Public Document Pack

Ribble Valley Borough Council

www.ribblevalley.gov.uk

Dear Councillor

The next meeting of the **COMMUNITY SERVICES will be held at 6.30 pm** on **TUESDAY, 25 MAY 2021** in the **Council Chamber, 13 Church Street, Clitheroe, BB7 2RA.**

I do hope you can be there.

Yours sincerely

M. H. Scott

CHIEF EXECUTIVE

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 8)

3. **TO APPROVE THE MINUTES OF THE EMERGENCY COMMITTEE** (Pages 9 - 10)

4. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

   Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interest in respect of matters contained in the agenda.

5. **PUBLIC PARTICIPATION**

ITEMS FOR DECISION

6. **APPOINTMENT OF WORKING GROUPS 2021/22** (Pages 11 - 12)

   Report of the Chief Executive enclosed.

7. **CAPITAL OUTTURN 2020/21** (Pages 13 - 20)

   Report of Director of Resources enclosed.

8. **PLAY AREAS** (Pages 21 - 24)

   Report of Director of Community Services enclosed.

9. **DEPOSIT RETURN SCHEME, EXTENDED PRODUCER RESPONSIBILITY AND CONSISTENT COLLECTION CONSULTATION PAPERS** (Pages 25 - 32)

Report of Director of Community Services enclosed.

10. **CLITHEROE TOWN MAPS** (Pages 33 - 36)

Report of Director of Community Services enclosed.

ITEMS FOR INFORMATION

11. **RV3G PITCH** (Pages 37 - 38)

Report of Director of Community Services enclosed.

12. **RECYCLING UPDATE** (Pages 39 - 40)

Report of Director of Community Services enclosed.

13. **REPRESENTATIVES ON OUTSIDE BODIES 2021/22** (Pages 41 - 42)

Report of the Chief Executive enclosed.

14. **GENERAL REPORT OF DIRECTOR OF COMMUNITY SERVICES** (Pages 43 - 48)

Copy enclosed.

15. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

16. **EXCLUSION OF PRESS AND PUBLIC**

None.

Electronic agendas sent to members of Community Services – Councillor Richard Newmark (Chair), Councillor Jan Alcock JP, Councillor Stephen Atkinson, Councillor David Birtwhistle, Councillor Stella Brunskill JP, Councillor Stuart Carefoot, Councillor Rosemary (Rosie) Elms (Vice-Chair), Councillor Angeline Humpheys, Councillor Susan Knox, Councillor Ged Mirfin, Councillor Simon O'Rourke, Councillor Sarah Rainford, Councillor Mary Robinson, Councillor Jennifer (Jenni) Schumann and Councillor Gary Scott.

Contact: Democratic Services on 01200 414408 or committee.services@ribblevalley.gov.uk

Minutes of Community Services

Meeting Date: Tuesday, 9 March 2021, starting at 6.30 pm
Present: Councillor R Newmark (Chair)

Councillors:

J Alcock
S Atkinson
T Austin
D Birtwhistle
S Carefoot
L Edge
A Humpheys
G Mirfin
S O'Rourke
S Rainford
M Robinson
J Schumann
G Scott

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

Also in attendance: Councillors D Berryman and D Peat

1010 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillor S Knox.

1011 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 5 January 2021 were approved as a correct record and signed by the Chairman.

1012 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Councillors J Schumann and S Rainford declared an interest in agenda item 5 – Recreation, Culture, Arts Development and Arts and Sports Excellence Grants.

Councillor L Edge declared an interest in agenda item 7 – RV3G Pitch Daytime Education Use.

1013 PUBLIC PARTICIPATION

Mr W Maxwell attended the meeting to speak on agenda item 11 – Council Assets in Longridge. He requested that, should the Council choose to sell the toilet block site at King Street, Longridge that the proceeds of the sale be re-invested in Longridge.

(Councillors J Schumann and S Rainford declared an interest in the next item of business and were put on hold.)

1014 RECREATION, CULTURE, ARTS DEVELOPMENT AND ARTS & SPORTS EXCELLENCE GRANTS

The Director of Community Services submitted a report presenting the recommendations of the working group in relation to the allocation of grants under the recreation/culture/arts development scheme and the individual sports and arts excellence schemes.

