

## Minutes of Community Services Committee

Meeting Date: Tuesday, 8 November 2011, starting at 6.30pm  
Present: Councillor R J Thompson (Chairman)

Councillors:

J E Alcock	R Newmark
R Bennett	L Rimmer
S Brunskill	M Robinson
S Carefoot	G Scott
A M Knox	R Swarbrick
G Mirfin	J White

In attendance: Director of Community Services, Head of Engineering Services, Head of Cultural and Leisure Services and Head of Financial Services.

### 432 APOLOGIES

An apology for absence from the meeting was submitted on behalf of Councillor J Hill.

### 433 MINUTES

The minutes of the meeting held on 13 September 2011 were approved as a correct record and signed by the Chairman.

### 434 DECLARATIONS OF INTEREST

Councillor A Knox declared an interest in agenda item 6 with particular reference to trade waste as a County Councillor with a non-prejudicial interest.

### 435 PUBLIC PARTICIPATION

There was no public participation.

### 436 REFERENCES FROM OVERVIEW AND SCRUTINY COMMITTEE

There were no references from Overview and Scrutiny Committee.

### 437 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report seeking Committee's approval on proposals to increase the Committee's fees and charges with effect from 1 April 2012. These are reviewed on an annual basis as part of the budget setting process. The Council's latest budget forecast allows for a 2.5% increase on the level of income raised from fees and charges. The proposed charges are rounded up to the nearest 5p to minimise any problems with small change with the exception of car parking which is rounded up to the nearest 10p to accommodate the capacity of the machines to accept a limited number of coins.

This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low. The Head of Financial Services highlighted a few specific changes which had been made. He also drew Members' attention to the position with regards to charging for trade waste in that the Lancashire County Council position was not yet fully known, as there had been an indication from LCC that these charges were to be increased dramatically.

RESOLVED: That Committee approve the charges as set out in Annex 1 to the report for implementation with effect from 1 April 2012 for the 2012/13 financial year with the exception of the trade refuse charges which are delegated to the Director of Community Services in consultation with the Chairman to approve once the confirmed charges have been received from the Lancashire County Council.

#### 438 REVIEW OF THE PROVISION AND OPERATION OF PUBLIC TOILETS

The Director of Community Services submitted a progress report on the view of the Public Conveniences Working Group and to seek approval to proceed with the launch of a Community Toilets Scheme. He informed Committee that further investigations into the development of tailored solutions for each set or group of toilet facilities operated by the Council needed to be completed before a full report on the matter is presented to the Committee in January 2012. However it was clear that certain measures could be introduced at an early stage without compromising the overall outcome or recommendations of the Working Group that are to be presented to this Committee. These included the introduction of a boroughwide Community Toilet Scheme, trial of automatic unlocking and locking systems and the continuation of the toilet facilities at Dunsop Bridge.

It was evident that there will be support from businesses both in the town centres and in outlying areas for the introduction of a Community Toilets Scheme (CTS). This may well benefit the businesses with increased customer footfall and customer loyalty, as well as giving members of the public the benefit of an increased number or choice of toilet facilities. It was proposed to launch this initiative on the 1 December 2011 with the initial core of CTS participants so that some extra toilet facilities would be made available on the busy retail period before Christmas. Additional businesses would then be encouraged to join the scheme in the coming months.

With regard to the automatic unlocking and locking systems it was felt that a trial of these would be useful to develop in selected toilets in readiness for implementation as part of the overall review. These systems would initially be introduced alongside the existing security arrangements until their reliability had been proven, with the long-term goal being to remove the need for operational staff to make separate visits to secure the facilities.

The Director of Community Services reminded Committee that the toilet facilities at Dunsop Bridge were immediately adjacent to a car park currently operated by the Duchy of Lancaster Estate that the Council potentially has an interest in operating which was subject of a separate report to this meeting. However it was

the opinion of the Public Conveniences Working Group that the toilet facilities on this site should continue to be provided.

RESOLVED: That Committee:

1. note that a full report on the matter is to be presented to the January meeting of this Committee;
2. agree to the early launch of a boroughwide Community Toilet Scheme and the development and trial of automated locking systems; and
3. note the view of the working group in relation to the continued provision of toilets in Dunsop Bridge.

