

# RIBBLE VALLEY BOROUGH COUNCIL

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date: 5 March 2012

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Dear Councillor

The next meeting of the **COMMUNITY SERVICES COMMITTEE** is at **6.30pm** on **TUESDAY, 13 MARCH 2012** in the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee members (Copy for information to all other members of the Council)  
Directors  
Press

## AGENDA

### Part I - items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meetings held on 10 January 2012 - copy enclosed.
3. Declarations of Interest (if any).
4. Public participation (if any).

### DECISION ITEMS

5. References from Overview & Scrutiny Committee:
- ✓ 6. Recreational/Cultural/Sports Excellence/Arts Grants – report of Director of Community Services – copy enclosed.
- ✓ 7. Proposed Closure of Longridge Gym – report of Director of Community Services – copy enclosed.
- ✓ 8. Bowland Arts Project – report of Director of Community Services – copy enclosed.

- ✓ 9. Management Arrangements at Clitheroe Castle Museum – report of Director of Community Services – copy enclosed.

#### INFORMATION ITEMS

- ✓ 10. Dunsop Bridge Car Park – report of Director of Community Services – copy enclosed.
- ✓ 11. Platform Gallery/TIC Merger – report of Director of Community Services – copy enclosed.
- ✓ 12. Capital Programme 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 13. General Report of Director of Community Services – copy enclosed.
- 14. Reports from Representatives on Outside Bodies (if any).

#### Part II - items of business **not** to be discussed in public

- ✓ 15. Waste Paper and Cardboard Arrangements – report of Director of Community Services – copy enclosed.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No.

meeting date: 13 MARCH 2011  
title: RECREATION/CULTURE/SPORTS & ARTS GRANTS  
submitted by: JOHN C HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: CHRIS HUGHES, HEAD OF CULTURAL & LEISURE SERVICES

## 1 PURPOSE OF REPORT

1.1 To present the recommendations of the working group in relation to the allocation of grants under Individual Sporting Excellence, Individual Arts Excellence and Recreation/Culture.

### 1.2 Relevance to the Council Aims / Ambitions

- **Principal Aim** – To be a well-managed council, providing efficient and responsive services, based on identified customer needs.
- **Council Ambitions** – To make people's lives safer and healthier and, more specifically, to increase opportunities for people to access cultural activities and improve outcomes for children and young people.

## 2 BACKGROUND

2.1 The Council's Sporting Excellence Grants seek to assist many talented sportsmen and women in their chosen sport, helping towards the expenses associated with competition, training and equipment.

2.2 Arts Excellence awards are the same as above, and are awarded to people within the performing arts.

2.3 The purpose of Recreation/Culture grants is to provide voluntary organisations with support for events/projects that enhance recreation and cultural provision.

## 3 ISSUES

The number of applications across all three categories was down on last year. This is due, in part, to a lack of publicity because of the initial uncertainty on the Council's financial position. This is particularly the case for Arts Excellence and Sports grant applications. To help resolve this we have carried out some additional publicity to help generate applications. This does mean, however, that we are unable to present any recommendations with this report, so this will be presented at Committee for approval.

3.1 There were two applications that the Working Group considered to be too large scale for support through this fund, so should be considered through the LSP's village amenities fund.

3.2 In light of other, similar funding streams, it may be an opportune time to review the criteria of the Recreation/Culture Grants, alongside other to ensure criteria is more consistent and/or complementary.

#### 4 RISK ASSESSMENT

Approval of this report may have the following implications:

- **Resources** – The following sums are available for distribution:

Recreation / Culture Grants	£28,000
Sporting Excellence	£3,360
Arts Excellence	£3,840

- Technical, Environmental and Legal - none
- Political - none
- **Reputation** – the grants programme is well received within the community, and gives the Council a platform to demonstrate its support for the voluntary sector and young people.

#### 5 RECOMMENDED THAT COMMITTEE

5.1 Notes the contents of the report, and

5.2 Endorses the recommendations of the Working Group outlined in appendices 1 and 2.

**JOHN HEAP**  
**DIRECTOR OF COMMUNITY SERVICES**

For further information, please contact Chris Hughes 01200 414479

**RECOMMENDATIONS FOR RECREATIONAL / CULTURAL GRANTS 2012/13**

<b>APPLICANT</b>	<b>PROJECT</b>	<b>COST</b>	<b>GRANT</b>
Stage Two Downham	CCTV kit to enhance communication between sound and lighting team	£120	£100
Mellor Bowling Club	Purchase of electric mat winding machine	£6,500	£3,250
Valley Gigs	Entertainment and Activities to coincide with the Torchlight on 25 August 2012	£2100	£700
Ribble Valley Netball Club	Activity Days – fun playdays and developmental sessions	£780	£400
Chatburn Jubilee	3 day event including music, sports, religious services and big picnic	£2060	£300 guarantee against loss
Ribble Valley Boxing Club	Purchase of safety mats and small basic equipment (Large equipment excluded)	£2180	£2180
Ribble Valley Choir	Cost of choral event in December 2012	£450	£200
Longridge Brass Band	Purchase of euphonium	£4,645	£1000
Clitheroe Youth Forum	Entrance fees / equipment / mini bus for Street Games 2012	£610	£200 for entrance fees only
Clitheroe Concerts Society	Concert programme for 2012 season	£6000	£350
Ribchester Festival of Music & Art	Festival costs	£39,000	£2300 guarantee against loss
Longridge Cricket Club	New changing rooms, toilets, storeroom and kitchen Drainage to play area and surfacing of car park	£160,000	Refer to PRG – village amenity project
Chipping PC	Development of playing field as a recreational area	£150,000	Refer to PRG – village amenity project

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No.

meeting date: 13 MARCH 2012  
title: PROPOSED CLOSURE OF LONGRIDGE GYM  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: COLIN WINTERBOTTOM, LEISURE & SPORTS DEVELOPMENT MANAGER

## 1 PURPOSE

1.1 To inform members of developments in respect of the planned closure of Longridge Gym.

### 1.2 Relevance to Council ambitions and priorities:

- This report contributes to Making People's Lives Safer and Healthier

## 2 BACKGROUND

2.1 The decision to close the Gym facility at Longridge Civic Hall is part of a service review, and identification of a savings package that was agreed at Policy & Finance Committee on 22 November 2011.

