

## Minutes of Community Services Committee

Meeting Date: Tuesday, 30 October 2018, starting at 6.30pm  
Present: Councillor S Hore (Chairman)

Councillors:

|              |            |
|--------------|------------|
| J E Alcock   | S Knox     |
| A Brown      | R Newmark  |
| R Hargreaves | M Robinson |
| K Hind       | I Sayers   |
| S Hind       | G Scott    |
| S Hirst      | N Walsh    |
| J Holgate    | J White    |

In attendance: Director of Community Services, Head of Engineering Services, Head of Cultural and Leisure Services, Head of Financial Services, Waste Management Officer.

Also in attendance: Councillor M Fenton.

### 373 APOLOGIES

There were no apologies for absence from the meeting.

### 374 MINUTES

The minutes of the meeting held on 4 September 2018 were approved as a correct record and signed by the Chairman.

### 375 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

There were no declarations of pecuniary and non-pecuniary interest.

### 376 PUBLIC PARTICIPATION

There was no public participation.

### 377 CLITHEROE FOOD FESTIVAL

The Director of Community Services submitted a report providing Committee with an update on the year's event, along with the outturn for income and expenditure and asking for consideration of the Council's support for the 2019 Festival.

He reminded Members that the delivery of Clitheroe Food Festival had been the sole responsibility of the Council for the 2018 event following the disbandment of the Food Festival Company Ltd. The event had been organised by Council officers with help from staff who worked on the day undertaking various roles, volunteers plus the casual employment of a previous employee.

The Clitheroe Food Festival contributes to the promotion of the area as tourist destination and in our economic development role, although there was limited hard evidence to support the economic impact of the event on the town. For

some in the local business community, it is a boom day and for others possibly one of their quietest of the year.

The amount of sponsorship attracted by the festival has fallen over the past 4 years, with an amount of £8,500 being achieved this year, although was far from guaranteed next year. The event, despite large numbers of people attending, does not generate sufficient income to cover the cost of staging it, simply because it is primarily free to attend.

The final outturn for the Clitheroe Food Festival 2018 showed a deficit of £2,660 which was considerably better than the forecast position presented to Committee in January 2018, which was prepared on the basis of no sponsorship monies being received. As was the case last year, the net cost of the event will be funded from the earmarked reserved that was created from past surpluses; the intention in previously setting these aside being to fund any deficits should they occur.

One of the considerations of the report was whether the Council agreed to undertake the organisation of the Food Festival event in 2019. At this stage it was anticipated that such costs would be similar to those in this year, with an ongoing requirement for sponsors to mitigate the cost of falling on Council Tax payers.

Should Committee agree to the Council undertaking the organisation of the Food Festival event in 2019, detailed budgets would be considered in line with the Council's normal budget setting process. The significant contribution of the Council of in kind support to the event through staff and resources would also be required.

Members were delighted with the way the 2019 Food Festival had gone and congratulated the Head of Cultural and Leisure Services on a job well done. It was felt that the Member Working Group that had been set up to help find sponsorship for the event should continue their work.

**RESOLVED:** That Committee agree to the Council staging the Clitheroe Food Festival in 2019 and ask the Member Working Group again to work with officers in attracting sponsorship for next year's event.

#### 378 ROEFIELD ARTIFICIAL GRASS PITCH PROPOSAL

The Director of Community Services submitted a report providing information on the options available to the Council to provide a new artificial surface at Roefield as sought by Committee in September 2018.

He reminded Committee of the background to this issue and the discussions that had taken place with the Lancaster Foundation and the newly formed Ribble Valley Community Sports Trust.

Although the Committee had declined their proposal they had asked officers to prepare options for the Council to provide a new artificial surface facility at Roefield.

The report outlined the two options available to the Council:

- The Council undertake the building and operation of a single full size 3G AGP and a refurbishment of the existing artificial surfaces at Roefield which is part 3G and part multi-purpose.
- The Council undertake the building and operation of a full size 3G AGP and approximately half size 3G AGP based on the existing area which would remove the current multi-sports surface which is there.

The two options were evaluated for Committee's information and it was felt that of the two options outlined the best one to provide the greatest community benefit would be option A, as it incorporates a multi-purpose surface, allowing for a wider range of activities to be played.

