

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **COMMUNITY SERVICES COMMITTEE** is at **6.30pm** on **TUESDAY, 29 AUGUST 2017** 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 16 May 2017 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public participation (if any).

DECISION ITEMS

- ✓ 5. Preparation for Refuse and Recycling Collection Services from 2018 – report of Director of Community Services – copy enclosed.
- ✓ 6. Football Development Proposal – report of Director of Community Services – copy enclosed.
- ✓ 7. Berry Lane Medical Centre, Longridge – report of Director of Community Services – copy enclosed.
- ✓ 8. Open Spaces Audit – report of Director of Community Services – copy enclosed.

- ✓ 9. General Parking Report – report of Director of Community Services – copy enclosed.
- ✓ 10. Capital Monitoring 2017/2018 – report of Director of Resources – copy enclosed.

INFORMATION ITEMS

- ✓ 11. Revenue Outturn 2016-2017 – report of Director of Resources - copy enclosed.
- ✓ 12. Revenue Monitoring 2017/2018 – report of Director of Resources – copy enclosed.
- ✓ 13. 2016/2017 Year End Performance Monitoring – report of Director of Resources – copy enclosed.
- ✓ 14. Clitheroe Food Festival 2017 – report of Director of Community Services – copy enclosed.
- ✓ 15. General Report – report of Director of Community Services – copy enclosed.
- 16. Reports from Representatives on Outside Bodies (if any).

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

None

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 29 AUGUST 2017
title: PREPARATION FOR REFUSE AND RECYCLING COLLECTION SERVICES FROM 2018
submitted by: DIRECTOR OF COMMUNITY SERVICES
principal author: JOHN HEAP

1 PURPOSE

- 1.1 To remind Members of the implications for the current refuse and recycling collection services following the withdrawal by Lancashire County Council of Cost Sharing payments from April 2018,
- 1.2 To present Members with the recommendations of your working group regarding the options previously presented that would introduce alternative arrangements for the recycling of all our recyclable and compostable waste streams.
- 1.3 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 This report follows five preliminary reports that were presented to this Committee so far. Each report focussed on one of a range of options available to this authority that may in part, help mitigate the budget shortfall of £430,340 per annum,(based on current service provision), as a result of the withdrawal of the Cost Sharing agreement by Lancashire County Council from April 2018.
- 2.2 A summary of each of the proposed preliminary reports already presented to this Committee are outlined below:
- 2.3 Charging for garden waste collections (Report 1 – 23 August 2016) considered the impact of the introduction of a charge for the collection of garden waste. It outlined the issues around the collection of garden waste including a survey of other authorities of a similar rural nature who had already introduced a subscription based garden waste collection service for residents. Although it was demonstrated that the introduction of charges for garden waste would be unlikely to address fully the financial shortfall arising with the withdrawal of Cost sharing payments in 2018, it did indicate that this was one measure that could help bridge the funding gap if required. The report concluded that it was most likely that a package of measures would be required to address the financial problem that would enable a reasonable level of service to be retained for residents.

- 2.4 Options for dealing with mixed paper and cardboard (Report 2 – 11 October 2016) provided a brief outline of a number of options for dealing with mixed paper and cardboard that may offer savings or generate income for this authority. Members were also advised that even at these preliminary stages there are risks and uncertainties which may affect the decisions to be made by Committee in due course. The report also explained the background behind the current arrangements for dealing with mixed paper and cardboard under the Cost Sharing agreement and the claim of exclusivity by the County Council for this material. The report covered the Council's regulatory responsibilities for the segregation and recycling of all dry recyclable materials which includes paper and cardboard. The report concluded that even if Committee were minded to abandon this separate service, the savings would not independently address the deficit created by the withdrawal of Cost Sharing payments in 2018, but it did demonstrate that it might contribute to the savings required.
- 2.5 Changes to refuse collection frequency and/or changes to recycling collection frequencies (Report 3 – 10 January 2017) outlined options available for changes to refuse collection frequency and /or changes to recycling collection frequencies. The report did not examine in detail the model of each change in frequency option that could be applied to the refuse and recycling collection service but gave an overview of the most likely operational implications such changes would present. It also highlighted that adopting many of the models for change in frequency of collection may require significant capital investment to replace the collection vehicle fleet and/or to provide householders with larger wheeled bins and/or additional containers. The report concluded that the implications of changing the frequency of collection are complex as many would require significant capital investment, overall financial benefits would not be immediately evident; however the report did seek to demonstrate that a contribution to the savings might be found from this area.
- 2.6 Mothballing of the Waste Transfer Station (Report 4 – 14 March 2017) outlined options with regard to mothballing of the waste transfer station or alternatively passing back the responsibility to the County Council to operate the facility as ultimately this is a waste disposal function. It explained the difficulties acquiring the information necessary to provide Members with sufficient guidance as to the savings the mothballing of the waste transfer station may generate. It explained that the Director of Community Services was to meet with the County Council to seek information on their future plans that might clarify future responsibilities and arrangements for dealing with collected waste streams. The meeting has taken place with a separate report included within this agenda.
- 2.7 Prior to the development of the County Waste Technology Parks, districts determined their individual recycling collection arrangements and sourced outlets/ markets for the collected material. Additionally districts were entitled to claim statutory recycling credits from the waste disposal authority. (As reported previously to this Committee, Lancashire County Council offered Cost Sharing payments as an alternative to recycling credits to which we have recently entered into the agreement)
- 2.8 By working in partnership with the County Council it was considered unnecessary to use statutory powers to make the long term arrangements for introducing sustainable waste management as set out in the Municipal Waste Management Strategy for Lancashire. This unfortunately has allowed the County Council to subsequently withdraw their financial support through Cost Sharing for the costs incurred by districts in providing segregated collection systems. Legal Counsel's advice was sought on whether we could challenge the County Council decision but there was no guarantee of success if we took the matter to court.

2.9 Whilst the County Council continue to operate the Material Recycling Facility within the Farington Waste Technology Park, they are continuing to claim exclusivity for all our waste streams.

3 THE WASTE MANAGEMENT WORKING GROUP

3.1 Since it was created at the last meeting of committee on 16 May 2017, the working group has met three times, on 7 July, 12 July and on 8 August, 2017. At the meeting on 12 July, the group agreed the content of a letter to be sent to LCC's portfolio holder for Waste Management, County Councillor Albert Atkinson and to LCC Leader, CCllr Geoff Driver. The group also asked the Director of Community Services to send a similar letter to his opposite number at County Hall. The group considered CCllr. Atkinson's reply at their meeting on 8 August, but no reply has been received from LCC officers.

3.2 In light of all the information available, the working group set about evaluating the options previously considered by Committee. Members recognised that, because of decisions made previously, there was not as much room for manoeuvre as the Council would have liked. The decisions made over a prolonged period by LCC appeared ill-considered and regardless of their impact on the collection authorities. It was also recognised that LCC continue to position themselves as the lead authority in looking at future waste management developments, with their preference being declared at a Lancashire Waste Partnership meeting on 27 July, 2017 for districts to combine to form three large collection authorities that would cover the whole of the county. This would, of course, require uniformity of service standards and so must, inevitably, lead to the introduction of fortnightly, three-weekly, or even monthly collection cycles.

3.3 It is unclear whether the Material Recycling Facility (MRF) will remain operational in the long term as the County Council explore their options for treatment of waste in Lancashire. Market forces may also influence their decision on the future of the MRF as the materials saleable value reduces. As explained earlier in the report it has been difficult for your officers to gather the information from the County Council to assist with our planning post April 2018 and to provide accurate financial information on each of the options.

3.4 There are a number of options to change how we deal with the recyclable / compostable waste streams we recover, each with significant risks and rewards, which are covered below:

- a) Cease the separate collection of paper and cardboard, and collect in the burgundy wheeled bin.

This was one of the options for dealing with this material in Report 2, 11 October 2016. Whilst it demonstrated that it would contribute to the savings required, the report did explain that we would need to undertake TEEP assessment. It is also worth noting that the County Council would lose the income from the sale of the material and also at current rates would need to find an additional £243k to pay for its disposal. Officers are uncertain what steps the County Council would or could take if Members chose this option.

It is also worth noting that such a move would be unpopular with our residents who have keenly supported this service and would have a significant impact on our recycling performance rate.

An alternative approach would be simply to **continue the service after April 2018 and retain the income** from the sale of the paper and card. This option would retain the valued service and the retention of income would, we anticipate, fund the continuation of the service.

- b) Introduce charges for the kerbside collection of green waste.

The group debated the likely unpopularity of this measure at some length. The original report to Committee accepted that many households would not choose to subscribe to the service and, although in theory the green waste from non-subscribing households should remain outside of the residual waste stream we should expect that at least some proportion of it will find its way into the burgundy bins. The level of charging discussed was £30 per household per annum (assuming one bin only per household). On the basis of those assumptions and a take-up of 50% of those properties that currently receive a green waste service, the projected income was £244,200 per annum before any potential gate fees are taken into account. (If the other 50% of green waste found its way into the residual stream and thence to landfill, there would be significant financial implications for LCC, of course).

- c) Review the operation of the Waste Transfer Station, located within our depot at Salthill.

The group took advice on whether it was a realistic option to simply 'mothball' the facility in the same manner that LCC has 'mothballed' some of its recycling facilities that were built as part of the ill-fated PFI scheme. But bearing in mind the minimal compensatory payments offered by LCC for having to tip away from the borough (£0.38 per tonne per mile, measured from a point 3 miles outside the borough boundary) this option was quite unattractive. The group felt, however, that the operation of the station was really a disposal function and that LCC should be asked to make a substantial contribution to its operation.

- d) Change frequency of collection.

This option has been covered in Report 3, and could be applied to any other option adopted. The implications of changing frequency are complex and the potential financial benefits would also be offset by the significant capital investment required. However, it quickly became clear that to accept this proposal would entail a very significant policy shift for the Council, and one that no Member could anticipate finding ANY public support for.

- e) Make alternative arrangements for the disposal/treatment of mixed dry recycle

The group considered this option but, given that we would have to source an outlet for the materials, set up contracts, arrange for haulage etc., whilst anticipating an objection from LCC and further arguments about whether recycling credits should be paid and at what level, the preference was to leave existing arrangements in place.

4 RISK ASSESSMENT

The approval of this report may have the following implications:

- Resources – Unknown at this stage. The driver for this review is the loss of £430,340 annual income from 2018, but it is difficult to evaluate the full resource implications until all the information has been acquired. Retaining the waste paper and card might contribute around £100,000 per annum at current values and charging for green waste might generate up to £244,000 (at a take-up rate of 50% and a fee of £30) if no gate fees are introduced. But it must be stated that we have no way of predicting the likely take-up of the service if charges are introduced. A take-up rate of 30%, using the same assumptions would yield only £146,000, for example. Income from statutory recycling credit payments, if reinstated, would realise more than the loss from Cost Sharing (assumed to be in the region of £55.93 pt x – 8033 tonnes per annum = £449k)
- Technical, Environmental and Legal – There is no certainty of success should the County Council decide to legally challenge the Council's decisions to change waste collection systems. We are not aware of any precedent set by the courts on similar disputes. We cannot anticipate the response of LCC, or changes that may be introduced as a result of our decisions. The risk of market fluctuations would affect whichever authority is responsible for sourcing markets for recycle.
- Political – There is no doubt that the issue of waste management has tested relationships between districts and LCC over recent years. As April approaches, those relationships could become even more strained. However, it is clear that local councillors are certain that residents in Ribble Valley wish to retain a weekly collection of residual waste, so a move towards LCC's favoured collection model seems unlikely. The other measures suggested to mitigate the loss of funding from April next year may not be desirable, but may be politically acceptable locally, if it means that weekly collections can be protected.
- Reputation – None at this stage although any negative impacts as a result of changes would not be popular and may generate some negative reaction from residents.
- Equality & Diversity – No implications identified.

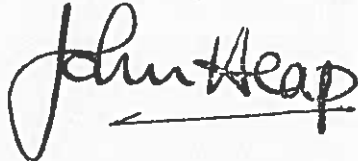
5 CONCLUSION

- 5.1 Without further information it is difficult to establish our legal position on several of the options covered within this report and also the extent of the savings and or income that each option may generate. But Members are asked to determine what measures from the range of options provided are acceptable as a way of mitigating the effects of LCC's decision to stop compensatory funding to districts, so that costs/income can be calculated as we prepare the Council's budget for 2018/19
- 5.2 The Waste Management Working Group did arrive at recommendations regarding the priority that should be afforded to each of the measures identified. In descending order of priority, they are:
- Leave collection arrangements in place for paper and card and retain the income
 - Consider introducing a £30.00 annual charge for the green waste collection service
 - Ask LCC to make a financial contribution to the operational cost of running the waste transfer station

- Seek to make modest savings by ceasing enforcement activity regarding the content of recycling streams and accept a change in policy to allow the rounds to pick up side waste left with the bins
- Leave arrangements for mixed, dry recycle as at present
- Do not change frequency of collection

6 RECOMMENDED THAT COMMITTEE

Consider the recommendations of the Waste Management Working Group and decide which, if any, changes to introduce from April 2018.



**JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES**

BACKGROUND PAPERS

Preparation for Refuse and Recycling Collection Services from 2018 (Report Number 4) – 14 March 2017

Preparation for Refuse and Recycling Collection Services from 2018 (Report Number 3) – 10 January 2017

Preparation for Refuse and Recycling Collection Services from 2018 (Report Number 2) – 11 October 2016

Preparation for Refuse and Recycling Collection Services from 2018 – 23 August 2016

Options following the withdrawal of recycling credits – 13 January 2016

Minute 495

WRAP - A framework for Greater Consistency in Household Recycling in England

Waste Management Files

Waste Transfer Station (WTS) Salthill Depot, Clitheroe – 12 July 2005

Waste Transfer Station (WTS) Salthill Depot, Clitheroe – 11 January 2005

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 29 AUGUST 2017
title: FOOTBALL DEVELOPMENT PROPOSAL
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

1.1 To provide an update on a proposal from Clitheroe Wolves Football Club (CWFC) to work in partnership with Council to develop a football specific facility at Roefield Playing Pitches, and to seek approval, in principle, for the revised scheme.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To sustain a strong and prosperous Ribble Valley
- Corporate Priorities - To help make people's lives safer and healthier
- Other Considerations – To develop, with relevant partners, measures to support the visitor economy

2 BACKGROUND

2.1 At the last Community Committee members considered a report on the proposal by Clitheroe Wolves FC (CWFC) to develop an indoor football facility and refurbish the Council's existing artificial surface.

2.2 Members agreed in principle that the proposal should be developed (Minute ref 12, 1&2 16/05/17).

2.3 Since that committee, a number of meetings have taken place with the club, the Lancaster Foundation, Lancashire FA (LFA) and the Football Foundation (FF) to establish the exact details of the scheme.

2.4 The LFA also met with all the football clubs in the Borough recently to discuss grass and 3G pitch provision. They are aware that the Borough has a high number of clubs who do not have access to a full size 3G pitch, so are minded to support a bid for such a pitch in the Borough. Although they have made it clear that any grant funding will be subject to their normal bidding process and therefore they cannot guarantee success.

3 ISSUES

3.1 The scheme being proposed now, following discussions with the LFA and the FF, is to locate a full size synthetic pitch on the Roefield site. This would cover the whole of the existing Council artificial surface currently there. It would sit alongside the proposed indoor facility.

3.2 In order to meet the current safeguarding guidance for changing rooms there would need to be some alterations to the Councils' existing pavilion or a new modular

building erected alongside the pitch. Without changing rooms the FF would not be able to help fund the new pitch. The changing rooms need to be self-contained, i.e. to contain both shower and toilet provision. Currently the 11 changing rooms have a block of showers and toilets which serve all the changing rooms. Designs will need to be drawn up for this work and then an estimate of cost will need to be determined. A cost for a modular building providing changing rooms will also need to be sought to determine which provides the best value.