2.2 The closure of the Gym represents a net saving to the Council of £31,870. It will affect around 250 gym users currently attending the facility.

2.3 The two members of staff employed at this facility have been placed on the Council's redeployment register, and are currently subject to redundancy and personalised severance packages. The Council is not seeking to circumvent what might be considered to be an unfavourable situation, and is conforming to very specific obligations in concluding the Gym operation.

## 3 FURTHER INFORMATION / ISSUES

3.1 The Gym facility is located in the building extension to the Main Hall, and comprises of a fitness training area, with 10 items of cardio-vascular equipment and 7 strength training stations. The equipment varies in age (some strength training machines were purchased over fifteen years ago, and the most recent was added when the Gym relocated from Longridge High School in 2008). There are also separate changing and showering facilities, with lockers, and a disabled changing / shower area.

3.2 As from 31 March 2012, when the Council ends any involvement in operating the Gym, the future use of these facilities reverts to the conditions that apply to the Main Civic Hall building:-

Longridge Social Enterprise Company (LSEC) was granted a long term lease (60yrs) in 2005, to operate Longridge Civic Hall. When the new extension was built to accommodate the Gym and Children's Centre in 2008, a licence to occupy the building for operating the Gym was drawn up, and now, on terminating this occupancy arrangement, use of the facilities and grounds is subject to the existing lease and conditions contained in this document.

- 3.3 It is proposed to contact all those on the current membership database, to inform them that the Gym will no longer be available, and to end any direct debit contracts with members.
- 3.4 It is understood that LSEC may want to extend their role of community provision by making the Gym area available for fitness activity, and this is dependent upon the extent to which it is possible for them to broaden their volunteer base, and making conversions to enable access and usage of this area without the need for any staffing presence.
- 3.5 The Gym equipment is owned outright by Ribble Valley Borough Council and, whilst it is likely to have a market value, the fact that it is dated and fitness equipment technology is constantly changing, means that there is not anticipated to be much in the way of interest for resale. Most of the equipment dates back to when the fitness room was first modernised over 15 years ago at what was then the Sports Centre, though three stations of strength training equipment was added on relocation to the Civic Hall in 2008. Whilst the cardio-vascular machines are in reasonable condition they are expected to require an increasing amount of expenditure with regards to maintenance.
- 3.6 One of the reasons for maintaining the provision of a fitness facility at the time of the relocation of the Gym from Longridge Sports Centre/ High School, was to enable the continuation of health improvement opportunities for clients on the Council coordinated Exercise on Prescription scheme. The Healthy Lifestyles team receive funding to support the delivery of exercise programmes in the Longridge area and whilst clients might benefit from a range of activities including walking and swimming, the Gym facility does provide appropriate individualised fitness conditioning at all times of the day and has proved particularly popular with this user group.
- 3.7 Given that there is still a demand for fitness provision in the Longridge community it would appear that there is local enthusiasm for making it available; (LSEC if they are intent on progressing a delivery mechanism), then the equipment might be loaned or gifted in terms of an agreement which covered responsibility for ongoing maintenance and for any claims that might arise out of it not being operated to a satisfactory standard of user safety. Dependant upon whether a situation of community use is established then committee members might consider either the sale or donation of the equipment at a later stage.
- 3.8 It is essential that no avoidable expenditure is incurred at the gym after its closure and, apart from the staffing implications and the future of the gym equipment outlined above, the following action has been taken:
- Notice given on hand dryer and water dispenser contracts;
  - Notice given to LSEC to terminate arrangements for the payment of electricity, business rates and sewerage charges;
  - Notice given to gas company to terminate gas supply contract;
  - Notice given to the cleaning company to terminate the agreement for the cleaning of the building;
  - Cancellation of the internet and telephone lines;
  - Termination of the television licence;
  - Termination of the performing rights licence;
  - Termination of the debit and credit card terminal contract.

#### 4 RISK ASSESSMENT

The approval of this report may have the following implications:

- **Resources** – The closure of the Gym will result in a revenue saving of approximately £31,870. There would be severance payments attached to any potential redundancy of employees at this facility, should it not be possible to redeploy them.
- **Technical, Environmental and Legal** – The operational arrangement according to the licence to occupy will no longer apply once the Council concludes the Gym service and the usage rights for this area will return to the conditions set out in the head lease agreement for the Civic Hall and grounds.
- **Political** – The closure of this facility now means that the Council does not have any direct involvement in delivery of activity through leisure facilities in Longridge. The current members of the Gym will no doubt be disappointed as some users consider this facility to be important in helping maintain a healthy lifestyle.
- **Reputation** – Members may wish to consider the support of any attempt to deliver a community focused exercise opportunity by making the fitness equipment available to LSEC subject to user safety precautions being in place.

#### 5 RECOMMENDED THAT COMMITTEE

- 5.1 Notes the contents of this report and especially the issues raised in section 3.2;
- 5.2 Decides as to whether the Council-owned fitness equipment should be made available to LSEC in the current location, by way of a loan agreement on a temporary basis, for the purposes of meeting community need.

