

# RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **COMMUNITY SERVICES COMMITTEE** is at **6.30pm** on **TUESDAY, 11 MARCH 2014** 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 14 January 2014 - copy enclosed.
3. Declarations of Interest (if any).
4. Public participation (if any).

### DECISION ITEMS

- ✓ 5. Grants – Recreational/Sporting Excellence/Arts Excellence – report of Director of Community Services – copy enclosed.
- ✓ 6. Lease of Land at Ribchester to accommodate a War Memorial – report of Director of Community Services – copy enclosed.
- ✓ 7. Platform Gallery and Visitor Information Centre Review – report of Director of Community Services – copy enclosed.

## INFORMATION ITEMS

- ✓ 8. Capital Programme 2014/15 – report of Director of Resources – copy enclosed.
- ✓ 9. General Report of Director of Community Services – copy enclosed.
- 10. Reports from Representatives on Outside Bodies (if any).

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

None.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No.

meeting date: 11 MARCH 2014  
title: RECREATION/CULTURE, SPORTS, & ARTS GRANTS  
submitted by: JOHN C HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: JOHN C HEAP, DIRECTOR OF COMMUNITY SERVICES

## 1 PURPOSE OF REPORT

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

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

2.2 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.

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

## 3 ISSUES

3.1 The overall number of Recreation grant applications has remained static, compared with the previous year, as have the Sporting Excellence applications. However, there has been a decrease in the number of Arts Excellence applications.

3.2 The working group and officers also think it is an appropriate time to re-assess the criteria for the various grants. It is suggested that the established working group be asked to carry out this task, along with the newly appointed Head of Cultural & Leisure Services.

#### 4 RISK ASSESSMENT

Approval of this report may have the following implications:

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

**Recreation / Culture Grants** £29,490

There is also a balance of £18,143 built up from previous years.

**Sporting Excellence** £3,530

There is also a balance of £2,910 built up from previous years.

**Arts Excellence** £4,060

- 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

- 1 Endorses the recommendations of the Working Group outlined in appendices 1, 2 & 3.
- 2 Agrees that the Working Group is asked to revise the criteria for the grants in time for 2015/16.

JOHN C HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information, please ask for John Heap 01200 41 4461

Ref: Community Services 11.3.14 / JCH / IW

## RECREATION / CULTURE GRANT PROPOSALS 2014/15

ORGANISATION	PROJECT	COST	GRANT REQUEST	PREVIOUS GRANTS	PROPOSAL
Ribble Valley Jazz & Blues	Annual Festival held on May Bank Holiday weekend. Improve on-line marketing and promotions, develop email database etc and support costs of innovations to the 2014 festival programme	£6,250	£1,750	2011 - £500 2012 - £600 2013 - £1000	£1000
Valley Gigs	Full day of Street Entertainment on the Saturday of the RV Jazz & Blues Festival	£2,100	£700	Several years 2013 - £700	£700
Ribchester Roman Museum	Costs of display case, publicity literature, display panels, and additional security to house the Ribchester Parade Helmet on loan from the British Museum from 1 July – 31 October 2014	£73,000	£anything	Non in recent years	£5000
Read Parish Council	Replacement of 2 spring toys and resurfacing of surrounding area on the parish playground	£2,862	£1,430		£1000
Art in the Garden	To open Spring Bank House (previously opened under the National Garden Scheme) to the public to showcase around 25 high quality artists exhibiting in the garden.	£3,530	£1,785	None	£200 towards publicity

Mellor Junior Football Club	Replace cabin/changing rooms To complete replacement of perimeter fencing To replace septic tank	£32,000 £6,000 £2,000	£5,000		£2500 for fencing
Ribble Valley Choir	Choral event in December 2014	£420	£250	2010,11 & 12 - £200 2013 - £250	£200
Ribchester Festival of Music and Art	International Festival in 22 <sup>nd</sup> year held in June. A showcase of musical talent.	£12,400	£2,500	2010 - £2,300 2011 - £4,000 2012 - £2,300 2013 - £2,500	£200
Longridge Golf Club	Continuation of Coaching programme	£7,320	£2,000	2013 - £935 (for youth element)	£400 for youth element
Chatburn Parish Council	Replacement of swings frame on parish play area	£4,128	£2,000	2003 - £1,750 2008 - £1,500	£1000
Longridge Brass Band	Refurb of 2 'b flat' tubas	£4,068	£1,868	2008 - £1,500 2009 - £700 2010 - £1,000 2011 - £600	£800
Ribchester Tennis Club	Resurface 2 full size tennis courts	£18,000	£9,000	1999	£1000
Longridge Sports & Arts Community Development Group	Upgrade of main changing room showers	£3,000	£3,000	2013 - £7,500	NONE

Sabden Football Club	Upgrade of Changing facilities Fabric of building – roof etc Construction of footpath & hard standing	£2,900 £6,860	£8,800		£1500 for the building
Thornley Community Space	To refurbish and covert a former school to a mixed use community hub.	£67,660	£10,000	None	£3000 subject to acceptable business plan
				<b>TOTAL</b>	<b>£18,500</b>

## SPORTING EXCELLENCE AWARDS 2014/15

NAME	AGE	SPORT	STANDARD	SCORE	GRANT
Connor Byrne	17	Climbing	Connor has represented Great Britain in the youth age group and was invited onto the Senior team this year. He has a European ranking of 10 <sup>th</sup> in youth A and won the Summer Youth Open National Event as well as the British Lead Climbing Championship.	26	£400
William Murray	16	Swimming	William has represented England (achieving Silver) and qualified for the British Open Swimming Championships	24	£300
Emma Fox	14	Swimming	Emma has qualified for County, Regional and National competitions.	22	£300
Oliver Murray	15	Modern Pentathlon	Oliver is current National Pentathlon champion for his age group in the UK and finished 9 <sup>th</sup> in the Fencing Welsh Open.	20	£300
Alice Fox	13	Swimming	Alice has achieved 6 county qualifying times and her first regional qualifying time.	18	£250
Charlie Dewhurst	14	Cricket / Football	Charlie is currently captain of Lancashire Cricket Board Under 13's. He also captained Ribble Valley District team to victory in the Lancashire Cup. Signed with Preston North End FC on an unpaid contract.	16	£250
Joshua Stamford	11	Cricket	Joshua represented Lancashire U11 squad	15	£250
Joshua Leatherd	14	Athletics	Joshua won silver medals in 100m and 200m at Lancashire Championships and has represented Lancashire in the Northern U15/U17 Inter-County championships.	14	£250



