

RIBBLE VALLEY BOROUGH COUNCIL

please ask for: OLWEN HEAP
direct line: 01200 414408
e-mail: olwen.heap@ribblevalley.gov.uk
my ref: OH/EL
your ref:
date: 31 August 2012

Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA

Switchboard: 01200 425111
Fax: 01200 414488
DX: Clitheroe 15157
www.ribblevalley.gov.uk

Dear Councillor

The next meeting of the **COMMUNITY SERVICES COMMITTEE** is at **6.30pm** on **TUESDAY, 11 SEPTEMBER 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 24 July 2012 - copy enclosed.
3. Declarations of Interest (if any).
4. Public participation (if any).

DECISION ITEMS

- ✓ 5. Swimming Pool/Swimming Development Plan – report of Director of Community Services – copy enclosed.
- ✓ 6. Leisure Card Review – report of Director of Community Services – copy enclosed.
- ✓ 7. Clitheroe Castle Museum – Development Policy – report of Director of Community Services – copy enclosed.

INFORMATION ITEMS

- ✓ 8. General Report of Director of Community Services – copy enclosed.
- 9. Reports from Representatives on Outside Bodies (if any).

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

- ✓ 10. Food Festival Update – report of Director of Community Services – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

Agenda Item No.

meeting date: 11 SEPTEMBER 2012
title: SWIMMING POOL/SWIMMING DEVELOPMENT PLAN
submitted by: DIRECTOR OF COMMUNITY SERVICES
principal author: COLIN WINTERBOTTOM

1 PURPOSE

1.1 To request Members to consider the priorities and business objectives relating to the operation of Ribblesdale Pool.

1.2 To approve the implementation of an Action Plan for delivery over the next 12 months.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – People: Health improvement for all Ribble Valley residents.
- Corporate Priorities – To make peoples' lives safer and healthier.
- Other Considerations – To improve the health of people living and working in our area.

2 BACKGROUND

2.1 The results of the national Active People Survey has revealed some key messages with regards to participation in swimming. The Active People Survey is the largest ever survey of sport and active recreation to be undertaken in Europe and there have been 6 annual surveys since being introduced. The survey measures the proportion of the population that take part in sport and physical activity and the frequency of participation, the proportion of adults that volunteer on a weekly basis, involvement in sports clubs, receive tuition or coaching, and the overall satisfaction with the levels of sports provision within the local community.

It is possible that there may be an increase in swimming and sport generally after the Olympics and Paralympics but the current messages are;

- Once a week participation in adult swimming has fallen below 3 million.
- Female adult participation continues to show a strong downwards trend.
- Male adult participation is also starting to show a downwards trend over the past year.
- Participation has fallen across the board with the exception of people with a long term limiting illness, disability or infirmity.
- Swimming is currently missing its Sport England growth target.
- Outdoor swimming has also fallen.
- Organised swimming has remained fairly stable.

- 2.2 The figures in Ribble Valley also reveal a downward trend and over the period of the Active People Surveys from APS 1 to the most recent APS 6 (2011/12), there has been a fall from 8.04% to 6.56% with regards to the number of people participating once a week in swimming of moderate intensity.
- 2.3 The Governing Body of Swimming; the Amateur Swimming Association (A.S.A.) is naturally concerned about the national indicators and are looking to work closely with Local Authorities to address the situation.

Sport England now awards funding directly to the governing bodies on satisfactory achievement of their delivery plan and the A.S.A. are challenged with improving participation levels. A consultation exercise has recently been launched ahead of their next strategy (2013-17).

The ASA Regional Development Officer has offered support to Ribble Valley in terms of;

- Gaining an insight into why participation levels are falling
- Identifying what is working well and sharing examples of good practice
- The availability of specific support including revenue support and products/programmes that are aimed at reviving participation levels.

- 2.4 Despite the overall decline in swimming levels identified in the Active People Surveys, this has not had a detrimental impact upon the operation at the Ribblesdale Pool. Over the past 3 years the adult attendances have increased very slightly and there has been an increase in income from contract based swimming; (12 sessions for the price of 10). Since the conclusion of the government funded free swimming initiative, junior attendances have not changed over the past two years.
- 2.5 The reduction in the level of net revenue expenditure at the Pool has been achieved through a range of cost reduction measures including changes to staffing hours, and also due to maximising income/ usage through an increase in the provision of swimming lessons for juniors and the availability of swimming contracts offering incentivised rates for swimmers to attend more frequently. If the Pool is to continue to maximise usage and improve upon cost effectiveness, then an Action Plan as summarised in the Appendix; produced in conjunction with the A.S.A, will help specifically with regards to programming of water space.