JOHN C HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information, please contact Colin Winterbottom 01200 414588



# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 13 MARCH 2012  
title: BOWLAND ARTS FESTIVAL  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: CHRIS HUGHES, HEAD OF CULTURAL & LEISURE SERVICES

## 1 PURPOSE

1.1 To ask Committee to endorse our involvement in the Bowland Arts Festival as accountable body for the external funding, secured on behalf of partners to deliver the Festival.

### 1.2 Relevance to Council Priorities / Ambitions

- Council Ambitions – to make people’s lives safer and healthier and, more specifically, to increase opportunities for people to access cultural activities and improve outcomes for children and young people.

## 2 BACKGROUND

2.1 Bowland Arts is a collection of local authorities, artists, and the Forest of Bowland AONB, who come together to facilitate the Bowland Arts Festival, now in its fifth year.

2.2 The purpose of the festival is to;

- Provide creative activities for residents of the Bowland area;
- Provide a festival to attract visitors to help them appreciate the heritage and ecology of the area;
- Provide employment opportunities for local artists;
- To promote Bowland as a vibrant, creative and attractive place to live and visit.

2.3 The Council has been involved in similar collaborative activities over the years, and has acted as the main co-ordinator in some circumstances. The Forest of Bowland goes across more than one Borough Boundary, so a collaborative project is the most effective way of delivering a ‘Bowland’ branded activity.

## 3 ISSUES

3.1 The role of accountable body has been shared amongst the partners since the festival began, and this year the responsibility falls upon ourselves. In doing this, it commits the Council to the following:

- ‘An accountable body generally takes responsibility for the legal and financial management of any funding given to a particular project. The accountable body will receive all funding, and is therefore responsible for putting in place an audit trail, overseeing contract management with suppliers, and ensuring the project has sufficient cash flow.’

3.2 In terms of the Bowland Festival, we would be responsible for placing orders, paying bills, holding funds on behalf of the partners, accounting for expenditure and ensuring that any grant conditions are adhered to.

3.3 To protect ourselves, we will produce a memorandum of understanding for all partners to sign, outlining their commitment and a clear decision making process.

#### 4 **RISK ASSESSMENT**

Approval of this report may have the following implications:

- **Resources** – the total project cost is £22,250 and is funded as follows:
  - Local Authority contributions £5,250 (of which RVBC contributes £1400)
  - Arts Council England £10,000
  - Forest of Bowland AONB £1,000
  - Lancashire County Council £6,000 (awaiting confirmation)

The role of accountable body will be an additional 'in kind' contribution by the Council.

- **Technical, Environmental and Legal** – it is extremely unlikely that there will be any major contractual arrangements needed, but there will be the need to commission artists for some elements of work. Our arts development unit has a good deal of experience in this, and so it will not pose a particular problem.
- **Political** – our involvement in the project will enhance an already strong relationship with the Forest of Bowland.
- **Reputation** – The Bowland Festival continues to develop a strong reputation in the local community, thanks, in part, to our ongoing support.

#### 5 **RECOMMENDED THAT COMMITTEE**

5.1 Notes the contents of the report and endorses the Council's involvement in the festival;

5.2 Agrees to the Council acting as accountable body.

JOHN C HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information, please contact Chris Hughes 01200 414479

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No.

meeting date: 13 MARCH 2012  
title: MANAGEMENT ARRANGEMENTS AT CLITHEROE CASTLE MUSEUM  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: CHRIS HUGHES, HEAD OF CULTURAL & LEISURE SERVICES

## 1 PURPOSE

1.1 To ask members to consider proposed changes to the operation of the museum.

### 1.2 Relevance to the Council's priorities / ambitions:

- **Council Ambitions** – to make people's lives safer and healthier and, more specifically, to increase access to cultural activities and improve outcomes for children and young people.

## 2 BACKGROUND

2.1 The Council has an agreement with Lancashire Museums Service (LMS) for the overall management of the complex, the details of which are set out in an operations agreement. LMS are paid a management fee for this service and, in addition, there is a profit share arrangement, based on income thresholds.

2.2 As part of initial budget reviews, a report was submitted to committee to explore possible efficiencies within management arrangements at the museum.

2.3 The requirement for savings was confirmed at a meeting of Policy & Finance Committee, where efficiency measures at the museum were factored into the package of savings needed to provide a balanced budget for 2012/13.

2.4 A range of meetings was held with LMS as a result to identify how savings could be achieved, and what effect they would have on the service.

## 3 CURRENT SITUATION

After a number of draft proposals, the current proposal by LMS is as follows:

- **Opening Hours** – a reduction of opening hours during the summer from 11am–5pm to 12noon–5pm, and a move from 7 days to 5 days opening during the winter (between November to February). This would achieve a saving of £7,790;
- **Budget Saving** – a reduction of operational costs to include training, display maintenance and marketing. This would achieve a saving of £6,300;
- **Income Generation** – identify new activities and events to generate additional income. This would achieve a saving of £2,500.

Actioning all these proposals would achieve a total saving of £16,590, which is in excess of £15,000 reported to Policy & Finance Committee as part of the savings package.

4 **ISSUES**

- 4.1 Overall, it is felt that the proposals should be welcomed, as they have taken a balanced approach across all budget heads and not just relied on reduced opening hours, which would have been the easiest option from an LMS point of view.
- 4.2 Having also spoken to the café operator, it is felt that they could also accommodate the new arrangements.

5 **RISK ASSESSMENT**

Approval of this report may have the following implications:

- **Resources** – the current management fee paid to LMS without any income share is £165,880. The savings that result from the proposals are:-

Reduced Opening Hours	£7,790
Budget Savings	£6,300
Increased Income	<u>£2,500</u>
	<b><u>£16,590</u></b>

This represents a slight increase on the £15,000 estimated savings discussed at Policy & Finance Committee.