Eleanor Graham	14	Cricket	Eleanor represents Lancashire in the U15 girls performance team. She also plays for Clitheroe Ladies.	14	£250
Eleanor Bolton	14	Athletics	Eleanor is part of the Lancashire County and Lancashire County Schools Cross Country team.	13	£200
Saphina Stamford	15	Cricket / Netball	Saphina plays cricket for the Lancashire U15 team.	11	£150
Harry Lang	14	Cricket	Harry plays cricket for the Lancashire U14 team.	11	£150
				<b>TOTAL</b>	<b>£3050</b>

## ARTS EXCELLENCE GRANTS 2014/15

<b>NAME</b>	<b>AGE</b>	<b>STANDARD</b>	<b>GRANT</b>
Elizabeth Burgess	15	Elizabeth performs in the Junior section of the Royal Northern College of Music. She is also a member of the Halle Youth Choir	£400
Oliver Kirk	15	Oliver has been accepted for an audition to the Royal Ballet and is a Premier Championship dancer in solo and pairs	£400
Emily Billington	16	Emily achieved 2 <sup>nd</sup> place in National Cheer Dance Competition	£400
Claudia Nurse	16	Claudia plays flute and piccolo in the Lancashire Youth Concert Band	£250
Daniel Kirk	11	Daniel regularly competes	£100
		<b>TOTAL</b>	<b>£1550</b>

**RIBBLE VALLEY BOROUGH COUNCIL  
REPORT TO COMMUNITY SERVICES COMMITTEE**

Agenda Item No. 6

meeting date: 11 March 2013  
title: LEASE OF LAND AT RIBCHESTER TO ACCOMMODATE A WAR MEMEORIAL  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: TERRY LONGDEN, HEAD OF ENGINEERING SERVICES

**1 PURPOSE**

- 1.1 To consider the granting a lease to Ribchester Parish Council for land on which to site a war memorial.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – to be a well managed Council providing efficient services based on identified customer need.
  - Corporate Priorities – to treat everyone equally and to respect all individuals and their views.
  - Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

**2 BACKGROUND**

- 2.1 Members will recall that the September meeting of this Committee considered the request from the Ribchester War Memorial Association to site a war memorial on Council land adjacent to the Greenside car park in Ribchester. The location of the site in question and the layout of the memorial now proposed by the association is as shown on the plan attached as Appendix 1 to this report.
- 2.2 Committee approved the request in principle and resolved to delegate authority to the Director of Community Services, in consultation with the Chairman of Committee, to continue with negotiations regarding a licence for the land and other issues.
- 2.3 A licence for the use and occupation of the land was duly offered to the Ribchester Parish Council as a body with legal standing. The intention was that the Parish Council would then in turn offer a licence for the use of the land to the War Memorial Association. A similar chain licence arrangement that enabled the association to excavate trial holes to determine the nature of the ground on the site so that appropriate foundations could be designed was also arranged and agreed.

**3 ISSUES**

- 3.1 The Ribchester War Memorial Association have submitted an application to the Charities Commission to secure charitable status and also to seek a financial contribution to the funding of the memorial. The Charities Commission is unable however to progress the application for funding as they consider that an annual licence is insufficient surety for the investment of their funds.

- 3.2 The Ribchester War Memorial Association have therefore requested that Ribble Valley Borough Council consider granting a lease of 99 years for the occupation of the site. The association is content with the proposal to arrange for a lease chain from the Borough Council, through the Ribchester Parish Council, to the association. This arrangement would protect the Borough Council from any ongoing responsibility for the memorial once it is constructed. The arrangement of an under lease from the Ribchester Parish Council to the Ribchester Memorial Association would offer a much improved security of tenure and would hence satisfy the related concerns of the Charities Commission.
- 3.3 The Ribchester Parish Council are also content with this lease chain arrangement and they also request that Ribble Valley Borough Council considers the granting of a long lease to them for the land. The Parish Council would then offer the under-lease to the memorial association.

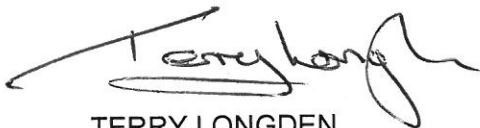
#### 4 RISK ASSESSMENT

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

- Resources – The provision of the lease with the lease chain as proposed should ensure that no responsibility for the for the provision or maintenance of the memorial passes to the Borough Council if the Ribchester War Memorial Association is, at some time in the future, dissolved. In this event the liabilities arising out of the site would fall to the Ribchester Parish Council.
- Political & Reputation – The profile of the First World War will rise with the approaching centenary of the declaration of war on the 4 August 2014. The aim of the Ribchester War Memorial Committee is to have the memorial in place for that date. If committee are of a mind to approve the granting of the lease the memorial association believe that, with the support of Ribble Valley Borough Council and Ribchester Parish Council, they can achieve this date

#### 5 RECOMMENDED THAT COMMITTEE

- 5.1 That the committee authorises the Director of Community Services, in consultation with Chair of Committee to negotiate a lease not exceeding 99 years with the Ribchester Parish Council that would facilitate the construction and maintenance of a war memorial as provided by the Ribchester War Memorial Association on the Borough Council Land, adjacent to the Greenside car park.