#### 439 DUNSOP BRIDGE CAR PARK – RENEWAL OF LEASE

The Director of Community Services submitted a report asking Committee to consider the provision of a public car park at Dunsop Bridge in the light of a revised offer of lease for the necessary land and to the availability of finance. He reminded Committee of the history of providing a public car park in the village of Dunsop Bridge which had previously been subject of several reports.

Committee had previously decided to defer entering into a new lease for the car park until the financial position of the Council was known. It had now been decided to include £40,000 in the current year's capital programme for the improvements of car parks so the Council were now in a position to proceed with a new lease for the car park which would involve in it resurfacing the car park and introducing a pay and display charging system, should the Committee decide.

The terms of the lease had also been revisited with the agents acting for the Duchy of Lancaster having offered a 20 year lease and a rent for the site of £100 plus VAT per annum (reviewed against RPI every 5 years) and that any net profit from the site is split 50/50 between the Council and the Duchy. He informed Committee that the Council would seek to recoup any capital investment it expends in the improvements to the car park along with taking into account the annual operating and management costs which could be offset against the gross profit to determine the net profit from the site. He reminded Committee that the Public Conveniences Working Group had a positive view on the continuation of the toilets being available on this site.

RESOLVED: That Committee reaffirm their previous decision to enter into a new lease for the car park at Dunsop Bridge, subject to appropriate lease terms.

#### 440 MEMORANDUM OF UNDERSTANDING FOR FRIENDS GROUPS

The Director of Community Services submitted a report asking Committee to consider the proposed Memorandum of Understanding for future work with Friends Groups. He reminded Committee that it had been agreed to produce such a document to establish ground rules for the role of Friends Groups

operating on Council land. The Memorandum was included for Committee's perusal.

RESOLVED: That Committee agree to adopt the Memorandum of Understanding as outlined in the report subject to any additional legal/statutory requirements.

#### 441 CALDERSTONES OPEN SPACE DEVELOPMENT

The Director of Community Services submitted a report informing Committee of proposals by the Friends of Whalley Moor Woodland to carry out a second phase of work to the woodland area at the area of Calderstones Estate in Whalley. He reminded Committee that in March 2010 funding had been secured from the Big Lottery which had contributed to the provision of a woodland play facility at Calderstones Estate.

Following on from this the Friends Group had continued to seek grant aid and had recently been successful in securing £40,000 from Community Spaces for further works on the site. However as the Friends have no security of tenure for the woodland, the Borough Council, as landowner, would have to act as accountable body for the funds ensuring that they are spent as agreed in the grant offer. In that event the scheme would be brought into the Council's capital programme as a scheme fully funded by external resources. The scheme had two distinct elements which were footpath works and interpretation and public art and the Friends had asked that the Council project manage the footpath works.

RESOLVED: That Committee

1. endorse the Friends of Whalley Moor Woodlands project; and
2. agree to act as accountable body and include the project in the current capital programme.

#### 442 YOUNG PEOPLE'S POSITIVE ACTIVITIES PROJECT

The Director of Community Services submitted a report informing Committee of a project aimed to provide diversionary activities and support to young people involved in, or on the fringes of, drug and alcohol misuse. Although there was little evidence of this misuse by young people across the Ribble Valley there were apparent hot spots, one of which is the Castle Grounds, Clitheroe.

He informed Committee that in recent years, the Borough Council, in conjunction with the Community Safety Partnership, had delivered a series of diversionary activities to encourage young people to adopt more positive lifestyles and to show that the Castle Grounds is an area where people can feel safe in the evenings. However because of a reduction in funding to the CSP, such good work was in danger of ending. In response to this, other external funding sources had been sought which had resulted in financial support which would ensure that a future programme of activity could continue. These proposals however did still need final approval from the Children's Trust and the Community Safety Partnership from which some of the resources were being

provided. In order to co-ordinate the project, the Borough Council would need to extend the employment of the Community Sports Facilitator beyond the remaining 6 month contract and would also need to continue to provide its in-kind support through the provision of office accommodation and line management.