- **Technical, Environmental and Legal** – The changes shall be incorporated into a variation to the original agreement, rather than producing a new one.
- **Political** – The report demonstrates the museum’s contribution to the Council’s overall budgetary target, and demonstrates the positive manner in which LMS have supported the Council in achieving its aim.
- **Reputation** – Although there are small reductions to opening hours, the report clearly demonstrates an ongoing commitment to frontline services.

6 **RECOMMENDED THAT COMMITTEE**

Notes the contents of the report, and endorses the proposed changes to arrangements at the museum.

JOHN C HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information, please contact Chris Hughes 01200 414479

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 13 March 2011  
title: DUNSOP BRIDGE CAR PARK – UPDATE  
submitted by: JOHN C HEAP, DIRECTOR OF COMMUNITY SERVICES  
Principal author: TERRY LONGDEN

## 1. PURPOSE

1.1 To update members on the progress in establishing the pay and display car park at Dunsop Bridge.

1.2 Relevance to the Council's ambitions and priorities:

- Mission Statement & Vision shared by the local Strategic Partnership
  - An area with an exceptional environment and quality of life for all sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, businesses and visitors.
- Council Ambitions
  - To be a well managed Council providing efficient services based on identified customer needs.
  - To protect and enhance the existing environmental quality of our area
- Council Objectives.
  - To conserve our countryside, the natural beauty of the area and enhance our built environment.
- Citizens Charter
  - We will carry out the enforcement of our pay and display car parks
- Council Priorities 2011/12
  - None

## 2. BACKGROUND

2.1 The November meeting of this committee reaffirmed the previous decision to enter into a new lease for the car park at Dunsop Bridge, subject to appropriate lease terms. An earlier decision to introduce charging for parking on the car park by way of pay and display at a date to be approved following the completion of the lease agreement is also valid.

## 3.0 ISSUES

3.1 The surveyors acting on behalf of the Duchy estate have instructed the estate's solicitors to proceed with the formation of a 20 year lease based on previously agreed heads of terms. Some progress towards confirming an acceptable lease have been made but the details of the lease are still awaited. It is estimated that the lease should be available for completion in April.

3.2 Whilst the design and limited on-site preparation works for the surfacing of the car park have been undertaken, no further works will be carried out until an acceptable lease has been completed. The necessary quotations for the actual resurfacing, white lining and signage of the car park to bring it to an acceptable standard, and for the provision and installation of the pay and display equipment have all been obtained and can be placed as soon as the lease is completed.

3.4 The effect is that the works will not be finished until May 2012 (dependant upon the lease), with the resultant slippage in the Capital Programme expenditure .

#### 4. RISK ASSESSMENT

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

- Resources
  - The capital funding for the works provided in the current financial year will need to be reported as slippage in order to fund the completion of the works in the forthcoming year (£29,000).
  -
- Technical, Environmental and Legal
  - If the new lease is not completed the Council will still need to undertake limited further works, (less than £1,000) in order to meet its obligations under the lease that terminated in 2010.
- Political
  - There are no specific political issues arising out of this report.
- Reputation
  - The Council's reputation may be affected if it is unable to complete a new lease for the car park as it will be unable to improve its condition and undertake regular maintenance on it, which has a bearing on the overall appearance of the area.

#### 5. RECOMMENDEDATION

5.1 Members are requested to note this report

JOHN C HEAP  
DIRECTOR OF COMMUNITY SERVICES

#### Background Papers

- Lease dated 23<sup>rd</sup> March 1989
- File ref 7/24/3 – Dunsop Bridge Car Park
- Report to Community Services Committee 18 May 2010, & resultant Minute No.22
- Report to Community Services Committee 7 September 2010 & resultant Minute No. 256
- Report to Community Services Committee 8 November 2010 & resultant Minute No. 439

For further information please contact Terry Longden on 01200 414523.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No.

meeting date: 13 MARCH 2012  
 title: GALLERY / TOURIST INFORMATION CENTRE MERGER  
 submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
 principal author: CHRIS HUGHES, HEAD OF CULTURAL & LEISURE SERVICES

## 1 PURPOSE

1.1 To inform members of the decision to move the tourist information centre from the Council Offices to the Platform Gallery.

1.2 Relevance to the Council's ambitions and priorities:

**Council Priorities** – this contributes to a restructure of service in order to achieve the budgetary savings required to achieve a balance budget for 2012/13.

## 2 BACKGROUND

2.1 The merger of the TIC and Gallery is as a result of the package of measures agreed by the Council's Policy & Finance Committee in order to generate the savings required to provide a balanced budget for 2012/13.

2.2 Original proposals suggested that TIC could remain within the Council Offices and be part of the new Contact Centre offer. This would probably have presented the greatest cash saving, but it was felt that it would not be compatible with the core offer of the new contact centre.

2.3 Other locations were considered, and it was concluded that the Gallery site offered the best alternative.

## 3 CURRENT SITUATION

Given that the overall efficiency package is due to take effect from April 2012, staff from both facilities have been meeting to discuss the practical issues associated with the merger. These have included:

- Roles / responsibilities
- Staffing structures
- Space allocation
- Accommodation issues

## 4 ISSUES

Whilst it is possible to merge the two services, it does give us a number of challenges to overcome:

- **Accommodation** – at the moment, the Gallery has a central reception that can accommodate up to two people, and a small office to accommodate an additional person, but this is by no means private. Storage is also limited as it stands, and demands will further increase with the relocation of TIC. The Council's surveying section identified a number of physical changes needed in order to make the building fit for purpose. These are:

- **Removal of the existing reception**, and creation of a new reception to accommodate the combined service;
- **Provision of a dedicated office** to enable combined administrative duties to function properly;
- **Additional storage**

This proposal was presented to, and agreed by, Special Policy & Finance Committee on 7 February 2012, on the understanding that a business plan be presented to the next meeting.