It was noted that the number of grants awarded across all categories was lower this year due to the impact of the Covid 19 pandemic with less participation in activities, and events not yet taking place.

An added bonus of £100 per applicant under the excellence schemes was suggested for this year only to enable the young people 'returning' to their activity post Covid. A one year only grant was also proposed for coaching schemes as a 'back to sport participation' incentive.

RESOLVED THAT COMMITTEE:

Endorse the recommendations of the working group as appended to these minutes, and approve the carrying forward of monies as outlined in the report from 2019/20 to 2020/21.

(Councillors Schumann and Rainford were re-admitted to the meeting)

1015 CAPITAL PROGRAMME 2021/22

The Director of Resources submitted a report informing members of the schemes approved for inclusion in this committee's 2021/22 capital programme, and requesting approval for one capital scheme to be brought forward from 2023/24 into the 2021/22 capital programme.

The capital programme for 2021/22 to 2024/25 was approved by Council on 2 March 2021. The overall capital programme for the four-year period totals £6,011,700 for all committees. For this committee it was £3,436,900 with £1,555,000 relating to the 2021/22 financial year for 5 approved schemes.

Members were reminded that the installation of a second parking deck on Chester Avenue scheme could only be progressed after a feasibility study had been undertaken by officers and approved by Policy & Finance committee.

There was a request to bring forward the capital scheme relating to the refurbishment of the Bowling Green Café in Castle Grounds currently included in the approved capital programme for 2023/24 into the capital programme for 2021/22 at a lower budget of £45,000. This was so that work could be undertaken promptly to return the café to a state where it can be let for a business to operate from and the area around the café be returned to a proper condition.

Councillor Berryman was given permission to speak on this item and raised the issue of the playground at Whalley woodland where the equipment had been removed for safety reasons, and asked that funding be made available for it be replaced as quickly as possible.

RESOLVED THAT COMMITTEE:

Approve the proposal to bring forward the Refurbishment of Bowling Green Café in Castle Grounds capital scheme from 2023/24 to 2021/22 at a lower budget of £45,000.

(Councillor Edge declared an interest in the next item of business and was put on hold)

1016 RV3G PITCH - DAYTIME EDUCATION USE

The Director of Community Services submitted a report outlining a proposed opportunity to hire the community room at the RV3G together with some daytime pitch use for the purposes of delivering a BTEC sports course for local young people in Ribble Valley.

The community room had been equipped for education use and more than one provider had come forward expressing an interest in using the facility to establish a course from. The Council would need to go through a formal procurement process to select a suitable operator. This use would not impact on the normal evening and weekend use and school bookings and competitions would still be accommodated.

RESOLVED THAT COMMITTEE:

1. Note the report and agree in principle the use of the facility during term time for education use; and

2. Ask the Director of Community Services to procure and agree terms with a provider for a BTEC course.

(Councillor Edge was re-admitted to the meeting)

1017 PLATFORM GALLERY ARTIST SELECTION

The Director of Community Services submitted a report outlining proposed changes to the stock levels at the gallery to improve choice for customers and help new artists show their designs.

Committee were reminded that some years ago following an audit report the number of artists stocked at the galley had been limited to allow for better stock control.

It was reported that the gallery found that rotating work or adding new displays translates to a boost in sales, and therefore needed more than the current cap of 30 artists. Increasing the shop offering would also better support the exhibition programme and this would be taken on a sale or return basis. This would also help new artists in their development, especially given the reputation of the gallery in the area.

RESOLVED THAT COMMITTEE:

Approve raising the limit to 40 artists and delegating to the Director of Community Services the numbers stocked in any period.

1018 RIBBLE VALLEY CCTV OPTIONS

The Director of Community Services submitted a report presenting options on how the Council could support village or parish requests for CCTV coverage in their areas.

At a recent meeting of the Ribble Valley Crime and Reduction Partnership held on 25 February 2021, the topic of stand-alone CCTV systems for rural villages had been discussed and the partnership had expressed support in principle, with further work to follow and the possibility of financial contributions.

Committee were reminded that adding more cameras to the Council's existing infrastructure was neither simple nor affordable in the short term and that the more immediately deliverable way forward would be stand-alone installations in the

parishes. Options for funding were highlighted and once approved the Council's Engineering section could oversee the contract process for the installation which would then be handed over to the parish, and appropriate training given to operate the system by the installation contractor.