- 3.3 The FA will consider a bid for grant funding for the outdoor pitch and the changing room alterations/provision. This would if approved provide the match funding for the scheme. The Lancaster Foundation would provide the other funding for the outdoor pitch and changing rooms. The Lancaster Foundation will fully fund the indoor facility, as this is not eligible for FF funding.
- 3.4 CWFC and the Lancaster Foundation would like the club to run the indoor facility and would create a separate Community Interest Company to operate it.
- 3.5 The sequence of events that needs to happen is outlined below:
- Instruct a company to carry out a feasibility survey which will determine whether an outdoor pitch and the indoor facility can be constructed on the land. The cost of this is approximately £3,000. This cost is recoverable from the FF if the project is approved, but is at risk until that point. The Lancaster Foundation has indicated they would be prepared to fund this sum.
 - Draw up a lease with the Lancaster Foundation and Clitheroe Wolves for the use of the land where the indoor facility is proposed. It is envisaged that it would be something similar to the one drawn up for the indoor tennis facility; they pay a ground rent for the building of around £4-5k per year.
 - Council approves the final arrangements and lease agreement for the project.
 - Prepare designs, timelines, tender specification and cost implications for the scheme and submit a planning application. Seek tenders for the outdoor pitch, indoor area and changing rooms. Those elements relating to the outdoor pitch are recoverable from the FA if a successful bid is awarded. Approximately £10,000, again this sum is at risk until grant funding is approved, but is recoverable if the FF approves the bid. The Lancaster Foundation has indicated they would be prepared to fund this sum.
 - Develop the programme of use, maintenance schedule and business plan (these are a requirement for the FA funding bid for the outdoor pitch, however will also be needed for the indoor facility to ensure that it can achieve the objectives for the Lancaster Foundation.
 - Submit the funding bid to the FA for the outdoor pitch and changing room alterations.
 - Assuming success with this bid, and approval of the planning application, work on site could commence.
- 3.6 The time frame for this work is dependent on a number of factors, however the FF estimate is approximately twelve months to complete the work and be on site. Until more detailed work has been carried out, it is difficult to be more exact.
- 3.7 The project including details of the lease would need to form the basis of a report seeking members' final approval for the scheme, which could then be submitted to the FF for funding.

4 RISK ASSESSMENT

The approval of this report may have the following implications

- Resources – The Council has no current capital plan proposal to invest in upgrading the tennis court surface or the existing changing rooms and the proposal for an indoor facility and a full size pitch is substantially beyond the scope of the current capital programme. Therefore the provision of external capital offers a tremendous opportunity to enhance the recreational offer for the community in the Borough. A sum of £31,000 is currently in the 2018/19 capital programme for the replacement of the current artificial pitch lighting. At some point in the future, depending upon general wear and tear, but likely to be around 8-10 years of use, the outdoor pitch surface will require replacement, possibly with other areas such as fencing, lighting etc. If the Council as proposed, own and operate that facility, a capital sum of between £300,000 – £450,000 (2017 estimate) would be needed to cover the refurbishment.
- Technical, Environmental and Legal – An agreement would need to be reached with the club on what they would pay for using the facilities if built and a lease drawn up. Both the indoor and outdoor facilities would be subject to the normal planning application process.
- Reputation – The capital investment being proposed is substantial and with low risk for the Council. However, it will be necessary to ensure openness and that any deal is brought before Councillors prior to any agreement being entered into between the club, the Lancaster Foundation and the Council on a development.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approves the revised project, in principle, and authorises the Director of Community Services to enter into formal negotiations with CWFC regarding the scheme.
- 5.2 Requests a report on the agreement be brought to Committee for final consideration.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS

For further information, please contact Mark Beveridge 01200 414479.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 29 AUGUST 2017
title: BERRY LANE MEDICAL CENTRE, LONGRIDGE
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

1.1 To provide Committee with details of a proposal received from Berry Lane Medical Centre, Longridge, to buy a piece of Council land to enable the centre to be expanded and seek a Committee decision on the proposal.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To sustain a strong and prosperous Ribble Valley
- Corporate Priorities - To help make people's lives safer and healthier
- Other Considerations – To develop, with relevant partners, measures to support the visitor economy

2 BACKGROUND

2.1 The Council has been approached by the Berry Lane Medical Centre who would like to expand the size of their practice. They have drawn up a scheme which is worth over £1m.

2.2 The Medical Practice, one of two in the town, has seen an increased roll of patients in the past few years and has been able to access capital funding to enable it to expand, some of which is from the NHS. The expansion would accommodate more treatment and consultation rooms, enabling it to provide a wider range of services to the patients registered there. As well as providing a degree of future proofing for the centre, enabling it to accommodate more patients in the future.

2.3 The Centre has had plans drawn up which require a piece of land owned by the Borough Council, in order for it to be built. The Centre has submitted a planning application which will be considered by the Council's Planning Committee at some point.

2.4 The main part of the recreation ground land was originally purchased by Longridge Urban District Council in 1926 and subsequently became part of Ribble Valley Borough Council when it was created in 1974. Other parts of the land were subject to a land swap between Longridge Urban District Council and Longridge Co-Op in 1973.

3 ISSUES

3.1 The development which the Medical Centre would like to build, subject to land acquisition and planning approval would require part of the Kestor Lane play area. The Centre adjoins the play area on one side. The current play area although large in

physical area has a limited amount of play equipment. There have been requests in the past from residents for improvements to be made to the play area; however this has not been possible due to the costs of enhancing the play value of the site.

- 3.2 There is the potential to enhance the play value of the facility with a redesigned area; however there is no current capital provision for this with the Council's programme. If the Council were to sell the piece of land sought, that piece plus a potential contribution sought from the Medical Centre could result in a much improved play area, albeit on a reduced area of land. If Committee agree to recommend to Council the sale of the land it could also ask P&F to ring fence the proceeds to be used for enhancing the play area.
- 3.3 The Kestor Lane recreation site is used annually for a range of events which are staged on the town, including the Longridge Field Day and fun fairs, apart from the day to day amenity value it provides. In addition there are football pitches on the field.
- 3.4 The proposal from the Medical Centre would not impinge on the recreational use of the field, although it would reduce the physical size of the play area.
- 3.5 The Medical Centre have informed officers that their funding source from the NHS is time limited, therefore they would wish to avoid a protracted negotiation about a potential sale. The District Valuation Office has been asked to provide an indication of value for the land being sought.

4 RISK ASSESSMENT

The approval of this report may have the following implications

- Resources – The Council does not have any current capital programme allocation for a major development scheme for the play area. The annual budget for all play areas is £40,000. A potential scheme to substantially enhance the play area on a different footprint would cost up to £150,000.
- Technical, Environmental and Legal – The Council has in the past sold land in order to assist developments to take place. Providing that it receives a fair price for the land this could be done again in this instance and a search of the land registry documentation has shown that there are no impediments to the Council agreeing to such a sale of the land at Kestor Lane.
- Reputation – The history of house building is well catalogued in Longridge and the Medical Centre is seeking to respond to the growth of the town. The loss of any land designated for play inevitably is an emotive issue; however there is the possibility for a positive outcome in this instance for both the Medical Centre and the Council, which benefits residents of Longridge.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Considers the request from the Medical Centre to purchase the land from the Council.
- 5.2 If Committee agrees to the purchase being recommended, requests that Policy and Finance Committee agrees to ring fence the proceeds of the sale for the redevelopment of the play area at Kestor Lane.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information, please contact Mark Beveridge 01200 414479.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 29th AUGUST 2017
title: OPEN SPACE AUDIT
submitted by: DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE

1 PURPOSE

1.1 To present the most recent information on the Council's Open spaces and ask Committee to recommend acceptance of the current position as expressed in the audit attached to this report.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To sustain a strong and prosperous Ribble Valley
- Corporate Priorities - To help make people's lives safer and healthier
- Other Considerations – To develop, with relevant partners, measures to support the visitor economy

2 BACKGROUND

2.1 The Council owns and manages a number of grass and artificial football pitches. However it is not the only provider of such facilities, many more are provided by Parish Councils, schools and other owners. It is prudent to keep updated evidence on the quality of those assets.

2.2 In 2012 a comprehensive assessment of sporting facilities was prepared for the Council by Lancashire Sport (appendix A provides a summary of that document).

2.3 The Council has in addition since that time carried out an audit of all pitches in the Borough, covering Council and other providers, together with an assessment of these pitches where they could be accessed. Not every owner of a pitch was willing to co-operate. This work was carried out by a qualified ground person who has done similar work across the North West. (Appendices B and C)

3 ISSUES

3.1 Where new housing developments are proposed the Council seeks to ensure that recreational provision is accounted for in the vicinity through applying a formula which seeks to get the developer to pay a contribution to the development of new activities. Although to date that has tended to focus on play area development. The audit of pitches is a useful tool in approaching this through planning obligations and other negotiations.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – The audit will be updated annually and the pitch assessment will be carried out on a less frequent basis, again both would be funded from existing resources.
- Technical, Environmental and Legal – The Council is legally entitled to place conditions on planning approvals which seek to benefit the local population as a whole.
- Reputation – The health of the Borough population is important from a social and economic perspective, if improvements can be made as a result of housing developments, it will hopefully result in the population overall benefiting.

5 RECOMMENDED THAT COMMITTEE

5.1 The Committee is recommended to endorse the pitch audits and assessments.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS

For further information please ask for Mark Beveridge, extension 447

Ribble Valley Facilities Review

Prepared by Lancashire
Sport Partnership for
RVBC (August 2012)

1. Summary

a. Overview

Broadly the Ribble Valley has the appropriate facility mix and capacity to meet its current population level of need and profile. There is an identified need for an Athletics track and evidence for full size grass football pitches to be maintained, improved and new facilities brought on line. There is also an emerging picture of the Ribble Valleys heavy reliance on Education sports provision; which is variable in its accessibility and longevity of tenure for the Community. The proposed increases in the Ribble Valley population (2008 – 2028) in line with planning and development opportunities will clearly release some funding for new provision, however it is proposed that if the Ribble Valley will meet the challenges of an increase in demand and a diversity of facility type (particularly in rural areas), the Borough Council may consider undertaking a strong facilitation and leadership role; working with the education providers, private sector and social enterprises to strategically plan and secure the sports provision for its Communities.

b. Recommendations

It is recommended on the basis of the facility study mapping that Ribble Valley Borough Council specifically gives consideration to the development of:

- i) Increased Health and fitness provision in line with the current population needs (38 stations based upon anticipated population levels) and monitors this level of provision in line with future anticipated demand. It is recommended that these facilities are located in areas of poor provision

linked to more isolated and remote communities. Lancashire Sport believe that examination of existing Sports facilities, Community facilities (e.g. Village Halls) and / or encouragement given to private sector partners (e.g. Hotel and retirement facilities) may increase efficiently the overall provision and its distribution in line with need and the older age profile for the Ribble Valley.

- ii) A specialist Athletics facility with consideration being given to an athletics running track. It is proposed that this facility should be linked with an existing facility such as a school and / or Community Club and that Whalley being considered as a suitable location. The current and latent demand for Athletics in the Borough will be sufficient to sustain this facility and meet future anticipated need. The option for the Ribble Valley Athletics to operate the facility should be examined.
- iii) A planned approach to maintaining, improving and increasing the capacity of full size grass football pitches across the Borough in line with emerging need and rural community requirements. It is proposed that leadership for these developments comes from the Borough Council with consideration being given to sites being operated by clubs and social enterprises in the future where possible.
- iv) Strategically planned and collocated sports facilities in the three key communities of Whalley, Longridge and Clitheroe in line with the total emerging housing capacity and community profile for those areas. Consideration should be given to co locating existing sports facilities on a single site to find efficiencies of operation e.g. one shared changing facility, collaboration e.g. shared school and club facilities and coherence / profile within Communities i.e. an identified centre for Community sport provision.

AGP

Site Name	Age of Surface	Evidence of moss/lichen(all surfaces)	Loose gravel(macadam surface)	Holes or rips in surface(macadam, art. Grass or polymeric surfaces)	Grip underfoot	Line markings-quality	Problem Areas: Evidence of Glass/stones/litter	Problem Areas: Evidence of inappropriate use	Problem Areas: Evidence of damage to surface	Access for disabled players. i.e.: ramps onto courts, width of gates	Condition of posts/nets/goals	Surrounding fencing	Adequate safety margins(whether appropriate)	Is the AGP floodlit?	Is the AGP left open at all times?	Are there dug outs?	Are there youth shelters/spectator seating around AGP?	Is there changing accommodation for the AGP?	
Langho Juniors	less than 2 years	None	None	None	Good	Good	None	None	None	Poor	Good	Good	Yes-fully	Yes	No	No	No	No	Yes
Longridge MS Clitheroe Cricket =Tennis club	over 10 years	None	None	None	Good	Good	None	None	None	Good	Good	Good	Yes-fully	Yes	No	No	No	No	Yes
Rimington	5-10years over 10 years	Yes-some	None	None	Good	Good	Yes-some	None	None	Good	Adequate	Poor	Yes-fully	Yes	Yes	No	No	No	No
Chipping Village Hall	5-10years over 10	None	None	None	Good	Poor	Yes-some	None	None	Good	Adequate	Good	Yes-fully	Yes	Yes	No	No	No	Yes
Pitch3 Edisford RD	years over 10	Yes-some	None	None	Good	Good	None	None	None	Good	Good	Good	Yes-fully	Yes	No	No	No	No	Yes
Pitch1 Edisford RD	years over 10	Yes-some	None	None	Good	Good	None	None	None	Good	Good	Good	Yes-fully	Yes	No	No	No	No	Yes
Pitch2	years	Yes-some	None	Yes-lots	Good	Poor	None	None	Yes-lots	Good	Good	Adequate	Not-but adequate	Yes	No	No	No	No	Yes

Adequate 3
 Good 4
 Poor 0

APPENDIX C

PLAYING FIELDS IN RIBBLE VALLEY - CURRENT PROVISION

FOOTBALL

	<u>Adult pitches</u>	<u>Youth pitches</u>	<u>Mini grass pitches</u>
<u>Community Provision</u>			
Hurst Green FC	1		
Canberra Club (BAe)	1		
Bolton by Bowland CC		1	
Dunsop Bridge Playing Field		1	
Chatburn Playing Field	1	1	
Chipping Village Hall	2	1	
Salesbury Village Hall		1	
Edisford Road	4	5	
Grindleton Playing Fields	1		
Longridge Town	1		
Kestor Lane Rec.	1		
John Smith Playing Field			1
Langho F.C.	1	2	2
Mardale Playing Fields	2	2	
Mellor Sports Ground-Whinney Lane	1		4
Mellor Village Hall	1	4	
Read Playing Field	1		
Ribchester Playing Field	1	2	
Rimington Playing Field	1		
Sabden FC	1		
West Bradford Village Hall		1	
QEII Playing Field		2	1
Whalley Viaduct Field	1	2	1
Waddington Playing Field	1		
High Moor-(Clitheroe Wolves)		5	2
<u>Private Provision</u>			
Blackburn Rovers Academy	10	4	
Clitheroe FC	1		
<u>SUB TOTAL</u>	34	34	11

School Provision

Ribblesdale High School		2*	
Clitheroe Grammar		2*	
Longridge High School		2*	
Bowland High School		2*	
St Augustine's High School		5*	
Oakhill College	1*	2*	
St Cecelias		2*	

Salesbury		1	
Longridge Primary –St Wilfred’s		1*	
Barnacre Road Longridge		2*	
Longridge CE			2*
Alston Lane Longridge		1*	
Edisford Primary		2*	
Brabins Endowed Chipping		1*	
Bolton By Bowland		1*	
St Michael & St John’s Clitheroe			1*
St Leornards Langho		1	
Waddington & West Bradford			1
St Wilfred’s Ribchester		1	
Brennand’s Endowed Slaidburn			1
Brookside Clitheroe			1
Gisburn		1	
Read		2*	
Salesbury		1	
Thorneylolme Dunsop Bridge		1*	
Whalley		2*	
Barrow		1*	
St Mary’s Mellor		1*	
St Mary’s Osbaldeston		1	
St Mary’s Sabden		1	
St Mary’s Langho		2*	
Simonstone		1*	
St James Clitheroe		1*	
PRIVATE EDUCATION			
Stoneyhurst College	1	2	
Moorland Private School		1	
Sub Total=	2	46	6
<u>TOTAL (All Pitches)</u>	36	80	17

(*)-Pitches on school sites which were identified as being available for community use. 21 school sites with 36 pitches

Rugby

Community Provision

Ribblesdale High	1
Clitheroe Grammar	1
Clitheroe RUFC	1
St Augustine’s	1
<u>Non Community</u>	
Stoneyhurst College	9
<u>TOTAL</u>	13

Cricket

<u>Community Provision</u>	<u>Pitches</u>	<u>Grass wickets</u>
Clitheroe C.C	1	16
Ribblesdale Wanderers C.C	1	14
Whalley C.C	1	13
Read C.C	1	10
Salesbury C.C	1	18
Longridge C.C	2	22
Chatburn C.C	1	4
Bolton by Bowland C.C	1	2
Grindleton C.C	1	2
<u>Non Community</u>	4	
Stoneyhurst College		
<u>TOTAL</u>	14	101

ARTIFICIAL GRASS PITCHES (A.G.P's)

Community Accessible

Longridge H.S. (Full Size Hockey)
Chipping Village Hall
Edisford Road (Ribblesdale Pool)
Rimington
Clitheroe Cricket/ Tennis Club.