- **Space allocation** – given the constraints of the building, it is not possible for both functions to have the same space they currently have and, therefore, compromises will have to be made in each case. This will mean TIC having less display and retail space, and a reduction in gallery retail space. It is, therefore, not possible for both services to remain separate entities under the same roof, so staff will need to multi-task, and retail will be combined.
- **Staffing** – staff from both sides will need to learn new skills in order to fulfil the new dual function. There are also two supervisory positions, and there will only need to be one in the revised structure. There may also be the need to allocate some officer-time away from the new facility, to support other tourism administrative functions that are currently carried out within the TIC. Overall management responsibility will change. The new tourism & events officer post is no longer responsible for arts & heritage, so responsibility will now sit with the Leisure Facilities Manager (title and job description to be amended), and this will include overall responsibility for the new Gallery / Information Centre.
- **Timescales** – as the development of the new contact centre cannot happen until the TIC has moved out, creation of the new Gallery / Information Centre has a demanding timetable. It is hoped that the physical works to the building will begin at the end of March (subject to a successful tendering process), and last for around four weeks, allowing the new facility to become operational in early May.

## 5 RISK ASSESSMENT

Approval of this report may have the following implications:

- **Resources**

- **Capital:** the estimated cost of the physical works is £49,200, but it is hoped that, by combining it with works to the contact centre, some efficiencies will emerge;

There is an expectation that there will be a revenue saving through merging the two services. The only likely source of this is staffing and, more specifically, the combined casual staff budgets, which currently total £11,750;

- **Income:** Gallery income plays an important role in the net revenue cost of the operation, and so any changes due to space allocations will have to be taken into account;

The building will be closed during the alterations, so further adjustments will need to be made for loss of income during this period.

These issues will be factored into the business plan to be presented to Policy & Finance Committee on 27 March 2012.



- **Technical, Environmental and Legal** – new job descriptions / staff roles will need to be developed and agreed in order to ensure the new arrangements operate effectively.
- **Political** – the merger is one of a range of changes required to meet the Council's savings. Although there are some operational difficulties, officers will ensure that there is a smooth transition.
- **Reputation** – given that there are compromises within each function, it is vital that the new service is launched in a positive manner in order to offset any pre-conceived concerns.

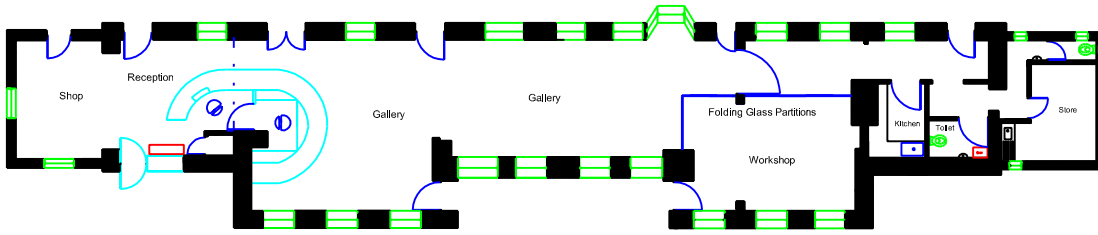
6 **RECOMMENDED THAT COMMITTEE**  
Notes the contents of the report.

JOHN C HEAP  
DIRECTOR OF COMMUNITY SERVICES

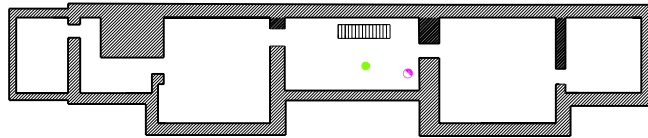
**Enclosures:** current and proposed building layout

For further information, please contact Chris Hughes 01200 414479


# Existing Layout



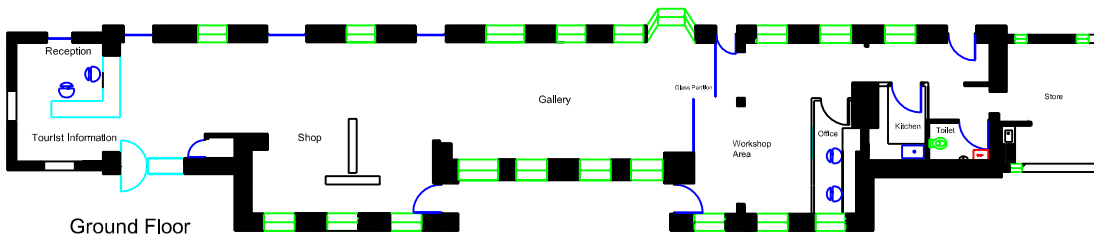
Ground Floor



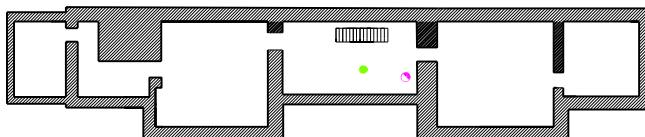
Basement

DRAWING		
EXISTING PLAN		
PROJECT		
PLATFORM GALLERY STATION ROAD CLITHEROE LANCASHIRE		
SCALE	Dwg. No.	REVISION
1:50	PFG/P1/001	
DATE	DRAWN BY	CHECKED BY
08/10	T.L.	
		