The report outlined what would be required to expand the Council's existing infrastructure and possible future developments.

Members asked questions about possible funding and highlighted the very different nature of some parishes compared to others.

RESOLVED THAT COMMITTEE:

1. Reaffirm council support for funding bids made by parishes for stand-alone CCTV systems to funding partners;

2. Ask the Director of Community Services to arrange officer support wherever possible to assist parishes in the preparation of bids, managing tenders and preparing protocols for overseeing systems; and

3. Ask Policy & Finance committee to consider whether the Council's concurrent functions grant scheme might be amended to include installations for stand-alone CCTV systems as being eligible for support.

1019 NEW PARKING ORDER

The Director of Community Services submitted a report asking committee to approve a car parking order to restrict the use of electric vehicle parking bays to electric vehicles whilst charging.

It was important for the bays to remain available to those wishing to charge electric vehicles and it was therefore proposed to amend the Order to include provisions restricting the use for the parking in those bays to electric vehicles that were being charged. The requirement for parking charges would remain in these bays when being used for electric charging.

The procedure for making the changes to the Order was outlined for committee's information.

RESOLVED THAT COMMITTEE:

Approve the proposed amendments to the Order as set out in the report.

1020 COUNCIL ASSETS IN LONGRIDGE

The Director of Community Services submitted a report regarding the physical assets in Longridge under the control of this committee and asking that consideration be given to the change of use of any of these assets, and in particular the toilet block on King Street (sometimes referred to as Market Place toilets).

The toilets had been closed in 2012 and to date no urgent use of the site had emerged. Committee were therefore asked to consider the view of the Longridge Assets working group that better use could be made of the site.

Members discussed the toilet block and requested that should the land be sold, that the proceeds be spent in Longridge. Reference was also made to other assets in Longridge and members were informed that the working group were considering the

current legal status of these assets before any decisions could be made regarding their future.

RESOLVED THAT COMMITTEE:

1. Agree to relinquish control of King Street toilets site; and

2. Recommend to Policy & Finance committee that the site be advertised for sale on the open market.

1021 REVENUE MONITORING 2020/21

The Director of Resources submitted a report for committee's information on the position for the period April 2020 to January 2021 of this year's revenue budget as far as this committee was concerned.

A comparison between actual expenditure and the original estimate was shown and the main variations highlighted. There was an overspend of £75,355, £87,115 after allowing for transfers to/from earmarked reserves for the first ten months of the financial year 2020/21.

Committee were informed that a substantial part of the overspend was in respect of refuse collection vehicle repairs and maintenance.

1022 RECYCLING UPDATE

The Director of Community Services submitted a report for information with an update on recycling rates following the figures recently published in January by Lancashire County Council. These showed an increase in recycling of green waste and co-mingled collections of 32% and 43% respectively, and a small increase in residual waste going to landfill.

1023 GENERAL REPORT OF DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a report for information giving an update on a variety of developments in sports, arts and some elements of the Council's response to the coronavirus pandemic, in particular the operation of the lateral flow testing site in the Council Chamber.

Members asked that their thanks be conveyed to those staff who had covered these roles whilst the pool had been closed during lockdown.

1024 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

1025 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.42 pm

If you have any queries on these minutes please contact the committee clerk, Olwen Heap 01200 414408 olwen.heap@ribblevalley.gov.uk.

This page is intentionally left blank

Minutes of Emergency

Meeting Date: Tuesday, 27 April 2021, starting at 4.00 pm
Present: Councillor S Atkinson

Councillors:

S Hore
A Knox
R Newmark

In attendance: Director of Community Services, Director of Economic Development and Planning, Director of Resources, Chief Executive, Head of Legal and Democratic Services and Head of Leisure and Cultural Services

Also in attendance: Councillors D Berryman and L Edge

1150 APOLOGIES FOR ABSENCE

There were no apologies for absence.

1151 DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTEREST

There were no declarations of pecuniary or non-pecuniary interests.

1152 PUBLIC PARTICIPATION

There was no public participation.