Non Community-(Private/ Educational)

Ribblesdale H.S.
Stoneyhurst College
Moorland School
Clitheroe Grammar School
Blackburn Rovers F.C.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 29 AUGUST 2017
title: GENERAL PARKING
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: NEIL YATES, ENGINEERING SERVICES MANAGER

1 PURPOSE

- 1.1 To look at current issues affecting parking in the borough.
- 1.2 Relevance to the Council's ambitions and priorities:
 - Community Objectives – To sustain a strong and prosperous Ribble Valley.
 - Corporate Priorities – To ensure best use of council resources in the provision of parking.

2 BACKGROUND

Ribble Valley Borough Council currently manages 29 car parks throughout the borough, some of which are owned outright and others that are leased to the Council. 19 of these sites are chargeable to customers on a pay and display basis.

3 ISSUES

Upgrade of Payment Systems:

- 3.1 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.
- 3.2 It is becoming more common for parking machines to accept cashless payments e.g. by debit/credit card and there is now some expectation by customers that non-cash payment systems should be available.
- 3.3 This issue is partially mitigated by the pay-by-phone option introduced in 2016, where customers can purchase tickets via mobile phone. However, this method is currently only responsible for around 1% of tickets purchased in the Council's car parks.
- 3.4 The manufacturer has stated that the existing machines cannot be retrofitted to take card payments so new machines would need to be provided in order to offer this facility. Legislation was also introduced in 2016 that required any card payment machine to also provide a contactless payment option.
- 3.5 The Council would also need to sign agreements with a merchant bank and a payment service provider to facilitate the payments. A similar arrangement already exists to enable the pay-by-phone method of payment, albeit via Chipside, the company employed by the Council for the back office administration of its parking fines. This

currently costs the Council approximately £5 per month in total for all its pay and display car parks.

- 3.6 A capital scheme value of £14,550 has been allocated in the 2017/18 budget to fund the upgrade of machines to be able to accept chip and pin payments. A quote has been obtained from the contractor with whom the Council has an existing maintenance agreement for £16,341 for three new machines.
- 3.7 It is intended to replace one machine at each of the following car parks –
 - Edisford Road Car Park
 - Lowergate Car Park
 - Railway View Car Park
- 3.8 The rationale for these suggested sites is that these car parks are responsible for generating the most income and have the oldest machines. An alternative to the aforementioned car parks is Pope Croft Car Park at Ribchester, which is the highest income generating car park outside of Clitheroe.
- 3.9 If approved, it is envisaged that it would take approximately 2 months to complete the necessary agreements between the relevant parties and to undertake the replacement of the affected pay and display machines.

Holmes Mill:

- 3.10 In April 2017, James' Places, the owners of the Holmes Mill development, made contact with the Engineering Services department regarding the possibility of the Council undertaking the management of their car park, once opened to the public.
- 3.11 James' Places proposed that the car park should be free of charge to its customers for a time period of up to three hours per visit. The Council would carry out parking enforcement on behalf of James' Places and in return would receive any revenue generated from penalty charge notices issued in the car park.
- 3.12 The above proposal would be on an initial 12 month arrangement on a rolling basis, with a three month notice period of termination at any time.
- 3.13 In order to comply with the Road Traffic Regulation Act 1984 and to enable enforcement on the car park to be undertaken legally, the Council would need to create a new parking order for the car park. In order for this to be possible, the Council would have to lease the car park from James' Places. A similar situation has previously occurred at Chipping Car Park, where the Council leased the car park from Chipping Village Hall.
- 3.14 A further potential issue was identified in that if customers did not have to pay and display a valid ticket to park in the car park, then the Council's Civil Enforcement Officers would be unable to identify how long vehicles had been parked, unless they were to manually log them on their first visit and then check them on their return. This would be disadvantageous to the Council due to the time consuming nature of this work and the low likelihood of being able to issue any penalty charge notices for offences committed.
- 3.15 The Council has asked James' Places about the possibility of charging for parking in the car park, as per its other pay and display car parks, but have currently not received confirmation about the acceptability of this proposal.

- 3.16 The Council's Car Park Working Group discussed the issue in July 2017 and resolved that any agreement with Holmes Mill should be done under the policies and principles that the Council currently applies. As of August 2017, no further dialogue has been had with James' Places regarding the issue, but a further report will be submitted to this committee in due course.

Shoppers Car Parks at Christmas:

- 3.17 To support the retail sector and the local economy, the Council has previously offered free parking in its town centre car parks on Saturdays in December for Clitheroe and Longridge.
- 3.18 It is proposed this year that the Council offers free parking on the following Saturdays:
2nd December;
9th December;
16th December;
23rd December;

4 RISK ASSESSMENTS

The approval of this report may have the following implications:

- Resources – £14,550 would be spent from the capital programme budget and £1,791 from an existing maintenance budget to undertake the replacement of three pay and display machines. There will also be an ongoing charge by the merchant bank and payment service provider to facilitate these payments, estimated to be around £5 per month.

There will be a loss of income for the Christmas car parking proposal.

- Political – The payment upgrade scheme shows the Council to be moving with the times.

The Christmas parking proposal shows a political support to the retail sector and local economy.

- Reputation – Both the payment upgrade scheme and the Christmas parking proposal should only enhance the reputation of the Council.
- Equality & Diversity – The proposed sites for the payment system upgrade would see the scheme only be implemented in Clitheroe but the next proactive installation would look to replace the machine at Pope Croft Car Park, Ribchester.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approves the purchase of three new pay and display machines for Edisford Road, Lowergate, and Railway View Car Parks, at a cost of £16,341, to be financed by £14,550 from the capital programme budget and £1,791 from the repairs and maintenance budget.
- 5.2 Notes the information relating to car park arrangements at Holmes Mill.
- 5.3 Continues to allow free town centre parking on four Saturdays leading up to and during the festive period, as in the previous years.

NEIL YATES
ENGINEERING SERVICES MANAGER

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information, please contact Neil Yates 01200 414528

REF: Adrian Harper Community Services 29.08.17

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

DECISION

Agenda Item No 10

meeting date: 29 AUGUST 2017
 title: CAPITAL MONITORING 2017/18
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To provide members with information on the progress of the approved Community Committee 2017/18 capital programme for the period to the end of July 2017.

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 need.
- Other considerations – none identified.

2 BACKGROUND

2.1 In total nine new capital schemes for Community Committee, totalling £447,610 were approved by the Policy and Finance Committee and Full Council at their meetings in February 2017.

2.2 In addition, there were two 2016/17 capital schemes that were not completed by the 31 March 2017 and had unspent budget available at that date. The total unspent balance on these schemes, £23,600, is known as slippage. This slippage was transferred into the 2017/18 capital programme budget, after approval by Community Committee in May 2017.

2.3 The full capital programme for Community Committee, made up of eleven schemes with a total budget of £471,210, is shown at Annex 1.

3 CAPITAL MONITORING 2017/18

3.1 The table below summarises the Community Committee capital programme budget, expenditure to date and variance, as at the end of July 2017. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

BUDGET			EXPENDITURE	
Original Estimate 2017/18 £	Slippage from 2016/17 £	Total Approved Budget 2016/17 £	Actual Expenditure including commitments as at end of July 2017 £	Variance as at end of July 2017 £
447,610	23,600	471,210	292,792	-178,418

- 3.2 At the end of July 2017 £292,792 had been spent or committed. This is 62.1% of the annual capital programme for this Committee.
- 3.3 Two vehicle replacement schemes have already been completed. At this stage, it is expected that the other nine schemes will be completed in-year.
- 3.4 The main reasons for the underspend on the full year budget to date are:
- **Play Area Improvements 2017/18 (-£39,031):** Main improvement works will be planned for September 2017 onwards, based on playground assessments after the school summer holidays. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2018 to ensure any currently unforeseen work can be funded.
 - **Off-Street Car Parks – Update of Payments Systems (-£14,550):** The chip and pin upgrade will be undertaken in-year at three car parks, subject to approval by this Committee of the proposed scheme included in the General Parking Report elsewhere on this agenda. If given the go ahead, the costs of the scheme will be £16,341, which is £1,791 higher than the current scheme budget of £14,550 (see report elsewhere on the agenda). The additional budget requirement can be funded from the 2017/18 revenue budget.
 - **Castle Museum – Refurbishment of Windows (-£56,366):** This work is being carried out by the works administration team. The work has begun and will be completed in-year.
 - **Renewal of Sections of Floor to Residual Waste Transfer Station (-£19,500):** Quotes have been requested for the work required. The timing of the work will be confirmed when the work has been agreed with the contractor selected. At this stage, it is expected that the work will be completed within this financial year.
 - **Replacement of Mower (Kubota) PN09 SWO (-£15,500):** Procurement is in progress. It is estimated the mower will be ordered and delivered before Christmas 2017. The best quote received for a new mower on this scheme is £16,949, which is £1,449 higher than the scheme budget of £15,500. The additional budget requirement can be funded from the 2017/18 revenue budget.
 - **Replacement of Scag Mower 4x4 (rvbc016) and Scag Mower (rvbc014) (-£13,000):** These mowers will be replaced in late Autumn, at the end of the current cutting season.
 - **Ribblesdale Pool Improvement Work (-£11,877):** The main contract value was finalised in May 2017. The 2017/18 spend to date is made up of two elements:
 - £6,452 – commitment for the contract retention payment, which is due to be paid in March 2018, twelve months after practical completion of the contract work.
 - -£1,509 - the final contract value agreed with the contractor in May 2017 was £1,509 less than the final contract valuation creditor estimated in the 2016/17 year-end accounts.

There is unlikely to be any further spend required on this scheme in 2017/18.

4 ADDITIONAL APPROVALS 2017/18

- 4.1 The increased £1,790 budget required for the Off-Street Car Parks – Upgrade of Payment Systems scheme can be funded by a contribution to capital resources from 2017/18 excess car parks income above budget or from an alternative revenue budget if this does not materialise at year-end. This Committee is requested to recommend approval of the additional capital scheme budget of £1,790 to Policy and Finance Committee on this basis.
- 4.2 The increased £1,450 budget required for the Replacement Mower (Kubota) PN09 SWO scheme can be funded by a contribution to capital resources from the 2017/18 Grounds Maintenance Purchase of Equipment and Materials revenue budget. This Committee is requested to recommend approval of the additional capital scheme budget of £1,450 to Policy and Finance Committee on this basis.

5 CONCLUSION

- 5.1 At the end of July 2017 £292,792 had been spent or committed. This is 62.1% of the annual capital programme for this Committee.
- 5.2 At this stage, it is expected that all eleven schemes will be completed in-year.
- 5.3 There are additional budget requirements on two of the capital schemes, totalling £3,240. These can be financed from the current year's revenue budget.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Recommend approval of the following additional capital budgets to Policy and Finance Committee:
- £1,790 for the Off-Street Car Parks – Upgrade of Payment Systems scheme, as funded by a contribution to capital resources from 2017/18 excess car parks income above budget or from an alternative revenue budget if this does not materialise at year-end.
 - £1,450 for the Replacement Mower (Kubota) PN09 SWO scheme, as funded by a contribution to capital resources from the 2017/18 Grounds Maintenance Purchase of Equipment and Materials revenue budget.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM9-17/AC/AC
21 August 2017

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS:

Policy and Finance Committee, Five Year Capital Programme 2017-2018 to 2021-2022 report, 7 February 2017.

Community Committee, Capital Outturn 2016-17 report, 16 May 2017

Community Services Committee - Capital Programme 2017/18

Cost Centre	Scheme	Original Estimate 2017/18 £	Slippage from 2016/17 £	Total Approved Budget 2017/18 £	Actual Expenditure including commitments as at end of July 2017 £	Variance as at end of July 2017 £
PLAYR	Play Area Improvements 2017/18	40,000	0	40,000	969	-39,031
CPPAY	Off-Street Car Parks – Update of Payment Systems	14,550	0	14,550	0	-14,550
CMWIN	Castle Museum – Refurbishment of Windows	62,560	0	62,560	6,194	-56,366
TSFLR	Renewal of Sections of Floor to Residual Waste Transfer Station	19,500	0	19,500	0	-19,500
RVJJK	Replacement of Twin-bodied Refuse Collection Vehicle (VU59 JJK)	218,000	0	218,000	216,626	-1,374
WCOJV	Replacement of Works Vehicle (PO54 COJ)	23,500	0	23,500	20,953	-2,547
GVSWO	Replacement of Mower (Kubota) PN09 SWO	15,500	0	15,500	0	-15,500
SCGMW	Replacement of Scag Mower 4x4 (rvbc016) and Scag Mower (rvbc014)	13,000	0	13,000	0	-13,000
GVLSY + GVTZG	Replacement Pick-up Vehicles (Ford Ranger S/C 4WD x 2) - PK07 LSY and PK07 TZG	41,000	0	41,000	40,421	-579
RPIMP	Ribblesdale Pool Improvement Work	0	16,820	16,820	4,943	-11,877
PLAYQ	Play Area Improvements 2016/17	0	6,780	6,780	2,686	-4,094
	Total Community Committee	447,610	23,600	471,210	292,792	-178,418

Community Services Committee – Capital Programme 2017/18

Play Area Improvements 2017/18

Service Area: Play Areas

Submitted by: Mark Beveridge

Brief Description of the Scheme:

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

Revenue Implications:

None.

Timescale for Completion:

April of each financial year and lasting throughout the year.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Total Approved Budget 2017/18	40,000	969	39,031
ANTICIPATED TOTAL SCHEME COST	40,000		

Progress – Budget Holder Comments:

July 2017: Spend to date has been for grounds maintenance team work plus Salthill Play Area log refurbishment work. Main improvement works will be planned for September 2017 onwards, based on playground assessments after the school summer holidays. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2018 to ensure any currently unforeseen work can be funded.

Community Services Committee – Capital Programme 2017/18

Ribble Valley off-street car parks – upgrade of payment systems

Service Area: Engineering

Submitted by: Adrian Harper

Brief Description of the Scheme:

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 motorist's "smart-phone" and there is some expectation by customers that non-cash payment systems should be available. This scheme will upgrade the payment systems for car park payment machines to be able to accept the new £1 coin and to accept chip and pin payments.

NOTE – The part of the scheme which would upgrade machines to be able to accept the new £1 coin was brought forward to be implemented in the 2016/17 financial year as revenue expenditure funded from earmarked reserves. The estimated value of that part of the original 2017/18 capital scheme, £6,000, was removed from the scheme. This left a 2017/18 capital scheme value of £14,550 to fund the upgrade of machines to be able to accept chip and pin payments.

In addition, the chip and pin upgrade has been deferred until at least September 2017 to assess whether the recently introduced pay by phone system will negate the need for this scheme.

Revenue Implications:

None.

Timescale for Completion:

September 2017 onwards, if going ahead.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Total Approved Budget 2017/18	14,550	0	-14,550
ANTICIPATED TOTAL SCHEME COST	16,341		

Progress – Budget Holder Comments:

July 2017: The chip and pin upgrade will be undertaken in-year at three car parks, subject to approval by this Committee of the proposed scheme included in the General Parking Report elsewhere on this agenda. If given the go ahead, the costs of the scheme will be £16,341, which is £1,791 higher than the current scheme budget of £14,550. The additional budget requirement can be funded from the 2017/18 revenue budget.

Community Services Committee – Capital Programme 2017/18

Castle Museum – Refurbishment of Windows

Service Area: Surveyors

Submitted by: Adrian Harper

Brief Description of the Scheme:

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.

