

# RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **COMMUNITY SERVICES COMMITTEE** is at **6.30pm** on **TUESDAY, 13 JANUARY 2015** 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 October 2014 - copy enclosed.
3. Declarations of Interest (if any).
4. Public participation (if any).

### DECISION ITEMS

- ✓ 5. Revised Capital Programme 2014/2015 – report of Director of Resources – copy enclosed.
- ✓ 6. Proposed Capital Programme 2015/2016 – report of Director of Resources - copy enclosed.
- ✓ 7. Revised Revenue Budget 2014/2015 – report of Director of Resources – copy enclosed.

- ✓ 8. Original Revenue Estimate 2015/2016 – report of Director of Resources – copy enclosed.
- ✓ 9. Stonebridge Public Conveniences, Longridge – report of Director of Community Services – copy enclosed.
- ✓ 10. Pendleton Car Park – Surrender of Lease – report of Director of Community Services – copy enclosed.
- ✓ 11. Review of Lancashire Waste Collection Services – report of Director of Community Services – copy enclosed.
- ✓ 12. Music and Food Event in Clitheroe Castle Grounds – report of Director of Community Services – copy enclosed.

#### INFORMATION ITEMS

- ✓ 13. Management of Events on the Highway – report of Director of Community Services – copy enclosed.
- ✓ 14. Car Park Working Group – report of Director of Community Services – copy enclosed.
- ✓ 15. Audit of Platform Gallery and Visitor Information Centre – report of Director of Resources – copy enclosed.
- ✓ 16. General Report – report of Director of Community Services – copy enclosed.
- ✓ 17. Reports from Representatives on Outside Bodies (if any).

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

- ✓ 18. Events in Clitheroe Castle Grounds – report of Director of Community Services – copy enclosed.
- ✓ 19. Options Following the Withdrawal of Recycling Credits – report of Director of Community Services – copy enclosed.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

DECISION

Agenda Item No 5

meeting date: 13 JANUARY 2015  
title: REVISED CAPITAL PROGRAMME 2014/15  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

## 1 PURPOSE

1.1 To approve the revised capital programme for the current financial year for this committee.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified.
- Corporate Priorities – to continue to be a well-managed council, providing efficient services based on identified customer needs.
- Other Considerations – none identified.

## 2 BACKGROUND

2.1 The original capital programme for 2014/15 was approved by Policy and Finance Committee in February 2014.

2.2 Regular reports have been presented to this committee on progress with the capital programme.

## 3 ORIGINAL CAPITAL PROGRAMME 2014/15

3.1 The original capital programme for the current year included schemes at a total estimated cost of £110,000. In addition, not all planned expenditure for last year (2013/14) was spent by the end of the financial year. The balance of this, £11,710 relating to the Play Area Improvements 2013/14 scheme, has been transferred into this financial year. This is known as slippage.

3.2 One further approval has been made to the 2014/15 capital programme, £15,450 for a grant to Roefield Leisure to support capital expenditure on their activity room. This was formally approved by Policy and Finance Committee on 9 September 2014.

3.3 The total approved budget for 2014/15 is £137,160, as shown in Annex 1.

## 4 REVISING THE 2014/15 CAPITAL PROGRAMME

4.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect their progress and estimated full year expenditure. Four of the five schemes will be completed in-year and spend should be in line with the budgets approved.

4.2 The budget for the Installation of 3G Artificial Pitch scheme, £47,000, has been moved to 2015/16. This is because this scheme is dependent upon external funding. The September 2014 application for Sport England funding was unsuccessful. As at December 2014 officers are planning to make an updated bid to Sport England to secure funding for 2015/16.

4.3 Following this update, the revised estimate for 2014/15 is £90,160 for the remaining four schemes. Expenditure to date on these schemes is £82,921, which is 92% of the revised estimate. Annex 1 shows the full capital programme by scheme, along with the budget and expenditure to date. The summary position is shown below.

<b>Original Estimate 2014/15 £</b>	<b>Slippage from 2013/14 £</b>	<b>Additional Approvals in 2014/15 £</b>	<b>Total Approved Budget 2014/15 £</b>	<b>Revised Estimate 2014/15 £</b>	<b>Budget moved to 2015/16 £</b>	<b>Actual Expenditure including commitments as at end of November 2014 £</b>
<b>110,000</b>	<b>11,710</b>	<b>15,450</b>	<b>137,160</b>	<b>90,160</b>	<b>47,000</b>	<b>82,921</b>

4.4 Updated capital evaluation forms completed by the responsible officers, for all the schemes were reported to committee in the previous cycle.

## 5 RISK ASSESSMENT

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

- Resources – approval of the revised capital programme will see a decrease in the level of financing resources needed within the 2014/15 financial year.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

## 6 CONCLUSION

6.1 There has been a decrease to the revised estimate from the previously approved capital budget for this committee, to £90,160. This is due to the Installation of 3G Artificial Pitch scheme being moved to 2015/16. At this point in time, it is anticipated that the other schemes in the 2014/15 capital programme will be completed by the end of the financial year.

## 7 RECOMMENDED THAT COMMITTEE

7.1 Approve the revised capital programme for 2014/15 as set out in Annex 1.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM3-15/AJ/AC  
19 December 2014

For further background information please ask for Andrew Cook, extension 4498.

BACKGROUND PAPERS – None

## COMMUNITY SERVICES COMMITTEE – REVISED CAPITAL PROGRAMME 2014-15

Cost Centre	Schemes	Original Estimate 2014/15	Budget moved from 2013/14	Slippage from 2013/14	Additional Approvals in 2014/15	Total Approved Budget 2014/15	Revised Estimate 2014/15	Budget moved to 2015/16	Actual Expenditure including commitments (as at end of November 2014)
		£	£	£	£	£	£	£	£
CFTOI	Castlefield Toilets Refurbishment	33,000	0	0	0	33,000	33,000	0	32,309
PLAYN	Play Area Improvements 2013/14	0	0	11,710	0	11,710	11,710	0	8,522
PLAYO	Play Area Improvements 2014/15	30,000	0	0	0	30,000	30,000	0	26,645
TGAPS	Installation of 3G Artificial Pitch	47,000	0	0	0	47,000	0	47,000	0
RGRNT	Grant to Roefield – Activity Room	0	0	0	15,450	15,450	15,450	0	15,445
<b>Total Community Committee</b>		<b>110,000</b>	<b>0</b>	<b>11,710</b>	<b>15,450</b>	<b>137,160</b>	<b>90,160</b>	<b>47,000</b>	<b>82,921</b>

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 6

meeting date: 13 JANUARY 2015  
 title: PROPOSED CAPITAL PROGRAMME 2015-2018  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

### 1 PURPOSE

- 1.1 To recommend the proposed future three-year capital programme (2015/16-2017/18) for this committee.

### 2 BACKGROUND

- 2.1 This report will review the draft programme of schemes for the next three financial years (2015/16 to 2017/18), based on the bids received from Heads of Service.
- 2.2 Schemes were considered at this time last year for the 2015/16 and 2016/17 financial years. No bids have previously been requested for the 2017/18 financial year.
- 2.3 In the same manner as previous years, all Heads of Service were asked to submit capital bids, bearing in mind the limited financial resources that are available to finance the capital programme.

### 3 DRAFT PROGRAMME 2015/16 TO 2017/18

- 3.1 The proposed schemes have been entered into the draft programme in two ways. Firstly, Heads of Service were asked to review the programme of provisionally approved schemes for 2015/16 and 2016/17 and suggest any amendments that were required to those schemes. This review identified one replacement van scheme to be deleted from the 2015/16 approved schemes – reducing the programme by £12,000.
- 3.2 Secondly, Heads of Service were asked to put forward bids for the 2017/18 capital programme (Annex 1). Bids totalling £639,710 have been received for 2017/18. Further bids for 2015/16 and 2016/17 were not expected unless there were schemes supported by new funding or new circumstances had arisen since this time last year. Two new bids were received for 2015/16 totalling £24,600 and one revised bid for 2016/17 was received, which increased the value of that scheme by £5,000.
- 3.3 Annex 2 shows the financial impact for each financial year of the provisionally approved 2015/16 and 2016/17 schemes and the new bids put forward. A summary is shown below.

Schemes	2015/16 £	2016/17 £	2017/18 £	TOTAL £
Previously Approved schemes brought forward	404,000	227,000	0	<b>631,000</b>
Previously Approved Scheme deleted	-12,000	0	0	<b>-12,000</b>
New Bids (incl requests for additional funding)	24,600	5,000	639,710	<b>669,310</b>
<b>Total of all schemes</b>	<b>416,600</b>	<b>232,000</b>	<b>639,710</b>	<b>1,288,310</b>

- 3.4 Of all the new bids received, totalling £669,310, only one scheme has **potential** external funding identified, totalling £23,325. This leaves £645,985 of new bids that would require funding from the Council's available capital resources. These capital resources are currently very low.
- 3.5 Annex 1 shows all the new scheme bids for this committee in detail and how each particular scheme links to the Council's ambitions.
- 3.6 Committee members should therefore consider the new scheme bids, as attached, and those schemes previously approved for 2015/16 and 2016/17 and put forward any amendments to those bids that they may wish to make at this stage.
- 3.7 It must be noted that other committees will be receiving similar reports for the new scheme bids. Bids from all committees will finally be 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.

#### 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
- Resources – The proposals as submitted in the new bid forms would require a substantial level of funding from Council resources, at least £645,985. Confirmed external funding is minimal.
  - Technical, Environmental and Legal – None.
  - Political – None.
  - Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
  - Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

#### 5 CONCLUSION

- 5.1 Previously approved capital schemes for the 2015/16 and 2016/17 financial year have been reviewed and re-confirmed by Heads of Service. These total £619,000.
- 5.2 New capital scheme bids, mainly for 2017/18, have been received, totalling £669,310.
- 5.3 The vast majority of new capital scheme bids, at least £645,985, have no associated external funding, yet the Council's existing capital resources to fund such schemes are currently very low.

6 RECOMMENDED THAT COMMITTEE

6.1 Consider the future three-year programme for 2015/16 to 2017/18 as attached and agree any amendments they wish to make.

6.2 Recommend to Policy and Finance Committee a future three-year capital programme for this committee's services.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM2-14/AJ/AC  
19 December 2014

For further background information please ask for Andrew Cook, extension 4498.

BACKGROUND PAPERS – None

**Community Services Committee  
New Capital Bid Submissions**

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## **BID 1 : All Weather Pitch Lighting**

**Increased Cost of Existing Scheme – EXTRA £5,000 REQUESTED**

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Service Area: Edisford All Weather Pitch

Head of Service: Mark Beveridge

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*If the current scheme for the All Weather Pitch surface replacement slips into the 2015/16 financial year, it would be recommended that this scheme be moved to 2015/16 too in order for the works to be undertaken at the same time.*

### **Brief Description:**

The synthetic turf pitches at the Ribblesdale Pool are currently lit by 16 x 2KW metal halide floodlights mounted on 10m columns, these columns house the control gear for the lighting. They are approaching the end of their economic life. Some bookings have been cancelled because of lighting failure during the past year.

Replacing the current fittings and control gear with a more energy efficient self-contained LED Fittings, without compromising on light output. Self-contained fittings will dramatically cut the currently high maintenance bill. Although, the technology of LEDs is not quite advanced enough yet to acquire the lumen output required. Consultations with leaders in the field are confident that such a product will be available come 2017.

### **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 will be applicable. The lighting level has deteriorated over time since the original units were installed, if they are not replaced, the facility will become unavailable for use in the evenings.

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

The installation of new units would be cheaper to operate using LED technology and provide light level improvements for less overall running costs than the current units.

## Community Services Committee New Capital Bid Submissions

### Consultation:

This scheme has been developed following feedback from the staff at Ribblesdale Swimming Pool. The Council Principal and Assistant Surveyors.

### Start date, duration and key milestones:

January 2016: Produce drawings and specifications.

May 2016: Tender and undertake programme of works.

July 2016: Completion and issue snagging list.

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Contractors	-	2,000	-
Equipment/Materials	-	17,600	-
Internal Staff Salaries	-	400	-
<b>TOTAL</b>	-	20,000	-

**ADDITIONAL £5,000 ONLY REQUESTED - £15,000 ALREADY IN THE CAPITAL PROGRAMME**

### Financial Implications – ANNUAL REVENUE:

Breakdown	£
Premises Related Costs (Years 1 to 3)	-2,050
Total Estimated <u>Annual</u> SAVING (Years 1 to 3)	-6,150
Premises Related Costs (Years 4 to 10)	-550
Total Estimated <u>Annual</u> SAVING (Years 4 to 10)	-3,850
Estimated Lifespan	10 Years
Net Total Estimated <u>Lifetime</u> SAVING	-10,000

### Useful economic life:

The expected useful economic life is 10 years for the lighting.

## Community Services Committee New Capital Bid Submissions

### Additional supporting information:

On examining the control gear for the lighting it is apparent that it is reaching the end of its economical life with the lights failing on a more regular basis. It should be noted that over the last 2 years the reactive maintenance costs have been on average £1,500 per year.

The cost of electricity based on an average is £1,100 per year, with electric prices increasing in the coming years this figure may rise further.

Replace existing fittings with an LED equivalent, using modern optics the lighting level would be the same on the playing surfaces as they are currently, at a minimum this would half the electric bill and with the initial guarantee there would be no maintenance for 3 years giving a saving.

After this period it is estimated we will save a minimum of £550 per year on electricity. The proposed new fittings are self-contained units having a minimum IP45 rating protecting them from water ingress, therefore reducing the need for maintenance in the future.

### Impact on the environment:

The new light fittings will use at least half as much electric compared to the existing ones. We will ask the contractors to sort and recycle any waste materials.

### Reason for updated bid for 2016/17

Updated for the details and costing of the scheme.

### Risk:

- **Political:** Pitch use is paid for by users, as lighting levels deteriorate and cancellations rise, the potential for complaints to the council for action to be taken rises.
- **Economic:** The artificial pitches are an integral part of the income stream for the pool complex, the majority of the income is generated through the winter period when the lights are most required.
- **Sociological:** The trend towards healthier lifestyles and the push from the Government to increase exercise is resulting in people becoming more aware of the health benefits of exercise and this is leading to a greater demand for sports facilities.
- **Technological:** The latest technology will be specified and should result in reduced energy bills.
- **Legal:** N/A
- **Environmental:** The council is coming under increasing pressure to reduce the operational impact of its properties, specifically in terms of the carbon emissions.

**Community Services Committee  
New Capital Bid Submissions**

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## **BID 2: Hyprolyser Electrochlorination System at Ribblesdale Pool**

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Service Area: Ribblesdale Pool

Head of Service: Mark Beveridge

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### **Brief Description:**

Installation of a Hyprolyser Electrochlorination system at Ribblesdale Pool.

### **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 specific imperatives, however, a risk assessment of the existing arrangement has highlighted that the blockages which are a consequence of the way the system operates create a potential risk to staff who have to unblock the injectors frequently.

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

The chemical dosing of the Main and Teaching Pools is currently provided by Granudos Units which supply Calcium Hypochlorite into the water. These units rely upon a small dosing of an acid (Sulphuric acid) to serve as a cleaning agent and avoid blockages of the dosing equipment caused by the congealing of Calcium deposits and blocking the dosing of the chemical into the pool water.

However, the units are prone to become periodically blocked with deposits and insufficient chemical is then able to enter the water through this controlled mechanism. Despite efforts to adjust the acid levels and flush the units as recommended to help avoid this problem, it would appear to be an inherent design failure which necessitates cleaning of the parts which are susceptible to blocking as often as is necessary.

The Hyprolyser unit being proposed utilises a different vacuum dosing system, and does not encounter this problem. Council officers have visited sites with the Hyprolyser equipment installed and there were no reports of dosing blockages.

There is a maintenance cost in terms of an ongoing time commitment required by pool staff to clear the dosing equipment which is believed avoidable if the new system of chemical treatment were to be introduced.

## Community Services Committee New Capital Bid Submissions

The main advantage of an electrochlorination system is in terms of ongoing revenue savings.

### Calcium Hypochlorite

Based on the supplied figures the pool requires 3kgs of Chlorine per day.  $3\text{kgs} \times 365 \times \text{£}4.25 = \text{£}4653.75$  per year (inc. water and Elec.)

### Pure Chlorine

Based on the supplied figures the pool requires 3kgs of Chlorine per day.  $3\text{kgs} \times 365 \times \text{£}1.72 = \text{£}1883.40$  per year (inc. water, salt and Elec.)

This gives a yearly saving of £2770.35. Plus there would be no need for the cleaning of injectors and manual handling, as is the case currently.

### Consultation:

Phil Dodd Health and Safety Officer because of the current potential risk identified.

### Start date, duration and key milestones:

There are no key milestones attached to this project. The revenue savings are potentially available on installation of the equipment.

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Equipment/Materials	15,600	-	-
<b>TOTAL</b>	<b>15,600</b>	<b>-</b>	<b>-</b>

### Financial Implications – ANNUAL REVENUE:

Breakdown	£
Premises Related Costs	-2,800
Total Estimated <u>Annual</u> SAVING	-2,800
Estimated Lifespan	15 years
Net Total Estimated <u>Lifetime</u> SAVING	-42,000

### Useful economic life:

15-20 years

**Community Services Committee  
New Capital Bid Submissions****Additional supporting information:**

The risk of handling chemicals by staff would be reduced with a new system. Because the current system due to the problems encountered with blockages, mean that staff have to unblock it on a regular basis and are exposed to chemical contact with the associated higher risks that brings.

**Impact on the environment:**

The replacement of the existing system would mean that chemical use would be more controlled and therefore the water and air conditions would improve. This would require less fresh water and air to be used in order to dilute the pool's supply, because the conditions would be less susceptible to variation due to the improvement in control.

**Risk:**

- **Political:** N/A
- **Economic:** N/A
- **Sociological:** People are more aware of the impact their lifestyles have and this is leading to more demand for leisure facilities, also swimmers want to swim in an environment which is both safe and contains the smallest concentration of chemicals possible.
- **Technological:** N/A
- **Legal:** N/A
- **Environmental:** The environmental pressure to improve the use of chemicals is always present.

**Community Services Committee  
New Capital Bid Submissions**

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## **BID 3: Replacement of the UV unit at Ribblesdale Pool**

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**Service Area: Ribblesdale Pool**

**Head of Service: Mark Beveridge**

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### **Brief Description:**

The existing U.V. unit was installed approximately 9 years ago and serves the Teaching Pool in providing additional protection to bathers. Whilst Calcium Hypochlorite is utilised with respect to water treatment for both the Main and Teaching Pools the installation of U.V. acts as a buffer against Cryptosporidium contamination in the Teaching Pool. Studies into ultra violet irradiation have confirmed the effectiveness of both low and medium pressure UV lamps in attacking Cryptosporidium oocyst's, which are a serious source of contamination.

At the time of installation of the existing Chlorinator Unit provided by Aqua Systems; the unit was one of a few high specification. medium rated units available. However, it is now considered to be high maintenance for the size of pool it serves, due to the advances of this type of technology; (i.e. Reduced number of lamps and ease of maintenance), resulting in lower ongoing maintenance costs in replacing UV tubes and reduced electrical energy consumption. To maintain the effectiveness of the U.V. unit it is usual practice to undertake an annual service and replacement of the lamps annually and the cost is significantly reduced with a new replacement unit.

### **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:**

The prevention of water contamination to pool water is essential to bather safety. If the U.V. is not installed then there is potential risk of an outbreak of Cryptosporidium in the small pool where the greatest potential for risk exists. The impact upon the Council could be significant in that the Pool may have to close until Environmental Health inspectors were satisfied that it was safe to re-open to members of the public. Normal water treatment by Calcium Hypochlorite does not offer a complete management solution to Pool Decontamination and U.V. is an additional option in managing the risk presented from faecal contamination.

## Community Services Committee New Capital Bid Submissions

If U.V. was not installed and an outbreak of cryptosporidium did occur then it is very likely that the Pool would have to close and potentially both Pools completely emptied of water. This would impact upon the income generation during the closure period and also the potential loss of income from swimmers who may have a lack of confidence in returning to swim at this venue.

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

The replacement of the unit by a more cost efficient U.V. unit appropriate to the operation of the Teaching Pool will reduce the maintenance and running costs.

This is demonstrated by a comparison of the current expenditure required with the periodic replacement of the U.V. tubes and energy consumption with the projected expenditure attached to a replacement unit.

The existing medium UV unit installed to the small pool uses 2.4kw per hour of power and has a water capacity of 30m<sup>3</sup>/hr (21024kw per hour). The annual service cost of this unit is £3853.58 + VAT. A replacement medium pressure unit with a full flow capacity of 50m<sup>3</sup>/hr requires 1 off 1.5kw lamps consuming in total 1.5kw/hr. The annual service cost is £900 + VAT and fitting and the supply and installation cost is £9,000 +VAT.

### Consultation:

Consultation has taken place with the contractors who provide service and maintenance support across the full range of pool plant operations; (Correctflow). They have identified and recommended UV units which will be appropriate to the requirements of the Pool with the objective of operating more efficiently. Internal consultation has taken place with Alan Coar in respect to the accuracy of the energy consumption figures and the savings that can be realised with a replacement unit as specified. Further consultation with operators of pools which have both low and medium pressure UV units is proposed to help assess the operational benefits.

### Start date, duration and key milestones:

There is no specific milestone attached to this project; though the sooner a replacement is installed then the sooner the maintenance and running costs can be realised. The sourcing of replacement parts for this now dated equipment is becoming increasingly difficult. The installation of a replacement unit will not affect the opening of the Pool and it can be undertaken whilst remaining operational to members of the public.

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Equipment/Materials	9,000	-	-
<b>TOTAL</b>	<b>9,000</b>	<b>-</b>	<b>-</b>

**Community Services Committee  
New Capital Bid Submissions**

**Financial Implications – ANNUAL REVENUE:**

Breakdown	£
Premises Related Costs	-2,750
Total Estimated <u>Annual</u> SAVING	-2,750
Estimated Lifespan	10 years
Net Total Estimated <u>Lifetime</u> SAVING	-27,500

**Useful economic life:**

The expected life of the U.V. equipment is approximately 10 years.

**Additional supporting information:**

The U.V. installation has the effect of reducing the combined chlorine levels. The combined chlorine means that chlorine in this state has attacked germs or dirt and is no longer available as a disinfectant. The lower the combined level the better for bathers as it can irritate eyes and create a strong chlorine odour if it gets too high.

**Impact on the environment:**

Reduced number of bulbs that will need to be disposed of on servicing. Reduction in electricity consumption.

**Risk:**

- **Political:** N/A
- **Economic:** N/A
- **Sociological:** N/A
- **Technological:** The technological advances in U.V. equipment have been significant over the past 10 years and the same may be anticipated over the next 10 years.
- **Legal:** N/A
- **Environmental:** N/A

**Community Services Committee  
New Capital Bid Submissions**

## BID 4: Replacement Mower (Hayter) PN07 MVG

Service Area: Grounds Maintenance

Head of Service: Mark Beveridge

### Brief Description:

Ride on mower for large amenity areas based at Longridge, purchased in 2007, by the time of renewal it will be 10 years old. As with all machinery it is used intensively for the growing season which now extends from late March until early November. The industry norm for replacement of this type of machinery is 6 years.

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

- To be a well-managed council.
- To protect and enhance the existing environmental quality of our area.

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

N/A

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

If the life of the mower were to be extended, previous experience has shown that the cost of repairs and hiring machines to gain a marginal life span is not value for money.

### Consultation:

The Amenity Cleansing Manager who delivers the service and the Transport Manager who undertakes maintenance and organises replacements.

### Start date, duration and key milestones:

2017/18

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Equipment/Materials	-	-	36,000
<b>TOTAL</b>	-	-	36,000
Capital Receipt (disposal of mower)	-	-	TBA

## Community Services Committee New Capital Bid Submissions

### Financial Implications – ANNUAL REVENUE:

None

### Useful economic life:

10 years

### Additional supporting information:

Without replacement the effectiveness and efficiency of the grounds section will be diminished as more time will need to be spent on repairs. This is a particular problem when the machine is out on site and the work is already planned to be completed. This requires a call out or staff to return to base with the machine, either option reduces the operational efficiency.

### Impact on the environment:

If at the time of purchase the technology exists to have a significant impact the options will be explored.

### Risk:

- **Political:** N/A
- **Economic:** The replacement of machinery is scheduled in conjunction with appropriate staff to provide the most cost effective approach possible balancing the investment required and the return the machine provides.
- **Sociological:** N/A
- **Technological:** The replacement will take advantage of any new technology available with the machinery on the market at the time.
- **Legal:** N/A
- **Environmental:** The length of the growing season has expanded considerably in recent years, with the machinery having to be used early in the year and continuing until much later. This change is due to the weather patterns prevailing.

**Community Services Committee  
New Capital Bid Submissions**

## BID 5: Replacement mower (Kubota) PN09 SWO

Service Area: Grounds Maintenance

Head of Service: Mark Beveridge

### Brief Description:

Ride on mower for amenity areas and external contracts, purchased in 2009, by the time of renewal it will be 8 years old. As with all machinery it is used intensively for the growing season which now extends from late March until early November. The industry norm for replacement of this type of machinery is 5 years.

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

- To be a well-managed council.
- To protect and enhance the existing environmental quality of our area.

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

None

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

If the life of the mower were to be extended, previous experience has shown that the cost of repairs and hiring machines to gain a marginal life span is not value for money.

### Consultation:

The Amenity Cleansing Manager who delivers the service and the Transport Manager who undertakes maintenance and organises replacements.

### Start date, duration and key milestones:

2017/18

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Equipment/Materials	-	-	20,000
<b>TOTAL</b>	-	-	20,000
Capital Receipt (disposal of mower)	-	-	TBA

**Community Services Committee  
New Capital Bid Submissions****Financial Implications – ANNUAL REVENUE:**

None

**Useful economic life:**

It is expected that the new mower will have a lifespan of 8 years.