However it was pointed out that neither of the options included the toilet provision which was an identified concern that had emerged during discussions on the previous proposal.

The report outlined both the capital and revenue implications for the Council although these were only an indicative picture at this stage.

Members expressed their support for going ahead with the Council providing a facility and asked various questions regarding the options outlined.

Councillor Fenton was given permission to speak on this item and sought the Committee's support.

It was also felt that the provision of toilet facilities was imperative to this facility and that if those facilities were able to be enhanced it would be a bonus.

Specific thanks was conveyed to the Lancaster Foundation and Clitheroe Wolves for the research and preparation work already put into this project that they had been willing to share with the Council.

RESOLVED: That Committee

1. recommend to Policy and Finance Committee that option A contained in the report be considered as a capital bid for 2019/20 with the intention of construction beginning in May and the facility being available for the 2019 season; and
2. recommend to Policy and Finance Committee that a further development including an enhanced toilet block also be explored as part of this proposed facility.

(Councillor Jim White left the meeting at 7.20pm.)

379

#### THE FUTURE OF BRING SITES

The Director of Community Services submitted a report asking Committee to consider the future of Council bring sites in the borough. Following the last meeting of Committee a letter had been sent to all relevant Parish Councils requesting their views on bring sites within their areas.

Four responses had been received from Chipping, Sabden and Ribchester wishing to retain their bring sites and from Bolton-by-Bowland who did not wish to retain theirs.

No responses had been received from the other villages concerned, however there was a request from the Downham Councillor that a decision be deferred on theirs until after their Parish Meeting.

Sainsbury's had yet to be contacted.

Members were informed that officers would analyse the collection figures for the remaining car park sites in Clitheroe to ascertain which sites were suitable to retain. Alternative arrangements to those presently used would be made to collect at the sites retained.

RESOLVED: That Committee retain the bring sites as requested by Chipping, Sabden and Ribchester and close the remaining Parish bring sites subject to a response from Downham by 1 December 2018 and that Sainsbury's would be consulted.

#### 380 REVIEW OF FEES AND CHARGES

The Director of Resources submitted a report seeking Committee's approval on proposals to increase this Committee's fees and charges with effect from 1 April 2019. These proposals were the first stage in the review of the Committee's budget for the forthcoming 2019/20 financial year.

The Budget Working Group had considered the overall 3 year budget forecast which showed a potential budget deficit for 2019/20 of £101k after taking £250k from general fund balances.

The Council's latest budget forecast allows for a 2% increase in the level of income raised from fees and charges and this review aims to increase budgeted income for 2019/20 by this amount as a minimum. After applying this percentage increase proposed charges have generally been rounded up or down to minimise any problems with small change which inevitably impacts on the individual percentage rise for each separate charge, particularly when the charge is low.

The review of the fees and charges had been co-ordinated by Financial Services working together with Heads of Service and budget holders to enable the budget holder to propose a set of fees and charges for their services.

The proposed set of fees and charges was set out for Committee's information.

With regard to commercial trade refuse collection charges, a significant element of the charge relates to the recovery of disposal costs levied by Lancashire County Council – our element has been increased by a minimum of 2%. Lancashire County Council's element has been increased by 1.05%. Charitable trade waste collection does not invoke any disposal costs levied by Lancashire County Council and has therefore been increased by a minimum of 2%.

Several new charges had been identified and these were highlighted in the report.

The report also gave 2 options with regard to proposed increased charges for car parking where either an increase could be made only on specific price bands or an increase on all car park charges by 2% and rounded up to the nearest 10p.

A summary of the financial impact of the 2 options was detailed for Committee's information.

Committee discussed the various aspects of the fees and charges including the introduction of the new charges as well as the options regarding the charges made for car parking throughout the borough. The point was also made with regard to the charges for room hire at Platform Gallery compared to those made for the Museum and it was requested that a similar charging structure be used to bring in a charge for not for profit charitable and recognised community organisations.

RESOLVED: That Committee

1. approve a level of fees and charges to be levied for this Committee for 2019/20 as outlined in the report at Annex 1;
2. approve the set of new fees and charges that had been identified;
3. agree that all car park charges be increased by 2% and then rounded up to the nearest 10p; and
4. agree that charges for the Platform Gallery space be amended to include a reduced rate for hire by non-profit charity or recognised community organisations.