Due to the prominent location of the building the timber windows are exposed to all weather conditions. 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.

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.

Revenue Implications:

None.

Timescale for Completion:

April 2017: Tender and undertake programme of works.

June 2017: Commencement of works.

July 2017: Completion.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Total Approved Budget 2017/18	62,560	6,194	-56,366
ANTICIPATED TOTAL SCHEME COST	62,560		

Progress – Budget Holder Comments:

July 2017: This work is being carried out by the works administration team. The main cost elements will be works administration labour, materials and scaffolding. The work has begun and will be completed in-year.

Community Services Committee – Capital Programme 2017/18

Renewal of sections of floor to residual waste transfer station (Phase 1)

Service Area: Engineering

Submitted by: Adrian Harper

Brief Description of the Scheme:

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 the reinforced concrete floor will require replacement in the 2017/18 financial year at an estimated cost of £19,500 (Phase 1). The remaining concrete floor to the recycle waste building is likely to need replacing the following year at a cost of £23,500 (Phase 2).

It has been planned that the works will be carried out in 2 halves and that normal operations would be able to continue, albeit changed to suit the reduced working area.

This 2017/18 scheme is Phase 1.

Revenue Implications:

None.

Timescale for Completion:

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

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Total Approved Budget 2017/18	19,500	0	-19,500
ANTICIPATED TOTAL SCHEME COST	19,500		

Progress – Budget Holder Comments:

July 2017: Quotes have been requested for the work required. The timing of the work will be confirmed when the work has been agreed with the contractor selected. At this stage, it is expected that the work will be completed within this financial year.

Community Services Committee – Capital Programme 2017/18

Replacement of Twin-bodied Refuse Collection Vehicle (VU59 JJK)

Service Area: Refuse Collection

Submitted by: Adrian Harper

Brief Description of the Scheme:

The Council has a fleet of eight 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 8th 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.

This bid is for the replacement of the "8th 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.

Revenue Implications:

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 savings estimated to be approximately £1,000 per annum.

Timescale for Completion:

Early ordering to allow delivery early on in 2017/18.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Total Approved Budget 2017/18	218,000	216,626	-1,374
ANTICIPATED TOTAL SCHEME COST	218,000		

Progress – Budget Holder Comments:

July 2017: Scheme complete - Refuse Collection Vehicle delivered and paid for.

Community Services Committee – Capital Programme 2017/18

Replacement of Works Vehicle (PO54 COJ)

Service Area: Works

Submitted by: Adrian Harper

Brief Description of the Scheme:

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

Revenue Implications:

The replacement vehicle will have a more efficient engine leading to reduced fuel consumption of approximately £500 per annum.

Timescale for Completion:

April 2017: Tender new vehicle.

May 2017: Purchase new vehicle.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Total Approved Budget 2017/18	23,500	20,953	-2,547
ANTICIPATED TOTAL SCHEME COST	23,500		

Progress – Budget Holder Comments:

July 2017: Scheme complete – The new works vehicle has been delivered and paid for

Community Services Committee – Capital Programme 2017/18

Replacement Mower (Kubota) PN09 SWO

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

Brief Description of the Scheme:

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.

Revenue Implications:

None.

Timescale for Completion:

2017/18.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Total Approved Budget 2017/18	15,500	0	-15,500
ANTICIPATED TOTAL SCHEME COST	16,949		

Progress – Budget Holder Comments:

July 2017: Procurement is in progress. It is estimated the mower will be ordered and delivered before Christmas 2017. The best quote received for a new mower on this scheme is £16,949, which is £1,449 higher than the scheme budget of £15,500. The budget estimate was based on the value of a previous similar mower purchase, updated by inflation. The Grounds Maintenance team still require the replacement machine and the additional budget requirement can be funded from the 2017/18 revenue budget.

Community Services Committee – Capital Programme 2017/18

Replacement Mowers - Scag 4x4 Mower (rvbc016) and Scag Mower (rvbc014)

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

Brief Description of the Scheme:

This scheme follows the vehicle and plant replacement programme and covers the planned replacement of two Scag Mowers, as follows:

- Scag 4x4 Mower (rvbc016) 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.
- Scag Mower (rvbc014) is utilised both on RVBC amenity and contracted grass cutting. Reliable and controllable machines that give minimal operator fatigue are necessary in order to consistently provide the quality of cut that is required. The existing mower, purchased in 2008 will be 9 years old at the programmed replacement date and its reliability will be failing. The machine should be replaced if the demand for cutting remains at current levels.

Revenue Implications:

Existing Service – no change.

Timescale for Completion:

2017/18

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Total Approved Budget 2017/18	13,000	0	-13,000
ANTICIPATED TOTAL SCHEME COST	13,000		

Progress – Budget Holder Comments:

July 2017: These mowers will be replaced in late Autumn, at the end of the current cutting season. This will allow maximum use to be gained from the current machines and allow time for the new mowers to be purchased before financial year-end.

Community Services Committee – Capital Programme 2017/18

Replacement Pick Up Vehicles (Ford Ranger S/C 4WD) x 2 – PK07 LSY and PK07 TZG

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

Brief Description of the Scheme:

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.

Revenue Implications:

None.

Timescale for Completion:

2017/18

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Total Approved Budget 2017/18	41,000	40,421	-579
ANTICIPATED TOTAL SCHEME COST	41,000		

Progress – Budget Holder Comments:

July 2017: Vehicles have been ordered and delivery is expected by late Autumn 2017.

Community Services Committee – Capital Programme 2017/18

RPIMP – Ribblesdale Pool Improvement Work (slippage)

Service Area: Ribblesdale Pool
Head of Service: Mark Beveridge

Brief Description of the Scheme:

An improvement scheme which comprises modernisation work to the reception and changing areas and pool viewing balcony, and the creation of separate disability changing area provision with access from reception and straight to the pool hall.

Revenue Implications:

None expected.

Timescale for Completion:

Works - December 2016

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Original Estimate 2017/18	0		
Slippage from 2016/17	16,820		
Total Approved Budget 2017/18	16,820	4,943	-11,877
Actual Expenditure 2016/17	260,604		
ANTICIPATED TOTAL SCHEME COST	277,424		

Progress - Budget Holder Comments

July 2017: The main contract value was finalised in May 2017. The 2017/18 spend to date is made up of two elements:

- £6,452 – commitment for the contract retention payment, which is due to be paid in March 2018, twelve months after practical completion of the contract work.
- -£1,509 - the final contract value agreed with the contractor in May 2017 was £1,509 less than the final contract valuation creditor estimated in the 2016/17 year-end accounts.

There is unlikely to be any further spend required on this scheme.

March 2017: The work on the main contract was completed in 2016/17 and Ribblesdale Pool re-opened in March 2017. The main contract value is still to be finalised, as officers are negotiating some final contract variation items. There may be further costs identified from this process. In addition, the main contract retention payment cannot be paid until twelve months after practical completion of the main contract. Slippage of the remaining scheme budget of £16,820 into 2017/18 is requested to fund the expenditure required.

Community Services Committee – Capital Programme 2017/18

August/September 2016: The current timetable is for the work to be put out to tender and a contractor appointed by early November 2016 and for the improvement work to be carried out between December 2016 and February 2017. Work is on-going to finalise and agree the Lottery Funding Agreement with Sport England.

July 2016: External funding of £150,000 from Sport England was confirmed in June 2016, subject to the signing of the Lottery Funding Agreement between the council and Sport England. The detailed specification for the improvement work is being worked up at present. The current timetable is for the scheme contractor to be chosen via tender and for the work to be carried out between December 2016 and February 2017.

May 2016: Initial bid submitted to Sport England in March 2016 for £150,000 grant funding and further bid information submitted in May 2016. Awaiting the formal funding announcement in June 2016.

Community Services Committee – Capital Programme 2017/18

PLAYQ - Play Area Improvements 2016/17 (slippage)

Service Area: Play Areas

Head of Service: Mark Beveridge

Brief Description of the Scheme:

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

Revenue Implications:

None expected.

Timescale for Completion:

Start Date – April 2016

Anticipated Completion Date – March 2017

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Original Estimate 2017/18	0		
Slippage from 2016/17	6,780		
Total Approved Budget 2017/18	6,780	2,686	-4,094
Actual Expenditure 2016/17	33,216		
ANTICIPATED TOTAL SCHEME COST	39,996		

Progress - Budget Holder Comments

July 2017: This slippage was for Whalley Woodland bark mulch work and painting of equipment across several play areas. The bark mulch was ordered by the end of July 2017 and the work has subsequently been completed in August 2017, approximate cost likely to be £3,500. Painting of equipment work has not been started yet, due to availability of works administration staff in summer and the poor weather conditions for painting. It is now planned to undertake this work after the school holidays at the Castle, Highfield Road, Kestor Lane, Mardale, John Smiths and Edisford.

March 2017: Two planned elements of this scheme, Whalley Woodland bark mulch laying and painting of equipment across various play areas, were not completed in 2016/17. The work had been planned in early 2017 but unavailability of staff and unsuitable weather conditions meant that neither job could take place. Slippage of £6,780 into 2017/18 is requested to fund the expenditure required on these two jobs.

Community Services Committee – Capital Programme 2017/18

August/September 2016: Gates and fencing work now completed at Kestor Lane. Main improvement works will be undertaken from Autumn 2016 onwards, following completion of the post summer holiday playground assessments. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2017 to ensure any currently unforeseen work can be funded.

July 2016: No change to May 2016 comments.

May 2016: Spend to date relates to improvement work across several play areas, including gates and fencing work ordered for Kestor Lane. Main improvements will be planned for September 2016 onwards, based on playground assessments after the summer school holidays. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2017 to ensure any currently unforeseen work can be funded.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

Agenda Item No 11

meeting date: 29 AUGUST 2017
 title: REVENUE OUTTURN 2016/17
 submitted by: DIRECTOR OF RESOURCES
 principal author: AMY JOHNSON

1 PURPOSE

1.1 To report on the outturn for the financial year 2016/17 in respect of the Revenue Budget 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 need and meets the objective within this priority to maintain critical financial management controls, ensuring the authority provides council tax payers with value for money.
- Other Considerations – none identified

2 BACKGROUND

2.1 Our full Statement of Accounts was signed off for audit by the Director of Resources on 31 May 2017 and that audit has now been completed.

2.2 The 2017/18 financial year will be the first where we are required to meet the new deadlines for release of our Statement of Accounts for external audit by 31 May and approval following audit by 31 July. We undertook to meet this deadline a year earlier and successfully published our Statement of Accounts (subject to audit) for 2016/17 on our website on 1 June.

2.3 Our final audited Statement of Accounts were approved by Accounts and Audit Committee at their meeting on 26 July 2017.

3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall overspend of £105,492 on the net cost of services. After transfers to and from earmarked reserves the overall overspend is £129,108. This has been taken from General Fund Balances.

3.2 In the table below are a number of services with a net cost of 'nil'. This is where services are fully recharged out to other service areas.

Cost Centre	Cost Centre Name	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation £	Associated Earmarked Reserves Variance £	Net Variance £
COMMD	Community Services Department	0	0	0	0	0
HWREP	Highways Repairs	24,790	24,972	182	0	182

Cost Centre	Cost Centre Name	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation £	Associated Earmarked Reserves Variance £	Net Variance £
CULVT	Culverts & Watercourses	11,540	11,016	-524	0	-524
DRAIN	Private Drains	1,350	2,273	923	0	923
RIVBK	Riverbank Protection	2,490	1,287	-1,203	0	-1,203
BUSSH	Bus Shelters	11,460	10,507	-953	0	-953
SEATS	Roadside Seats	4,520	3,842	-678	0	-678
SIGNS	Street Nameplates & Signs	45,790	45,963	173	0	173
STCLE	Street Cleansing	326,100	340,921	14,821	0	14,821
VARIOUS	Public Conveniences	175,290	186,355	11,065	0	11,065
LITTR	Litter Bins	22,280	23,340	1,060	0	1,060
RCOLL	Refuse Collection	1,074,740	1,160,173	85,433	-5,132	80,301
RPBIN	Replacement Waste Bins	0	-18,781	-18,781	14,540	-4,241
PAPER	Waste Paper & Card Collection	115,350	112,012	-3,338	0	-3,338
TFRST	Waste Transfer Station	81,850	85,030	3,180	0	3,180
TRREF	Trade Refuse	-68,970	-43,767	25,203	0	25,203
CRIME	Crime and Disorder	43,100	32,126	-10,974	10,240	-734
ARTDV	Art Development	31,810	31,539	-271	-870	-1,141
PLATG	Platform Gallery	149,760	148,361	-1,399	0	-1,399
MUSEM	Castle Museum	269,530	266,842	-2,688	0	-2,688
MCAFE	Museum Café	20,770	19,465	-1,305	0	-1,305
TURSM	Tourism	108,200	98,161	-10,039	6,056	-3,983
VARIOUS	Car Parks	-120,080	-129,847	-9,767	0	-9,767
CCTEL	CCTV Equipment	115,390	114,775	-615	0	-615
LDEPO	Longridge Depot	0	0	0	0	0
SDEPO	Salthill Depot	2,070	0	-2,070	0	-2,070
VARIOUS	Refuse Collection Vehicles	4,000	0	-4,000	0	-4,000
VARIOUS	Grounds Maintenance Vehicles	0	0	0	0	0
VARIOUS	Works Administration Vehicles	-1,760	0	1,760	0	1,760
VEHCL	Vehicle Workshop	0	0	0	0	0
VARIOUS	Plant	0	0	0	0	0
TWOWR	Two Way Radio	0	0	0	0	0
WKSAD	Works Administration	0	0	0	0	0
CARVN	Caravan Site	-8,010	-9,157	-1,147	0	-1,147
EDPIC	Edisford Picnic Area	-10,410	-9,249	1,161	0	1,161
PKADM	Grounds Maintenance	-2,380	0	2,380	7,075	9,455

Cost Centre	Cost Centre Name	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation £	Associated Earmarked Reserves Variance £	Net Variance £
ROEBN	Roefield Barn	-370	-375	-5	0	-5
RVPRK	Ribble Valley Parks	471,490	473,884	2,394	0	2,394
RPOOL	Ribblesdale Pool	336,900	366,023	29,123	0	29,123
EALLW	Edisford All Weather Pitch	17,040	11,490	-5,550	0	-5,550
EXREF	Exercise Referral Scheme	26,150	27,135	985	220	1,205
UPACT	Up and Active Service	0	0	0	0	0
SPODV	Sports Development	81,250	82,511	1,261	-4,000	-2,739
GRSRC	Grants and Subscriptions	2,730	2,721	-9	0	-9
XMASL	Xmas Lights/RV in Bloom	3,290	2,533	-757	0	-757
RECU	Recreation/Culture Grants	28,210	28,335	125	-63	62
CULTG	Culture Grants	4,570	4,610	40	-2,300	-2,260
SPOGR	Sports Grants	5,360	5,656	296	-2,150	-1,854
WBHEQ	Wellbeing and Health Equality	0	0	0	0	0
WTFAM	Working Together with Families	0	0	0	0	0
NET COST OF SERVICES		3,407,190	3,512,682	105,492	23,616	129,108

4 EARMARKED RESERVES

4.1 Reserves are important to local authorities as, unlike central government, we cannot borrow money over the medium term, other than for investment in assets, and we are required to balance our budgets on an annual basis.

4.2 Reserves can be held for three main purposes:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- A contingency to cushion the impact of unexpected events or emergencies. This also forms part of general reserves;
- A means of building up funds or accounting for funds we are committed to spend (i.e. grants received), this is done through our earmarked reserves to meet known or predicted requirements; our earmarked reserves are accounted for separately but remain legally part of the General Fund.

4.3 The table below provides details of the Revised Estimate, our actual outturn and the impact in both cases on the movement in earmarked reserves. Full details are provided below of the earmarked reserves that have been impacted and the reasons for the movements.

