their size and layout should be appropriate to the scale of the existing roof and reflect the arrangement of windows below.

Alterations and Extensions to Residential Properties SPD



Diagram 8

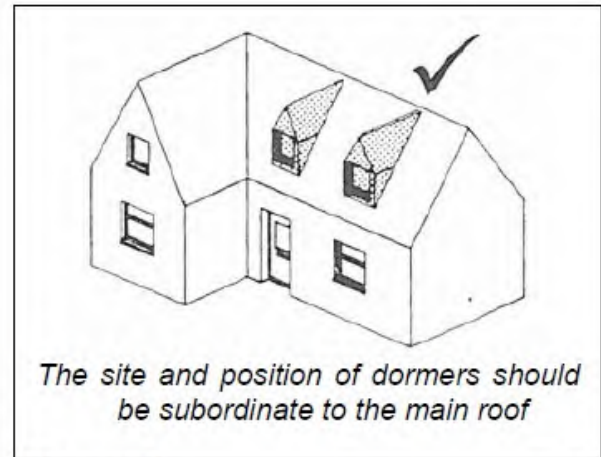


Diagram 9

Dormer windows and roof extensions have a noticeable effect on the appearance of a dwelling or the street, due to their prominent position.

It will not normally be acceptable for dormers or roof extensions to be built up off any of the house walls or to exceed the height of the roof ridge, as such extensions dominate a house. Dormers should be designed to be subordinate to the original roof intact around it.

Dormer and roof extensions should preferably be located on rear roof slopes where they are less readily seen.

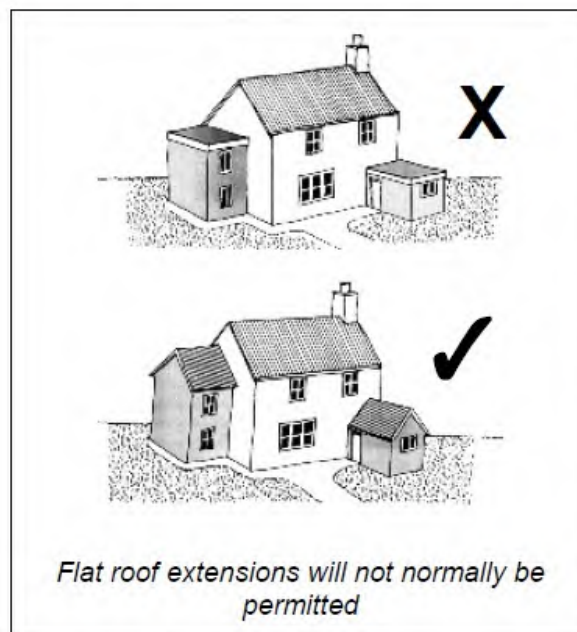


Diagram 10

3.9 Outbuildings

Alterations and Extensions to Residential Properties SPD

Where planning permission for outbuildings is needed (e.g. summer houses, sheds, green houses and garden rooms) proposals will be assessed with regard to the following principles:

- A. Outbuildings will not normally be allowed to the front of domestic properties (or side on corner plots) where they would be within 2m of the boundary. In cases where a front garden does not adjoin or overlook a public highway, a distance of less than 2m to the front boundary may be acceptable provided that the character and appearance of the streetscene is safeguarded and the amenity of neighbouring occupiers is protected; and
- B. They will be considered against the general principles included in this SPD including amenity concerns, ~~and~~ visual dominance and proposed loss of or damage to mature trees and hedges.

Alterations and Extensions to Residential Properties SPD

3.10 Ancillary Family Annexes

Proposals to build an ancillary family annexe will be considered on the individual merits of a scheme, having regard to the general advice contained within this SPD. In addition, the following principles normally will be applicable:

- A. The ancillary family annexe will remain ancillary to the original dwelling at all times.
- B. It will share private outdoor amenity space with the host dwelling and rely on the host dwelling for household services and facilities (for example laundry, internet etc.).
- C. It will not have separate vehicular access.
- D. It will have only one bedroom except in cases where suitable evidence is provided that an additional bedroom is absolutely necessary to provide overnight accommodation for a visiting carer or support worker.
- E. The accommodation will be single storey or spread across a single floor.

The Council will seek to ensure that a separate housing unit is not being created that could be sold as a separate dwelling. In order to do this, the Council will apply a condition or an obligation to ensure the annexe remains part of the original dwelling.

3.11 Garages/Car Ports/Parking Spaces and Garage Conversions

In addition to the advice in Section 2, proposals for residential garages and car ports for the storage of vehicles that are over dominant in relation to the existing and surrounding properties will not be approved, particularly in prominent locations. Therefore, proposals will be assessed with regard to the following principles:

- A. New garages should be of an appropriate scale for the plot.
- B. Garages should have a similar visual appearance to the dwelling and use sympathetic materials and window designs which respect local character.
- C. Garages should have a minimum size of 6m x 3m for a single vehicle. They should provide enough space to store a car, to get in and out of the vehicle and for garage doors to open outwards or over a private driveway. Where possible there should be enough space at the rear or sides for bicycle storage.
- D. Garages should not be sited in the front garden unless the proposal is to replace an existing or former garage with a new garage on the same footprint and with similar dimensions and materials, and there should not be an unacceptable loss of garden area, boundary walls, hedges or trees.
- E. Driveways must be a minimum of 6m x 3m in size.

Alterations and Extensions to Residential Properties SPD

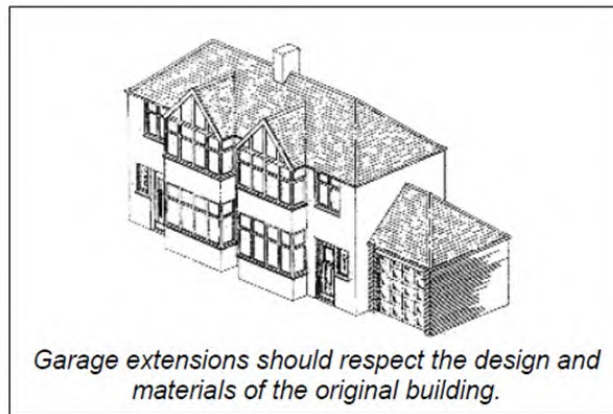


Diagram 11

Generally planning permission is not required to convert an existing garage into additional living accommodation, provided the work does not involve enlarging the building. In some cases, these permitted development rights have been removed by conditions attached to the planning permission in order to maintain sufficient private and off-street parking and to protect the street scene. Where planning permission is required, proposals will be assessed against the following principles:

- F. Garage conversions should not result in reduced off street private parking or visitor parking to below the standards set out in the Local Plan; and
- G. They should have a similar visual appearance to the dwelling and use sympathetic materials and window designs which respect local character.

Applicants should refer to Local Plan Policy TR4: Parking and Appendix 1 which set out the parking standards for residential development in Rossendale.

3.12 Garden Space and Forecourts

The Council is keen to ensure that enough private garden space is left after extensions in order to avoid over-development and protect neighbouring amenity.

Alterations and Extensions to Residential Properties SPD

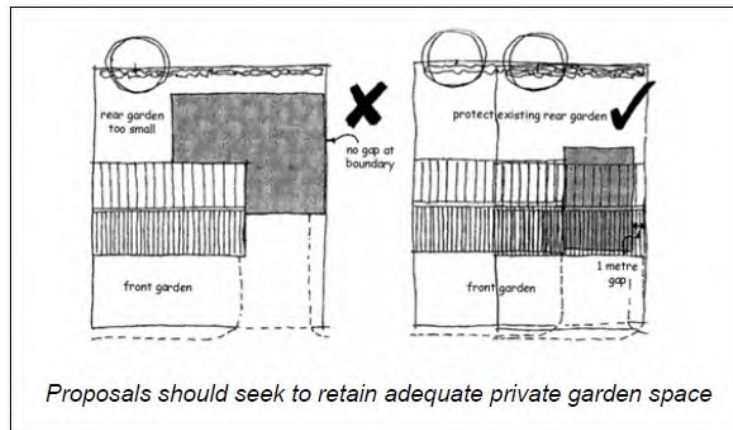


Diagram 12

In many instances, the development of forecourts has harmed the traditional layouts and setting of streets. Replacing planted areas in front gardens with hard, impermeable surfaces such as paving can also contribute to surface water flooding during periods of intense rainfall. Therefore, the Council will seek to retain front garden space and features such as original walls or soft landscaping which add to the value of quality streetscapes and support sustainable drainage.

Applicants can make proposals for forecourts more acceptable by retaining as much sense of enclosure as is practical by the retention or introduction of boundary features, such as railings, gates and hedges. Minimising areas of hard surfacing and generous planting can also limit the impact of such proposals.

- A. Proposals for new forecourts / front parking areas should aim to minimise areas of hard surfacing by [incorporating permeable surfaces, and](#) maintaining existing planting or including new planting where possible.
- B. Proposals for new or replacement fences, walls or other means of enclosure should minimise their impact on residential amenity, highway safety and respect the visual character of the surrounding area.
- C. Boundary treatments in visually prominent positions such as corner plots will only be permitted if they are constructed of high-quality materials and screened by landscaping of sufficient quality.

Applicants should also refer to Local Plan Policy ENV9: Surface Water Run-Off, Flood Risk, Sustainable Drainage and Water Quality, and Policy ENV10: Trees and Hedgerows. In addition, Policy ENV3: Landscape Character encourages proposals to retain trees and existing green infrastructure that make a positive contribution to local character, and to retain and restore boundary treatments such as drystone walls which are particularly characteristic of Rossendale. Applicants are encouraged to have regard to the advice in [Guidance on the permeable surfacing of front gardens](#)¹⁰.

¹⁰ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7728/pavingfrontgardens.pdf

Alterations and Extensions to Residential Properties SPD

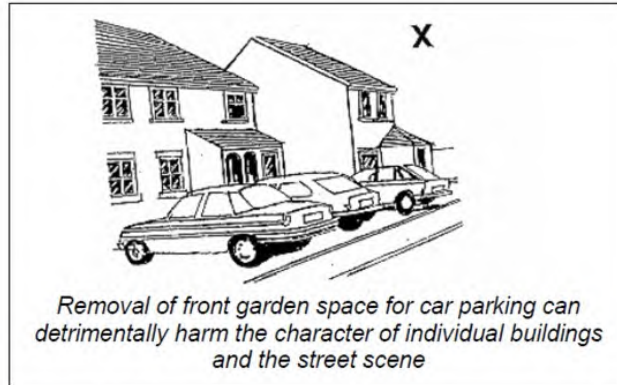


Diagram 13

3.13 Balconies

The Local Planning Authority will assess whether the proposal will give rise to a loss of privacy, light or outlook as well as the impact of the proposed development on the architectural integrity of the existing dwelling and the visual amenity of the surrounding area. Therefore:

- A. Balconies should be sited or screened so as not to cause loss of privacy to neighbours or occupants.
- B. The design of balconies and any screening structures should be sympathetic to the character and appearance of the original dwelling with a high standard of design.
- C. The Council may impose suitable Conditions in any Planning Permission for new dwellings and extensions to existing ones, restricting or prohibiting the provision of balconies.

3.14 Storage of Refuse Bins and Recycling Containers

It is essential that adequate provision is made for waste segregation, storage and collection to encourage participation in effective waste management and ensure a sound and sustainable design approach that takes into account other relevant issues such as access, nuisance and street scene.

Residential properties in Rossendale are required to accommodate a number of wheelie bins and recycling containers. The Council operates an alternate weekly kerbside collections service for domestic properties for the following containers:

- A 240-litre green wheelie bin for general waste
- A 240-litre blue recycling bin for glass, cans and plastics
- A 240-litre grey recycling bin for paper and cardboard and
- An optional and chargeable 240 litre brown recycling bin for garden waste (insert frequency of collections).

Domestic food waste collections will be introduced from April 2026 with food caddy containers.

Alterations and Extensions to Residential Properties SPD

If they are not kept out of public view a group of these items is unsightly. Developments will be expected to not create a situation where such bins and containers would need to be kept in a prominent frontage location. As such, the Council will promote that such items be kept clear of the highway in a non-prominent location.

- A. Extensions and alterations should not compromise the required storage space for refuse and recycling containers, or their safe manoeuvre out to the highway edge on collection day.
- B. Proposals should consider existing as well as future storage requirements likely to arise from changes in residential occupancy, such as in developments for Houses in Multiple Occupation (HMOs) or where proposals are for ancillary family annexes or garage conversions.
- C. Refuse and recycling containers should be stored to the rear or side of the property and screened from neighbouring properties and the street scene. Extensions should not sever any rear access which would then lead to multiple bins and containers stored on property frontages.

3.15 Renewable Energy Technologies

As part of measures to tackle climate change and reduce energy costs households are increasingly seeking to install renewable/low carbon energy technologies.

The Council is committed to increasing the number of businesses and households who source their utilities from renewable sources (see the Climate Change SPD). However new technologies can have an impact on the character and appearance of buildings and affect residential amenity.

Therefore, proposals for renewable energy technologies should:

- A. Be sited and designed to avoid adverse impacts on the character and appearance of the dwelling and surrounding area; and
- B. Ensure local residential amenity is protected.

Alterations and Extensions to Residential Properties SPD

4.0 Other Considerations

In addition to the general principles and detailed guidelines outlined above, applicants should also take account of the following issues which may affect proposals.

4.1 Highway Safety: proposals for extensions, particularly front and side extensions, should allow for the safe manoeuvrability of vehicles entering and leaving a property. Therefore, the Council will ensure that adequate visibility splays are maintained after domestic alterations take place. As a general rule, alterations and extensions should not involve the loss of existing off-street car parking unless adequate provision is provided elsewhere within the domestic curtilage. In order to enable a vehicle to stand clear of the highway, a minimum hardstanding length of 6m should be accommodated within the curtilage of the property after the construction of an extension (excluding a garage extension which requires a minimum driveway length of 6m measured between the highway boundary and any proposed garage doors). Proposals that would cause an unacceptable level of danger to both pedestrians and users of roads will normally be refused. The Council will, therefore, require visibility splays of 2.4m x 2.4m in pedestrian routes.

4.2 Designing Out Crime: in siting and designing proposals for extensions, applicants should consider measures that tackle safety and crime concerns, including using natural surveillance and defensible space. Simple features such as using prickly shrubs can have a positive effect on crime deterrence. Proposals that are considered to have a negative impact on crime prevention may be refused.

Please see Secured by Design for further information: <https://www.securedbydesign.com/> .

4.3 Neighbour's Consent: if a proposal encroaches onto neighbouring land, including foundations and overhanging of gutters, the neighbour's permission will be required before work can begin. Where this is the case, an applicant must serve notice on the owner and provide a Certificate B with any planning application to confirm that this has been done. Copies of the relevant certificates and notices can be obtained from the planning department or its web-site. The service of notice is a notification procedure only and does not imply that the grant of planning permission would also grant a legal right to encroach onto land that is not within the ownership of the applicant.

4.4 Natural Landscape: proposals should not have a detrimental impact on significant and prominent trees, watercourses, ponds and other natural landscaped areas which make an important contribution to public amenity and the environment. Extensions should avoid being sited where they would necessitate the removal of, or damage to, quality trees and other vegetation. Further, culverting watercourses for land gain purposes or filling in natural ponds without replacing them elsewhere would be unacceptable and not normally permitted. Applicants should also be aware that trees may be covered by a Tree Preservation Order or be within a Conservation Area and that the felling or lopping of such trees without the consent of the Local Authority is an offence.

[Lancashire Local Nature Recovery Strategy \(LNRS\) 2026¹¹ contains useful information about opportunities for nature recovery in Urban Habitats \(including Infrastructure Networks\). Species such as swifts, bats, swallows, hedgehogs and toads benefit from measures such as creating and improving connections between pollinator and insect-rich habitats, retaining and planting hedgerows](#)

¹¹ See <https://www.lancashire.gov.uk/council/strategies-policies-plans/environmental/local-nature-recovery-strategy/>

Alterations and Extensions to Residential Properties SPD

[and trees, using green roofs, protecting or providing wetland features in gardens and incorporating swift bricks.](#)

Please also refer to Rossendale Local Plan 2019 to 2036 Policy ENV3: Landscape Character and Quality, Policy ENV4: Biodiversity, Geodiversity and Ecological Networks and Policy ENV10: Trees and Hedgerows.

4.5 Biodiversity: applications for alterations and more so extensions, could have potentially harmful impacts upon biodiversity in Rossendale. Biodiversity is a natural and integral part of planning policy and decision making and the Council is committed to ensuring that such impacts are limited. |

Alterations and extensions to residential properties can adversely impact protected species (such as bats, birds or even badgers, reptiles and great crested newts) in large gardens in suburban and rural areas. If this is the case, an ecological assessment should be submitted alongside a planning application to assess the likely impacts of the proposed works and whether surveys are needed.

Alterations and extensions should avoid harm to protected species or habitats. If this is not possible a mitigation strategy should be prepared and agreed with the Local Planning Authority. As a last resort compensation for any residual negative effects can be agreed¹².

Section 40 of the Natural Environment and Communities Act (NERC) 2006 introduced the “biodiversity duty” on public authorities in England to conserve biodiversity. The duty has been strengthened by the Environment Act 2021 to not only conserve but also enhance biodiversity. As such the Council will seek to meet its duty by avoiding, mitigating and compensating for any adverse impacts on biodiversity and by seeking measures to enhance biodiversity such as the use of bat and bird boxes, the planting of native species of trees or shrubs and the management of any invasive species.

4.6 Conservation Areas / Listed Buildings: Some parts of Rossendale have been declared as Conservation Areas. Likewise, some houses have special architectural features or historical associations and have been made Listed Buildings. In such cases, stricter planning controls apply to preserve, protect or enhance their special character. Listed Building Consent is required for any proposed alterations to a Listed Building and planning permission is required for certain types of demolition within Conservation Areas. Furthermore, consent will also be required if any alterations or extensions which are likely to affect Scheduled Monuments and/ or Registered Historic Parks and Gardens.

Large scale extensions and unsympathetic designs will reduce the pleasing and aesthetic quality of these areas and/or buildings. Careful consideration must be given to the scale, form and design of all extensions in Conservation Areas or to Listed Buildings. Applicants should demonstrate that the extension preserves or enhances the character of the Conservation Areas, complements the original design of the house and will use appropriate detailing and design measures. If you are unsure whether your house is Listed or in a Conservation Area, please enquire at the Councils’ offices.

If your house is Listed or in a Conservation Area you are strongly advised to discuss any proposed extension or alteration with the Council’s Development Control Team (contact details provided in section 5) before making an application.

¹² For further information on preparing a planning proposal to avoid harm or disturbance to protected species please see: <https://www.gov.uk/guidance/prepare-a-planning-proposal-to-avoid-harm-or-disturbance-to-protected-species>

Alterations and Extensions to Residential Properties SPD

Rossendale's Conservation Areas are characterised by strong townscape structures, including their distinctive Pennine valley setting, tight urban grain, prominent rooflines, stone-built elevations, and the historic industrial and commercial buildings that define settlement patterns. Proposals should therefore respect these locally distinctive features, particularly the relationship between buildings and the valley topography, the prominence of gables and chimneys in long-distance views, and the continuity of traditional materials such as natural stone. Alterations that erode these characteristics, disrupt important roof silhouettes, or weaken the established urban form identified in the relevant Conservation Area Appraisal will not normally be supported.

Proposals affecting properties within Conservation Areas or Listed Buildings should be based on a clear understanding of the building's heritage significance, including its plan form, architectural character, historic fabric and wider setting. Applications must demonstrate how this significance is preserved or enhanced and how incremental harm has been avoided.

Extensions in Conservation Areas should be modest, sensitively sited, and designed so that the established street character, roofscape and building line remain visually dominant. Subservience is normally achieved through reduced height, set-backs and careful massing. Extensions that disrupt a coherent frontage, alter important spatial relationships or intrude on significant views will not usually be supported.

Roofscape can contribute strongly to the character of Conservation Areas and Listed Buildings. Dormers, where acceptable, should be discreet, positioned within the roof slope and kept below the ridge to remain recessive. Oversized or box-type dormers, flat-roofed forms or other additions that break an intact historic roofline or introduce intrusive massing will not normally be supported.

Extensions to Listed Buildings must remain clearly secondary in scale and form, be located away from principal elevations, and use materials and detailing appropriate to the host building. Proposals must avoid harm to the building's setting, including curtilage structures and landscape features that contribute to its significance. Where a building or area has experienced several earlier alterations, proposals will also be assessed for their cumulative impact. Even small changes may be unacceptable where, taken together, they would erode the special character of a Listed Building.

Note that listing status applies to the whole building, internally and externally, and may include structures within its grounds. In addition to any planning permission required,

Listed Building Consent is necessary for all works that affect a listed building, and carrying out such works without consent is a criminal offence.

4.7 Non Designated Heritage Assets

A consultation has been undertaken to help identify a Local List of Non-Designated Heritage Assets to recognise local heritage assets in Rossendale¹³. The Local List is a formal record of local heritage assets and is composed of many different types of assets that make up the historic environment, such as buildings, walls, war memorials and more. It contains assets that do not meet the criteria for being statutorily listed by Historic England but are nevertheless judged to be of architectural or historical importance to their local community. These heritage assets make a positive contribution to the character of an area and add to the sense of place.

¹³ For further information please see <https://www.rossendale.gov.uk/heritage/heritage-1/5>

Alterations and Extensions to Residential Properties SPD

The Local List helps owners, developers, and decision-makers recognise the significance of an asset and how it adds to the character and speciality of the local area.

Where proposals affect a Non-Designated Heritage Asset (NDHA), applicants should provide a proportionate explanation of the asset's local significance, such as its architectural qualities, historic associations, townscape contribution or community value. In line with the National Planning Policy Framework, any decision will be guided by a balanced judgement, taking account of both the scale of any harm and the importance of the asset. Although NDHAs are not statutorily protected, their role in shaping local character means they will be a material consideration.

Alterations and extensions should respond positively to the features that contribute most to the asset's value. This may include the overall form, massing, roof profile, detailing, or the way the building relates to its surroundings. Proposals should aim to retain these features where possible, while allowing for modern additions that are respectful and clearly secondary to the original.

Extensions should remain subordinate and avoid diminishing the NDHA's contribution to the street scene. Where a building forms part of a historic group, proposals should respect that shared character. If past incremental changes have already weakened the reasons for its local listing, further alterations may be resisted because of their cumulative impact.

Roof changes require care where the roofscape is an important part of the asset's identity or contributes to a wider group. Dormers or roof additions should be modest, sit within the roof slope, and avoid dominating the original roof form. Additions that interrupt a coherent group roofline or introduce visually intrusive massing will not normally be supported.

4.8 Green Belt and Countryside: Large areas of the Borough are designated as Green Belt and Countryside. Proposals for domestic extensions and extensions/alterations to outbuildings in such areas will be strictly controlled to ensure that proposals do not impact upon the intrinsic character and appearance of the Green Belt and/or Countryside. Proposals for domestic extensions in the Green Belt or Countryside should not result in a disproportionate increase in the volume of the original dwelling. Large parts of the Green Belt and Countryside are also considered to be areas of special landscape and environmental quality and the Council will expect particularly high-quality designs and materials in such locations.

Please refer to Strategic Policy SD2: Urban boundary and Green Belt and Policy HS12 of the adopted Rossendale Local Plan 2019 to 2036 for the Conversion and Re-use of Buildings in the Countryside.

4.9 Protected Species: Species such as bats, which use roof spaces as roost or hibernation sites, and birds which nest under the eaves of buildings are protected from harm by law.

Applications for developments that involve alterations to existing roof spaces, listed buildings, pre-1939 houses, barns or other traditional buildings and, any work involving disturbance to trees or hedges may have an impact upon protected species. If the presence of bats or birds is suspected then an application may need to include a survey report, together with details of mitigation measures to safeguard the protected species from the adverse effects of the development. The Council may impose planning conditions or obligations on planning permissions to ensure that these measures are implemented. Such measures may simply include, for example, avoiding carrying out any work during the bird breeding season, or the inclusion of artificial nest boxes as part of the development.

Alterations and Extensions to Residential Properties SPD

The Council may refuse permission for developments where inadequate survey and mitigation details are included with an application. For further information please visit the Natural England web site:–<https://www.gov.uk/government/organisations/natural-england> .

4.10 General Quality: Poorly designed and badly built extensions can result from attempts to save money in the short term but a sub-standard extension will remain an eyesore for many years and does not represent a sound investment (e.g. a flat roofed extension may initially be cheaper but in the long term may require repair and/or replacement at greater cost). It is, therefore, important to obtain the services of a competent designer and a builder who will use quality materials and appropriate building techniques.

4.10 Environmental Efficiency: Sustainability is a key issue and a national priority with much emphasis on the efficient use of resources and the need to adapt to climate change. Hence the Council will promote and support the use of sustainable materials and the inclusion of energy efficient technologies in proposals for alterations and extensions to residential properties in line with national and regional guidelines.

Please refer to the [Climate Change Supplementary Planning Document](#)¹⁴.

[Proposals should incorporate sustainable drainage principles by storing and re-using water and directing water to permeable surfaces wherever possible. The connection of surface water to the public sewer from residential extensions and paving over front gardens do, overtime, have material impacts on flood risk from the public sewer and increase the likelihood of storm overflow activations. Simple design approaches which catch water in rainwater butts, rain gardens and direct water to permeable surfaces are therefore a key requirement to consider in the design process for residential extensions. In this context, where permitted development rights are used to pave over a front garden, the hard surface should be made of porous materials, or provision is made to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the dwellinghouse.](#)

[National Guidance on the permeable surfacing of front gardens](#)¹⁵ explains the different approaches to constructing a driveway or other paved area that controls and reduces rainfall runoff into drains by using permeable surfaces or soakaways and rain gardens. The advice can also be applied to other paved areas around the house, such as patios.