TERRY LONGDEN  
HEAD OF ENGINEERING SERVICES



JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

#### BACKGROUND PAPERS

- Report Ribchester War Memorial to Community Services Committee 3 September 2013
- Minute 236 of the Community Services Committee
- Ribchester War Memorial Association: - Progress Report 28/02/14

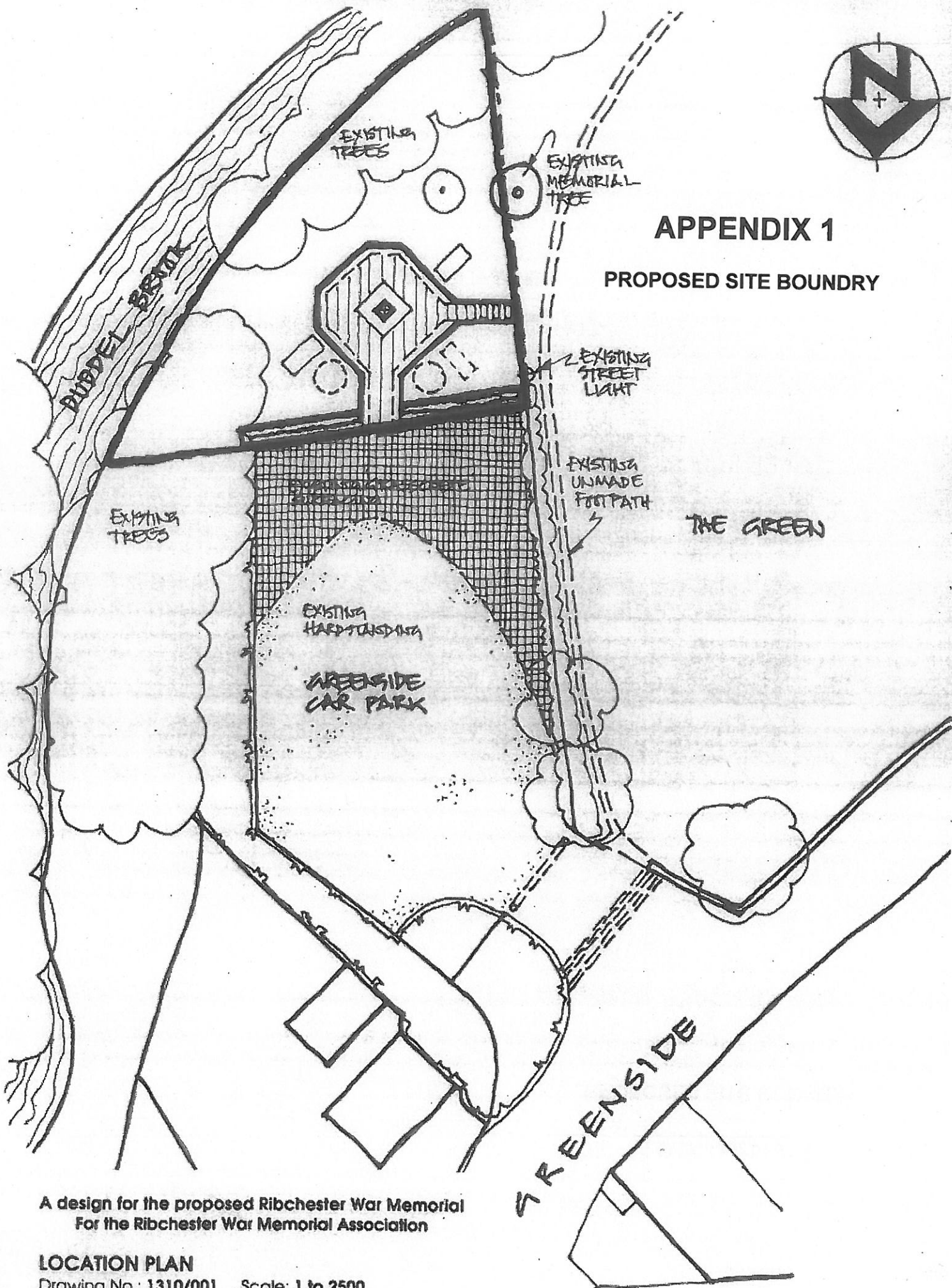
For further information please ask for Terry Longden, extension 4523

REF: TL-/CS/110314



# APPENDIX 1

## PROPOSED SITE BOUNDRY



A design for the proposed Ribchester War Memorial  
For the Ribchester War Memorial Association

### LOCATION PLAN

Drawing No.: 1310/001 Scale: 1 to 2500  
Drawn: MM Date: November 2013  
Marc Mallam BArch(HonsL'pool) MCD RIBA MRTPI FTS

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

Agenda Item No.

meeting date: 11 MARCH 2014  
title: PLATFORM GALLERY AND VISITOR INFORMATION CENTRE REVIEW  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: COLIN WINTERBOTTOM, LEISURE & SPORTS DEVELOPMENT MANAGER

## 1 PURPOSE

- 1.1 To provide an update on the operation of the merged Platform Gallery with the Visitor Information Centre.
- 1.2 To consider operational and administrative issues that have emerged and proposals to help alleviate the problems and help improve the delivery of the service.
- 1.3 Relevance to the Council's ambitions and priorities:
  - Community Objectives – Under the People section of key priorities, the report contributes towards encouraging more involvement in community participation and, under the Prosperity priority, serves to help develop the tourism offer in the area.
  - Corporate Priorities -This report contributes to the priority of being a well-managed Council, providing efficient services based on identified customer needs.
  - Other Considerations – None identified

## 2 BACKGROUND

- 2.1 The combined Gallery and Visitor Information facility was officially opened on Saturday, 5 May 2012 following refurbishment work.
- 2.2 A Business Plan was produced to help steer the operation in the desired direction, and this determined the basis for the current operational budget. Some of the proposals to help shape future operations, identified in the Business Plan, are considered as Issues in this report.