RESOLVED: That Committee

1. note the contents of the report and endorsed the Council's support to the project;
2. agree to offer the services of the Council to co-ordinate the project, provided that sufficient funds can be secured to support the employment of the Community Sports Facilitator for the duration of the project; and
3. agree to the provision of in-kind support to enable the project to progress.

#### 443 CLITHEROE FOOD FESTIVAL

The Director of Community Services submitted a report asking Committee to consider a request from the Clitheroe Festival of Food Company Ltd for support in organising the August 2012 Food Festival event. He reminded Committee that this Council had agreed to support the provision of the 2011 Clitheroe Food Festival through the provision of a range of items "in-kind" including the provision of the market site, car parks, Council Chamber and Castle Field, officer time and event management and health and safety before and after the event, financial management before and after the event, and office accommodation with IT support and general administration. The running of the event had been funded from a mixture of income from stall hire, wristband and programme sales as well as grants and sponsorship. The event had been a resounding success and the Clitheroe Festival of Food Ltd was keen to take this forward to the next year.

The Director of Community Services outlined the kind of support that had been provided by the Council which included officer support and use of infrastructure. It was the intention of the Food Festival Company that over a period of time they would take on all responsibility but that for 2012 continued support from the Council would be required. A summary of the sort of support required was outlined for Committee's information with some of the financial implications, however it was apparent that the full scale of the request was not yet known.

RESOLVED: That Committee

1. confirm the Council's support for the 2012 Food Festival in principle; and
2. agree to provide officer, infrastructure and financial support in facilitating next year's event using the proposals outlined in the report as a starting point.

444 CAPITAL MONITORING 2011/12

The Director of Resources submitted a report informing Committee of the progress to the end of October on the Capital Programme for this Committee for the current financial year. The report included a summary of the total approved programme together with actual expenditure to date. The report also included individual scheme details and budget holder comments for each scheme.

RESOLVED: That the report be noted.

445 REVENUE MONITORING 2011/12

The Director of Resources submitted a report for Committee's information on the position for the first 6 months of this year's revenue budget as far as this Committee was concerned. A comparison between actual expenditure and the original estimate for the period was shown for each cost centre with the main variations highlighted for Committee's information.

RESOLVED: That the report be noted.

446 STAN (SERVICES TO A NEIGHBOURHOOD)

The Director of Community Services submitted a report for Committee's information on the first 12 months of operation of STAN the Van. The Chairman suggested to Councillors that it might be an ideal opportunity for themselves to use STAN as a contact point for themselves when it was visiting their ward or village.

The Director of Community Services also pointed out that it had been used by the fire and rescue service as well as the National Health Service as a means of contacting people in outlying areas.

RESOLVED: That

1. the report be noted; and
2. that the Director of Community Services endeavour to get STAN for the next meeting of the full Council so that Councillors can have a look at it as a facility.

447 GENERAL REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a report informing Committee of the progress on the leisure and sports development service.

He also took the opportunity to inform Committee about the proposed route which had been announced for the Olympic Torch Relay and the fact that it was not proposed to pass through the Ribble Valley. A press statement had been issued by the Deputy Leader in consultation with officers and a meeting was

proposed with representatives of the Olympic Committee in the northwest to see if there was some way in which we could be compensated for this omission.

It was also highlighted that the Lancashire County Council Highway winter services had commenced and that although the Borough Council had limited involvement, it would be assisting in the promotion of the communication strategy and policy and procedures of the Lancashire County Council with a direct link from the Council's website. Should the Council's day-to-day engineering and amenity operation be suspended because of excessive snow or ice, the Council would, dependent upon resources, support the County Council's winter service by treating previously identified priority footways with a grit and sand mixture.

The Council would also seek to treat its markets, car parks and cemetery areas in order to help with pedestrian and vehicular movements.

It was also reported that the Lancashire County Council had recently approved the introduction of 20mph zones on roads in Clitheroe (north).

RESOLVED: That the report be noted.

#### 448 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

The meeting closed at 7.47pm.

If you have any queries on these minutes please contact John Heap (414461).