**Additional supporting information:**

Without the replacement of the mower the performance of the grounds section will diminish as more time will be spent on repairs. Which is particularly problematical when the mower is out on site and a repair is needed; this then requires either a call out for a mechanic or the staff to return the machine to the depot. Either option reduces effectiveness and productivity.

**Impact on the environment:**

If at the time of purchase the technology exists to have a significant impact then this will be explored.

**Risk:**

- **Political:** N/A
- **Economic:** The replacement of machinery is scheduled in conjunction with appropriate staff to provide the most cost effective approach possible balancing the investment required and the return the machine provides.
- **Sociological:** N/A
- **Technological:** The replacement will take advantage of any new technology available with the machinery on the market at the time.
- **Legal:** N/A
- **Environmental:** The length of the growing season has expanded considerably in recent years, with the machinery having to be used early in the year and continuing until much later. This change is due to the weather patterns prevailing.

**Community Services Committee  
New Capital Bid Submissions**

## BID 6: Replacement mower (Scag 4x4) rvbc 016

Service Area: Grounds Maintenance

Head of Service: Mark Beveridge

### Brief Description:

This machine has a 10 year life span, longer than the industry norm. It is used for the banked areas of the Castle and other difficult terrains where a ride on machine would be unsafe to operate due to the incline. It is 4 wheel drive because it has been assessed as the best equipment for the work required.

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

- To be a well-managed council.
- To protect and enhance the existing environmental quality of our area.

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

The work was risk assessed and this piece of equipment was deemed the most suitable to mitigate the risks of cutting grass and undergrowth in difficult to reach banked areas.

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

The alternative to this machine is for the areas to be strimmed which is labour intensive, takes longer and produces an inferior result for the soft landscape.

### Consultation:

The Amenity Cleansing Manager who delivers the service and the Transport Manager who undertakes maintenance and organises replacements.

### Start date, duration and key milestones:

2017/18

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Equipment/Materials	-	-	10,000
<b>TOTAL</b>	-	-	10,000
Capital Receipt (disposal of mower)	-	-	TBA

**Community Services Committee  
New Capital Bid Submissions****Financial Implications – ANNUAL REVENUE:**

None

**Useful economic life:**

10 years

**Additional supporting information:**

The lifespan of the existing machine is extended as far as is practicable at 10 years, given the intensity of use it is subjected to during the growing season. To extend further would result in a greater number of breakdowns and less productivity.

**Impact on the environment:**

If at the time of purchase the technology exists to have a significant impact then this will be explored.

**Risk:**

- **Political:** N/A
- **Economic:** The replacement of machinery is scheduled in conjunction with appropriate staff to provide the most cost effective approach possible balancing the investment required and the return the machine provides.
- **Sociological:** N/A
- **Technological:** N/A
- **Legal:** Health and safety legislation requires employers to risk assess the work of their staff and implement measures to mitigate risk, changes to current legislation could require alternative options to be explored in the future, such as remote operation of machinery.
- **Environmental:** The length of the growing season has expanded considerably in recent years, with the machinery having to be used early in the year and continuing until much later. This change is due to the weather patterns prevailing.

**Community Services Committee  
New Capital Bid Submissions**

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## **BID 7: Replacement pick up vehicles (Ford Ranger S/C 4WD) x 2 – PK07 LSY and PK07 TZG**

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**Service Area:** Grounds Maintenance

**Head of Service:** Mark Beveridge

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### **Brief Description:**

The two vehicles due for replacement were purchased in 2007, they are on a 10 year replacement cycle. They are used to transport materials and towing equipment for grounds maintenance to use on site.

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

- To be a well-managed council.
- To protect and enhance the existing environmental quality of our area.

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

The 2 vehicles are required to tow trailers of equipment to site and transport other essential material on the flat bed. This limits the type of vehicle to what has previously been purchased.

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

If the life of the pick-ups were to be extended, previous experience has shown that the cost of repairs and hiring vehicles to gain a marginal life span increase is not value for money.

### **Consultation:**

The Amenity Cleansing Manager who delivers the service and the Transport Manager who undertakes maintenance and organises replacements.

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

2017/18

## Community Services Committee New Capital Bid Submissions

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Equipment/Materials (Two trucks at £18,000 each)	-	-	36,000
<b>TOTAL</b>	-	-	36,000
Capital Receipt (disposal of vehicles)	-	-	TBA

### Financial Implications – ANNUAL REVENUE:

None

### Useful economic life:

10 year life span

### Additional supporting information:

These vehicles are the basic workhorse for the grounds section and integral to getting staff and machinery to site.

### Impact on the environment:

The latest specification vehicles will be obtained and in line with current emissions regulations in force at that time.

### Risk:

- **Political:** N/A
- **Economic:** N/A
- **Sociological:** N/A
- **Technological:** Within reason, the opportunity to purchase the latest technology for engine emissions will be taken.
- **Legal:** New emission targets could raise the bar higher for vehicles, resulting in higher than expected purchase prices.
- **Environmental:** Changes to emission targets.

**Community Services Committee  
New Capital Bid Submissions**

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## **BID 8: Longridge CCTV (Transfer of Images to Clitheroe Monitoring station)**

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**Service Area:** Engineering

**Head of Service:** Terry Longden

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### **Brief Description:**

A CCTV system with 7 cameras currently operates in Longridge town centre. Whilst the images are displayed in the Longridge Police station they are no longer routinely monitored and hence the full benefits of the system in combatting crime and antisocial behaviour have either not been developed or are not being utilised. There is also the likelihood that Longridge Police Station may close leaving rendering the CCTV system inoperable.

Recent developments in superfast broadband mean that it is now technically feasible to securely transfer the images from a central point in Longridge to the RVBC CCTV monitoring suite in Clitheroe at relatively low revenue (ongoing cost). The CCTV monitoring system has the capacity to monitor the additional cameras of the Longridge system.

The estimated capital costs of the provision and installation of equipment to collate the images at Longridge, to securely transmit them to Clitheroe and to display them on additional monitoring equipment within the monitoring suite is estimated at £12,000 to include some upgrade of the Longridge equipment to make it compatible with the Clitheroe installation.

An ongoing revenue cost for the commercial grade broadband is estimated at £75/ month.

The ongoing maintenance costs of the Longridge system at approximately £2,500 p.a. are currently provided for in the Community Safety Partnership budgets which are externally funded by the Police Crime Commissioners office. Some surety over the continuation of this externally funded budget should be secured before the Council considers transfer of the Longridge signals to Clitheroe so that the full liability of the Longridge CCTV system does not fall to RVBC.

### **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.
- To sustain a strong and prosperous Ribble Valley.

## Community Services Committee New Capital Bid Submissions

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

The approval of the Surveillance Camera Commissioner (or the original equivalent) for the operation of the Longridge CCTV system is already in place.

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

This is a development of the service to support the Crime and Safety partnership and the aims of the Council as marked in 4 above.

### Consultation:

Ribble Valley Community Safety Partnership are supportive of any moves to improve the CCTV system in Longridge as the current system is failing and is not consistently monitored.

### Start date, duration and key milestones:

Procurement and installation period dependent upon supply of equipment and BT in providing the required additional Broadband connections.

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Contractors	-	-	12,000
Internal Staff Salaries	-	-	£500
<b>TOTAL</b>	-	-	<b>£12,500</b>

### Financial Implications – ANNUAL REVENUE:

Breakdown	£
Third Party Payments (Commercial grade broadband connection)	900
<b>Total Estimated <u>Annual</u> COST</b>	<b>900</b>
Estimated Lifespan	10 Years
<b>Net Total Estimated <u>Lifetime</u> COST</b>	<b>9,000</b>

### Useful economic life:

10 years

## Community Services Committee New Capital Bid Submissions

### Additional supporting information:

It is appreciated that the Council is facing considerable financial challenge and the continued operation of the Council's CCTV system is open to consideration, as are other services provided by the Council. The introduction of superfast broadband in certain parts of the borough (in this case specifically Longridge and Clitheroe) does however offer opportunity to apply the benefits of CCTV to a wider geographical spread of communities in the borough. The costs would be limited to the initial capital set-up costs and limited revenue cost of a commercial broadband connection.

There is capacity within the Council's CCTV monitoring office to actively monitor a wider network of cameras. It can be argued that the same level of monitoring as given to the Clitheroe and Whalley Systems can be afforded to outlying communities.

If the monitoring hours of the core CCTV system are reduced, the same reductions would apply to the additional or outlying installations.

### Impact on the environment:

This project would have positive social environmental impacts. Timely interventions would see a reduction in vandal damage and antisocial behaviour.

### Risk:

- **Political:** This may be seen by a minority of residents as an intrusive measure. The positive benefits of CCTV should be promoted to counteract any negative response. Longridge Parish Council and the Community Safety Partnership would support the proposal. Note that this measure is deemed necessary because the Longridge CCTV system is no longer monitored in the Longridge Police Station. The Borough Council could be argued to be bearing costs of the police's withdrawal.
- **Economic:** N/A
- **Sociological:** See "political" above.
- **Technological:** This proposal benefits from technological advances.
- **Legal:** The existing system has been approved by the Surveillance Camera Commissioner (or the original equivalent) and recent legislation should not therefore impact upon this proposal.
- **Environmental:** N/A

**Community Services Committee  
New Capital Bid Submissions**

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## **BID 9: Renewal of sections of floor to residual waste transfer station (Phase 1)**

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**Service Area:** Engineering

**Head of Service:** Terry Longden

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### **Brief Description:**

The Salthill waste transfer station has been in operation since 2007. The more heavily used sections of the reinforced concrete floor within the residual waste building are showing limited signs of inevitable wear. It is considered likely that a section of the floor will require replacement in the 2017/18 financial year at an estimated cost of £16,000. This is likely to be a biennial renewal programme at the equivalent cost of £8,000 per year.

Note that the JCB loading shovel is due to be replaced in 2015/16 and the original budget has been increased so a machine with a larger bucket capacity can be purchased, which will mean a reduction in the rate of the deterioration of the floor.

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

- To be a well-managed council.
- To protect and enhance the existing environmental quality of our area.
- To sustain a strong and prosperous Ribble Valley.

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

It is a requirement of the operating Licences for the waste transfer station as issued by the Environment agency that the floor is fit for purpose, the consideration being that it is sufficiently uniform and without defect so that organic matter (including liquids) can be removed or drained from the surface at the end of each working day.

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

This scheme allows the operation of the residual waste side of the transfer station to continue.

### **Consultation:**

Liaison with Refuse Manager, Waste Management Officer, Principal Surveyor and Engineering Services Manager.

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

Work to be undertaken over summer of 2017, completed for Autumn.

## Community Services Committee New Capital Bid Submissions

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Contractors	-	-	15,000
Internal Staff Salaries	-	-	1,000
<b>TOTAL</b>	-	-	<b>16,000</b>

### Financial Implications – ANNUAL REVENUE:

None

### Useful economic life:

14 Years (increase in life due to reduce wear rate from larger loading shovel).

### Additional supporting information:

Sections of the floor in the recyclate transfer building are likely to form the next phase (2019/20 year) of the replacement programme, estimated to cost £16,000, followed by further phases at the same rate every other year (biennial).

### Impact on the environment:

Excavated material to be disposed of through a reclamation facility.

### Risk:

- **Political:** The License to operate the waste transfer station may be withdrawn by the Environment Agency if the standard of the floor deteriorates below an acceptable standard. This project removes that risk.
- **Economic:** This project supports the continued efficient operation of the waste & recyclate collection operations. Cement from a local manufacturer may be used in this construction.
- **Sociological:** Households expect that their wastes will continue to be collected in an efficient, effective and reliable manner. This project supports this.
- **Technological:** The quality control of the new concrete floor will benefit from technological innovations and developments.
- **Legal:** N/A
- **Environmental:** The broken out material will be disposed of through a reclamation facility.

**Community Services Committee  
New Capital Bid Submissions**

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## **BID 10: Ribble Valley off-street car parks – upgrade of payment systems**

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Service Area: Engineering

Head of Service: Terry Longden

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### **Brief Description:**

The Council takes payment of off street car parking charges from the motorist either through an annual contract (payable in advance) or through a cash payment to the on-site pay and display parking machines. These machines (23 in total on the Council's 19 chargeable sites) accept payment by cash only.

It is becoming more common for parking machines to accept cashless payments e.g. by debit / credit card and by transfer of funds initiated from the motorists' "smart- phone" and there is some expectation by customers that non-cash payment systems should be available.

The estimated costs of modifying the Council's existing pay and display machines to accept such cashless payments, including the appropriate interface with the Council's real-time enforcement system, is estimated at £21,700. Included also would be the upgrade of the coin collection mechanisms to accept the new £1 coin (current anticipated introduction date 2017).

Data, including the level of cash within the ticket machines, is periodically transmitted from each of the 23 pay and display ticket machines to a central server using a phone sim card installed in each of the machines. Levels of cash are specifically monitored so that collections can be arranged so that there is always capacity within the machines to accept payment. Cash collection and enforcement are undertaken as a separate task on the busy central Clitheroe car parks of Clitheroe. Both duties are however undertaken in the same visit at the outlying sites. As the non-cash payment methods are adopted the number of specific cash collections will reduce thereby freeing resources for improved enforcement and patrol duties. Time made available would initially be small but opportunities for alternative deployments may arise with the increase in take up of the cash-less payment.

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

- To be a well-managed council.
- To help make people's lives safer and healthier.
- To sustain a strong and prosperous Ribble Valley.

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

No

## Community Services Committee New Capital Bid Submissions

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

This is a development of the service for the benefit of the customer which will also eventually reduce staff resources spent on cash collections, cash handling, cash collecting and cash banking.

### Consultation:

Engineering Services manager only as yet.

### Start date, duration and key milestones:

The scheme should ideally be completed before the introduction of the new £1 coin. The best information gives the introduction date of this new coin as "2017". This project's milestones dates to be considered in light of better information on the release date of the new coin and when other work loads for the year known.

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Contractors	-	-	19,550
Internal Staff Salaries	-	-	1,000
TOTAL	-	-	20,550

### Financial Implications – ANNUAL REVENUE:

None

### Useful economic life:

15 years

### Additional supporting information:

-

### Impact on the environment:

This application has a beneficial environmental impact.

**Community Services Committee  
New Capital Bid Submissions****Risk:**

- **Political:** N/A
- **Economic:** It supports the movement towards “e-technologies”.
- **Sociological:** Some motorists may find the new technology too complicated for them. They need not use the new payment methods if they so wish, they can continue to pay by cash.
- **Technological:** This scheme takes benefit from new, tested, technologies but note that the system relies on mobile phone signals, not only from the customer mobiles, but also for the connection from the ticket machines. Ticket machines in poor signal area may require external aerials.
- **Legal:** N/A
- **Environmental:** The recent drive to eradicate “Not Spots” (i.e. poor mobile reception areas) would assist with this project.

**Community Services Committee  
New Capital Bid Submissions**

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## **BID 11: Replacement of Garwood (12 Tonne GVW) single bodied RCV & Cage truck with single multi-use vehicle – PN05 PWL**

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Service Area: Refuse

Head of Service: Terry Longden

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### **Brief Description:**

Bid for the replacement of the 12 tonne GVW "Garwood" PN05 PWL single bodied refuse collection vehicle c/w lifter which at the time of the intended replacement will be 12 years old. The life of this vehicle was extended in 2013 with the refurbishment of the body. This multiuse, wide low open backed vehicle undertakes several operations. It undertakes the commercial trade waste collections in the restricted back streets of the town centre, empties the communal paper recycling collection containers (the current paper collection vehicles are not equipped with bin lifters), is used to collect the chargeable bulky and special waste collections that cannot be taken by the high narrow backed main collection vehicles and also acts as back up to the two ageing paper collection vehicles.

Whilst the exact specification for the replacement vehicle is unknown it is recommended that this vehicle is replaced in 2017/18 at an estimated cost of £120,000.

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

- To be a well-managed council.
- To protect and enhance the existing environmental quality of our area.
- To sustain a strong and prosperous Ribble Valley.

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

N/A

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

The work of the Garwood is always open to review. At this stage it is assumed that the work will continue and hence it is prudent to allow for the replacement of this vehicle.

### **Consultation:**

The Refuse Manger who holds the Council's "Operators" Licence and is responsible for ensuring that the vehicles are maintained and utilised in a proper fashion has been involved in the compilation of this project.

## Community Services Committee New Capital Bid Submissions

### Start date, duration and key milestones:

Start April 1<sup>st</sup> for a minimum 28 week procurement period (including post tender stand-still period and vehicle commissioning).

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Equipment/Materials	-	-	120,000
<b>TOTAL</b>	-	-	120,000
Capital Receipt (disposal of existing van)	-	-	-750

### Financial Implications – ANNUAL REVENUE:

Breakdown	£
Transport Related Costs	-500
Total Estimated <u>Annual</u> SAVING	-500
Estimated Lifespan	10 years
Net Estimated <u>Lifetime</u> SAVING	-5,000
Disposal cost at end of asset's useful life	-750
Net Total Estimated <u>Lifetime</u> SAVING	-5,750

### Useful economic life:

10 Years.

### Additional supporting information:

-

### Impact on the environment:

The replacement Vehicle will have improved fuel efficiency and lower carbon emissions (euro 6 engine) than the current vehicle.

**Community Services Committee  
New Capital Bid Submissions****Risk:**

- **Political:** The continued payment of recycling credits from the collection authority (LCC) are at risk. The availability of a reliable replacement vehicle with differing characteristics to the main fleet may offer alternative solutions to issues.
- **Economic:** The vehicle will be manufactured within the EC.
- **Sociological:** Householders expect improved services. A reliable machine with different characteristics to the main fleet enables the Council to continue to offer the wide range of service to residents and business.
- **Technological:** Technological advancements of the engine management systems improve the fuel efficiency of the vehicle. An estimated 5% reduction in consumption (500 litres per vehicle per annum) will result through revised engine mapping. A new vehicle would also benefit, for example, from improved braking and stability controls that are now included as standard safety features.
- **Legal:** The chosen method for the waste and recycle collection ensures that the Council is better positioned than others to adapt to local and national changes in legislation or imposed conditions.
- **Environmental:** Having a reliable fleet contributes towards the achievement of recycling targets.

**Community Services Committee  
New Capital Bid Submissions**

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## BID 12: Replacement of Twin-bodied refuse collection vehicle (VU59 JJK)

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Service Area: Refuse

Head of Service: Terry Longden

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### **Brief Description:**

#### Background

The Council has a fleet of 8, 23 or 26 tonne, split bodied refuse collection vehicles (RCVs) for the weekly emptying and collection of the contents of up to 47,800 wheeled bins and a further 865 refuse sacks. It operates 7 main collection rounds with an 8<sup>th</sup> vehicle, which will always be the oldest of the main fleet, being used as the cover vehicle for breakdowns, the essential periodic servicing, the required legal safety inspections, Loler inspections, and of course the MOTs of the other 7 front-line vehicles (commercial vehicles need MOTs after one year). Operating the complex 7 years old vehicles as front line units is considered to be at the limit of their economic life.

Note that the refuse collection fleet does include 3 further vehicles that will be up to 10 and 12 years of age before they are replaced under the current vehicle and plant replacement programme. These vehicles are smaller, less complex, single bodied vehicles, 2 of which are without lifters, the third has a simple manual lift. They have undergone extensive rebuilds and they operate in a less demanding environment than the main collection vehicles hence their extended working lives.

#### Detail

This bid is for the replacement of the "8<sup>th</sup> vehicle which in three years' time will be the 8 year old VU59 JJK. This proposal follows the vehicle and plant replacement programme that supports the 7 front-line RCVs and the 1 cover RCV that are necessary for the current collection regime.

Note:- It is not practicable to attempt to provide the back-up vehicle by hiring in replacement vehicles as required because :-

- 1) split bodied vehicles are not readily available for short term hire.
- 2) the hire would need 2 x conventional vehicles to enable the collections of both the residual waste recycling streams (an additional driver would also be required).
- 3) The reliability of the collections from at least 14% of the properties in the borough would be risked on a daily basis.

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

- To be a well-managed council.
- To protect and enhance the existing environmental quality of our area.

## Community Services Committee New Capital Bid Submissions

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

The Council as a "Waste Collection Authority" is required to collect the residual waste and recycle from all domestic properties.

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

The use of such a specialised fleet to provide the service enables the costs per household to be the lowest of any district in Lancashire; this is despite the relatively high mileage travelled in operating the service. Failure to replace the front line vehicles will lead to an increase in maintenance costs and delays in the delivery of the service, which has consistently generated high satisfaction levels amongst residents. Defined LPIs cover this service.

### Consultation:

The Refuse Manger who holds the Council's "Operators" Licence and is responsible for ensuring that the vehicles are maintained and utilised in a proper fashion has been involved in the compilation of this project.

### Start date, duration and key milestones:

Start April 1<sup>st</sup> for a minimum 30 week procurement period (including post tender stand-still period and vehicle commissioning).

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Equipment/Materials	-	-	210,000
<b>TOTAL</b>	-	-	<b>210,000</b>
Capital Receipt (disposal of existing van)	-	-	-5,000

## Community Services Committee New Capital Bid Submissions

### Financial Implications – ANNUAL REVENUE:

Breakdown	£
Transport Related Costs	-1,000
Total Estimated <u>Annual</u> SAVING	-1,000
Estimated Lifespan	8 years
Net Estimated <u>Lifetime</u> SAVING	-8,000
Disposal cost at end of asset's useful life	-5,000
Net Total Estimated <u>Lifetime</u> SAVING	-13,000

### Useful economic life:

This is replacing an existing item. The life of the new vehicle is anticipated to be 7 years as a front line vehicle with a further year as a cover vehicle, overall 8 years.

### Additional supporting information:

The new vehicle will be more fuel efficient (euro stage 6 engines) and have lower carbon emissions than the existing vehicle that it replaces. Fuel saving estimated to be 5% = 1000 litres/ year/vehicle. (Approx £1,000 p.a.).

### Impact on the environment:

Project has positive environmental benefits – see above.

### Risk:

- **Political:** The refuse and recycle collection service is a high profile service that touches every domestic property within the borough every week. Standards of performance are regularly and routinely monitored. Any variation in such standards are rapidly identified (Service monitored through LPIS). Not to replace this vehicle will adversely affect the reliability of the collection service to 14% of the properties in the borough.
- **Economic:** The twin pack specialist vehicles are the most efficient vehicle for the delivery of the service. Their use contributes to the Council continuing to have the lowest average collection costs per property of any district in Lancashire. Specify RCV constructed in EU.

**Community Services Committee  
New Capital Bid Submissions**

- **Sociological:** The residents of Ribble Valley have become accustomed to having the high standard of service delivered by using these twin pack vehicles. The vehicles support the increased recycling that the community expects. The collection rounds using these vehicles can be adjusted to accommodate new properties.
- **Technological:** The new vehicle will be more fuel efficient than the exiting vehicles. Estimated 5% reduction in consumption (1000 litres per vehicle per annum) through a revised engine mapping.
- **Legal:** The chosen method for the waste and recyclate collection ensures that the Council is better positioned than others to adapt to local and national changes in legislation or imposed conditions.
- **Environmental:** Targets for reduced residual waste and an increase in recycling are expected. Having a reliable fleet contributes towards the achievement of such targets.

**Community Services Committee  
New Capital Bid Submissions**

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## BID 13: Replacement of Works Iveco Tipper with Iveco Daily Long Wheelbase high top van

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Service Area: Works

Head of Service: Terry Longden

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### **Brief Description:**

The direct services works team utilise 3 vehicles for maintenance works. A (2010) 4 x 4 pickup truck with the capability of towing the jetter and the mini digger trailer, a (2010) 7.5 tonne Iveco open back truck c/w tail lift truck and a (2006) 7.5 tonne Iveco tipper truck.

The tipper facility of the 2006 Iveco truck is now infrequently used as the work has moved away from civils type works in favour of lighter maintenance jobs.

It would be particularly beneficial if the section had the use of a long wheel base high top Iveco type vehicle, similar to those commonly used by general maintenance and building contractors, in which materials and equipment could be transported in a secure and weather proof environment. Examples of such materials and equipment being:

- Cementitious materials
- Portable generation / compressors equipment
- Small tools
- Office equipment and furniture such as polling booth fittings / table & chairs for civic functions
- Electrical fittings.

### **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.
- To sustain a strong and prosperous Ribble Valley.

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

No

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

The new vehicle will enable our direct services team to expand the type of work that they undertake and protect equipment and materials in wet weather conditions.

## Community Services Committee New Capital Bid Submissions

### Consultation:

Liaison with: - Principal Surveyor, Refuse Manager (with vehicle workshop responsibilities) & Works Foreman.

### Start date, duration and key milestones:

April 2017: Tender new vehicle.

May 2017: Purchase new vehicle.

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Equipment/Materials	-	-	25,000
<b>TOTAL</b>	-	-	25,000
Capital Receipt (disposal of existing van)	-	-	-750

### Financial Implications – ANNUAL REVENUE:

Breakdown	£
Transport Related Costs	-500
Total Estimated <u>Annual</u> SAVING	-500
Estimated Lifespan	8 years
Net Estimated <u>Lifetime</u> SAVING	-4,000
Disposal cost at end of asset's useful life	-500
Net Total Estimated <u>Lifetime</u> SAVING	-4,500

### Useful economic life:

The useful economic life of the vehicle will be in the region of 10 years.

### Additional supporting information:

N/A

### Impact on the environment:

The disposal of the redundant vehicle will be made through the appropriate channels.

**Community Services Committee  
New Capital Bid Submissions****Risk:**

- **Political:** A long-term benefit of investing in our vehicles affects their appearance and therefore supports the public image and good reputation of the organisation.
- **Economic:** A new vehicle will enable more accurate (reduced) maintenance costs to be predicted.
- **Sociological:** N/A
- **Technological:** The vehicle will benefit from technical innovations to reduce the risk to safety such as improved NCAP performance, breaking and stability systems.
- **Legal:** The replacement vehicle will meet the current legal and statutory requirements for a road worthy vehicle.
- **Environmental:** The replacement vehicle will have a lower environmental impact with a more efficient engine leading to reduced fuel consumptions and carbon emissions.