4.11 Special Needs of Disabled Persons: The Council will consider on their merits exemptions to the above policies in the case of applications from disabled persons who may require particular adaptations in order to remain in their homes.

[4.12 Utility Services: The curtilages of residential properties can include water and wastewater assets. Building over water assets is not acceptable and building over sewers may not be acceptable without prior agreement. Applicants should check the services maps for water and wastewater assets to confirm whether there are assets within the curtilage of their property. If there are assets, they should engage with the relevant utility provider before commencing any design works as their proposals may not be deliverable.](#)

¹⁴ <https://www.rossendale.gov.uk/local-plan/supplementary-planning-documents-spds-guidance>

The Climate Change SPD was adopted in December 2022. It contains advice relating to the following four principles:

- Reducing the dominance of fossil-fuelled vehicles via encouraging sustainable and more active transport
- Improving energy efficiency and promoting renewables in the Borough
- Water interventions
- Biodiversity and Green Infrastructure.

¹⁵ <https://www.gov.uk/government/publications/permeable-surfacing-of-front-gardens-guidance/guidance-on-the-permeable-surfacing-of-front-gardens>

Alterations and Extensions to Residential Properties SPD

5.0 Further Advice & Contacts

To find out more about planning or building control issues before making a formal submission the following addresses and contacts may be useful.

For further information please see:

<https://www.rossendale.gov.uk/planning-building-control/planning/2>

Contact Details:

Planning

Telephone: 01706 217777

Email: Planning@rossendalebc.gov.uk

Building Control

Email: Buildingcontrol@rossendalebc.gov.uk

Forward Planning

Telephone: 01706 217777

Email: forwardplanning@rossendalebc.gov.uk

Address:

Business Centre
Futures Park
Bacup
OL13 0BB

Useful links:

Pre-App Service [Pre-Application Advice & Guidance | Planning | Rossendale Borough Council](#)

Is Planning Permission Required [Is Planning Permission Required? | Planning | Rossendale Borough Council](#)

Planning Application search [View or Comment on a Planning Application | Planning | Rossendale Borough Council](#)

Adopted Local Plan and Policies Map [Rossendale Local Plan 2019 to 2036 | Rossendale Borough Council](#)

Other guidance [Supplementary Planning Documents \(SPDs\), Masterplans and other guidance | Rossendale Borough Council](#)

Alterations and Extensions to Residential Properties SPD

Appendix 1 – The 45° Rule

The 45° rule is designed to ensure that proposals for extensions do not have detrimental impact on neighbouring properties' right to daylight and sunlight, by avoiding unacceptable levels of overshadowing.

It is devised from the mid-point of the cill of a principal window (or 1200mm height for patio doors), where two lines at 45° are measured. In the case of a conservatory the point for setting the 45° angle would be the central point of the glazing on the rear elevation. The plane connecting the two lines are then tilted to an angle of 25° above this rising plane. Proposals that encroach across these lines may be deemed to have an unacceptable impact on overshadowing and may not be permitted. The restriction will operate for a distance of 12 metres along the 45° line.

The two diagrams below illustrate how the 45° rule would operate in practice. Diagram 12 In the first example, the single storey extension shown would be acceptable if its depth is limited as shown on plan (a). However, if it extends further as shown in plan (b) it becomes unacceptable.

The second example is applicable if the dwellings are staggered. The extension shown on the plan encroaches across the 45° line. However, if the extension is single storey and below the 25° line (elevation (a)) then it would be in accordance with the 45° rule. However, if the proposal is two storey and it encroaches on the 25° line (elevation (b)) it becomes unacceptable.

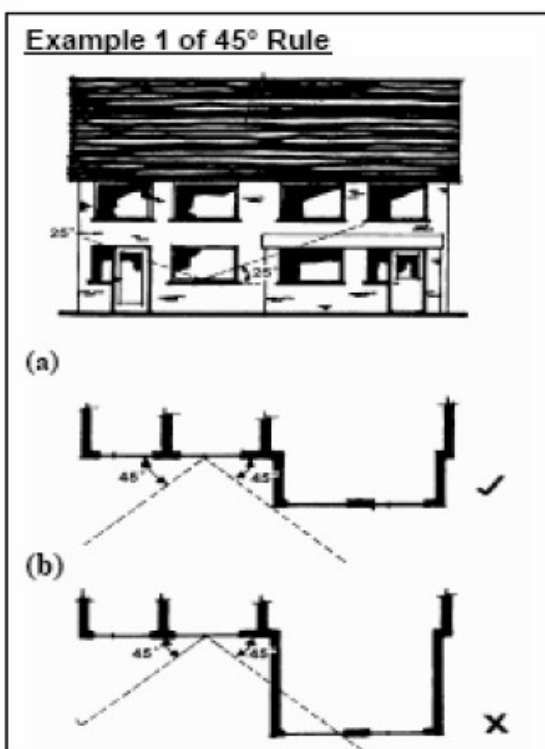


Diagram 14

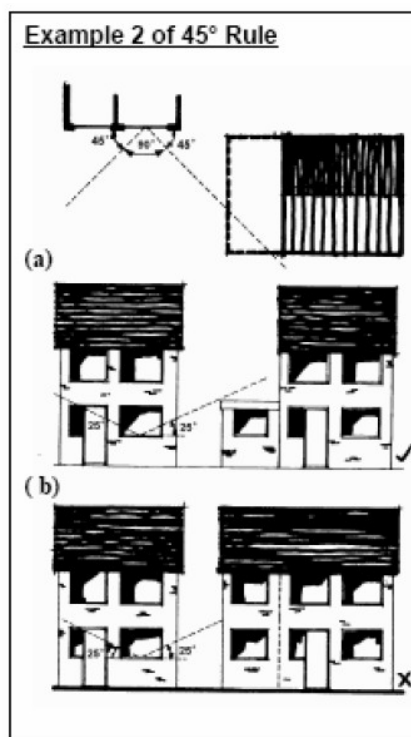


Diagram 15

Appendix 2 – Details Required for Planning Applications

1. **Householder application form** – fully completed and signed.
2. The correct **Certificate of Ownership** required by law in order to identify anyone who has an interest in the land.
 - Certificate A if you own the land
 - Certificate B if you do not own some or all of the land & Notice 1 served on the other interested parties
 - Complete the Agricultural Holdings and tenancy statement
 - Contact the Department if other ownership is involved and Certificates C or D are needed.
3. **A covering letter** with any other relevant information in support of your application, including also copies of any correspondence arising from discussions with planning staff prior to submission.
4. **The correct fee.** Contact the Development Control Team for the amount required (01706 217777).
5. **Plans and drawings.** The plans and drawings are a very important part of any application and are needed so that not only the Council understands the proposal but also any persons consulted, including your neighbours.

The plans need to show more than just your property or what you want to do. This is because the decision to approve the plans may depend on how your proposal affects surrounding properties and, therefore, the following will be required:

- a) **An Ordnance Survey based location plan** at a scale of 1:1250 or 1:2500 with the application site boundaries edged with a red line and any other land you own edged with a blue line. This location plan should show:
 - at least two (if practicable) named roads
 - surrounding buildings and
 - the direction of north.
- b) Accurate scaled drawings showing **the existing and proposed site layout** at a scale of no less than 1:200. This should include;
 - all buildings and structures, gardens, walls, hedges and fences, open spaces and car parking at your property; and
 - adjacent houses and buildings, including the location of any windows.
- c) Accurate scaled drawings showing **the existing and proposed elevations** at a scale of not less than 1:100 and with any dimensions shown in metric measurements.
- d) The drawings of both existing and proposed situations should give details of:-
 - Site layout – showing the site boundaries, access to the highway, other physical features including trees, adjacent properties and the position of habitable room windows
 - Floor plans
 - Elevations affected
 - Roof plans as necessary

Alterations and Extensions to Residential Properties SPD

- Drawings should show the whole of the property
- The maximum size of drawing should be A1

e) **Photographs** are helpful and are useful in understanding the proposals.

6. The following information may also be needed to validate your application. If in doubt you should check with us on 01706 217777:

- **Existing and proposed sections** at a scale of not less than 1:100.
- **A Supporting Planning Statement** to describe the proposals and a **Design and Access Statement (DAS)** discussing the chosen design solution including the details of proposed materials to be used for walls, roof, windows, doors, hardstanding and boundary treatments such as walls, fences and hedges. In addition, it should also include information about any energy efficiency measures that are to form part of the development. Most extensions and/or alteration applications will not need a DAS, however if the application were to affect a Listed Building or a Conservation Area, then one might be required. In addition, there may instances when the Council may require a DAS for extensions and/ or alterations to agricultural buildings that have been converted to dwellings.
- Details of any **new or altered access** to any public highway accessway or public right of way.
- **A flood risk assessment** in locations subject to flooding.
- **A tree survey** if any trees are to be removed, lopped or topped.
- **Possible contamination.** Details of any works that need to be carried out as part of the proposed development to prevent any risk from land contamination e.g. gas protection membranes (to prevent ingress of landfill gas or other gases) and garden cover systems (to prevent contact with contaminated soils)

All sections **MUST** be answered for an application to be valid. If you are in any doubt about the information you are submitting, please e-mail the Development Control Team on planning@rossendalebc.gov.uk or phone 01706 217777.

Alterations and Extensions to Residential Properties SPD

**Produced by
The Forward Planning Team
Rossendale Borough Council
March 2026**

**This document can be made available in other community languages,
Braille, large print or audio tape.**



Alterations and Extensions to Residential Properties

Supplementary Planning Document (SPD)

March 2026



A High Quality Environment

Alterations and Extensions to Residential Properties SPD

Contents

Background Information.....	4
1.0 Introduction.....	5
1.1 Purpose of the SPD.....	5
1.2 Do You Need to Apply for Planning Permission/Building Regulations?.....	7
2.0 General Guidance for All Domestic Extensions.....	9
2.1 Separation Distances.....	10
3.0 Detailed Guidance.....	11
3.1 Single-Storey Side Extensions.....	11
3.2 Single-Storey Rear Extensions.....	11
3.3 Front Extensions/Porches and Canopies.....	12
3.4 Conservatories.....	12
3.5 Two-Storey/First Floor Side Extensions.....	13
3.6 Two-Storey Rear Extensions.....	14
3.7 Extensions to Three-Storey Dwellings or Above and Apartments.....	14
3.8 Dormer/Roof Extensions.....	15
3.9 Outbuildings.....	16
3.10 Ancillary Family Annexes.....	16
3.11 Garages/Car Ports/Parking Spaces and Garage Conversions.....	17
3.12 Garden Space and Forecourts.....	18
3.13 Balconies.....	20
3.14 Storage of Refuse Bins and Recycling Containers.....	20
3.15 Renewable Energy Technologies.....	21
4.0 Other Considerations.....	22
5.0 Further Advice & Contacts.....	26
Appendix 1 – The 45° Rule.....	27
Appendix 2 – Details Required for Planning Applications.....	28

•

Alterations and Extensions to Residential Properties SPD

Responsible Service	Planning	Version/Status	Final Version
Responsible Author	Forward Planning	Date Agreed/ Agreed At	
Date last Amended		Due for Review	

Rossendale Borough Council is committed to encouraging equality, diversity and inclusion to eliminate unlawful discrimination. To support this other format of this document are available upon request. Please contact PeopleandPolicy@rossendalebc.gov.uk.

Background Information

1. Supplementary planning documents (SPDs) build on and provide more detailed advice or guidance on policies in an adopted local plan. They contain useful information for applicants, architects/designers and planning agents when submitting planning applications. SPDs cannot introduce new planning policies but are a material consideration in decision-making. They should not add unnecessarily to the financial burdens on development.
2. This Alterations and Extensions to Residential Properties SPD replaces the previous version, which was adopted by Rossendale Borough Council on 18th June 2008. It has been prepared in accordance with [Regulations 11 to 16 of the Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)¹ which set out the requirements for producing Supplementary Planning Documents.
3. The SPD provides more detailed guidance to support adopted Rossendale Local Plan 2019 to 2036 Policy HS9: House Extensions. Strategic Policy ENV1: High Quality Development in the Borough will also apply insofar as it applies to small scale householder development for alterations and extensions. Other policies in the Local Plan may also be relevant to some proposals and these are signposted in the relevant sections of the SPD.
4. In addition to relevant policies in the adopted Local Plan, proposals are also expected to address the design policies and guidance contained in area specific planning documents where they apply to the development concerned. These include the following:
 - [Edenfield Neighbourhood Plan 2021 – 2036, April 2025 including Appendix 3 Design Code Report](#)²
 - [Land West of Market Street Edenfield \(Allocation H66\) Masterplan and Design Code, June 2024](#)³
 - Conservation Area Appraisals and Management Plans for each of the conservation areas – see the [Conservation](#) page of the Council's website⁴.
5. National planning policy is set out in the [National Planning Policy Framework](#) (NPPF), other policy documents and written ministerial statements. The NPPF⁵ promotes well-designed, healthy, inclusive and sustainable places and is supported by [National Planning Practice Guidance](#). [The National Model Design Code](#) (Parts 1 and 2) provide detailed guidance on the production of design codes, guides and policies to promote successful design and [The National Design Guide](#) illustrates how well-designed places that are beautiful, enduring and successful can be achieved in practice including for Homes and Buildings⁶. The Government is proposing to consolidate the existing guidance documents into a single streamlined resource, the [draft Design and Placemaking PPG](#). A new NPPF is expected to be published in summer 2026.

¹ <https://www.legislation.gov.uk/uksi/2012/767/regulation/8/made>

² <https://www.rossendale.gov.uk/downloads/file/19112/edenfield-neighbourhood-plan-made-april-2025->

³ <https://www.rossendale.gov.uk/downloads/file/18517/land-west-of-market-st-edenfield-h66-masterplan-design-code-v5->

⁴ <https://www.rossendale.gov.uk/heritage/heritage-1/3>

⁵ <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

⁶ Alterations to both the NPPF and PPG are currently out for consultation and expected to be updated in spring 2026.

Alterations and Extensions to Residential Properties SPD

1.0 Introduction

1.1 Purpose of the SPD

1. This SPD is aimed at applicants considering domestic extensions and other alterations, their architects/plan-drawers and all others involved in the siting and design of extensions and alterations to homes. It contains the general principles and guidelines that the Council will use to assess such proposals when planning applications are submitted. In addition, the principles in the SPD should be considered as best practice and applied wherever possible to developments when planning consent is not required.
2. Whilst these guidelines seek to provide some clarity on this issue, **all proposals will be considered on their individual merits**, and the Council acknowledges that there may be certain circumstances where the standards are not applicable; particularly where the house is a Listed Building or a conversion from a traditional agricultural building. In cases where proposals would affect a heritage asset, applicants should refer to Local Plan Policy ENV 2: Historic Environment. Please be aware that changes to listed buildings usually require listed building consent. If the proposal is in or would impact on a Conservation Area, schemes should refer to the relevant Conservation Area Appraisal and Management Plan.
3. The SPD provides supplementary guidance to **Policy HS9: House Extensions** in the Rossendale Local Plan 2019 to 2036 adopted 15th December 2021:

Policy HS9: House Extensions

Permission will be granted for the extension of dwellings provided that the following criteria are satisfied:

- a) **The extension respects the existing house and the surrounding buildings in terms of scale, size, design, fenestration (including dormer windows) and materials, without innovative and original design features being stifled;**
- b) **There is no unacceptable adverse effect on the amenity of neighbouring properties through overlooking, loss of privacy or reduction of daylight;**
- c) **The proposal does not have an unacceptable adverse impact on highway safety; and**
- d) **In the case of the Green Belt or the Countryside, the proposed extension should not result in a disproportionate increase in the volume of the original dwelling.**

4. In addition, Policy ENV1 promotes high quality design in development:

Strategic Policy ENV1: High Quality Development in the Borough

All proposals for new development in the Borough will be expected to take account of the character and appearance of the local area, including, as appropriate, each of the following criteria:

Alterations and Extensions to Residential Properties SPD

- a) Siting, layout, massing, scale, design, materials, lighting, building to plot ratio and landscaping;
- b) Safeguarding and enhancing the built and historic environment;
- c) Being sympathetic to surrounding land uses and occupiers, and avoiding demonstrable harm to the amenities of the local area;
- d) The scheme will not have an unacceptable adverse impact on neighbouring development by virtue of it being over-bearing or oppressive, overlooking, or resulting in an unacceptable loss of light; - nor should it be adversely affected by neighbouring uses and vice versa;
- e) Link in with surrounding movement patterns, encourage permeability and reflect the principles of “Manual for Streets”;
- f) Not prejudice the development of neighbouring land, including the creation of landlocked sites;
- g) Demonstration of how the new development will connect to the wider area via public transport, walking and cycling;
- h) Minimising opportunity for crime and malicious threats, and maximising natural surveillance and personal and public safety;
- i) Providing landscaping as an integral part of the development, protecting existing landscape features and natural assets, habitat creation, providing open space, appropriate boundary treatments and enhancing the public realm;
- j) Including public art in appropriate circumstances;
- k) There is no adverse impact to the natural environment, biodiversity and green infrastructure unless suitable mitigation measures are proposed and the Council will seek biodiversity net gain consistent with the current national policy;
- l) That proposals do not increase the risk of flooding on the site or elsewhere, where possible reducing the risk of flooding overall, having regard to the surface water drainage hierarchy;
- m) A Development Brief or Design Code (as appropriate) will be required to support major new development and smaller proposals as appropriate (this document will be proportionate to the size of the scheme). Such documents should set out the design principles, the appropriateness of the development in the context of the area and consideration of innovative design;
- n) Where appropriate applications shall be accompanied by an independent Design Stage Review;
- o) Making provision for the needs of special groups in the community such as the elderly and those with disabilities;
- p) Consideration of Health impacts, including through a Health Impact Assessment for major developments, looking particularly at effects on vulnerable groups, and identification of how these may be mitigated;
- q) Designs that will be adaptable to climate change, incorporate energy efficiency principles and adopting principles of sustainable construction

Alterations and Extensions to Residential Properties SPD

**including Sustainable Drainage Systems (SuDS); and
r) Ensuring that contaminated land, land stability and other risks associated with coal mining are considered and, where necessary, addressed through appropriate investigation, remediation and mitigation measures.**

5. Other Local Plan Policies which contain design guidance on particular topics related to the natural environment include Policy ENV3: Landscape Character and Quality, Policy ENV4: Biodiversity, Geodiversity and Ecological Networks, Policy ENV5: Green Infrastructure Networks, Policy ENV9: Surface Water Run-Off, Flood Risk, Sustainable Drainage and Water Quality and Policy ENV10: Trees and Hedgerows.
6. There is also additional information on other considerations in Section 4 relevant to planning applications for alterations and extensions which should be read in conjunction with the policies set out in this SPD. Prior to submitting a planning application, advice can be obtained by contacting Rossendale Borough Council's Development Control Team (see Section 5) and it is strongly advised that proposals are discussed in advance of a formal planning application, using the Council's pre-application service.
7. Rossendale Borough Council will notify your neighbours of any planning applications and it is advised that you consult with your neighbours yourself before submitting a planning application.

1.2 Do You Need to Apply for Planning Permission/Building Regulations?

1. Not all works to houses require planning permission. Homeowners may have certain rights to extend their home without the need to first apply for planning permission. These rights are contained in [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#)⁷ and are referred to as 'Permitted Development'.
2. Interpretation of the Order can be quite complicated. Should you be unsure if your property benefits from permitted development rights, or if the proposed works require planning consent, you can apply for a Lawful Development Consent. This will confirm formally if planning permission is required. Even if planning permission is not needed, it is often useful to have any works confirmed via this process as it should make it easier to sell your home.
3. In some circumstances additional permission must be sought, for example Listed Building Consent; and Scheduled Monument Consent. Further information about this can be found on the [Heritage](#) page of the Council's website (www.rossendale.gov.uk/heritage) .
4. Some dwellings may have had their Permitted Development rights removed (for example through an [Article 4 Direction](#)⁸) or have certain conditions attached and therefore planning permission may be required to carry out an extension regardless of its size. You can apply

⁷ <https://www.legislation.gov.uk/uksi/2015/596/contents>

⁸ <https://www.rossendale.gov.uk/planning-building-control/planning/6>

Alterations and Extensions to Residential Properties SPD

for a planning history to search to check this, or alternatively apply for a Lawful Development Certificate, if you are unsure or unable to confirm this on the Council's website.

5. Should you require written confirmation that your specific proposals do not require planning permission it will be necessary to submit an application to the Council for a Lawful Development Certificate ([Town and Country Planning Act 1990; Part VII; Certificate of lawful use or development \(as amended\)](#) and [Town and Country Planning \(General Development Procedure\) Order \(England\) 2015](#) for which a fee is payable.
6. In addition to planning permission (and in some cases where planning permission is not required), most structural alterations or extensions to dwellings will require Building Regulations Approval. Advice on this issue can be obtained from the Council's Building Control Team and a contact is given at the back of this guidance (see Section 5).
7. Further information and advice on both Planning and Building Control Regulations can be found on the Council's web site <https://www.rossendale.gov.uk/planning-building-control> .
8. Applicants should also be aware that planning permission does not bestow a right to build. Other issues, such as landowner's consent, other legislation and the specific deeds of a property will need to be considered.

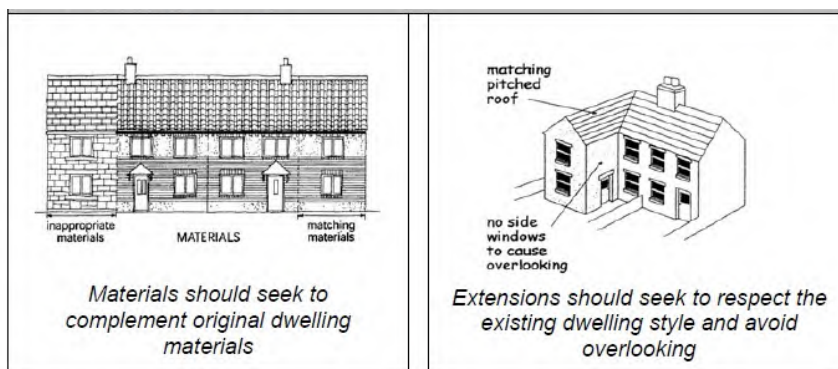
2.0 General Guidance for All Domestic Extensions

A frequent problem with domestic extensions is when incompatible designs and materials are proposed, resulting in a poor relationship with the original building or street scene. These issues are likely to be even more important where changes are proposed to houses in or near to Conservation Areas and Listed Buildings. Therefore, any application for a domestic extension will be expected to incorporate the following general design principles:

General Guidance

- A. The proposal achieves a high standard of design which either gives the appearance of the extension being part of the original building, or which demonstrates high quality contemporary design provided it is sympathetic to the original building and local context.
- B. Specific features, such as doors, windows and roof style and eaves match the proportion, shape, size, alignment, rhythm and architectural integrity of the original dwelling.
- C. Materials and colours and tone of rendering are chosen to complement the original building. Natural materials such as stone and slate are preferred, particularly where this is characteristic, such as in areas of traditional stone housing.
- D. Design, massing, bulk, height, detail, proportion, scale and style of the original building are respected, so that the extension is subservient to the original building and does not dominate it.
- E. The character of neighbouring properties is protected through appropriate siting, and the avoidance of excessive bulk, ill-matched materials or inconsistent design.
- F. The proposal does not detract from the appearance of the street-scene or general character of the surrounding area.
- G. The amount of daylight and sunlight enjoyed by neighbouring properties is not significantly reduced during daylight hours.
- H. Any new external lighting is sited and designed sensitively to avoid unnecessary light pollution and disturbance to neighbours and wildlife at night time.
- I. The privacy of neighbouring properties is not invaded by direct overlooking from windows or balconies.
- J. There is no significant or unacceptable reduction in the amount of usable and private amenity space for the property or any adjacent or neighbouring property.
- K. The outlook of neighbouring properties is not significantly harmed.
- L. The proposal is accessible, safe and does not interfere with the visibility of pedestrians, cyclists and drivers of vehicles.
- M. The scheme does not require the removal of, or damage to, significant or prominent trees, hedges, watercourses, ponds or any other natural landscaped features or where an unavoidable loss is proposed, there is adequate re-provision of such features within the curtilage of the property.
- N. Adequate off-street parking is maintained, particularly where additional habitable rooms are proposed.
- O. Adequate bin storage is maintained and does not detract from the street scene.
- P. The extension has reasonable regard to safety and security, including helping to design out crime; and
- Q. New habitable rooms do not rely solely on obscure glazing or high-level windows.

Alterations and Extensions to Residential Properties SPD



In addition to the above, the Council will take into consideration issues regarding local landscape and townscape character when determining applications, in accordance with Local Plan Policies ENV2: Historic Environment, ENV3: Landscape Character and Quality, Policy ENV4: Biodiversity, Geodiversity and Ecological Networks, Policy ENV5: Green Infrastructure Networks and Policy ENV10: Trees and Hedgerows.

There may be circumstances where an alternative solution is preferable which would be more complementary to the original building. **Each application will be determined on its own merits.**

2.1 Separation Distances

The separation distance between dwellings is an important consideration in order to maintain adequate privacy distances and at the same time avoid overbearing relationships and undue loss of light and outlook. Therefore, the Council will require extensions to:

- A. Maintain a minimum distance of 20m between each habitable room⁹ window where the extension would directly face a neighbour's habitable room window or where a habitable room window would directly face another sensitive receptor.
- B. Maintain a minimum distance of 13m between a principal window of a habitable room in one property and the window of a non-habitable room or a two-storey blank wall of a neighbouring property.
- C. Maintain a minimum distance of 6.5m between a principal window of a habitable room in one property and a single storey blank wall of a neighbouring property.
- D. Maintain a minimum distance of 15m between the rear elevation of the extension and the garden boundary, unless this is unachievable.