3 ISSUES

- 3.1 In order to achieve the objectives identified in the Plan, members should be aware of potential changes to the current practice for allocating use of the Main and Teaching Pools.
- 3.2 The Clitheroe Dolphins Swimming Club has requested on various occasions that more time be made allocated for their training purposes. There has already been an increase in the amount of time hired by the club over recent years and this has been accommodated without disruption or reduction to general public swimming time. However, the club have now requested a further hour be made available between 4-5pm on Sundays on a weekly basis. This has historically been time allocated to general public swimming and if approved would mean that instead of both Pools being available for public swimming up to 5pm it would be restricted to 4pm on Sundays. From an

income generating perspective it would be advantageous to allocate the time to the Dolphins based on current usage levels but Committee should be aware that there may members of the public who may object to the erosion of public swimming time.

- 3.3 In order to increase general public swimming then it is proposed to work closely with the ASA in delivery of the 'SwimFit' campaign. Also the Swimming Offers campaign being spearheaded by the ASA. The inspirational approach encourages people to adopt a more health and fitness driven attitude to their swimming which compliments the increased popularity of lane swimming. This will reduce the availability of water space for leisure and fun based activity but it is proposed to introduce these instructed supported sessions during later evening times which are already favoured by the more formal/training orientated swimmer.
- 3.4 The Swimming Offers initiative is an online voucher campaign to get more people swimming more often. Swim North West is effectively coordinating the marketing of specific offers that Pools may wish to introduce to attract more people to their Pools. This could include any form of concession from a free taster session at an Aqua class to reductions in family swim tickets. As the need to introduce the offer may be seasonal or for limited periods it is proposed that the decision to introduce these offers rests with the Pool management in consultation with the Head of Culture and Leisure Services.
- 3.5 The Action Plan may recognise the need to upgrade certain areas and there is an opportunity presented by the Sport England Improvement Fund, which is targeting Swimming Pool changing room modernisation schemes and Artificial Pitch improvement schemes. Both of these are currently relevant and whilst a proportion of match funding is required, the potential to lever funding support now may provide an attractive alternative to the Council having to fund the total cost of improvements in time. The current capital programme does not include any scheme for such match funding. Should a submission be seen as advantageous then members should be mindful that a bid for inclusion in capital programme would need to be made.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
 - Resources – A detailed action plan will be produced allocating the staffing resource and any costs associated with the Plan, which would be met from within the existing Pool revenue budget. Any grant funded capital works would require matched funding from the Council which is currently not identified within the capital programme.
 - Technical, Environmental and Legal – No implications identified.
 - Political – No implications identified.
 - Reputation – The implementation of the Pool Action Plan and the re-allocation of use is unlikely to be well received by certain members of the general public.
 - Equality & Diversity – A varied programme will continue to be provided at the Pool, which is accessible to everyone.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve in principle the objectives contained within the Swimming Action Plan and agree to a fully detailed plan being produced with the support of the A.S.A.
- 5.2 Endorse the general principles outlined in section 3 in accepting the Clitheroe Dolphins request for more Pool time and supporting the Swim Fit and Swimming Offers campaigns.
- 5.3 Ask officers to further explore the external funding opportunity in order to identify any financial implications to the Council.

COLIN WINTERBOTTOM
LEISURE AND SPORTS DEVELOPMENT MANAGER

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Colin Winterbottom, extension 4588.

REF: CW/110912

RIBBLE VALLEY- SWIMMING ACTION / DEVELOPMENT PLAN

INTRODUCTION AND BACKGROUND

This Action Plan focuses on key activities to be delivered in the next 12 months commencing January 2012.

The following business objectives have been identified;

1. Increase usage and revenue at Ribblesdale Pool
2. Increase participation of casual swimming
3. Maximise opportunities for providing swimming instruction and training
4. Improve the physical environment to maintain customer satisfaction levels.

According to the Active People Survey 5 data- (ONS Annual Population Survey 2011); Swimming has the highest participation level in Ribble Valley in terms of once per month participation. The figure of 13% is higher than the averages for the North West (11.7%) and England (11.6%).

Swimming participation in a national context is declining as supported by the this Active People survey data. The key trends are that;-

Once a week participation in swimming has fallen below 3 million.

Female participation continues to show a downward trend.

Male participation is now also starting to show a downward trend.

Participation has fallen across the board with the exception of people with long term limiting illness, disability or infirmity, which has seen a steady increase.

Swimming is currently missing it's Sport England growth target.

Outdoor swimming has also fallen.

There have been some notable developments at Ribblesdale Pool; which will impact upon the future business plan;

- A reduction in the demand for school swimming lessons
- A reduction in Adult casual swimming attendances
- A reduction in Junior casual swimming attendances
- An increase in the demand for Pool space from the Swimming Club
- An increase in the attendances on the Pool's internal junior swimming lesson programme.

ACTION PLAN TO ACHIEVE THE OBJECTIVES

Summary of Action Plan

The Action Plan focuses on key activities to be delivered in the next 12 months in order to drive up adult and junior participation in swimming a minimum of 1X30 minutes per week.