**Community Services Committee  
New Capital Bid Submissions**

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## **BID 14: Refurbishment of castle museum windows**

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**Service Area: Culture**

**Head of Service: Terry Longden**

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### **Brief Description:**

As the appearance of the Castle Museum forms the first impression to all visitors or residents of the borough when visiting the Castle grounds, it is an aim that they are adequately maintained to support the Council's efforts to attracting tourism to the Borough.

The building is in a reasonable condition following its internal refurbishment in 2009 but since these works only minor repairs to the building have been carried out. Due to the prominent location of the building the timber windows are exposed to all weather conditions. The windows are visually in need of repair and are becoming deteriorated allowing water ingress into the fabric of the listed building.

Following the survey of the Castle Museum windows it has been noted that the majority of the windows are suffering from wet rot in the window frames / cills with some being severe, missing sealant around window edges and delamination of paint finishes.

It is recommended that the windows be refurbished using an epoxy resin solution carried out in-situ with the possibility that some may require removing and refurbishing in the factory depending on the exact condition. This will provide better air and weather tightness for the building giving improved protection to the internals of the building and potentially improving the energy efficiency of the building. The proposal is as follows:

The works would include scaffolding around the building to provide adequate and safe access to all windows and will involve cutting back of all defective timber, mixing and applying the epoxy resin and moulding to the existing window profile. The fixtures will be prepared and redecorated with all sealant around the windows being replaced, all as agreed with the Council's listed buildings officer.

### **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:**

## Community Services Committee New Capital Bid Submissions

CDM Regulations will be applicable. Health and Safety at work Act 1974.

If the scheme wasn't carried out the windows will continue to deteriorate and will lead to the ingress of water causing damage to the solid stone structure, interior finishes and potentially hazardous to users of the building. It will also cause damage to historic artefacts and displays.

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

The refurbished windows would provide a more air and weather tight building, which should improve the energy efficiency of the building with the potential of reducing energy usage / costs. It will also provide improved protection from water ingress and would prevent damage to walls and wall displays reducing the costs of redecoration and replacement of fixtures and fittings.

It would not be necessary to have external consultancy input. This approach offers a cost effective solution.

### Consultation:

None at present, however it will be necessary to consult with the Council's Listed Buildings officer who will consult English Heritage with regards to the proposed methods of works and materials to be used.

### Start date, duration and key milestones:

April 2017: Tender and undertake programme of works.

June 2017: Commencement of works.

July 2017: Completion.

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Contractors	-	-	57,040
Internal Staff Salaries	-	-	5,520
<b>TOTAL</b>	-	-	<b>62,560</b>

### Financial Implications – ANNUAL REVENUE:

None

### Useful economic life:

It is assumed that without restorative action the timber windows and sealant will continue to deteriorate and need replacing rather than refurbishing. Water will increasingly penetrate the solid stone walling and internal areas of the listed building. If the works were to be carried out in a timely fashion it would increase the functional lifespan of the museum building by an assumed 30+years if continued maintenance is carried out.

### Additional supporting information:

## **Community Services Committee New Capital Bid Submissions**

The ground survey to assess the condition of the timber windows has highlighted the following areas of concern providing evidence that timber decay (wet rot) is present, sealant is missing and paint is delaminated and they are in need of refurbishment / replacement:

- Rotten timber frames, in places frames are disintegrated
- Large voids around window frames
- Peeling and missing paint.

### **Impact on the environment:**

The contractor would be required to sort and recycle any waste materials.

### **Risk:**

- **Political:** Continuing public sector cuts may undermine the political momentum to invest in the facilities. A long-term benefit of investing in our assets to maintain excellent conditions and appearance maintains the asset's values and protects the historic artefacts.
- **Economic:** The long-term benefits of investing in maintaining our buildings reduce potential defects and reduce long-term expenditure.
- **Sociological:** N/A
- **Technological:** The proposed method of refurbishment is by using a new resin bound product.
- **Legal:** Legislation in relation to health and safety and injuries to the general public or employees caused by poor working conditions such as being too cold or too damp may result in claims against the council if this work is not carried out.
- **Environmental:** Due to the location of the Castle Museum it is more susceptible to environmental factors and good maintenance of the windows is essential to prevent internal damage or structural damage from such factors.

**Community Services Committee  
New Capital Bid Submissions**

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## BID 15: Rapid Charge Electric Vehicle Charging Point 2017/2018

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Service Area: Engineering

Head of Service: Terry Longden

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### **Brief Description:**

This proposal is for the installation of one Rapid Charge Electric Vehicle Charging Point on Railway View Car Park, Clitheroe. This is a speculative bid submitted on the understanding that external grant funding will be made available. Without such funding it is considered by the Member Car Park working group that the bid is not viable. A likely source of funding could be the "Office For Low Emission Vehicles". It is assumed that a 75% grant contribution would be forthcoming.

The charge point will be installed in one parking bay and would include the following:

- The rapid plug in charge point.
- Installation costs.
- Power supply.
- Line markings.
- Signage.
- Facility to recover electricity costs from the consumer.

It is understood that a full vehicle charge could be achieved in 30 minutes and that this could typically provide sufficient power for a minimum of a 70 mile journey.

Such a facility would encourage tourism within the area and patronage of Clitheroe in particular.

Parking within the bay would be limited to electric (battery) powered vehicles and the duration of stay would be limited to a maximum of 1 hour to promote turn over and hence the availability of the charging point. By the time the charging point is installed it is most likely that sufficient vehicles will be in use to ensure that the bay is kept occupied. It is therefore unlikely that there will be a loss of income as a result of reserving the use of this bay to electric powered vehicles only. The necessary legal order to define this restriction would be advertised at the same time as the annual variation to the existing order which accommodates the periodic revisions in car parking charges.

Electricity consumption costs would be met by the user of the facility payable through a cash-less system.

## **Community Services Committee New Capital Bid Submissions**

The implementation of the project would result in reduced carbon emissions. This bid is in line with the Council's environmental action plan.

### **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.
- To sustain a strong and prosperous Ribble Valley.

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

The government have set a target of moving towards a low carbon economy. It is being held to these commitments by the European Union.

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

This project presents an opportunity to lead the community in low carbon transport, facilitating and encouraging the uptake of new technology and linking into a national network of electric vehicle charging points.

### **Consultation:**

None at this time.

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

Timescales are dependent upon the identification of a potential grant funding source. Below are indicative timescales only.

April 2016: Apply for grant funding from the office for low emission vehicles.

July 2016: Tender supply and installation of new vehicle charge point.

October 2016: Apply for planning permission.

May 2017: Undertake installation of new vehicle charge point.

## Community Services Committee New Capital Bid Submissions

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Contractors	-	-	30,000
Internal Staff Salaries			800
Planning Fees/Building Regulations	-	-	300
<b>TOTAL</b>	-	-	31,100
External funding – Office for low emissions	-	-	-23,325
<b>NET COST TO THE COUNCIL</b>			7,775

### Financial Implications – ANNUAL REVENUE:

None

### Useful economic life:

The useful economic life of the vehicle charge point will be in the region of 20 years.

### Additional supporting information:

N/A

### Impact on the environment:

The electric vehicle charge point will promote the use of electric powered vehicles which can have a lower environmental impact than conventional fuelled vehicles. The signage will be made from environmentally friendly materials.

### Risk:

- **Political:** This scheme presents an opportunity to show political leadership, and to play our part in encouraging low carbon transport.
- **Economic:** The long-term benefits of investing in electric charge point for the local and global economy.
- **Sociological:** Society may accept electric vehicles and as a result will become a normal day to day reality. In which case, this investment may be the first of many.

**Community Services Committee  
New Capital Bid Submissions**

- **Technological:** Car manufacturers are making significant investments in electric vehicle design and research. It is possible that the technology constrained in the charge points will improve before it is ordered. It is not envisaged that this will cause a problem.
- **Legal:** The UK has plans for delivering on its climate change commitments. At a European Level increasing fines for poor environmental performance may encourage investment in this scheme.
- **Environmental:** The electric vehicle charge point will help to reduce carbon emissions and therefore have a lower environmental impact.

**Community Services Committee  
New Capital Bid Submissions**

## BID 16: *Play Area Improvements*

Service Area: Play Areas

Head of Service: Mark Beveridge

### 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.

### Financial Implications – CAPITAL:

Breakdown	2015/16 £	2016/17 £	2017/18 £
Contractors	-	-	10,000
Equipment and Materials	-	-	20,000
Internal Staff Salaries	-	-	10,000
<b>TOTAL</b>	-	-	<b>40,000</b>

**Community Services Committee  
New Capital Bid Submissions**

**Financial Implications – ANNUAL REVENUE:**

None.

**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*

**Community Services Committee**  
**Financial Impact of the Proposed Three-Year Capital Programme**

Previously Approved Bids	2015/16 £	2016/17 £	2017/18 £	TOTAL £
Play Area Improvements	40,000	40,000		80,000
Replacement of Geesink 26t RP HGV Refuse Collection Vehicle	210,000			210,000
Replacement of 4x4 Tractor/Mower (PN04 NPZ)	17,000			17,000
Replacement of Kubota Mower PN05 PLO	19,000			19,000
Replace Scag Mower	9,000			9,000
Two Heavy Goods Trailers	6,000			6,000
Replacement of 2 Tri Star Mowers	16,000			16,000
Replacement of Waste Transfer Station Loader Shovel	75,000			75,000
Replacement of Multi Use Panel Van (currently Vauxhall Vivaro)	12,000			12,000
All Weather Pitch Lighting and Barrier		15,000		15,000
Replacement of Scag Mower with equivalent spec vehicle		10,000		10,000
Replacement of John Deere Gang Mower Tractor (PN05 UKE)		45,000		45,000
Replacement of 2 x Open Backed Single Bodied Paper Collection Vehicles (VX55 KXD & VU06 TKN)		30,000		30,000
Replacement of MAN 7.7 RO-RO Truck (PN06 FRV) with equivalent spec vehicle		38,000		38,000
Replacement of Salthill Depot Multi Use Fork Lift Truck		25,000		25,000
Replacement of Works Section Small Van - Ford Transit PF09 DHX (Toilet Van)		12,000		12,000
Replacement of Works Section Panel Van PK06 HKA (currently Vauxhall Vivaro) with a smaller van		12,000		12,000
<b>Subtotal of Approved bids from last year</b>	<b>404,000</b>	<b>227,000</b>	<b>0</b>	<b>631,000</b>
Deletion of scheme - Replacement of Multi Use Panel Van (currently Vauxhall Vivaro)	-12,000			-12,000
<b>Subtotal of Approved bids carried forward</b>	<b>392,000</b>	<b>227,000</b>	<b>0</b>	<b>619,000</b>

**Community Services Committee**  
**Financial Impact of the Proposed Three-Year Capital Programme**

Requests for Additional Funding (as at Annex 1)	2015/16 £	2016/17 £	2017/18 £	TOTAL £	BID NUMBER
All Weather Pitch Lighting		5,000		5,000	1
<b>Subtotal of Requests for Additional Funding</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	

New Bids Received (as at Annex 1)	2015/16 £	2016/17 £	2017/18 £	TOTAL £	BID NUMBER
Hyprolyser Electrochlorination system at Ribblesdale Pool	15,600			15,600	2
Replacement of the UV unit at Ribblesdale Pool	9,000			9,000	3
Replacement mower (Hayter) PN07 MVG			36,000	36,000	4
Replacement mower (Kubota) PN09 SWO			20,000	20,000	5
Replacement mower (Scag 4x4) rvbc 016			10,000	10,000	6
Replacement pick up vehicles (Ford Ranger S/C 4WD x 2) – PK07 LSY and PK07 TZG			36,000	36,000	7
Longridge CCTV (Transfer of Images to Clitheroe Monitoring Station)			12,500	12,500	8
Renewal of sections of floor to residual waste transfer station (Phase 1)			16,000	16,000	9
Ribble Valley off-street car parks – upgrade of payment systems			20,550	20,550	10
Replacement of Garwood (12 Tonne GVW) single bodied RCV & Cage truck with single multi-use vehicle – PN05 PWL			120,000	120,000	11
Replacement of Twin-bodied refuse collection vehicle (VU59 JJK)			210,000	210,000	12
Replacement of Works Iveco Tipper with Iveco Daily Long Wheelbase high top van			25,000	25,000	13
Refurbishment of castle museum windows			62,560	62,560	14
Rapid Charge Electric Vehicle Charging Point 2017/18 (Potential external funding of £23,325)			31,100	31,100	15
Play Area Improvements			40,000	40,000	16
<b>Subtotal of New Bids Received</b>	<b>24,600</b>	<b>0</b>	<b>639,710</b>	<b>664,310</b>	

**TOTAL****416,600****232,000****639,710****1,288,310**

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

DECISION
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Agenda Item No 7

meeting date: 13 JANUARY 2015  
 title: REVISED REVENUE BUDGET 2014/15  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: AMY JOHNSON

## 1 PURPOSE

1.1 To agree a revised revenue budget for 2014/15.

## 2 BACKGROUND

2.1 The original estimate for this current financial year was set in March 2014. As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.

2.2 At this time of year we take the opportunity to revise the estimates for the current financial year in order to better assess the level of movement anticipated within our earmarked reserves and balances, and to allow us to better forecast for the coming financial year.

2.3 The 2014/15 budget included provision for price increases of 2.75% and a pay increase of 1%. Overall general inflation for the year is predicted to be slightly less than this. A 2.2% pay award has been agreed covering a two year period which equates to approximately 1 % in the current year.

## 3 REVISED REVENUE BUDGET 2014/15

3.1 The revised budget is £61,730 lower than the original estimate. This is increased to £68,360 lower than the original estimate after allowing for transfers to and from earmarked reserves. A comparison between the original and revised budgets for each cost centre is shown below:

Cost Centre	Cost Centre Name	Original Estimate 2014/15 £	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Revised Estimate 2014/15 £
COMMD	Community Services Department	0	-52,530	-5,000	57,530	0	0
HWAGY	Highways Agency	15,330	0	0	940	0	16,270
HWREP	Highways Repairs	3,270	0	0	50	0	3,320
NHWAG	Non-Agency Highways Work	24,010	0	0	-12,170	0	11,840
CULVT	Culverts & Watercourses	19,680	0	0	-3,670	0	16,010
DRAIN	Private Drains	7,820	0	0	-1,470	0	6,350
RIVBK	Riverbank Protection	3,240	0	0	-10	0	3,230
BUSSH	Bus Shelters	17,200	0	0	790	0	17,990
SEATS	Roadside Seats	5,970	0	0	980	0	6,950
SIGNS	Street Nameplates & Signs	43,850	7,130	0	7,870	0	58,850
RIGHT	Public Rights of Way	1,840	0	0	90	0	1,930
STCLE	Street Cleansing	327,860	-9,110	3,230	-200	0	321,780
VARIOUS	Public Conveniences	196,140	-8,260	-1,840	8,030	0	194,070
LITTR	Litter Bins	16,470	-2,000	0	5,020	0	19,490
PAPER	Paper Collection	61,560	-24,780	4,510	6,230	0	47,520
RCOLL	Refuse Collection	1,132,740	27,460	-68,230	-4,610	24,630	1,111,990
RECYC	Recycling	69,160	-2,500	1,680	-5,350	0	62,990

Cost Centre	Cost Centre Name	Original Estimate 2014/15 £	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Revised Estimate 2014/15 £
TFRST	Waste Transfer Station	81,220	-120	0	-1,980	0	79,120
TRREF	Trade Refuse	-25,220	23,440	-16,500	-210	0	-18,490
CRIME	Crime and Disorder	75,160	-620	0	-12,830	0	61,710
CRIMP	RV Community Safety Partnership	25,800	1,430	-15,000	0	0	12,230
LNGCH	Longridge Civic Hall	17,010	0	0	0	0	17,010
ARTDV	Art Development	31,990	400	0	-560	0	31,830
PLATG	Platform Gallery	116,060	2,540	3,770	5,960	0	128,330
MCAFE	Museum Café	1,870	930	0	4,270	0	7,070
MUSEM	Castle Museum	205,670	-24,890	-560	540	0	180,760
SOUND	Sound Archives	0	-370	370	0	0	0
TURSM	Tourism	95,750	-10	1,000	-580	0	96,160
VARIOUS	Car Parks	-98,770	5,790	3,630	7,300	0	-82,050
CCTEL	Closed Circuit Television	114,520	-950	-10	4,160	-10	117,720
LDEPO	Longridge Depot	0	20	790	-810	0	0
SDEPO	Salthill Depot	0	5,300	-4,670	-630	0	0
VARIOUS	Refuse Collection Vehicles	0	-56,200	56,200	0	0	0
VARIOUS	Grounds Maintenance Vehicles	0	-1,380	1,380	0	0	0
VARIOUS	Works Administration Vehicles	0	150	-150	0	0	0
VARIOUS	Plant	0	-70	70	0	0	0
TWOWR	Two Way Radio	0	-200	0	200	0	0
VEHCL	Vehicle Workshop	0	-5,610	4,300	1,310	0	0
WKSAD	Works Administration	0	-11,400	-6,180	17,580	0	0
CARVN	Caravan Site	-6,520	0	0	-1,200	0	-7,720
EDPIC	Edisford Picnic Area	-6,460	-920	-650	-710	0	-8,740
PKADM	Grounds Maintenance	0	-4,480	4,960	-90	-390	0
ROEBN	Roefield Barn	90	0	0	-20	0	70
RVPRK	Ribble Valley Parks	445,330	21,000	-11,390	1,300	-4,150	452,090
RPOOL	Ribblesdale Pool	261,690	3,500	-240	4,330	0	269,280
EALLW	Edisford All Weather Pitch	-10,460	1,350	0	2,210	0	-6,900
CYCLS	Cycling	230	0	0	330	0	560
EXREF	Exercise Referral Scheme	42,770	-2,190	-14,190	560	0	26,950
SPODV	Sports Development	84,950	-1,520	-7,000	-750	0	75,680
GRSRC	Grants and Subscriptions	27,100	-370	0	-490	0	26,240
CULTG	Culture Grants	6,390	-2,510	0	-550	0	3,330
RECU	Recreation Grants	37,490	8,960	0	-640	0	45,810
SPOGR	Sports Grants	7,430	0	0	-530	0	6,900
XMASL	Christmas Lights & RV in Bloom	3,250	0	0	-30	0	3,220
<b>NET COST OF SERVICES</b>		<b>3,480,480</b>	<b>-103,590</b>	<b>-65,720</b>	<b>87,490</b>	<b>20,090</b>	<b>3,418,750</b>
<b>ITEMS ADDED TO/ (TAKEN FROM) BALANCES AND RESERVES</b>							
LESS Financed from Crime Reduction Partnership Reserve: COBAL/H239		-25,580		13,350			-12,230
LESS Exercise Referral: COBAL/H282		-7,550		7,550			0
LESS Equipment Reserve: COBAL/H337			-11,350				-11,350

Cost Centre	Cost Centre Name	Original Estimate 2014/15 £	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Revised Estimate 2014/15 £
	LESS Inspire Reserve: COBAL/H364		-7,130				-7,130
	LESS Refuse Collection Reserve: COBAL/H333		-1,530				-1,530
	LESS Grant Funded Sports Development: COBAL/H222		-1,500				-1,500
	LESS Local Recreation Grants Fund: COBAL/H210		-8,960				-8,960
	ADD Capital: COBAL/H330			2,940			2,940
	<b>NET BALANCES AND RESERVES</b>	-33,130	-30,470	23,840			-39,760
	<b>NET EXPENDITURE</b>	<b>3,447,350</b>	<b>-134,060</b>	<b>-41,880</b>	<b>87,490</b>	<b>20,090</b>	<b>3,378,990</b>

3.2 The difference between the revised and original estimate is an estimated decrease in net spending of £68,360. The main reasons for this are shown at Annex 1. However, a summary of the **significant variances** is given below:

Description	Variances from original estimate to revised estimate £
<b>COMMD Community Services Department</b> Staff turnover and vacancies has resulted in a reduction in estimated spend.	-59,020
<b>RCOLL Refuse Collection</b> Increased budget to reflect the full establishment costs .	21,720
<b>RCOLL Refuse Collection</b> Increase in estimated recycling credit income due to the additional tonnage of green waste collected.	-40,840
<b>PAPER Waste Paper and Card Collection</b> A staff vacancy for the position of driver/loader has contributed to an underspend. There are plans to recruit within the financial year.	-24,660
<b>TRREF Trade Refuse</b> Additional income has been generated from an increase in the number of charitable trade waste contracts.	-16,500
<b>CRIMP RV Community Safety Partnership</b> Additional external funding has been received from the Lancashire Police and Crime Commissioner and Clitheroe Town Council.	-15,000
<b>MUSEM Castle Museum</b> An estimated reduction in curatorial fees payable to Lancashire County Council.	-22,820
<b>EXREF Exercise Referral</b> Additional grant income has been received in respect of the Active East Programme and also from the Clinical Commissioning Group.	-15,000
<b>VARIOUS Support Services</b> Increase in support services based upon a reassessment of time allocations, particularly from Community Services.	87,490

#### 4 CONCLUSION

4.1 The difference between the revised and original estimate is a decrease of £61,730, or £68,360 after allowing for transfers to and from earmarked reserves.

## 5 RISK ASSESSMENT

### 5.1 The approval of this report may have the following implications

- Resources – approval of the revised estimate would see a reduction in net expenditure of £61,730, or £68,360 after allowing for transfers to and from earmarked reserves.
- Technical, Environmental and Legal – none identified
- Political – none identified
- Reputation – sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

## 6 RECOMMENDED THAT COMMITTEE

### 6.1 Approve the revised budget for 2014/15 and submit this to the Special Policy and Finance Committee subject to any further consideration by the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM5-15/AJ/AC  
22 December 2014

Community Services Committee – Main Movements between Original and Revised Estimates 2014/15

ANNEX 1

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>COMMD: Community Services Department</b>					
Staff vacancies and turnover has resulted in a reduction in estimated spend.	-59,020				
Children's Trust Grant received was higher than estimated.		-5,000			
Reduced level of recharges to other council services, based upon reduced expenditure within the service area.			58,000		
<b>Total Community Services Department</b>					<b>-6,020</b>
<b>DRAIN: Private Drains</b>					
Net decrease in recharges from other support services based upon a reassessment of time allocations.			-1,470		
<b>Total Private Drains</b>					<b>-1,470</b>
<b>SIGNS: Street Nameplates and Signs</b>					
Increased expenditure in respect of Inspire grant funding received to meet compliance with publishing geospatial information related to the environment. To be funded from grant funding received in 2013/14 which has been set aside in an earmarked reserve.	7,130				
Increased level of recharges based upon a reassessment of time allocations.			7,870		
<b>Total Street Nameplates and Signs</b>					<b>15,000</b>
<b>STCLE: Amenity Cleansing</b>					
Staff vacancies have resulted in a reduction in estimated spend.	-4,920				
Lower costs in respect of the hire of transport, due to a lower price obtained.	-3,830				
Reduced funding from Lancashire County Council in respect of highway cleansing.		3,060			
<b>Total Amenity Cleansing</b>					<b>-5,690</b>

## Community Services Committee – Main Movements between Original and Revised Estimates 2014/15

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>VARIOUS: Public Conveniences</b>					
Reduction in consultant fees to reflect expected expenditure following the sale of toilets.	-6,740				
Increased recovery of oncost with regard to a temporary toilet cleaner.		-1,780			
Increased recharges from support services, in particular Community Services. This is based on a reassessment of time allocations.			8,030		
<b>Total Public Conveniences</b>					<b>-490</b>
<b>RCOLL: Refuse Collection</b>					
Increased annual insurance premium based upon prior years claims history.	7,840				
Increased recharge from Salthill Depot due to a reassessment of vehicle and staff numbers.	6,640				
Increased employee costs. Increased budget to reflect the full establishment.	21,720				
Reduction in the estimated use of transport costs.	-3,330				
Estimated increase in recycling credit income based upon the increased tonnage of green waste collected.		-40,840			
Increased recharge income from trade waste due to the tonnage collected.		-21,160			
Increased estimated income from the sale of bins.		-3,600			
Reduction in support services based upon a reassessment of time allocations.			-4,610		
Increase in depreciation charges due to purchase of additional vehicles.				24,630	
<b>Total Refuse Collection</b>					<b>-12,710</b>
<b>RECYC: Recycling</b>					
Reduction in support services based upon a reassessment of time allocations.			-5,350		

## Community Services Committee – Main Movements between Original and Revised Estimates 2014/15

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Total Recycling</b>					<b>-5,350</b>
<b>PAPER: Paper Collection</b>					
Falling market value per tonne of paper has led to an estimated decrease in income (£5 per tonne).	5,800				
General staff vacancies plus the vacancy for a driver/loader for the full year to date has resulted in an underspend.	-24,660				
Increase in support services based upon a reassessment of time allocations.			6,230		
<b>Total Paper Collection</b>					<b>-12,630</b>
<b>TRREF: Trade Refuse</b>					
Increased recharge from refuse collection based on the tonnage of trade waste collected.	21,160				
Additional estimated income for the collection of charitable trade waste, due to an increase in the number of contracts.		-16,500			
<b>Total Trade Refuse</b>					<b>4,660</b>
<b>CRIME: Crime and Disorder</b>					
Reduction in support services based on a reassessment of time allocations.			-12,830		
<b>Total Crime and Disorder</b>					<b>-12,830</b>
<b>CRIMP: Community Safety Partnership</b>					
Increased income from the Lancashire Police and Crime Commissioner (£10,000) and Clitheroe Town Council (£5,000)		-15,000			
<b>Total Community Safety Partnership</b>					<b>-15,000</b>
<b>PLATG: Platform Gallery and Visitor Information Centre</b>					
A reduction in the estimated commission income due. This is based partly upon previous years income and also a decision to reduce the		4,340			