In addition, where there is a significant change in levels or new accommodation is provided at a higher storey and this would result in, for example, principal windows of single storey extensions having the same effect as a two-storey extension, an extra 3m of separation for each 2.5m or one storey of height difference will be required.

⁹ A habitable room is a room in which a resident would normally expect to have reasonable levels of privacy for relaxation. This is normally taken to be a living room, dining room, bedroom or kitchen and not studies, work rooms, utility rooms, bathrooms, cellars or garages.

Alterations and Extensions to Residential Properties SPD

3.0 Detailed Guidance

The general principles set out in Section 2 should not be regarded in isolation and proposals should also be considered against the more detailed guidance outlined in this section for particular types of extension.

3.1 Single-Storey Side Extensions

- A. Flat roofed single storey side-extensions to properties with a pitched roof will not normally be permitted where they are clearly visible in the street scene.
- B. Single storey side extensions on corner plots should not normally occupy more than half of the available width of the side area or should normally leave a minimum of 2m from the highway to the side wall of the proposed extension, and should not extend beyond the building line of perpendicular streets. However, a lesser set back may be acceptable where the prevailing local character is typified by relatively shallow frontages.
- C. The extension should be set back from the front of the main building.

3.2 Single-Storey Rear Extensions

- A. Where the proposed extension would be on or within 1m of the party boundary of an adjoining property it should not normally project in excess of 3m beyond the rear wall of that property.
- B. Proposals for larger extensions (in excess of 3m) will not normally be permitted unless it can be demonstrated that the amount of daylight and sunlight enjoyed by neighbouring properties would not be significantly reduced as assessed against the 45° rule (see Appendix 1).
- C. Flat roofs should not be used as terraces or balconies without design measures and appropriate separation distances to protect the privacy of adjoining owners.



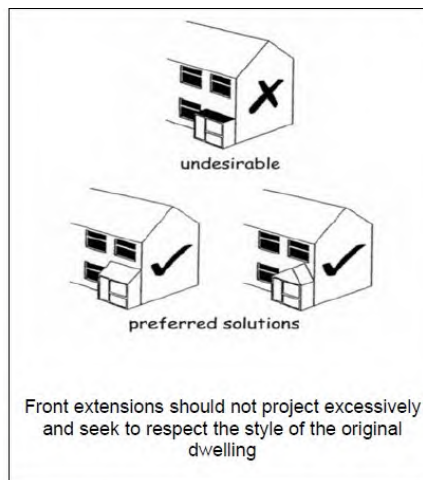
Diagram 3

Alterations and Extensions to Residential Properties SPD

3.3 Front Extensions/Porches and Canopies

Generally, there will be a presumption against extensions at the front of a property due to the need to protect the character of existing street scene. A small-scale extension to the front of a property may be acceptable and the most common proposals are for front porches. In addition to the advice in Section 2, applications for front extensions will be considered against the following principles:

- A. Front extensions generally will only be acceptable where the front garden is unusually deep and the extension maintains the prevailing building line of the street. Proposals which project excessively from the original front wall will not be permitted.
- B. Existing architectural features, such as bay windows, stonework, materials and traditional detailing should not be harmed and proposals should avoid introducing new or incongruous features that are at odds with the character of the original house.
- C. The size, shape and roof style should respect the height and proportions of the original dwelling.



3.4 Conservatories

For the avoidance of doubt, a conservatory is classified as being an extension to a dwelling in planning terms and is, therefore, subject to the same guidance and advice contained in this note. In addition to the advice in Section 2 and paragraphs 3.1 and 3.2 applications for conservatories will be considered against the following principles:

- A. Where a conservatory would otherwise allow overlooking of a property to the side boundary of an adjacent dwelling, sufficient screening should be provided either through the use of obscure glazing, or by use of a solid side conservatory wall, or by a wall, fence or hedge.
- B. Side conservatories should not project beyond the principal elevation of the dwelling.

3.5 Two-Storey/First Floor Side Extensions

When assessing proposals for two-storey side extensions the Council will seek to prevent the loss of gaps between buildings (terracing effect), particularly where gaps are important to the visual character of the street scene. This is to prevent two-storey side extensions on semi-detached and detached dwellings creating the appearance of a terraced row of houses.

- A. Two-storey side extensions that would produce, or contribute to a future terracing effect will not be permitted. In order to prevent this, the Council will require the front elevation above ground floor level to be set back by at least 1.5m from the main frontage. However, in cases where there would be a gap maintained to the shared boundary, a lesser set back would be acceptable in accordance with Diagram 6;
- B. The ridge height of the extension roof should be set below the ridgeline of the original dwelling.
- C. Flat roofed extensions will not be permitted.
- D. Extensions on corner plots should be set back to respect the street scene of both main and perpendicular streets and should have suitable boundary treatments. They will normally be required to occupy not more than half of the available width of the side area or to leave a minimum of 2m from the highway to the side wall of the proposed extension.
- E. Extensions will not normally be permitted where they would project beyond a prescribed line that is determined by a 45° angle from the midpoint of an adjacent property's nearest window to a habitable room (see Appendix 1).
- F. Extensions should be in proportion to the original building and subservient in scale and form.

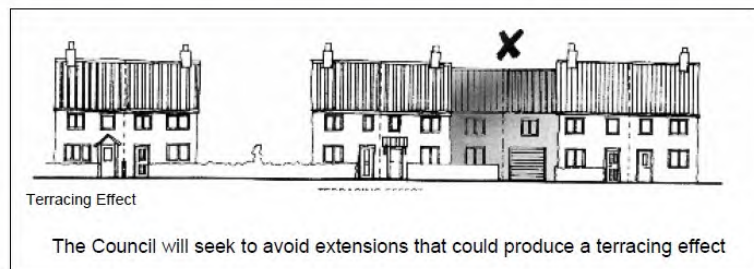


Diagram 5

Alterations and Extensions to Residential Properties SPD

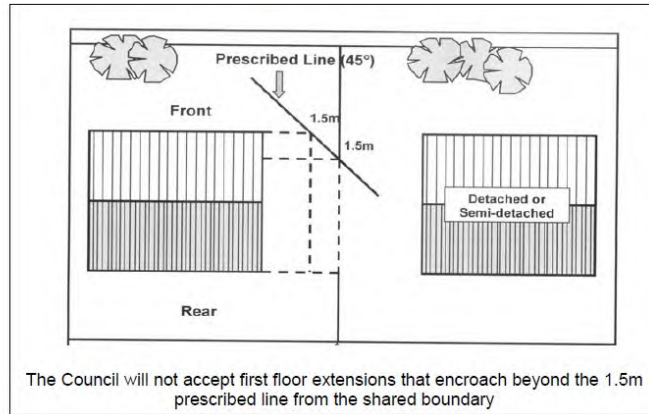


Diagram 6

3.6 Two-Storey Rear Extensions

In addition to the advice in Section 2 and 3.1 Separation Distances, all two-storey rear extensions should have regard to the following principles, particularly where an adjoining property has not been extended at ground floor:

- A. Where the extension would be on or attached to the boundary of an adjacent dwelling, and where there is a party wall, it should not normally project in excess of 1 metre from the original rear wall of the property. Beyond the 1 metre point the extension should not encroach beyond a 45° angle taken from the boundary at the 1 metre point (see Diagram 7).
- B. Roof design should match the roof of the original house and flat roofed extensions will not normally be permitted.
- C. Side windows to habitable rooms should be avoided to prevent overlooking unless they are above eye level (high) windows or obscure glazed, and are non-openable. For new habitable rooms however, relying entirely on obscure glazing or high-level windows is not acceptable.

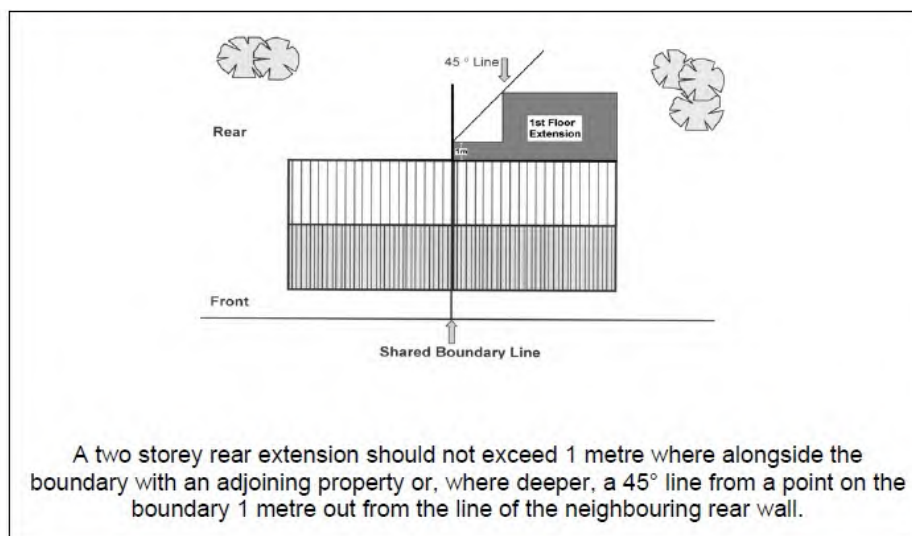


Diagram 7

Alterations and Extensions to Residential Properties SPD

3.7 Extensions to Three-Storey Dwellings or Above and Apartments

The above guidance concentrates on single storey and two-storey extensions. Although less common, proposals may come forward for domestic extensions on dwellings with three or more storeys (such as modern 'town houses' in new developments) and apartments.

Any proposals for extensions on such properties will be assessed against the general guidance and standards contained in this SPD including the impact on the original property, adjacent properties and the general street scene. Factors such as design, overlooking, overshadowing, materials, scale and outlook among others will be taken into consideration.

3.8 Dormer/Roof Extensions

The Council will seek to ensure that proposals for dormer/roof extensions preserve the character of the street scene, especially where dormers on existing neighbouring properties are absent. Proposals for dormer/roof extensions will be assessed against the following principles:

- A. Proposals for new dormer windows on the fronts of dwellings will not be acceptable unless they are characteristic of the street scene.
- B. Materials for roof extensions should complement the existing roof material.
- C. Dormers should be subordinate to and in scale with the form and slope of the existing roof.
- D. A significant proportion of the original roof should remain intact.
- E. Gabled dormer extensions should not project above the original ridge line and the roof of the dormer should be 0.5 metres or more below the original ridge line.
- F. Dormers which wrap around the side ridges of a hipped roof are not acceptable.
- G. The face of a dormer should be set back by a minimum of 1m behind the original wall and sit above the eaves gutter line.
- H. Dormers should be set in by not less than 0.5 metres from side/party walls.
- I. Dormer windows should line up vertically with existing windows and match their glazing, frame colour, detailing, style and proportions. They should not normally be wider than their heights unless this is characteristic of the windows in the existing property.
- J. The Council will not normally approve proposals for a change from a similarly hipped roof to a gable end where the adjoining house has a hipped roof. Consideration will also be given to the predominant roof form in the surrounding area.
- K. Applicants may wish to consider roof lights as a more sympathetic alternative to bring natural light into an attic room. Where roof lights are provided, their size and layout should be appropriate to the scale of the existing roof and reflect the arrangement of windows below.

Alterations and Extensions to Residential Properties SPD



Diagram 8

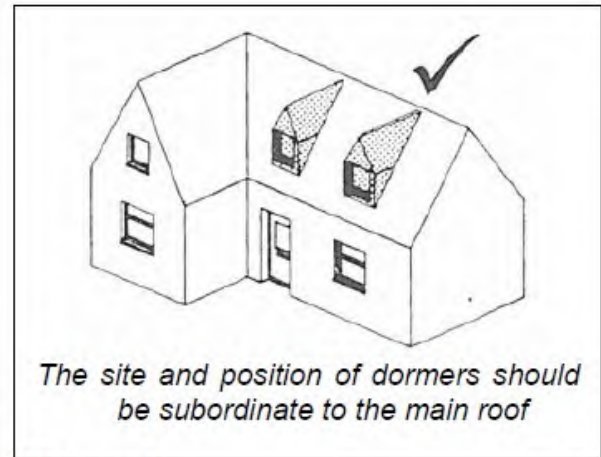


Diagram 9

Dormer windows and roof extensions have a noticeable effect on the appearance of a dwelling or the street, due to their prominent position.

It will not normally be acceptable for dormers or roof extensions to be built up off any of the house walls or to exceed the height of the roof ridge, as such extensions dominate a house. Dormers should be designed to be subordinate to the original roof intact around it.

Dormer and roof extensions should preferably be located on rear roof slopes where they are less readily seen.

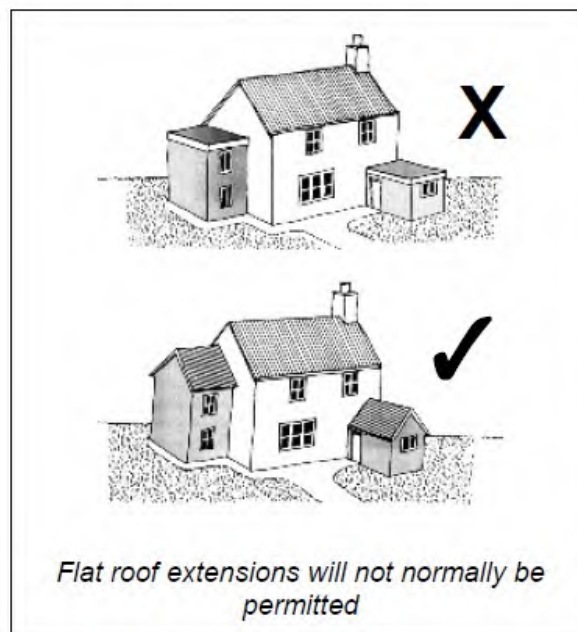


Diagram 10

3.9 Outbuildings

Alterations and Extensions to Residential Properties SPD

Where planning permission for outbuildings is needed (e.g. summer houses, sheds, green houses and garden rooms) proposals will be assessed with regard to the following principles:

- A. Outbuildings will not normally be allowed to the front of domestic properties (or side on corner plots) where they would be within 2m of the boundary. In cases where a front garden does not adjoin or overlook a public highway, a distance of less than 2m to the front boundary may be acceptable provided that the character and appearance of the streetscene is safeguarded and the amenity of neighbouring occupiers is protected; and
- B. They will be considered against the general principles included in this SPD including amenity concerns, visual dominance and proposed loss of or damage to mature trees and hedges.

Alterations and Extensions to Residential Properties SPD

3.10 Ancillary Family Annexes

Proposals to build an ancillary family annexe will be considered on the individual merits of a scheme, having regard to the general advice contained within this SPD. In addition, the following principles normally will be applicable:

- A. The ancillary family annexe will remain ancillary to the original dwelling at all times.
- B. It will share private outdoor amenity space with the host dwelling and rely on the host dwelling for household services and facilities (for example laundry, internet etc.).
- C. It will not have separate vehicular access.
- D. It will have only one bedroom except in cases where suitable evidence is provided that an additional bedroom is absolutely necessary to provide overnight accommodation for a visiting carer or support worker.
- E. The accommodation will be single storey or spread across a single floor.

The Council will seek to ensure that a separate housing unit is not being created that could be sold as a separate dwelling. In order to do this, the Council will apply a condition or an obligation to ensure the annexe remains part of the original dwelling.

3.11 Garages/Car Ports/Parking Spaces and Garage Conversions

In addition to the advice in Section 2, proposals for residential garages and car ports for the storage of vehicles that are over dominant in relation to the existing and surrounding properties will not be approved, particularly in prominent locations. Therefore, proposals will be assessed with regard to the following principles:

- A. New garages should be of an appropriate scale for the plot.
- B. Garages should have a similar visual appearance to the dwelling and use sympathetic materials and window designs which respect local character.
- C. Garages should have a minimum size of 6m x 3m for a single vehicle. They should provide enough space to store a car, to get in and out of the vehicle and for garage doors to open outwards or over a private driveway. Where possible there should be enough space at the rear or sides for bicycle storage.
- D. Garages should not be sited in the front garden unless the proposal is to replace an existing or former garage with a new garage on the same footprint and with similar dimensions and materials, and there should not be an unacceptable loss of garden area, boundary walls, hedges or trees.
- E. Driveways must be a minimum of 6m x 3m in size.

Alterations and Extensions to Residential Properties SPD

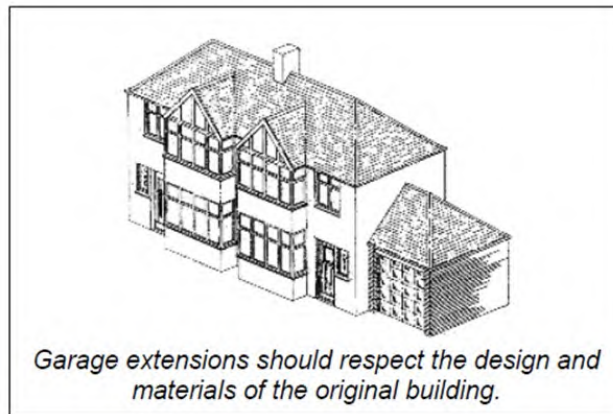


Diagram 11

Generally planning permission is not required to convert an existing garage into additional living accommodation, provided the work does not involve enlarging the building. In some cases, these permitted development rights have been removed by conditions attached to the planning permission in order to maintain sufficient private and off-street parking and to protect the street scene. Where planning permission is required, proposals will be assessed against the following principles:

- F. Garage conversions should not result in reduced off street private parking or visitor parking to below the standards set out in the Local Plan; and
- G. They should have a similar visual appearance to the dwelling and use sympathetic materials and window designs which respect local character.

Applicants should refer to Local Plan Policy TR4: Parking and Appendix 1 which set out the parking standards for residential development in Rossendale.

3.12 Garden Space and Forecourts

The Council is keen to ensure that enough private garden space is left after extensions in order to avoid over-development and protect neighbouring amenity.

Alterations and Extensions to Residential Properties SPD

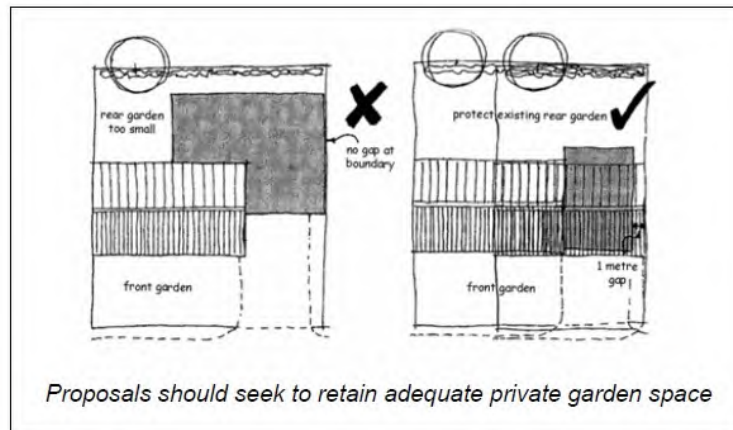


Diagram 12

In many instances, the development of forecourts has harmed the traditional layouts and setting of streets. Replacing planted areas in front gardens with hard, impermeable surfaces such as paving can also contribute to surface water flooding during periods of intense rainfall. Therefore, the Council will seek to retain front garden space and features such as original walls or soft landscaping which add to the value of quality streetscapes and support sustainable drainage.

Applicants can make proposals for forecourts more acceptable by retaining as much sense of enclosure as is practical by the retention or introduction of boundary features, such as railings, gates and hedges. Minimising areas of hard surfacing and generous planting can also limit the impact of such proposals.

- A. Proposals for new forecourts / front parking areas should aim to minimise areas of hard surfacing by incorporating permeable surfaces, and maintaining existing planting or including new planting where possible.
- B. Proposals for new or replacement fences, walls or other means of enclosure should minimise their impact on residential amenity, highway safety and respect the visual character of the surrounding area.
- C. Boundary treatments in visually prominent positions such as corner plots will only be permitted if they are constructed of high-quality materials and screened by landscaping of sufficient quality.

Applicants should also refer to Local Plan Policy ENV9: Surface Water Run-Off, Flood Risk, Sustainable Drainage and Water Quality, and Policy ENV10: Trees and Hedgerows. In addition, Policy ENV3: Landscape Character encourages proposals to retain trees and existing green infrastructure that make a positive contribution to local character, and to retain and restore boundary treatments such as drystone walls which are particularly characteristic of Rossendale. Applicants are encouraged to have regard to the advice in [Guidance on the permeable surfacing of front gardens](#)¹⁰.

¹⁰ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7728/pavingfrontgardens.pdf

Alterations and Extensions to Residential Properties SPD

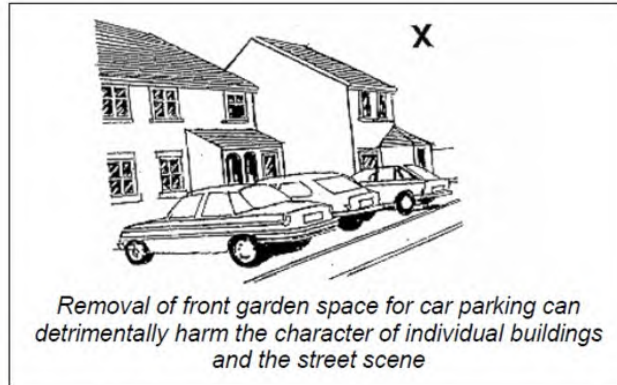


Diagram 13

3.13 Balconies

The Local Planning Authority will assess whether the proposal will give rise to a loss of privacy, light or outlook as well as the impact of the proposed development on the architectural integrity of the existing dwelling and the visual amenity of the surrounding area. Therefore:

- A. Balconies should be sited or screened so as not to cause loss of privacy to neighbours or occupants.
- B. The design of balconies and any screening structures should be sympathetic to the character and appearance of the original dwelling with a high standard of design.
- C. The Council may impose suitable Conditions in any Planning Permission for new dwellings and extensions to existing ones, restricting or prohibiting the provision of balconies.

3.14 Storage of Refuse Bins and Recycling Containers

It is essential that adequate provision is made for waste segregation, storage and collection to encourage participation in effective waste management and ensure a sound and sustainable design approach that takes into account other relevant issues such as access, nuisance and street scene.

Residential properties in Rossendale are required to accommodate a number of wheelie bins and recycling containers. The Council operates an alternate weekly kerbside collections service for domestic properties for the following containers:

- A 240-litre green wheelie bin for general waste
- A 240-litre blue recycling bin for glass, cans and plastics
- A 240-litre grey recycling bin for paper and cardboard and
- An optional and chargeable 240 litre brown recycling bin for garden waste (insert frequency of collections).

Domestic food waste collections will be introduced from April 2026 with food caddy containers.

Alterations and Extensions to Residential Properties SPD

If they are not kept out of public view a group of these items is unsightly. Developments will be expected to not create a situation where such bins and containers would need to be kept in a prominent frontage location. As such, the Council will promote that such items be kept clear of the highway in a non-prominent location.

- A. Extensions and alterations should not compromise the required storage space for refuse and recycling containers, or their safe manoeuvre out to the highway edge on collection day.
- B. Proposals should consider existing as well as future storage requirements likely to arise from changes in residential occupancy, such as in developments for Houses in Multiple Occupation (HMOs) or where proposals are for ancillary family annexes or garage conversions.
- C. Refuse and recycling containers should be stored to the rear or side of the property and screened from neighbouring properties and the street scene. Extensions should not sever any rear access which would then lead to multiple bins and containers stored on property frontages.

3.15 Renewable Energy Technologies

As part of measures to tackle climate change and reduce energy costs households are increasingly seeking to install renewable/low carbon energy technologies.

The Council is committed to increasing the number of businesses and households who source their utilities from renewable sources (see the Climate Change SPD). However new technologies can have an impact on the character and appearance of buildings and affect residential amenity.

Therefore, proposals for renewable energy technologies should:

- A. Be sited and designed to avoid adverse impacts on the character and appearance of the dwelling and surrounding area; and
- B. Ensure local residential amenity is protected.

Alterations and Extensions to Residential Properties SPD

4.0 Other Considerations

In addition to the general principles and detailed guidelines outlined above, applicants should also take account of the following issues which may affect proposals.

4.1 Highway Safety: proposals for extensions, particularly front and side extensions, should allow for the safe manoeuvrability of vehicles entering and leaving a property. Therefore, the Council will ensure that adequate visibility splays are maintained after domestic alterations take place. As a general rule, alterations and extensions should not involve the loss of existing off-street car parking unless adequate provision is provided elsewhere within the domestic curtilage. In order to enable a vehicle to stand clear of the highway, a minimum hardstanding length of 6m should be accommodated within the curtilage of the property after the construction of an extension (excluding a garage extension which requires a minimum driveway length of 6m measured between the highway boundary and any proposed garage doors). Proposals that would cause an unacceptable level of danger to both pedestrians and users of roads will normally be refused. The Council will, therefore, require visibility splays of 2.4m x 2.4m in pedestrian routes.

4.2 Designing Out Crime: in siting and designing proposals for extensions, applicants should consider measures that tackle safety and crime concerns, including using natural surveillance and defensible space. Simple features such as using prickly shrubs can have a positive effect on crime deterrence. Proposals that are considered to have a negative impact on crime prevention may be refused.

Please see Secured by Design for further information: <https://www.securedbydesign.com/> .

4.3 Neighbour's Consent: if a proposal encroaches onto neighbouring land, including foundations and overhanging of gutters, the neighbour's permission will be required before work can begin. Where this is the case, an applicant must serve notice on the owner and provide a Certificate B with any planning application to confirm that this has been done. Copies of the relevant certificates and notices can be obtained from the planning department or its web-site. The service of notice is a notification procedure only and does not imply that the grant of planning permission would also grant a legal right to encroach onto land that is not within the ownership of the applicant.