Swimming has shown a national decrease when comparing the period

The objective is to get more adults (16+) participating in swimming for a minimum of 1X30 minutes session per week. This is about encouraging people to swim lengths and improve their fitness.

This will be achieved through the implementation of the following;

1. Introduction of the new 'Swim Fit' campaign, which is being launched in September this year. This programme will set up instructor led swimming sessions aimed at motivating people to take up swimming in the form of personalised training programmes.
2. Improved marketing and promotional offers aimed at incentivising people to swim more often including contracts of annual, monthly and 12 sessions for the price of 10. Increased awareness of the availability of the 'Swim and Gym' package in partnership with Roefield L.C.
3. Introduction of Triathlon sessions from the Edisford site. This will comprise of swimming, cycling and running all coordinated from the Pool to support individuals wishing to train for and participate in Triathlon events.
4. Introduction of instructor led sessions for those clients referred to the Pool for health improvement purposes and include G.P. referrals. This is to be promoted as a Swim for Life session and will cater for those with health problems.

The objective to improve opportunities for people to access swimming instruction will be achieved through;

1. Introduction of swimming lessons for adults
2. Introduction of additional junior lessons as holiday 'crash courses'
3. Establish swimming instruction for those aged 1-4 years of age as an extension of the existing 5+ Learn to Swim Programme.
4. The creation of additional water space to accommodate junior swimming development within the Clitheroe Dolphins Swimming Club as the programme allows.

The objective to improve the physical environment is to be achieved through;

1. Identification of the improvements necessary to the ensuring that the Pool offers a welcoming environment and this includes maintenance and modernisation work to the Reception, changing rooms and Pool Hall. The changing rooms were last modernised over 12 years ago and are in need of an extensive update to meet customer expectations. There is a funding opportunity presented by the Sport England Improvement fund, which has specifically identified Swimming Pool changing room improvement schemes as a priority for the first round of funding.

RIBBLE VALLEY BOROUGH COUNCIL COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 11 SEPTEMBER 2012
title: LEISURE CARD REVIEW
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: COLIN WINTERBOTTOM, LEISURE & SPORTS DEVELOPMENT MANAGER

1 PURPOSE

- 1.1 To inform you of the current availability of price concessions extended to certain Ribble Valley residents under the Leisure Card Scheme.
- 1.2 To consider the criteria for eligibility to the scheme and decide upon the format and administration arrangements for its continuation.
- 1.3 Relevance to the Council's ambitions and priorities
 - **Community Objectives**
Improving the health of people living and working in our area
Improving the opportunity for young people to participate in recreation and sporting activity
 - **Corporate Priorities**
Improving opportunities for people to access sporting facilities
To ensure a well-managed Council, providing efficient services through identifying customer need

2 BACKGROUND

- 2.1 The availability of activity price concessions has been available to Ribble Valley residents since 2005, in the form of a Freedom Leisure Card which has been issued to the following targeted user groups on production of the necessary proof of eligibility;-
 - 60 years or over
 - Unemployed (Every 3 months re-validation)
 - Income support
 - Housing Benefit
 - Council Tax Benefit
 - Disabled Person
 - Disabled Carer
 - Full-Time Student
 - Family Concession
- 2.2 The price concessions have been available at Ribblesdale Pool and Longridge Leisure Centre/Gym, and have offered admission at a reduction of approximately one third off the normal price.
- 2.3 A small fee has been attached to the provision of a personalised membership card in order to cover the cost of the swipe cards which are necessary for information management as operated by the Gladstone MRM supported system.

- 2.4 The availability of activity concessions is common practice in supporting the objective of enabling equality of access to the Council's leisure facilities and activity programmes, and this Council has operated a concession card scheme for the past twenty years at least.
- 2.5 A comparison of Leisure Card schemes across the East Lancashire districts has been produced (see Borough Leisure Card Background appendix). There is evidence to suggest consistency in making concessions according to;
- Ability to pay identified by recipients of council tax benefit, income support, housing benefit, working tax benefit.
 - Disability identified by recipients of being registered disabled, disability living allowance, incapacity benefit.
 - Student identified by recipient of full time student status
 - Senior Citizen identified by birth certificate.

3 ISSUES

- 3.1 Over the duration of the Council's Freedom Card (2005-12), analysis of the different categories of membership reveals that;-
- There have been 1233 memberships in total over the 5 years;
 - There have been a total of 195 memberships that meet the criteria of housing benefit, income support and unemployed;
 - There have been just over 40 memberships relating to disability and disabled carers, and 66 Full time student memberships.

Now that Longridge Sports Centre/Gym and Roefield Leisure Centre are not included in the operation of the scheme, it is only Ribblesdale Pool which will provide reduced admissions on a concessional membership basis.

