

Minutes of Community Services Committee

Meeting Date: Tuesday, 17 October 2017, starting at 6.30pm
Present: Councillor S Hore (Chairman)

Councillors:

J E Alcock	R Newmark
A Brown	G Scott
R Hargreaves	N Walsh
T Hill	J White
S Knox	

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

316 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors S Carefoot, S Hind, S Hirst, J Holgate and M Robinson.

317 MINUTES

The minutes of the meeting held on 29 August 2017 were approved as a correct record and signed by the Chairman.

318 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

Councillor S Knox declared an interest in Agenda item 10 – Clitheroe Museum Collections Development Policy.

319 PUBLIC PARTICIPATION

There was no public participation.

320 ROEFIELD FOOTBALL PROJECT

The Director of Community Services submitted a report providing an update on a proposal from Clitheroe Wolves Football Club and the Lancaster Foundation to work in partnership with the Council to develop a football specific facility at Roefield playing pitches and to seek approval in principle for the arrangements.

He reminded Members that at the last meeting they had agreed in principle to a proposal by Clitheroe Wolves Football Club and the Lancaster Foundation to develop an indoor facility and support the building of a full size 3G synthetic surface at Roefield. This would require a successful application for match grant funding from the Football Foundation.

Sport England had been approached to gain confirmation that they would not seek clawback of the funding granted to improve the existing 3G surface which

would need to be removed and replaced by the new pitch. This had now been received.

In order to meet the safeguarding guidance for changing rooms, there would need to be some alterations to the Council's existing pavilion without which the Football Foundation would not be able to help fund the new pitch.

The report outlined the cost for the project for which grant funding from the Football Foundation would be sought and if approved the Lancaster Foundation had indicated their willingness to provide the other funding for the outdoor pitch and changing rooms.

A Lease had been drawn up for the Lancaster Foundation and Clitheroe Wolves Football Club to consider. The Council would be required as landowner to be the client for the outdoor pitch project and would have to submit the bid to the Football Foundation. A legal agreement would therefore have to be entered into with the Football Foundation if a successful bid was achieved.

To progress the scheme a request will be made to the Lancashire Foundation for £12,000 to cover the initial funding to pay for the pre-site investigation works required by the Football Foundation. That sum is at the risk of the applicant until the scheme has been considered and hopefully approved by the Football Foundation, as is the preparation of designs and tenders and the submission for planning approval. Only after this would have been undertaken could a bid to the Football Foundation be made.

On the existing site where the new artificial pitch would be located is an existing artificial cricket wicket that will need to be relocated as part of the scheme. This can be incorporated into the scheme and is eligible for funding from the Football Foundation.

The report gave a breakdown of the estimated capital scheme costs of the scheme which the Council would be expected to project manage and would require time being devoted to it by Council officers.

At the present time the proposal is for a pitch without a shock pad underneath the surface as this was not a Football Foundation requirement. However the installation of such a pad when the surface is laid would mean that the life of the playing surface can be extended for up to twice as long. The report went on to outline the potential revenue costs for the 3G pitch along with estimated income.

In order to progress this project further there were a number of further steps to be undertaken with regard to costings funding agreements and application processes:

- To determine how the outdoor football pitch and changing rooms will be delivered including detailed costings.
- To determine and draft the appropriate legal and funding agreements required with the Lancaster Foundation.

- To determine the application process with the Football Foundation for the outdoor pitch and changing facilities.

RESOLVED: That Committee

1. approve the project proposed in principle as amended, subject to entering into the appropriate funding and legal agreements with the Lancaster Foundation and subject to a successful application to the Football Foundation for match funding for the outdoor pitch and changing rooms; and
2. request officers to bring a report to the next Committee setting out details of the scheme together with timescales and the agreements that are proposed.

321 CLITHEROE FOOD FESTIVAL 2018

The Director of Community Services submitted a report providing Committee with an update on this year's event along with the outturn for income and expenditure and asking for consideration of the Council's support for the 2018 festival.

He reminded Members that the delivery of Clitheroe Food Festival with the Food Festival Board was regarded as an invaluable contribution to the promotion of the area as a tourist destination and also in our role in economic development.