	Revised Estimate 2016/17 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	3,407,190	3,512,682	105,492	
<p>CPBAL/H330 Capital Reserve</p> <p>The capital reserve is a reserve where resources are set aside to fund future capital programme spend. Income from the sale of assets of a value less than £10,000 is credited to the revenue account, and then transferred to this earmarked reserve.</p>	5,490	10,080	4,590	Sale of Ro-Ro truck which was not anticipated when the revised estimate was prepared. Additionally purchase of CCTV equipment for Longridge was budgeted to be funded from the Equipment Reserve at revised estimate but was actually financed from the Capital Reserve.
<p>COBAL/H285 Vehicle & Plant Repairs & Renewals Fund</p> <p>This reserve is very similar to the Capital Reserve but specifically to fund vehicles in the capital programme.</p>	46,000	46,000	0	It has previously been agreed that the increased income being experienced on Trade Refuse charges would be set aside in this reserve to fund a replacement trade refuse vehicle
<p>COBAL/H357 New Homes Bonus</p> <p>The New Homes Bonus Reserve is where in-year New Homes Bonus funding is set aside where the full value received is not required in year to fund the revenue budget. Generally this balance is used to fund the capital programme but there are occasional approvals to fund items in the revenue budget.</p>	-6,000	-6,000	0	For the purchase of a coin sorter and for the upgrade of car park payment machines to accommodate the new £1 coin. This was originally part of a larger capital programme scheme.

	Revised Estimate 2016/17 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<p>COBAL/H329 Community Safety</p> <p>The Community Safety Partnership Reserve is made up of monies set aside from underspends in previous years promotional activities. To be used to fund future years promotional activities.</p>	-4,540	5,700	10,240	Grant monies received from the Police and Crime Commissioner in excess of what was anticipated. In addition expenditure on promotional activities was lower than estimated. As a result a contribution was made to the reserve rather than from the reserve as anticipated when the revised estimate was prepared.
<p>COBAL/H337 Equipment</p> <p>The Equipment Reserve is made up of monies set aside in previous financial years to fund specific purchases of equipment.</p>	-14,480	-12,000	2,480	As previously mentioned the purchase of CCTV equipment for Longridge was budgeted to be funded from this earmarked reserve. It was actually financed from the Capital Reserve.
<p>COBAL/H328 Repairs & Maintenance</p> <p>The Repairs & Maintenance Reserve is made up of monies set aside in previous financial years to fund specific repairs and maintenance projects.</p>	-8,570	-8,570	0	For repairs to the Castle Walkway and to the Vehicle Wash, which is based at the Salthill Depot.
<p>COBAL/H222 Grant Funded Sports Development</p> <p>The Grant Funded Sport Development Reserve is where resources are set aside to fund future sports development activities.</p>	-910	-4,910	-4,000	Monies set aside in the previous financial year have been released to fund the 2016 Cycle Festival expenditure.

	Revised Estimate 2016/17 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<p>COBAL/H210 Recreation, Culture & Sports Grants</p> <p>Budgets are allocated for grants relating to Recreation and Culture, Arts Development, Arts Excellence and Sporting Excellence. Where the value of grants awarded is less than the budget allocation the balance is transferred to this reserve and used to fund any future grant allocations which exceed the budget.</p>	13,490	8,110	-5,380	It was budgeted to contribute grant monies not awarded for Sporting Excellence, Arts Excellence and Arts Development Grants to the reserve to fund future year's grant allocations. However as there are already monies set aside in the reserve for these grants and the current year's budget was not fully allocated it was agreed not to contribute further to the reserve.
<p>COBAL/H282 Exercise Referral</p> <p>The Exercise Referral Reserve is where resources are set aside to fund future exercise referral initiatives.</p>	-2,260	-2,040	220	Grant monies received in previous years for Active East and Best Foot Forward Schemes set aside in the reserve to fund future year's expenditure. Expenditure slightly lower than estimated resulting in a lower amount being released than estimated.
<p>COBAL/H282 Clitheroe Food Festival</p> <p>Food Festival resources set aside to help support the costs associated with the Clitheroe Food Festival.</p>	0	6,056	6,056	Surplus from the 2016 Food Festival set aside in the reserve to finance future year's festivals.

	Revised Estimate 2016/17 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
COBAL/H333 Refuse Collection The Refuse Collection Reserve is used to fund the cost of bin replacements and other costs pressures. Income from the sale of householder bins is transferred to this reserve and expenditure incurred in the purchase of these bins is funded from this reserve.	0	9,410	9,410	Income generated from the bin hire scheme and the sale of householder bins transferred to this reserve. Offset in part by expenditure incurred in the purchase of trade bins for the bin hire scheme and householder waste bins.
Committee Net Cost of Services after Movements on Earmarked Reserves	3,435,410	3,564,518	129,108	

5 KEY MOVEMENTS FROM REVISED ESTIMATE TO OUTTURN

5.1 The main variations have been extracted, and are shown with the Budget Holder's comments at Annex 1. However, a summary of the major variations is set out in the table below.

Service Area	Description of Variance	Amount £
Vehicle Repairs and Maintenance	Various significant repair demands to several refuse vehicles. The nature of the repairs meant that they could not be done by the Councils in house mechanical team and had to be sent back to the manufacturers for repair. Additionally the increasing sophistication of the vehicles means that the costs of parts are substantial.	89,889
Staffing	An allowance for a 4% staff turnover for the period November to March was allowed for in the Revised Estimate. This did not materialise in all service areas, in particular Community Services. Additionally staff vacancies in the positions of lifeguards and instructors at Ribblesdale Pool has resulted in an increased use of temporary staff. A change in the Establishment List changing a refuse loader position to a driver position was carried out after the budget was prepared. This has resulted in an overspend on refuse drivers wages.	48,423

Service Area	Description of Variance	Amount £
Tipping Charges	An increase in the tonnages of trade waste collected has resulted in an increase in tipping charges payable. This is offset in full by trade refuse income received.	13,116
Service Income	<ul style="list-style-type: none"> • The closure of an alternative supplier has resulted in additional trade refuse customers and associated income (-£27,711). • Income from the sale of household waste bins (-£31,311) which is offset against expenditure incurred in the purchase of the bins (£19,347). The net surplus is transferred to an earmarked reserve 	-39,675

6 CONCLUSION

- 6.1 There have been a considerable number of variations in both income and expenditure during the year, and this has given rise to an overall overspending of £105,492 on the net cost of services. After transfers to and from earmarked reserves the overall underspend is £129,108.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM7-17/AC
21 August 2017

BACKGROUND PAPERS

*Revised Estimates approved by Committee on 10 January 2017
Closedown Working Papers*

For further information please ask for Amy Johnson.

COMMUNITY SERVICES COMMITTEE – REVENUE OUTTURN 2016/17 VARIANCES

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
COMMD: Community Services Department							
Staffing budgets for the period November – March were reduced by 4% to allow for staff turnover. This turnover did not fully materialise for this department.	£10,910				£10,910		£10,910
Demands for staff training lower than estimated when the budget was prepared.	-£1,040				-£1,040		-£1,040
Two professional subscriptions which were expected to be paid when the budget was prepared were not renewed.	-£1,290				-£1,290		-£1,290
Software maintenance costs for the GGP system now coded to Street Nameplates and Signs.	-£3,640				-£3,640		-£3,640
Increased recharges, in particular from Council Offices (£5,920), Financial Services (£1,080) and IT services (£3,040) due to increased spend in these service areas.			£10,310		£10,310		£10,310
The nature of the schemes in the 2016/17 capital programme have resulted in increased recovery of salaried staff time.		-£3,080			-£3,080		-£3,080
Increased support service charges to other service areas due to increased expenditure within this service area.			-£10,470		-£10,470		-£10,470
Total Community Services Department	£4,940	-£3,080	-£160		£1,700		£1,700

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>RIVBK: Riverbank Protection</u>							
Repair and maintenance demands to the riverbanks lower than estimated.	-£1,200				-£1,200		-£1,200
Total Riverbank Protection	-£1,200				-£1,200		-£1,200
<u>BUSSH: Bus Shelters</u>							
Repair and maintenance demands lower than estimated.	-£1,030				-£1,030		-£1,030
Total Bus Shelters	-£1,030				-£1,030		-£1,030
<u>DRAIN: Private Drains</u>							
Expenditure on drain clearance at Salthill Depot.	£1,630				£1,630		£1,630
Total Private Drains	£1,630				£1,630		£1,630
<u>VARIOUS: Public Conveniences</u>							
Expenditure on vandalism repairs at Castle Field toilets.	£2,730				£2,730		£2,730
Repairs and maintenance demands across the council's public conveniences slightly higher than estimated.	£1,710				£1,710		£1,710
A move towards annual billing for hand dryers has resulted in increased spend in the current financial year whilst the billing arrangements change.	£1,450				£1,450		£1,450

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
The general cleaning budget for toilet cleaners is split between the toilets and the football changing rooms (RVPRK). More time was spent cleaning the toilets than estimated resulting in increased expenditure. This is offset by a reduction in expenditure on Ribble Valley Parks (RVPRK).	£5,410				£5,410		£5,410
Additional oncost recovery due to increased time spent cleaning the toilets.		-£2,750			-£2,750		-£2,750
Total Public Conveniences	£11,300	-£2,750			£8,550		£8,550
<u>STCLE: Amenity Cleansing</u>							
An increase to the cost of litter bin services recharged by the refuse collection service due to increased expenditure within refuse collection.	£2,010				£2,010		£2,010
Use of temporary staff lower than estimated when the budget was prepared.	-£1,520				-£1,520		-£1,520
Increased recharge from Salthill Depot due to increased expenditure in that service area.	£1,290				£1,290		£1,290
Purchases of equipment and materials lower than estimated when the budget was prepared.	-£1,440				-£1,440		-£1,440
A recalculation of the staff turnover allowance was carried out – the turnover allowance did not materialise.	£8,960				£8,960		£8,960

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Public Realm funding from Lancashire County Council lower than anticipated. As a result the works carried out on behalf of Lancashire County Council were scaled back to reflect the funding received.		£6,390			£6,390		£6,390
Total Amenity Cleansing	£9,300	£6,390			£15,690		£15,690
<u>RCOLL: Refuse Collection</u>							
Staffing budgets for the period November – March were reduced by 4% to allow for staff turnover. This turnover did not fully materialise.	£4,950				£4,950		£4,950
Staff sickness has resulted in an increased use of Agency Staff.	£3,700				£3,700		£3,700
Increased expenditure at Salthill Depot has resulted in a higher recharge from Salthill Depot.	£5,940				£5,940		£5,940
Various significant repair demands to the refuse vehicles has resulted in an overspend for use of transport. The nature of the repairs meant that they had to be carried out by the vehicle manufacturers – this resulted in high labour and parts costs.	£89,890				£89,890		£89,890
Increased expenditure on the purchase of householder waste bins. Offset by income received in the sale of these bins (RPBIN – Chargeable Replacement Waste Bins)	£6,820				£6,820		£6,820
Lower than estimated need for replacement protective clothing for employees.	-£1,090				-£1,090		-£1,090
Minimal expenditure on publicity.	-£3,320				-£3,320		-£3,320

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Increased support service recharges, in particular from Organisation & Member Development Services due to increased expenditure in that service area.			£2,150		£2,150		£2,150
Depreciation for paper refuse vehicles charged to Refuse Collection. Offset by an underspend on Waste Paper and Card Collection (PAPER).				£4,780	£4,780		£4,780
Increased recharge to Trade Waste (£25,450), Street Cleansing (£2,010) and Market (£970) due to increased expenditure within the refuse collection service area.		-£28,370			-£28,370		-£28,370
An increased demand for household (£2,190) and commercial (£970) special collections has resulted in additional income.		-£3,160			-£3,160		-£3,160
Total Refuse Collection	£106,890	-£31,530	£2,150	£4,780	£82,290		£82,290
<u>RPBIN: Replacement Waste Bins</u>							
Income from the sale of householder bins offset by expenditure incurred in the purchase of the bins.		-£18,780			-£18,780	£14,540	-£4,240
Total Replacement Waste Bins		-£18,780			-£18,780	£14,540	-£4,240
<u>PAPER: Waste Paper and Card Collection</u>							
Staffing budgets for the period November – March were reduced by 4% to allow for staff turnover. This turnover did not fully materialise.	-£1,290				-£1,290		-£1,290
No requirement to hire refuse vehicles to cover while the 2 x paper refuse vehicles were off the road.	-£1,040				-£1,040		-£1,040

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Higher than budgeted cost sharing penalty charge payable to Lancashire County Council due to an increase in income received from the sale of paper. This was due to an increase in market prices. Offset in full by an increase in income (see below).	£31,490				£31,490		£31,490
Depreciation for paper refuse vehicles charged to refuse collection. Offset by an overspend on refuse collection (RCOLL).				-£4,800	-£4,800		-£4,800
Increased income from the sale of paper due to higher market prices. Offset by an increase in cost sharing penalty payable (see above).		-£31,490			-£31,490		-£31,490
Total Waste Paper and Card Collection	£29,160	-£31,490		-£4,800	-£7,130		-£7,130
<u>TRREF: Trade Refuse</u>							
Expenditure on the purchase of trade bins used for the bin hire scheme. Offset in part by income generated through the rental of bins.	£12,260				£12,260		£12,260
Increased tipping charges due to higher tonnages collected as a result of a growth in the customer base. Offset in full by additional income generated.	£13,120				£13,120		£13,120
Increased support service recharges, in particular from refuse collection (£25,450) due to increased expenditure within that service area on vehicle repairs.			£25,830		£25,830		£25,830
Additional income from trade waste customers due to an increase in the customer base (commercial customers £23,240, charitable customers £4,470).		-£27,710			-£27,710		-£27,710

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Reduced income from the sale of trade sacks and stickers – commercial customers may be moving towards the bin hire scheme or commercial bin collections.		£2,000			£2,000		£2,000
Total Trade Refuse	£25,380	-£25,710	£25,830		£25,500		£25,500
<u>ARTDV: Arts Development</u>							
Two grants no longer being paid – Festival of Fresh Talent (£100) no longer require the grant and Spring into Phab (£1,000) have reworked their application. The reworked application was approved by this Committee.	-£1,100				-£1,100	-£870	-£1,970
Total Arts Development	-£1,100				-£1,100	-£870	-£1,970
<u>TFRST: Waste Transfer Station</u>							
Temporary staff not used.	-£1,020				-£1,020		-£1,020
Expenditure on tyres for the Waste Loadall Shovel plus increased vehicle repair and maintenance costs.	£3,820				£3,820		£3,820
Total Waste Transfer Station	£2,800				£2,800		£2,800

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>CRIME: Crime and Disorder</u>							
Expenditure on planned promotional activities has been delayed.	-£5,690				-£5,690	£10,240	£0
Additional grant money received, in particular for the mounted police scheme.		-£4,550			-£4,550		
Total Crime and Disorder	-£5,690	-£4,550			-£10,240	£10,240	£0
<u>PLATG: Platform Gallery</u>							
Temporary cleaner employed to cover for long term sick leave. Additionally temporary staff used in exhibition set up for which there is no budget provision. Agreed with the service area that this will not reoccur in future years.	£2,490				£2,490		£2,490
Conscious effort to minimise expenditure on promotional activities to offset the overspend on temporary staff as mentioned above.	-£1,690				-£1,690		-£1,690
Reduced expenditure on purchase of equipment and materials (£500) and Sundry Purchases (£780).	-£1,280				-£1,280		-£1,280
Total Platform Gallery	-£480				-£480		-£480
<u>MUSEM: Clitheroe Castle Museum</u>							
Charge for curatorial services from Lancashire County Council lower than estimated.	-£5,190				-£5,190		-£5,190
Reduced expenditure on utilities at the Museum site, in particular gas (£730).	-£880				-£880		-£880

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Total Clitheroe Castle Museum	-£6,070				-£6,070		-£6,070
<u>MCAFE: Museum Cafe</u>							
Expenditure on repairs and redecoration following a change in tenancy.	£1,390				£1,390		£1,390
Lower than estimated recharge from the Museum due to reduced expenditure within that service area.	-£860				-£860		-£860
Additional income from the new tenant (commenced 01/04/2016). 5% of annual turnover is payable to the council.		-£1,890			-£1,890		-£1,890
Total Museum Cafe	£530	-£1,890			-£1,360		-£1,360
<u>TURSM: Tourism & Events</u>							
A large credit due to incorrect charges in previous years for delivery of the council's visitors guide has resulted in a significant underspend in the current financial year.	-£5,620				-£5,620		-£5,620
Additional expenditure incurred due to attendance at trade shows. Offset in full by additional income generated through sponsorship of the shows (see below).	£1,590				£1,590		£1,590
Surplus from the Food Festival 2016 – to be transferred to an earmarked reserve to support future food festival events.		-£6,060			-£6,060	£6,060	£0