The income generated from concessions offered at the pool during 2010/2011 comprised of £270 from membership subscriptions and £1407 from activity admissions comprising adults, junior and disabled member concessions, but excluding senior citizens who have a reduced admission fee and take up of membership of the scheme is to purchase 12 for 10 contracts. Therefore, if the concession scheme is no longer extended to unemployed, disabled and family groups, it is estimated that approximately £500 could potentially be raised from charging these people the additional 1/3rd in admission price. However, there is no assurance that people will continue to attend once the concession is removed. The scheme exists to support those who are believed to most require financial assistance in accessing leisure facilities.

- 3.2 The operational management of the current membership card has been possible through the use of a computerised system provided by Gladstone MRM. There have been problems throughout our association with this provider and the software support has not satisfied our expectations on various occasions. The maintenance contract for the Gladstone system was cancelled as part of the approved service review savings, approved in November 2011, with a view to pursuing an alternative way of operating a membership scheme. The cost of maintaining the system is no longer sustainable given the requirement is for one site; (Ribblesdale Pool), meaning the capacity and functionality provided by the Gladstone system is no longer appropriate.

The post of Leisure Card Officer was introduced specifically to co-ordinate and administrate the operation of the leisure card, and this Committee approved the termination of this post in December 2011, as part of the measures necessary to realise the savings as part of the budget review process. Assuming that Members wish to continue delivery of the leisure card scheme, then it is proposed that it will be co-ordinated by the pool management and staff.

The options available are identified as;

- (a) Return to a completely manual administrative system of recording personal membership details; (as was the case pre-Gladstone System), on a database and issuing identity cards produced in-house for presenting at the Pool reception on entry.

It must be emphasised that there are other management functions supported by the Gladstone System including; Financial and usage reporting information, the recording of booking information and preparation of information for raising invoices. The operation of contract based incentives in an attempt to increase swimming attendances. It may also be possible to introduce manual systems to replace these functions, but it is anticipated that this will increase the administrative burden upon site staff and reduce the quality of information required for monitoring and business purposes. The operation has already embraced the Leisure Card coordination since the departure of the Leisure Card designated officer last year.

- (b) Adopting a similar membership-based system to the present one, but which is;
 - More suited to the current specific business requirements of the Pool;
 - More cost effective;
 - Improved in terms of management system support

3.3 In order to guide the future delivery of a Leisure Card scheme for Ribble Valley members are requested to consider the following;

- Changes to the concession availability scheme as set out in 2.1;
- Within the Income Support category it is proposed to include people in receipt of Job Seekers Allowance (Income Based) and Employment and Support Allowance (Income related);
- Amend the concession for those 60 or over. As the government is increasing the pension age incrementally over the next few decades those in receipt of the state pension should be the criteria for eligibility;
- Inclusion of Exercise Referral into the overall scheme. Clients identified on the scheme can attend at a reduced rate during public swimming times or at specific programmed Swimming for Health sessions;
- There is no fee for the membership card if it is decided to go with in-house produced manual system;
- Swimming lessons and exercise classes are not available within this scheme.

The concessions are only available at Ribblesdale Pool as this is the only facility under Council control.

4 RISK ASSESSMENT

The approval of this report may have the following implications:

- **Resources** – There would be a cost in providing a cash replacement receipting system, which satisfies the Council's financial regulations. It would be necessary to source an appropriate till and there will be respective maintenance and material support costs to keep it operative.

Alternative leisure management software is being explored by the Council's IT section, and it is proposed to find a more cost effective solution and the cost will be met from within the current Pool revenue budget.

- **Technical, Environmental and Legal** – An appropriate system which meets the service requirements at the pool currently and that anticipated in the future, will be undertaken in conjunction with IT section.
- **Political** – No implications identified.
- **Reputation** – The revision process and continuity of a concession scheme for target members across the Borough will enhance the reputation as well as encouraging participation in swimming.
- **Equality & Diversity** – This scheme aims to offer equal opportunity of access to its Swimming Pool.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Considers the contents of this report and accepts the proposal to continue with the operation of a Leisure Card scheme, that incorporates the amendments as identified in 4.5.
- 5.2 Considers the management of the Leisure Card and other Pool management functions, and approves that an alternative; (identified in 4.4), be implemented which satisfies the Pool operational and business administration requirements.

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

COLIN WINTERBOTTOM
LEISURE & SPORTS DEVELOPMENT MANAGER

For further information, please ask for Colin Winterbottom 01200 414588

REF: CS 11.9.12 CW/IW

APPENDIX

Borough	Name of card	Concessions	Discount	Price	Use of Facilities	Special Packages	Cross-Authority	Future Plans
Hyndburn	Leisure Activity Passport	JSA, income support, incapacity benefit, council tax benefit, housing benefit, working tax benefit, registered disabled, disability living allowance, severe disablement allowance, students 16+ (those that are educated in Hyndburn and those that live there), age 60+	Depends on the activity. Up to 60% discount	£2 every 6 months, £2.50 for a family LAP	Wet, dry, sessions/classes		No	Under review
Burnley	Passport to Leisure	Working tax credit, pension credit, income support, job seekers allowance		Free	Wet, dry, sessions/classes		No	No change
Blackburn	BeeZ Card	Housing benefit, council tax benefit, income support, job seekers allowance, employment and support allowance, pension credit, incapacity credit,	30% off cost of casual activities at off peak times (8.30am-4.30pm) 10% off swimming lessons also	Free for people that live, work, are educated or have a GP in BwD Can buy a n	Wet, dry, sessions/classes		People that have a top rate monthly DD gym membership can show their Beez	No