4.4 Natural Landscape: proposals should not have a detrimental impact on significant and prominent trees, watercourses, ponds and other natural landscaped areas which make an important contribution to public amenity and the environment. Extensions should avoid being sited where they would necessitate the removal of, or damage to, quality trees and other vegetation. Further, culverting watercourses for land gain purposes or filling in natural ponds without replacing them elsewhere would be unacceptable and not normally permitted. Applicants should also be aware that trees may be covered by a Tree Preservation Order or be within a Conservation Area and that the felling or lopping of such trees without the consent of the Local Authority is an offence.

Lancashire Local Nature Recovery Strategy (LNRS) 2026¹¹ contains useful information about opportunities for nature recovery in Urban Habitats (including Infrastructure Networks). Species such as swifts, bats, swallows, hedgehogs and toads benefit from measures such as creating and improving connections between pollinator and insect-rich habitats, retaining and planting hedgerows

¹¹ See <https://www.lancashire.gov.uk/council/strategies-policies-plans/environmental/local-nature-recovery-strategy/>

Alterations and Extensions to Residential Properties SPD

and trees, using green roofs, protecting or providing wetland features in gardens and incorporating swift bricks.

Please also refer to Rossendale Local Plan 2019 to 2036 Policy ENV3: Landscape Character and Quality, Policy ENV4: Biodiversity, Geodiversity and Ecological Networks and Policy ENV10: Trees and Hedgerows.

4.5 Biodiversity: applications for alterations and more so extensions, could have potentially harmful impacts upon biodiversity in Rossendale. Biodiversity is a natural and integral part of planning policy and decision making and the Council is committed to ensuring that such impacts are limited. |

Alterations and extensions to residential properties can adversely impact protected species (such as bats, birds or even badgers, reptiles and great crested newts) in large gardens in suburban and rural areas. If this is the case, an ecological assessment should be submitted alongside a planning application to assess the likely impacts of the proposed works and whether surveys are needed.

Alterations and extensions should avoid harm to protected species or habitats. If this is not possible a mitigation strategy should be prepared and agreed with the Local Planning Authority. As a last resort compensation for any residual negative effects can be agreed¹².

Section 40 of the Natural Environment and Communities Act (NERC) 2006 introduced the “biodiversity duty” on public authorities in England to conserve biodiversity. The duty has been strengthened by the Environment Act 2021 to not only conserve but also enhance biodiversity. As such the Council will seek to meet its duty by avoiding, mitigating and compensating for any adverse impacts on biodiversity and by seeking measures to enhance biodiversity such as the use of bat and bird boxes, the planting of native species of trees or shrubs and the management of any invasive species.

4.6 Conservation Areas / Listed Buildings: Some parts of Rossendale have been declared as Conservation Areas. Likewise, some houses have special architectural features or historical associations and have been made Listed Buildings. In such cases, stricter planning controls apply to preserve, protect or enhance their special character. Listed Building Consent is required for any proposed alterations to a Listed Building and planning permission is required for certain types of demolition within Conservation Areas. Furthermore, consent will also be required if any alterations or extensions which are likely to affect Scheduled Monuments and/ or Registered Historic Parks and Gardens.

Large scale extensions and unsympathetic designs will reduce the pleasing and aesthetic quality of these areas and/or buildings. Careful consideration must be given to the scale, form and design of all extensions in Conservation Areas or to Listed Buildings. Applicants should demonstrate that the extension preserves or enhances the character of the Conservation Areas, complements the original design of the house and will use appropriate detailing and design measures. If you are unsure whether your house is Listed or in a Conservation Area, please enquire at the Councils’ offices.

If your house is Listed or in a Conservation Area you are strongly advised to discuss any proposed extension or alteration with the Council’s Development Control Team (contact details provided in section 5) before making an application.

¹² For further information on preparing a planning proposal to avoid harm or disturbance to protected species please see: <https://www.gov.uk/guidance/prepare-a-planning-proposal-to-avoid-harm-or-disturbance-to-protected-species>

Alterations and Extensions to Residential Properties SPD

Rossendale's Conservation Areas are characterised by strong townscape structures, including their distinctive Pennine valley setting, tight urban grain, prominent rooflines, stone-built elevations, and the historic industrial and commercial buildings that define settlement patterns. Proposals should therefore respect these locally distinctive features, particularly the relationship between buildings and the valley topography, the prominence of gables and chimneys in long-distance views, and the continuity of traditional materials such as natural stone. Alterations that erode these characteristics, disrupt important roof silhouettes, or weaken the established urban form identified in the relevant Conservation Area Appraisal will not normally be supported.

Proposals affecting properties within Conservation Areas or Listed Buildings should be based on a clear understanding of the building's heritage significance, including its plan form, architectural character, historic fabric and wider setting. Applications must demonstrate how this significance is preserved or enhanced and how incremental harm has been avoided.

Extensions in Conservation Areas should be modest, sensitively sited, and designed so that the established street character, roofscape and building line remain visually dominant. Subservience is normally achieved through reduced height, set-backs and careful massing. Extensions that disrupt a coherent frontage, alter important spatial relationships or intrude on significant views will not usually be supported.

Roofscape can contribute strongly to the character of Conservation Areas and Listed Buildings. Dormers, where acceptable, should be discreet, positioned within the roof slope and kept below the ridge to remain recessive. Oversized or box-type dormers, flat-roofed forms or other additions that break an intact historic roofline or introduce intrusive massing will not normally be supported.

Extensions to Listed Buildings must remain clearly secondary in scale and form, be located away from principal elevations, and use materials and detailing appropriate to the host building. Proposals must avoid harm to the building's setting, including curtilage structures and landscape features that contribute to its significance. Where a building or area has experienced several earlier alterations, proposals will also be assessed for their cumulative impact. Even small changes may be unacceptable where, taken together, they would erode the special character of a Listed Building.

Note that listing status applies to the whole building, internally and externally, and may include structures within its grounds. In addition to any planning permission required,

Listed Building Consent is necessary for all works that affect a listed building, and carrying out such works without consent is a criminal offence.

4.7 Non Designated Heritage Assets

A consultation has been undertaken to help identify a Local List of Non-Designated Heritage Assets to recognise local heritage assets in Rossendale¹³. The Local List is a formal record of local heritage assets and is composed of many different types of assets that make up the historic environment, such as buildings, walls, war memorials and more. It contains assets that do not meet the criteria for being statutorily listed by Historic England but are nevertheless judged to be of architectural or historical importance to their local community. These heritage assets make a positive contribution to the character of an area and add to the sense of place.

¹³ For further information please see <https://www.rossendale.gov.uk/heritage/heritage-1/5>

Alterations and Extensions to Residential Properties SPD

The Local List helps owners, developers, and decision-makers recognise the significance of an asset and how it adds to the character and speciality of the local area.

Where proposals affect a Non-Designated Heritage Asset (NDHA), applicants should provide a proportionate explanation of the asset's local significance, such as its architectural qualities, historic associations, townscape contribution or community value. In line with the National Planning Policy Framework, any decision will be guided by a balanced judgement, taking account of both the scale of any harm and the importance of the asset. Although NDHAs are not statutorily protected, their role in shaping local character means they will be a material consideration.

Alterations and extensions should respond positively to the features that contribute most to the asset's value. This may include the overall form, massing, roof profile, detailing, or the way the building relates to its surroundings. Proposals should aim to retain these features where possible, while allowing for modern additions that are respectful and clearly secondary to the original.

Extensions should remain subordinate and avoid diminishing the NDHA's contribution to the street scene. Where a building forms part of a historic group, proposals should respect that shared character. If past incremental changes have already weakened the reasons for its local listing, further alterations may be resisted because of their cumulative impact.

Roof changes require care where the roofscape is an important part of the asset's identity or contributes to a wider group. Dormers or roof additions should be modest, sit within the roof slope, and avoid dominating the original roof form. Additions that interrupt a coherent group roofline or introduce visually intrusive massing will not normally be supported.

4.8 Green Belt and Countryside: Large areas of the Borough are designated as Green Belt and Countryside. Proposals for domestic extensions and extensions/alterations to outbuildings in such areas will be strictly controlled to ensure that proposals do not impact upon the intrinsic character and appearance of the Green Belt and/or Countryside. Proposals for domestic extensions in the Green Belt or Countryside should not result in a disproportionate increase in the volume of the original dwelling. Large parts of the Green Belt and Countryside are also considered to be areas of special landscape and environmental quality and the Council will expect particularly high-quality designs and materials in such locations.

Please refer to Strategic Policy SD2: Urban boundary and Green Belt and Policy HS12 of the adopted Rossendale Local Plan 2019 to 2036 for the Conversion and Re-use of Buildings in the Countryside.

4.9 Protected Species: Species such as bats, which use roof spaces as roost or hibernation sites, and birds which nest under the eaves of buildings are protected from harm by law.

Applications for developments that involve alterations to existing roof spaces, listed buildings, pre-1939 houses, barns or other traditional buildings and, any work involving disturbance to trees or hedges may have an impact upon protected species. If the presence of bats or birds is suspected then an application may need to include a survey report, together with details of mitigation measures to safeguard the protected species from the adverse effects of the development. The Council may impose planning conditions or obligations on planning permissions to ensure that these measures are implemented. Such measures may simply include, for example, avoiding carrying out any work during the bird breeding season, or the inclusion of artificial nest boxes as part of the development.

Alterations and Extensions to Residential Properties SPD

The Council may refuse permission for developments where inadequate survey and mitigation details are included with an application. For further information please visit the Natural England web site:–<https://www.gov.uk/government/organisations/natural-england> .

4.10 General Quality: Poorly designed and badly built extensions can result from attempts to save money in the short term but a sub-standard extension will remain an eyesore for many years and does not represent a sound investment (e.g. a flat roofed extension may initially be cheaper but in the long term may require repair and/or replacement at greater cost). It is, therefore, important to obtain the services of a competent designer and a builder who will use quality materials and appropriate building techniques.

4.10 Environmental Efficiency: Sustainability is a key issue and a national priority with much emphasis on the efficient use of resources and the need to adapt to climate change. Hence the Council will promote and support the use of sustainable materials and the inclusion of energy efficient technologies in proposals for alterations and extensions to residential properties in line with national and regional guidelines.

Please refer to the [Climate Change Supplementary Planning Document](#)¹⁴.

Proposals should incorporate sustainable drainage principles by storing and re-using water and directing water to permeable surfaces wherever possible. The connection of surface water to the public sewer from residential extensions and paving over front gardens do, overtime, have material impacts on flood risk from the public sewer and increase the likelihood of storm overflow activations. Simple design approaches which catch water in rainwater butts, rain gardens and direct water to permeable surfaces are therefore a key requirement to consider in the design process for residential extensions. In this context, where permitted development rights are used to pave over a front garden, the hard surface should be made of porous materials, or provision is made to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the dwellinghouse.

[National Guidance on the permeable surfacing of front gardens](#)¹⁵ explains the different approaches to constructing a driveway or other paved area that controls and reduces rainfall runoff into drains by using permeable surfaces or soakaways and rain gardens. The advice can also be applied to other paved areas around the house, such as patios.

4.11 Special Needs of Disabled Persons: The Council will consider on their merits exemptions to the above policies in the case of applications from disabled persons who may require particular adaptations in order to remain in their homes.

4.12 Utility Services: The curtilages of residential properties can include water and wastewater assets. Building over water assets is not acceptable and building over sewers may not be acceptable without prior agreement. Applicants should check the services maps for water and wastewater assets to confirm whether there are assets within the curtilage of their property. If there are assets, they should engage with the relevant utility provider before commencing any design works as their proposals may not be deliverable.

¹⁴ <https://www.rossendale.gov.uk/local-plan/supplementary-planning-documents-spds-guidance>

The Climate Change SPD was adopted in December 2022. It contains advice relating to the following four principles:

- Reducing the dominance of fossil-fuelled vehicles via encouraging sustainable and more active transport
- Improving energy efficiency and promoting renewables in the Borough
- Water interventions
- Biodiversity and Green Infrastructure.

¹⁵ <https://www.gov.uk/government/publications/permeable-surfacing-of-front-gardens-guidance/guidance-on-the-permeable-surfacing-of-front-gardens>

Alterations and Extensions to Residential Properties SPD

5.0 Further Advice & Contacts

To find out more about planning or building control issues before making a formal submission the following addresses and contacts may be useful.

For further information please see:

<https://www.rossendale.gov.uk/planning-building-control/planning/2>

Contact Details:

Planning

Telephone: 01706 217777

Email: Planning@rossendalebc.gov.uk

Building Control

Email: Buildingcontrol@rossendalebc.gov.uk

Forward Planning

Telephone: 01706 217777

Email: forwardplanning@rossendalebc.gov.uk

Address:

Business Centre
Futures Park
Bacup
OL13 0BB

Useful links:

Pre-App Service [Pre-Application Advice & Guidance | Planning | Rossendale Borough Council](#)

Is Planning Permission Required [Is Planning Permission Required? | Planning | Rossendale Borough Council](#)

Planning Application search [View or Comment on a Planning Application | Planning | Rossendale Borough Council](#)

Adopted Local Plan and Policies Map [Rossendale Local Plan 2019 to 2036 | Rossendale Borough Council](#)

Other guidance [Supplementary Planning Documents \(SPDs\), Masterplans and other guidance | Rossendale Borough Council](#)

Alterations and Extensions to Residential Properties SPD

Appendix 1 – The 45° Rule

The 45° rule is designed to ensure that proposals for extensions do not have detrimental impact on neighbouring properties' right to daylight and sunlight, by avoiding unacceptable levels of overshadowing.

It is devised from the mid-point of the cill of a principal window (or 1200mm height for patio doors), where two lines at 45° are measured. In the case of a conservatory the point for setting the 45° angle would be the central point of the glazing on the rear elevation. The plane connecting the two lines are then tilted to an angle of 25° above this rising plane. Proposals that encroach across these lines may be deemed to have an unacceptable impact on overshadowing and may not be permitted. The restriction will operate for a distance of 12 metres along the 45° line.

The two diagrams below illustrate how the 45° rule would operate in practice. Diagram 12 In the first example, the single storey extension shown would be acceptable if its depth is limited as shown on plan (a). However, if it extends further as shown in plan (b) it becomes unacceptable.

The second example is applicable if the dwellings are staggered. The extension shown on the plan encroaches across the 45° line. However, if the extension is single storey and below the 25° line (elevation (a)) then it would be in accordance with the 45° rule. However, if the proposal is two storey and it encroaches on the 25° line (elevation (b)) it becomes unacceptable.

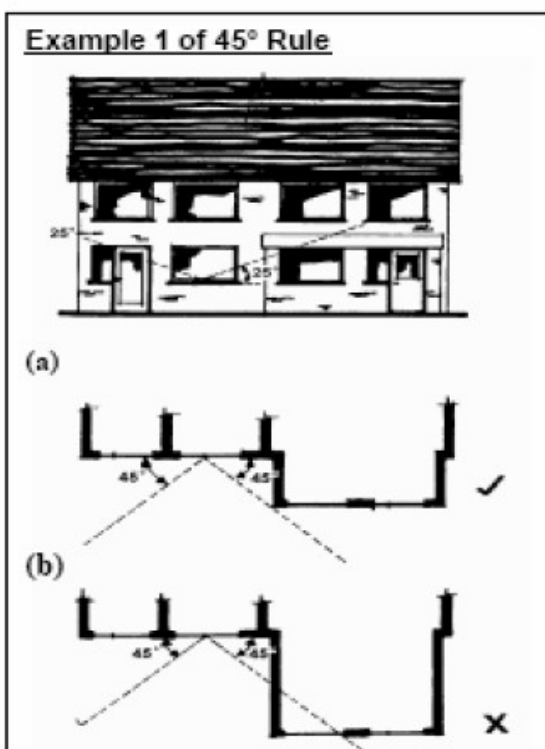


Diagram 14

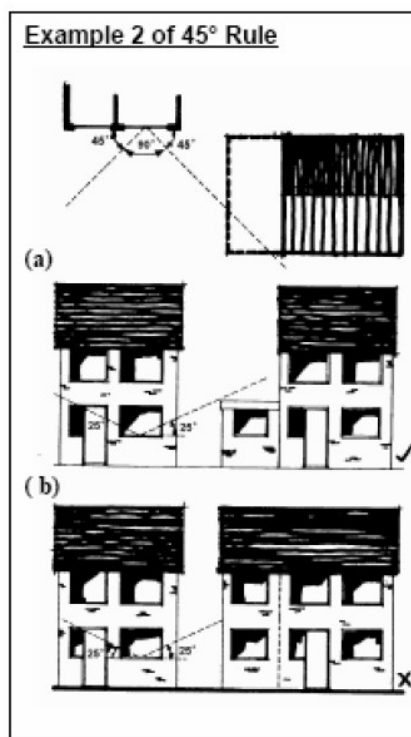


Diagram 15

Appendix 2 – Details Required for Planning Applications

1. **Householder application form** – fully completed and signed.
2. The correct **Certificate of Ownership** required by law in order to identify anyone who has an interest in the land.
 - Certificate A if you own the land
 - Certificate B if you do not own some or all of the land & Notice 1 served on the other interested parties
 - Complete the Agricultural Holdings and tenancy statement
 - Contact the Department if other ownership is involved and Certificates C or D are needed.
3. **A covering letter** with any other relevant information in support of your application, including also copies of any correspondence arising from discussions with planning staff prior to submission.
4. **The correct fee.** Contact the Development Control Team for the amount required (01706 217777).
5. **Plans and drawings.** The plans and drawings are a very important part of any application and are needed so that not only the Council understands the proposal but also any persons consulted, including your neighbours.

The plans need to show more than just your property or what you want to do. This is because the decision to approve the plans may depend on how your proposal affects surrounding properties and, therefore, the following will be required:

- a) **An Ordnance Survey based location plan** at a scale of 1:1250 or 1:2500 with the application site boundaries edged with a red line and any other land you own edged with a blue line. This location plan should show:
 - at least two (if practicable) named roads
 - surrounding buildings and
 - the direction of north.
- b) Accurate scaled drawings showing **the existing and proposed site layout** at a scale of no less than 1:200. This should include;
 - all buildings and structures, gardens, walls, hedges and fences, open spaces and car parking at your property; and
 - adjacent houses and buildings, including the location of any windows.
- c) Accurate scaled drawings showing **the existing and proposed elevations** at a scale of not less than 1:100 and with any dimensions shown in metric measurements.
- d) The drawings of both existing and proposed situations should give details of:-
 - Site layout – showing the site boundaries, access to the highway, other physical features including trees, adjacent properties and the position of habitable room windows
 - Floor plans
 - Elevations affected
 - Roof plans as necessary

Alterations and Extensions to Residential Properties SPD

- Drawings should show the whole of the property
- The maximum size of drawing should be A1

e) **Photographs** are helpful and are useful in understanding the proposals.

6. The following information may also be needed to validate your application. If in doubt you should check with us on 01706 217777:

- **Existing and proposed sections** at a scale of not less than 1:100.
- **A Supporting Planning Statement** to describe the proposals and a **Design and Access Statement (DAS)** discussing the chosen design solution including the details of proposed materials to be used for walls, roof, windows, doors, hardstanding and boundary treatments such as walls, fences and hedges. In addition, it should also include information about any energy efficiency measures that are to form part of the development. Most extensions and/or alteration applications will not need a DAS, however if the application were to affect a Listed Building or a Conservation Area, then one might be required. In addition, there may instances when the Council may require a DAS for extensions and/ or alterations to agricultural buildings that have been converted to dwellings.
- Details of any **new or altered access** to any public highway accessway or public right of way.
- **A flood risk assessment** in locations subject to flooding.
- **A tree survey** if any trees are to be removed, lopped or topped.
- **Possible contamination.** Details of any works that need to be carried out as part of the proposed development to prevent any risk from land contamination e.g. gas protection membranes (to prevent ingress of landfill gas or other gases) and garden cover systems (to prevent contact with contaminated soils)

All sections **MUST** be answered for an application to be valid. If you are in any doubt about the information you are submitting, please e-mail the Development Control Team on planning@rossendalebc.gov.uk or phone 01706 217777.

Alterations and Extensions to Residential Properties SPD

**Produced by
The Forward Planning Team
Rossendale Borough Council
February 2026**

**This document can be made available in other community languages,
Braille, large print or audio tape.**



Consultation Statement on the Updated Supplementary Planning Document for Alterations and Extensions to Residential Properties

March 2026



A High Quality Environment

Contents

1.0	Introduction.....	3
2.0	Consultation Process.....	4
3.0	Summary of Responses.....	4
4.0	Conclusion.....	14

Responsible Service	Forward Planning	Version/Status	Version 2
Responsible Author	Forward Planning	Date Agreed/ Agreed At	
Date last Amended	23/03/2026	Due for Review	N/A

Rossendale Borough Council is committed to encouraging equality, diversity and inclusion to eliminate unlawful discrimination. To support this other format of this document are available upon request. Please contact PeopleandPolicy@rossendalebc.gov.uk.

Consultation Statement on the Proposed Updated SPD for Alterations and Extensions to Residential Properties

1.0 Introduction

- 1.1 Rossendale Borough Council formally adopted the Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD) on 18th June 2008 under Regulations 16 and 19 of the Town & Country Planning (Local Development) (England) Regulations 2004.
- 1.2 Since then, there have been a number of changes which relate to policies and guidance on design. These include changes to the General Permitted Development Order (GPDO) 2015 (as amended), the introduction of the National Planning Policy Framework (NPPF) in 2012 and subsequent reviews, updates to national Planning Practice Guidance (PPG), and the publication of the National Design Guide in 2019. The Government is consulting on a further review of the NPPF and on the Design and Placemaking Planning Practice Guidance until the end of March 2026. At a local level Rossendale Borough Council formally adopted its Local Plan 2019 to 2036 on 15th December 2021.
- 1.4 SPDs are prepared to add detail to the policies contained in the adopted Local Plan. Rossendale Local Plan Policy ENV1 promotes High Quality Design in the Borough and Policy HS9 House Extensions provides guidance on changes to residential properties. The Council has also adopted a Climate Change SPD.
- 1.5 Officers in the Council's Development Control Team advised on proposed updates and changes to the adopted SPD and attended a working meeting with the Forward Planning Team on 21st January 2026. This advice took into account issues which have arisen in recent planning applications and appeals.
- 1.6 The key changes in the updated SPD are:
- Updates to the introductory and supporting text to refer to the relevant policies in the adopted Rossendale Local Plan (2019 to 2036), other local planning policy documents and guidance, and national planning policy. Also included is advice on the need for planning permission and the role of Lawful Development Certificates to confirm if consent is required.
 - Updates to the general guidance to refer to situations where high quality contemporary design may be acceptable, details about the colour of render, use of appropriate materials, lighting, re-provision of natural features where they may be unavoidably lost, accessibility, and ensuring bin storage does not detract from the street scene.
 - Various amendments and updates to the detailed guidance including advice on separation distances, appropriate roof styles, conservatories, and scale and proportion.
 - Further detailed guidance for ancillary family annexes and new guidance for garage conversions.
 - The guidance for garages and parking advises that hard, impermeable surfaces should be avoided and planting/landscaping schemes used to reduce flood risk.

- There is new guidance for storage of refuse bins and recycling containers.
- The sections on 'Other Considerations' and 'Contact Details' have been updated.

1.7 The proposal for updating the SPD was discussed at the [Overview and Scrutiny Committee meeting of 9th February 2026](#) . The committee agreed to approve the draft proposal for a 4-week public consultation.

2.0 Consultation Process

2.1 The procedure to adopt an SPD is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). This requires a minimum 4-week public consultation.

2.2 The public consultation started on Thursday 12th February 2026 and closed at Midnight on Sunday 15th March 2026. Emails or letters were sent to consultees held in the Council's Local Plan consultation database (including statutory consultees) and to agents who responded to the recent consultation on the Council's validation checklist.

2.3 The Draft SPD and an online survey form (SmartSurvey) were published on the supplementary planning documents page of the Borough Council's website. Paper copies were available at the Customer Service Hub at The Business Centre (during normal opening hours). Responses were invited using the online survey form, or by emailing forwardplanning@rossendalebc.gov.uk or by writing to Rossendale Borough Council, Forward Planning, The Business Centre, Futures Park, Bacup, Lancashire OL13 0BB.

2.4 The online proforma contained specific questions related to the criteria of the policy, inviting respondents to agree, disagree, state if they were unsure and to record any specific comments. Comments and responses were also invited in writing and by email.

3.0 Summary of Responses

3.1 During the public consultation, a total of 17 responses were submitted, 8 from statutory consultees (all submitted by email except for Whitworth Town Council which used the online SmartSurvey response form), 1 from Growth Lancashire and 8 from individual residents including a community campaigner/consultant (all using SmartSurvey). The responses are available to view on the Council's website at <https://www.rossendale.gov.uk/local-plan/supplementary-planning-documents-spds-guidance> .

3.2 The responses from the statutory consultees are summarised as follows:

- Natural England do not wish to comment.
- Active Travel England (ATE) are not a statutory consultee for plan making.
- Civil Aviation Authority (CAA) advise that it is not necessary to consult with them on planning documents other than those with direct aviation involvement.
- Coal Authority records indicate that there are recorded coal mining features present at surface and shallow depth in Rossendale which may pose a threat to surface stability and public safety but have no specific comments to make on this SPD.

- Historic England welcomes reference to exclusions of the document content for heritage assets.
- National Highways have no comments to make as this SPD would have no detrimental effect to the Strategic Road Network.
- United Utilities advised that 1) it is important that designs ensure no adverse impact on the ability to access and maintain existing underground utility services; and 2) they should incorporate sustainable drainage principles by storing and re-using water and directing water to permeable surfaces wherever possible.
- Whitworth Town Council agreed with all the guidance and commented that in relation to 3.3 Front Extensions/Porches and Canopies Part A (which sets out that proposals which project excessively from the original front wall will not be permitted) the term 'excessively' should be clarified as it is ambiguous. The Town Council also requested that when applications are referred to Development Control Committee, responses from statutory consultees are included in the officers' report. (Note the response was submitted using the SmartSurvey online form and therefore it is also included in the headline results in paragraph 3.4 below.)