## 3 ISSUES

- 3.1 An evaluation of the performance since the merging of the VIC into the Platform Gallery has revealed the following;-

The initial positive customer feedback obtained through word of mouth and written feedback received in the comments book, with regards to the refurbishment and alteration in configuration of the reception area, has continued to be favourable.

- 3.2 Visitors to the facility are recorded by an infra red triggered beam on entry and since this was installed when the Gallery was merged with the TIC a more accurate count of visitors is possible than was previously the case. Despite some teething problems and failure to collect figures over the last three months of 2013, it is now believed to be

operating effectively and the number of visitors to the facility has increased. In 2011 the visitor numbers recorded were 29,020; in 2012 - 38,634 and over only a 9 month period for last year 2013; 34,793 visitors were recorded.

3.3 Whilst the overall attendances have increased as might have been anticipated, there has not been an increase in income from commission-based sales. The income from items purchased for resale has remained similar to the previous year, and there has been a marked reduction in income generated from items that are sold on a commission basis, and which comprise the stock on a sale or return basis. Up to the end of February this year, the figure was £6,850 less than the budget estimate.

3.4 There may be various reasons in accounting for this;

- The introduction of the Visitor Information service has served to attract an increase in numbers to the site as they benefit from the supply of tourism orientated information, but this has affected its appeal as a facility dedicated to providing an original quality art and craft experience. The entrance area creates a favourable impression, particularly for the visitor seeking information about the Ribble Valley with maps, books, and souvenir lines, and to appreciate the creative offer, visitors must be inclined to explore further through the building, and be inquisitive enough to experience more than what was perhaps the main purpose of their visit. The exhibition and facility experience can extend into the workshop/education area at the far end of the facility, and there is scope to generate more curiosity in visitors through the application of more persuasive promotional methods.
- The selection and/or quality of crafts on display for sale are not as appealing as they were. As the majority of suppliers have remained the same from when the Gallery was a single operation, this seems unlikely.
- The emphasis relating to service delivery has changed reflecting the amalgamation of two discrete facility functions and objectives, and the relative strengths and weaknesses of the staff. There was previously one full time member of staff who planned the shop and exhibitions in a particular style. There are now two part-time supervisors, who are aiming to deliver an operation that meets the objectives of differing clientele needs. The respective backgrounds of the staff are different and will inevitably take time to learn elements of the other's experience.

3.5 Whatever factors have shaped the operation over the first two years of the merged arrangement, it is now considered to be an appropriate time to address some issues, which will help crystallise the focus and purpose of the facility.

3.6 Operational cover – when the two facilities were merged, the combined staff costs were reduced, based on the assumption that it must be possible to derive some economies of scale. Staffing rotas were devised in consultation with staff, and since we have had the chance to monitor those arrangements over a full year, certain operational factors have arisen with the current shift cover arrangements;

The staggered nature of two people at the beginning and end of the day has proved problematic when one of the staff is absent for any reason. As a second person is required to cash up at the end of the day, and ideally two people at the start of the

day, in line with meeting satisfying normal operating financial procedures, special cover arrangements are implemented.

- 3.7 On Friday, there are just two staff in place, as opposed to three at all other times. This arrangement was not set up to reflect lower levels of visitors or customer sales, and in fact the monitoring of visitor numbers would indicate this day is just as busy as any other time. The supervisor does not have as much opportunity to undertake business/exhibition work when there are only two people in attendance.
- 3.8 In response to these issues, and on reviewing the operation since the merger of the two service areas, there are courses of action which are believed to be beneficial to service delivery.
- 3.9 The opening time to be changed, to commence at 10am every morning, rather than 9am on weekdays. This enables a staff cover structure, which has three staff in attendance at any one time. The first hour is generally the least busy period of the day and this measure is not likely to significantly reduce income from sales.
- 3.10 Casual cover will be arranged to support the current two staff on Fridays so that there are three staff at any time during all opening hours of the facility.
- 3.11 It has also emerged that there is a considerable degree of time-consuming administration work, which is constraining efforts to focus on the visitor and improving the visitor experience.
- 3.12 The number of artists supplying products for sale on commission is to be reduced from the current level of approximately 125 down to 25 for the majority of the year. Those artists who have proved the most successful across the range of crafts suited for display are to be invited to provide a greater range of work in replacing the items that are being returned to those artists whose work is being returned. The number of artists supplying arts and crafts for the very popular Christmas exhibition will be increased just for that three month period to enhance the shop offer and maximise sales.
- 3.13 The number of lines being carried within bought stock is to be reduced from approximately 160 down to 100 initially, and even further as the value of carrying certain merchandise on site continues to be scrutinised. Stock items being carried that either sell slowly, are perishable, have a short shelf life, and represent a risk of going out of date, will not be replaced.
- 3.14 These measures will serve to reduce the administration burden considerably, as the tracking of artist sales and stock control is time consuming, supported by labour intensive procedures. By reducing the time allocated to administration, more can be attributed to customer support through direct on site assistance and project work to enhance the visitor offer and increase the promotion and marketing of the facility. This will also allow more time to focus upon building up the use of the facility for hire and educational purposes.
- 3.15 There is a designated area for accommodating educational workshops and provides activities of interest to local schools. It is important that this function continues to be made available in delivery of a cultural experience for all users and generating income to support the facility. A list of room hire charges reflecting the nature of the hiring group



and the duration of use is available to cater for needs of local organisations. To demonstrate the uptake by the community, the use of this area over the area over a 12 month period for 2014; is shown below;-