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Additional income generated through sponsorship of trade shows. Offsets in full increased expenditure incurred through attendance at these shows as mentioned above.		-£1,940			-£1,940		-£1,940
Total Tourism & Events	-£4,030	-£8,000			-£12,030	£6,060	-£5,970
<u>VARIOUS: Car Parks</u>							
Lower than estimated repair and maintenance demands at the car parks.	-£1,130				-£1,130		-£1,130
The budget at Church Walk Car Park allows for an annual increase to the ground rent agreed at a rent review in 2007. This increase has never been applied by the landlord but is budgeted for as a prudent measure.	-£3,750				-£3,750		-£3,750
Lower than estimated time spent by the Grounds Maintenance Section at the car parks.			-£1,770		-£1,770		-£1,770
Increased take up of parking permits has resulted in an increase in income.		-£2,580			-£2,580		-£2,580
Total Car Parks	-£4,880	-£2,580	-£1,770		-£9,230		-£9,230
<u>CCTEL: CCTV Equipment</u>							
Expenditure on monitoring of CCTV lower than estimated when the budget was prepared.	-£1,170				-£1,170		-£1,170
Total CCTV Equipment	-£1,170				-£1,170		-£1,170

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>SDEPO: Salthill Depot</u>							
A water leak has resulted in increased usage and expenditure. The leak has since been fixed.	£7,030				£7,030		£7,030
Income from the sale of forklift truck replaced through the capital programme.		-£1,350			-£1,350		-£1,350
Lower than estimated issues through the stores system resulting in a reduction in oncosts recovered.		£4,820			£4,820		£4,820
Increased recharges to other service areas due to an increase in expenditure in this service area.		-£14,990			-£14,990		-£14,990
Total Salthill Depot	£7,030	-£11,520			-£4,490		-£4,490
<u>VEHCL: Vehicle Workshop</u>							
Staffing budgets for the period November – March were reduced by 4% to allow for staff turnover. This turnover did not fully materialise.	£1,950				£1,950		£1,950
Purchase of tools for the vehicle workshop. More specialist tools are required to maintain the Council's refuse fleet due to the increasing sophistication of the mechanical nature of the vehicles	£3,570				£3,570		£3,570
Increased expenditure in this service area has resulted in increased recovery from the council's vehicle fleet.		-£5,860			-£5,860		-£5,860
Total Vehicle Workshop	£5,520	-£5,860			-£340		-£340

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>WKSAD: Works Administration</u>							
Staffing budgets for the period November – March were reduced by 4% to allow for staff turnover. This turnover did not fully materialise.	£2,050				£2,050		£2,050
Increased expenditure at Salthill Depot has resulted in a higher recharge from Salthill Depot to this service area.	£1,530				£1,530		£1,530
Lower than budgeted expenditure on vehicle costs, in particular diesel and repair costs.	-£3,500				-£3,500		-£3,500
Increased expenditure on general plant machinery and vehicle wash has resulted in a higher recharge to this service area.	£3,280				£3,280		£3,280
Income from the sale of van, registration number PF09 DHX.		-£1,850			-£1,850		-£1,850
Time spent on sewer baiting exceeded income received resulting in a loss in this service area.		£1,980			£1,980		£1,980
Increased recovery through revenue due to more time being spent on revenue projects than capital. Offset by a reduction in recovery through capital schemes (see below).		-£8,580			-£8,580		-£8,580
The nature of the capital scheme meant that there were few schemes requiring works admin involvement resulting in reduced recovery through capital. More time was spent on revenue schemes resulting in increased recovery through revenue (see above).		£3,570			£3,570		£3,570

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Total Works Administration	£3,360	-£4,880			-£1,520		-£1,520
<u>EXREF: Exercise Referral</u>							
Overtime incurred, in part due to work on the Best Foot Forward Scheme. Expenditure on the scheme funded by grant monies in reserve.	£1,030				£1,030		
Grant monies received in 2015/16 for Active East and Best Foot Forward Schemes are held in reserve. Expenditure on these schemes (and funded from the grant monies held in reserve) lower than estimated.	-£1,280				-£1,280	£220	-£30
Total Exercise Referral	-£250				-£250	£220	-£30
<u>SPODV: Sports Development</u>							
Expenditure on the Summer Activities Brochure. Funded by Children's Trust grant monies received (see below).	£1,830				£1,830		£1,830
The hire of consultants to inspect drainage at Edisford and Mardale pitches - to be used for the development of a Playing Field Strategy. The strategy is no longer going to be developed due to the costs involved.	-£1,820				-£1,820		-£1,820
Expenditure on the cycle festival – funded by monies in reserve.	£3,710				£3,710	-£4,000	-£290
Children's Trust grant monies received to fund the Summer Activities Brochure.		-£2,000			-£2,000		-£2,000

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Total Sports Development	£3,720	-£2,000			£1,720	-£4,000	-£2,280
<u>PKADM: Grounds Maintenance</u>							
Staffing budgets for the period November – March were reduced by 4% to allow for staff turnover. This turnover did not fully materialise.	£3,820				£3,820		£3,820
Increased expenditure at Salthill Depot has resulted in a higher recharge to this service area.	£5,130				£5,130		£5,130
Sale of Ro-Ro Truck (£7,070) and David Brown Tractor (£2,380). Monies transferred to the capital reserve.		-£9,450			-£9,450	£7,080	-£2,370
Reduced expenditure in this service area has resulted in lower recovery oncosts.		£3,150			£3,150		£3,150
Total Grounds Maintenance	£8,950	-£6,300			£2,650	£7,080	£9,730
<u>RVPRK: Ribble Valley Parks</u>							
Repairs to the paths at Mardale Playing Fields.	£1,460				£1,460		£1,460
Lower time than estimated cleaning the football changing rooms as more time was spent cleaning the public conveniences. Offset by an overspend on public conveniences.	-£8,900				-£8,900		-£8,900
Expenditure on vandalism repairs lower than estimated.	-£630				-£630		-£630
Expenditure on purchases of equipment and materials lower than estimated.	-£830				-£830		-£830

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Additional time spent maintaining the parks by Grounds Maintenance staff than estimated when the budget was prepared.	£1,700				£1,700		£1,700
The Pavillion at Edisford has not been hired during the year resulting in no income.		£1,360			£1,360		£1,360
Total Ribble Valley Parks	-£7,200	£1,360			-£5,840		-£5,840
<u>RPOOL: Ribblesdale Pool</u>							
Additional salary costs incurred, in particular in the following areas: <ul style="list-style-type: none"> Salaries (£2,380) – periods of staff sickness has resulted in overtime being incurred to cover. Temporary Staff (£11,810) – vacancies in the positions of lifeguards has resulted in increased casual staff use. Instructors (-£1,680) – a staff vacancy in the position of a part time swimming teacher has resulted in an underspend. Receptionists (-£2,310) – vacancies in the position of 2 x part time receptionists has resulted in an underspend on receptionist salaries. 	£10,200				£10,200		£10,200
Repair works to the staff room ceiling.	£2,580				£2,580		£2,580

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Expenditure on utilities lower than estimated: electricity (-£3,840), gas (-£9,870) and water (-£2,630). The underspend on water and electricity is due to reduced usage – the budget was reduced to reflect the pool closure however the pool was closed slightly longer than expected. With regards gas, there is a suspected fault with the meter however the utility company says that the meter is working correctly.	-£16,340				-£16,340		-£16,340
Expenditure on filtration & chlorination lower than estimated.	-£1,310				-£1,310		-£1,310
Spend on snacks for the vending machine lower than budgeted. Offset by reduced income from vending machine sales (see below).	-£2,710				-£2,710		-£2,710
Credit/debit card fees lower than estimated.	-£1,520				-£1,520		-£1,520
Lower than estimated income from vending machine sales, offset in part by reduced expenditure on stock items for the vending machine.		£4,900			£4,900		£4,900
Income from items purchased for resale lower than estimated. The budget was reduced at revised estimate to reflect the closure but income still lower than estimated.		£3,460			£3,460		£3,460
Income from club hire lower than estimated. The budget was reduced to reflect the closure period, however some clubs were tied into contracts for the use of alternative facilities for periods slightly longer than the closure period.		£4,240			£4,240		£4,240

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Additional income from school swimming lessons due to increased demand.		-£1,410			-£1,410		-£1,410
The loss of a part time swimming teacher after the budget was prepared plus a period of sick leave has resulted in a reduction in income.		£10,150			£10,150		£10,150
Income from adult and junior admissions lower than estimated. The budget was reduced to reflect the pool closure however the pool was closed slightly longer than anticipated. Additionally there is a national trend in the decline of swimming admissions. Part of the stipulation of receiving Sport England grant funding is that initiatives will be implemented to increase usage of the pool which will hopefully reverse this trend. Currently a £1 swimming session is being offered to Juniors for 3 x 1 hour sessions per week during the summer holidays.		£11,820			£11,820		£11,820
Total Ribblesdale Pool	-£9,100	£33,160			£24,060		£24,060
<u>EALLW: Edisford All Weather Pitch</u>							
Increased income from use of the pitches – in particular the 3G pitch.		-£7,680			-£7,680		-£7,680
Total Edisford All Weather Pitch		-£7,680			-£7,680		-£7,680

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
CARVN: Caravan Site							
Rental income from the Camping and Caravanning Club slightly higher than budgeted.		-£1,150			-£1,150		-£1,150
Total Caravan Site		-£1,150			-£1,150		-£1,150
	£178,310	-£128,840	£26,050	-£20	£75,500	£33,270	108,770
					£29,992	-£9,654	£20,338
					105,492	£23,616	£129,108

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 12

meeting date: 29 AUGUST 2017
 title: REVENUE MONITORING 2017/18
 submitted by: DIRECTOR OF RESOURCES
 principal author: AMY JOHNSON

1 PURPOSE

1.1 To let you know the position for the period April to July 2017 of this year's revenue budget as far as this committee is concerned.

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 need. To meet the objective within this priority, of maintaining critical financial management controls, ensuring the authority provides council tax payers with value for money.

Other Considerations – none identified.

2 FINANCIAL INFORMATION

2.1 The development of the new Economic Development Committee has resulted in Tourism (TURSM) now being reported to this Committee. Expenditure for this service area is shown within Revenue Outturn 2016/17 report but not included within this report.

2.2 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period to the end of July. You will see an overall underspend of £140,103 on the net cost of services. Please note that underspends are denoted by figures with a minus symbol. After allowing for transfers to/from earmarked reserves there is an underspend of £156,853.

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
ARTDV	Art Development	32,910	7,994	2,349	-5,645	
VARIOUS	Car Parks	-124,290	-42,349	-42,797	-448	
VARIOUS	Public Conveniences	177,430	50,656	43,540	-7,116	
BUSSE	Bus Shelters	16,640	3,393	402	-2,991	
CARVN	Caravan Site	-8,130	0	-209	-209	
CCTEL	Closed Circuit Television	121,050	26,605	25,395	-1,210	
VARIOUS	Car Park Vehicles	0	3,460	4,191	731	
COMMD	Community Services Department	0	350,673	352,499	1,826	

CRIME	Crime and Disorder	52,020	9,767	6,182	-3,585	
CULTG	Culture Grants	6,900	4,200	800	-3,400	
CULVT	Culverts & Water Courses	17,260	1,184	770	-414	
DRAIN	Private Drains	1,370	-68	-215	-147	
EALLW	Edisford All Weather Pitch	19,020	-1,563	-3,997	-2,434	
VARIOUS	Works Administration Vehicles	0	8,437	5,742	-2,695	
EDPIC	Edisford Picnic Area	-10,380	-12,006	-11,284	722	
EXREF	Exercise Referral Scheme	26,970	15,744	12,741	-3,003	
VARIOUS	Plant	0	3,580	3,336	-244	
VARIOUS	Grounds Maintenance Vehicles	0	21,247	18,470	-2,777	
GRSRC	Grants & Subscriptions - Community	2,690	0	-261	-261	
HWREP	Highway Repairs	25,660	184	289	105	
LDEPO	Longridge Depot	0	5,330	4,768	-562	
LITTR	Litter Bins	21,720	2,504	1,234	-1,270	
MCAFE	Museum Cafe	19,140	-2,512	-1,685	827	
MUSEM	Castle Museum	262,450	11,094	9,457	-1,637	
PAPER	Waste Paper and Card Collection	130,390	-7,665	-10,677	-3,012	
PKADM	Grounds Maintenance	0	-72,563	-98,590	-26,027	
PLATG	Platform Gallery and Visitor Information	132,140	30,076	29,029	-1,047	
VARIOUS	Refuse Collection Vehicles	5,000	156,009	198,479	42,470	
RCOLL	Refuse Collection	1,085,990	130,319	125,880	-4,439	
RECU	Recreation Grants	36,310	10,245	810	-9,435	
RIVBK	Riverbank Protection	2,510	424	532	108	
ROEBN	Roefield Barn	-370	-121	-13	109	
RPBIN	Chargeable Replacement Waste Bins	0	0	-16,750	-16,750	
RPOOL	Ribblesdale Pool	308,390	17,621	55,527	37,906	
RVPRK	Ribble Valley Parks	478,140	130,806	137,425	6,619	
SDEPO	Salthill Depot	0	16,342	17,109	767	
SEATS	Roadside Seats	5,170	844	222	-622	
SIGNS	Street Nameplates & Signs	51,840	4,678	5,410	732	
SPODV	Sports Development	78,950	1,821	4,295	2,474	
SPOGR	Sports Grants	7,510	3,944	3,400	-544	

STCLE	Street Cleansing	340,310	136,755	139,159	2,404	
TFRST	Waste Transfer Station	82,370	35,304	33,599	-1,705	
TRREF	Trade Refuse	-72,400	-226,921	-354,895	-127,974	
TWOWR	Two Way Radio	0	271	977	706	
UPACT	Up and Active Service	0	16,500	17,221	721	
VEHCL	Vehicle Workshop	0	-13,400	-15,298	-1,898	
WBHEQ	Wellbeing & Health Equality	0	0	-1,562	-1,562	
WKSAD	Works Administration	0	-26,337	-30,184	-3,847	
XMASL	Xmas Lights & RV in Bloom	3,290	768	350	-418	

Sum:	3,335,970	813,274	673,171	-140,103
Transfers to/from Earmarked Reserves				
Crime Reduction Partnership Reserve	-13,517	0	0	0
Vehicle & Plant Repairs & Renewals Fund	46,000	46,000	46,000	0
Refuse Collection Reserve	16,750	16,750	0	-16,750
Total after Transfers to/from Earmarked Reserves	3,385,203	876,024	719,171	-156,853

2.3 The variations between budget and actuals have been split into groups of red, amber and green variance. The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas, which currently do not present any significant concern.

Key to Variance shading	
Variance of more than £5,000 (Red)	R
Variance between £2,000 and £4,999 (Amber)	A
Variance less than £2,000 (Green)	G

2.4 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.

2.5 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.