## Community Services Committee – Main Movements between Original and Revised Estimates 2014/15

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
number of artists on display at the gallery to assist with general administration.					
Increase in support services recharges, in particular Community Services. This is based on a reassessment of time allocations.			5,960		
<b>Total Platform Gallery and Visitor Information Centre</b>					<b>10,300</b>
<b>MUSEM: Clitheroe Castle Museum</b>					
Estimated decrease in curatorial fee based upon previous years expenditure.	-22,820				
<b>Total Clitheroe Castle Museum</b>					<b>-22,820</b>
<b>SDEPO: Salthill Depot</b>					
Introduction of a budget for superannuation due to increased participation following 'auto enrolment'.	2,430				
Virement from RECYC (Recycling) to fund maintenance works relating to the clearance of drains.	2,500				
Increase in recovery from other service areas due to an increase in expenditure.			-4,670		
<b>Total Salthill Depot</b>					<b>260</b>
<b>VARIOUS: Car Parks</b>					
Reduction in income from fines due to a fall in the number of fines issued.		9,630			
<b>Total Car Parks</b>					<b>9,630</b>
<b>VEHCL: Vehicle Workshop</b>					
Reduced employee costs due to a reorganisation of staffing structure within the vehicle workshop.	-9,080				
Additional expenditure on the purchase of equipment and materials, to be funded by an earmarked reserve set aside for this purpose.	4,180				
Reduction in the recovery of oncosts due to reduced estimated expenditure.		4,300			

## Community Services Committee – Main Movements between Original and Revised Estimates 2014/15

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Total Vehicle Workshop</b>					<b>-600</b>
<b>WKSAD: Works Administration</b>					
Reduction in employee expenditure due to vacancies during the year for a Foreman and a toilet cleaner.	-11,350				
Increased recovery of oncosts (£11,790) which has been offset slightly by a fall in the recovery due to a reduction in overtime.		-6,180			
Increase in recharges from support services, in particular Community Services. This is based on a reassessment of time allocations.			17,580		
<b>Total Works Administration</b>					<b>50</b>
<b>PKADM: Grounds Maintenance</b>					
Reduced expenditure in relation to employee insurances (£3,670), purchase of equipment & materials (£2,000) and the recharge from the depot (£3,670) which has been offset slightly by an increase in expenditure on protective clothing.	-4,910				
Increased estimated profit on rechargeable works.		-5,000			
Reduction in estimated oncosts recovered (£11,990) offset slightly by an increase in oncosts recovered through capital schemes (£1,980).		10,010			
<b>Total Grounds Maintenance</b>					<b>100</b>
<b>RVPRK: Ribble Valley Parks</b>					
Increase in budget provision to fund work on Whalley Moor. To be funded by commuted sum monies.	10,000				
Increase in recharge from Grounds Maintenance based upon the annual work plan.	11,670				
Use of commuted sum monies to fund expenditure incurred at Whalley Moor.		-10,000			
Reduction in the annual depreciation charge.				-4,150	
<b>Total Ribble Valley Parks</b>					<b>7,520</b>

## Community Services Committee – Main Movements between Original and Revised Estimates 2014/15

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b><i>RPOOL: Ribblesdale Pool</i></b>					
Increase in expenditure on the purchase of pool covers. To be funded by an earmarked reserve set aside for this purpose.	3,630				
Increase in support service recharges based on a reassessment of time allocations.			4,330		
<b>Total Ribblesdale Pool</b>					<b>7,960</b>
<b><i>EXREF: Exercise Referral</i></b>					
Additional grant income received for the Active East Programme (£10,000) plus the Clinical Commissioning Group (£5,000).		-15,000			
<b>Total Exercise Referral</b>					<b>-15,000</b>
<b><i>SPODV: Sports Development</i></b>					
Reduced expenditure on subscriptions due to price negotiations with the subscribers.	-2,350				
Additional Children's Trust Grant income has been received.		-5,000			
A Wellbeing and Health Equality Grant has been received.		-2,000			
<b>Total Sports Development</b>					<b>-9,350</b>
<b><i>RECUL: Recreation Grants</i></b>					
Increase in anticipated grant expenditure, to be funded from earmarked reserves set aside for this purpose.	8,960				
<b>Total Recreation Grants</b>					<b>8,960</b>
<b>Other</b>					<b>-6,210</b>
<b>Sub-Total</b>	<b>-45,560</b>	<b>-115,720</b>	<b>79,070</b>	<b>20,480</b>	<b>-61,730</b>

## Community Services Committee – Main Movements between Original and Revised Estimates 2014/15

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>MOVEMENT IN EARMARKED RESERVES</b>					
<b>COBAL/H239: Crime Reduction Partnership Reserve</b> – additional funding received during the year has resulted in lower balances being transferred from reserve.	13,350				13,350
<b>COBAL/H282: Exercise Referral</b> – set aside for future exercise referral commitment	7,550				7,550
<b>COBAL/H337: Equipment Reserve</b> – to fund the purchase of mobile phones (COMMD), vehicle weighing pads (VEHCL), dog control orders (RVPRK), pool covers (RPOOL) and equipment (STCLE).	-11,350				-11,350
<b>COBAL/H364: Inspire Reserve</b> – to fund expenditure relating to Inspire work (DEFRA).	-7,130				-7,130
<b>COBAL/H333: Refuse Collection Reserve</b> – contribution to reserve due to the income generated from the 'bin hire' scheme (£750) which has been offset by a contribution from reserve for the purchase of bins for the bin hire scheme (-£2,280). Plus £1,060 surplus on the sale of bins to householders.	-470				-1,530
<b>COBAL/H330: Capital</b> – surplus income generated from the sale of bins to householders (RCOLL) plus the sale of a vehicle (PKADM),.		1,880			2,940
<b>COBAL/H222: Grant Funded Sports Development</b> – to fund site specific work to assess the ground conditions at Edisford and Mardale.	-1,500				-1,500
<b>COBAL/H210: Local Recreation Grants Fund</b> – to fund recreation and culture grants awarded.	-8,960				-8,960
<b>Total Movement on Earmarked Reserves</b>	<b>-9,570</b>	<b>2,940</b>	<b>0</b>	<b>0</b>	<b>-6,630</b>
<b>Total Movement</b>	<b>-55,130</b>	<b>-112,780</b>	<b>79,070</b>	<b>20,480</b>	<b>-68,360</b>

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

DECISION

Agenda Item No 8

meeting date: 13 JANUARY 2015  
title: ORIGINAL REVENUE BUDGET 2015/16  
submitted by: DIRECTOR OF RESOURCES  
principal author: AMY JOHNSON

## 1 PURPOSE

- 1.1 To agree the draft revenue budget for 2015/16, for consideration at Special Policy and Finance Committee.

## 2 BACKGROUND

- 2.1 The three year forecast to Policy and Finance Committee in September showed that significant reductions to our budget of £513k and £900k would be necessary for 2015/16 and 2016/17 based on our indicative grant allocation following a consultation in the summer, and forecast future grant allocation reductions.
- 2.2 Our provisional Settlement Funding Assessment, announced on the 18 December 2014, is £2,240,595 for 2015/16. In comparison our current year's allocation is £2,603,769. This represents therefore a reduction of 14% in our core government funding. No announcement was made regarding 2016/17.
- 2.3 The Government announce movements in our 'Spending Power' which includes income from Council Tax Payers, New Homes Bonus and other grants when quoting our funding allocations. According to the Government we will face a reduction in our Spending Power of 1% in 2015/16.
- 2.4 In the Autumn Statement announced on 3 December 2014 the Chancellor indicated that in the next Parliament Public Sector spending would continue to fall. He stated that the reductions in spending may be at the same rate seen over the last five years. In my budget forecast in September I have assumed a 10% reduction in core funding for 2016/17 and a further 5% in 2017/18. This pessimistic forecast may eventually prove to have been optimistic. Much will depend on the outcome of the General Election and the pace of economic recovery.
- 2.5 The Budget Working Group is meeting regularly to consider the council's budget for next year and have suggested **four options** to address the budget shortfall:
  - Whether the Council Tax should be increased for 2015/16
  - Examination in detail of our underspends and overspends to ensure our base budget is accurate
  - Consider increasing the amount of New Homes Bonus we use to finance the revenue budget
  - Examination of how much business rates growth we can realistically expect to rely upon.
- 2.6 The Budget Working Group will be continue to meet over the coming weeks and will ultimately make recommendations to Special Policy and Finance on 10 February 2015.

### 3 2015/16 DRAFT REVENUE BUDGET

3.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for the settled pay award of 2.2% spread over two years (2014/15 and 2015/16) and price increases of 2%.

3.2 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2014/15 Original Estimate, to the proposed Original Estimate for 2015/16. Comments are also provided on the main variances.

### 4 COMMITTEE SERVICE ESTIMATES

#### 4.1 COMMUNITY SERVICES DEPARTMENT

Service Description							COMMD
<i>All costs are recharged to services based upon records of time spent on those services by individual members of staff. The following is an analysis of the department's budget.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	1,308,720	26,160	0	-118,180	0	0	1,216,700
Premises Related	8,740	170	0	-2390	0	0	6,520
Transport Related	39,930	810	0	1,320	-10	0	42,050
Supplies and Services	36,270	720	0	30	0	0	37,020
Support Services	335,180	0	0	0	4,170	0	339,350
<b>Total Expenditure</b>	<b>1,728,840</b>	<b>27,860</b>	<b>0</b>	<b>-119,220</b>	<b>4,160</b>	<b>0</b>	<b>1,641,640</b>
Other Grants and Contributions	-20,000	-400	0	10,400	0	0	-10,000
Customer and Client Receipts	-600	-10	0	0	0	0	-610
Departmental Recharges	-1,708,240	0	0	0	77,210	0	-1,631,030
<b>Total Income</b>	<b>-1,728,840</b>	<b>-410</b>	<b>0</b>	<b>10,400</b>	<b>77,210</b>	<b>0</b>	<b>-1,641,640</b>
<b>NET</b>	<b>0</b>	<b>27,450</b>	<b>0</b>	<b>-108,820</b>	<b>81,370</b>	<b>0</b>	<b>0</b>
Comments							
<p>The decrease in employee related expenditure is partly due to temporary posts falling out of the budget and also due to an allowance of 4% reduction in budgets to allow for staff turnover.</p> <p>Premises related expenditure is expected to fall due to a reduction in the premises related insurance premium charged to this service area. The annual charge is based upon prior years claims history. There has been a slight increase to support services recharges due to a reassessment of time allocations within other service areas.</p> <p>Income from other grants and contributions is set to fall due to a reduction in the estimated Childrens Trust Grant to be received from Lancashire County Council.</p> <p>Income from departmental recharges is expected to fall due to estimated lower expenditure across the service area.</p>							

## 4.2 HIGHWAYS AGENCY

Service Description							HWAGY
<i>This relates mainly to staffing costs involved in liaising with the County Highways and Traffic Section, and dealing with numerous enquiries from the public concerning this.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Supplies and Services	1,060	20	0	0	0	0	1,080
Support Services	14,270	0	0	0	270	0	14,540
Total Expenditure	15,330	20	0	0	270	0	15,620
NET	15,330	20	0	0	270	0	15,620
Comments							
There have been no significant changes to this service provision.							

## 4.3 HIGHWAY REPAIRS

Service Description							HWREP
<i>From time to time, depending on circumstances and where it is in the public interest, minor emergency repair works are carried out on unadopted streets and footpaths.</i>							
Link to Ambitions							
To help make peoples' lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	520	10	0	0	0	0	530
Support Services	1,850	0	0	0	-40	0	1,810
Depreciation and Impairment	900	0	0	0	0	0	900
Total Expenditure	3,270	10	0	0	-40	0	3,240
NET	3,270	10	0	0	-40	0	3,240
Comments							
There have been no significant changes to this service provision.							

#### 4.4 NON-AGENCY HIGHWAYS WORK

Service Description							NHWAG
<p><i>The Council are involved with attendance at a wide range of meetings on highways issues. We give advice to town/parish councils and the public on highway matters in general.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Support Services	23,980	0	0	0	-13,300	0	10,680
Depreciation and Impairment	30	0	0	0	0	0	30
Total Expenditure	24,010	0	0	0	-13,300	0	10,710
NET	24,010	0	0	0	-13,300	0	10,710
Comments							
Reduction of support services costs due to a reassessment of time allocations, mainly in the positions of Principal Engineer and Engineering Assistant.							

#### 4.5 CULVERTS AND WATER COURSES

Service Description							CULVT
<p><i>Responsibility arising out of the Floods and Water Management Act 2010 to 'liaise and cooperate' with the lead Local Flood Authority (Lancashire County Council) for the area.</i></p>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	2,860	60	0	0	0	0	2,920
Supplies and Services	5,310	110	0	0	0	0	5,420
Support Services	11,510	0	0	0	-5,200	0	6,310
Total Expenditure	19,680	170	0	0	-5,200	0	14,650
NET	19,680	170	0	0	-5,200	0	14,650
Comments							
Reduction in support service costs due to a reassessment of time allocations, mainly in the positions of Head of Engineering Services and Principal Engineer.							

#### 4.6 PRIVATE DRAINS

Service Description							DRAIN
<p>The Council provides a service to clear private blocked drains and a charge is made for this service. The charges contribute towards the direct costs of staff carrying out the clearance and the management and administration of the process.</p>							
Link to Ambitions							
To make peoples' lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	1,060	20	0	0	0	0	1,080
Supplies and Services	170	0	0	0	0	0	170
Support Services	8,030	0	0	0	-6,250	0	1,780
Total Expenditure	9,260	20	0	0	-6,250	0	3,030
Customer and Client Receipts	-1,440	-20	0	0	0	0	-1,460
Total Income	-1,440	-20	0	0	0	0	-1,460
NET	7,820	0	0	0	-6,250	0	1,570
Comments							
Reduction in support services due to a reassessment of time allocations, mainly in the positions of Principal Engineer and Engineering Assistant.							

#### 4.7 RIVERBANK PROTECTION

Service Description							RIVBK
<p>The Council has land adjacent to main rivers where there is a riparian owner responsibility to safely maintain the banking.</p>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	1,210	20	0	0	0	0	1,230
Support Services	790	0	0	0	-20	0	770
Depreciation and Impairment	1,240	0	0	0	0	0	1,240
Total Expenditure	3,240	20	0	0	-20	0	3,240
NET	3,240	20	0	0	-20	0	3,240
Comments							
There have been no significant changes to this service provision.							

#### 4.8 BUS SHELTERS

Service Description							BUSSH
<p>The Council maintains 85 bus shelters throughout the borough with a view to encouraging the use of the public transport system. The budget does not allow for new or replacement shelters, only basic maintenance of the existing stock.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	7,240	140	0	0	0	0	7,380
Supplies and Services	5,170	100	0	0	0	0	5,270
Support Services	4,790	0	0	0	-140	0	4,650
Total Expenditure	17,200	240	0	0	-140	0	17,300
NET	17,200	240	0	0	-140	0	17,300
Comments							
There have been no significant changes to this service provision.							

#### 4.9 ROADSIDE SEATS

Service Description							SEATS
<p>This budget pays for the maintenance of 151 seats situated in areas of public open spaces (except parks and recreation grounds) throughout the borough. There is no provision in this budget for new or replacement seats.</p>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	1,860	40	0	0	0	0	1,900
Supplies and Services	530	10	0	0	0	0	540
Support Services	3,580	0	0	0	720	0	4,300
Total Expenditure	5,970	50	0	0	720	0	6,740
NET	5,970	50	0	0	720	0	6,740
Comments							
There have been no significant changes to this service provision.							

#### 4.10 STREET NAMEPLATES AND SIGNS

Service Description							SIGNS
<i>The Council has a duty to allocate names to streets and to provide appropriate street nameplates.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	2,870	60	0	0	0	0	2,930
Supplies and Services	860	20	0	0	0	0	880
Support Services	40,610	0	0	0	6,040	0	46,650
Total Expenditure	44,340	80	0	0	6,040	0	50,460
Customer and Client Receipts	-490	-10	0	0	0	0	-500
Total Income	-490	-10	0	0	0	0	-500
NET	43,850	70	0	0	6,040	0	49,960
Comments							
Increase in support services due to a reassessment of time allocations, particularly in the positions of Head of Engineering Services, Principal Engineer and Authority Address Custodian/GIS Technical Officer.							

#### 4.11 PUBLIC RIGHTS OF WAY

Service Description							RIGHT
<i>The Council has had a formalised agreement with Lancashire County Council to maintain a certain proportion of the public rights of way network in the borough. The service level agreement related to the maintenance and repair of footpaths.</i>							
<i>This agreement finished on the 31 March 2014.</i>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	0	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0	0
Support Services	1,840	0	0	0	-1,840	0	0
Total Expenditure	1,840	0	0	0	-1,840	0	0
Other Grants and Contributions	0	0	0	0	0	0	0
Total Income	0	0	0	0	0	0	0
NET	1,840	0	0	0	-1,840	0	0
Comments							
Residual Support Service expenditure has been moved to Footpaths and Bridleways which falls under the responsibility of Planning and Development Committee.							

## 4.12 STREET CLEANSING

Service Description							STCLE
<p>The street cleansing service undertakes a borough wide operation for the cleansing of public adopted highways within the borough. A fly tipping service is also provided for the removal of dumped waste items on adopted areas within the borough. The service undertakes the clearance of leaves in autumn and winter and is also available for emergency call outs via Lancashire County Council with 24 hour/7 day cover.</p>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	150,550	3,020	220	-8750	0		145,040
Premises Related	22,190	440	0	7390	0		30,020
Transport Related	125,630	2,510	170	-3,170	0		125,140
Supplies and Services	11,710	220	0	-70	0		11,860
Support Services	48,720	0	0	0	630		49,350
Total Expenditure	358,800	6,190	390	-4,600	630	0	361,410
Other Grants and Contributions	-29,580	-590	0	3,340	0		-26,830
Miscellaneous Recharges	-1,360	-30	0	0	0		-1,390
Total Income	-30,940	-620	0	3,340	0	0	-28,220
NET	327,860	5,570	390	-1,260	630	0	333,190
Comments							
<p>Employee related expenditure has decreased due to an allowance of 4% reduction for staff turnover.</p> <p>There has been an increase in premises related expenditure due to an increased recharge from the refuse collection service. This is due to a reassessment of tonnages over which the recharge is apportioned.</p> <p>Transport related expenditure has decreased due to a more competitive price for the hire of vans being obtained.</p> <p>There has been a reduction in other grants and contributions receivable due to a decrease in the contract payment received from Lancashire County Council for street cleansing.</p>							

#### 4.13 PUBLIC CONVENIENCES

Service Description							VARIOUS CODES
<p><i>Provision and support of 16 Public Toilets within the borough. A rationalisation of the public toilets was carried out in 2012, reducing the number of toilets from 24 to the current 16, which has helped to reduce costs within the service provision. The Ribble Valley community toilet scheme now operates alongside the council's direct provision of public toilets, to which approximately 40 venues have signed up.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	620	10	-10	810	0	0	1,430
Premises Related	130,910	2,620	620	-4,510	560	0	130,200
Supplies and Services	13,530	250	-50	-8,210	0	0	5,520
Third Party Payments	1,790	40	-40	0	0	0	1,790
Support Services	21,970	0	0	0	6,440	0	28,410
Depreciation and Impairment	27,540	0	0	0	0	940	28,480
<b>Total Expenditure</b>	<b>196,360</b>	<b>2,920</b>	<b>520</b>	<b>-11,910</b>	<b>7,000</b>	<b>940</b>	<b>195,830</b>
Customer and Client Receipts	-220	0	0	0	0	0	-220
Oncost	0	0	0	-1,860	0	0	-1,860
<b>Total Income</b>	<b>-220</b>	<b>0</b>	<b>0</b>	<b>-1,860</b>	<b>0</b>	<b>0</b>	<b>-2,080</b>
<b>NET</b>	<b>196,140</b>	<b>2,920</b>	<b>520</b>	<b>-13,770</b>	<b>7,000</b>	<b>940</b>	<b>193,750</b>
Comments							
<p>The sale of Waddington, Newton and Gisburn toilet sites has led to a reduction in premises related and supplies and services expenditure.</p> <p>Support services have increased due to a reassessment of time allocations.</p>							

#### 4.14 LITTER BINS

Service Description							LITTR
<p><i>Litter bins are provided throughout the area and are emptied by the refuse collection service and the street cleansing operatives. The Council has a duty to keep the streets and land open to the public free of litter and refuse, and the provision of litter bins aids that process. The budget allows the existing stock to be maintained but with little scope for expansion.</i></p>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2014/15	Inflation above or below 2%	Inflation at 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	3,270	70	0	0	0	0	3,340
Supplies and Services	5,620	110	0	0	0	0	5,730
Support Services	7,580	0	0	0	5,100	0	12,680
Total Expenditure	16,470	180	0	0	5,100	0	21,750
NET	16,470	180	0	0	5,100	0	21,750
Comments							
Support service costs have increased due to a reassessment of time allocations, mainly in the position of Engineering Assistant.							

## 4.15 REFUSE COLLECTION

Service Description							RCOLL
<p>The collection of household waste is a statutory requirement placed on the Council. The overall service provided includes the collection of green waste for recycling into compost, a commercial waste collection service for shops, offices and other businesses in the borough and the emptying of litter bins, as well as the collection of domestic refuse from all properties in the borough and also the collection of dry mixed recyclables.</p>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	652,150	13,050	0	27,980	0	0	693,180
Premises Related	37,620	760	0	0	5,320	0	43,700
Transport Related	344,750	6,900	0	0	-2160	0	349,490
Supplies and Services	32,400	660	0	0	-70	0	32,990
Support Services	85,950	0	0	0	-2,110	0	83,840
Depreciation and Impairment	346,240	0	0	0	0	11,530	357,770
<b>Total Expenditure</b>	<b>1,499,110</b>	<b>21,370</b>	<b>0</b>	<b>27,980</b>	<b>980</b>	<b>11,530</b>	<b>1,560,970</b>
Other Grants and Contributions	-279,160	-5,580	5,580	0	0	0	-279,160
Customer and Client Receipts	-30,490	-610	0	-1,100	0	0	-32,200
Miscellaneous Recharges	-56,720	-1,140	0	0	-40510	0	-98,370
<b>Total Income</b>	<b>-366,370</b>	<b>-7,330</b>	<b>5,580</b>	<b>-1,100</b>	<b>-40,510</b>	<b>0</b>	<b>-409,730</b>
<b>NET</b>	<b>1,132,740</b>	<b>14,040</b>	<b>5,580</b>	<b>26,880</b>	<b>-39,530</b>	<b>11,530</b>	<b>1,151,240</b>
Comments							
<p>Employee expenses have increased. This is due to the full level of staffing resources being budgeted for.</p> <p>Premises related expenditure has increased due to an increased recharge from Salthill Depot. This is due to a reassessment of the recharge based upon vehicle and staffing numbers.</p> <p>Transport related expenditure is expected to fall due to a revision of diesel and maintenance costs on the refuse fleet.</p> <p>The purchase of two new refuse vehicles in 2013/14 has resulted in an increased depreciation charge.</p> <p>There has been an increase in miscellaneous recharge income due to a reassessment of the tonnages over which the recharge is calculated.</p>							

#### 4.16 RECYCLING AND WASTE AWARENESS

Service Description							RECYC
<p>The Council is committed to providing all households within the Ribble Valley with a three-stream refuse and recycling collection service using wheeled bins as the standard container. Additionally the waste paper collection service provides households with the collection of all clean paper and cardboard. A number of recycling centres are also located throughout the borough.</p>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	1,360	30	-30	0	0	0	1,360
Supplies and Services	12,300	250	0	0	0	0	12,550
Third Party Payments	620	10	0	0	0	0	630
Support Services	61,810	0	0	0	-4,060	0	57,750
Total Expenditure	76,090	290	-30	0	-4,060	0	72,290
Other Grants and Contributions	-6,930	-140	140	0	0	0	-6,930
Total Income	-6,930	-140	140	0	0	0	-6,930
NET	69,160	150	110	0	-4,060	0	65,360
Comments							
<p>There has been a reduction in support service costs due to a reassessment of time allocations, mainly in the positions of the Head of Engineering Services and Refuse Manager.</p>							

## 4.17 PAPER COLLECTION

Service Description							PAPER
<i>The Council's waste paper collection service provides households with the collection of all clean paper and cardboard.</i>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	127,680	2,550	0	-4,860	0	0	125,370
Transport Related	84,280	1,690	0	-10	0	0	85,960
Supplies and Services	1,050	20	0	0	0	0	1,070
Support Services	17,510	0	0	0	8,670	0	26,180
Depreciation and Impairment	4,800	0	0	0	0	0	4,800
Total Expenditure	235,320	4,260	0	-4,870	8,670	0	243,380
Other Grants and Contributions	-70,260	-1,410	1,410	0	0	0	-70,260
Customer and Client Receipts	-103,500	-2,070	0	0	0	0	-105,570
Total Income	-173,760	-3,480	1,410	0	0	0	-175,830
NET	61,560	780	1,410	-4,870	8,670	0	67,550
Comments							
Employee related expenditure is estimated to fall due to a 4% reduction to the budget to allow for staff turnover.							
Support service costs have increased due to a reassessment of time allocations.							

## 4.18 WASTE TRANSFER STATION

Service Description							TFRST
<i>The operation of the waste transfer station in the depot at Salthill Industrial Estate is part of both the Council's commitment to supporting the Lancashire Municipal Waste Management Strategy and providing an efficient and effective refuse collection and recycling service to our residents.</i>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	23,700	480	0	-1,050	0	0	23,130
Premises Related	24,820	500	70	0	0	0	25,390
Transport Related	20,950	420	0	0	-7680	0	13,690
Supplies and Services	1,480	30	0	0	0	0	1,510
Support Services	10,270	0	0	0	-1,600	0	8,670
Total Expenditure	81,220	1,430	70	-1,050	-9,280	0	72,390
NET	81,220	1,430	70	-1,050	-9,280	0	72,390
Comments							
Transport related expenditure has decreased due to a reduction in the recharge from the JCB Waste Master Loadall (SHOVL). This is due to reduced expenditure within this cost centre.							