RIBBLE VALLEY BOROUGH COUNCIL		


# Option B



Ground Floor



Basement

DRAWING		
OPTION B		
PROJECT		
PLATFORM GALLERY STATION ROAD CLITHEROE LANCASHIRE		
SCALE	Dwg. No.	REVISION
1:50	PFG/P1/005	
DATE	DRAWN BY	CHECKED BY
08/10	T.L.	
		
RIBBLE VALLEY BOROUGH COUNCIL		

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO COMMUNITY SERVICES COMMITTEE

INFORMATION
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Agenda Item No

meeting date: 13 MARCH 2012  
 title: CAPITAL PROGRAMME 2012/13  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: LAWSON ODDIE

### 1 PURPOSE

1.1 To inform members of the new schemes which have been approved for inclusion in the capital programme for this committee for the forthcoming financial year (2012/13).

### 2 BACKGROUND

2.1 The Budget Working Group/Capital Working Group were tasked with reviewing the Council's forward capital plans during 2011/12 in order to produce an achievable and affordable programme.

2.2 They asked Heads of Services to submit new bids based on thematic groupings with the remit that only essential schemes would be considered. They also agreed that the future programme should correspond with the life of the current Council.

2.3 The result of their deliberations is a capital programme for the years 2012/15 totalling £1,541,820 for all committees, which was approved at Full Council on 6 March 2012. The total for this committee is £619,080 over the three year life of the capital programme.

### 3 SCHEMES APPROVED FOR 2012/13

3.1 For this Committee there are 6 schemes that have been approved for the 2012/13 financial year, totalling £406,080. Shown below is a list of the schemes that make up this total. This includes £185,080 of budget, which has been moved from 2011/12 to 2012/13 as these schemes will not be completed until after the 31 March 2012.

	2012/13		
	Approved Budget £	Budget Moved from 2011/12 £	Total Approved Budget £
<b><u>CCTV</u></b>			
CCTV System Data Transmission Pack	14,000		14,000
<b><u>Grounds Maintenance</u></b>			
Gang Mower Replacement - Major TDR16000 Roller Mower	22,000		22,000
Whalley Moor - Woodland paths and nature trails		20,080	20,080
<b><u>Refuse Collection</u></b>			
Replacement of VX53 TZJ - Dennis 23t RP HGV Refuse Vehicle		165,000	165,000
Replacement of VX04 FXV - Dennis 23t RP HGV Refuse Vehicle	170,000		170,000
Refurbishment of body on PN05 PWL - DAF 7t HGV Refuse Vehicle	15,000		15,000
<b>TOTAL COMMUNITY SERVICES COMMITTEE</b>	<b>221,000</b>	<b>185,080</b>	<b>406,080</b>

- 3.2 Detailed information on the 4 new schemes shown above are provided at Annex 1. The 2 schemes that have been moved from the 2011/12 financial year are a continuation of those schemes which have previously been monitored by this committee over the past 12 months.
- 3.3 During the closure of our capital accounts there will inevitably be some slippage on schemes in the current year (2011/12). One of the tasks of the Budget Working Group/Capital Working Group will be to review all requests for slippage on capital schemes within the 2011/12 capital programme. A report will be brought to this committee at a future meeting giving details of any approved slippage.
- 3.4 Responsible officers will complete and update capital monitoring sheets for each scheme, which will be reported quarterly to members to give an indication of progress.

#### 4 CONCLUSION

- 4.1 There is a smaller capital programme approved than in past years, particularly due to the request from the Budget Working Group/Capital Working Group to Heads of Service for only essential schemes to be put forward.
- 4.2 There are two schemes where it is known already that they will not be completed in the 2011/12 financial year and therefore they have been moved to the 2012/13 financial year. Further slippage on other schemes in the 2011/12 capital programme may be approved after the end of the 2011/12 financial year.

LAWSON ODDIE  
HEAD OF FINANCIAL SERVICES

CM3-12/LO/AC  
2 March 2012

**Community Services Committee  
New Schemes Approved for the 2012/13 Capital Programme**

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## ***CCTV System Data Transmission Pack***

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Service Area: CCTV

Head of Service: Terry Longden

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### **Brief Description:**

Installation of the current hardware of the Clitheroe CCTV system commenced in the year 2000 and it has, until recently, been largely reliable. Problems are now occurring however with the data transmission system that converts the signal from the cameras so that it can be transmitted via the fibre-optic cables to the CCTV station, and then converting the signal back for monitoring.

The result is that full control of 3 of the 28 cameras on the system is intermittently lost. The frequency of such events is increasing and it is reasonable to predict that the loss of control of other cameras will follow.

The limited supply or stock of replacement components that was retained in order to repair the system has been exhausted. Attempts to repair the faulty components have proved unsuccessful. Direct replacements of the components or assemblies are not obtainable (the original supplier was taken over by another company several years ago and this new company has now folded).

This scheme to ensure that the system remains operable is to replace the data transmission pack for all 28 cameras at a cost of £14,000.

The Council undertook an exercise with neighbouring authorities to develop a joint contract for the staffing of the CCTV monitoring operations at each of the authority's control rooms. The monitoring hours of the RVBC system is fixed for the first 12 months of the contract, with options for variations thereafter.

If the monitoring of the system is to continue, it follows that the system should be operational and the investment is hence required. Earlier extensive efforts to secure a contribution towards the funding of the system from the police and town centre partners proved unsuccessful.

It should be noted that the cameras themselves are approaching the end of their life and will fail. The replacement cost will be £1,900 per camera. Their replacement will be the subject of a bid in future years.

A full review of the continuation of the CCTV system should be undertaken over the course of the next year.