- January 11 - The launch of Maison Thè - the pop up café is coming to the Platform Gallery.
- January 31 - February 22 - Glen Purchase, Ribble Valley Open Prize-winner 2013. Each year the Clitheroe Castle Museum host a Ribble Valley Open Exhibition, displaying selected artwork inspired by the Ribble Valley.
- March 1 - Workshop with Priscilla Jones, Mark-making and Mixed Media and drawings. The aim of the workshop is to explore and experiment using mark making techniques so you can be playful, free up your drawing skills, push the boundaries and beyond.
- 29 March - Maison Thè - a Mother's Day themed pop up café.
- March 31 – April 5 - Pendle Pottery, selected work produced by members of the Simonstone pottery group Pendle Pottery.
- April 7 – 17 - Beauty Is The First Test Schools Exhibition. Salesbury and Sabden primary schools display their artwork produced with a local artist at the gallery in the theme of the exhibition, "How maths is used in crafts".
- April 19 - Maison Thè - an Easter themed pop up café.
- May 3 – 31 - Craft Open 2013 Winners. Each year the Platform Gallery host the Craft Open exhibition, displaying selected makers from the north of England. Awards were given to three makers. As part of their prize they won the opportunity to have an exhibition in the gallery.
- Jun 9 – 14 - St Mary's College, Blackburn, display of the sixth form pupils A level artwork.
- June 16 – July 12 - Young Peoples Craft Open. Craftmakers aged 16 – 25 from across the North of England are invited to apply to be considered for selection. The selected makers showcase the up and coming talent from the region. Furniture, textiles, jewellery, ceramics, glass and mixed media work hang side by side in this celebration of the hand-made.
- July 26 - Maison Thè - themed pop up café.
- August 9 - Clitheroe Food Festival / Cake design competition with Maison Thè.
- August 30 - Maison Thè pop up café.
- September 6 - Art Workshop with artist Robert Dutton.
- September 8 – 20 - Community exhibition in the theme of the late summer show "Crafts For the Home".
- October 24 – 25 - Artist Group Exhibition with Sam Taylor.
- October 27 – November 8 - Ten Plus Textiles – Contemporary textiles work by members of the North West textile group, Ten Plus.
- November 21 - 22 – Metal/wirework jewellery exhibition. Lancashire jeweller Sam Taylor, exhibition and demonstrations.
- November 29 - Maison Thè pop up café.
- December 5 - 21 - Christmas Craft Stalls Week 1,2 and 3.

3.16 Sunday opening has taken place historically at the Gallery during December, and this has proved worthwhile in generating sales at what is the busiest time of year in the run up to Christmas. From examination of the income figures, it would appear that the last two Sundays prior to Christmas are the most likely to generate the greatest sales.

3.17 The Gallery experimented with Sunday opening during the summer holiday period in 2012 from 5 August to 2 September (5 weeks). The attendances were similar each week, around 70 visitors, apart from the Sunday of the Bank holiday weekend, curiously, when only 15 visitors were recorded. These figures are considerably lower than the visits usually received on a Saturday (in excess of 150). From the experimental opening on Sundays, there is no evidence in terms of visits or income generation to suggest that Sunday opening is financially worthwhile. However, this is not to say that it may be

worth re-visiting, if a stronger Sunday offer becomes possible. Joining up of the popular tourist destinations;- Museum/Castle, Leisure Facilities, Cafés open on a Sunday, for example, may appeal to the visitor over the summer months and help to stimulate and enhance visits to Clitheroe.

- 3.18 There is no budget provision to accommodate Sunday opening and, on the days when it has been opened, casual staff have covered the opening hours. A more satisfactory arrangement would be for a permanent staff member to work on a Sunday as they have key holder responsibilities for the site, and have a greater understanding of the operation than casual staff. If members considered experimenting with another trial of Sunday opening during the Summer holiday period, or at any other period, additional staffing expenditure would be necessary.

#### 4 **RISK ASSESSMENT**

The approval of this report may have the following implications:

- **Resources** – There are cost implications to the issues identified in Section 3

The additional cost of providing casual cover on Fridays will be met without increasing the Temporary Staffing budget. It is proposed to introduce a revised operational cover procedure to reduce the need for casual cover at times of holiday and sickness. The facility can operate with two staff in attendance under normal circumstances, so casual cover will not be necessary if a staff member is absent and holidays will be planned to avoid two members of staff being absent at any one period. The temporary cover is being directed to Friday shifts, whilst a reduction is realised from savings in not engaging temporary cover at other times; unless critical. If this proves successful, a decision as to whether the Friday shift becomes part of the structured shift pattern may be considered. The overall control on casual cover is expected to fall within the expenditure allocation of £8176 for 2014/15.

There are no costs attached to implementation of the changes to handling and administering the stock.

- **Technical, Environmental and Legal** – No implications identified.
- Political – No implications identified.
- **Reputation** – The consistency of staffing presence and implementation of measures identified in this report may contribute to improved customer service continuity at this facility.
- Equality & Diversity – No implications identified

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

- 5.1 Considers the operational measures identified at 3.9 and 3.10 and agree to their implementation with the change in opening hours commencing from 1 April 2014.
- 5.2 Considers whether to carry out a further trial of Sunday opening this summer, in light of least year's evidence.

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

COLIN WINTERBOTTOM  
LEISURE & SPORTS DEVELOPMENT MANAGER

For further information, please ask for Colin Winterbottom 01200 414588

Ref: Community Services 11.3.14/ CW/IW

**RIBBLE VALLEY BOROUGH COUNCIL** INFORMATION  
**REPORT TO COMMUNITY SERVICES COMMITTEE**

Agenda Item No 8

meeting date: 12 MARCH 2014  
 title: CAPITAL PROGRAMME 2014/15  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: AMY JOHNSON

**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 (2014/15).

**2 BACKGROUND**

2.1 As members will be aware, this committee agreed a proposed capital programme for 2014/17 at its meeting on 14 January this year. As it stood at that time the capital programme was unaffordable. The proposals have since been reviewed by Budget Working Group and CMT to arrive at an affordable programme for 2014/15.