2.6 In summary the main areas of variance which are **unlikely** to rectify themselves by the end of the financial year are summarised below:

Description	Variance to end July 2017 £
Refuse Collection (RCOLL) – The change of a loader position to a driver position has resulted in the net overspend on staffing.	6,933
Refuse Collection (RCOLL) – Use of works administration staff to collect special collections resulting in an increase in temporary staff spend (i.e. the charge from Works Administration).	3,010
Ribblesdale Pool (RPOOL) – Vacancies in the positions of 1.5 FTE Instructors has resulted in a reduction in staffing costs.	-4,787

3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £140,103 for the first four months of the financial year 2017/18. This is increased to £156,853 after allowing for transfers to/from earmarked reserves.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM8-17/AJ/AC
21 August 2017

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
COMMD/0100	Community Services Department/ Salaries	866,650	293,273	301,637	8,364	An allowance of 4% for staff turnover is built into the budget. To date this allowance has not fully materialised.	A review of the salaries budgets will be carried out at revised estimate and adjusted to reflect actual turnover.
RECUL/4678	Recreation Grants/Grants to Voluntary Organisations	19,140	3,961	-6,400	-10,361	The actual relates to an estimated debtor relating to a grant awarded in 2015/16 but not yet paid.	Variance will be mitigated once payment of the grant has been made.
PKADM/8903z	Grounds Maintenance/ Oncost	-455,280	-151,880	-173,903	-22,023	Recovery to date higher than estimated due to minimal sickness and holiday leave.	As annual leave is taken recovery will slow and the variance mitigated.
PAPER/2909	Waste Paper and Card Collection/Cost Sharing Penalty Charge - Paper	108,760	27,190	18,282	-8,908	Income received from the sale of paper passed over to Lancashire County Council as a penalty charge. The income received, and in turn penalty payable is dependent upon market prices for the sale of paper.	A review of the budget will be carried out at revised estimate and adjusted accordingly, taking into consideration market prices for the sale of paper.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
PAPER/8297n	Waste Paper and Card Collection/Sale of Equipment/Materials	-107,150	-35,744	-29,851	5,893	Income from the sale of paper is dependent upon market prices. A fall in prices in April and May has resulted in a reduction in income.	A review of the budget will be carried out at revised estimate, taking into consideration market prices.
RPBIN/8297n	Chargeable Replacement Waste Bins/Sale of Equipment/Materials	0	0	-16,750	-16,750	Income from the sale of bins to householders.	Income to be offset against expenditure incurred in the purchase of the bins and the surplus/deficit transferred to/from an earmarked reserve.
RCOLL/0160	Refuse Collection/Drivers Wages	213,960	71,376	80,438	9,062	A loader position was changed into a driver position after the original estimate was prepared resulting in the overspend.	A review of the budgets will be carried out at revised estimate to reflect the latest Establishment List.
RJZPA/2602	PK63 JZP Mercedes/Vehicle Repairs & Maintenance	18,340	13,448	18,700	5,252	Repairs to the sliders in the hopper, specialist repairs carried out by the manufacturer.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RJZOA/2602	PK63 JZO Hile Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	17,060	12,168	18,529	6,361	Repairs to the blade, shoe assembly and side track caused by general wear and tear. Repairs carried out by the vehicle manufacturer.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.
RKYKA/2602	VN12 KYK Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	6,420	2,140	11,767	9,627	Repairs to the suspension - carried out by the vehicle manufacturer.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.
RYEKA/2602	PO60 YEK Mercedes Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	8,380	2,100	13,153	11,053	Repairs to the hopper floor and realignment of the body.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RJKA/2602	VU59 JJK Dennis Eagle/Vehicle Repairs & Maintenance	25,160	8,392	19,527	11,135	Repairs to the hydraulic fan and replacement of pump.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.
TRREF/8411z	Trade Refuse/Trade Waste Collection (Commercial)	-208,080	-181,113	-281,893	-100,780	Income received from trade waste customers in excess of budget due to an increase in the customer base. The budget was increased when the original estimate was prepared however income has exceeded this still further.	A review of the budget will be carried out at revised estimate and adjusted accordingly. Some customers may cancel their contracts as the year progresses and credit notes issued - this will be taken into consideration when the budget is prepared.
TRREF/8595z	Trade Refuse/Trade Waste Collection (Charitable)	-58,870	-35,899	-61,436	-25,537	Income received from trade waste customers in excess of budget due to an increase in the customer base. The budget was increased when the original estimate was prepared however income has exceeded this still further.	A review of the budget will be carried out at revised estimate and adjusted accordingly. Some customers may cancel their contracts as the year progresses and credit notes issued - this will be taken into

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
							consideration when the budget is prepared.
RPOOL/2402	Ribblesdale Pool/Repair & Maintenance - Buildings	16,600	5,532	13,197	7,665	Installation of a disabled changing mat has resulted in the overspend.	A review of the repairs and maintenance demands across the Council's sites will be carried out at revised estimate and the budgets reallocated accordingly.
RPOOL/8571n	Ribblesdale Pool/Adult Admissions	-72,750	-25,127	-19,632	5,495	Admission income lower than budgeted, in line with a national trend of a fall in swimming pool admissions.	As part of the Sport England grant funding awarded to refurbish the swimming pool, initiatives have to be implemented to encourage take up of swimming. Plans are being developed to achieve this.
RPOOL/8542i	Ribblesdale Pool/Courses	-102,830	-40,247	-18,757	21,490	Staff vacancies on the positions of 1.5 FTE swimming teachers plus staff sickness of 0.5 FTE teacher has resulted in a reduction in lessons offered and income received.	The vacancy of 0.5 FTE teacher has been filled to commence lessons when the new term starts in September. Recruitment is currently under way to replace 1 FTE teacher.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
RPOOL/0101	Ribblesdale Pool/Salaries Overtime	6,960	2,320	5,338	3,018	Cover for annual leave has resulted in overtime being incurred. Spend will reduce as annual leave is been taken.
RPOOL/0210	Ribblesdale Pool/Instructors Wages	38,330	12,786	7,999	-4,787	Staff vacancies on the positions of 1.5 FTE swimming teachers has resulted in an underspend on staffing costs.
RPOOL/2882	Ribblesdale Pool/Repairs to Equipment	3,150	1,099	3,294	2,195	Repairs to the pool vac.
RPOOL/8532I	Ribblesdale Pool/Hire of Baths - Clubs	-38,330	-38,330	-41,199	-2,869	Invoices are raised annually for club use of the pool. The budget allows for some sessions to be cancelled and credit notes issued.
RPOOL/8572n	Ribblesdale Pool/Junior Admissions	-51,060	-16,476	-14,185	2,291	Junior admission income lower then budgeted, in line with a national trend of a fall in swimming pool admissions. £1 swimming sessions for 1 hour, 3 x per week are being held during the school summer holidays to increase attendance.
RPOOL/8279n	Ribblesdale Pool/Items Purchased for Resale	-16,510	-6,440	-4,083	2,357	Income lower than estimated when the budget was prepared.
ARTDV/4672	Art Development/Grants	4,830	1,612	-2,800	-4,412	The actual relates to 3 x estimated creditors for grants awarded in 2016/17. The variance will be mitigated once payment of the grants has been made.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
CULTG/4676	Culture Grants/Grants to Individuals	4,200	4,200	800	-3,400	Grants awarded lower than budget. Budget to be reduced at revised estimate.
CRIME/3277	Crime and Disorder/Promotional Activities	19,060	3,812	432	-3,380	Minimal expenditure to date - expenditure will pick up once promotional activities commence.
CASFD/8621z	Castle Field Toilets/Reimbursements by Insurance Company	0	0	-3,145	-3,145	Reimbursement for a claim for vandalism damages which occurred 31/12/16.
WKSAD/8900z	Works Administration/Oncost 100%	-186,550	-62,232	-65,314	-3,082	Recovery higher than estimated due to minimal annual leave and staff sickness.
WKSAD/8910z	Works Administration/Oncost Capital	-9,660	-3,246	-1,079	2,167	Lower than estimated time spent on capital schemes. Time focused on revenue schemes resulting in increased recovery through revenue schemes.
EALLW/8889l	Edisford All Weather Pitch/Junior All Weather pitch (Exempt)	0	0	-2,914	-2,914	Junior use of the all-weather pitch - budget to be brought in at revised estimate.
EALLW/8886n	Edisford All Weather Pitch/Adult All Weather Pitch (VATable)	0	0	2,302	2,302	Adult use of the all-weather pitch - budget to be brought in at revised estimate.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
RCOLL/0130	Refuse Collection/Temporary Staff	0	0	2,416	2,416	Works administration staff used to collect Special Collections. This has been charged here as 'Temporary Staff'.
RCOLL/0150	Refuse Collection/Loaders Wages	305,740	101,992	99,863	-2,129	A loader position was changed into a driver position after the original estimate was prepared resulting in the underspend.
RCOLL/1013	Refuse Collection/Tuition Fees	4,660	2,787	268	-2,519	Minimal training demands to date.
RCOLL/2896	Refuse Collection/Light Tools & Equipment	7,220	2,408	0	-2,408	No purchases to date.
RCOLL/8597n	Refuse Collection/Bin Hire Scheme	-2,010	-2,010	-4,476	-2,466	Take up of the bin hire scheme higher than estimated when the budget was prepared.
RHNXA/2602	VU60 HNX Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	8,980	2,996	5,854	2,858	Various repair demands to the vehicle.
RAYKA/2602	Iveco Tipper - PO60 AYK/Vehicle Repairs & Maintenance	2,110	734	4,077	3,343	Repairs to the tipper floor, mesh and sides.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
RHXKA/2602	VU62 HXK Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	10,500	3,514	6,944	3,430	Welding repairs to the hopper plates.
VEHCL/8900z	Vehicle Workshop/Oncost 100%	-101,050	-32,336	-34,775	-2,439	Recovery to date higher than estimated due to minimal sickness and holiday leave.
GPLAN/2602	PLANT Grounds Maintenance/Vehicle Repairs & Maintenance	8,800	2,954	563	-2,391	Minimal repair demands to date.
GMZLA/2612	PO16 MZL Grounds Maintenance Vehicle/Diesel	3,310	1,104	4,286	3,182	Usage higher than estimated. The budget will be reviewed at revised estimate.
EDFCP/8420n	Edisford Car Park/Car Park Charges	-71,410	-26,165	-28,328	-2,163	Usage higher than anticipated.
BUSSH/2402	Bus Shelters/Repair & Maintenance - Buildings	7,600	2,536	401	-2,135	Minimal repair demands to date.
SDEPO/8907z	Salthill Depot/Stores Oncost	-57,560	-19,200	-16,377	2,823	Recovery lower than estimated due to lower issues.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
PLATG/2402	Platform Gallery and Visitor Information/Repair & Maintenance - Buildings	4,010	1,338	4,228	2,890	Repairs to the lead work on the chimney and scaffold installation. The repairs and maintenance budgets will be reviewed at revised estimate and reallocated accordingly.
RPOOL/8276n	Ribblesdale Pool/Snacks Vending Machine Sales	-18,680	-6,976	-3,728	3,248	Income lower than estimated when the budget was prepared.
STCLE/8075z	Street Cleansing/Lancashire Highways Partnership Funding	-15,550	-15,550	-11,684	3,866	Income lower than estimated when the budget was prepared - works scaled back to reflect income received.
RVPRK/2402	Ribble Valley Parks/Repair & Maintenance - Buildings	21,710	7,116	11,261	4,145	Vandalism at the parks - smashed windows, graffiti, damage to guttering etc. Incidents reported to the police.
RVPRK/5056	Ribble Valley Parks/Grounds Maintenance	348,360	126,034	130,869	4,835	More time spent by the grounds maintenance team at the parks than estimated.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

Agenda Item No.

meeting date: 29th AUGUST 2017
title: 2016/2017 YEAR-END PERFORMANCE INFORMATION
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 This is the year-end report of 2016/2017 that details performance against our local performance indicators.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Community Objectives –
 - Corporate Priorities –
 - Other Considerations -Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 comprises the following information:
 - The outturn figures for all local performance indicators relevant to this committee for 2016/17. Some notes have been provided to explain significant variances either between the outturn and the target or between 2016/2017 data and 2015/2016 data. A significant variance is greater than 15% (or 10% for cost PIs).
 - Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.
 - Targets for service performance for the year 2016/2017 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
 - Targets have been provided for members to scrutinise for the following three years. A target setting rationale was sought from each Head of Service.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.
- 2.5 Analysis shows that of the 5 indicators that can be compared to target:
 - 80% (4) of PIs met target (green)

- 20% (1) of PIs close to target (amber)
 - 0% (0) of PIs missed target (red)
- 2.6 Analysis shows that of the 5 indicators where performance trend can be compared over the years:
- 40% (2) of PIs improved
 - 0% (0) of PIs stayed the same
 - 60% (3) of PIs worsened
- 2.7 Where possible audited and checked data has been included in the report. However, some data may be corrected following work of Internal Audit and before the final publication of the indicators on the Council’s website. In addition, some of the outturn performance information has not been collected/not yet available before this report was produced.
- 2.8 Indicators can be categorised as ‘data only’ if they are not suitable for monitoring against targets – these are marked as so in the report.
- 3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS
- 3.1 PIs for Culture, Recreation and Leisure Services are being reviewed by Mark Beveridge. A full set of indicators will be introduced for 2017/2018.
- 3.2 In respect of PIs for Engineering Services, Adrian Harper, Head of Engineering Services, has provided the following information regarding performance and targets:
- **PI ES9 (NI191) - Residual household waste per household** – Possible increase in amount collected due to changes in Household Recycling Centre restrictions.
- 4 CONCLUSION
- 4.1 Consider the 2016/2017 performance information provided relating to this committee.









Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES











BACKGROUND PAPERS:

REF: MH/Community Committee/

For further information please ask for Michelle Haworth, extension 4421

PI Status		Long Term Trends	
	Alert		Improving
	Warning		No Change
	OK		Getting Worse
	Unknown		
	Data Only		

Engineering Services Performance Information 2016/2017

PI Code	Short Name	2015/16		2016/17		2017/18	2018/19	2019/20	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI ES1	Number of reported missed collections per 100,000 population	12	18	14	17	17	17	17			Target has been set at the same figure but may actually vary once arrangements post cost sharing have been finalised.	To increase the recycling of waste material
PI ES2	Percentage of missed collections put right in 24 hrs	99.25%	99%	100%	99%	99%	99%	99%			Target has been kept at the same figure but may actually vary once arrangements post cost sharing have been finalised	To increase the recycling of waste material
PI ES5	Percentage of households receiving a three-stream collection service	96.53%	96.6%	96.58%	96.5%	96.5%					We have maintained the 17/18 target but due to cost sharing finishing we cannot yet predict targets for 18/19 or 19/20.	To increase the recycling of waste material
PI ES9 (NI 191)	Residual household waste per household	540	525	559	550	560					We have maintained the 17/18 target but due to cost sharing finishing we cannot yet predict targets for 18/19 or 19/20	To increase the recycling of waste material
PI ES10 (NI 192)	Percentage of household waste sent for reuse, recycling and composting	40.25%	40.00%	37.08%	35.00%	36.00%					We have maintained the 17/18 target but due to cost sharing finishing we cannot yet predict targets for 18/19 or 19/20	To increase the recycling of waste material

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

INFORMATION

Agenda Item No

meeting date: 29 AUGUST 2017
title: CLITHEROE FOOD FESTIVAL 2017
submitted by: DIRECTOR OF COMMUNITY
principal author: MARK BEVERIDGE

1 PURPOSE

1.1 To provide an update on this year's event along with the initial outturn for income and expenditure.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To sustain a strong and prosperous Ribble Valley, encompassing our objective to encourage economic development throughout the borough, with a specific emphasis on tourism.

2 BACKGROUND

2.1 The Council's involvement in the 2017 Food Festival was approved by members following receipt of a proposal to this committee from the Clitheroe Festival of Food Limited at your meeting in October 2016 (minute 284; 11.10.16).

2.2 This Committee agreed to the proposals of previous events based on the condition that the Council would take the lead in organising the event, control the budget and that any future financial concerns were brought back to this committee for consideration.

3 THE COUNCIL'S INVOLVEMENT IN THE 2017 FOOD FESTIVAL

3.1 The Council was once again responsible for delivering the 2017 food festival; including booking the producers and all the logistics and planning required to stage the event. A wide range of staff were involved in a variety of tasks covering areas such as tourism, regeneration, finance, logistics, street cleaning, administration, health and safety. The website was again managed by the Council's IT section and improvements were made over the previous year to make navigation easier.

3.2 The Council provides a significant staff input over and above that required on the day. It is estimated to be in the region of 1,100 hours of staff time, which if allocated to the event would be £17,000 or £21,500 if you were to add national insurance and superannuation contributions.

3.3 Our delivery of Clitheroe Food Festival with the Food Festival Board is an invaluable contribution to our promotion of the area as a tourist destination and also in our role in economic development. The Council also financially supports the event with a £5,000 grant from the economic development service. However this does not mean that the event is universally welcomed by the town's business community. Two market stall holders chose to close on the day of the event and a number of high street retail owners do not engage with the event and would prefer it did not happen.

3.4 Details of the council's staff involvement in the 2017 Clitheroe Food Festival has been summarised below:

- Event management of the festival, including the set up and break down of the festival and the park and ride operation.