3.3 Growth Lancashire provided additional detailed text to be added to Part 4.0 Other Considerations, paragraphs 4.6 Conservation Areas / Listed Buildings and 4.7 Non Designated Heritage Assets.

3.4 Headline results from the online questionnaire include the following (note - results may not add up to 100% due to rounding):

- 8 respondents (89%) agreed with General Guidance for All Domestic Extensions and one was unsure (11%). There was a suggestion to use a submitted document 'Traditional Architecture Design Codes' for all new construction with a ban on demolition of all buildings constructed prior to 1950 and to refer to additional Placemaking/Planning and Greenery Proposals (see Appendix 1). This comment was duplicated in response to every question. Other comments referred to the need to maintain sightlines, to protect wildlife habitats and connectivity and to maintain heights of trees and hedges.
- 8 respondents (89%) agreed with the guidance for Separation Distances and one (11%) disagreed. There was a comment that the distances are problematic on modern developments.
- 7 respondents (78%) agreed with the guidance for Single-Storey Side Extensions, one (11%) disagreed and one (11%) was unsure. There was a concern that this would prevent most extensions.
- 8 respondents (89%) agreed with the guidance for Single-Storey Rear Extensions and one (11%) disagreed.
- 7 respondents (78%) agreed with the guidance for Front Extensions/Porches and Canopies, one (11%) disagreed and one (11%) was unsure. There were comments that only properties with large front gardens would be allowed an extension and there is a need to clarify "excessively" as it is ambiguous.
- 9 respondents (100%) agreed with the guidance for Conservatories.

- 7 respondents (78%) agreed with the guidance for Two-Storey/First Floor Side Extensions, one (11%) disagreed and one (11%) was unsure.
- 8 respondents (89%) agreed with the guidance for Two-Storey Rear Extensions and one (11%) disagreed. There was a comment that if a side window was in place prior to an extension, it should be permitted on a new extension.
- 6 respondents (67%) supported the guidance for Dormer/Roof Extensions, 2 (22%) disagreed and one (11%) was unsure.
- 7 respondents (78%) agreed with the guidance for Outbuildings (e.g. summer houses, sheds, green houses and garden rooms) and 2 (22%) disagreed. There were several comments including that this is 'big brother legislation', and consideration should be given to proposals in front gardens which do not face a highway and the loss of trees and other vegetation.
- 5 respondents (56% - the lowest level of support) agreed with the guidance for Ancillary Family Annexes, one (11%) disagreed and 3 (33%) were unsure. There were comments that a second bedroom may be needed for a carer to provide overnight support.
- 7 respondents (78%) agreed with the guidance for Garages/Car ports/Parking Spaces and Garage Conversions, one disagreed (11%) and one (11%) was unsure. There were comments suggesting that similar replacement garages should be allowed, off street parking would be impacted and today's cars are often larger.
- 8 respondents (89%) agreed with the guidance for Garden Space and Forecourts and one (11%) disagreed. There were comments about the need for more forecourt parking to accommodate EV charging and that trees can obscure sight lines.
- 7 respondents (78%) agreed with the guidance for Balconies and 2 (22%) disagreed with a comment stating that the Council is overstepping its duties.
- 7 respondents (78%) agreed with the guidance for Storage of Refuse Bins and Recycling Containers, one (11%) disagreed and one (11%) was unsure. There were comments that the guidance is impractical and impossible in terraced housing.
- 6 respondents (67%) agreed with the guidance for Renewable Energy Technologies, one (11%) disagreed and 2 (22%) were unsure. There was a comment that these technologies are essential to build future energy security.
- Other comments included that the guidance is too restrictive and favours the wealthy over ordinary residents and that officers' reports to Development Control Committee should include responses from statutory consultees.

3.5 A summary of the comments received from consultees is outlined in the table below in the first column. The second column sets out the Local Planning Authority's response and any actions undertaken.

Key comments received during the public consultation	Actions the Local Planning Authority is considering
Comments received on the general guidance for all domestic extensions	
Utilise Traditional Architecture Design Codes for all new construction with a ban on demolition of all buildings constructed	Not accepted. The SPD does not address demolition but a complete

<p>prior to 1950. See PDF Umbrella Representation for additional Placemaking/ Planning and Greenery Proposals.</p> <p>See also submitted document 'UK & IRELAND PLANNING CONSULTATION(S) Stage: Universal Representation Sections: Conservation Area Appraisal(s), Scoping Document(s), Local Plan, Supplementary Planning Document(s).'</p> <p>This comment was duplicated for all questions on the proforma but it is not repeated in this table as the principal elements relating to extensions apply to the general guidance.</p>	<p>blanket ban on demolition of all pre-1950 buildings in the Borough would be neither lawful nor appropriate.</p> <p>The submitted Universal Representation report has a strong focus on design and decision making for proposals affecting designated and non designated heritage assets. The Alterations and Extensions to Residential Properties SPD does not consider built heritage in detail and refers applicants to other guidance and documents where this is the case. The Universal Representation also contains guidance for Traditional Vernacular Architecture (TVA). The following clauses in the Universal Representation report refer to extensions:</p> <p>'SECTION 5: Historic Buildings:- 11. Modern "Carbuncle" extensions should not be permitted at any one area - instead an authentic style addition may be used to retain blending.'</p> <p>'SECTION 6: Traditional Vernacular Architecture:- 6. Extensions - there must be a proactive emphasis on in-keeping structural fabric to prevent future errors, such as the Municipal Building depicted in the SPD being replicated again thereby harming the Conservation value.'</p> <p>The General Guidance in the SPD supports designs which complement the original building including the use of natural materials such as stone and slate where this is characteristic. In accordance with national policy and guidance high quality contemporary designs may also be acceptable where they are sympathetic to the original building and respond to local context.</p> <p>No change.</p>
<p>Maintain sight lines unlike on Eden Avenue.</p>	<p>Noted.</p> <p>Refer to part L: 'The extension is accessible and does not interfere with the visibility of pedestrians, cyclists and drivers of vehicles.'</p> <p>Adequate sight lines are a consideration in the determination of planning applications.</p> <p>No change.</p>
<p>Amend M or insert new criterion:</p> <p>"The scheme does not result in the loss, degradation or fragmentation of habitats or ecological connectivity (including wildlife corridors and movement routes), and safeguards ecosystem service functions (surface water management/infiltration, flood attenuation, water quality, carbon storage, and pollination). Where impacts are unavoidable, proposals must apply the mitigation hierarchy and provide like-for-like or better habitat re-provision and compensation that replaces ecological function, secured through establishment and management."</p>	<p>Partially accepted.</p> <p>The response recommends adding detailed requirements to protect and enhance wildlife and habitats.</p> <p>Proposals for household alterations and extensions will largely fall within gardens and curtilages of properties but they will be expected to address specific requirements set out in natural environment policies in the Local Plan.</p> <p>Add further supporting text referring to the following Local Plan policies: <u>'Policy ENV4: Biodiversity, Geodiversity and Ecological Networks, Policy ENV5: Green Infrastructure Networks and Policy ENV10: Trees and Hedgerows.'</u></p>

<p>Consultee suggested that recent developments in Bacup have caused irreparable damage to local wildlife and habitats with no mitigation or re-provision plans to protect wildlife corridors.</p>	<p>Add further text to paragraph 4.4 Natural Landscape: <u>'Lancashire Local Nature Recovery Strategy (LNRS) 2026 (see https://www.lancashire.gov.uk/council/strategies-policies-plans/environmental/local-nature-recovery-strategy/) contains useful information about opportunities for nature recovery in Urban Habitats (including Infrastructure Networks). Species such as swifts, bats, swallows, hedgehogs and toads benefit from measures such as creating and improving connections between pollinator and insect-rich habitats, retaining and planting hedgerows and trees, using green roofs, protecting or providing wetland features in gardens and incorporating swift bricks.'</u></p>
<p>Planted or existing trees/ hedges should be maintained to legal height limit and not encroach on neighbouring properties denying them light and adding inconvenience of falling leaves/debris on footpaths making them unsafe and slippery especially during wet weather.</p>	<p>Noted.</p> <p>The SPD and Local Plan policies generally protect trees and hedgerows or require re-provision where a loss is proposed as they make an important contribution to landscape character and support biodiversity.</p> <p>Proposals for extensions should avoid undue loss of light (see SPD Parts 2.1 Separation Distances and 3.13 Balconies for example) but disputes about maintenance of overgrown trees/hedges between neighbours are a private matter and not something the Council would normally get involved with.</p> <p>No change.</p>
<p>Comments received on the guidance for separation distances</p>	
<p>These distances are problematic on modern developments where original houses do not have these distances.</p>	<p>Noted.</p> <p>The separation distances are intended to protect the privacy and amenity of neighbouring occupiers. Where these distances are not achievable (for instance where a garden is too small) an extension could have an unacceptable and overbearing impact and should be avoided.</p> <p>No change.</p>
<p>Comments received on the guidance for single storey side extensions</p>	
<p>This will prevent most extensions.</p>	<p>Not accepted.</p> <p>The guidance will be used to inform proposals to help ensure single storey side extensions are well designed and respect the street scene.</p> <p>No change.</p>
<p>Comments received on single storey rear extensions</p>	
<p>None</p>	<p>N/A</p>
<p>Comments received on guidance for front extensions/porches and canopies</p>	

Proposals ensure that only properties with large front gardens will be allowed an extension.	Not accepted. The guidance will be used to inform proposals to help ensure front extensions, porches and canopies are well designed and respect the street scene. No change.
Need to clarify "excessively" as is an ambiguous term.	Not accepted. Proposals will be considered on their own merits and decision makers will take a view on whether they would project excessively from the front wall taking into account such matters as street scene and depth of the front garden. No change.
Comments received on guidance for conservatories	
None	N/A
Comments received on guidance for two storey/first floor side extensions	
None	N/A
Comments received on guidance for two storey rear extensions	
If a side window is in place prior to an extension, they should be permitted on new extension.	Not accepted. A pre-existing side window on a house would be in a different location from one on a proposed rear extension. A side window on a large rear extension could lead to overlooking and have an unacceptable impact on the privacy of neighbouring occupiers. The guidance sets out the circumstances where a side window may be acceptable. No change.
Comments received on guidance for extensions to three storey dwellings or above and apartments	
None	N/A
Comments received on guidance for dormer/roof extensions	
None	N/A
Comments received on guidance for outbuildings	
'Big brother legislation.'	Not accepted. The SPD updates previous detailed guidance in an SPD which was adopted by the Council. It contains helpful advice to applicants by setting out various criteria which will be used to determine planning applications. No change.
Garden of respondent's house is on front of property and does not face a street or road. No reason not to have a shed or greenhouse. Modify wording to refer to impact on street scene.	Partially accepted. Many sheds or greenhouses will fall within Permitted Development rights and would not require planning consent. Where planning permission is required the minimum distance of 2m to the boundary is intended to ensure impacts on street scene are considered and to protect the amenity of neighbouring occupiers. Amend part A: A. Outbuildings will not normally be allowed to the front of

	domestic properties (or the side on corner plots) where they would be within 2m of the boundary. <u>'In cases where a front garden does not adjoin or overlook a public highway, a distance of less than 2m to the front boundary may be acceptable provided that the character and appearance of the streetscene is safeguarded and the amenity of neighbouring occupiers is protected.'</u>
Add: 'A very large outbuilding to the rear of a property, in spite of a large garden to the rear of the said property, should also consider effects on neighbouring properties, when there is a consequent loss of trees and other vegetation not only effecting the property in question but also the bordering properties.'	Accepted. Amend part B: B. They will be considered against the general principles included in this SPD including amenity concerns, and visual dominance <u>'and proposed loss of or damage to mature trees and hedges.'</u>
Comments received on guidance for ancillary family annexes	
Annexe might have to accommodate a carer so two bedrooms would be needed. One-bedroom restriction would not support a vulnerable family member having staff who may need a bedroom. Consideration of need required if this would help the person remain with the wider family.	Accepted. Amend part D: D. It will have only one bedroom <u>'except in cases where suitable evidence is provided that an additional bedroom is absolutely necessary to provide overnight accommodation for a visiting carer or support worker.'</u>
Comments received on guidance for garages/car ports/parking spaces and garage conversions	
Where front garden is large enough and garage of similar materials as main property it should be allowed particularly if it matches the original design of house where the original garage was in front garden.	Accepted. Amend part D: D. Garages should not be sited in the front garden <u>'unless the proposal is to replace an existing or former garage with a new garage on the same footprint and with similar dimensions and materials.'</u> and there should not be an unacceptable loss of garden area, boundary walls, hedges or trees.'
Point F. The lack of off-street parking would be inevitable.	Not necessarily. Many garages are used for storage rather than parking cars. Local Plan Appendix 1: Parking Standards advises that garages will not be counted towards parking provision unless suitable evidence is provided. No change.
Minimum size of garage needs review as lots of cars larger these days.	Noted. The minimum size of garages set out in Part C was reviewed when the Draft SPD was updated and the proposed dimensions are appropriate and reflect modern standards. No change.
Comments received on guidance for garden space and forecourts	
More people will require forecourt parking with increase in electric cars. Focus should be on appropriate drainage. Incorporate sustainable drainage principles by storing and re-using water and directing	Accepted. Amend part A: A. Proposals for new forecourts / front parking areas should aim to minimise areas of hard surfacing by <u>'incorporating permeable surfaces, and'</u> maintaining existing planting or

water to permeable surfaces wherever possible.	including new planting where possible.
Issue with trees on corner plots obscuring view.	<p>Accepted.</p> <p>Part B sets out that 'Proposals for new or replacement fences, walls or other means of enclosure should minimise their impact on residential amenity, highway safety and respect the visual character of the surrounding area.' It does not refer to existing trees which may cause a visual obstruction.</p> <p>Part L of the general guidance addresses visibility but refers to 'extensions'. This could be amended to 'proposals' so that forecourts are also included in the assessment and a reference to the proposal being 'safe' should be added.</p> <p>Amend General Guidance Part L: 'L. The extension <u>proposal</u> is accessible, <u>safe</u> and does not interfere with the visibility of pedestrians, cyclists and drivers of vehicles.'</p>
Comments received on guidance for balconies	
The council is overstepping duties.	<p>Not accepted.</p> <p>The SPD updates existing adopted guidance and Councils have powers to prepare new SPDs up to the end of June 2026 if they so wish. The SPD will no longer apply when the new Rossendale Local Plan is adopted but the guidance may be used to inform future design guidance and codes for the Rossendale area.</p> <p>No change.</p>
Comments received on guidance for storage of refuse bins and recycling containers	
Impractical.	<p>Not accepted.</p> <p>No change.</p>
Point C is often impossible in terraced housing due to lack of access to rear of properties.	<p>Noted.</p> <p>The guidance is for new development proposals rather than existing housing. Proposals for new terraced houses will have to consider suitable external storage facilities for recycling and waste.</p> <p>No change.</p>
Comments received on guidance for renewable energy technologies	
These technologies are essential to build future energy security.	<p>Noted.</p> <p>No change.</p>
Other general comments	
These plans are too restrictive and favour the wealthy over ordinary residents	<p>Not accepted.</p> <p>The guidance will apply equally to all proposals for</p>

	<p>alterations and extensions where planning permission is required, irrespective of the personal circumstances of applicants.</p> <p>No change.</p>
<p>When applications are refereed to Development Control Committee, responses from statutory consultees should be included in officers' reports.</p>	<p>Noted.</p> <p>Officers' reports to Committee include a summary of consultation and publicity responses.</p> <p>No change.</p>
<p>It is important that designs ensure no adverse impact on the ability to access and maintain existing underground utility services.</p>	<p>Accepted. A further point could be added to Part 4.0 Other Considerations: <u>'4.12 Utility Services: The curtilages of residential properties can include water and wastewater assets. Building over water assets is not acceptable and building over sewers may not be acceptable without prior agreement. Applicants should check the services maps for water and wastewater assets to confirm whether there are assets within the curtilage of their property. If there are assets, they should engage with the relevant utility provider before commencing any design works as their proposals may not be deliverable.'</u></p>
<p>Incorporate sustainable drainage principles by storing and re-using water and directing water to permeable surfaces wherever possible.</p>	<p>Accepted.</p> <p>Sustainable drainage is addressed in adopted Local Plan Policies including Strategic Policy ENV1: High Quality Development in the Borough and Policy ENV9: Surface Water Run-Off, Flood Risk, Sustainable Drainage and Water Quality.</p> <p>SPD paragraph 3.12 Garden Space and Forecourts and Part 4.0 Other Considerations (paragraph 4.10) refers to National Guidance on the permeable surfacing of front gardens. Further information could be added to encourage sustainable drainage more generally.</p> <p>Add further text to paragraph 4.10 Environmental Efficiency: <u>'Proposals should incorporate sustainable drainage principles by storing and re-using water and directing water to permeable surfaces wherever possible. The connection of surface water to the public sewer from residential extensions and paving over front gardens do, overtime, have material impacts on flood risk from the public sewer and increase the likelihood of storm overflow activations. Simple design approaches which catch water in rainwater butts, rain gardens and direct water to permeable surfaces are therefore a key requirement to consider in the design process for residential extensions. In this context, where permitted development rights are used to pave over a front garden, the hard surface should be made of porous materials, or provision is made to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the dwellinghouse.'</u></p>

Add additional text setting out detailed advice to Part 4.0 Other Considerations, paragraphs 4.6 Conservation Areas / Listed Buildings and 4.7 Non Designated Heritage Assets.

Accepted.

The additional advice provides a useful summary of key issues which would be considered in proposals which affect designated and non designated heritage assets.

4.6 Conservation Areas / Listed Buildings

[Existing text]

'Rossendale's Conservation Areas are characterized by strong townscape structures, including their distinctive Pennine valley setting, tight urban grain, prominent rooflines, stone-built elevations, and the historic industrial and commercial buildings that define settlement patterns. Proposals should therefore respect these locally distinctive features, particularly the relationship between buildings and the valley topography, the prominence of gables and chimneys in long-distance views, and the continuity of traditional materials such as natural stone. Alterations that erode these characteristics, disrupt important roof silhouettes, or weaken the established urban form identified in the relevant Conservation Area Appraisal will not normally be supported.

Proposals affecting properties within Conservation Areas or Listed Buildings should be based on a clear understanding of the building's heritage significance, including its plan form, architectural character, historic fabric and wider setting. Applications must demonstrate how this significance is preserved or enhanced and how incremental harm has been avoided.

Extensions in Conservation Areas should be modest, sensitively sited, and designed so that the established street character, roofscape and building line remain visually dominant. Subservience is normally achieved through reduced height, set-backs and careful massing. Extensions that disrupt a coherent frontage, alter important spatial relationships or intrude on significant views will not usually be supported.

Roofscape can contribute strongly to the character of Conservation Areas and Listed Buildings. Dormers, where acceptable, should be discreet, positioned within the roof slope and kept below the ridge to remain recessive. Oversized or box-type dormers, flat-roofed forms or other additions that break an intact historic roofline or introduce intrusive massing will not normally be supported.

Extensions to Listed Buildings must remain clearly secondary in scale and form, be located away from principal elevations, and use materials and detailing appropriate to the host building. Proposals must avoid harm to the building's setting, including curtilage structures and landscape features that contribute to its significance. Where a building or area has experienced several earlier alterations, proposals will also be

assessed for their cumulative impact. Even small changes may be unacceptable where, taken together, they would erode the special character of a Listed Building.

Note that listing status applies to the whole building, internally and externally, and may include structures within its grounds. In addition to any planning permission required, Listed Building Consent is necessary for all works that affect a listed building, and carrying out such works without consent is a criminal offence.'

4.7 Non Designated Heritage Assets

[Existing text]

'Where proposals affect a Non-Designated Heritage Asset (NDHA), applicants should provide a proportionate explanation of the asset's local significance, such as its architectural qualities, historic associations, townscape contribution or community value. In line with the National Planning Policy Framework, any decision will be guided by a balanced judgement, taking account of both the scale of any harm and the importance of the asset. Although NDHAs are not statutorily protected, their role in shaping local character means they will be a material consideration.

Alterations and extensions should respond positively to the features that contribute most to the asset's value. This may include the overall form, massing, roof profile, detailing, or the way the building relates to its surroundings. Proposals should aim to retain these features where possible, while allowing for modern additions that are respectful and clearly secondary to the original.

Extensions should remain subordinate and avoid diminishing the NDHA's contribution to the street scene. Where a building forms part of a historic group, proposals should respect that shared character. If past incremental changes have already weakened the reasons for its local listing, further alterations may be resisted because of their cumulative impact.

Roof changes require care where the roofscape is an important part of the asset's identity or contributes to a wider group. Dormers or roof additions should be modest, sit within the roof slope, and avoid dominating the original roof form. Additions that interrupt a coherent group roofline or introduce visually intrusive massing will not normally be supported.'

4.0 Conclusion

- 4.1 The Draft Supplementary Planning Document for Alterations and Extensions to Residential Properties was published for 4 weeks public consultation from 12th February 2026 until 15th March 2026. The intention is to update the adopted SPD so that it remains relevant for the purposes of determining planning applications until the new Rossendale Local Plan is adopted.
- 4.2 In total 17 representations were submitted from statutory consultees, individuals and a community campaigner, through an online consultation form (SmartSurvey) and by email.
- 4.3 The representations have been considered by the Forward Planning and Development Control Teams and a number of amendments are proposed to the guidance set out in the SPD in response to comments submitted.

Integrated Impact Assessment

The council carry out Integrated Impact Assessments (IIA) to analyse the effects of our decisions, policies or practices. Throughout this document, policy refers to any policy, strategy, project, procedure, function, decision or delivery or service. The IIA should be undertaken/started at the beginning of the policy development process before any decisions are made. Policies are developed and reviewed using a consultative approach involving relevant internal and external stakeholders. Officers must consider what action needs to be taken to help overcome or minimise any disadvantages that people who share a protected characteristic will experience in compliance with the Equality Act 2010 and socio-economic disadvantage.

Name of policy:	Alterations and Extensions to Residential Properties Supplementary Planning Document
Lead officer name	Anne Storah / Louise Kirkup
Job title	Principal Planner / Senior Planner
Service area	Planning
Telephone contact	01706 252418 / 252412
Email contact	annestorah@rossendalebc.gov.uk ; louisekirkup@rossendalebc.gov.uk
Date Assessment commenced	17.03.2026
Date assessment completed	17.03.2026

The main aims/objectives of this policy are:

- To update the adopted Alterations and Extensions to Residential Properties Supplementary Planning Document.
- To provide more detailed advice or guidance for policies ENV1 and HS9 in the adopted Rossendale Local Plan 2019 to 2036.
- To provide useful information for applicants, architects/designers and planning agents when submitting planning applications.
- To assist decision makers in the determination of planning applications for small scale householder developments.

Indicate the status of the policy or decision

New/proposed Modified/adapted Existing

Indicate protected characteristics have been assessed

Age	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>	Gender reassignment	<input checked="" type="checkbox"/>
Religion/belief	<input checked="" type="checkbox"/>	Sexual orientation	<input checked="" type="checkbox"/>	Sex	<input checked="" type="checkbox"/>
Pregnancy/maternity	<input checked="" type="checkbox"/>	Race	<input checked="" type="checkbox"/>	Marriage or civil partnership	<input checked="" type="checkbox"/>

Indicate socio-economic disadvantage has been assessed

1. Identify any positive or negative impacts on protected characteristics and socio-economic disadvantage

Protected characteristic	Positive/Negative	How does it impact?
Age		SPD will not impact on any protected group in a different way to other people
Disability		SPD will not impact on any protected group in a different way to other people
Gender reassignment		SPD will not impact on any protected group in a different way to other people
Marriage and civil partnership		SPD will not impact on any protected group in a different way to other people
Pregnancy and maternity		SPD will not impact on any protected group in a different way to other people
Race		SPD will not impact on any protected group in a different way to other people
Religion or belief		SPD will not impact on any protected group in a different way to other people
Sex		SPD will not impact on any protected group in a different way to other people
Sexual orientation		SPD will not impact on any protected group in a different way to other people
Socio-economic		SPD will not impact on any socio-economic group in a different way to other people

2. Explain and provide examples of any evidence/data used (add additional rows if needed)

Evidence	How does this have an impact on the protected characteristic?

	The SPD updates an adopted SPD. It contains detailed guidance for assessing proposals for alterations and extensions to residential properties. As such it will have no impact on any group more than any other.
--	---

3. Outcome of IIA

What course of action does this EIA suggest you take?	Please indicate
Outcome 1- The IIA has not identified any potential for negative impact on the protected characteristics. Progress to EIA approval – section 5	<input checked="" type="checkbox"/>
Outcome 2- The IIA has identified a possibility for negative impact on the protected characteristics. An IIA Action Plan must be completed to mitigate the negative impact – section 4 before approval section 5	<input type="checkbox"/>

4. IIA action plan

Based on the above impact assessment, findings/evidence and outcomes identified, please complete the Action Plan below. The action plan should address:

- Any gaps in findings/evidence research including any consultation or engagement regarding the policy and its actual/potential impacts
- How you will address any gaps
- What practical changes/action that will help reduce any negative impacts identified
- What practical changes/action that will help enhance any positive contributions to equality

Negative impact identified	Action required	Lead officer	To be completed

Monitoring and reviewing the effect of the policy
Please state how you will monitor the impact and effect of this policy

5. IIA approval (to be completed by the relevant Head of Service/Director)

• Outcome of IIA agreed/approved by Management Team: (date)

• Published on council website: (date)

Signed: (Head of Service/Director) (date)

BIODIVERSITY IMPACT ASSESSMENT

Name of Policy, Decision, Strategy, Service or Function, Other: (please indicate)	Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD)	
Lead Officer Name(s) & Job Title(s) :	Anne Storah – Principal Planning Officer Louise Kirkup – Senior Planning Officer	
Department/Service Area:	Planning	
Telephone & E-mail Contact:	01706 252418 and 01706 252412	
Date Assessment:	Commenced: 23/03/2026	Completed: 23/03/2026

The Council has a duty to protect and enhance biodiversity under the Environment Act 2021. This assessment must be completed for all key decisions included in the Forward Plan to analyse the effects of our decisions, policies or practices.