A survey had been carried out on behalf of the Council following the 2017 of the retailers seeking to determine the impact on an attitude of the retail sector in Clitheroe that the Food Festival has. The results of this survey were summarised in the report and overall indicated that the Food Festival had a positive impact on the town.

Details with regard to areas where income can be generated were highlighted along with the additional costs and impact on the town that the traffic management has. The final outturn for the Clitheroe Food Festival 2017 was that it made a deficit of about £9,000. The two main variances being with regard to income and expenditure were those of security and sponsorship income. It was proposed to fund the deficit on this year's festival from an earmarked reserve which was made up of surpluses that had been realised in past years of the festival.

A letter had been received from the Chair of the Food Festival Board requesting the Council's input into a festival for 2018. Committee considered this request and felt that as this was an event which was part of the tourism offer for the town should be supported but that ways of cost saving should be examined carefully.

RESOLVED: That Committee

1. ask Policy and Finance Committee to consider the release of funds from the earmarked reserve to cover the deficit for 2017; and

2. support the staging of the Food Festival on 11 August 2018 and the Council resources that this involves.

322

BEATS FOR CANCER EVENT IN CLITHEROE CASTLE GROUNDS

The Director of Community Services submitted a report outlining a request that had been submitted to hold a music event in the Castle grounds for Saturday, 18 August 2018. The report outlined the background to this event for which the organisers are local people who have held similar events since 2014 based in the Castle at the Bandstand.

The event involved DJs playing dance music and the proceeds from the event are donated to cancer charities. The crowd capacity for 2017 was 3,000 people and an admission charge of up to £25 per ticket had been levied. In order to control entry organisers had placed a fence around the event area of the Bandstand and the grass banking on some of the grass area alongside the Bandstand. The organisers had applied for their own premises licence to enable them to stage the event which covered the sale of alcohol.

The central location and the impact on local residents was the most significant issue arising from staging the event and at the 2017 event there had been 12 noise complaints from around the town resulting in an Environmental Health Officer being called out to assess the noise from the event on Saturday evening. Reports had been requested from the sound engineers who monitored the sound throughout the event on behalf of the organisations as part of their licence condition that to date had not been received.

During the event there had also been 4 separate 999 calls made for assistance by the organisers of which 3 had resulted in an ambulance taking a person to hospital.

The Bandstand itself together with the footpath surrounding it and part of the Castle field would be out of use for the duration of the event with some disturbance in the set up and derig periods. Public access would be restricted to the museum side of the castle and part of the field not enclosed by the fence and access to the Castle itself and the Keep would be maintained until 5pm, after which time the area would be closed off to avoid any safety issues arising with people gathering there to watch the event without payment.

It was proposed that should the event be approved, the organisers would be asked to apply for their own premises licence again which would be subject to approval from the Council's Licensing Committee. The event would also need to be considered by the Ribble Valley Safety Advisory Group at which point the emergency services would have input into the plans the organisers present for staging the event.

The report went on to outline the fees charged for the parts of the Castle grounds used as well as the Performing Rights Society fee.

Committee discussed various aspects of this event in some detail and felt that it played an integral part in the events calendar in the borough, particularly for young people. There were some concern expressed about the noise issues and more importantly the public health issues and any liabilities that may fall on the organisers or the Council.

RESOLVED: That Committee

1. approve in principle the request to hold the Beats Cancer event in 2018 subject to submission to the Council of the sound engineer's report on the 2017 event and assurances with regard to public safety, noise, liability and other operational issues;
2. request the organisers to apply for their own premises licence and subject the event for approval by the Ribble Valley Safety Advisory Group; and
3. approve the recommended charge to be levied for the hire of £750 plus the PRS fee and refundable deposit of £1,500.

323 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report seeking Committee's approval on proposals to increase this Committee's fees and charges with effect from 1 April 2018. These proposals were the first stage in the review of the Committee's budget for the forthcoming 2018/19 financial year. The Council's latest budget forecast allows for a 2% increase in the level of income raised from fees and charges and this review aims to increase budgeted income for 2018/19 by this amount as a minimum. After applying this percentage increase proposed charges have generally been rounded up or down to minimise any problems with small change, which inevitably impacts on the individual percentage rise for each separate charge, particularly when the charge is low.