		disability living allowance		adult card for £13, £7 juniors/OAP			card and use other LA facilities that are part of the Active Network at no extra charge	
Pendle	Get Active Pass	Working tax credit, pension credit, disabled persons tax credit, income support, employment support allowance, disability living allowance, jobseekers allowance	Adults £2.50 for all activities, £1.50 for OAPS/children	Free	Wet, dry, sessions/classes		No change	
Rosendale	Passport to Active Living	Income support, working families tax credit, housing benefit, jobseekers allowance, incapacity benefit, aged 60+ or a dependent of any of the above	£1.60 for non coached activities 30% off coached activities/sessions	£2 per year £5 for 3 years for OAP's	Wet, dry, sessions/classes, sport development activities. Can only use up to 6pm on weekdays		No	No change

Ribble Valley	Freedom Leisure Card	60 years or over, unemployed, income support, housing benefit, council tax benefit, disabled person, disabled carer, full time student	Up to 40% discount on the price of a standard swim	Concessionary membership £2.80, standard card £5.60	Wet, dry, sessions/classes	12 for 10 swimming offer		Under review

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 11 September 2012
title: MUSEUM DEVELOPMENT POLICY
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 endorse the enclosed Museum Development Policy.
- 1.2 Relevance to the Council's priorities/objectives
 - **Council Ambitions** – This report contributes to making sure that the Council provides efficient services and improves access for all.
 - **Community Objectives** – the report contributes to encouraging access for all, community cohesion, and culture & tourism.

2 BACKGROUND

- 2.1 In October 2009, Committee endorsed the museum's Acquisitions & Disposals Policy that was updated as a result of the re-development of the museum, and the need to seek formal registration from the Museums, Libraries & Archives (MLA).
- 2.2 This was part of a range of documents required for registration.
- 2.3 Registration was a condition of the original lottery grant, and also opens up further avenues for the museum, some of which may include future funding opportunities.
- 2.4 Due to a re-structure within the Department for Culture, Media and Sport (DCMS), the MLA has been wound down, and responsibility for museum registration passed on to the Arts Council for England, hence the need to amend the documentation.
- 2.5 Whilst the museum and its collection is managed on behalf of the Borough Council by Lancashire Museums Service (LMS), the Clitheroe collection remains in the ownership of the Council, so we are the governing body for the purpose of this policy.

3 CURRENT SITUATION

- 3.1 The enclosed document is broadly similar to the previous one, and accurately reflects the current status of the collection and how it is managed.
- 3.2 The document is based on a standard template, used across all facilities under the management/ownership of LMS, but makes specific reference to local details/issues.
- 3.3 The key headings are:
 - Statement of Purpose
 - Overview of the current collection
 - Future themes and priorities

- Rationalisation/Limitations
- Acquisitions
- Disposals

3.4 It should be recognised that the policy's primary aim is to set out the guiding principles for the Clitheroe collection. The future direction and care of the collection will need to be tied into the resources implications associated with it eg the cost of acquisitions and their future care.

3.5 Any changes to the policy would be discussed by the soon-to-be-established local advisory forum, with recommendations to the Council, as Governing Body.

4 RISK ASSESSMENT

The approval of this report may have the following implications:

- **Resources** – There are no specific resources associated with the care and management of the Clitheroe collection, apart from a small element as part of the LMS management agreement. Any changes, however, would need to take any additional resources into consideration.
- **Technical/Legal** – It is important that the museum attains its registration, and this cannot be achieved without a Development Policy.
- **Political** – As owners of the collection, the Borough Council is expected to manage it in a responsible manner.
- **Reputation** – There are elements of the collection that have a high profile within the local community. There are also elements that have been either loaned or gifted to the collection, making it important to demonstrate a responsible approach.

5 RECOMMENDED THAT COMMITTEE

5.1 Notes the contents of the report and adopts the enclosed Development Policy;

5.2 Ensures that nominated members of the advisory committee have an active role in its future development.

JOHN C HEAP

DIRECTOR OF COMMUNITY SERVICES

CHRIS HUGHES

HEAD OF CULTURAL & LEISURE SERVICES

For further information, please ask for Chris Hughes 01200 414479

Ref: CS 11.9.12 CH/IW

Name of museum: Clitheroe Castle Museum

Name of governing body: Ribble Valley Borough Council

Date on which this policy was approved by governing body:

Date at which this policy is due for review: (To be completed 5 years from approval date)

1. Museum's statement of purpose

Under the terms of the management agreement, the Clitheroe Castle Museum Collection remains the property of Ribble Valley Borough Council, but is managed on their behalf by Lancashire County Museum Service (LCMS), Lancashire County Council:

'Our core purpose is to be a County-wide provider of museums and heritage services, working with partners to preserve our shared heritage and deliver quality experiences to engage and inspire our diverse users and audiences, both within Lancashire and beyond.'