#### 4.19 TRADE REFUSE

Service Description							TRREF
<i>The Council provides a commercial waste collection service to business premises in the borough at competitive charges</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	39,290	790	0	0	29,910	0	69,990
Supplies and Services	78,940	1,590	0	0	0	0	80,530
Support Services	35,960	0	0	0	-370	0	35,590
Total Expenditure	154,190	2,380	0	0	29,540	0	186,110
Customer and Client Receipts	-179,410	-3,590	0	-10,000	0	0	-193,000
Total Income	-179,410	-3,590	0	-10,000	0	0	-193,000
NET	-25,220	-1,210	0	-10,000	29,540	0	-6,890
Comments							
Premises related expenditure has increased due to an increased recharge from refuse collection. This is due to a reassessment of the recharge based upon tonnages collected.							
Based upon current levels of income, the budget for customer and client receipts has been increased to reflect the increase in demand for trade waste services.							

#### 4.20 CRIME AND DISORDER

Service Description							CRIME
<i>This covers the Borough Council's contribution to the work of the Ribble Valley Community Safety Partnership, includes officer support, promotional activities and financial support of police community support officers.</i>							
Link to Ambitions							
To help make people's lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Supplies and Services	5,530	120	0	-10		0	5,640
Transfer Payments	22,610	450	-10	-610		0	22,440
Support Services	47,020	0	0		-13,190	0	33,830
Total Expenditure	75,160	570	-10	-620	-13,190	0	61,910
NET	75,160	570	-10	-620	-13,190	0	61,910
Comments							
Support service costs have decreased due to a reassessment of time allocations.							

#### 4.21 RIBBLE VALLEY COMMUNITY SAFETY PARTNERSHIP

Service Description							CRIMP
<i>This covers the work of the Ribble Valley Crime Reduction Partnership and includes activities such as the Mentoring Scheme.</i>							
Link to Ambitions							
To help make people's lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Supplies and Services	31,070	620	-620	-7,970	0	0	23,100
Total Expenditure	31,070	620	-620	-7,970	0	0	23,100
Government Grants	0	0	0	0	0	0	0
Other Grants and Contributions	-5,270	-110	110	-110			-5,380
Total Income	-5,270	-110	110	-110	0	0	-5,380
NET	25,800	510	-510	-8,080	0	0	17,720
Comments							
Supplies and service costs have decreased to reduce the budget to the value of resources available.							

#### 4.22 LONGRIDGE CIVIC HALL

Service Description							LANGCH
<i>The Longridge Civic Hall was transferred to Longridge Action Group on a long-term lease. The depreciation shown here reflects the Council's ownership of the asset.</i>							
Link to Ambitions							
To help make people's lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Depreciation and Impairment	17,010	0	0	0	0	0	17,010
Total Expenditure	17,010	0	0	0	0	0	17,010
NET	17,010	0	0	0	0	0	17,010
Comments							
There have been no significant changes to this service provision.							

## 4.23 ART DEVELOPMENT

Service Description							ARTDV
<p>The arts development budget is used to develop cultural activity across the borough and is used to match fund larger projects in partnerships. This budget enables Ribble Valley to participate in county and regional schemes.</p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	13,440	270	0	-480	0	0	13,230
Transport Related	160	0	0	0	0	0	160
Supplies and Services	9,410	190	0	0	-110	0	9,490
Support Services	8,980	0	0	0	0	0	8,980
Total Expenditure	31,990	460	0	-480	-110	0	31,860
NET	31,990	460	0	-480	-110	0	31,860
Comments							
<p>There have been no significant changes to this service provision.</p>							

#### 4.24 PLATFORM GALLERY AND VISITOR INFORMATION CENTRE

Service Description							PLATG
<p><i>The Platform Gallery specialises in contemporary craft exhibitions and has gained a reputation within the region for its excellence in this field. There is a retail space that provides an outlet for a range of local artists and makers. There is also an education space that is used for workshops and arts activities, and in the recently refurbished visitor information centre all the latest information is available about local events, while visitors can book tickets and accommodation, and buy maps, books and souvenirs</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	67,380	1,360	110	2,270	0	0	71,120
Premises Related	18,660	360	220	3,070	20	0	22,330
Transport Related	70	0	0	0	0	0	70
Supplies and Services	25,230	500	0	-460	0	0	25,270
Support Services	39,050	0	0	0	2,080	0	41,130
Depreciation and Impairment	3,640	0	0	0	0	0	3,640
<b>Total Expenditure</b>	<b>154,030</b>	<b>2,220</b>	<b>330</b>	<b>4,880</b>	<b>2,100</b>	<b>0</b>	<b>163,560</b>
Customer and Client Receipts	-37,970	-770	0	-	0	0	-38,740
<b>Total Income</b>	<b>-37,970</b>	<b>-770</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-38,740</b>
<b>NET</b>	<b>116,060</b>	<b>1,450</b>	<b>330</b>	<b>4,880</b>	<b>2,100</b>	<b>0</b>	<b>124,820</b>
Comments							
<p>Increase in employee costs due to an additional member of staff being included in the superannuation scheme following auto enrolment.</p> <p>Premises related expenditure is set to increase following an increase in the annual insurance premium, which is based upon claims history.</p> <p>Increase in support service costs due to a reassessment of time allocations.</p>							

#### 4.25 MUSEUM CAFE

Service Description							MCAFE
<i>The Museum Café is operated by a contractor, who pays the Council an annual fee and a share of the turnover. The café forms part of the overall heritage offer at Clitheroe Castle Museum</i>							
Link to Ambitions							
Sustain a strong and prosperous Ribble Valley							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	8,270	170	0	0	950	0	9,390
Supplies and Services	210	0	0	0	0	0	210
Support Services	1,680	0	0	0	3,370	0	5,050
Total Expenditure	10,160	170	0	0	4,320	0	14,650
Customer and Client Receipts	-8,290	-170	0	0	0	0	-8,460
Total Income	-8,290	-170	0	0	0	0	-8,460
NET	1,870	0	0	0	4,320	0	6,190
Comments							
Support service costs have increased due to a reassessment of time allocations.							

#### 4.26 CASTLE MUSEUM

Service Description							MUSEUM
<i>The Castle Museum is operated on behalf of the Council by Lancashire Museums Service, and is the Borough's prime heritage attraction.</i>							
Link to Ambitions							
Sustain a strong and prosperous Ribble Valley							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	65,120	1,310	80	130	0	0	66,640
Supplies and Services	2,570	40	0	-160	0	0	2,450
Third Party Payments	164,580	3,290	0	-26,110	0	0	141,760
Support Services	19,400	0	0	0	1,850	0	21,250
Depreciation and Impairment	29,870	0	0	0	0	0	29,870
Total Expenditure	281,540	4,640	80	-26,140	1,850	0	261,970
Customer and Client Receipts	-44,050	-880	0	0	0	0	-44,930
Miscellaneous Recharges	-31,820	-640	0	23,600	0	0	-8,860
Total Income	-75,870	-1,520	0	23,600	0	0	-53,790
NET	205,670	3,120	80	-2,540	1,850	0	208,180
Comments							
The budget for Third Party Payments has reduced to reflect the actual curatorial payment due to Lancashire County Council.							
Income from miscellaneous recharges has reduced due to the closure of the Sound Archive from 31 March 2015.							

#### 4.27 SOUND ARCHIVES

Service Description							SOUND
<p><i>The North West Sound Archives are situated on the second floor of the Museum building, and certain costs have been recharged to here from the Museum. A grant from Recreation and Culture Grants covers this cost. The Sound Archive is due to close 31 March 2015.</i></p>							
Link to Ambitions							
Sustain a strong and prosperous Ribble Valley							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	24,070	480	0	-24,550	0	0	0
Total Expenditure	24,070	480	0	-24,550	0	0	0
Customer and Client Receipts	-24,070	-480	0	24,550	0	0	0
Total Income	-24,070	-480	0	24,550	0	0	0
NET	0	0	0	0	0	0	0
Comments							
The Sound Archive is closing with effect from 31 March 2015.							

#### 4.28 TOURISM

Service Description							TURSM
<p><i>The budget covers marketing the Ribble Valley as a visitor destination and the production of key publications such as the Visitors Guide.</i></p>							
Link to Ambitions							
Sustain a strong and prosperous Ribble Valley							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	2,050	40	10	0	0	0	2,100
Transport Related	120	0	0	0	0	0	120
Supplies and Services	27,770	560	0	0	0	0	28,330
Support Services	68,810	0	0	0	-2,120	0	66,690
Total Expenditure	98,750	600	10	0	-2,120	0	97,240
Customer and Client Receipts	-3,000	-60	0	0		0	-3,060
Total Income	-3,000	-60	0	0	0	0	-3,060
NET	95,750	540	10	0	-2,120	0	94,180
Comments							
Support service costs have reduced due to a reassessment of time allocations.							

## 4.29 CAR PARKS

Service Description							VARIOUS CODES
<p>The Council maintains numerous public car parks throughout the borough of which 16 are chargeable. Car parking charges are operated in Longridge, Clitheroe, Slaidburn, Ribchester, Sabden and Chipping</p>							
Link to Ambitions							
<p>To protect and enhance the existing environmental quality of our area</p>							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	46,230	900	740	0	0	0	47,870
Premises Related	101,880	1,370	890	2,460	0	0	106,600
Transport Related	6,740	120	640	0	0	0	7,500
Supplies and Services	20,710	390	0	-590	-10	0	20,500
Third Party Payments	5,280	110	0	0	0	0	5,390
Support Services	63,980	0	0	10,800	1,890	0	76,670
Depreciation and Impairment	8,810	0	0	0	0	-1,860	6,950
<b>Total Expenditure</b>	<b>253,630</b>	<b>2,890</b>	<b>2,270</b>	<b>12,670</b>	<b>1,880</b>	<b>-1,860</b>	<b>271,480</b>
Customer and Client Receipts	-352,400	-5,630	-10,080	6,920	0	0	-361,190
<b>Total Income</b>	<b>-352,400</b>	<b>-5,630</b>	<b>-10,080</b>	<b>6,920</b>	<b>0</b>	<b>0</b>	<b>-361,190</b>
<b>NET</b>	<b>-98,770</b>	<b>-2,740</b>	<b>-7,810</b>	<b>19,590</b>	<b>1,880</b>	<b>-1,860</b>	<b>-89,710</b>
Comments							
<p>Premises related expenditure has increased in the main due to a reassessment of ground maintenance recharges based upon the estimated work plan.</p> <p>Support service coats have increased due to a reassessment of time allocations, particularly within Community Services.</p> <p>There is an estimated reduction in customer and client receipts due to a fall in fine income received.</p>							

#### 4.30 CLOSED CIRCUIT TELEVISION

Service Description							CCTEL
<i>The Council manages and maintains the Clitheroe and Whalley Town Centre CCTV system.</i>							
Link to Ambitions							
To make people's lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	10,300	200	0	-430	0	0	10,070
Supplies and Services	14,240	290	0	0	0	0	14,530
Third Party Payments	81,430	1,630	0	0	0	0	83,060
Support Services	21,660	0	0	0	7,970	0	29,630
Depreciation and Impairment	8,980	0	0	0	0	0	8,980
<b>Total Expenditure</b>	<b>136,610</b>	<b>2,120</b>	<b>0</b>	<b>-430</b>	<b>7,970</b>	<b>0</b>	<b>146,270</b>
Departmental Recharges	-22,090	0	0	0	-1,890	0	-23,980
<b>Total Income</b>	<b>-22,090</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-1,890</b>	<b>0</b>	<b>-23,980</b>
<b>NET</b>	<b>114,520</b>	<b>2,120</b>	<b>0</b>	<b>-430</b>	<b>6,080</b>	<b>0</b>	<b>122,290</b>
Comments							
Support service costs have increased due to a reassessment of time allocations, particularly within the roles of Principal Engineer and Engineering Assistant.							

#### 4.31 LONGRIDGE DEPOT

Service Description							LDEPO
<i>The council retains a small operational base at a depot in Longridge, primarily in relation to our grounds maintenance services carried out in the western fringe of the borough.</i>							
Link to Ambitions							
To protect and enhance the environmental quality of the area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	8,430	160	80	10	0	0	8,680
Supplies and Services	130	0	0	0	0	0	130
Support Services	3,980	0	0	0	0	0	3,980
Depreciation and Impairment	1,000	0	0	0	0	-610	390
<b>Total Expenditure</b>	<b>13,540</b>	<b>160</b>	<b>80</b>	<b>10</b>	<b>0</b>	<b>-610</b>	<b>13,180</b>
Miscellaneous Recharges	-13,540	-270	0	630	0	0	-13,180
<b>Total Income</b>	<b>-13,540</b>	<b>-270</b>	<b>0</b>	<b>630</b>	<b>0</b>	<b>0</b>	<b>-13,180</b>
<b>NET</b>	<b>0</b>	<b>-110</b>	<b>80</b>	<b>640</b>	<b>0</b>	<b>-610</b>	<b>0</b>
Comments							
There have been no significant changes to this service provision.							

#### 4.32 SALTHILL DEPOT

Service Description							SDEPO
<p><i>This is the council's main operational base for the staff who carry out directly delivered services in the borough, such as refuse collection and recycling, street cleansing, grounds maintenance, vehicle repair and maintenance and general works. In addition the Councils main stores are located here.</i></p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	18,970	370	0	1,450	0	0	20,790
Premises Related	51,080	1,030	40	90	0	0	52,240
Transport Related	410	10	0	0	0	0	420
Supplies and Services	4,500	80	0	0	0	0	4,580
Support Services	63,110	0	0	0	-510	0	62,600
Depreciation and Impairment	18,160	0	0	0	0	0	18,160
<b>Total Expenditure</b>	<b>156,230</b>	<b>1,490</b>	<b>40</b>	<b>1,540</b>	<b>-510</b>	<b>0</b>	<b>158,790</b>
Oncosts Recovered	-48,130	-960	0	-6,200	0	0	-55,290
Miscellaneous Recharges	-108,100	-2170	0	0	6,770	0	-103,500
<b>Total Income</b>	<b>-156,230</b>	<b>-3,130</b>	<b>0</b>	<b>-6,200</b>	<b>6,770</b>	<b>0</b>	<b>-158,790</b>
<b>NET</b>	<b>0</b>	<b>-1,640</b>	<b>40</b>	<b>-4,660</b>	<b>6,260</b>	<b>0</b>	<b>0</b>
Comments							
<p>The increased recovery of oncosts has resulted in a reduction in miscellaneous recharge income.</p>							

### 4.33 REFUSE COLLECTION VEHICLES

Service Description							VARIOUS CODES
<i>We have a fleet of split bodied refuse collection and recycling vehicles in order to carry out the statutory service. The cost of these vehicles is recharged to Refuse Collection Budget 4.15.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Transport Related	341,030	6,810	0	1,650	0	0	349,490
Total Expenditure	341,030	6,810	0	1,650	0	0	349,490
Miscellaneous Recharges	-341,030	-6,870	0	-1,640	50	0	-349,490
Total Income	-341,030	-6,870	0	-1,640	50	0	-349,490
NET	0	-60	0	10	50	0	0
Comments							
Increase to transport related expenditure due to the transfer of a vehicle from the grounds maintenance section.							

### 4.34 GROUNDS MAINTENANCE VEHICLES

Service Description							VARIOUS CODES
<i>We have a range of vehicles, mowers and plant in order to help staff maintain the council's parks, play areas, sports pitches and other public open spaces. The cost of these vehicles is recharged to the Grounds Maintenance Budget 4.42.</i>							
Link to Ambitions							
To protect and enhance the environmental quality of the area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Transport Related	83,450	1,660	0	1,470	0	0	86,580
Total Expenditure	83,450	1,660	0	1,470	0	0	86,580
Miscellaneous Recharges	-83,450	-1,660	0	-1,470	0	0	-86,580
Total Income	-83,450	-1,660	0	-1,470	0	0	-86,580
NET	0	0	0	0	0	0	0
Comments							
There have been no significant changes to this service provision.							

#### 4.35 WORKS ADMINISTRATION VEHICLES

Service Description							VARIOUS CODES
<i>We have a range of vehicles in order to help staff carry out a range of maintenance and repair works for the council. The cost of these vehicles is mainly recharged to 4.39.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Transport Related	28,670	540	0	360	0	0	29,570
Total Expenditure	28,670	540	0	360	0	0	29,570
Miscellaneous Recharges	-28,670	-580	0	0	-320	0	-29,570
Total Income	-28,670	-580	0	0	-320	0	-29,570
NET	0	-40	0	360	-320	0	0
Comments							
There have been no significant changes to this service provision.							

#### 4.36 PLANT

Service Description							VARIOUS CODES
<i>We have a number of items of plant and equipment to help staff provide essential council services.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Transport Related	15,530	310	0	0		0	15,840
Depreciation and Impairment	7,530	0	0	0	0	-7,530	0
Total Expenditure	23,060	310	0	0	0	-7,530	15,840
Miscellaneous Recharges	-23,060	-470	150	0	7,540	0	-15,840
Total Income	-23,060	-470	150	0	7,540	0	-15,840
NET	0	-160	150	0	7,540	-7,530	0
Comments							
Reduction in depreciation and impairment charge due to the JCB Waste Master Loadall (SHOVL) now being fully depreciated.							

#### 4.37 TWO WAY RADIO

Service Description							TWOWR
<i>We have a radio system linking staff based at Salthill depot and vehicles and staff working out in the borough</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	2,540	50	0	0	0	0	2,590
Supplies and Services	1,360	20	0	0	0	0	1,380
Total Expenditure	3,900	70	0	0	0	0	3,970
Miscellaneous Recharges	-3,900	-80	0	0	10	0	-3,970
Total Income	-3,900	-80	0	0	10	0	-3,970
NET	0	-10	0	0	10	0	0
Comments							
There have been no significant changes to this service provision.							

#### 4.38 VEHICLE WORKSHOP

Service Description							VEHCL
<i>The garage at the depot maintains the Council's fleet of commercial vehicles and charges all of these costs to the relevant service area. The main services charged by the garage are the refuse collection service, works administration and grounds maintenance.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	59,970	1,190	0	-8,280	0	0	52,880
Premises Related	5,880	120	0	0	-770	0	5,230
Transport Related	3,910	80	0	0	-10	0	3,980
Supplies and Services	3,850	80	0	0	10	0	3,940
Support Services	10,740	0	0	0	1,370	0	12,110
Depreciation and Impairment	0	0	0	0		0	0
Total Expenditure	84,350	1,470	0	-8,280	600	0	78,140
Other Grants and Contributions	-150	0	0	0	0	0	-150
Oncosts Recovered	-84,200	-1,680	0	7,890	0	0	-77,990
Total Income	-84,350	-1,680	0	7,890	0	0	-78,140
NET	0	-210	0	-390	600	0	0
Comments							
A service restructuring has resulted in a reduction in employee related expenditure which has been offset partly by a reduction in oncosts recovered.							

#### 4.39 WORKS ADMINISTRATION

Service Description							WKSAD
<p>The works administration service carries out a wide range of maintenance services across most of the council services, notably engineering services. The cost of all work carried out by works administration is charged out to the relevant service area.</p>							
Link to Ambitions							
<p>To be a well managed council providing efficient services based on identified customer needs</p>							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	133,020	2,650	260	-3,870	0	0	132,060
Premises Related	16,810	340	0	0	0	0	17,150
Transport Related	31,200	620	0	0	-390	0	31,430
Supplies and Services	7,810	130	0	0	-40	0	7,900
Support Services	17,990	0	0	0	15,680	0	33,670
Depreciation and Impairment	15,360	0	0	0	0	-2,090	13,270
<b>Total Expenditure</b>	<b>222,190</b>	<b>3,740</b>	<b>260</b>	<b>-3,870</b>	<b>15,250</b>	<b>-2,090</b>	<b>235,480</b>
Oncosts Recovered	-222,190		0	-8,850	0	0	-231,040
<b>Total Income</b>	<b>-222,190</b>	<b>0</b>	<b>0</b>	<b>-8,850</b>	<b>0</b>	<b>0</b>	<b>-231,040</b>
<b>NET</b>	<b>0</b>	<b>3,740</b>	<b>260</b>	<b>-12,720</b>	<b>15,250</b>	<b>-2,090</b>	<b>4,440</b>
Comments							
<p>There has been an increase in Support Services due to a reassessment of time allocations, particularly within the Surveying Section.</p>							

#### 4.40 CARAVAN SITE

Service Description							CARVN
<p><i>The Caravan and Camping Club manage the caravan site on a 25-year fully repairing lease. The Council receives a guaranteed minimum income from the operator annually and has a consultative role to play in its overall running.</i></p>							
Link to Ambitions							
To sustain a strong and prosperous Ribble Valley							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Support Services	1,220	0	0	0	-1,210	0	10
Total Expenditure	1,220	0	0	0	-1,210	0	10
Customer and Client Receipts	-7,740	-150	0	0	0	0	-7,890
Total Income	-7,740	-150	0	0	0	0	-7,890
NET	-6,520	-150	0	0	-1,210	0	-7,880
Comments							
Reduction in support services due to a reassessment of time allocations.							

#### 4.41 EDISFORD PICNIC AREA

Service Description							EDPIC
<p><i>This budget head relates to the maintenance of the Edisford picnic area, income from the mobile catering units and also fees received from our share of the model railway income.</i></p>							
Link to Ambitions							
To protect and enhance the environmental quality of the area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	4,510	90	0	110	-1,150	0	3,560
Support Services	1,500	0	0	0	-450	0	1,050
Total Expenditure	6,010	90	0	110	-1,600	0	4,610
Customer and Client Receipts	-12,470	-250	0	0	0	0	-12,720
Total Income	-12,470	-250	0	0	0	0	-12,720
NET	-6,460	-160	0	110	-1,600	0	-8,110
Comments							
There has been a reduction in premises related expenditure due to a reduction in the ground maintenance recharge based upon the estimated work plan.							

#### 4.42 GROUNDS MAINTENANCE

Service Description							PKADM
<p>The grounds maintenance service encompasses a wide range of operations on parks and open spaces, including trees and woodlands, play areas, sports pitches, cemeteries, hard and soft landscaping and the provision of floral decorations in public council buildings.</p>							
Link to Ambitions							
<p>To protect and enhance the existing environmental quality of our area</p>							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	233,710	4,680	370	-10,630	0	0	228,130
Premises Related	50,630	1,010	0	-4,770	0	0	46,870
Transport Related	83,450	1,680	20	1,440	0	0	86,590
Supplies and Services	18,290	360	0	110	0	0	18,760
Support Services	63,770	0	0	0	400	0	64,170
Depreciation and Impairment	14,650	0	0	0	0	-3,050	11,600
<b>Total Expenditure</b>	<b>464,500</b>	<b>7,730</b>	<b>390</b>	<b>-13,850</b>	<b>400</b>	<b>-3,050</b>	<b>456,120</b>
Other Grants and Contributions	-4,000	-80	0	-2,920	0	0	-7,000
Oncosts Recovered	-460,500	-9,200	0	20,580	0	0	-449,120
<b>Total Income</b>	<b>-464,500</b>	<b>-9,280</b>	<b>0</b>	<b>17,660</b>	<b>0</b>	<b>0</b>	<b>-456,120</b>
<b>NET</b>	<b>0</b>	<b>-1,550</b>	<b>390</b>	<b>3,810</b>	<b>400</b>	<b>-3,050</b>	<b>0</b>
Comments							
<p>Employee related expenditure is expected to fall due to a 4% reduction to the budget to allow for staff turnover.</p> <p>A reassessment of the Salthill Depot recharge based upon vehicle and staff numbers has resulted in a reduction in premises related expenditure.</p> <p>Depreciation and Impairment charges have reduced due to the transfer of a vehicle to the Refuse Collection Department.</p> <p>A reduction in general expenditure across the service area has led to a lower rate of oncosts being recovered.</p>							

#### 4.43 ROEFIELD BARN

Service Description							ROEBN
<i>The building is occupied by Roefield Leisure Centre who pay a quarterly rent to the Council. The Council are not responsible for running costs or repairs and consequently there are few costs here.</i>							
Link to Ambitions							
To make peoples' lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Support Services	140	0	0	0	240	0	380
Total Expenditure	140	0	0	0	240	0	380
Customer and Client Receipts	-50	0	0	0	0	0	-50
Total Income	-50	0	0	0	0	0	-50
NET	90	0	0	0	240	0	330
Comments							
There have been no significant changes to this service provision.							

#### 4.44 RIBBLE VALLEY PARKS

Service Description							RVPRK
<i>Maintenance of the Council's parks and recreation grounds to a high standard is in support of the Council's commitment to ensuring the protection and enhancement of the environmental quality of the area.</i>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	10	0	0	0	0	0	10
Premises Related	387,780	7,750	410	0	590	0	396,530
Supplies and Services	4,350	90	0	0	-10	0	4,430
Support Services	26,200	0	0	0	-490	0	25,710
Depreciation and Impairment	53,180	0	0	0	0	9,750	62,930
Total Expenditure	471,520	7,840	410	0	90	9,750	489,610
Customer and Client Receipts	-26,190	-540	0	0	0	0	-26,730
Total Income	-26,190	-540	0	0	0	0	-26,730
NET	445,330	7,300	410	0	90	9,750	462,880
Comments							
Depreciation and impairment charges have increased due to the acquisition of additional assets.							