Stage 1 This stage determines whether a full assessment is required

1.1 Description of the proposed decision

Adoption of the updated Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD).

1.2 Will the proposed decision have any impacts on the type, area (or length) or conditions of natural habitats within the Borough?

Yes No

If no, proceed no further if yes continue to stage 2

Stage 2 This stage helps understand whether any impact on biodiversity is positive or negative.

2.1 Will the proposed decision have a positive or negative impact on biodiversity? (A positive impact would increase the range of species or habitats or increase the protection of existing habitats, a negative impact would do the opposite.)

Positive Negative

2.2 Describe the impact, in particular drawing attention to scale. Also please state if the impact will affect a [Habitat or Species of Principal Importance](#), [Irreplaceable Habitat](#) (it is possible to check for those

on [PlanWeb](#) or [Magic](#) map) or if the project will affect a habitat or species identified on Lancashire's Biodiversity Action Plans (please visit <https://www.lbap.org.uk/home.htm> for more information).

2.3 If the impact is positive you need go no further.

Stage 3 This stage allows any negative impact to be balanced against the other positive benefits of the proposed decision using the framework created by the wellbeing power set out in the Local Government Act 2000

3.1 **Indicate the benefits which will be delivered by this decision under the following headings. As far as possible quantify benefits (eg by jobs created).**

Economic

Environmental

Social

3.2 **Are there steps which are planned or could be taken to mitigate the impact on biodiversity (eg relocating certain species during building work, improving a natural habitat somewhere else to offset the impact of this project).**

Stage 4 This stage sets out the balance between the negative impacts on biodiversity and the other positive impacts so that Councillors can make an informed decision.

Positive impacts
(eg X jobs created)

Negative Impacts
(eg acres of habitat lost)

Report Title:	Reactive Repairs Framework Tender		
Report to:	Cabinet	Date:	13 th May 2026
Report of:	Corporate Procurement Officer	Cabinet Portfolio:	Environment and Corporate Services
Cabinet Lead Member:	Councillor Lythgoe	Wards Affected:	All
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
Integrated Impact Assessment:	Required: No	Attached:	No
Contact Officer:	Kevin Fenton-Clough	Telephone:	01706 252472
Email:	kevinfentonclough@rossendalebc.gov.uk		

Valley Plan Priorities	Thriving Local Economy: This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	<input type="checkbox"/>
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	<input type="checkbox"/>
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	<input type="checkbox"/>
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	<input checked="" type="checkbox"/>

1. PURPOSE OF THE REPORT AND EXECUTIVE SUMMARY

- 1.1 The Council's framework agreement relating to reactive repairs has come to the end of its current term so it is necessary to go out to tender for a new 4-year framework agreement. This report seeks approval from Cabinet to proceed with the tendering process for Reactive Repairs Framework Tender and to request that the acceptance of tenders be delegated to the Head of People and Policy in consultation with the Lead Member. The estimated value is above £100k and therefore agreement of the Corporate Management Team and Cabinet is required prior to expenditure.

2. RECOMMENDATION

- 2.1 That Cabinet approves the commencement of a tender process for a Reactive Repairs Framework, for a period of up to four years.
- 2.2 That Cabinet delegates authority to the Head of People and Policy, in consultation with the Lead Member, to accept the most advantageous tenders and enter into the Framework Agreement(s) following completion of the procurement process.

3. BACKGROUND AND REASON FOR THE DECISION

- 3.1 The Council spend annually approximately £450K, funded from both core funding streams and external funding across various budgets including Property, Operations and Economic Development on reactive building repairs and small works, which are not included in the annual Building Capital Repairs contract and planned work scheduled.

- 3.2 There is an existing Reactive Repairs Framework that has been in place since 2022 and expired in January 2026 and is in need of a refresh.
- 3.3 The works will be valued less than £10K and cover unplanned reactive repairs and also small works to the Council's buildings and assets. The works will cover a range of repairs and small works such as collapsed walls, making safe damaged buildings, repairing culverts, burst pipes, electrical works, etc., where the requirement is for the works to be undertaken as a priority.
- 3.4 The Reactive Repairs Framework Tender is designed to obtain priced rates for all trades, including emergency call-out rates, contractors' percentage profit on materials and prices for equipment and machinery. These rates will be categorised in lots for each trade or discipline, for example, plumbing, roofing, ground works, electrical, and stone walling.
- 3.5 All types of contractors will be able to quote their prices, for example, sole traders who have only one trade would submit a price for one lot, through to general builders who would have numerous trades, and could submit prices for several of the lots. This process will give equal opportunity to small local contractors.
- 3.6 Contractors will be evaluated upon their competence in areas of Quality, Accreditations, Experience, Health and Safety and also contribution to Social Value.
- 3.7 The tender will give all sections of the Council, including Building Control, Environmental Health and Operations, a list of contractors to use with costing for all trades and disciplines, which they may call off the framework when required.
- 3.8 To be accepted onto the framework, certain tender requirements must be complied with, and the contractors will be required to provide insurances, indemnities, health and safety policies, references and the employer must pay employees a foundation living wage.
- 3.9 Following the tender process and the subsequent evaluation of the contractors, formal letters will be sent to the successful contractors indicating they are now on the Rossendale framework, though not guaranteed work and confirming the terms of the framework agreement.
- 3.10 When works are required, a council purchase order will be raised for each job, where the purchase order standard terms and conditions will apply or stipulate that the contract will be subject to, for example, the JCT Minor Works Building Contract, dependent on the works to be carried out.
- 3.11 The proposed framework will be for a 4-year period. Prices submitted will be fixed for the first 24 months of the Framework. After 24 months, the Council will conduct a Framework Refresh, inviting existing suppliers to resubmit prices and new suppliers to apply for inclusion. This may result in changes to the ranked supplier list or replacement of suppliers who no longer offer Most Advantageous Tender outcomes or have failed to meet performance standards.
- 3.12 The Council will publish a Tender Notice for the Framework Refresh in accordance with the Procurement Act 2023 transparency requirements.

4. RISK

4.1 Failure to ensure that the Council has effective and reliable contractors in place to deal with any reactive repairs could result in a delay in the emergency repair works and have a detrimental impact on the delivery of effective services and endanger the public.

4.2 To develop a reactive building repairs framework to support officers across the Council to undertake works in an effective and timely manner will mitigate the risk and ensure that reactive repairs are carried out in compliance with procurement regulations and the Constitution.

5. SECTION 151 OFFICER COMMENTS (FINANCE)

5.1 The proposed Reactive Repairs Framework does not commit the Council to expenditure but sets out the terms and rates under which reactive works may be commissioned as required. Spend through the framework will be contained within existing approved revenue budgets for repairs and maintenance and will remain subject to normal budget controls and authorisation processes. To note that the amounts quoted in this report are based on historical data and are not intended to set limits going forward. All expenditure will continue to be procured using Procurement Act 2023 compliant methods and be within approved budgets.

6. MONITORING OFFICER COMMENTS (LEGAL)

6.1 The proposed procurement and framework arrangements will be undertaken in accordance with the Procurement Act 2023 and the Council's Contract Procedure Rules. The report seeks Cabinet approval due to the anticipated value of spend, with authority delegated for contract award following completion of a compliant tender process.

7. INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

7.1 An Integrated Impact Assessment is not required. This report seeks approval to establish a compliant Reactive Repairs Framework in accordance with the Procurement Act 2023, replacing an existing arrangement that has expired. The proposal is operational in nature and does not introduce new services or change service delivery, access, or policy outcomes.

8. POLICY/STRATEGY FRAMEWORK IMPLICATIONS

8.1 The tender supports the Council's Constitution Contract Procedure Rules and Compliance with the Procurement Act 2023. Cabinet Approval is required for all contracts with a value of over £100K.

9. LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

9.1 The period of the Framework will run beyond April 2028 and clauses in the Framework will need to be introduced to enable the contract to be transferred over to the new Council beyond that date.

10. BACKGROUND PAPERS

10.1 Ordered Works 1st April 2025 – 31st March 2026 – attached.

10.2 Reactive Repairs Framework 2026 supporting notes – attached.

Cost Per Contractor

Supplier Name	Amount Spent
DARWEN ELECTRICAL SERVICES LTD	£ 97,224.77
FORDSTONE CONTRACTS LTD	£ 198,870.00
HYDROBLASTERS	£ 1,760.00
IMG FIRE & SECURITY LTD	£ 63,120.18
KAYCLIFFE LIMITED	£ 192,429.53
LIGHTING AND BUILDING SERVICES LIMITED	£ 9,503.75
MEDWAY HEATING (BOLTON) LTD	£ 21,351.17
P & M COPPACK AIR CONDITIONING LIMITED	£ 8,160.24
PORTMAN DOORS LIMITED	£ 4,915.00
STEVE COUNSELL CONSTRUCTION (SCC)	£ 3,800.00
Total Result	£ 601,134.64

Type of Works and Cost

Row Labels	Cost Of Works
Compliance & Servicing	£ 24,746.82
Large Works	£ 144,756.13
Planned Works	£ 117,394.32
Repairs	£ 116,584.35
Small Works	£ 197,221.02
(empty)	£ 432.00
Total Result	£ 601,134.64

Value of Purchase Orders Raised by Department

Row Labels	Cost
CORPORATE SUPPORT	£ 792.00
Econ Reg & Spatial Dev	£ 24,034.57
OPERATIONS TEAM	£ 70,610.65
Property Management	£ 505,697.42
Total Result	£ 601,134.64

Reactive Repairs Framework 2026 – Supporting Notes and Key Points

The £456k annual value is not a like-for-like increase on the £80k used in 2022. The two figures are based on different scope, coverage, and evidence, and shouldn't be directly compared.

The 2022 80K Figure

In 2022, the framework was scoped tightly around a subset of reactive building repairs. It was never intended to reflect the full volume of reactive activity now taking place across the Council's estate

- Based on an estimate related to budget for reactive building repairs.
- based on a narrow definition of reactive building repairs
- It was intended to cover:
 - unplanned repairs
 - under £10k per job
 - funded solely from the repairs & maintenance budget
- It was not designed as:
 - a whole-estate reactive solution
 - a compliance or emergency response framework
 - a cross-departmental framework capturing all reactive activity

The 2026 £456K Figure

Much of this work was happening already, but outside the framework. The new framework brings it into a single, governed route.

The proposed framework now formally includes:

- emergency response (including out-of-hours)
- mechanical, electrical and gas works
- drainage, culverts and groundworks
- fire alarms, emergency lighting and security systems
- specialist and hazardous cleaning
- flood response and make-safe works
- transport, plant and operated equipment
- reactive support to markets, parks, cemeteries, leisure facilities and residential accommodation

The Council estate we are supporting today is broader and more operationally complex than when the £80k estimate was set.

Since 2022, reactive repairs are routinely required across:

- offices and civic buildings
- markets and temporary facilities
- leisure centres and pavilions
- cemeteries and memorial grounds
- parks, playgrounds and public realm assets
- depots and transport facilities
- residential and temporary accommodation

How the £456K has been calculated

The framework value reflects what officers are already buying based on historic orders raised during 2025/26. which includes:

- burst pipes and drainage call-outs
- electrical and lighting faults
- lock changes and vandal damage
- emergency fencing and make-safe works
- compliance-driven remedial repairs are now more common and included.
 - fire and emergency lighting systems
 - gas safety and heating faults
 - access control and alarms
 - electrical safety following faults or damage
 - make-safe instructions from Building Control or Environmental Health
- These works are non-optional. They are driven by safety and compliance, not discretionary spend.

The spread of spend value:

- The majority of jobs are:
 - under £1,000
 - urgent
 - safety or service-critical

- There is no single project driving the value
- The total is the cumulative effect of many small jobs across many sites

Also Important:

- Inflation is a contributing factor, but the main difference is how much activity we now capture and govern through the framework.
- The framework improves control and transparency; it does not commit the Council to spend more money.
- The proposed framework aligns governance with reality. It brings together activity that was previously fragmented across multiple arrangements, gives price certainty, strengthens compliance, and supports faster response to safety-critical issues.
- The £80k figure was an estimate for a limited type of work in 2022. The £456k figure reflects a broader, evidence-based view of reactive activity already occurring today.

Headline Points relating to the Framework ITT (currently in draft form).

The Framework ITT, supported by the Find a Tender process, gives the Council a compliant, transparent and well-controlled way of managing reactive and emergency works, improving governance around activity that is already necessary rather than committing the Council to additional spend.

Key Benefits

1. Statutory compliance and transparency (including Find a Tender)

- The framework will be procured in line with:
 - the Council's Contract Procedure Rules
 - the Procurement Act 2023
- The opportunity will be advertised via **Find a Tender**, ensuring:
 - open, transparent competition
 - equal access for the wider market
 - compliance with national procurement publication requirements
- This provides a clear audit trail and assurance that the process is legally robust.

Member reassurance

The framework is planned to follow the correct statutory route and be fully compliant with public procurement requirements.

2. Contractual governance

- An ITT provides a single, consistent set of Terms & Conditions for all reactive call-offs.
- It replaces fragmented arrangements and ad-hoc procurement with:
 - standardised controls
 - consistent obligations
 - clearer accountability.
- All work ordered through the framework is subject to these same contractual protections.

3. Cost control and value for money are built in

- Tendered rates are:
 - fixed for the first 24 months
 - fully inclusive (travel, tools, overheads, admin)
- Clear rules prevent:
 - additional call-out or attendance charges
 - hidden travel or fuel costs
- Materials are charged at actual net cost plus a tendered percentage uplift, improving transparency.

Benefit

This makes costs predictable, comparable, and easier to manage across services.

4. Control over subcontracting and supply chains

- Subcontracting is:
 - permitted only with Council consent
 - required to follow all ITT2 obligations
- Main contractors remain fully responsible for:
 - quality
 - health and safety
 - compliance
 - performance

Why this matters

This prevents loss of control, avoids cost inflation, and keeps accountability clear.

5. Health, safety and competence safeguards

- ITT2 enforces minimum standards for:
 - insurance (including enhanced cover where needed)
 - trade accreditation and licensing
 - risk assessments and method statements
 - safeguarding and lone-working controls
- The Council retains the right to:
 - suspend or remove contractors
 - refuse subcontractors
 - intervene where standards fall short.

6. Designed to support emergency and priority response

- The framework supports:
 - emergency attendance requirements
 - in-hours and out-of-hours response
 - make-safe and compliance-critical works
- Clear mobilisation and escalation responsibilities are defined.

Benefit

This improves resilience and response times for safety-critical situations.

7. Flexibility without loss of control

- Multiple suppliers are appointed per trade to:
 - maintain competition
 - provide resilience if a contractor is unavailable
- Officers can select the most appropriate contractor for the job while remaining within the framework rules.
- All call-offs remain subject to:
 - purchase orders
 - budget controls
 - internal approvals.

8. Fair competition and sustainable pricing

- Pricing is evaluated using a standardised pricing basket.
- This avoids:
 - artificially low headline rates

- cost recovery through hidden uplifts later.
- Contractors are assessed on **most advantageous tender**, not lowest price alone.

9. Framework refresh mechanism reduces long-term risk

- Prices are fixed for 24 months.
- A formal framework refresh allows:
 - re-pricing in line with the market
 - removal of poor-performing suppliers
 - inclusion of new suppliers.
- This avoids being locked into unsuitable rates for the full term.

10. What the Framework does *not* do

- It does not guarantee spend or work.
- It does not override budget controls.
- It does provide structure, governance and protection for reactive activity that must happen.

Report Title:	Performance Management Report Quarter 3 (Q3) 2025/26 (October, November and December 2025)		
Report to:	Cabinet	Date:	13 th May 2026
Report of:	Head of People and Policy	Cabinet Portfolio:	Environment and Corporate Services
Cabinet Lead Member:	Councillor Lythgoe	Wards Affected:	All
Key Decision:	<input type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	<input type="checkbox"/> General Exception	<input type="checkbox"/> Special Urgency
Integrated Impact Assessment:	Required:	No	Attached: No
Contact Officer:	Clare Law	Telephone:	01706 252547
Email:	clarelaw@rossendalebc.gov.uk		

Valley Plan Priorities	Thriving Local Economy: This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	<input type="checkbox"/>
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	<input type="checkbox"/>
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	<input type="checkbox"/>
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	<input checked="" type="checkbox"/>

1. PURPOSE OF THE REPORT AND EXECUTIVE SUMMARY

- 1.1 To provide an overview of the Council's performance during Quarter (Q3) 2025-26 against the Valley Plan 2025–29 – Our Place, Our Plan.
- 1.2 The Council's [Valley Plan 2025-29 – Our Place, Our Plan](#) was adopted by Full Council in April 2025. An annual action plan has been developed to support the Plan's delivery.
- 1.3 The Q3 Performance Management Report details the Council's performance in relation to the Valley Plan 2025-29 (Our Place, Our Plan) during the months October-December 2025.
- 1.4 The report provides an update in relation to the Council's performance measures, action summaries and recommendations for improvement, compliments and complaints, and corporate risks.
- 1.5 The report concludes 14 performance measures reported as 'red' and 1 corporate risk reported as 'red' on the RAG status.
- 1.6 During Q3, the Council received 7 compliments, 46 complaints, and 5 Local Government Ombudsman enquiries.

2. RECOMMENDATION

2.1 Cabinet to note and consider the Council's performance during is recommended to note and consider the Council's performance during Q3 2025-26 as detailed in the report and appendix 1.

3. BACKGROUND AND REASON FOR THE DECISION

3.1 The Council refreshed its Valley Plan 2025-29 – Our Place, Our Plan in March 2025 following multiple consultations with stakeholders. The outcomes from the consultation indicated the current vision and priorities should remain the same.

3.2 The Plan was formally adopted by Full Council on 2nd April 2025.

3.3 Delivery of the Valley Plan 2025-29 – Our Place, Our Plan is supported by Council Strategies and an Annual Action Plan to define specific activities and objectives to achieve the Valley Plan's outcomes.

3.4 The Council's Performance Management Framework was reviewed by the Corporate Management Team at the start of 2025-26 and slight changes were made to the performance measures and action objectives sitting under the 4 priorities. Reporting managers were consulted as part of the review to ensure the report effectively evaluates the impact and delivery of the Council's Valley Plan.

3.5 This report aims to summarise the Council's performance during Q3 2025-26 for Overview and Scrutiny. The Overview and Scrutiny Committee plays a strong role in scrutinising the Council's performance to highlight issues that may require further action.

3.6 The Council continues to use the Red, Amber, Green (RAG) rating status and an arrow indicator to monitor performance and demonstrate performance trend in comparison to previous outturns.

3.7 The reviewed performance measures are split down into two tiers. Tier 1 measures are high-level strategic targets that constitute the Valley Plan 2025-29 – Our Place, Our Plan. Tier 2 measures are targets addressing performance within service areas at an operational level. A 'Higher or Lower' column is included to provide clarity to whether the performance should be operating either higher or lower than the target to increase/improve the Council's performance.

3.8 Where applicable, performance measures will be compared to the 'National Local Authority' (NLA) average and the Council's comparable authorities - 'Family Group' (FG) average. The comparable information is drawn from the LG Inform Platform, which provides the most up to date and accessible information in relation to local authority performance measures.

3.9 The Q3 Performance Management Report is attached at Appendix 1.

3.10 The Council's performance is assessed quarterly via performance measures, action summaries and recommendations for improvement. Further details are included within the Q3 Performance Management Report, pages 3-14.

3.11 The below provides a summary of the performance measures reported under each priority.

RAG	Red	Amber	Green	N/A
Thriving Local Economy	2	2	1	1
A High Quality Environment	1	2	13	4
Healthy and Proud Communities	4	2	7	1
Effective and Efficient Council	3	3	18	2

N/A – performance measures reported within a specific quarter/annually, or no information available during the quarter.

3.12 **Priority 1 – A Thriving Local Economy**

Rawtenstall Temporary Market enabling works have been completed, and the main site closed in December to allow redevelopment works to commence in early 2026. A successful ‘Meet the Buyer’ event attracted over 100 attendees, strengthening local supply chain engagement.

Higher Deardengate public realm works have progressed well despite utility-related delays, with widened footways and paving now visible. Planning permission has been granted for repurposing works at 34 Deardengate.

Town centre activation has continued across Rawtenstall, Bacup, Haslingden and Waterfoot, including seasonal events attracting strong community participation.

The Rossendale Works Programme has engaged 85 economically inactive residents since April 2025, including delivery of a community-led greengrocer initiative at Haslingden Market funded through external grant support.

Challenges remain in relation to regeneration programme risks caused by utility diversions and infrastructure constraints.

3.13 During Q3, 1 performance measures were reported within the ‘green’ RAG status, 1 within ‘amber’, 3 with ‘red’ and 1 was not reportable

3.14 **Priority 2 – A High Quality Environment**

Operational waste and cleansing performance has remained strong, with over 99% of general and trade waste collections completed on schedule. Fly-tipping removal times improved to 3.9 days, supported by proactive enforcement activity including Fixed Penalty Notices and cases progressing through the judicial system.

Winter preparatory works were completed across bowling greens and parks, including tree safety works in Whitaker Park. Community clean-up days continued in partnership with Pride and Friends groups.

Decarbonisation activity progressed, including procurement completion for the Building Decarbonisation Project and commencement of Public Sector Decarbonisation Scheme preparations at Marl Pits Leisure Centre.

Infrastructure preparations for weekly food waste collection continued, including vehicle and caddy procurement.

Performance pressures remain due to ageing street sweepers and mechanical downtime, impacting some side road sweeping schedules.

3.15 During Q3, 13 performance measures were reported within the 'green' RAG status, 1 within 'amber', 2 with 'red' and 4 were not reportable.

3.16 **Priority 3 – Healthy and Proud Communities**

The Authority Monitoring Report has been published and a Local Plan Steering Group established to prepare a Housing Action Plan in response to housing delivery levels.

Housing standards enforcement continues under the Housing, Health and Safety Rating System (HHSRS) framework, with cases progressing through tribunal.

The Household Support Fund processed 497 crisis applications in Q3, supporting 1,698 households through food vouchers, white goods provision and Affordable Warmth interventions.

£60,000 per annum for two years has been secured via the Asylum Dispersal Grant to strengthen refugee and asylum seeker integration support, with procurement underway for a dedicated service.

Delivery of the Sport and Physical Activity Action Plan has progressed, including women and girls' initiatives, bowls development and safer running projects.

Recruitment pressures within Environmental Health and housing delivery performance remain key risks, impacting inspection capacity and response times.

3.17 During Q3, 7 performance measures were reported within the 'green' RAG status, 6 with 'red' and 1 were not reportable.

3.18 **Priority 4 – Effective and Efficient Council**

The NEC Electronic Document Management System has been fully implemented, strengthening governance, audit and compliance arrangements.

The Council's Data Centre was externally audited and confirmed fully compliant, enhancing cyber resilience.

Performance in processing Housing Benefit and Council Tax claims remains strong and within target. Sickness absence remains within projected levels, and leadership development has been strengthened through IOSH training completion by the Senior Leadership Team.

During Q3, 46 complaints, 36 MP enquiries, 0 Member Enquiries and 462 Freedom of Information requests were processed.

Response performance for complaints (80% within deadline), FOIs (89% within deadline) and MP enquiries (72% within deadline) remains below target and continues to require improvement focus.

3.19 During Q3, 7 performance measures were reported within the 'green' RAG status, 0 within 'amber', 6 with 'red' and 1 were not reportable

3.20 Feedback and Enquiries

The Council has a duty to respond to complaints, Freedom of Information requests, Member enquiries, MP enquiries, and Local Government Ombudsman enquiries within a specified deadline.

Initial enquiries from Members go direct to an officer or department (these are not recorded). If the Member is dissatisfied in the way the original enquiry was dealt with, or the enquiry requires escalation, then recorded as a Member Enquiry and dealt with the same way as a Complaint.

89%	Freedom of Information requests were responded to within 20 working-days
80%	Complaints were responded to within 10 working-days
100%	Member enquiries were responded to within 10 working-days
72%	MP enquiries were responded to within 10 working-days

Compliments and complaints are referred to in the Q2 Performance Management Report, page 15.

3.21 Compliments

	Q3 2024/25	Q2 2025/26	Q3 2025/26
Number of compliments	15	8	7
Highest nature of compliments	100% (15) Staff member/team	50% (4) Staff member/team	86% (6) Staff member/team
Highest Service Area with compliments	Operations - 12	Operations – 8	Operations - 5

The number of compliments has decreased by 1 in Q3 when compared with the previous quarter, and decreased by 8 compared to Q3 last year. Q3 continues to see the top nature of compliment as ‘Staff member/Team.’

Throughout Q3, Operations received the highest number of compliments.

3.22 Examples of compliments received during Q3:

Compliment for the Parks Team – 05.12.2025 - Can I mention how good the parks team have been this year looking after the tennis courts. They are regularly clearing leaves and have recently jet washed the courts. I help with the Free Park Tennis on Saturday morning. Having the clean courts particularly during these winter months has meant we can continue to play – we’ve had over 1,400 individual attendees in the 18 months since starting and still get on average 8-10 players even during these cold and wet months.

Compliment for Corporate Support – 06.10.2025 - I would just like to say I have received excellent service in your bereavement services section. The officer went above and beyond helping me locate my father where he was cremated, she is an outstanding employee.