2. An overview of current collections

Clitheroe Castle Museum has acquired collections of local artefacts, many of which are significant in the history of the town and its region. The following is a summary of the collections held by Clitheroe Castle Museum. All numbers are approximate.

Social History

The collection comprises about 5,000 items, mainly photographs, ephemera and mixed artefacts, pertaining to 18th, 19th and 20th century local history. It concentrates upon social, domestic and rural life in the Ribble Valley area and especially upon Clitheroe town history.

Costume

There is a small costume collection including civilian dress, accessories and occasional wear such as wedding dresses. The collection is sporadic and includes items from the 18th, 19th and 20th century. There has been no real thematic direction on collecting costume representative of the community past or present.

Natural History

There is a modest natural history collection composing of small amounts of ornithological, entomological and lepidoptera specimens in addition to some flora and fauna.

Art

The modest art collection includes oil paintings, watercolours and drawings of Clitheroe Castle and other topographical scenes in the town itself, principally by local artists. It also includes a collection of prints in all media of Clitheroe, its castle, and other historic places (Whalley Abbey, the Hodder Bridge, Waddington Church, Gisburn Priory, etc.) in the Ribble Valley region, dating largely from c. 1750 to c. 1850. In addition, the collection includes several portraits of 19th Century local industrialists and their families.

Archaeology

The collection is less than 150 items. Most notable of these are items recently found by Oxford Archaeology North's excavation during the recent refurbishment and building work

at Clitheroe Castle Museum. It has mixed origins, generally collected and donated by local worthies.

Geology

This area of the collection concentrates upon the geology of the Ribble Valley area. There are less than 1000 specimens, but the collection includes four type and figured specimens within this total, mainly from the Carboniferous Limestone of the area.

3. Themes and priorities for future collecting

In some areas there is overlap between the collecting policies of the Clitheroe Castle Museum and LCMS. Due to the limited storage available at Clitheroe Castle Museum, LCMS may wish to collect large items should Clitheroe Castle Museum not be able to accommodate them. These items would then form part of the LCMS collections.

The Clitheroe Castle Museum seeks to collect works of art and objects associated with the history of Clitheroe, and the Ribble Valley area. In particular artefacts associated with the following historical events will be sought:-

- Items relating to Clitheroe Castle and its history from its construction by Robert de Lacy in the 12th century, and its many military conflicts, including its capture by Royalists during the Civil War in 1644.
- Items relating to Henry VI and his capture near Clitheroe by Yorkist forces during the Wars of the Roses in 1465. In the context of this Acquisitions Policy, it is relevant to mention that up to the early 20th century a private museum, formerly at Bolton Hall, near Clitheroe, held a collection of personal memorabilia associated with Henry VI and said to have been left in the district after his capture.
- Items relating to Clitheroe and the Pendle Witches in the early 17th century, who were executed at Lancaster on August 20, 1612.
- Items relating to Clitheroe as a historic market town, well known for its fairs which have been regularly held there since the 12th century. Items relating to Industrial Revolution in the late 18th and early 19th centuries, and Clitheroe's cotton spinning, and related industries. In addition, Clitheroe was the main centre for the manufacture of quick lime and plaster for the building industry, using the natural limestone of the region as a ready source of supply for the ten limekilns in the town.

Clitheroe Castle Museum will seek to strengthen the collections in the following collection areas:

Social History

The Governing Body will endeavour to strengthen its collections of material relating to social, domestic and rural life of the Ribble Valley Area. The collections should also concentrate on collecting items pertaining to the history of the Castle. The Museum will take steps to establish collections relevant to all communities in Ribble Valley Area.

Costume

The Governing Body will not seek to expand the costume collection, unless the costume piece in question is of exceptional significance and meaning to the history of Ribble Valley area.

Art

The Governing Body will seek to improve its general art collection of paintings, drawings, sculptures and other works of art, as a visual record of Clitheroe and the Ribble Valley over the past centuries. Works from contemporary artists will be considered. Areas of collecting will include local topography, events and activities, portraits and sculptures of local landowning families, local industrialists and local people.