2.2 Following recommendation by a special meeting of Policy and Finance Committee on 11 February, Full Council will consider the five year capital programme for 2014/17 on 4 March 2014. Any changes will be reported to your meeting.

2.3 The recommended capital programme for the three year period 2014/17 totals £1,933,060 for all committees. The total for this committee is £741,000 over the three year life of the capital programme, £110,000 of which relates to the 2014/15 financial year.

**3 SCHEMES APPROVED FOR 2014/15**

3.1 For this committee there are 3 schemes that have been approved for the 2014/15 financial year, totalling £110,000. Shown below is a list of the schemes that make up this total.

	Approved Budget for 2014/15 £
<u>Engineering Services</u>	
Castle Field Toilets - Refurbishment Scheme	33,000
<u>Grounds Maintenance</u>	
Play Area Improvements	30,000
<u>Sports Development</u>	
Installation of 3G Artificial Pitch to replace the 3 x Tennis Court Existing Artificial Surface	47,000
<b>TOTAL COMMUNITY SERVICES COMMITTEE</b>	<b>110,000</b>

3.2 Detailed information on the 3 new schemes shown above is provided at Annex 1.

- 3.3 The budget for the 'Play Area Improvements' scheme was originally approved at £40,000 as part of the 2013/16 Capital Programme (Full Council, 5 March 2013), however it has been agreed to reduce this budget to £30,000 (for 2014/15 only) to help fund the refurbishment of the Castle Field toilets.
- 3.4 A bid for external funding of £25,000 towards the 'Installation of 3G Artificial Pitch to replace the 3 x Tennis Court Existing Artificial Surface' scheme has been made to Sports England through the Inspired Facilities Programme. Final go ahead for this scheme is dependent upon this bid being successful. Notification of the outcome of this bid is anticipated early to mid March and an update will be given at your meeting.
- 3.5 During the closure of our capital accounts there will inevitably be some slippage on schemes in the current year (2013/14). 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 2013/14 capital programme. A report will be brought to this committee at a future meeting giving details of any slippage.
- 3.6 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 This committee has a capital programme for next year of £110,000, consisting of three schemes.
- 4.2 Final go ahead for the 'Installation of 3G Artificial Pitch to replace the 3 x Tennis Court Existing Artificial Surface' scheme is dependent upon a bid for external funding being successful.
- 4.3 In addition there may be slippage on schemes in the 2013/14 capital programme.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM5-14/AJ/AC  
27 February 2014

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## *Castle Field Toilets – Refurbishment Scheme*

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**Service Area: Engineering Services**

**Head of Service: Terry Longden**

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### **Brief Description:**

The facilities are in a very poor condition and require investment to bring them up to a modern standard. The main observations from a recent inspection were as follows:

1. It was noted that vandalism including arson has been attempted in recent years. The worktops adjacent to the wash hand basin exhibit scorch marks where lighters have been used.
2. Poor lighting results in a dim environment that creates a feeling of insecurity in users
3. The flushing mechanisms are hard to use, particularly for children. This contributes to an unpleasant environment.
4. The lack of baby change facilities is not ideal, given the proximity of the children's play area.

The proposal is as follows:

Carry out repairs to external items and strip out and refurbish the castle field toilets including the doors, cubicles, partitions, taps, wash hand basins, new mirrors, lighting, toilets, urinals, associated pipe work, install baby change facilities, new flooring and re-tile walls.

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

To be a well managed council

To help make people's lives safer and healthier

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

### **Government or other imperatives to the undertaking of this scheme:**

CDM Regulations may be applicable.

Health & Safety at Work etc Act 1974

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

The improvement of these facilities will result in an improved perception of the service offered from visitors and residents.

### **Consultation:**

A recent footfall monitoring exercise established that these facilities are used an average of 300 times per day.

The refurbishment would provide the opportunity to install energy efficient lighting and reduce water usage with lower flow rated taps and toilets.

**COMMUNITY SERVICES COMMITTEE**  
**New Schemes Approved for the 2014/15 Capital Programme**

**Start date, duration and key milestones:**

January 2015: Produce drawings and specifications  
 May 2015: Tender and undertake programme of works  
 August 2015: Completion and start of snagging list

**Financial Implications – CAPITAL:**

Breakdown	2014/15 £	2015/16 £	2016/17 £
Contractors	30,000	-	-
Internal Staff Salaries	3,000	-	-
<b>TOTAL</b>	<b>33,000</b>	<b>-</b>	<b>-</b>

**Financial Implications – ANNUAL REVENUE:**

Breakdown	£
Existing Service – no change	-

**Useful economic life:**

The expected useful economic life would be 20 – 25 years.

**Additional supporting information:**

N/A

**Impact on the environment:**

We will specify automatic sensors on the hand wash basins and toilets. We will specify low energy light fittings. We will specify components with a high recycled material content. We will ask the contractors to sort and recycle any waste materials.

**Risk:**

- Political: N/A
- Economic: N/A
- Sociological: N/A
- Technological: N/A
- Legal: *The council is coming under increasing pressure to reduce the operational impact of its properties, specifically in terms of the carbon emissions.*

## *Play Area Improvements*

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**Service Area:** Play Areas

**Head of Service:** Mark Beveridge

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**Brief Description:**

Provide a fund for maintaining and improving the Council's seventeen play areas.

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

To help make people's lives safer and healthier.

**Government or other imperatives to the undertaking of this scheme:**

The scheme will address emerging health and safety concerns over the condition of equipment within play areas.

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

The scheme is vital to maintaining and improving current standards. In some instances equipment can be repaired, extending its life and therefore reducing expensive replacement costs.

**Consultation:**

The scheme is as a result of an independent assessment of current play areas and an increase in the number of complaints relating to the removal and non-replacement of equipment and the general appearance/condition of facilities.