381 CAPITAL PROGRAMME REVIEW AND NEW BIDS 2019/2024

The Director of Resources submitted a report recommending the future 5 year Capital Programme for the financial years 2019/20 to 2023/24 for this Committee.

For this Committee there were originally 25 schemes approved for financial years 2019/20 to 2022/23 totalling £3,301,240. One bid had been submitted to increase the value of one scheme in 2019/20 based on an updated estimate. This was bid 1: Replacement Gang Mower, which will increase the cost of the scheme by £1,000 in 2019/20 from £29,000 to £30,000.

The Head of Financial Services reported that as a result of the review, 2 schemes remain in the 2019 Capital Programme on a provisional basis at this stage. This related to the Castle Keep lime repointing works and repairs scheme for £311,320 on the condition that external funding was secured to help fund the scheme. No external funding had been confirmed as available so far for this scheme, however it was requested that the scheme still be considered as the works were required urgently on the Castle Keep to ensure it remains structurally sound and does not become a safety risk.

The second scheme related to the installation of a second parking deck on Chester Avenue car park for £1,230,000 where a piece of work was currently underway on car parking in Clitheroe to ensure the underlying need to invest in this infrastructure.

Heads of Service had been asked to put forward new bids for 2023/24 and 11 had been submitted totalling £942,200. However there was a request for 2 of these bids – ‘Edisford car park extension and advanced works’ and ‘automatic access barrier Edisford riverbank’ be brought forward in to the 2019/20 Capital Programme.

He also reminded Members of the previous report considered on the agenda regarding Roefield artificial grass pitch proposal that would be brought in line with the normal Capital Programme setting process.

He pointed out that other Committees would be receiving similar reports for new scheme bids and that all these bids would be finally considered alongside each other by the Budget Working Group and Policy and Finance Committee.

It was suggested by a Member of the Committee that in the light of anti-social behaviour in specific areas that an additional bid be included in the Capital Programme for extra CCTV on Edisford Road in Clitheroe and Berry Lane in Longridge.

RESOLVED: That Committee

1. approve the proposed 5 year Capital Programme for 2019/20 to 2023/24 including the additional £1,000 for bid 1 and that bids 8 and 11 be moved forward in 2019/20 and an additional bid be included for CCTV cameras on the periphery of Clitheroe and in Berry Lane, Longridge; and
2. recommend to Policy and Finance Committee a future 5 year Capital Programme for this Committee.

382 CAPITAL MONITORING 2018-19

The Director of Resources submitted a report providing Members with information on the progress of the approved Community Committee 2018/19 Capital Programme for the period to the end of September 2018. The report gave a summary of the Community Committee Capital Programme budget expenditure to date and variances and included the full Capital Programme by scheme with details, financial information and the budget holder’s comments. At the end of September 2018, 71.8% of the Annual Capital Programme for this Committee had been spent or committed.

RESOLVED: That the report be noted.

383 REVENUE MONITORING 2018-19

The Director of Resources submitted a report for Committee’s information on the position for the period April to September 2018 of this year’s revenue budget as far as this Committee was concerned.

The report outlined by cost centre a comparison between actual expenditure and the original estimate for the period to the end of September and highlighted the variations along with the budget holder's comments and agreed action plans.

RESOLVED: That the report be noted.

384 UP AND ACTIVE PROGRAMME

The Director of Community Services submitted a report updating Members about the East Lancashire Up and Active Programme and notifying Committee of an extension of 12 months to the contract, which extended it until April 2020.

RESOLVED: That the report be noted.

385 GENERAL REPORT

The Director of Community Services submitted a report informing Committee on arrangements for Christmas parking, matters within Cultural and Leisure Services, including Ribchester allotments, Ribblesdale Pool, arts development, Platform Gallery and Visitor Information Centre, sports development and the Edisford funfair. Dates in December for free parking in town centre car parks in Clitheroe and Longridge are: 1, 8, 15 and 22 December.

RESOLVED: That the report be noted.

386 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

The meeting closed at 8.04pm.

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