Clitheroe Castle has been a tourist attraction for visitors for over 200 years, and has been drawn and painted by many major artists including J.M.W. Turner. In this context it is interesting that the local historian, the Rev. T.D. Whittaker, Rector of the nearby Whalley, was a personal friend of Turner. The Castle and its surrounding landscape features in many prints from the 18th and 19th centuries, either as a picturesque scene recorded on the tourist circuit on the way to the Lake District, or as a romantic setting for the legends associated with the Witches of Pendle. The Picturesque Movement of the late 18th and early 19th Centuries represents an important phase in the history of English art and Clitheroe Castle and its surrounding landscape was part of that tradition. The Museum will therefore seek to add to its collection of prints, and to augment it with oil paintings, watercolours and drawings by artists of national importance who have painted Clitheroe and its castle, and the Ribble Valley area.

Archaeology

Since LCMS is the repository for archaeological material for the County, the collection of archaeological material should be limited to the environs of the castle site, other than in exceptional circumstances. Material pertaining to Clitheroe and the surrounding Ribble Valley area should be directed to LCMS in the first instance.

Geology

Local rocks, minerals and fossils, with particular reference to the Carboniferous Strata and gritstones of Clitheroe and the adjacent area, will be acquired. The LCMS holds an extensive geology collection. Any new acquisitions for Clitheroe should not duplicate anything in the existing LCMS collections.

Natural History

The Governing Body will not seek to expand the Natural History collection, unless the specimen in question is of exceptional significance and meaning to the history of Clitheroe and surrounding area.

4. Themes and priorities for rationalisation and disposal

Clitheroe Castle Museum seeks to preserve, promote and improve access to all its collection areas. There are no areas of the collections that are thought to be a priority for review and disposal at the present time. However, an inventory project is being carried out on the Clitheroe Castle Collections. Until this process is complete, there is no intention to dispose of collections. A review/rationalisation of the collections will only be carried out once this project is completed. By responsible curation the museum will continue where necessary to rationalise collections on the grounds of relevance, duplication and condition.

Lancashire County Council Cultural Services will be undertaking a review of archival and photographic collections. Lancashire Archives, Lancashire County Library and Information Service, and Lancashire County Museum Service, all collect such material. Clitheroe Castle's collections of archive material will be reviewed as part of this larger project. This could result in the relocation of material within the County Councils Heritage Service, but would not affect ownership of any material.

5. Limitations on collecting

The museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

6. Collecting policies of other museums

The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following museum(s):

Lancashire County Museum Service
Lancashire Archives (formerly Lancashire Record Office)
Craven Museum, Skipton
Blackburn Museum and Art Gallery
Towneley Hall Art Gallery and Museums, Burnley
Haworth Art Gallery, Accrington
Ribchester Roman Museum

7. Policy review procedure

The acquisition and disposal policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above.

Arts Council England will be notified of any changes to the acquisition and disposal policy, and the implications of any such changes for the future of existing collections.

8. Acquisitions not covered by the policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.

9. Acquisition procedures

- a. The museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- b. In particular, the museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally

owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

- c. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.
- d. So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- e. The museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996.

- f. Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because the museum is:
 - acting as an externally approved repository of last resort for material of local (UK) origin
 - acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin
 - in possession of reliable documentary evidence that the item was exported from its country of origin before 1970

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

- g. The museum does not hold or intend to acquire any human remains.

10. Spoliation

The museum will use the statement of principles ‘Spoliation of Works of Art during the Nazi, Holocaust and World War II period’, issued for non-national museums in 1999 by the Museums and Galleries Commission.

11. The Repatriation and Restitution of objects and human remains

The museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the ‘Guidance for the care of human remains in museums’ issued by DCMS in 2005) , objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 13a-13d, 13g and 13o/s below will be followed but the remaining procedures are not appropriate.

The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the ‘Guidance for the care of human remains in museums’.

12. Management of archives

As the museum holds archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

13. Disposal procedures

Disposal preliminaries

- a. The governing body will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, the museum has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum’s collection.
- c. The museum will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

Motivation for disposal and method of disposal

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g-13s will be followed and the method of disposal may be by gift, sale or exchange.

- f. The museum will not undertake disposal motivated principally by financial reasons

The disposal decision-making process

- f. Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

Responsibility for disposal decision-making

- g. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.

Use of proceeds of sale

- h. Any monies received by the museum governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- i. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

Disposal by gift or sale

- j. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- k. If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums Journal, and in other specialist journals where appropriate.

1. The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

Disposal by exchange

- m. The museum will not dispose of items by exchange.

Documenting disposal

- o. Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 11 SEPTEMBER 2012
title: GENERAL REPORT
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: CHRIS HUGHES, HEAD OF CULTURAL & LEISURE SERVICES
COLIN WINTERBOTTOM, LEISURE & SPORTS DEVELOPMENT MANAGER

1 PURPOSE

To inform members of financial matters relating to Brungerley Park, and recent events of Sports Development.

2 BRUNGERLEY PARK

A substantial amount of damage to trees next to the top path in the park occurred on the afternoon of 18 August, due to a mini tornado.