### **Overriding aim/ambition that the scheme meets:**

To help make people's lives safer and healthier

### **Improving service performance, efficiency and value for money:**

As it is the system is failing, but the Council still has to fund the monitoring of the system.

### **Start Date, duration and key milestones:**

Summer 2012

### Financial Implications – CAPITAL:

Breakdown		2012/13 £
Equipment and Materials		14,000

### Financial Implications – ANNUAL REVENUE:

Breakdown		£
Existing Service – no change		-

### Useful economic life:

Life of the replaced assemble will at least match the original i.e. 10 years.

### Impact on the environment:

This proposal has a positive effect on the environment by maintaining the impression of safety and reducing the fear of crime.

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# ***Gang Mower Replacement – Major TDR 16000 Roller Mower***

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**Service Area: Grounds Maintenance**

**Head of Service: Chris Hughes**

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## **Brief Description:**

The Council only has one Gang Mower. This was due to be replaced last year as part of the capital programme but was deferred, due to financial pressures on the programme. The gang mower is used on a daily basis and is used to cut larger areas of grass owned by the council (playing fields, castle grounds, Edisford etc.) and other elements such as land owned by parishes and areas we cut as part of external contracts (schools).

## **Overriding aim/ambition that the scheme meets:**

To protect and enhance the existing environmental quality of our area.

## **Improving service performance, efficiency and value for money:**

The particular machinery in question is the most efficient on the market which means that we are able to cut the grass to a high standard and accommodate external work that brings important revenue into the council to reduce the overall cost of the grounds maintenance service.

## **Start Date, duration and key milestones:**

The gang mower would need to be available for the start of the grass cutting season in April next year.

## **Financial Implications – CAPITAL:**

<b>Breakdown</b>	<b>2012/13 £</b>
Equipment and Materials	22,000

## **Financial Implications – ANNUAL REVENUE:**

<b>Breakdown</b>	<b>£</b>
Existing Service – no change	-

## **Useful economic life:**

This is replacing an existing item of equipment. Given the level of use its lifespan is estimated at 5 years.

## **Impact on the environment:**

None

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# *Replacement of VX04 FXV – Dennis 23t RP HGV Refuse Collection Vehicle*

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Service Area: Refuse Collection

Head of Service: Terry Longden

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## **Brief Description:**

The Council uses a fleet of eight 23 or 26 tonne, Dennis Eagle or Geesink split bodies refuse collections vehicles (RCVs) for the weekly emptying and collection of the contents of up to 47,800 wheeled bins and a further 865 refuse sacks. The economic life of an RCV as a front-line vehicle is between 6 and 8 years dependant upon the vehicle type and the local conditions and usage. The Council has 7 main collection rounds. The 8<sup>th</sup> vehicle, which will always be the oldest in the fleet, is used as the cover vehicle for breakdowns, the essential periodic servicing and the required legal safety inspections, loler inspections and of course MOTs of the front-line vehicles. This avoids the need to hire in specialist split bodied vehicles.

The project is for the replacement of a front-line RCV to allow its relegation to the position of cover vehicle, and for the existing cover vehicle, a 9 year old (2003) 23 tonne RCV to be disposed of. Past experience shows that once any potential spare parts and wheeled bin lifters have been removed the residual value of the disposal vehicle is limited to the scrap metal value only.

The new vehicle is to be of equivalent specification i.e. Dennis Eagle Twin Pack. The project is to include the removal of the Terberg bin lifter from the old vehicle, the refurbishment of this lifter and the fitting of it to the new vehicle. The re-use of this lifter, which is in good condition, is £30,000 less than the cost of a new provision. Note that this lifter was a retro fit to the existing vehicle as part of the first phase of the introduction of the wheeled bins and hence has not seen the same use as the vehicle chassis and body. This vehicle is one of the last of the fleet that was used on the Henthorn and Whinney Hill waste disposal sites.

## **Overriding aim/ambition that the scheme meets:**

To protect and enhance the existing environmental quality of our area.

## **Improving service performance, efficiency and value for money:**

The use of such a specialised fleet to provide the service enables the costs per household to be the lowest of any district in Lancashire, this is despite the relatively high mileage travelled in operating the service. The project supports and continues this approach.

## **Start Date, duration and key milestones:**

April 2012

## **Financial Implications – CAPITAL:**

Breakdown	2012/13 £
Equipment and Materials	170,000



## Financial Implications – ANNUAL REVENUE:

Breakdown		£
Existing Service – no change		-

### Useful economic life:

This is replacing an existing item. The life of the new vehicle is anticipated to be 7 years as a front line vehicle with a further year as a cover vehicle.

### Impact on the environment:

The new vehicle will be more fuel efficient and have lower carbon emissions than the existing vehicle that it replaces (monitored through Carbon emissions PI).

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# ***Refurbishment of body on PN05 PWL – DAF 7t HGV Refuse Collection Vehicle***

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**Service Area:** Refuse Collection

**Head of Service:** Terry Longden

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## **Brief Description:**

In addition to the fleet of front-line refuse collection vehicles the Council also operates one 7 tonne single bodied compaction vehicle. The vehicle is used for the trade or commercial collections in locations where the 23 or 26 tonne vehicles cannot gain access and also for providing trade collections that are additional to weekly collection by the main fleet. For example the trade & commercial waste collection service currently operates 4 days per week in Clitheroe town centre. It is also used for some of the special or bulky collections. The body is in need of an extensive refurbishment but the chassis is still in reasonable condition. It is reasonable to refurbish the body, which will extend it's life to a maximum of 10 years.