#### 4.45 RIBBLESDALE POOL

Service Description							RPOOL
<i>Ribblesdale pool provides a varied programme of use for casual public swimming, swimming instruction and hire by clubs and groups. The facility is well attended in comparison to other pools of its size.</i>							
Link to Ambitions							
To make people's lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	310,950	6,190	0	-8,920	0	0	308,220
Premises Related	124,260	2,500	2,310	-440	60	0	128,690
Transport Related	320	10	0	0	0	0	330
Supplies and Services	58,650	1,170	0	0	0	0	59,820
Third Party Payments	0	0	0	0	0	0	0
Support Services	80,390	0	0	0	-620	0	79,770
Depreciation and Impairment	61,120	0	0	0	0	0	61,120
Total Expenditure	635,690	9,870	2,310	-9,360	-560	0	637,950
Customer and Client Receipts	-366,780	-7,330	0	-210	0	0	-374,320
Third Party Payments	460	10	0	0	0	0	470
Departmental Recharges	-7,680	-30	0	0	150	0	-7,560
Total Income	-374,000	-7,350	0	-210	150	0	-381,410
NET	261,690	2,520	2,310	-9,570	-410	0	256,540
Comments							
Employee related expenditure is due to fall due to the introduction of an allowance of 4% reduction to the budget to allow for staff turnover.							

#### 4.46 EDISFORD ALL WEATHER PITCH

Service Description							EALLW
<i>This is a high quality facility for which there is great demand in terms of tennis and football training during the evenings. The introduction of netball to the programme is evidence of its multi-use potential.</i>							
Link to Ambitions							
To make people's lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Premises Related	5,520	110	100	0	0	0	5,730
Supplies and Services	830	10	0	0	0	0	840
Support Services	9,800	0	0	0	1,750	0	11,550
Total Expenditure	16,150	120	100	0	1,750	0	18,120
Customer and Client Receipts	-26,610	-530	0	0	0	0	-27,140
Total Income	-26,610	-530	0	0	0	0	-27,140
NET	-10,460	-410	100	0	1,750	0	-9,020
Comments							
A reassessment of time allocations has led to an increase in support service costs.							

#### 4.47 CYCLING

Service Description							CYCLS
<i>Costs shown here are in relation to the development of a borough wide cycling strategy and the identification, improvement and promotion of cycle routes and events.</i>							
Link to Ambitions							
To make people's lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Support Services	230	0	0	0	320	0	550
Total Expenditure	230	0	0	0	320	0	550
NET	230	0	0	0	320	0	550
Comments							
A reassessment of time allocations has resulted in an increase in support service costs.							

#### 4.48 EXERCISE REFERRAL SCHEME

Service Description							EXREF
<p>There are a number of schemes under the umbrella of healthy lifestyles including exercise referral, cardiac rehabilitation, weight management and healthy walks.</p> <p>Funding for the healthy lifestyles programmes previously came from NHS East Lancashire. With effect from 1 April 2013 this was taken over by Lancashire County Council. In addition, the Cardiac Rehabilitation programme is funded by the East Lancashire Clinical Commissioning Group. While, as usual, this funding is just for a 12 month period, firm indication has been given that this funding will continue in 2015/16</p>							
Link to Ambitions							
To make people's lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	103,850	2,090	0	-3,430	0	0	102,510
Premises Related	6,920	140	0	0	0	0	7,060
Transport Related	4,270	90	0	0	0	0	4,360
Supplies and Services	4,460	90	0	100	0	0	4,650
Support Services	18,060	0	0	0	-50	0	18,010
Total Expenditure	137,560	2,410	0	-3,330	-50	0	136,590
Other Grants and Contributions	-91,170	-1820	0	2,630	0	0	-90,360
Customer and Client Receipts	-3,620	-70	0	0	0	0	-3,690
Total Income	-94,790	-1,890	0	2,630	0	0	-94,050
NET	42,770	520	0	-700	-50	0	42,540
Comments							
<p>Reduction in employee related expenditure due to an allowance of a 4% reduction to the budget to allow for staff turnover.</p> <p>Other grants and contributions has reduced to reflect the actual level of funding to be received.</p>							

#### 4.49 SPORTS DEVELOPMENT

Service Description							SPODV
<p><i>Contributing to the Council's ambition to create safer and healthier lifestyles. The role of the sports development unit is to create and extend sporting opportunities throughout the Ribble Valley, particularly within identified low participation groups. This is done through the provision of specific activity programmes, supporting voluntary sector providers and working in partnership with others to achieve cross cutting outcomes.</i></p>							
Link to Ambitions							
To make people's lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Employee Related	140	0	0	0	0	0	140
Supplies and Services	10,400	200	0	0	0	0	10,600
Transfer Payments	7,200	140	0	0	0	0	7,340
Support Services	67,410	0	0	0	-1,210	0	66,200
Total Expenditure	85,150	340	0	0	-1,210	0	84,280
Customer and Client Receipts	-200	0	0	0	0	0	-200
Total Income	-200	0	0	0	0	0	-200
NET	84,950	340	0	0	-1,210	0	84,080
Comments							
There have been no significant changes to this service provision.							

#### 4.50 GRANTS AND SUBSCRIPTIONS – COMMUNITY SERVICES

Service Description							GRSRC
<p><i>This committee supports a number of organisations that demonstrate the furtherance of committee's objectives by way of direct grant aid or by subscribing to such organisations.</i></p>							
Link to Ambitions							
To protect and enhance the existing environmental quality of the area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Supplies and Services	290	10	0	0	0	0	300
Transfer Payments	24,070	480	0	-24,550	0	0	0
Support Services	2,740	0	0	0	-490	0	2,250
Total Expenditure	27,100	490	0	-24,550	-490	0	2,550
NET	27,100	490	0	-24,550	-490	0	2,550
Comments							
A grant towards the operation of the Sound Archive was made from this cost centre. The closure of the Sound Archive has meant that this grant is no longer payable and has resulted in a reduction in Transfer Payments.							

#### 4.51 CULTURE GRANTS

Service Description							CULTG
<i>Grant aid is given to assist talented young persons with the costs associated with their particular cultural activity.</i>							
Link to Ambitions							
To make people's lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Transfer Payments	4,060	80	0	0	0	0	4,140
Support Services	2,330	0	0	0	-530	0	1,800
Total Expenditure	6,390	80	0	0	-530	0	5,940
NET	6,390	80	0	0	-530	0	5,940
Comments							
There have been no significant change to this service provision.							

#### 4.52 RECREATION GRANTS

Service Description							RECU
<i>The Recreation Grants Scheme provides valuable support for the voluntary sports and arts sectors with an aim to increase participation in voluntary community activities. Grants are normally awarded on an annual basis. However, applications can be considered outside the annual timetable.</i>							
Link to Ambitions							
To make people's lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Transfer Payments	29,490	590	0	0	0	0	30,080
Support Services	8,000	0	0	0	-520	0	7,480
Total Expenditure	37,490	590	0	0	-520	0	37,560
NET	37,490	590	0	0	-520	0	37,560
Comments							
There have been no significant changes to this service provision.							

#### 4.53 SPORTS GRANTS

Service Description							SPOGR
<i>Grant aid is given to assist talented young sports persons with the costs associated with their sport.</i>							
Link to Ambitions							
To make people's lives safer and healthier							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Transfer Payments	3,530	70	0	0	0	0	3,600
Support Services	3,900	0	0	0	-500	0	3,400
Total Expenditure	7,430	70	0	0	-500	0	7,000
NET	7,430	70	0	0	-500	0	7,000
Comments							
There have been no significant changes to this service provision.							

#### 4.54 CHRISTMAS LIGHTS AND RIBBLE VALLEY IN BLOOM

Service Description							XMASL
<i>Grants are available to organised groups looking to provide Christmas light displays within the borough's parishes and towns, provided that match funding by the organisation is available.</i>							
<i>Also incorporated here is the Ribble Valley in Bloom budget, which is a small budget, used by local groups and parishes to enhance the borough as a place to visit. This creates one combined budget specifically for lights and flowers.</i>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
	£	£	£	£	£	£	£
Transfer Payments	1,950	40	0	0	0	0	1,990
Support Services	1,300	0	0	0	-10	0	1,290
Total Expenditure	3,250	40	0	0	-10	0	3,280
NET	3,250	40	0	0	-10	0	3,280
Comments							
There have been no significant changes to this service provision.							

## 5 SUMMARIES

5.1 The draft budget is summarised in two ways. One over the cost of the service (objective) provided by the committee. The other is over the type of expenditure and income (subjective).

### a) *Cost of Services Provided (Objective)*

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
COMMD	Community Services Department	0	27,450	0	-108,820	81,370	0	0
HWAGY	Highways Agency	15,330	20	0	0	270	0	15,620
HWREP	Highways Repairs	3,270	10	0	0	-40	0	3,240
NHWAG	Non-Agency Highways Work	24,010	0	0	0	-13,300	0	10,710
CULVT	Culverts & Watercourses	19,680	170	0	0	-5,200	0	14,650
DRAIN	Private Drains	7,820	0	0	0	-6,250	0	1,570
RIVBK	Riverbank Protection	3,240	20	0	0	-20	0	3,240
BUSSE	Bus Shelters	17,200	240	0	0	-140	0	17,300
SEATS	Roadside Seats	5,970	50	0	0	720	0	6,740
SIGNS	Street Nameplates & Signs	43,850	70	0	0	6,040	0	49,960
RIGHT	Public Rights of Way	1,840	0	0	0	-1840	0	0
STCLE	Street Cleansing	327,860	5,570	390	-1,260	630	0	333,190
VARIOUS	Public Conveniences	196,140	2,920	520	-13,770	7,000	940	193,750
LITTR	Litter Bins	16,470	180	0	0	5,100	0	21,750
RCOLL	Refuse Collection	1,132,740	14,040	5,580	26,880	-39,530	11,530	1,151,240
RECYC	Recycling	69,160	150	110	0	-4,060	0	65,360
PAPER	Paper Collection	61,560	780	1,410	-4,870	8,670	0	67,550
TFRST	Waste Transfer Station	81,220	1,430	70	-1,050	-9,280	0	72,390
TRREF	Trade Refuse	-25,220	-1,210	0	-10,000	29,540	0	-6,890
CRIME	Crime and Disorder	75,160	570	-10	-620	-13,190	0	61,910
CRIMP	RV Community Safety Partnership	25,800	510	-510	-8,080	0	0	17,720

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
LNGCH	Longridge Civic Hall	17,010	0	0	0	0	0	17,010
ARTDV	Art Development	31,990	460	0	-480	-110	0	31,860
PLATG	Platform Gallery	116,060	1,450	330	4,880	2,100	0	124,820
MCAFE	Museum Café	1,870	0	0	0	4,320	0	6,190
MUSEM	Castle Museum	205,670	3,120	80	-2,540	1,850	0	208,180
SOUND	Sound Archives	0	0	0	0	0	0	0
TURSM	Tourism	95,750	540	10	0	-2,120	0	94,180
VARIOUS	Car Parks	-98,770	-2,740	-7,810	19,590	1,880	-1,860	-89,710
CCTEL	Closed Circuit Television	114,520	2,120	0	-430	6,080	0	122,290
LDEPO	Longridge Depot	0	-110	80	640	0	-610	0
SDEPO	Salthill Depot	0	-1,640	40	-4,660	6,260	0	0
VARIOUS	Refuse Collection Vehicles	0	-60	0	10	50	0	0
VARIOUS	Grounds Maintenance Vehicles	0	0	0	0	0	0	0
VARIOUS	Works Administration Vehicles	0	-40	0	360	-320	0	0
VARIOUS	Plant	0	-160	150	0	7,540	-7,530	0
TWOWR	Two Way Radio	0	-10	0	0	10	0	0
VEHCL	Vehicle Workshop	0	-210	0	-390	600	0	0
WKSAD	Works Administration	0	-700	260	-12,720	15,250	-2,090	0
CARVN	Caravan Site	-6,520	-150	0	0	-1,210	0	-7,880
EDPIC	Edisford Picnic Area	-6,460	-160	0	110	-1,600	0	-8,110
PKADM	Grounds Maintenance	0	-1,550	390	3,810	400	-3,050	0
ROEBN	Roefield Barn	90	0	0	0	240	0	330
RVPRK	Ribble Valley Parks	445,330	7,300	410	0	90	9,750	462,880
RPOOL	Ribblesdale Pool	261,690	2,520	2,310	-9,570	-410	0	256,540
EALLW	Edisford All Weather Pitch	-10,460	-410	100	0	1,750	0	-9,020

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
CYCLS	Cycling	230	0	0	0	320	0	550
EXREF	Exercise Referral Scheme	42,770	520	0	-700	-50	0	42,540
SPODV	Sports Development	84,950	340	0	0	-1,210	0	84,080
GRSRC	Grants and Subscriptions	27,100	490	0	-24,550	-490	0	2,550
CULTG	Culture Grants	6,390	80	0	0	-530	0	5,940
RECU	Recreation Grants	37,490	590	0	0	-520	0	37,560
SPOGR	Sports Grants	7,430	70	0	0	-500	0	7,000
XMASL	Christmas Lights & RV in Bloom	3,250	40	0	0	-10	0	3,280
<b>NET COST OF SERVICES</b>		<b>3,480,480</b>	<b>64,670</b>	<b>3,910</b>	<b>-148,230</b>	<b>86,150</b>	<b>7,080</b>	<b>3,494,060</b>
LESS Financed from Crime Reduction Partnership Reserve		-25,580			7,860			-17,720
LESS Financed from Exercise Referral Reserve		-7,550			7,550			0
		<b>3,447,350</b>	<b>64,670</b>	<b>3,910</b>	<b>-132,820</b>	<b>86,150</b>	<b>7,080</b>	<b>3,476,340</b>

b) **Type of Expenditure/Income (Subjective)**

	Original Estimate 2014/15	Inflation at 2%	Inflation above or below 2%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2015/16
Employee Costs	3,251,090	64,970	1,690	-135,940	0	0	3,181,810
Premises Costs	1,180,530	22,960	4,800	-23,830	35,490	0	1,219,950
Transport Costs	1,214,870	24,260	830	3,060	-10,250	0	1,232,770
Supplies and Services	458,060	9,060	-670	-17,230	-230	0	448,990
Third Party	254,160	5,090	-40	-26,110	0	0	233,100
Transfer Payments	92,910	1,850	-10	-25,160	0	0	69,590
Support Services	1,389,590	0	0	10,800	12,130	0	1,412,520
Depreciation & Impairment	620,060	0	0	0	0	7,080	627,140
<b>TOTAL EXPENDITURE</b>	<b>8,461,270</b>	<b>128,190</b>	<b>6,600</b>	<b>-214,410</b>	<b>37,140</b>	<b>7,080</b>	<b>8,425,870</b>
Other Grants and Reimbursements	-506,520	-10,130	7,240	13,340	0	0	-496,070
Customer & Client Receipts	-1,229,590	-23,170	-10,080	20,160	0	0	-1,242,680
Recharges to other General Fund Services	-1,738,010	-30	0	0	75,470	0	-1,662,570
Oncosts Recovered	-815,020	-16,280	0	11,560	0	0	-819,740
Miscellaneous Recharges	-691,650	-13,910	150	21,120	-26,460	0	-710,750
<b>TOTAL INCOME</b>	<b>-4,980,790</b>	<b>-63,520</b>	<b>-2,690</b>	<b>66,180</b>	<b>49,010</b>	<b>0</b>	<b>-4,931,810</b>
<b>NET COST OF SERVICES</b>	<b>3,480,480</b>	<b>64,670</b>	<b>3,910</b>	<b>-148,230</b>	<b>86,150</b>	<b>7,080</b>	<b>3,494,060</b>
LESS Financed from Crime Reduction Partnership Reserve	-25,580			7,860			-17,720
LESS Exercise Referral	-7,550			7,550			0
	<b>3,447,350</b>	<b>64,670</b>	<b>3,910</b>	<b>-132,820</b>	<b>86,150</b>	<b>7,080</b>	<b>3,476,340</b>

5.2. Net costs for this committee will increase by £13,580. The main reasons for this are summarised below:

Description	Additional costs 2014/15 to 2015/16 £
<b>VARIOUS: Support Services</b> Support service costs have increased due to a reassessment of time allocations, mainly within community services.	86,150
<b>COMMD: Community Services Department</b> Reduction in Children's Trust Grant receivable from Lancashire County Council.	10,000
<b>VARIOUS: Public Conveniences</b> Reduction in supplies and service and premises related costs following the closure and sale of three public toilets (Waddington, Newton and Gisburn).	-12,710
<b>MUSEM: Castle Museum</b> Reduced budget for curatorial fees to more accurately reflect the actual payment due.	-26,110
<b>VARIOUS: Depreciation</b> Increase in deprecation charged to refuse collection following the purchase of 2 additional vehicles and also Ribble Valley Parks following the acquisition of additional assets. These increases have been offset by a reduction in charge to plant as the JCB Waste Master Loadall is now fully depreciated.	7,080
<b>Various</b> Increase in net expenditure due to inflationary increases in income, offset by inflationary increase in expenditure.	26,280

## 6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications

- Resources – approval of the original budget for 2015/16 would see an increase in net expenditure of £13,580 compared with the original budget for 2014/15 or an increase of £28,990 after allowing for transfers to and from earmarked reserves.
- Technical, Environmental and Legal – none identified
- Political – none identified
- Reputation – sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

7 FEES AND CHARGES

- 7.1 Fees and charges for this Committee were agreed in October 2014, and have been increased by an average of 2%. Detailed rates will be contained in the Council's fees and charges book and the new rates will be applicable from 1 April 2015.

8 RECOMMENDED THAT COMMITTEE

- 8.1 Agree the revenue budget for 2015/16 and to submit this to the Special Policy and Finance Committee subject to any further consideration by the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM1-15/AJ/AC  
23 December 2014

For further background information please ask for Amy Johnson.

BACKGROUND PAPERS – None

## Community Committee – Subscriptions

Cost Centre	Body	Budgeted Subscription £	Benefits and Outcomes	Since
<b>CRIME</b> Crime and Disorder	Lancashire Partnership against Crime (LANPAC)	250	Membership of LANPAC enables us to bid for funding for crime prevention measures. This has resulted in us receiving £1,200 worth of radios for town centre premises, £750.00 for polycarbonate glasses for town centre pubs and £800 for CCTV cameras to protect property in isolated areas.	At least April 1994
<b>CCTEL</b> Closed Circuit Television	CCTV User Group	275	The CCTV user group provides information, training and guidance for CCTV users. Membership keeps us updated on the latest developments in CCTV and is a useful forum for topics related to CCTV.	April 2006
<b>SPODV</b> Sports Development	Lancashire Sports Partnership	2,500	The aim of the partnership is to increase participation in sport and physical activity. Locally they have helped us with research support in our open spaces review and help with “Sportivate” and “Activate” funding applications for help to provide sporting facilities for young people.	April 2009

<b>Cost Centre</b>	<b>Body</b>	<b>Budgeted Subscription £</b>	<b>Benefits and Outcomes</b>	<b>Since</b>
<b>RCOLL/STCLE/PKADM/SDEPO</b> Refuse Collection, Street Cleansing, Grounds Maintenance and Salthill Depot	Freight Transport Association	662 (estimate based upon 2013/14 expenditure)	The annual subscription is split between four cost centres. The Freight Transport Association is the main trade body for freight companies. It keeps us updated with legislative changes relating to heavy goods vehicles, vehicle maintenance and provides us with interpretation of driver tachograph cards which we do not have the software to do ourselves. They provide (Certificate of Professional Competence) training which all HGV drivers now have to have and are a valuable source of updates and information on legislation the Council has to comply with regarding our commercial vehicle fleet.	April 2001
<b>TURSM</b> Tourism	Marketing Lancashire Limited	5,000	Marketing Lancashire Ltd was formerly the Lancashire and Blackpool Tourist Board, and provides marketing and communications for the whole of Lancashire, "Welcome to Excellence" training and place marketing	April 2004
<b>COMMD</b> Community Services Department	Planning Officers Society	225	Corporate membership allows the Council to nominate an unlimited number of appropriate staff as members of the Society	April 2013

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No. 9

meeting date: 13 JANUARY 2015  
title: STONEBRIDGE PUBLIC CONVENIENCES - LONGRIDGE  
submitted by: DIRECTOR OF COMMUNITY SERVICES  
principal author: TERRY LONGDEN – HEAD OF ENGINEERING SERVICES

### 1 PURPOSE

- 1.1 To consider a proposal for the disposal of the existing public conveniences at Stonebridge in Longridge and the provision of alternative conveniences.
- 1.2 Relevance to the Council's ambitions and priorities:
- Corporate Priorities - To be a well managed Council, providing efficient services based on identified customer needs.
  - To sustain a strong and prosperous Ribble Valley, encompassing our objective to encourage economic development throughout the borough with a specific focus on tourism.

### 2 BACKGROUND

- 2.1 The Council provides a set of public conveniences (male & female, no separate provision for the disabled users) at Stonebridge, adjacent to the Bonds of Longridge petrol station at Longridge. The toilets are infrequently used.
- 2.2 The condition of the facilities does not match the more modern internal conditions of all of the other public toilets provided by the Council. There are no plans to improve or refurbish these facilities within the foreseeable future. The toilets are part of the construction of the Bonds garage but they are owned by the Council. Their location and the approximate area of the plot are highlighted on Appendix 1 to this report.
- 2.3 Bonds garage are currently engaged by the Council to clean the facilities. The involvement of the Council is limited to funding the cleaning operation, the maintenance of the facilities and the provision of toilet requisites e.g. tissues & soaps etc.

### 3 ISSUES

- 3.1 The garage owner has expressed an interest in purchasing the toilet block with the intention of demolishing the block and incorporating the area into a refurbishment of the former car sales room and fuels sales counter area in order to provide a convenience store to be operated in conjunction with the existing fuel station.
- 3.2 The proposal includes new toilet facilities within the convenience store. The garage owner states that the toilet facilities would be available for public use when the store is open, which is early until late, seven days per week. The toilets would be a single facility for use by male, female and disabled users located at ground level and accessible directly from inside the proposed convenience store.

- 3.3 The fuel dispensing and vehicle workshops side of the operation would continue. Fuel filling stations are now frequently supported by convenience stores, an arrangement that promotes a more commercially viable and hence sustainable filling station operation than a stand alone fuel station.
- 3.4 The Longridge Town Council, who were advised of this proposal at their meeting of the 26 November, support the replacement of the current facilities with a new toilet accessible from the inside of the proposed convenience store
- 3.5 The incorporation of the new toilet facility within the convenience store would create an improved accessible facility at no cost to the council.

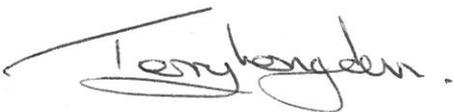
#### 4 RISK ASSESSMENT

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

- Resources - The disposal of the freehold of the existing toilet block would generate a one off capital receipt at the market value, estimated at £4,000. The Council's revenue commitment for the facility (budgeted in the 2014/15 year at £3,590) which covers the maintenance, the toilet cleaning provided by Bonds, the NNDR, sewage disposal charges and the water and electricity consumption costs would cease with the sale of the facility.
- Technical, Environmental and Legal - Whilst the continued access to the new facility can be made a condition (covenant) of the sale of the existing toilet block to the garage owner, this condition cannot be enforced upon a subsequent owner of the garage should the ownership be transferred to a third party. Note that three other convenience stores attached to petrol stations successfully offer their toilet facilities for use as part of the Community Toilet Scheme.
- Political - There are sections of the community that would prefer the Council to continue to provide public toilet facilities and for that reason this proposal may not be universally welcomed. It cannot however be argued that the proposal will not improve the standard and accessibility of publically accessible toilets in this part of Longridge.
- Reputation – The majority of the potential users of the facility will be visitors to Longridge. They will be grateful for the use of a clean and welcoming facility. The reputation of the Ribble Valley as a welcoming visitor destination will be supported by this initiative.

#### 5 RECOMMENDATION

- 5.1 That the sale of the existing toilet block to the garage proprietor at the market value is pursued on the understanding that the site is to be incorporated into a convenience store to be operated in conjunction with the fuel / petrol station, and that a new single sex fully accessible toilet facility which is incorporated at ground level in the new convenience and is made available to the public as part of the Ribble Valley Community Toilet Scheme.



TERRY LONGDEN  
HEAD OF ENGINEERING SERVICES



JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Terry Longden, extension 4523.

REF: TL-/CSC/130115

# APPENDIX 1



# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

Agenda Item No.

meeting date: 13 JANUARY 2015  
title: PENDLETON CAR PARK – SURRENDER OF LEASE  
submitted by: DIRECTOR OF COMMUNITY SERVICES  
principal author: TERRY LONGDEN - HEAD OF ENGINEERING SERVICES

## 1 PURPOSE

1.1 To consider the surrender of the leases for the Council operated free car park at Pendleton.

1.2 Relevance to the Council's ambitions and priorities:

- Corporate Priorities – To be a well-managed Council, providing efficient services based on identified customer needs.
- Other considerations – To work in partnership with other bodies in pursuit of the Council's aims and objectives.

## 2 BACKGROUND

2.1 The Council provides a free, off street car park, located between the Pendleton Village Hall and the Swan with Two Necks Public House, at Pendleton. The car park is made up of two areas each being leased to the Council on a 25 year leases, at rents of one peppercorn p.a. for one area and at £50 p.a. for the other. A plan included as Appendix A to this report highlights the area of the car park and the split between the two leased areas. The Council does not own any part of the car park.

2.2 As lessee the Council is liable for the annual payment of the National Non Domestic Rates (NDR) and for the upkeep of the car park, including the maintenance of the shrubbery on the leased area, and the provision of the lighting.

2.3 When the leases for the areas were arranged in 1989 the Council enlarged the area of the existing car park that was already on part of the site. It also improved the access to the car park off the public highway. The car park is used by visitors to Pendleton including the patrons of the village Hall and the public house

## 3 ISSUES

3.1 Both of the 25 year leases will expire on the 1 January 2015 and occupation by the council of the areas will continue as the leases are "holding over".

3.2 The Council is maintaining a car park that is most frequently used by the patrons of the village hall and the public house and is incurring charges as a result. Having enlarged, improved and operated the car park for a period of 25 years it is proposed that it is not in the Council's interest to continue to provide this car park, but to instead to leave this task to the landlords of the leased areas and hence the Council formally surrenders the lease and informs the landlords accordingly. With the termination would cease the Council's liability for the upkeep of the car park and the ongoing maintenance and NDR charges.