Compliment for Corporate Support – 04.11.2025 – Thank-you for being so lovely and helpful on the phone to me, really appreciate it.

3.23 **Complaints**

	Q3 2024/25	Q2 2025/26	Q3 2025/26
Number of Complaints	31	46	46
Highest nature of Complaints	19% (6) Property/land	20% (9) Property/land	52% (24) Action/response/ communication
Highest Service Area with Complaints	Operations - 8	Operations – 21	Operations - 11

The number of complaints received in Q3 has remained the same when compared with the previous quarter, and increased by 15 when compared to Q3 last year.

3.24 **Local Government Ombudsman (LGO) Enquiries**

During Q3, there were 5 enquiries was received from the LGO - 3 were preliminary enquiries and 2 were premature enquiries.

3.25 **Corporate Risk Register**

The Corporate Risk Register is reviewed quarterly by Corporate Management Team. During Q3, 2 risks were rated green, 7 amber and 1 red.

The Council continues to monitor its Corporate Risk Register. During Q3, the majority of risks remain within ‘amber’ status.

Risk 3 – Incident resulting in death or serious injury or HSE investigation – is currently reported as ‘red’.

Progress continues against agreed HSE actions, including memorial inspections, policy updates and IOSH leadership training.

4. **RISK**

4.1 The Council’s Corporate Risk Register continues to be monitored by the Corporate Management Team on a quarterly basis in line with the Council’s Risk Management Strategy, and is referred to within the Q3 Performance Management Report, pages 16-25.

5. **SECTION 151 OFFICER COMMENTS (FINANCE)**

5.1 Financial implications and risks arising are identified within this report

6. **MONITORING OFFICER COMMENTS (LEGAL)**

6.1 As recommended by the Investigatory Powers Commissioner’s Office, the Council is required to monitor and report on the use of authorisations under the Regulation of

Investigatory Powers Act (RIPA). There have been no authorisations sought in Q3. There are no immediate legal considerations attached to the recommendations within this report.

7. INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

7.1 No Integrated Impact Assessment is required, Performance management supports equitable service delivery and monitoring across all Valley Plan priorities.

8. POLICY/STRATEGY FRAMEWORK IMPLICATIONS

8.1 Effective performance management is important to the Council, and the Council is committed to improving its services. In completing this report, consultation has been undertaken with the Corporate Management Team and Portfolio Holder for Resources

9. LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

9.1 Performance management arrangements will inform transition planning under any future Local Government Reorganisation arrangements to ensure service continuity and governance oversight.

10. BACKGROUND PAPERS

10.1 Q2 Performance Management Report – Appendix 1

10.2 Q2 Performance Management Dashboard – Appendix 2



ROSSENDALE
BOROUGH
COUNCIL



Quarter 3 2025/26

Performance Management Report

Quarter 2 2025/26 Performance Management Report




Rossendale Borough Council (the Council) refreshed and approved its [Valley Plan – Our Place, Our Plan 2025-29](#) at the start of 2025/26. The Council’s vision remains the same; ‘to have a thriving economy, built around our changing town centres, creating a quality environment for all and improving the life chances of all those living and working in our borough.’

To achieve its vision, the Council has four priority areas; Thriving Local Economy, High Quality Environment, Healthy and Proud Communities, and Effective and Efficient Council.

An annual action plan is produced to outline activity for the year to support the delivery of the Valley Plan – Our Place, Our Plan 2025-29. This report captures the Council’s performance in relation to the action plan including; performance measures, performance summary and actions for improvement, compliments and complaints, and corporate risks. The information included within this report relates to Quarter 1 (Q1) 2025/26 – April, May, and June 2025.

A strong and effective approach to performance management and data quality underpins the delivery of high-quality services and supports ongoing service improvement. This report brings together information from across the Council’s service areas, ensuring that data is accurate, reliable, and submitted in a timely manner. Performance measures are reviewed annually to ensure targets remain appropriate.

To track performance, the Council uses a Red, Amber, Green (RAG) rating system alongside an arrow indicator to show performance trends compared to previous reporting periods. Performance measures are categorised into Tier 1 and Tier 2 indicators, and where available, results are benchmarked against both the National Local Authority (NLA) average and the Council’s Family Group (FG) average. These comparisons are sourced directly from the LG Inform platform (LGA – id), which provides the most current and accessible data on local authority performance.

Performance RAG Rating Status		Performance Trend Status	
Indicator	Status	Indicator	Status
GREEN	On track, no substantial issues or risks which require action from the Council.		Performance has increased.
AMBER	Some issues or risks which require action from the Council.		Performance has decreased.
RED	Serious issues or risks needing urgent action.		Performance has continued with no increase or decrease / cannot be measured.
ANNUAL/ UNKNOWN	The status cannot be calculated.		

Tier 1 – A set of high-level strategic measures and targets that constitute the Valley Plan 2025-29 – Our Place, Our Plan.

Tier 2 – A set of performance measures and targets to address key priority areas of performance within Directorates/Service Areas linked to the business planning process and the Valley Plan 2025-29 – Our Place, Our Plan.

Higher or Lower – Indicating whether the reported performance should be operating either higher or lower than the target to increase/improve the Council’s performance.



Outcomes

- Our towns will be thriving, vibrant and attractive centres for our communities and businesses.
- We will be a supporting environment for business growth, innovation and job creation.
- We will have cultural and community attractions that support a strong visitor economy.

Performance Measures	2024-25 Outturn	Higher or Lower	2025-26 Target	Q1	Q2	Q3	Q4	Trend	Comparative Performance
Tier 1									
Percentage of empty shops across the borough	19.09%	Lower	14%	17.5%	17.25%	15.9%	-	AMBER ↓	N/A
Increase the attractiveness of Rossendale’s main town centres by 5%, reported Q3 (Resident Survey)	45%	Higher	47%	-	-	37.4%	-	RED ↓	N/A
Increase the vibrancy of Rossendale’s main town centres by 5%, reported Q3 (Resident Survey)	33%	Higher	36%	-	-	31.8%	-	AMBER	N/A
Productivity of local businesses measured through the gross added value per employee, reported Q1 (LGA – id:20738)	£52,767	Higher	£54,500	£55,932	-	-	-	- ↑	3rd QUARTILE FG – £54,798 (2023) NLA – £62,285 (2023)
Number of economically inactive residents engaged through the Rossendale Works Programme	101 (annual)	Higher	15	30	71	85	-	GREEN ↓	N/A
Reduce the borough’s unemployment rate (LGA – id:5472)	3.9%	Lower	3%	3.8%	2.9%	3.5%	-	RED	4th QUARTILE FG – 3.4% (Q1 2025/6) NLA – 2.9% (Q1 2025/6)

Performance Summary

- Following the progression of the Rawtenstall Market redevelopment programme, enabling works for the temporary market commenced in October and were completed in December. The main market site formally closed on 20 December to allow construction to commence in early 2026.
- A successful ‘Meet the Buyer’ event was delivered in support of Casey’s appointment to redevelop Rawtenstall Market, attracting over 100 attendees and providing opportunities for local businesses to engage with the supply chain.
- Following feedback received during the Bacup Market consultation in Q2, amended designs have been developed and progressed through the planning process, with the scheme scheduled for consideration at the April Planning Committee.
- Following further investigations into the condition of Trickett’s Arcade, the proposed shop unit project was closed due to structural deterioration concerns.

- Installation of the Waterfoot Town Square platform, canopy and table has been completed. A Christmas event was delivered to test activation of the space and inform future programming. The signage commission has continued to progress well throughout Q3, with installation of the heritage signs scheduled for Q4.
- In partnership with Whitworth Town Councillors, three mini projects have been identified to enhance the town centre, including a mural on the former railway steps behind Shawforth Chapel involving students from Whitworth High School, the creation of a new seating area with benches, bins and an information plaque at Cwm Park Way and Tong Lane, and the installation of an additional heritage information plaque at Whitworth Square.
- The Deardengate Big Lamp Project has continued to make positive progress, with public realm works at Higher Deardengate advancing throughout Q3. Widened footways and new paving are now visible on site, despite delays caused by utility issues. Planning permission has also been granted for the repurposing project at 34 Deardengate, with works expected to commence on the shop unit in the next phase.
- The Rossendale Works programme continues to deliver positive outcomes, with 85 economically inactive residents engaged since April 2025. During Q3, the team supported a group of volunteers to operate a greengrocer's stall at Haslingden Market, funded through a National Lottery Heritage Fund community grant, providing opportunities to develop new skills, build confidence and reduce barriers to employment.
- A varied programme of town centre events has been delivered across Rawtenstall, Haslingden, Bacup and Waterfoot throughout Q3, supporting increased footfall and community engagement. The Haslingden Christmas Light Switch-On attracted approximately 300–400 attendees, demonstrating continued public interest in town centre activities












Current Challenges and Next Steps






- Utility diversions and unforeseen infrastructure issues continue to present programme risks within regeneration schemes, in particular main water and gas leaks including an unaccounted stone culvert. Officers proactively work with utility providers and contractors to reduce mitigation and reduce costs and delays to projects.
- Completion of hard landscaping at Higher Deardengate and procurement of soft landscaping works will be delivered in the next quarter.
- Development of structured 2026/27 town centre events programmes will continue to strengthen the visitor economy

High Quality Environment



- Our local environment will be high quality, clean and green.
- We will be carbon neutral by 2030, supporting the wider Borough to reduce carbon emissions.
- We will have enhanced our waste and recycling services, boosting recycling rates and minimising the impacts of food waste.

Performance Indicator	2024-25 Outturn	Higher or Lower	2025-26 Target	Q1	Q2	Q3	Q4	Trend	Comparative Performance
Tier 1									
Increase household waste recycling (LGA id: 46)	29.9%	Higher	34%	32.3%	32.81%	32.6%	-	AMBER 	4TH QUARTILE FG – 39.6% (2023/24) NLA – 44.1% (2023/24)
Residual household waste collection rate (LGA id: 45)	475kg (annual)	Lower	132.5kg per household	125kg	127.28kg	125.07kg	-	GREEN 	4TH QUARTILE FG – 116.6kg (2023/24) NLA – 109kg (2023/24)
Increase resident satisfaction in relation to the cleanliness of Rosendale’s areas by 5%, reported Q3 (Resident Survey)	78%	Higher	83%	-	-	73%	-	RED 	N/A
Average removal time of fly-tipping	4.8 days	Lower	5 days	5.2 days	4.1 days	3.9 days	-	GREEN 	N/A
Initial investigation of fly-tipping	5 days	Lower	5 days	3 days	5 days	5 days-	-	GREEN 	N/A
Initial investigation of abandoned vehicles	5 days	Lower	5 days	3 days	5 days	5 days	-	GREEN 	N/A
Initial investigation of trade waste issues	5 days	Lower	5 days	4 days	5 days	5 days	-	GREEN 	N/A
Reduce the Council’s operational carbon emissions by 15%, reported Q4	NEW	Lower	103.43 tonnes	-	-	-	-	-	N/A
Tier 2									
Percentage of general waste bins collected as per schedule	99%	Higher	95%	99.7%	99.3%	99.45%	-	GREEN 	N/A
Percentage of trade waste bins collected as per schedule	100%	Higher	95%	99.8%	99.9%	99.9%	-	GREEN 	N/A
Percentage of public litter bins emptied as per schedule	100%	Higher	95%	98%	100%	97%	-	GREEN 	N/A
Percentage of main roads swept as per schedule	97%	Higher	95%	90%	99%	100%	-	GREEN 	N/A

Percentage of side roads swept as per schedule	95%	Higher	95%	85%	60%	88%	-	AMBER 	N/A
Percentage of amenity grass cut as per schedule (report Q1 and Q2 only)	100%	Higher	95%	75%	80%	-	-	-	N/A
Percentage of park grass cut as per schedule (report Q1 and Q2 only)	100%	Higher	95%	100%	100%	-	-	-	N/A
Percentage of bowling green, football pitches and memorial gardens cut as per schedule (report Q1 and Q2 only)	100%	Higher	95%	100%	100%	-	-	-	N/A
Percentage of play areas inspected as per schedule	100%	Higher	90%	100%	100%	92%	-	GREEN 	N/A
Percentage of cemeteries inspected as per schedule	100%	Higher	80%	90%	100%	100%	-	GREEN 	N/A
Percentage of requested bulky waste collections completed within 5 working days	98%	Higher	95%	98%	99%	98%		GREEN 	N/A
Percentage of requested bins delivered within 5 working days	97%	Higher	90%	98%	97%	96%		GREEN 	N/A

Performance Summary

- The Cleansing Teams maintained core operational delivery, with additional prioritisation of Remembrance Day parade routes and seasonal leaf clearance programmes during October and November.
- Tennis courts the new running track were cleaned enhancing surface quality and presentation standards.
- Winter preparatory works were completed across the Council's seven bowling greens, including scarifying, aeration and top dressing, improving surface condition ahead of the 2026 playing season.
- Contractors commenced removal of diseased ash trees in Whitaker Park, with ten trees removed in Q3 as part of a wider winter programme across key parks.
- Monthly community clean-up days continued across Rossendale in partnership with Pride and Friends groups, supporting visible environmental improvements and community engagement. The average removal time for fly-tipping was 3.9 days, remaining within target and proactive enforcement activity resulted in 5 Fixed Penalty Notices and 3 warning letters issued and 3 cases progressing through the judicial system.
- Procurement for the internally funded Building Decarbonisation Project has now concluded. Works are programmed for completion by March 2026 and will introduce a new Building Management System at Futures Park, alongside the installation of energy-efficient lighting across Council-owned buildings
- Procurement process to appoint a contractor for the Public Sector Decarbonisation Scheme (PSDS) funded works at Marl Pits Leisure Centre has commenced.

RIBA Stage 4 detailed designs have been completed, and both planning and Distribution Network Operator (DNO) applications have been submitted to support delivery of the project.

- The Net Zero Terrace Streets (NZTS) project progressed into live winter monitoring, with two demonstrator homes fully occupied and generating performance data. The December Quarterly Review with Innovate UK recorded positive feedback on delivery and governance arrangements.
- Infrastructure preparation for weekly food waste collection progressed in Q3 including procurement of kerbside and kitchen caddies in partnership with other Lancashire districts, liners for the caddies delivered to residents, the fifth 7.5 tonne waste vehicle has been delivered to support interim tipping at Farrington. The final food waste collection vehicle will be delivered in Q4.

Current Challenges and Next Steps

- Operational performance has continued to be impacted by mechanical downtime associated with ageing street sweepers. To mitigate service risk, the replacement of footpath sweepers is being accelerated within the fleet replacement programme.
- The planned Q3 food waste trial was deferred following the fire at the Brosters waste facility. Revised implementation arrangements are currently being developed.
- Memorial headstone testing across the Council's four principal cemeteries is nearing completion for all identified high-risk memorials, enhancing regulatory compliance and improving safety for visitors and staff.

Healthy and Proud Communities














Outcomes



- We will have accessible and appropriate housing
- Residents will lead healthier lifestyles, with better
- Rossendale will be a safe place where people are

in Rossendale.

access to the support services they need.

proud to live.

Performance Indicator	2024-25 Outturn	Higher or Lower	2025-26 Target	Q1	Q2	Q3	Q4	Trend	Comparative Performance
Tier 1									
Homeless decisions made within 5 days of the 57 th day, when a case is priority need in the relief duty	81%	Higher	70%	91%	94%	93%	-	GREEN 	N/A
Percentage of Disables Facilities Grants completed within 12 months	95%	Higher	75%	98%	95%	92%	-	GREEN 	N/A
Determine major planning applications within 13 weeks (LGA id: 17482)	100%	Higher	60%	100%	100%	66%	-	GREEN 	1st QUARTILE FG – 96% (Q4 2024/25) NLA – 89% (Q4 2024/25)
Determine minor and other planning applications within 8 weeks (LGA id: 17487)	95%	Higher	75%	94%	95%	93%	-	GREEN 	3rd QUARTILE FG – 93% (Q4 2024/25) NLA – 88% (Q4 2024/25)
Number of ‘new’ and ‘affordable new’ homes delivered within the Local Plan per annum, reported Q2 (for 2024/25) Note – 6 of the 137 were affordable	201	Higher	185	-	137	138	-	RED 	N/A
Initial response to housing complaints	35 days	Lower	10 days	25 days	40 days	30 days	-	RED 	N/A
Initial response to food hygiene complaints	8 days	Lower	10 days	7 days	8 days	12 days	-	AMBER 	N/A
Increase the percentage of residents feeling safe in their local area during the day by 5%, reported Q3 (Resident Survey)	97%	Higher	97%	-	-	92%	-	AMBER 	N/A
Increase the percentage of residents feeling safe in their local area after dark by 5%, reported Q3 (Resident Survey)	77%	Higher	80%	-	-	52%	-	RED 	N/A
Prevalence of overweight (including obesity) year 6 children per annum, reported Q4 (LGA id: 888)	36%	Lower	37%	-	-	-	-	-	-
Tier 2									
Number of Disabled Facilities Grants awarded	107 (annual)	Higher	30	33	74	111	-	GREEN 	N/A
Processing of Disabled Facilities Grants – referral to approval days	65 days	Lower	110 days	73	92	80	-	GREEN 	N/A

Processing of Disabled Facilities Grants - approval to completion days	115 days	Lower	365 days	37	134	126	-	GREEN 	N/A
Number of Food Standards Agency food inspections per annum, cumulative figure	305 (annual)	Higher	304	50	132	161	-	RED 	N/A

Performance Summary

- The Authority Monitoring Report has been published and a Local Plan Steering Group established, comprising officers and Members, to prepare a Housing Action Plan due to housing delivery falling below target.
- Engagement with long-term empty property owners is underway and nine mixed-ownership sites identified for potential housing opportunities
- Housing standards enforcement continues under the Housing Health and Safety Rating System (HHSRS) framework, with two cases progressing through the tribunal process.
- Delivery of the Sport and Physical Activity Action Plan 2025–2026 has progressed in Q3, including £1,600 Football Association (FA) funding to expand disability-focused women and girls’ football (including “soccersise” via Rossendale Rays), establishment of a Women and Girls Taskforce and netball development, creation of a Bowls steering group and “Bowls for Health” initiative for older residents, and formation of a cross-sector steering group to strengthen coordination.
- The Council is working with Rossendale Leisure Trust to deliver £122,000 Place-Based physical activity funding for 2026–2028.
- In partnership with Rossendale Leisure Trust, £10,000 has been secured from the Police and Crime Commissioner to deliver a safer running project for women and girls.
- The Sport England Together an Active Future 2022–2025 programme has concluded locally, achieving 68.6% of adults becoming physically active, with a new deepening phase commencing in 2026.
- An £81,000 six-month Smokefree campaign has been commissioned to Rossendale Leisure Trust running until March 2026,
- During Q3, targeted outreach through the Low Income Family Tracker (LIFT) scheme focused on income maximisation, with 35 households contacted regarding potential Discretionary Housing Payments and over 600 households potential eligibility for Free School Meals and Pension Credit. The financial impact will be reported in Q4.
- The Household Support Fund processed 497 crisis applications and supported 1,698 households through food vouchers, white goods provision, financial support to foodbanks and delivery of the Affordable Warmth Programme with Homewise.
- £60,000 per annum for two years has been secured through the Asylum Dispersal Grant to enhance refugee and asylum seeker integration support, with

procurement underway for a service providing life skills and benefits advice etc.

- The White Ribbon campaign was successfully delivered, with awareness-raising activity through Rossendale Sports Club, Bacup Borough Football Club, and promotion via the Council's website and social media channels.

Current Challenges and Next Steps


- The number of new and affordable homes completed during the quarter remains below target, reflecting the ongoing impact of wider market conditions, construction cost increases, and developer viability challenges. Work continues to secure additional funding and investment opportunities to stimulate delivery through partnership working, and strategic planning activity. The upcoming Local Plan Review will also provide an opportunity to reassess land allocations and housing strategies to better support long-term delivery across the borough.
- Recruitment challenges within the Environmental Health team continue to affect service delivery, resulting in pressure on inspection capacity and extended response times for housing complaints, food hygiene complaints and food inspections. Despite these constraints, priority cases are being managed effectively through a risk-based inspection programme, and recruitment activity remains ongoing to restore full operational capacity. Temporary support and cross-service service are also being utilised to maintain statutory service standards.

Outcome

- Residents will receive modern, high-quality services.
- The Council will be financially stable, delivering services and projects within a robust governance framework, always ensuring value for money.
- Council services will be delivered by a skilled and motivated workforce.

Performance Indicator	2024-25 Outturn	Higher or Lower	2025-26 Target	Q1	Q2	Q3	Q4	Trend	Comparative Performance
Tier 1									
Time taken to process Housing Benefit new claims (LGA id: 299)	13.2 days	Lower	16.5 Days	11.7 days	10.0 days	13.2 days	-	GREEN ↓	1st QUARTILE FG – 19 (Q3 2024/25) NLA – 18 (Q3 2024/25)
Time taken to process Housing Benefit change in circumstances (LGA id: 300)	1.5 days	Lower	4 Days	4.1 days	4.2 days	4.3 days	-	GREEN ↓	3rd QUARTILE FG – 5 (Q4 2024/25) NLA – 5 (Q3 2024/25)
Time taken to process Council Tax benefit new claims	12.day days	Lower	15 Days	13.9 days	15.0 days	14.5 days	-	GREEN ↓	N/A
Time taken to process Council Tax benefit change in circumstances	2.3 days	Lower	4 days	3.4 days	3.6 days	2.9 days	-	GREEN	N/A
Increase the use of the Council’s website for service requests and contacting the Council by 5%, reported Q3 (Resident Survey).	26%	Higher	21%	-	-	-	-	↓	N/A
Payment of undisputed invoices within 30 days	92%	Higher	92%	91%	90%	93%		GREEN	N/A
Number of Ombudsman Enquiries upheld	0	Lower	0	0	0	0	-	GREEN ↑	N/A
Number of employee leavers in line with the national average (15% per annum)	5	Lower	7	8	6	3	-	GREEN ↑	N/A
Number of days lost due to sickness absence per full time equivalent employee	11.5 days (annual)	Lower	8 days	2.1	4.07	7.54	-	GREEN ↑	N/A
Percentage of staff who have completed an annual appraisal, cumulative figure.	90%	Higher	100%	82%	92%	92%	-	AMBER ↑	N/A

RIDDOR reportable accidents and incidents, cumulative figure	1	Lower	< 5	0	2	0	-	GREEN ↓	N/A
Tier 2									
Percentage of Council Tax collected, cumulative figure (LGA id: 199)	95.3%	Higher	95.25%	27.9%	54.51%	80.92%	-	GREEN ↑	4th QUARTILE FG – 96.6% (2024/25) NLA – 97.1% (2024/25)
Percentage of NNDR collected, cumulative figure	98.4%	Higher	98.4%	25.4%	56.71%	81.24%	-	GREEN ↑	N/A
Percentage of accurate processing of a Housing Benefit claim, cumulative figure	94.7%	Higher	96%	94%	95.3%	96.0%	-	GREEN ↑	N/A
Secured garden waste subscribers, cumulative figure	7082	Higher	7050	6755	6923	6942	-	GREEN ↑	N/A
Secured commercial waste subscribers, cumulative figure	422	Higher	470	425	427	430	-	AMBER ↑	N/A
Secured commercial food waste subscribers, cumulative figure	NEW	Higher	200	73	80	81	-	AMBER ↑	N/A
Secured number of bulky waste collection requests, cumulative figure	3102	Higher	3000	854	1476	801	-	GREEN ↓	N/A
Increase the number of electronic service request forms completed by residents by 15%, reported Q4	19,717	Higher	19,000	-	-	-	-	-	N/A
Distribute 12 positive new stories	16	Higher	12	14	17	19	-	GREEN ↑	N/A
Average number of views per TikTok	NEW	Higher	1,000	2,850	9,197	6,583	-	GREEN ↓	N/A
Percentage of FOIs responded to within 20 days	92%	Higher	100%	88%	91%	89%	-	RED ↑	N/A
Percentage of complaints responded to within 10 working days	59%	Higher	100%	79%	54%	80%	-	RED ↓	N/A
Percentage of Member enquiries responded to within 10 working days	100%	Higher	100%	100%	100%	100%	-	GREEN █	N/A
Percentage of MP enquiries responded to within 10 working days	47%	Higher	100%	45%	56%	72%	-	RED ↑	N/A

Number of Health and Safety reports received	114 (annual)	Lower	27	28	39	35	-	GREEN 	N/A
--	-----------------	-------	----	----	----	----	---	--	-----

Performance Summary

- The NEC Electronic Document Management System (EDRMS) implementation across Capita, Rossendale and third-party users has been completed, strengthening document governance, compliance and audit control.
- Replacement Cisco switches at Futures Park have been installed and migrated to cloud configuration, removing end-of-life infrastructure, create efficiency, enhancing system resilience and cyber security.
- The Council's Data Centre was externally audited in December 2025. The audit covered infrastructure, resilience, compliance and monitoring arrangements and concluded that the facility is fully compliant.
- Programme Board oversight continues, alongside Constitution updates and completed audits, supporting transparency, accountability and structured corporate governance.
- Rossendale continues to actively participate in Local Government Reorganisation discussions to ensure the borough's interests are represented. Proposals for Local Government Reorganisation were submitted to Government in November.
- All members of the Senior Leadership Team have completed IOSH Leading Safely training, reinforcing leadership accountability and strengthening the Council's health and safety culture.
- An all-staff engagement session was held in December to recognise achievements across the year, thank colleagues for their contribution and set direction for 2026.
- The Annual Staff Survey and Resident Survey were completed during Q3. Survey findings will be published in Q4.
- Award submissions were made to the Local Government Association and the Municipal Journal, supporting the Council's ambition to be recognised for excellence and best practice.