- Co-ordination and management of all the producers and street food operators, including the planning of the layout and load in /out on the day of the event.
- Putting in place the road closures and co-ordinating with external agencies such as emergency services, public transport and Lancashire County Council.
- Website development and support.
- Printing and Design of literature.
- Procurement of services and payment of all invoices due.
- Financial services and support.
- Assistance in the set up and dismantle of the festival infrastructure.
- Health and Safety including writing and submitting the event plan.
- First point of contact for all queries through the council's customer services.
- Provision of lead stewards and officer support on the day of the event.
- Litter collection and road sweeping.

3.5 The Council also provided a large amount of infrastructure free of charge on the day of the festival:

- Use of the Council Chamber and Committee Rooms 1 and 2.
- Use of Railway View Car Park and part of Chester Avenue Car Park.
- Use of the bull ring and Market Car Park.

3.6 The Council were able to arrange a fly past by the Red Arrows this year which was well received by the crowds attending.

4 REVIEW OF 2017 FESTIVAL

4.1 The 2017 festival was again a successful event, in both attendances (15-18,000 estimated visitors and 100+ exhibitors). There was the same number of exhibitors despite some reports to the contrary. However for safety reasons the on street stalls were spaced out more to ease the flow of visitors. It is currently forecast to show an outturn deficit of £8,180 as shown in Annex 1 (subject to final invoices). This will be taken from an earmarked reserve set aside to cover such eventualities.

4.2 In addition to a debrief which Council staff carry out with other key stakeholders, it is proposed to carry out a survey of the town businesses including the market traders to establish their views on the 2017 festival. It was apparent this year that more of the shops were resistant to having a stall in front of their shop and whilst the road closure the Council puts in allows a setup which works for the festival, the Council also works with the businesses during the rest of the year, so avoiding any long term issues is a desirable outcome. Therefore in planning the event consideration is given to where stalls go, especially those selling street food which causes the most issues.

5 FINANCIAL PERFORMANCE

5.1 The latest outturn **forecast** for the Clitheroe Food Festival 2017 is a deficit of £8,180. Details of the latest projection of estimated income and expenditure are provided at Annex 1. It must be highlighted that this figure is not final at this stage as we are still awaiting some invoices.

- 5.2 There have been two main variances with regards income and expenditure: security and sponsorship income. Additional security personnel were hired this year to assist with crowd management and overall safety of the event, resulting in additional expenditure of £1,440. Also there was a large reduction in sponsorship income attracted by Clitheroe Festival of Food Limited, being £7,000 lower than that attracted towards last year's festival. Both of these items are the main contributory factors to the increase in the overall net cost of this year's festival.
- 5.3 With regard to sponsorship it must be noted that of the £12,500 income shown for this year at Annex 1, £2,000 of this has yet to be received from the Seafood Pub Company Limited although payment is expected in early September.
- 5.4 There have also been some changes around VAT this year in that stallholder income and park and ride income is now fully VATable following changes implemented by HMRC – previously we were able to treat stallholder income as not VATable and only the parking element of the park and ride income as VATable. To a large extent the impact of these changes has been absorbed within the price increase charged this year.
- 5.5 It is proposed to fund the deficit that has been experienced on this year's festival from an earmarked reserve which is made up of surpluses that have been realised in past years of the festival – set aside to meet any future deficits that may arise (balance at 31 March 2017 was £25,912).

6 RISK ASSESSMENT

The approval of this report may have the following implications

- Resources – The 2016 surplus was £5,222. Approximately £21,500 of staff time was provided in support of the festival, which is not accounted for in this surplus. A £5,000 economic development grant is also given in support of this event. The 2017 position at this point in time is estimated to be a deficit of £8,184 (subject to final invoices). It is proposed to fund this from an earmarked reserve which is made up of surpluses that have been realised in past years – set aside to meet any future deficits that may arise (balance at 31 March 2017 was £25,912).
- Technical, Environmental and Legal – The size of the event growing as it has in popularity makes safe staging a constant challenge given the limited street space available within the townscape. The event extended the full length of King Street this year.
- Political – none
- Reputation – The 2017 Festival was a well-run event which enhances the Council's reputation, it received considerable media coverage and the general feedback from attendees was very positive.
- Equality and Diversity – The festival is located on the streets of the town and all areas are accessible. Demonstrations are located in accessible buildings.

7 CONCLUSION

- 7.1 The 2017 festival was again a successful event, in both attendances (15-18,000 estimated visitors and 100+ exhibitors). There was the same number of exhibitors despite some reports to the contrary.
- 7.2 The council have a very significant resource input - by way of staffing, infrastructure and direct financial support - in ensuring that the food festival is a resounding success. Much of these resources are not accounted for in the food festival accounts and are in essence provided by the council 'in-kind'

7.3 The festival this year has operated at a financial loss, which is largely due to the lower level of sponsorship attracted by Clitheroe Festival of Food Limited and some necessary additional costs around security and crowd safety.

7.4 Whilst the loss for this year can be supported by the use of the earmarked reserve set aside for this purpose (using past food festival surpluses), in the longer term an increase in sponsorship, reduction in costs or alternative methods of income generation need to be sought.

8. CONCLUSION

The Committee notes the report.

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

BACKGROUND PAPERS – CFF File

Clitheroe Food Festival 2017 <i>With comparison to the 2016 Festival</i>	Food Festival 2016 £	Food Festival 2017 (Provisional) £	Difference (- are favourable) £
EXPENDITURE			
EMPLOYEE RELATED			
Staffing Costs Before, During and After the Event	4,141	5,187	1,046
<i>total employee related</i>	4,141	5,187	1,046
PREMISES RELATED			
Marquees, Stalls and Staging for Town Centre Entertainment	9,469	8,747	-722
Demonstration Venues	940	960	20
Portable Toilets	450	475	25
Park and Ride Facilities	570	670	100
<i>total premises related</i>	11,429	10,852	-577
TRANSPORT RELATED			
Park and Ride Coach Hire	1,600	1,700	100
Hire of Van	36	40	4
<i>total transport related</i>	1,636	1,740	104
SUPPLIES AND SERVICES			
Advertising and Promotions Online and in Print	4,413	4,290	-123
Printed Leaflets and Posters	2,612	4,008	1,396
Film	900	0	-900
Town Crier - To make proclamations in week prior to festival	160	160	0
Postage	86	90	4
Volunteer T-Shirts (50 of)	662	340	-322
Other (Cable ties etc)	627	1,079	452
Sponsored Banners (Cost of)	1,125	1,180	55
On Street Entertainment	760	1,350	590
Two Way Radios for on the Festival Day	260	435	175
First Aid Provision	1,232	1,325	93
Festival Site Security	552	1,835	1,283
Demonstration Kitchen	0	0	0
Children's Workshops (Cost of)	1,175	1,350	175
The Mad Science Funstations	0	800	800
Refreshments	447	289	-158
AA Signs within Clitheroe and Perimeter	1,150	1,173	23
Traffic Management Signage and Coning	1,565	1,946	381
Other Directional Boards/Signage	506	486	-20
Competition Prizes and Associated Costs	236	120	-116
<i>total supplies and services</i>	18,468	22,256	3,788

Clitheroe Food Festival 2017 <i>With comparison to the 2016 Festival</i>	Food Festival 2016 £	Food Festival 2017 (Provisional) £	Difference (- are favourable) £
THIRD PARTY PAYMENTS			
Beats for Cancer 50% Share of Flag Income	1,538	598	-940
Food Festival Marketing - Latitude Studios Limited	4,000	4,000	0
<i>total third party payments</i>	5,538	4,598	-940
Total Gross Expenditure	41,212	44,633	3,421
INCOME			
CUSTOMER AND CLIENT RECEIPTS			
Park and Ride Income	-3,577	-4,201	-624
Chargeable Events - Demos/Tastings	-1,105	-510	595
Charges to Exhibitors	-12,512	-11,863	649
<i>total customer and client receipts</i>	-17,194	-16,574	620
GRANTS REIMBURSEMENTS AND CONTRIBUTIONS			
Grant from Ribble Valley Borough Council	-5,000	-5,000	0
Over/Unders	10	0	-10
Fair	-500	0	500
Sponsored Promotional Banners	-4,250	-2,375	1,875
Total Sponsorship	-19,500	-12,500	7,000
<i>total grants reimbursements and contributions</i>	-29,240	-19,875	9,365
Total Gross Income	-46,434	-36,449	9,985
(For 2017 - Potential) NET (SURPLUS)/DEFICIT	-5,222	8,184	13,406

RIBBLE VALLEY BOROUGH COUNCIL REPORT COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 29 AUGUST 2017
title: GENERAL REPORT
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: COLIN WINTERBOTTOM
COMMUNITY LEISURE AND SPORTS DEVELOPMENT MANGER
PETER FLETCHER, SPORTS DEVELOPMENT OFFICER

1 PURPOSE

To update on specific aspects of Community Services, namely, Ribblesdale Pool, the Platform Gallery, and Sports Development.

2 RIBBLESDALE POOL

2.1 Lifeguard Training (NPLG) Course

To help in maintaining a supply of Lifeguards, a course was delivered at the Pool recently for 8 young people, aged between 16 to 21 years of age, to become National Pool Lifeguard Qualified. All 8 candidates qualified, and 4 to 5 of them are likely to join the casual list of Lifeguards to work in the near future.

2.2 Swimming Teachers and Provision of Lessons

Despite difficulties being encountered in recruiting new Swimming Instructors to deliver lessons to schools commencing in September, the appointment of an Instructor to a Part – Time position will enable a proportion of lessons to re-start. There are also two Lifeguards pursuing Swimming Teaching qualifications, and are expected to be in a position to support delivery by the end of next month. The challenges of sustaining the provision of Swimming Instruction over the long term will be evaluated and options appraised in detail to identify solutions to what has become an industry-wide problem.

2.3 Swimtag

A Swimtag is available at reception to anyone, on a loan basis, to help monitor their swimming performance, and serves as a motivational aid tracking calorie expenditure, lengths and type of stroke swum, fastest length, and duration of session.

The current Swimtag promotion is the Windermere Challenge. There has been a small rise in swim duration, and Ribblesdale Pool is now 9th in the whole of the UK for average distance swum per swim. At the end of September, we will put out a new challenge alongside a monthly challenge; and prizes are to be given to the winners of the current one.

3 PLATFORM GALLERY

3.1 The Exhibition programme for 2017-18

This has been prepared and consists of;-

Future of Fixing	29 July to 7 October
Northern Star	21 October to 6 January
Marvellous Mechanics	20 January to 24 March
Craft Open	14 April to 23 June
Women in British History/ Ceramics	7 July to 15 September
Northern Star	29 September to 5 January

3.2 The Previous Exhibition - Found in the Fields 6 May – 16 July 2017

Found in the Fields was a touring suite of twelve beautiful lithograph prints, created by the celebrated printmaker, Carry Akroyd. The Platform Gallery was pleased to showcase this talented British craftswoman's project alongside a range of her print practice, featuring linocuts and other screenprints.

The Platform Gallery Craft Shop sold books, cards and postcards by the artist, as well as facilitating orders of prints from the show and her supporting body of print work. The shop also hosted a curated range of craftmakers who likewise have been influenced by the natural world.

Total sales of show are estimated at £3448.08 before commission taken.

The Gallery also held a tour and talk by Carry on Saturday 17 June, 2-4pm. Around 25 visitors attended the event, and sales were made on the day. The supervisor received direct feedback from participants supportive of this kind of event at the Gallery.

This was an incredibly popular show, which received overwhelmingly positive feedback. Visitors who left comments came from as far away as USA, Australia, Spain, and Ireland, as well as locals and Lancashire residents:

3.3 The Current Exhibition

Everyday Objects: More of the Same

A Touring Show by Jason Taylor 29 July – 7 October 2017

Back in 2011, designer Jason Taylor set himself an epic challenge – to design and make a new thing every day of the year throughout 2012. Working with mundane, mass-produced objects that populate our everyday lives, Jason tinkered with familiar items to create something entirely original and new.

The Platform Gallery is pleased to be able to share the latest iteration of the show, sharing Jason's latest experiments and approach to making – we hope to inspire visitors to look anew at their own everyday objects, and rethink how they use such stuff of a throwaway society.

Accompanying the show there will be a pop-up shop where visitors can purchase souvenirs and gifts made by Jason. We are also running a series of drop-in workshops where visitors are welcome to experiment and discover the joy of making.

3.4 ArtWalk

The day of the next town ArtWalk is Sunday 24 September 2017. Clitheroe Artwalk highlights seven of Clitheroe's galleries, allowing visitors to start their journey anywhere along the route.

3.5 Art Experience for School Children

Partnering with Ribble Valley Art Studios, Art Trips for Primary Schools are to commence this September. Combining an exhibition visit with practical workshops, it is hoped that this maker-led trip will be a fantastic way to inspire young classes and encourage their future in making.

3.6 Sunday Opening

The Gallery has been opened over summer holiday period on Sundays and the recorded attendances have varied so far between 50 to 240; with a total of 1659 at an average of 111.

4 SPORTS DEVELOPMENT

4.1 Developing Facilities in Longridge

The Sports Development Officer has been working with Longridge Town Juniors and AFC Longridge to help develop the playing pitches at Mardale and Kestor Lane and, as a result, all five pitches have now been treated by Shockwaving. When a football pitch is played on regularly it becomes compacted. This is when the soil particles are squeezed together forcing out any air. This stops roots penetrating the soil structure and reaching the required depth for a healthy plant. This, in time, makes the grass plant weaker than it would normally be. It also prevents the rainwater percolating through the soil layers and into the drain, causing inefficient drainage and, in extreme conditions, waterlogging.

To alleviate this problem, the most cost effective procedure is Shockwaving (earthquaking as it is sometimes called). This breaks up the compaction, and leaves the soil structure with a 50/50 mixture of soil particles and air.

Shockwaving is a linear aeration technique where alternate blades cut through the soil to move it from side to side, 'cracking open' the soil structure.

It is hoped this will allow more football matches to take place, and has only been achieved through the partnership working between the clubs and the council.

The council has, in addition to this, bought new junior goal posts for Longridge Town Juniors to use, and marked out two new small sided pitches to allow more junior teams to train and play matches.

4.2 Summer 2017

The Summer Activities programme in the Ribble Valley 2017 has been a tremendous success during the six week summer holiday period. The activities have had 1000's of attendances (some repeat) at the activities advertised in it, and over 1000 activity hours delivered over that period. The booklet showcases the fantastic partnership work between local sports clubs, charities, community groups, schools, and local businesses, as testified by all partners involved.

The booklet this year has been completely self-funding after LCC support ceased after summer 2016. All adverts have been paid for by providers, with a big 'thank you' to Roefield Leisure for working in partnership with the council, and contributing the over 46% of the total cost.

The scheme has been created, organised, and administered by Ribble Valley Borough Council.

4.3 Sportivate Project

A project entitled 'Swimming for Women' has been approved for funding support, and will be delivered at Ribblesdale Pool. Sport England's 'Youth Insight', August 2014, suggests 'we don't need to replace traditional competitive sport but a broader offer that meets more diverse needs'. 'Swimming for Women' offers a varied and flexible programme of physical activity that will satisfy the diverse needs and interests of young ladies, accessible across 7 days of the week.

The project will focus on changing behaviour to sport and physical activity, rather than attitude. The non-competitive nature of the offer will have a key focus on those seeking to adopt a healthy and positive approach to physical activity and life. The offer will be specifically and carefully marketed using all available social media channels. This targeted approach will aim to engage those described as 'Uninterested' who display irregular and inactive behaviour. Access to a 'Social' and 'Personalised' experience will support the recruitment of this hard-to-reach cross section of 17-25 year olds.

Participants must be aged between 17-25 years and, if they access the 8 week programme, they will be offered a free 1 month membership to the pool so they can carry on their regular swimming sessions.

Participants will be issued a pass at the start of the programme which will be swiped at reception upon arrival at leisure centres to monitor frequency of attendance. The programme includes weekly coaching sessions that are available to all participants.

5 CONCLUSION

Committee will continue to be informed of further relevant progress and updates within Community Services.

COLIN WINTERBOTTOM
COMMUNITY LEISURE AND SPORTS DEVELOPMENT MANAGER

PETER FLETCHER
SPORTS DEVELOPMENT OFFICER

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information relating to Ribblesdale Pool, and the Platform Gallery,
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Community Services Committee 29.8.17/Colin Winterbottom/Peter Fletcher/IW