The key messages from the Budget Working Group to officers and also for Committee to bear in mind when reviewing the fees and charges were:

- any charges should look to meet the costs of providing the services being used;
- as an absolute minimum all fees and charges should be increased by 2%;
- where possible comparisons should be made to the charges being made by our neighbours in Lancashire or wider if appropriate;
- a thorough review of services for areas where we are not currently charging should be made and a charge made where appropriate; as part of this review innovative ways of charging should be considered.

Discussions had been held between budget holders and financial services to enable the budget holder to propose a set of fees and charges for their services. The proposed set of fees and charges was set out for Committee's information.

The proposal for trade refuse charges was circulated for Committee's information. This had not been included in the report as a significant element of

the charge relates to the recovery of disposal costs levied by Lancashire County Council's and their proposals had only just been received.

The report also gave various options with regard to proposed increased charges for car parking where the suggested fees and charges were based on an increase in charges rounded to the nearest 10p.

The report also outlined a table of new charges that had been identified for Committee's consideration.

RESOLVED: That Committee approve the level of fees and charges to be levied for this Committee for 2018/19 as outlined in the report at Annex 1, with the addition of the trade refuse charges as circulated and the table of new charges identified.

324 CAPITAL PROGRAMME REVIEW OF NEW BIDS 2018/2023

The Director of Resources submitted a report recommending the proposed future 5 year Capital Programme 2018/19 to 2022/23 for this Committee. For this Committee there were originally 25 schemes approved for the financial years 2018/19 to 2021/22 totalling £3,233,940. Heads of Service had submitted updated bids to increase the value of 2 schemes in 2018/19 based on updated estimates at a cost of £7,000.

Heads of Service had also been requested to put forward new bids for 2022/23 for this Committee and 14 new bids had been submitted totalling £707,650. Details of which were attached for Committee's information.

It was pointed out that other Committees would be receiving similar reports for the new scheme bids and that all these bids would be finally considered alongside each other by the Budget Working Group and Policy and Finance Committee against the limited financial resources that are available to finance the Capital Programme.

RESOLVED: That Committee

1. approve the proposed 5 year Capital Programme for 2018/19 to 2022/23; and
2. recommend to Policy and Finance Committee a future 5 year Capital Programme for this Committee.

(Councillor S Knox declared an interest in the next item of business and left the meeting.)

325 CLITHEROE MUSEUM COLLECTIONS DEVELOPMENT POLICY

The Director of Community Services submitted a report which provided an opportunity for the Committee to discuss and consider the Collections Policy developed by the Lancashire County Council's Museum Service with whom the Council has a Service Level Agreement for the management of the Clitheroe

Castle Museum. This Policy had to be ratified periodically to ensure the Museum retains its accredited status. The Policy was included for Committee's consideration.

RESOLVED: That Committee approve the Collections Development Policy 2017 as outlined.

(Councillor S Knox returned to the meeting.)

326 CAPITAL MONITORING 2017/2018

The Director of Resources submitted a report providing Members with information on the progress of the approved Community Committee 2017/18 Capital Programme for the period to the end of August 2017. The report gave a summary of the Community Committee Capital Programme budget expenditure to date and variances and included the full Capital Programme by scheme with details, financial information and budget holder's comments. At the end of August 2017 61.9% of the annual Capital Programme for this Committee had been spent or committed.

RESOLVED: That the report be noted.

327 REVENUE MONITORING 2017/2018

The Director of Resources submitted a report for Committee's information on the position for the period April to August 2017 of this year's revenue budget as far as this Committee was concerned. The report outlined by cost centre and comparison between actual expenditure and the original estimate for the period to the end of August and highlighted the variations, along with the budget holder's comments and agreed action plans.

RESOLVED: That the report be noted.

328 GENERAL REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a report informing Committee relating to an additional Trustee on the Board of the Roefield Leisure Centre, current issues affecting car parking in the borough and confirming that arrangements are in place concerning the withdrawal of the £1 coin.

RESOLVED: That the report be noted.

329 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

The meeting closed at 7.45pm.

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