Current Challenges and Next Steps

- During Q3, 46 complaints, 36 MP enquiries, no Member enquiry*, and 462 Freedom of Information requests have been processed. Information relating to regular requests and enquiries is uploaded to the Council's website, and regular reminders are sent to responding officers to increase the number of complaints and enquiries responded to within the specified deadline.
 - Of the 46 complaints received, 80% (37) were responded to within deadline, 6% (3) were closed with a breached deadline, and 13% (6) remained open.
 - Of the 36 MP enquiries received, 72% (26) were closed within deadline, 11% (4) were closed with a breached deadline, and 17% (6) remained open.

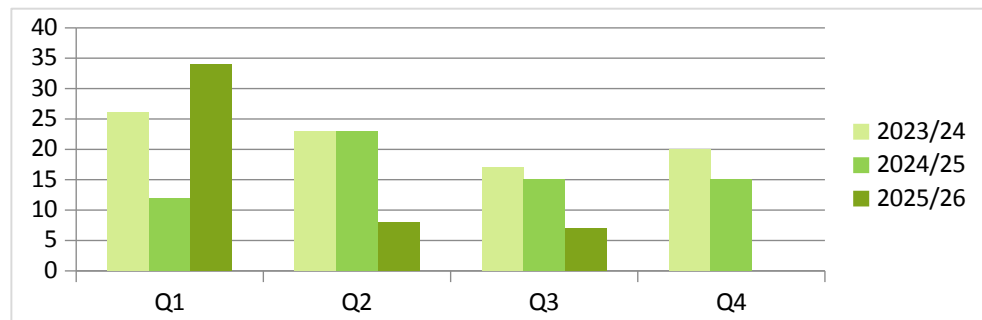
- Of the 462 Freedom of Information requests, 89% (413) were responded to within the 20 working-day deadline, 8% (34) were responded to with a breached deadline, 3% (15) remained open at the end of the quarter.

*Member enquiries go directly to the relevant officer or department. If the Member is dissatisfied, it is then logged as a Member Enquiry and handled in the same way as a complaint.

- Progress towards Cyber Essentials accreditation has been delayed due to additional infrastructure audit requirements undertaken in December .

Compliments

Compliment Trend	Q1	Q2	Q3	Q4
2023-24	26	23	17	20
2024-25	12	23	15	15
2025-26	34	8	7	-

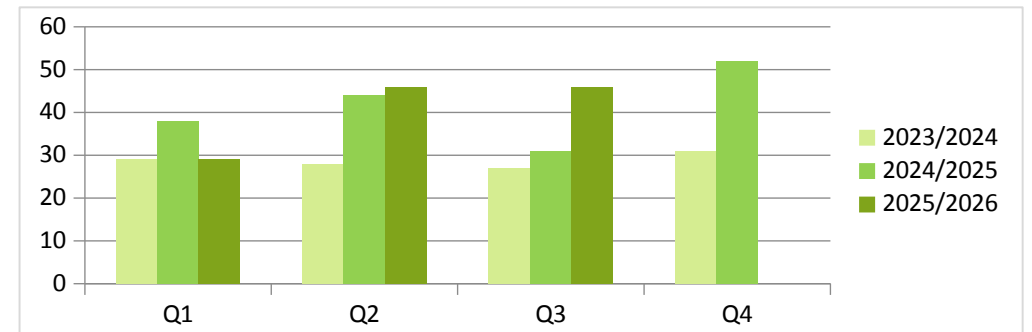


Number of Compliments	Compliment Detail
1	Quality of service
6	Staff member/team

Ombudsman Enquiry

Complaints

Complaints Trend	Q1	Q2	Q3	Q4
2023-24	29	28	27	31
2024-25	38	44	31	52
2025-26	29	46	46	-



Number of Complaints	Complaint Detail
24	Action/response/communication
3	Bin/bin collection
7	Council decision
6	Council Tax charges/decision
1	Customer service

Ombudsman Enquiry	Q1	Q2	Q3	Q4
2023-24	2	0	1	0
2024-25	3	2	1	2
2025-26	0	0	5	-

1	Housing
3	Property/land
1	Quality of service

During Q3 5 new Ombudsman enquiries were received.

Corporate Risks

Quarter 1 Corporate Risk Register

Risks are those things which might present a barrier to the Council delivering the things we have set out to achieve. Embedding risk management across the Council will ensure there is a robust and consistent process to enable the Council to make the most of its opportunities and make appropriate decisions based on accurate, relevant, timely and complete information.

As part of the Council's annual business planning process, the Council reviews the potential risks it is facing and how it might mitigate the occurrence of such risks.

Service level risks where the impact and/or likelihood of the risk occurring could be high and effect the Council's ability to achieve its objectives and priorities are escalated to a Corporate Risk. Corporate Risks are monitored by the Council's Corporate Management Team on a regular basis.

The Council uses a risk matrix to analyse the probability and impact of risks. Scores are determined by multiplying the 'likelihood' score with the 'impact' score.

Almost certain	5	5	10	15	20	25
Likely	4	4	8	12	16	20
Moderate	3	3	6	9	12	15

Likelihood – How likely is it that the risk may occur.

Impact – How serious might the consequences of the impact be.

A risk scoring 25 is the highest level of risk, and a risk scoring 1 is the lowest level of risk.

-	Unlikely	2	2	4	6	8	10
	Remote	1	1	2	3	4	5
			1	2	3	4	5
			Insignificant	Minor	Moderate	Major	Catastrophic
			Impact				

Risk RAG (Red, Amber, Green) rating status indicators	
Status	Status description
RED	The likelihood and impact of the risk is high
AMBER	The likelihood and impact of the risk is medium
GREEN	The likelihood and impact of the risk is low

Risk 1 – Sustainability of the Medium Term Financial Strategy

Responsible Officer - Chris Warren

Description

The Council's latest Medium Term Financial Strategy update indicates an underlying funding gap of c£574k in 2025/26, increasing each year thereafter to £934k in 2028/29. The Council must take appropriate action in order to balance its annual expenditure against its available annual income and other revenue resources. The Council has a legal obligation to publish an annual balanced budget; this means its budget expenditure must equal its available income and any available reserves. Council reserves are limited and equate to only circa 4 years given the anticipated funding gap. Therefore, additional income must be identified or annual costs reduced in future years. The current cost of living crisis may also add to the pressure on the Medium Term Financial Strategy through pay award, utility costs, contract inflation and Council Tax/NNDR collection rates.

Risk Consequence

If the Council is not able to prepare a balanced budget there would be legal ramifications, but would ultimately impact on the level of services the Council is able to deliver to Rossendale residents and would result in major reputational damage.

Mitigation

The Medium-Term Financial Strategy does not indicate a significant narrowing of the gap in the next four years. New income generating opportunities will need to be identified to generate additional revenue, along with improved efficiency and effectiveness of service delivery. Departments across the council will need to be challenged to become more effective.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
2	5	10	AMBER

The income and savings groups have drawn up a long list of savings and income proposals which are being worked through to assign responsibility and action for delivery. Some of the savings have already been delivered through efforts to effectively manage utilities. Some items will need formal approval for delivery. The Council is forecasting an underspend in excess of £500k at the end of Q2 lessening the pressure on reserves and following on from the underspend reported at the year ended 31st March 25 at which point the Council held usable reserves in the sum of c£17m with an annual revenue budget of c£11.5m. The provisional settlement was relatively positive for the

Council and at the time of writing the budget consultation and approval processes are in progress. On the assumption that there is no significant movement in the financial settlement the Council has sufficient resources to deliver its core service objectives throughout the currency of the medium-term financial strategy. Monitoring of the revenue and capital budgets of the Council and appropriate check challenge and action off the back of this monitoring remains a key control to minimise the risk of failure. This risk should remain on the Council’s corporate risk register through Local Government Reorganisation.

Q3 risk assessment RAG status (current)	Likelihood	Impact	Overall Risk	Status
	2	5	10	AMBER

Risk 2 – Major Disaster affecting the Delivery of Council Services

Responsible Officer - Clare Law

Description

The Council has statutory duties under the Civil Contingencies Act (2004) and to carry out emergency planning and business continuity management activities to minimise the impact of a civil emergency or business interruption on people living, working and visiting the borough.

Risk Consequence

Failure to have robust contingency plans in place could result in the failure to deliver Council services, such as, the collection of residential and trade waste, burial services and payment of suppliers and benefits.

Mitigation

A robust Council Emergency and Business Continuity Plan is in place. Service continuity plans are updated and tested regularly through a quarterly Emergency Planning meeting. The plans are embedded with the Corporate Management Team as critical working documents to support the continued delivery of essential council services. All managers have a copy of the overall plan and their service plan and keep them under review. The Council is a member of Lancashire County Council Local Resilience Forum. Officers attend meetings and undertake regular training exercises. The council plans are available on the Resilience Direct website. Mutual aid agreements are in place with all Local Authorities across Lancashire.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
2	4	8	AMBER

Q3 Update

The Local Emergency Response Plan is in the process of being reviewed and updated. The internal Emergency Planning Team meets quarterly, with the last meeting held in October 2025. The Business Continuity exercise was postponed due to competing priorities, including Local Government re-organisation. Officers continue to attend relevant Local Resilience Forum meetings to remain up to date with current arrangements, contribute to the development of plans and take part in exercises to test LRF plans. Work is ongoing with Local Authorities across Lancashire to assess and respond to the impact of Local Government Reorganisation.

Flooding is a key emergency planning risk for RBC and Officers have been involved in several work streams on flood prevention and response:

Discussions are ongoing with LCC and the Environment Agency, to plan to respond to a blockage or restriction in the flow of Limey Water in Rawtenstall town centre. The main concern at the time was a potential building collapse and RBC are planning to commission a structural survey to assess the current risks from the property concerned. During Q3, part of the culvert over Limey Water and in Rawtenstall Cemetery collapsed and a sink hole opened up. Whilst no blockage of the river occurred there was a significant risk of further collapse and work has been undertaken to plan and commission urgent repair works. These will commence during Q4 and will reduce the flood risk in this area.

Grant funding for community groups to acquire emergency communication systems has been withdrawn. However, RBC has now purchased an Emergency Radio Aerial Link (ERAL) radio and base unit. This will enable communication to be maintained across Lancashire in the event of a failure of the mobile and internet network or a power outage. Officer take part in monthly testing of the ERAL network across Lancashire.

Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
3	4	12	AMBER

Risk 3 – Incident resulting in Death or Serious Injury or HSE Investigation

Responsible Officer - Clare Law

Description

Under the Health and Safety at Work Act (1974), the Council has a duty of care towards the health, safety and wellbeing of its employees and others who may be affected by our work. In the event of a RIDDOR reportable accident, there is a risk of a Health and Safety Executive investigation and potential for a civil claim for damages.

Risk Consequence

Failure to comply with current legislation and demonstrate compliance may result in harm to staff and others, financial loss and enforcement action.

Mitigation

The Council has health and safety policies and procedures including a Health and Safety Incident Reporting Procedure in place along with a safe working culture. Actions need to be completed to address and implement a consistent approach across the Council in order to secure compliance.

Risk assessment RAG status (after mitigation)	Likelihood	Impact	Overall Risk	Status
	3	5	15	AMBER

Q3 Update

Work on the inspection of memorials has continued during Q3, with all high-risk memorials across the four RBC cemeteries being inspected and made safe. Further work will be undertaken to inspect all remaining memorials in RBC cemeteries and in the nine closed churchyards which RBC maintain. A completion date in Q4 has been agreed with the Health and Safety Executive (HSE). Completion of this work will complete the actions required by the HSE as a result of their investigation into the accident that occurred in Rawtenstall Cemetery in Q2.

The Senior Leadership Team undertook IOSH Leading Safely Training in Q3, with all Officers making commitments to improve health and safety management within their areas of control.

The action plan from the serious accident which occurred in Q4 2024/25 continues to be progressed and is monitored by the Joint Consultative Committee (JCC). The JCC approved the review of policies on Legionella Management, Asbestos Management within Buildings and First Aid. The new Drugs and Alcohol Policy was presented to the JCC for further consultation. Feedback was received from the Union and has been incorporated into the policy, which will be presented to JCC for approval in Q4. Joint workplace inspections with Unison have continued.

Accidents and incidents continue to be monitored and investigated, with lessons learned shared via JCC and the Operations Health and Safety Committee, to try to prevent recurrence and improve standards of health and safety.

Q3 risk assessment RAG status (current)	Likelihood	Impact	Overall Risk	Status
	4	5	20	RED

Risk 4 – Changes to Government policy on the delivery of the Council’s services

Responsible Officer - Rob Huntington

Description

As a statutory body, the Council is subject to changes in policy and legislation proposed or implemented by central government that could affect how services are delivered to residents and businesses. This includes potential changes arising from local government reorganisation, which may impact the Council’s structure, responsibilities, and service delivery models.

Risk Consequence

There is a risk that the Council may fail to respond effectively and prepare for policy changes or structural reforms, including local government reorganisation, leading to disruption in service delivery, loss of local influence, or resource pressures.

Mitigation

The Council is an active member of the Local Government Association and District Councils Network, which provide updates on government policy and consultations. The Council also subscribes to daily briefings from the Local Government Information Unit (LGIU), including government news and policy analysis. The Chief Executive and Leader of the Council meet regularly with the borough’s MPs to raise local priorities and discuss emerging national issues. The Corporate Management Team continually monitors and assesses government positions on funding distribution, policy developments, and potential local government reorganisation proposals to ensure timely preparation and response.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
1	2	2	GREEN

The Council’s Policy, Performance, and Communications Officer receives regular policy bulletins and legislative updates from government departments and undertakes a weekly horizon scanning exercise. Updates are shared with the Senior Leadership Team and cascaded to relevant officers. ‘Horizon Scanning and Policy’ is a standing agenda item at the Corporate Management Team’s weekly meeting, facilitating ongoing discussions on recent announcements, funding opportunities, and other government updates to determine any required actions. Staff also attend webinars, and the Chief Executive regularly participates in the North West Chief Executives and Lancashire Chief Executives meetings, both with representation from the Local Government Association.

During Q3, five Local Government Reorganisation (LGR) proposals were submitted to Central Government for consideration. Officers continued to represent Rossendale through Lancashire-wide LGR working groups, including the Chief Executives Group and the HR and Workforce, Finance, Legal, Communications and Data workstreams. Participation in these groups will continue to ensure Rossendale’s interests are represented and that the Council remains fully engaged throughout the reorganisation process.

Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
1	2	2	GREEN

Risk 5 – Sustainable Workforce

Responsible Officer - Clare Law

Description

There is a requirement to have a sustainable workforce to deliver the Council services to residents and customers.

Risk Consequence

Failure to have a fully resourced, trained staff could result in the failure to deliver statutory and non-statutory service in a safe and professional manner to residents and customers.

Mitigation

The Council has robust HR policies and procedures, an agreed Authorised Establishment, performance management framework and Service Area Business Continuity Plans in place to mitigate any staffing challenges such as loss of staff due to the impact of an epidemic or pandemic. HR will work with managers to develop workforce succession planning. The Council provides an attractive benefit package including final pension scheme, flexible working, generous annual leave, a purchase leave scheme, free onsite parking, family friendly policies, discounted gym memberships and a cycle scheme to attract and retain staff.

Risk assessment RAG status (after mitigation)	Likelihood	Impact	Overall Risk	Status
	2	3	6	AMBER

Sickness absence at Q3 stands at 6.81 days per employee, projecting to approximately 9 days annually if current trends continue. This represents an improvement from Q3 2024 (9.04 days).

Q3 turnover was 3 employees, significantly below the quarterly average of 7. Exit interviews identified varied reasons for departure including travel time, career opportunity at other local authorities and performance issues during the probationary period. No systemic organisational concerns requiring intervention were identified.

Recruitment and retention challenges persist in critical service areas, particularly Environmental Health and Operations vehicle maintenance unit (workshop). To mitigate these difficulties, alternative opportunities have been explored and put in place which includes joint working with another local authority and recruiting part qualified professional officer to develop experience and enhance retention.

Q3 risk assessment RAG status (current)	Likelihood	Impact	Overall Risk	Status
	4	3	12	AMBER

Risk 6 – Insufficient data and cyber security

Responsible Officer - Andrew Buckle

Description

Cyber security presents one of the most challenging areas for both the public and private sectors. With the proliferation and severity of attacks constantly increasing this represents a major threat.

Risk Consequence

Cyber-attack resulting in a complete loss of all systems coupled with malware being spread across the entire network. Data breach resulting in information loss causing reputational damage and resulting in a financial penalty due to non-compliance with statutory requirements such as General Data Protection Regulation, Payment Card Industry Data Security.

Mitigation

To protect against a data breach the Council, host all council data in Tier 3 Data Centres located in different geographical regions and are backed up daily. The Council's Data Centres hold the following accreditations: ISO27001:2013 and the Payment Card Industry Data Security. The Council adopts a Risk Insight approach to determine the treat Landscape and more importantly its evolution. The Council has received notification of meeting the Public Services Network which means the Councils' infrastructure met all the security requirements to allow connection to the Public Services Network. A cyber security training is to be provided for all staff.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
3	5	15	AMBER

Quarter 3 Update

As part of our Defence in Depth security approach and increased risk in supply chain and third-party vendors. The following work has been conducted:

- Full Audit of one of Rossendale's Data Centres was carried out in Dec 25. The Audit covered: Physical Infrastructure, Redundancy & Resilience, Security, Documentation, Compliance, Monitoring & Reporting.
- Preparation for the Q4 – Q1 26-27 PSN security audit has commenced.

Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
3	5	15	AMBER

Risk 7 – Poor communications and public relations

Responsible Officer – Clare Law

Description

Effective communication and public relations are vital for informing, maintaining, and strengthening relationships with our stakeholders, supporting the successful delivery of the Valley Plan 2025–2029, and ensuring effective and efficient Council services.

Risk Consequence

Failure to proactively communicate, respond to emerging issues, or inadequate or inappropriate communications could significantly damage the Council’s reputation at a local, regional, or national level. Reputational damage can negatively impact staff morale, public trust, and weaken relationships with stakeholders, ultimately affecting the successful delivery of our Valley Plan 2025-2029 and services.

Mitigation

The Council has a range of digital, traditional, and internal communication methods to ensure effective outreach and engagement with stakeholders. The Council’s Communications Team supports officers in delivering timely, consistent messaging that aligns with and reinforces the objectives of the Valley Plan 2025–2029. For high-profile or potentially controversial issues, an established escalation and sign-off process is followed to ensure communications are reviewed, authorised, and aligned with corporate priorities and reputational risk management.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
4	2	8	AMBER

In partnership with Viva PR, the Council continues to deliver external communications via its website, social media channels, and media releases. During Q3, 16 positive press releases were issued, helping to promote Council services, initiatives, and achievements.

The Council’s Facebook following has now reached 10,276, increasing by 276 in the quarter. Reputational risk on social media has seen a slight dip in Q3, with positive sentiment 25% (down from 28%) negative sentiment 30% and neutral sentiment remaining the highest 45%. The continued use and updating of FAQ documents for potentially contentious announcements is helping to manage misinformation and reduce negative responses. Proactive messaging was released, including updates on Rawtenstall Market move, Haslingden Deardengate and approval of the waste transfer station to protect services and jobs.

Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
3	2	6	AMBER

Risk 8 – Non – Delivery of Corporate Programmes

Responsible Officer - Rob Huntington

Description

The Council has agreed the 5 corporate programmes for 2025/26 to support the delivery of Corporate Plan. These are; Town Centre Regeneration, Property – Asset Review, Climate Change, Operations, and Customer Digital Strategy.

Risk Consequence

Failure to deliver the corporate programmes would have a detrimental impact on the delivery of the Council’s Valley Plan 2025-29 – Our Place, Our Plan, and result in a reputational risk to the Council’s commitment to the residents. The failure to deliver the corporate programmes could potentially have a negative impact on the Council’s revenue budgets (by failure to deliver income generating projects) and delivery of the medium-term financial strategy, and the associated economic and social benefits may not be realised.

Mitigation

Each programme has a Programme Sponsor (member of the Corporate Management Team), a Programme Manager and Finance Officer. Each programme will have a robust plan and live risk register. The Programme Sponsor will be responsible for the strategic overview, and the Programme Manager will be responsible for the day-to-day management of activity. The Council’s Programme Board meets quarterly to review the progress of its programmes. The Programme Sponsor is responsible for highlighting any concerns to the Corporate Management Team.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
1	2	2	GREEN

Q2 Update

Following the review of the Valley Plan 2025–29 – Our Place, Our Plan, 5 programmes have been identified, with individual projects monitored at an operational level to support delivery. Oversight of these programmes is provided through quarterly Programme Board meetings, attended by the Corporate Management Team, Programme Managers, and the Police and Performance Officer.

The most recent Programme Board meeting took place on 21st August 2025. At this meeting, 3 programmes were reported with a ‘green’ RAG status, 1 with ‘amber’, and 1 with ‘red’. The Town Centre Regeneration programme received a ‘red’ rating due to timescale pressures and risk level. Mitigation actions were agreed within the meeting.

Q2 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
2	2	4	AMBER

Risk 9 – Financial Sustainability of Council Owned Leisure Assets

Responsible Officer – Chris Warren

Description

National lockdowns due to Covid-19 resulted in Council owned leisure facilities closing for extended periods. During closure no income was received and outside of lockdown periods, income was significantly reduced. The cost of living crisis will have a significant negative impact on utility and salary costs for the Trust. This has impacted the financial sustainability of the Trust.

Risk Consequence

If the Council owned leisure assets are to be sustained in the longer term, the operators of the facilities have little recourse to additional funding to survive other than through the Council. This financial impact was managed in 2021/22 through additional government grants and Council support, however the real impact is likely to be felt in 2022/23, 2023/24 and continues in 2024/25.

Mitigation

A report on the impact of all facilities has been produced by KKP and recommendations to minimise impact have been implemented. Senior Council officers are attending the Trust Board to ensure we work together to minimise costs and an intensive monitoring process is in place. Funding through a Covid-19 specific Sport England Fund has been received though this is limited in its amount and did not cover retrospective losses. Constant monitoring of future business plans and work in partnership to maximise income and reduce costs continues.

Risk assessment RAG status (after mitigation)

Likelihood	Impact	Overall Risk	Status
2	5	10	AMBER

A well-known sector consultancy firm is nearing the end of a review of the sufficiency, operations and governance arrangements for the Council owned leisure assets and the Trust. Some preliminary preliminary findings from the review have been used to make provisions in the draft 2026/27 budget for investment in the Trust. The Trust forecast remains at a position which will deliver an outturn which will be close to budget. Monitoring and control remain critical to mitigating this risk. Alongside appropriate multi-party decision making and actions arising from the finalised review which is likely to be in the first half of the 2026/27 year.

Q3 risk assessment RAG status (current)

Likelihood	Impact	Overall Risk	Status
2	5	10	AMBER

Risk 10 – Waste Transfer Station

Responsible Officer – Andy Taylor

Description

Following LCC's decision not to enter into a contract with Whinney Hill for the disposal of Residual Waste and Central Government's decision on the introduction of Domestic Food Waste Collections our current Waste Transfer Station no longer meets legislative requirements and as such needs replacing.

Risk Consequence

Failure to have an operational Waste Transfer Station at April 2026 will result in additional costs for running residual waste and food waste directly to Farrington.

Mitigation

The Council has a single source collaborative plan review document which will be updated and actioned on a monthly basis. A permanent resource requirement is being assessed for the Economic Development team and will feed into the budget setting process for 2025-26. On the assumption that this is accepted, recruitment of permanent, qualified staff will support delivery.

Risk assessment RAG status (after mitigation)	Likelihood	Impact	Overall Risk	Status
	4	3	12	AMBER

Full Council approval has been granted for the project, Caulmert have been appointed to RIBA Stage 5 and we are currently awaiting tender documents from Barnfield. It has been agreed to award the build contract to Barnfield subject to them being able to deliver the contract under budget. The site clearance element of the project has been awarded to Barnfield and this will commence week beginning 3rd Feb to comply with planning conditions. A full build timescale will be submitted by Barnfield as part of the tender process

Q3 risk assessment RAG status (current)	Likelihood	Impact	Overall Risk	Status
	3	1	3	GREEN

Q3 2025/26 Performance Management Dashboard



Thriving Local Economy



During Q3, the RAG status of the 6 performance measures in this priority were reported as: 2 red, 2 amber, 1 green, and 1 was not reportable.

Key successes



Rawtenstall Market redevelopment is progressing to construction phase (2026 start).



100+ businesses engaged through supply chain 'Meet the Buyer' event.



85 residents have been supported into skills and employment via Rossendale Works.

Current challenge
Utility and infrastructure constraints continue to delay regeneration delivery.

High Quality Environment



During Q3, the RAG status of the 20 performance measures in this priority were reported as: 1 red, 2 amber, 13 green, and 4 were not reportable.

Key successes



Fly-tipping removal has improved to 3.9 days with strengthened enforcement.



Decarbonisation programme is advancing across Council buildings.



Food waste collection infrastructure and fleet preparations are progressing.

Current challenge
Ageing street sweeping fleet impacting service resilience.

Healthy & Proud Communities



During Q3, the RAG status of the 14 performance measures in this priority were reported as: 4 red, 2 amber, 7 green, and 1 was not reportable.

Key successes



Housing Action Plan initiated through the newly established Local Plan Steering Group.



£60k per annum has been secured for refugee and asylum seeker integration support.



1,698 households were supported through Household Support Fund interventions.

Current challenge
Housing delivery and Environmental Health capacity pressures remain.

Effective & Efficient Council



During Q3, the RAG status of the 26 performance measures in this priority were reported as: 3 red, 3 amber, 18 green, and 1 was not reportable.

Key successes



Electronic document management system has been implemented, strengthening governance.



A Data Centre audit confirmed full compliance and cyber resilience.



Leadership IOSH training completed, reinforcing safety culture.

Current challenge
Complaint, FOI and MP enquiry response times remain below target.