As a consequence, approximately 200m of path was completely obstructed, and had to be cleared by a tree contractor. In addition, further tree safety works are required to ensure public safety. The total cost is likely to be around £2,000.

On a more positive note, the Friends of Brungerley Park have successfully applied for a grant from the North England Horticultural Society to provide additional planting in the park. The grant, totally £1,984, will be used to plant specimen trees and create wildflower meadows.

3 RIBBLE VALLEY OLYMPIC WEEKEND

Over the weekend of Friday 20 July – Sunday 22 July we got together with several local clubs and organisations to celebrate one week to go before the beginning of the London Olympics. Over twenty FREE sessions were laid on by clubs for people to access, from beginner skiing lessons to contemporary street dance workshops. The weekend was promoted as a double page spread in the Ribble Valley Summer Activities booklet, as well as being promoted around the borough, in the local newspapers and on our social network sites.

Over 250 people attended the wide range of activities over the weekend, the highlight being an Olympic Sports Day event held at Longridge Sports Centre, which was attended by an additional hundred children. Partners for the weekend included Young People's Service, FundaPlay, Longridge Sports Centre, The Old Station, Longridge Community Gym, Kingfisher Gym, as well as the many local sports clubs that volunteered their time and facilities.

4 RIBBLE VALLEY SUMMER ACTIVITIES BOOKLET

RVBC took a lead this year, yet again, on the Ribble Valley Summer Activities booklet, which was distributed to every school in the borough. The collection of information from a variety of local partners was disseminated through the Engagement sub-group of The Children's Trust (Ribble Valley). A total of £5000 was set-aside for the production of the booklet via The Children's Trust. Local partners that promoted their activities in the booklet included Clitheroe/Whalley/Chatburn/Read Library, Pro-Sport Coaching, FundaPlay, Future Stars Football Coaching, Ribble Valley Tennis Centre, Clitheroe Platform Gallery to mention a few.

10,000 booklets were produced, and not only were these distributed amongst all schools, but were also present in Ribblesdale Pool, Council Offices, all local libraries, as well as being present online via the Council website.

5 **RIBBLE VALLEY SPORTS AWARDS**

The awards took place on Friday 27 July at The Grand, where seven different awards were presented to the local voluntary sports sector. The awards form a part of the wider Lancashire Sports Awards, which rewards excellence and commitment in local community sport. Nominations were open through April and May, with the shortlisted people being invited to the event. This year, we were lucky to welcome an actual Ribble Valley Olympic Torch bearer to the event (Elizabeth Greenwood), and she told her story of the day she helped carry the Olympic Torch. The award winners were as follows:

Club of the Year – Ribble Valley Netball Club
Coach of the Year – Dean Sumner (Clitheroe Dolphins)
Young Volunteer of the Year – Bethany Tomlinson
School of the Year – Longridge High School
Adult Volunteer – Mel Diack
Lifetime Achievement – Tom Haworth (Longridge Cricket Club)
Rising Star – Kate Atkinson

All the award winners will now go forward to the Lancashire Sports Awards, and represent the Ribble Valley at Preston Guild Hall on Friday 28 September.

6 **RIBBLE VALLEY SOCCER CAGE**

The Sports Development team, in partnership with The Fire Service Ribble Valley and Hyndburn, have been touring the borough with the cage, inviting local young people to 'come and have a go' in the small facility. The cage enabled youngsters to play small sided football in an enclosed space on any flat surface, such as a car park. The Fire Service used the opportunity to talk to parents about smoke alarms, and to older teenagers about safer driving as part of the 'Geared and Go' campaign.

The cage travelled to Whalley, Longridge and Clitheroe, and over a hundred young people experienced the soccer cage. Pictures from the venues can be found on the Sports Development Twitter and Facebook pages.

7 **CLITHEROE TORCHLIGHT MASS CYCLE**

Over sixty cyclists took the opportunity to ride a traffic-free route of Clitheroe on Saturday 25 August as part of the Torchlight celebrations. In partnership with the Torchlight Organising Committee, we invited any cyclists that wanted to take part, to come along and decorate their bicycles and take part in the ride. There were several weird and wonderful bicycles on hand, such as an original Penny Farthing, a Unicycle, and an adapted semi recumbent for a child with severe learning disabilities. Riders ages were varied from as young as 4 years old up to 70 years old!

Free bike lights, courtesy of Help Direct, were also given out to local youngsters, who pre-registered for the ride as part of the Healthy Streets campaign.

4 **CONCLUSION**

These are recent developments and events within Community Services.

JOHN C HEAP
DIRECTOR OF COMMUNITY SERVICES

CHRIS HUGHES
HEAD OF CULTURAL & LEISURE SERVICES

COLIN WINTERBOTTOM
LEISURE&SPORTS DEVELOPMENT MANAGER

For further information:

Brungerley Park, please ask for Chris Hughes 01200 414479

Sports Development, please ask for Colin Winterbottom 01200 414588

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