**Start date, duration and key milestones:**

April of each financial year



**COMMUNITY SERVICES COMMITTEE**  
**New Schemes Approved for the 2014/15 Capital Programme**

**Financial Implications – CAPITAL:**

Breakdown	2014/15 £	2015/16 £	2016/17 £
Contractors	10,000	-	-
Equipment and Materials	20,000	-	-
Internal Staff Salaries	10,000	-	-
<b>TOTAL</b>	<b>40,000</b>	<b>-</b>	<b>-</b>
Less reduction in scheme cost to help fund the refurbishment of the Castle Field toilets (2014/15 only)	-10,000		
<b>REVISED TOTAL</b>	<b>30,000</b>		

**Financial Implications – ANNUAL REVENUE:**

Breakdown	£
Existing Service – no change	-

**Useful economic life:**

The life expectancy varies, depending on the type of equipment purchased. Location and intensity of use is also a factor.

**Additional supporting information:**

The bid assumes there will be no external funding to support it at this time. However, there may be Section 106 contributions from housing developments to reduce the overall net impact of the scheme in future years.

**Impact on the environment:**

No comments made.

**Risk:**

- **Political:** *Deterioration in the standard of facilities will have a detrimental effect on the reputation of the Council.*
- **Economic:** *None*
- **Sociological:** *None*
- **Technological:** *None*
- **Legal:** *None*
- **Environmental:** *None*

# Installation of 3G Artificial Pitch Surface to replace the 3 x Tennis Court Existing Artificial Surface

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**Service Area:** Cultural and Leisure Services

**Head of Service:** Mark Beveridge

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**Brief Description:**

The artificial surface at Edisford is divided into 3 playing areas, and the largest of these was purposefully designed for Tennis (3 x court provision) and the artificial carpet pile and surface is conducive to Tennis essentially, though due to the decline of demand for Tennis the area is now mainly utilised for Football.

This scheme will replace the artificial pitch carpet, which has been in place for 11 years with a new 3G surface specific for Football participation. There are currently no other pitch surfaces of its kind available to the general public in Ribble Valley and evidence points to its income generating potential for Football Training and junior matches.

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

To be a well managed council.

To help make people's lives safer and healthier

**Government or other imperatives to the undertaking of this scheme:**

No.

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

It would greatly improve the customer playing experience as the surface is widely acclaimed to be as good as real grass in playing Football. The preference of Footballers is 3G to ordinary artificial carpet and it is anticipated that the cost of hire would increase to reflect the improved experience.

**Consultation:**

Consultation has taken place with the Football Teams utilising the facility and the demand is strongly evidenced. The Indoor Tennis Centre operators are also aware of the fall in Tennis usage and the intention to re-designate this space for Football.

**Start date, duration and key milestones:**

This is dependent upon the success of the application for funding to Sport England. If successful then it would be necessary for the scheme to be complete during 2014/15 with the work ideally being undertaken in the summer months.

**COMMUNITY SERVICES COMMITTEE**  
**New Schemes Approved for the 2014/15 Capital Programme**

**Financial Implications – CAPITAL:**

Breakdown	2014/15 £	2015/16 £	2016/17 £
Contractors	47,000	-	-
<b>TOTAL</b>	<b>47,000</b>	<b>-</b>	<b>-</b>
<b>Sources of External Funding</b>			
Sport England Grant <i>(notification of outcome of bid anticipated early-mid March 2014)</i>	-25,000	-	-
<b>NET COST TO THE COUNCIL</b>	<b>22,000</b>	<b>-</b>	<b>-</b>

**Financial Implications – ANNUAL REVENUE:**

Breakdown	£
Premises Related Costs (maintenance)	1,000
Estimated Additional Income	-6,500
<b>Total Estimated <u>Annual</u> SAVING</b>	<b>-5,500</b>
Estimated Lifespan	15 years
<b>Net Total Estimated <u>Lifetime</u> SAVING</b>	<b>-82,500</b>

**Useful economic life:**

Approximately 15 years with the appropriate level of maintenance and support to help preserve the surface.

**Additional supporting information:**

This scheme includes the submission of an application to Sport England for a funding contribution from the Inspired Facilities Programme. The closing date for applications was 16<sup>th</sup> December 2013 and notification of the outcome of our bid is expected early to mid March 2014. Approval of this scheme is dependant upon this bid being successful.

**Impact on the environment:**

No comment made.

**Risk:**

- **Political:** *None identified.*
- **Economic:** *None identified.*
- **Sociological:** *None identified.*
- **Technological:** *A contractor to be determined with a proved record for 3G facility installation.*
- **Legal:** *No comment made.*
- **Environmental:** *No comment made.*

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No.

meeting date: 11 MARCH 2014  
 title: GENERAL REPORT  
 submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
 principal author: PETER McGEORGE, WASTE MANAGEMENT OFFICER  
 KATHERINE RODGER, ARTS DEVELOPMENT OFFICER

### 1 PURPOSE

To update Committee on recent developments in the waste management section, and to inform on activities in the arts development section for the coming year.

### 2 WASTE MANAGEMENT

#### **Waste Paper and Cardboard Collection Service**

Improvements to the fortnightly, kerbside, mixed waste paper and cardboard collection service commenced on Monday 3<sup>rd</sup> March 2014. Whilst the paper and cardboard will still be collected every two weeks, it is now collected on the same day as either the green or blue wheeled bin.

Householders will have received a combined recycling and waste paper and cardboard collection schedule which indicates on which week the paper and cardboard will be collected.