## **Overriding aim/ambition that the scheme meets:**

To protect and enhance the existing environmental quality of our area

## **Improving service performance, efficiency and value for money:**

Maintain reliability and help control maintenance costs. Confirmation in the refurbishment of the vehicle (i.e. that it will run for another 3 years) would aid business development in that period.

## **Start Date, duration and key milestones:**

Summer 2012

## **Financial Implications – CAPITAL:**

<b>Breakdown</b>	<b>2012/13 £</b>
Equipment and Materials	15,000

## **Financial Implications – ANNUAL REVENUE:**

<b>Breakdown</b>	<b>£</b>
Existing Service – no change	-

## **Useful economic life:**

This investment in the vehicle will extend it's life from the current 6 years (2011) to 10 years (2015). At which time the need for it will be reassessed

## **Impact on the environment:**

The small Garwood vehicle has less effect on the surrounding than the larger 23 or 26 tonne RCVs.

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No

meeting date: 13 MARCH 2012  
title: GENERAL REPORT  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICE  
principal authors: TERRY LONGDEN, HEAD OF ENGINEERING SERVICES  
TRACY BALKO, HEALTH & FITNESS DEVELOPMENT OFFICER  
PETER FLETCHER, COMMUNITY SPORTS FACILITATOR

### 1 PURPOSE

To inform members of work on flood-risk reduction, and of the renewed funding and continuing work of the Healthy Lifestyles team, and the Community Sports Facilitator.

### 2 FLOOD-RISK REDUCTION WORKS

#### **Badger Wells Water, Sabden, and May Terrace Surface Water Culvert, Billington**

Works to reduce the risk of flooding of properties and highway have commenced on two longstanding areas of concern, namely the reconstruction of a collapsed culvert at Badger Wells Water Sabden, and the replacement of a defective screen on the entrance to a surface water culvert at May Terrace, Billington.

Ribble Valley Borough Council has undertaken and funded the planning and design works for schemes, and Lancashire County Council is funding the construction works. The mutually beneficial arrangements for these works have been arranged as part of the new "Making Space for Water" meetings, which were initiated as a result of new responsibilities arising out of the Floods and Water Management Act 2010.

#### Badger Wells Water

The programme of works for Badger Wells Water is split over two financial years. The works to the end of March 2012 will see the reconstruction of a length of collapsed culvert and the stabilisation of the portal, or entrance, to the remaining section of the original culvert. Works in the forthcoming financial year will include the removal of the debris that has been washed downstream towards the culvert during storm conditions. The two sections of work are programmed to be contiguous. The recently imposed temporary restrictions on highway usage through Sabden are not related to this work.

#### May Terrace

The works are to replace the screen across the inlet to the surface water culvert that runs alongside May Terrace, Billington. As the landowner, it is the Council's responsibility to regularly remove the debris that accumulates on the screen, so that the flow is not obstructed. The design of the new screen is such that it is safer and easier to clear the accumulated debris. The works will be completed by the end of March.

### 3 HEALTHY LIFESTYLES

RVBC Healthy Lifestyle Team sits within Community Services and is commissioned by NHS East Lancashire to manage a number of projects. Total funding amounts to just over £91,000.

Funding is renewed on an annual basis, and we have received confirmation that our contract has been extended for a further year, until the end of March 2013.

There have been several changes to our contract relating to delivery of our services. The one that has had the biggest impact has been a shift from GP referral to self-referral on our community weight management programme, 'Weigh-2-Go!' This means that clients who fit the essential criteria are able to refer themselves onto the programme, rather than having to go through their GP or Practice Nurse. This change has broken down a major barrier to access, and the number of clients coming through the service has more than doubled.

The NHS has also funded training for pre and post natal exercise, with a pre-requisite that sessions will be delivered in Ribble Valley. This will be taking place very shortly, and sessions should be up and running by summer.

#### 4 CONTINUATION OF COMMUNITY SPORTS FACILITATOR POST

Officers were successful in securing funding for the continuation of the Community Sports Facilitator post. The key elements of this work include;

- **Ribble Valley Sports Club** which alternates week to week between Clitheroe and Longridge every Friday Night. The club directly targets young people 12-17years 'hanging around' the streets and engages them in positive activity, such as dodgeball, kabaddi, or speedminton, along with many others. The emphasis on all participating is teamwork, fair play, fun, and ultimately - RESPECT. Ribble Valley is run to give young people a positive alternative to crime, anti-social behaviour, and substance misuse.
- **Late Night Football Leagues** also run on a Friday evening, normally after Sports Club. The purpose and the way the sessions are run are exactly the same as Sports Club, although they feature solely on Football and offer a competitive opportunity. The Late Night Football Leagues are kindly sponsored by Ribble Valley Homes. All Sports Club activities are FREE, so there are no barriers to participation.

In addition to this, additional funding was secured through LDAAT (Lancashire Drug and Alcohol Action Team) to enhance the offer in the Castle Grounds:

- **An Additional Youth Club Night** - through positive partnership working and the funding to have a dedicated night at Clitheroe Youth Centre to offer positive sporting, entertainment, and social skills.
- **Drop-in Centre** - Utilising the remodeled changing rooms at the bowling green café as a fantastic venue to speak to young people in the evenings about substance misuse and alcohol.
- **Stay safe** - A cross-partnership initiative aimed at young people being safe at night.
- **Family Intervention** - working with hard-to-reach families with drug or alcohol issues.

#### 5 RECOMMENDED THAT COMMITTEE notes the contents of the report.

JOHN C HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information on flood-risk reduction, please contact Terry Longden: 01200 414523

For any information about Healthy Lifestyles, please contact Tracy Balko: 01200 414484

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For further information on Community Sports Facilitator, please contact Peter Fletcher: 01200 414435