#### 4 RISK ASSESSMENT

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

- Resources – The termination of the lease would end the Council's responsibility to pay the NNDR (£710p.a. at 2014/15) and to maintain the car park, the annual budget provision being approximately £400.
- Technical Environmental and Legal – The lease states that upon the determination of the term the Council is to leave the demised land in a clean and tidy condition. Whilst the surfacing of the car park is some 25 years old it is in a suitable condition for its use and is considered to be fit for purpose. The responsibility for its upkeep would revert back to the landlords. It is suggested that the landlords will keep the area in use as a car park for use, in particular, by the patrons of the village hall and the public house.
- Political – There are no such implications.
- Reputation – There are no such implications.

#### 5. RECOMMENDATION

5.1 That the leases with the Pendleton Parish Council and Dutton Brewery Limited, or their successors, are formally terminated.

TERRY LONGDEN  
HEAD OF ENGINEERING SERVICES

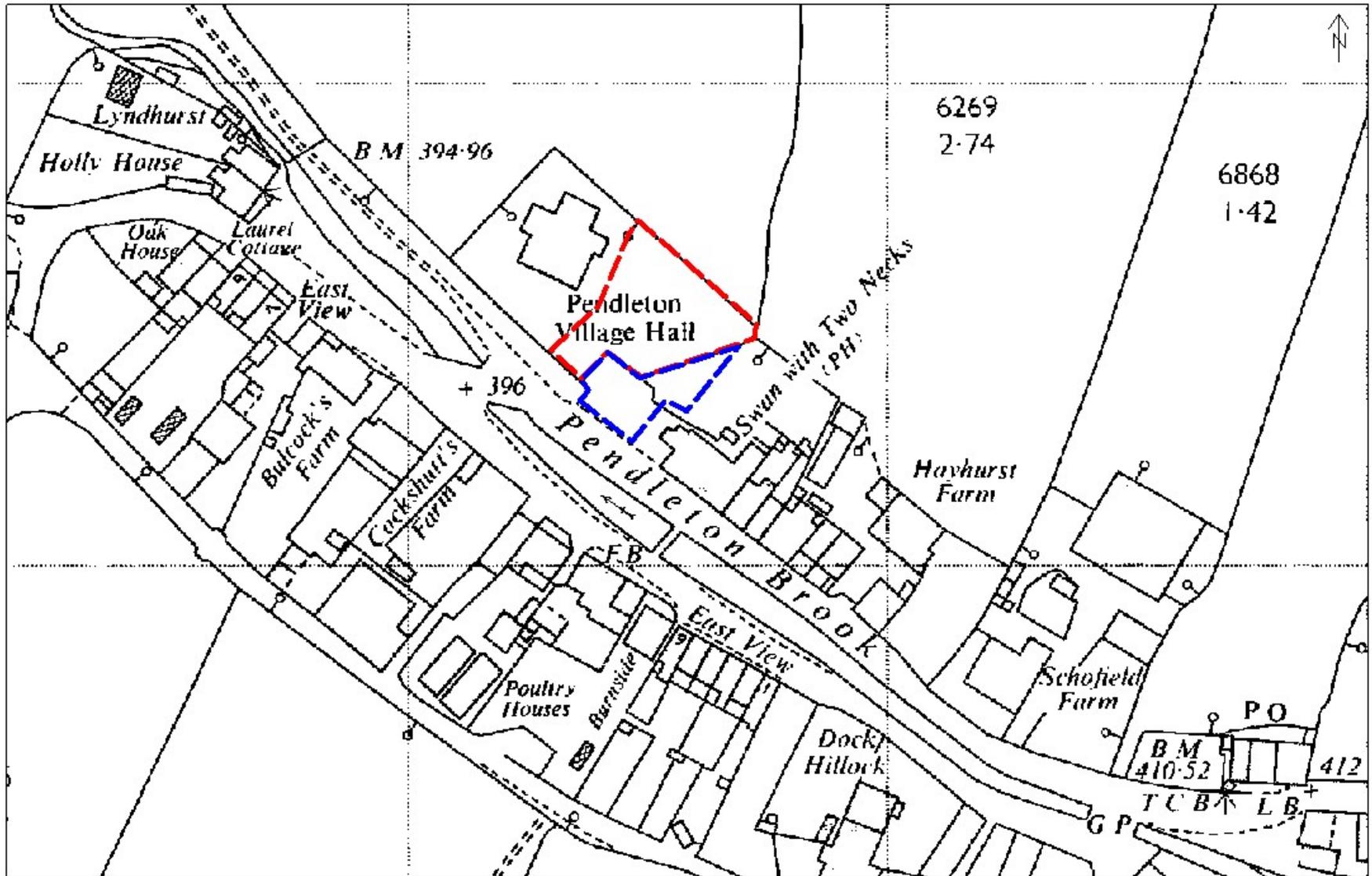
JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

#### BACKGROUND PAPERS

Leases dated 17 July 1989 between the Council and a) Pendleton Parish Council & b) Duttons Brewery Limited

For further information please ask for Terry Longden, extension 4523.

REF:TL/COMMUNITY/13 JAN 14



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**Appendix 1**

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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Agenda Item No.

meeting date: 13 JANUARY 2015  
title: REVIEW OF LANCASHIRE WASTE COLLECTION SERVICES  
submitted by: DIRECTOR OF COMMUNITY SERVICES  
principal author: PETER McGEORGE

### 1 PURPOSE

1.1 To seek a decision from Members on whether this authority should take part in a Lancashire County Council funded review of Lancashire district collection services.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To increase the recycling of waste material.
- Corporate Priorities – To be a well managed Council providing efficient services based on identified customer needs.
- Other Considerations – To protect and enhance the environmental quality of our area.

### 2 BACKGROUND

2.1 In 2013, we received notification from the County Council that they had taken the decision to withdraw recycling credit payment from 1<sup>st</sup> April 2014 although this was deferred until 1<sup>st</sup> April 2015 due to the lateness of advising districts. Similarly, notification was given to all districts that the Cost sharing payment would not be extended past April 2018.

2.2 Discussions continue to be held at both Member and Officer level about the financial impact that the cessation of recycling credit and cost sharing payment will have on districts for which a separate report is included on this agenda.

2.3 In April of this year, in response to concerns expressed by the districts at the prospects of severe reductions in compensatory recycling payments, County Councillor Jennifer Mein, Leader of the County Council wrote to all District Council Leaders and Chief Executives offering to work with district councils to explore how waste collection costs in Lancashire can be reduced to meet the future reduction in resources. She has proposed that the County Council fund the cost of an independent review of waste collection services with the brief to make recommendations as to how costs could be reduced.

2.4 Although the County Council is seeking a formal commitment by the districts to be part of the proposed review, we have not yet responded due to a number of concerns shared by the Lancashire district officers. These concerns also include the refusal of the County Council to include or accept that the waste disposal authority cost base and treatment arrangements are fundamental to the review.

2.5 At an earlier meeting of Lancashire local authority Leaders, the Leader of Burnley Borough Council volunteered his authority to work with the County Council to develop a draft scope for the review of the collection services.

### 3 ISSUES

3.1 In October 2014, the draft scope was sent to all Lancashire district Chief Executives by Jo Turton, Chief Executive, Lancashire County Council. It should be noted that following completion of the draft by Burnley districts have been advised that it was subsequently altered by the County Council.

3.2 The draft scope states that “the fundamental aim of the review will be to provide options and recommendations that, if implemented, will reduce the overall cost base of waste collection services in Lancashire”. It is at this point that I would remind Members that this authority is the only district in Lancashire providing a weekly collection of residual / general waste. Therefore it would come as no surprise to be advised that a reduction in service levels would result in the biggest savings.

3.3 It is anticipated that the review will be undertaken by Consultants and that the scope will develop as the different arrangements and practices of each authority are reviewed. In agreeing to the review districts will have to share commercially sensitive information and as a minimum will be asked for the following:

- Fleet provision and costs
- Maintenance costs
- Management costs
- Employee costs
- Contract costs
- Overheads
- Vehicle types, crewing and routing
- Procurement arrangements

This would be a sizable task to gather such information.

3.4 It has been proposed that the in depth examination of options will concentrate on reducing a county wide waste collection cost base and as a minimum will include:

- An assessment of Lancashire collection services against current national best practice and legislative requirements.
- An assessment of minimum statutory collection levels against a single Lancashire model.
- Options for different collection models based on cost, efficiency and performance.
- Options for introduction of charging schemes.
- Commercial waste services provision.
- Options for partnerships, joint working and shared services.
- Consideration of the requirements of, and impacts upon , the Lancashire Municipal Waste Management Strategy

I would remind Members at this point that whilst this authority was the first to adopt the targets and objectives of the Strategy we have always refused to accept the delivery mechanism that it sought to standardise service delivery.

I should also remind Members that Ribble Valley even by providing a weekly collection of residual / general waste has one of the lowest collection costs per

household in Lancashire for which we have been recognised by the Secretary of State as an authority of best practice.

- 3.5 It should be noted that County Officers appear to believe Leaders and Chief Executive Officers of the districts had agreed to a review of waste collection authorities even when challenged by the majority of district officers.
- 3.6 Districts officers have already provided examples where they have explored joint working etc using the same Consultants that the County Council is proposing for the review. They have also explained that the potential cost savings were not sufficient to warrant changes to their collection frequencies / systems.
- 3.7 There are also concerns that this is an attempt by the County Council to revive their earlier proposal for a single collection and disposal contract for Lancashire which they submitted in their first Outline Business Case for PFI funding and was dismissed by the Secretary of State.
- 3.8 Ribble Valley hosted a meeting of the district waste officers on the 17 December 2014, to discuss a range of issues relating to the proposed waste collection review. The meeting concluded that it is non-sensical for disposal not to be included in the review when the total collection costs for Lancashire is around £30 million per annum whilst the waste disposal authority costs are around £120 million, 80% of the total annual costs.
- 3.9 The following list of concerns were raised by officers and are not in any order of priority or importance:
  - Commercial Confidentiality
  - Will authorities be compared on a like for like basis?
  - Collection budgets are far smaller than the disposal budget but there is little appetite by the County Council to include within the review
  - No link to changes with the PFI facilities that could increase performance and / or provide financial benefits
  - How will existing collection contracts be aligned?
  - How will emerging legislation such as TEEP and MRF regulations impact on collections?
  - Is there a political / local appetite to change systems?
  - There are different back office set ups.
  - Should an East Lancashire treatment solution be resolved first?
  - How will change affect public satisfaction levels?
  - Who will pay for the cost of introducing recommendations?
  - What will be the effect on changes to other services?
  - Will changes affect policy decisions?
  - Limited management capacity to spend gathering information.
- 3.10 From the meeting, it does appear that the majority of districts may agree to take part in the review, although it must be said that their acceptance was subject to a number of provisions being included as part of the arrangement. The outcome of the meeting was that West Lancs would submit a report to the next meeting of Leaders and Chief Executives, highlighting the following summary of the concerns addressed in 3.9 that districts should raise when responding to the County Council's offer letter:

- **Disposal Needs to be Included in the Review**  
The cost of collection for Lancashire WCAs is around £30m per year, LCC's costs as a WDA are around £120m. It seems non-sensical for disposal not to be included in the review when it makes up 80% of the costs.
- **Different Disposal Arrangements Across the County**  
Future disposal arrangements for East Lancashire WCAs have yet to be decided. Until these arrangements are known it will be impossible to design a collection service to take into account what could include a significant change to infrastructure and delivery points.
- **Contractual Commitments**  
For those WCA who contract out the collection service it will be difficult to provide detailed accurate information on costs as much of this information is commercially sensitive. For all WCAs compiling of this data will be time consuming and there is limited management capacity to spend gathering it. Some Authorities have signed up to the Living Wage Commitment and the cost of retaining this Commitment will need to be assessed. The costs of terminating existing contracts should also be included to give an accurate cost of service changes, as well as a risk assessment of extending any contracts to co-terminate with others.
- **Overall Impact on Services**  
Waste collection is a universal service provided to all Council Tax payers. The review needs to address the impact on other Council services if changes are introduced. Some Authorities are prepared to spend more on their service and others account for their back office set ups differently. It will be difficult to compare data with any confidence. It will be challenging to provide a universal service across the County that take into account variations in demographics and housing types as well as the aspirations of the public and Elected Members.
- **Performance**  
The national recycling target for 2020 is 50%. Currently Lancashire recycles 43% of its waste. The review needs to address how this gap will be bridged as there is potential for EU fines for not meeting this target to be passed down to Local Authorities. Any changes to collection services will need to be compliant with Waste Regulations that come into force on 1 January 2015 requiring materials to be collected separately unless it can be demonstrated that it is not technically, environmentally or economically practicable (TEEP).

3.11 Since the report has been drafted, the letter attached in Appendix A has been received from the Chief Executive of the County Council. It would appear that this precludes any chance of the concerns above being recognised in the review process.

#### 4 CONCLUSION

4.1 County Council Officers have made no secret of the fact that they believe 12 different refuse collection services across the 12 different districts cannot be the most efficient or effective way of collecting refuse.

4.2 The County Council paying for a review of District Council services also raises an interesting principle.

#### 5 RISK ASSESSMENT

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

- Resources – The gathering of information for the review would demand a significant amount of officer time.
- Technical, Environmental and Legal – None at this stage although there is a concern on the detailed information required for the review.
- Political – The danger is that the County Council develop an argument for a single collection and disposal contract for Lancashire
- Reputation – None at this stage
- Equality & Diversity – eg No implications identified.

## 6 **RECOMMENDED THAT COMMITTEE**

6.1 Note the report, and:

6.2 Consider whether to accept the County Council's offer for this authority to be included within the waste collection review subject to the inclusion of the areas listed in 3.10.

PETER McGEORGE  
WASTE MANAGEMENT OFFICER

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

### BACKGROUND PAPERS

Review of Lancashire Waste Collection Services - Draft Scope

Waste Management Files

For further information please ask for Peter McGeorge, extension 4467.

REF: Author/typist/committee/date

Marshal Scott  
Sent via email:  
[Lynne.calver@ribblevalley.gov.uk](mailto:Lynne.calver@ribblevalley.gov.uk)

Phone: 01772 536260  
Email: [jo.turton@lancashire.gov.uk](mailto:jo.turton@lancashire.gov.uk)  
Your ref:  
Our ref: JT/MO  
Date: 23 December 2014

Dear Mr Scott

### **Review of Lancashire Waste Collection Services**

Further to my letter of the 22 October 2014 providing the draft scope I write with an update on the current position in respect of the proposed review of waste collection services:

To date I have received positive responses from Burnley, Wyre and Lancaster who have all confirmed their intention to be part of the proposed review.

I have received a response from colleagues at West Lancashire who suggested that the Waste Officer Implementation Group prepare a report for Lancashire Chief Executives on 23 January 2015. However, I do not consider that this would be beneficial to the process at this stage. As detailed in my referenced letter the County Council has incorporated authority's preferences and comments where it has been able to do so without undermining the initial premise of the review that the Council is willing to fund. Any further discussion at this stage would merely re-open the debate and cause delays which may ultimately result in the opportunity for authorities to put timely financial strategies in place being lost.

I would like to commence the review with the willing participants in the New Year and as such would be extremely grateful if those who have not yet confirmed their intention to take part would respond one way or the other by the 23 January 2015.

Yours sincerely



Jo Turton  
Chief Executive

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 13<sup>th</sup> JANUARY 2015  
title: MUSIC AND FOOD EVENT IN CLITHEROE CASTLE GROUNDS  
submitted by: DIRECTOR OF COMMUNITY SERVICES  
principal author: MARK BEVERIDGE

### 1 PURPOSE

1.1 A request has been submitted to hold a music and market event on the Castle Field over the May Day Bank Holiday 2015. This committee approved delegated powers to the Director of Community Services in September, to work with other event operators to provide a range of annual events in the borough, to achieve a positive economic impact and help to promote the area from a tourism perspective (Minute 197, No. 2, September 2<sup>nd</sup>, 2014). This report is submitted because of the nature of the event proposed and the potential conflict with the Clitheroe Food Festival.

### 1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To sustain a strong and prosperous Ribble Valley
- Corporate Priorities - To encourage economic development throughout the borough, with specific focus on tourism
- Other Considerations – To develop, with relevant partners, measures to support the visitor economy

### 2 BACKGROUND

2.1 The Ribble Valley Jazz Festival has been successfully grown over the past few years and the organisers have now approached Lancashire Bites to help the Festival extend into the May Day Bank Holiday Monday in 2015.

2.2 This proposal would extend the Jazz Festival until Monday and combine music and a market over the weekend. The plan is to have a temporary fence around the whole of Castle field enclosing around 50 stalls selling artisan food and drink from across the North, food demonstrations, a music tent, a beer tent and additional toilets; there would be a charge for people to get into the area. The charge would include access to the music and the stalls/demonstrations.

2.3 The times proposed are:

Sat 2pm – 10pm (Food Village more than likely shutting at 8.30pm)

Sun 12pm – 10pm (Food Village more than likely shutting at 8pm)

Mon 10 – 4pm (all shuts for breakdown)

2.4 It is hoped that up to 5000 people per day will attend, though it is difficult for the organisers to be accurate as they have not run this type of event previously. The nature of the event is in keeping with raising the profile of the area and working with an established event, in the Jazz festival. The actual peak load is likely to be much

lower than the higher figure stated. The music tent will accommodate only a fraction of the overall capacity.

- 2.5 The standard charge for commercial events is £353 (based on a third of the field area) plus £134 per day of use and a £500 deposit for potential reinstatement of the ground. The sum levied for the fun fair during the Clitheroe Food Festival in 2014 was around 5 times the standard charge. If the event is seen as commercial in nature (which the food element is, though not the music), the fee applicable would be determined by the amount of space it occupies in relation to the overall field area. The music element is a community based event. All money raised goes back into the Jazz festival to cover the cost of staging the event overall. The community events charge for use of park areas is £25.

### 3 ISSUES

- 3.1 There would be some implications for local residents and users of the Castle:

Music from the jazz tent until curfew at 10pm on Saturday and Sunday and during the day on Monday.

The field area itself would be out of use for the duration with some disturbance in the set up on the Friday and take down on Tuesday of the tents and removal of toilets and fencing.

The footpaths around the field would be available for general use and the rest of the Castle Park will remain untouched.

- 3.2 The Jazz Festival has a positive economic impact for the town and the wider area, in addition to adding to the cultural offer available to residents and visitors alike.
- 3.3 It is not anticipated road closures would be required to stage the event; the number of people would be spread across the day. It is difficult to determine what the largest number in attendance at any one time would be. The event organiser will provide the stewarding and deal with litter arising from the event.
- 3.4 The central location and the impact on local residents is the most significant issue arising from staging the event. The evening curfew would be 10pm each evening. There would be some disruption to Eshton Terrace during the load in/out. In addition there will be the noise of the event for the immediate area when the music is played and for the period when the crowd leave the event on Saturday and Sunday.
- 3.5 The event has not been considered by the RVSAG yet; because the organiser cannot commit further finances to the event planning until a decision is made on whether it can be staged.
- 3.6 The nature of the event is similar in nature to the Food Festival staged in August and in reaching a decision, the Committee is asked to consider the implications for that event in light of this new spring event which is being proposed. It could be seen as complementing the existing food festival in August, though a counter argument would see the food stalls detracting from that event. The stall holders will be from further afield than Lancashire, and in keeping with an American theme, though still of a high quality, which is different to the food festival. It should be noted that there are many food festivals in the area during the course of the year, Stonyhurst for example stage their own within 2 weeks of the Clitheroe event in August.

#### 4 RISK ASSESSMENT

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

- Resources – The event discussed would not be underwritten by the Council, nor promoted as such, it would be on Council land, if required the Council would charge for any services required.
- Technical, Environmental and Legal – Events by their nature have some impact, this event would need to be considered by RVSAG during the development stage if approval is granted by the Committee
- Reputation – Tourism is an integral part of the Borough's offer and events that are well run and of high quality will help to promote the Borough and the businesses based within it.

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

- 5.1 Consider the request and determine if approval in principle can be granted, subject to the normal licence approvals and confirmation by the Ribble Valley Safety Advisory Group of the event organisers' arrangements.

MARK BEVERIDGE  
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

#### BACKGROUND PAPERS

Agenda Item 5, Community Services Committee 2<sup>nd</sup> September, 2014

For further information please ask for Mark Beveridge, extension 4479.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

Agenda Item No. 14

meeting date: 13 JANUARY 2015  
title: MANAGEMENT OF EVENTS ON THE HIGHWAY  
submitted by: DIRECTOR OF COMMUNITY SERVICES  
principal author: TERRY LONGDEN - HEAD OF ENGINEERING SERVICES

## 1. PURPOSE

- 1.1 To inform members of the intended withdrawal of police support in providing traffic management for certain events that are staged, or encroach, upon the public highway.
- 1.2 To advise members of the subsequent intended development by Lancashire County Council of a policy for the management of events on the highway.
- 1.3 Relevance to the Council's ambitions and priorities
  - Corporate Priorities - To be a well managed Council, providing efficient services based on identified customer needs
  - To sustain a strong and prosperous Ribble Valley, encompassing our objective to encourage economic development throughout the borough with a specific focus on tourism.
  - Other considerations – To work in partnership with other bodies in pursuit of the Council's aims and objectives.

## 2 BACKGROUND

- 2.1 It has been established practice that the police have provided the necessary traffic management support for numerous charity and community type events such as parades, village fetes, civic processions and local celebrations, where the events have been staged either partly or wholly on the public highway etc. The events are generally small and are of a relatively short duration, i.e. up to one hour and they may be supported by one or two uniformed police officers who control the traffic around the event to minimise any conflict between patrons of the event and other road users.
- 2.2 The police have previously undertaken this work without charge to the charity or community event organiser on an informal basis, there being no formal traffic management order in place to support their direction of traffic.
- 2.3. Lancashire Constabulary have however recently adopted the Association of Chief Police Officers (ACPO) "National Guidance" which means that the police do not undertake any traffic management for an event on the highways, other than those events that are deemed by the police, to be of national importance, such as a Remembrance Day parades. The requirement for police attendance and action at public events will be principally based on the need for them to discharge their core responsibilities, which are:-

- Prevention and detection of crime
- Prevention or stopping breaches of the peace
- Action against a breach and subsequent investigation of a closure within the legal powers provided by statute for, a Road Closure Order (Town Police Clauses Act 1847) or a Traffic Regulation Order (Road Traffic Regulation Act 1984)
- Activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities.

2.4 The police had intended to withdraw their traffic management support of community type events from the 1 April 2014. Soon after this date the police re-considered their position and decided that they would continue to support the events that they had previously supported for a further period, until the 31 March 2015. Police support of events of national importance, such as remembrance events would continue beyond this date.

2.5 Event organisers would from thereon be responsible for the provision of appropriate traffic management measures that would enable their event to be undertaken in safe and proper manner. Technically event organisers have always been responsible for the traffic management that supports or facilitates their events but the historic intervention of the police has protected the organisers from this responsibility. The withdrawal of the police clearly places event organisers back in a position where they will carry the responsibilities for the safe operation of their event in terms of traffic management. This will be seen by event organisers as an additional burden.

2.6 It is the intention of Lancashire County Council as the Highway Authority for the area, to produce a policy that defines the respective responsibilities of parties involved in the staging of events on the highway and to also provide a set of procedures which collectively would lead to the delivery of events in a safe and proper manner. It was recognised that the development of these documents would take some time. They are currently being drafted by the County Council and following consultation will be proposed for adoption by the County Council, district councils and Lancashire Constabulary. A copy of the current LCC **“Events on the highway - Draft Policy and procedures for highway management – May 2014”** is attached as Appendix 1 to this report”. The **“Events on the highway INTERIM GUIDANCE – May 2014”** is also attached as Appendix 2.

2.7 It is intended that the County Council will disseminate this information to prospective event organisers.

2.8 Approximately 36 events which would have impinged upon the highway were either proposed or undertaken in the Ribble Valley area in the last 12 months

### 3 ISSUES

3.1 Event organisers are generally unaware of the technicalities and procedures in arranging both the legal necessities and the practical onsite management of traffic. Below is an overview of the implications of the withdrawal of the police support for certain events on the highway.

3.2 There are two potential options by which event organisers can provide the safe and proper traffic management to support or facilitate an event that encroaches on a highway, be that a walking procession or an event that is actually staged on or overflows onto a highway and would physically block or restrict the width of the road. The method selected will depend upon the location, the normal use of the highway,

and the type of the event and the impact of it on other road users. The potential options are explained below

### 3.3. Method 1:- Active Traffic Management

3.3.1 This is typically where traffic is briefly halted behind a procession that walks or travels on the highway, or traffic is guided around it. This direction of traffic can only be undertaken by an accredited Traffic Marshal or a uniformed police officer (see page 5 of Appendix 1, for the definition of a Traffic Marshal). It is important to note that no organiser of a charity or community event undertaken in the Ribble Valley area is known to be an “accredited Traffic Marshal”. If this control method is selected event organisers would therefore need to engage an accredited Traffic Marshal, the costs of which would unlikely to be less than £100 for the most modest of events

### 3.4 Method 2:- Temporary Full Closure Utilising Traffic Signage

3.4.1 This involves the actual closing of the highway to all traffic by means of appropriate and approved signage as described in a traffic management plan prepared by the event organiser (and agreed with LCC as the Highway Authority and the police), where the actual signage closes the road as opposed to the Traffic Marshal. More detail on this method is described in Appendix 2 page 3 onwards.

3.5 In addition to the practical onsite management of the traffic it is a legal requirement to formally close the road to other users by way of a legal order. This formal process helps to ensure the safety of the event patrons, to manage the highway user’s expectations (for example to quantify or minimise possible delays or identify diversion routes) and to provide a legal framework for the event to occur legitimately.