Extensive promotion and publicity has been undertaken to raise public awareness of the changes. The promotions which continue include the following activities or measures:

- a) Combined recycling and waste paper collection schedule delivered to all households.
- b) Inclusion of the collection schedule within the leaflet provided to residents not on the wheeled bin collection service.
- c) A series of press releases
- d) A series of adverts in the press.
- e) Information on the Council's website that includes a postcode search facility.
- f) The provision of stickers for wheeled bins that advise on the week of collection.
- g) A number of Banner stands for deployment in public places.
- h) Dedicated posters for every Town and Parish Council.
- i) Service leaflets to be placed in public places.
- j) Staff have been briefed on the changes to ensure that they are able explain clearly to their family, friends and neighbours.
- k) A briefing note on the changes has been emailed to all Councillors.

#### **Larger Green Bin Scheme**

The take up rate of 61% for the larger green, wheeled bin scheme is steadily increasing.

Even during these winter months, we are receiving almost daily requests from households to be included in the scheme. Officers are therefore still confident that there will be a further increase in demand for the larger bin during spring this year, with any requests accommodated with the remaining stock.

#### **Recycling Credits**

We have received notification from Lancashire County Council that they will no longer support Lancashire's Waste Collection Authorities through Cost Sharing arrangements and, in the case of Ribble Valley, through tonnage-based Recycling Credit payments.

The question on the validity of this action, and the possible financial and operational consequences to this Council of this decision, is being discussed collectively by all the Lancashire districts at both Chief Officer and Leader level.

### 3 PLATFORM GALLERY AND VISITOR INFORMATION CENTRE

#### Education Gallery 2014

The Platform's Education Gallery provides a versatile space for hire for the community. It has been host to many varied experiences, below are just a few, to whet your appetite:

- Schools colleges and universities showcasing students' work,
- Exhibitions of art and community groups,
- Private hire for a birthday parties,
- Meetings,
- Solo and group art and craft stalls,
- Guided workshops,
- Artist talks,
- Artist demo's,
- Small musical performances,

The inspiring space gives individuals and organisations the chance to showcase their work and make sales to a new and varied audience at the Gallery and Visitor Information Centre. The space is also used for storage as new exhibitions are delivered and returned to the gallery. We develop community links through art projects, developing the gallery's audience, and increasing arts opportunities within the borough.

**January 11** The launch of [MaisonThé](#) the pop up café is coming to the Platform Gallery 11am - 3.30pm. Chase away the January blues; take a break from perusing the beautiful crafts in the winter exhibition, with their mouthwatering menu.

**January 31 - February 22** [Glen Purchase, Ribble Valley Open Prize-winner 2013](#) Each year the Clitheroe Castle Museum host a Ribble Valley Open Exhibition, displaying selected artwork inspired by the Ribble Valley. In 2013 Glen Purchase of Clitheroe was awarded the Ribble Valley Prize, which showcases and celebrates the diversity and excellence of the current art practice in the Ribble Valley. As part of her prize, she won this opportunity to have a solo exhibition within Ribble Valley.

**March 1** Workshop with Priscilla Jones, Mark-making and Mixed Media. You will spend the day creating a range of your own drawing tools, and then use these to make a series of mixed media collages and drawings. The aim of the workshop is to explore and experiment using mark making techniques so you can be playful, free up your drawing skills, push the boundaries and beyond! £48 Per Person 10.30-4.30 pm Saturday 1 March 2014 at the Platform Gallery and Visitor Information Centre, Station Rd, Clitheroe, BB7 2JT. To book your place email Priscilla at [priscilla@priscillajones.co.uk](mailto:priscilla@priscillajones.co.uk) or call 07816 886522.

**29 March** Maison Thè, a Mothers Day themed pop up café. Treat your loved ones to a special afternoon tea, exquisite cakes and fancies within the relaxing setting of the Gallery.

**March 31 – April 5** Pendle Pottery, selected work produced by members of the Simonstone pottery group Pendle Pottery.

**April 7 – 17** Beauty Is The First Test Schools Exhibition. Salesbury and Sabden primary schools display their artwork produced with a local artist at the gallery in the theme of the exhibition, “How maths is used in crafts”.

**April 19** Maison Thè, an Easter themed pop up café.

**May 3 – 31** Craft Open 2013 Winners. Each year, the Platform Gallery hosts the Craft Open exhibition, displaying selected makers from the north of England. Awards were given to three makers. As part of their prize, they won the opportunity to have an exhibition in the Gallery.

**Jun 9 – 14** St Mary’s College Blackburn, display of the sixth form pupils A level artwork.

**June 16 – July 12** Young People’s Craft Open. Craftmakers aged 16–25 from across the North of England are invited to apply to be considered for selection. The selected makers showcase the up and coming talent from the region. Furniture, textiles, jewellery, ceramics, glass and mixed media work hang side by side in this celebration of the hand-made.

**July 26** Maison Thè, themed pop up café.

**August 9** Clitheroe Food Festival / Cake design competition with Maison Thè

**August 30** Maison Thè, pop up café

**September 6** Art Workshop with artist Robert Dutton.

**September 8 – 20** Community exhibition in the theme of the late summer show “Crafts For The Home”.

**October 24 – 25** Artist Group Exhibition with Sam Taylor.

**October 27 – November 8** Ten Plus Textiles – Contemporary textiles work by members of the North West textile group, Ten Plus.

**November 21- 22** Metal – wirework jewellery exhibition. Lancashire jeweller Sam Taylor, exhibition and demonstrations.

**November 29** Maison Thè, pop up café

**December 5 - 7** Christmas Craft Stalls Week 1

**December 12 – 14** Christmas Craft Stalls Week 2

**December 19 – 21** Christmas Craft Stalls Week 3

#### 4 **CONCLUSION**

Further information will be provided to members in future meetings of this Committee

PETER McGEORGE  
WASTE MANAGEMENT OFFICER

KATHERINE RODGERS  
ARTS DEVELOPMENT OFFICER

JOHN C HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information concerning waste management,  
please ask for Peter McGeorge 01200 414467

For further information concerning arts development,  
please ask Katherine Rodgers 01200 414556

Ref: Community Services 11.3.14/PMcG/KR/IW