3.6 A formal “road closure” is required for both the active traffic management and the temporary traffic signage methods as described in 3.3 & 3.4 above. There are two main methods that can be used to close all or part of a highway for an event. The power is given to the district councils in Lancashire under the Town Police Clauses Act 1847 and to the county council under Section 16A-C of the Road Traffic Regulation Act 1984. These two methods are summarised below.

### 3.7 Town Police Clauses Act 1847 (TPCA)

3.7.1 This gives only the district councils the power or authority for “*preventing obstruction of the streets in times of public procession, rejoicing or illuminations and in any case where the streets are thronged or liable to be obstructed by persons*”. It may apply to special occasions when the ordinary day to day use of a street or highway is likely to be obstructed by substantial numbers of people, on foot, or in a vehicle, participating as spectators or otherwise involved in the occasion. This power is normally used for carnivals and processions where the closure is for a short duration and where traffic management requirements are not substantial. Note that it would not be appropriate to use the TPCA to facilitate, for example, a road cycle or running race where the route is neither congested with competitors or spectators for the duration of the closure.

3.7.2 The advantages of the TPCA method are that the order is simple to produce, the order does not need to be advertised in the local press and as a result there are no significant costs. The work can be undertaken relatively quickly provided that the organiser is specific about the sections of road to be closed etc. Note that whilst an order under the TPCA can only be processed or prepared by the district council it remains the responsibility of the highway authority (LCC) to agree suitable traffic management measures with the event organiser.

### 3.8 Road Traffic Regulation Act 1984 (RTRA)

- 3.8.1 This gives only the county council the power or authority to make an order to regulate traffic on a temporary basis to facilitate sporting events, social events or entertainment on the highway. Only one such restriction may be imposed on any particular section of road in a calendar year. The making of an order requires the proposal to be advertised in the local press and hence a substantial cost is involved, which is typically £800 per closure. A RTRA closure is typically used to support a road cycle or running event.
- 3.8.2 It follows that where possible the preferred method of closures is to use the Town Police Clauses Act 1847.
- 3.9 Cost Implications for the Council
- 3.9.1 The administrative cost to the Council of the preparation of a single road closure under the TPCA, provided that the task is limited to the staff time involved in the physical preparation and issue of the documentation, is unlikely to exceed £100. Again it is stressed that the responsibility to liaise with the event organiser to agree appropriate traffic management to enable the event to be safely staged lies firmly with the highway authority (LCC). The county council may involve the police in agreeing such matters with the event organisers. Ribble Valley Borough Council is able to recover the administrative costs in the preparation of the TPCA orders from the event organiser on whose behalf the order has been prepared. A decision on whether the Council is to recover the costs incurred in organising future events is to be considered when a firmer policy on the management of the events is available from the County Council as this is likely to affect the number of future events.
- 3.9.2 Road closures under the TPCA as prepared by this Council would have been appropriate to support 19 events staged in the Ribble Valley area in the last 12 months. These are largely regular events and it could have been expected that they will arise again in the next 12 months except that the withdrawal of the police support in providing the onsite traffic management for events and the implications of this on the event organisers must encourage organisers to reconsider the need to stage their events on the highway, as it will be the event organisers who will need to both prepare a Traffic Management Plan for the event and to arrange the necessary on site protection. These features will have implications to the event organisers, certainly in terms of resources and also very likely, financially
- 3.10 Implications for the Event Organiser
- 3.10.1 As explained above the intended withdrawal of the police will place a considerable burden on the organisers of community and charity type events. The key feature of the proposed LCC policy is that the county council seeks to establish an accredited training programme for traffic marshals which will be empowered to control traffic. This training would be provided under the Community Safety Accreditation Scheme (CSAS). The DCLG guidance on the CSAS is that individuals belonging to certain public, private and voluntary organisations may be suitable to become accredited marshals. This is explained on page 5 of the LCC draft policy (Appendix 1 to this report).
- 3.10.2 It was intended that this training to produce accredited Traffic Marshals was to be made available to representatives of the voluntary sector and hence would, when completed, have helped build within the community the capacity to enable them to safely prepare, manage and deliver aspects of their community orientated events, without the need to engage specialist support. Furthermore, the County Council have indicated that they may make available a stock of highway signs to support such events, thereby further reducing the burden on the event organisers imposed as a result of the withdrawal of police support. (Appendix 2, Page 3)

3.10.3 These features (3.10 above) which would ease the burden on the event organisers have been explained to organisers who have attended meetings of the Ribble Valley Event Safety Advisory Group (chaired by RVBC). The features have also been explained and presented to the Ribble Valley 3 Tier Forum and to the Parish Council Liaison Committee.

3.10.4 It is important to note that since the previous meetings of the 3 Tier forum, and the Parish Council Liaison Committee, we have been informed by the county council that there are to be significant changes to their proposed policy. The interpretation by the ACPO of the DCLG guidance on the Community Safety Accreditation Scheme (CSAS) specifically excludes the inclusion of the "Voluntary Sector" as suitable recipients for accreditation under the CSAS. The resultant implications for event organisers is that if their event on the highway is unsuitable for management by temporary road closures (as outlined in 3.4 above) the organiser will have no option but to engage an external accredited Traffic Marshal.

3.11 It is in light of this recently gained information that the current LCC draft policy, which itself has been developed after considerable discussion between the county council and districts, will need further adjustment. This update is awaited.

#### 4 CONCLUSIONS

- The withdrawal of police in providing traffic management support for charity and community type events will have significant implications for the event organisers.
- The policy and procedures for events on the Highway that are been prepared by the County Council need further development
- The County Council is to disseminate the updated information to the known event organisers.
- Timing is critical as the police intend withdrawing their support for events which they have previously supported, from the 31 March 2015.
- Police support for events of National importance, such as remembrance events, will continue. The police do not provide traffic management for commercial events or those which can generate funds to provide their own traffic management
- The updated policy and procedure to be presented to a later meeting of this committee.

TERRY LONGDEN  
HEAD OF ENGINEERING SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

List of Background papers – Draft LCC reports as included as Appendices 1 & 2 to this report

For further information please ask for Terry Longden, extension 4523.

Ref TL-/CSC15012015

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 13 JANUARY 2015  
title: CAR PARK WORKING GROUP  
submitted by: DIRECTOR OF COMMUNITY SERVICES  
principal author: TERRY LONGDEN – HEAD OF ENGINEERING SERVICES

### 1 PURPOSE

1.1 To report on the progress of the Council's Car Park Working Group.

1.2 Relevance to the Council's ambitions and priorities:

- Corporate Priorities - To be a well managed Council, providing efficient services based on identified customer needs. The report contributes to the objectives of a sustainable economy and thriving market towns.
- To sustain a strong and prosperous Ribble Valley, encompassing our objective to encourage economic development throughout the borough.

### 2 BACKGROUND

2.1 The Community Services Committee meeting of the 27 May 2014 approved the formation of a Car Park Working Group, the purpose of which is to consider the provision and operation of the Councils off-street car parks across the borough. The provision of on-street car parking is a matter for Lancashire County Council as the Highway Authority for the area.

### 3 ISSUES

3.1 Two meetings of the working group have been held. The minutes for those meetings are attached as Appendices 1 & 2 to this report.

3.2 These minutes summarise the activities and progress of the group.

3.3 The date for the next meeting of the working group is to be arranged.

### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources - There are no financial implications as a result of this report.
- Technical, Environmental and Legal - None identified
- Political - None identified
- Reputation –The minutes of the working group meetings highlight both the firm but non aggressive approach to car parking enforcement across the borough, and that the future provision of car parking is being actively considered. These are features that should be appreciated by residents and visitors of the area.

5 CONCLUSION

- 5.1 Committee will be kept informed of any issues relating to the provision and operation of the Council's off-street car parks. A further meeting of the Car Park Working Group is to be arranged.

TERRY LONGDEN  
HEAD OF ENGINEERING SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

List of Background papers:  
Community Services Committee 27 May 2014 (minute 8)

Resources  
For further information please ask for John Heap, extension 4461.  
REF: TL-/CSC/130115

## MINUTES OF THE CAR PARKING WORKING GROUP HELD ON THURSDAY 21 AUGUST 2014

AT 4.00PM

PRESENT: Cllr R Thompson (Chairman) Terry Longden  
Cllr S Carefoot John Edwards  
Cllr I Sayers  
Cllr J Shervey Olwen Heap

### APOLOGIES

Apologies for absence were received from Cllr Allan Knox.

### GENERAL INTRODUCTION & BACKGROUND

Members had asked for a review to ensure the service was both efficient and effective.

Terry informed the group that the provision of parking only referred to off-street. (LCC are responsible for on-street)

RV Enforcement Officers do not use an aggressive approach. Out of 300,000 transactions, approximately 1000 parking notices are issued out of which approximately 600 will end up paying a fine, most of which will be paid within the 14 day period that allows a lower rate to be paid. Notices that are challenged and subsequently have to be paid are allowed the 14 days grace from the time of that decision.

The Enforcement Officers' hand held PC's ensure that there is a 10 minute time lapse (observation time) before a vehicle can be booked for not displaying a ticket.

### FUTURE PROVISION OF CAR PARKS

There are currently 9 car parks in Clitheroe – 3 short stay (220 spaces) and 6 long stay (260 spaces) plus large car parks at Sainsburys, Homebase, Lidl, Booths and Tesco.

There is a perceived demand for more parking in Clitheroe and options need to be considered.

These potentially could include

Small areas adjacent to the highway that could be changed to parking areas

The use of school grounds at weekends by agreement with the school management

Procurement of larger sites – the Asset Management Group has been tasked with this.

Stacker car park as part of the market re-development

Park and Ride

ACTION: To quantify what scope there is for providing more parking in Clitheroe.

### CHARGE BANDS

Terry provided a summary sheet of all the charge bands for all the car parks. There is a variety of bands in the different car parks for various reasons. He suggested that there is

limited potential for the bands to be used to manage the use of the car parks to make slightly better use of space.

However to make changes to the charges it costs approximately £2000 for advertising etc.

Consideration of options also needs to be given to the car parks that do not have a charging system on them. This could include scope for charging a fee for residential use or handing them over to a 'landlord' to take care of and run.

Before any charges can be introduced, LCC have to be consulted because of the possible effect on the road network / on-street parking.

ACTION: To provide draft suggestions for the working group.

#### FUTURE PROOFING – METHODS OF PAYMENTS & CHARGING

At the moment the machines only take cash. Other methods of payment possible would include credit/debit card or by mobile phone to a given number.

In 2017 the machines will need modifying to take the new pound coin – costs approximately £4000. Might also be the option to stop taking some coins e.g. 5p

ACTION: Consider the additional payment options – costings.

#### ELECTRIC VEHICLES

The cost of installing charging points stands at £20,000 for a rapid charger on a short stay car park achieving approximately 80% charge in 30 minutes. Although it would be good to have them it is not financially viable.

ACTION: The installation of charging points NOT to be pursued.

#### ANY OTHER BUSINESS

Parking for bikes\_– this is limited on most car parks

ACTION: Secure more provision for bikes.

Do motorbikes pay? Needs proper signage to make it clear.

#### NEXT MEETING

The next meeting was arranged for Thursday 20 November 2014 at 4pm.

Meeting closed at 5.30pm.

## MINUTES OF THE CAR PARKING WORKING GROUP HELD ON THURSDAY 20 NOVEMBER 2014

AT 4.00PM

PRESENT: Cllr R Thompson (Chairman) Terry Longden  
Cllr S Carefoot John Edwards  
Cllr I Sayers  
Olwen Heap

### APOLOGIES

Apologies for absence were received from Cllr Allan Knox.

### FUTURE PROVISION OF CAR PARKS

A map was provided showing the RV long and short stay car parks along with potential proposed sites, sites owned by other organisations and sites that had been considered but unavailable.

Other sites were identified by members – areas to be considered.

Members considered the sites and asked officers to pursue  
7 spaces at physiotherapy centre  
LCC owned sites  
Other sites in private ownership

Also to be investigated – planning gain for car parking in a specified area.

ACTION: Pursue sites as above

### CHARGE BANDS

These had been examined and it was felt there was little scope for improvement as most car parks are well used as they are. Exceptions included the Market car park but it is thought the problem was access not charge bands; and Holden Street where an additional access onto Taylor St might be advantageous.

ACTION: Investigate additional access for Holden Street car park.

### FUTURE PROOFING – METHODS OF PAYMENTS & CHARGING

At the moment the machines only take cash. Other methods of payment possible would include credit/debit card or by mobile phone to a given number.

Terry had prepared a capital bid for 2017/18 to introduce cashless payments however the cost of processing the payments was still being investigated.

ACTION: Continue to pursue.

### ELECTRIC VEHICLES

Terry had prepared a capital bid for 2017/18 for the installation of a charging point assuming grant aid of 75%.

ACTION: Continue with the capital bid.

#### ANY OTHER BUSINESS

Options for introduction of CCTV with expansion of Superfast Broadband.

#### NEXT MEETING

The next meeting would be arranged for after the Community committee in January.

ACTION : Terry would prepare an information report for Community committee in January 2015.

Meeting closed at 5.00pm.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

INFORMATION

Agenda Item No 15

meeting date: 13 JANUARY 2015  
title: AUDIT OF PLATFORM GALLERY AND VISITOR INFORMATION CENTRE  
submitted by: DIRECTOR OF RESOURCES  
principal author: MICK AINSCOW

## 1 PURPOSE

- 1.1 To report to Committee the results of a follow-up audit carried out at the Platform Gallery and Visitor Information Centre.

## 2 BACKGROUND

- 2.1 The report issued following the Gallery/VIC audit in March gave an assurance level of 5, meaning that in our opinion the Council could place no reliance on the arrangements and controls in place.
- 2.2 An eleven point Action Plan (Annex 1) was agreed with Gallery/VIC staff and the Leisure and Sports Development Manager at a meeting in February 2014.
- 2.3 Having been presented to Accounts and Audit Committee on 2 April 2014, the matter was referred to Community Services Committee with the recommendation that the operation of the Platform Gallery and Visitor Information Centre is reviewed.
- 2.4 The matter was reported to Community Committee on 27 May 2014. Members expressed concern about the issue and requested a further report be submitted showing the progress made when the follow up audit had been carried out.

## 3 CURRENT POSITION

- 3.1 A follow-up audit at the Gallery/VIC was carried out in July 2014, seeking to establish what progress had been made with regard to the agreed Action Plan.
- 3.2 The audit report issued on 31 July 2014 concluded that all recommendations agreed had been implemented and were working effectively. There had been significant improvements to administration processes and good progress had been made in reducing the number of stock lines to a more manageable level.

## 4 CONCLUSION

- 4.1 The follow up audit resulted in an assurance level of 2 – the Council can place reliance on the arrangements and controls in place.
- 4.2 It is pleasing to note the significant improvements made, and I am confident that this will be maintained given the willingness of management to take a more proactive role in the day to day running of the Gallery/VIC.

PRINCIPAL AUDITOR

DIRECTOR OF RESOURCES

CM2-15/MA/AC  
12 December 2014

## Action Plan

	<b>Recommendation</b>	<b>Responsibility</b>	<b>Agreed</b>	<b>Date</b>
R1	<b>It is recommended that monthly stocktakes resume with immediate effect. Any discrepancies between actual stock and stock records should be thoroughly investigated. Copies of all stocktakes should be forwarded initially to the Leisure and Sports Development Manager for approval and then to the Accounts Section to enable write off/on.</b>	Colin Winterbottom, Stephanie Hibbert & Dominique Dunand-Clarke	Agreed	Stocktakes continue to be carried out on a monthly basis. Copies are forwarded to the Leisure and Sports Development Manager for approval and then to the accounts section.
R2	<b>It is recommended that greater care be taken when bringing forward stock figures from one month to the next. No new stock lines should be added during the month. In addition no new stock lines to be added unless other lines have been removed.</b>	All Gallery staff	Agreed	All figures are being carried forward correctly from previous months stocktakes.
R3	<b>It is recommended that the store room on Level A be completely cleared of all items. If stock is obsolete then it should be disposed of accordingly. The room should not be used as a stock room for items removed from active stock or for bulk storage.</b>	Colin Winterbottom, Stephanie Hibbert & Dominique Dunand-Clarke	Agreed	No stock is stored in the Council Offices basement.
R4	<b>It is recommended that consideration should be given to reducing the number of artists with work on sale at any one time to facilitate a less time consuming stocktake process. Artists work to also be returned immediately at the end of an exhibition.</b>	Colin Winterbottom, Stephanie Hibbert & Dominique Dunand-Clarke	Agreed	The number of artists has been reduced to 25. They are replaced by a new 25 after a 3 month term.
R5	<b>Sample stock takes on a minimum 20% of artists on display be carried out monthly, with any irregularities thoroughly investigated.</b>	Colin Winterbottom, Stephanie Hibbert & Dominique Dunand-Clarke	Agreed	A stocktake of 5 artists is carried out monthly.
R6	<b>All bought stock should be included on the main sales spreadsheet. Gallery side stock sheets should only be for commission based sales.</b>	Colin Winterbottom, Stephanie Hibbert & Dominique Dunand-Clarke	Agreed	All bought stock is included on the main sales spreadsheet.

R7	<b>It is recommended that stock lines be reduced to a more manageable level – with a maximum of 100 lines. This is in line with the instructions issued by Director of Community Services back in August 2011. As a full analysis of all stock lines should take place immediately to identify any obsolete/slow moving items with a view to reducing the number of lines to 50 within the next 6 months. Reduce the price of the identified items and actually market the ‘sale’ with external advertising etc.</b>	Colin Winterbottom, Stephanie Hibbert & Dominique Dunand-Clarke	Agreed	Number of stock lines reduced down to 64 with some items still on sale with a view to reducing the number of stock lines further still.
R8	<b>It is recommended that actual levels of stock held within individual lines should be reduced and be kept to a minimum. Gallery staff should not feel governed by minimum order quantities from suppliers and should only order stock they know has a ready market and the turnaround of stock is quite fluid.</b>	Colin Winterbottom, Stephanie Hibbert & Dominique Dunand-Clarke	Agreed	Levels of stock held have been reduced to a more manageable level.
R9	<b>It is recommended that guidance be drawn up for the mark –up percentage to be applied to bought in stock to ensure profit margins- wherever possible - are consistent across the entire stock range. This will ensure that selling prices are far less subjective.</b>	Colin Winterbottom, Stephanie Hibbert & Dominique Dunand-Clarke	Agreed	Basic guidelines have been drawn up to assist staff with mark-up percentages.
R10	<b>It is recommended that deliveries should be entered onto the spreadsheet as soon as they arrive at the Gallery, and greater care should be taken to ensure all receipts of goods are entered correctly. All delivery notes should be initialled and dated once entered onto the stock sheet and be kept on file for future reference.</b>	All Gallery staff	Agreed	All deliveries are recorded on the delivery sheet kept on the front desk and entered onto the stock spreadsheet as soon as possible. Every night supervisors check the delivery sheet and ensure all deliveries have been inputted onto the stock spreadsheet correctly.
R11	<b>It is recommended that no more perishable items are purchased once current stock has been sold.</b>	Colin Winterbottom, Stephanie Hibbert & Dominique Dunand-Clarke	Agreed	No perishable items are on sale.

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

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Agenda Item No.

meeting date: 13 JANUARY 2015  
title: GENERAL REPORT  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: MARK BEVERIDGE, HEAD OF CULTURAL & LEISURE SERVICES  
TOM PRIDMORE, TOURISM & EVENTS OFFICER  
COLIN WINTERBOTTOM, LEISURE & SPORTS DEVELOPMENT MANAGER  
KATHERINE RODGER, ARTS DEVELOPMENT OFFICER

### **1 PURPOSE**

To update Committee on the Open Spaces Working Group, and the Cultural & Leisure Services section.

### **2 OPEN SPACES WORKING GROUP**

- 2.1 The group has met on two occasions recently to consider a draft proposal from council officers which is being prepared to enable contributions from developers in the Borough to be sought for sport and leisure facilities. The premise for this is that, with each new development constructed more households are created in the Borough. The people living in these houses, in turn, place a greater pressure upon the existing sport and leisure facilities as they do upon schools and other services. Consequently, it seems reasonable that there is a contribution sought which will contribute to the existing and, where appropriate, new infrastructure. The contribution levels sought will not provide for a significant building programme of facilities, but primarily address some of the existing shortcomings which have been identified, and activity areas which will face greater demand in the future from a larger population.
- 2.2 The Open Spaces Working Groups has considered two drafts to date of the proposals that have been drawn up by officers, the objective being to arrive at a point where the draft can be considered by Community Services Committee. It was envisaged that this work would have been reported to the January meeting. However, a recent change to planning guidance has delayed the work. Officers are seeking further clarification of the guidance that has been issued, to be able to see what impact this will have on the proposals that have been considered this far by the Open Spaces Working Group.
- 2.3 Currently, it is expected that this clarification from civil servants will be received during January 2015, thus enabling the Borough draft proposal on this matter to be considered once more by the Open Spaces Working Group, and then be tabled at a future Community Services Committee.

### **3 WEDDING PARTNERSHIP LAUNCH**

- 3.1 Ribble Valley boasts a large number of licenced venues, each of which is experiencing growing interest, with more and more couples coming to the area from across UK and particularly from cities like Manchester and London.

In recognition of this growth in interest, and new venues planned, the Council has brought together operators from licenced wedding venues to form a new partnership which will work collaboratively to further develop the reputation of the area as 'the' place to get married. The formation of the partnership was celebrated at a special launch on Lancashire Day, Thursday 27 November 2014, which achieved significant regional and local publicity.

- 3.2 The partnership, where wedding venues are working together to promote the whole area for weddings, is believed to be the first in the country. For Ribble Valley, it is not only about the venues, as there is much more that is attracting would-be brides and grooms to the area. In addition to a stunning range of licenced wedding venues, there are also beautiful historic churches in picturesque towns and villages, and even a castle. The area also boasts a range of artistic and creative suppliers, with a wealth of talent to ensure each wedding is tailor-made and special. There is also an abundance of accommodation to support the event, from luxury hotels to self-catering cottages, as well as camping and caravan sites.

The Council recognises the economic importance and future potential of wedding tourism, the value of which goes way beyond the direct income generation to wedding venues and specialist wedding services. The impact of wedding guests staying, dining, and shopping in the area is significant.

- 3.3 Moreover, the steady stream of guests, as first time visitors to the area, offers valuable opportunities for repeat tourism visits, and evidence from tourism businesses in this area suggest that this is already happening. Weddings, therefore, provide a fantastic shop front opportunity for the area and its businesses.

By forging the wedding partnership, the Council aims to work with partners and suppliers to elevate the area in this niche but highly valuable tourism market.

At the Eaves Hall event, a new website was launched, highlighting the licenced wedding venues, along with references to church venues. This can be found on [www.ribbonvalleyweddingheaven.co.uk](http://www.ribbonvalleyweddingheaven.co.uk).

### **4 CULTURAL & LEISURE SERVICES**

#### **4.1 PLATFORM GALLERY-VIC**

The income from commission sales is increasing, as anticipated, in the run up to Christmas, and sales in November were also encouragingly higher than last year. The overall position, though, is that sales are approximately £1,000 below the income received at the same stage last year.

Stock checks relating to bought stock, and artist stock on a commission basis, continue to be stock checked on a monthly basis with consistent accuracy, and the number of lines and stock levels held has reduced to facilitate greater control.

The storage of stock has also been helped, now fewer artist lines are carried and returned immediately following the end of each exhibition period.

There has been a reduction in the expenditure on casual cover, as result of a deliberate practice to operate with two staff and not cover for sickness or annual leave, unless absolutely necessary. This will help to fund the proposed Sunday opening, which is planned to commence from next Easter until the end of the summer holidays.

#### 4.2 RIBBLESDALE POOL

**Artificial Pitch:** An application for funding to resurface the Tennis area with a 3G grass specific for Football has been submitted to Sport England, and a decision as to whether it has been successful is expected next year. The Tennis area is in need of rejuvenation work to prevent the surface constantly silting up at certain areas during periods of heavy rainfall, especially during winter months. Problems are also regularly encountered with the Floodlighting, and this is a source of user frustration. A scheme to improve the Floodlighting has been submitted for consideration, as part of the Council's capital funding programme.

#### 4.3 SPORTS DEVELOPMENT

**Get Healthy – Get Active Funding:** Sport England have recently announced a funding programme to support projects aimed at getting more people active through sport, physical activity, and even associated social activity. It is focused around those who are least active, and the East Lancashire districts of Ribble Valley, Burnley, Hyndburn, Pendle, and Rossendale have joined together in an attempt to submit an application for funding. The project is aligned to the current planned delivery of increasing opportunities for participation in activity at Community Village Hall venues, under the Active East funded project. The combined overall objective of the project is to demonstrate and evidence health improvements in individuals, through regular ongoing participation in exercise. The project is currently being scoped for submission by the end of January 2015.

**Ribble Valley Cycling Festival 2015** - A week-long festival of all things cycling is being planned for June next year. The programme is being developed, and responsibility for delivery shared across the various partner representation, which comprises: LCC, RVBC, Clitheroe Bike Club, School's Cycling Instructor, Gisburn Forest, and the organiser of the Clitheroe Cycle 'Sportive' event.

### 5 CONCLUSION

Further relevant information regarding these matters will be provided to members in future meetings of this Committee.

JOHN C HEAP  
DIRECTOR OF COMMUNITY SERVICES

MARK BEVERIDGE  
HEAD OF CULTURAL & LEISURE SERVICES

TOM PRIDMORE  
TOURISM & EVENTS OFFICER

COLIN WINTERBOTTOM  
LEISURE & SPORTS DEVELOPMENT MANAGER

KATHERINE RODGERS  
ARTS DEVELOPMENT OFFICER

For further information on the Open Spaces Working Group  
please ring for Mark Beveridge 01200 414479

For further information on the Wedding Partnership Launch  
please ring Tom Pridmore 01200 414496

For further information on Artificial Pitches, and Sports Development  
please ring Colin Winterbottom 01200 414588

For further information on Platform Gallery/VIC  
please ring Katherine Rodgers 01200 414556