1153 EXCLUSION OF PRESS AND PUBLIC

RESOLVED THAT:

By virtue of the next item of business being exempt information under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

1154 PURCHASE OF PLAY EQUIPMENT

The Director of Community Services submitted a report asking members to approve the replacement of play equipment at the play area in Whalley Woodland; and to agree to waive the Contract Procedure Rules to accept a quote that was not the lowest.

He reminded members that Whalley Woodland was owned by the Borough Council and was part of the Calderstones housing development and was originally funded using Section 106 monies and monies from The Big Lottery.

Following inspections around the start of this year several pieces were found to be rotten and potentially dangerous but because of a communications mix-up <u>all</u> the equipment was removed from the play area.

In order to limit the impact on the families whose children used the play area, quotes were sought as soon as possible. The quotes had been scored by officers and a small group of parents had been consulted upon the most appropriate equipment they wished to see replaced in the play area. Of the two quotes that scored highest, the parents had preferred the equipment of the supplier recommended as it was closest

in kind to that that had been removed. Because this was not the lowest price submitted, committee would need to agree to a departure from the Contract Procedure Rules.

Councillor Berryman as Ward member was given permission to speak on this item and supported the residents in their preferred option.

The committee were also supportive of this option as it replaced the equipment taken away more closely in design.

RESOLVED THAT COMMITTEE:

1. Approve the replacement of play equipment that is more challenging for older children and closer in design to that previously there at Whalley Woodland play area; and

2. Agree to waive Contract Procedure Rules and award the contract to Playground Supplies Ltd as set out in the report.

The meeting closed at 4.17 pm

If you have any queries on these minutes please contact the committee clerk on 01200 414408 or olwen.heap@ribblevalley.gov.uk .

DECISION

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 25 May 2021
title: APPOINTMENT TO WORKING GROUPS 2021/22
submitted by: Chief Executive
principal author: Olwen Heap

1 PURPOSE

1.1 To appoint members to any working groups under the remit of the Community Services committee and their membership.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – to be a well managed council providing effective services.
- Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
- Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

2 BACKGROUND

2.1 Working groups are set up by a parent committee to aid them in reaching a decision on specific aspects of their remit. Working groups have no powers and decisions are always made ultimately by the parent committee.

2.2 Working groups are usually made up of members from the parent committee unless another member has an expertise that could be useful to the group or in the case of a small political group availability is an issue.

3 ISSUES

3.1 The following working groups are active and officers recommend they are re-established. Committee may wish to consider if numbers need reviewing to approximate political balance on the Council.

Grants (Recreation/Culture/Excellence/Bloom/Xmas)	3 Conservatives + 1 Lib Dem
Car Parking	3 Conservatives + 1 Lib Dem

3.2 Working groups meet when there is a need to move an issue forward. For some this is on an annual basis and for others it can be as often as monthly.

3.3 Agendas, reports and minutes are done by the officers that serve on the working group. The minutes of each meeting are reported back to the parent committee once approved by the working group so that they are kept informed of progress.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with working groups is included in the budget for 2021/22.
- Technical, Environmental and Legal – no significant risks identified
- Political - no significant risks identified
- Reputation – no significant risks identified
- Equality & Diversity - no significant risks identified

5 RECOMMENDED THAT

5.1 Committee approve the continuance of the working groups under the remit of this committee as suggested and decide upon their membership.

Marshal Scott
CHIEF EXECUTIVE

Olwen Heap
ADMINISTRATION OFFICER

BACKGROUND PAPERS

REF: CE/OMH/COM/25.5.21
For further information please ask for Olwen Heap, extension 4408

DECISION

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 25 MAY 2021
title: CAPITAL OUTTURN 2020/21
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 The purpose of this report is to review the final outturn of the 2020/21 capital programme for this Committee and to seek member approval for the slippage of some capital scheme budgets from the 2020/21 financial year to the 2021/22 financial year.

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 2020/21 CAPITAL PROGRAMME BACKGROUND

2.1 Eight capital schemes for this Committee's original estimate budget, totalling £1,614,000, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2020 and March 2020 respectively. This included six new schemes for 2020/21 and budget for two 2019/20 schemes that had been moved from the 2019/20 capital programme to the 2020/21 capital programme.

2.2 In addition to the original estimate budget above, the following budget changes were made:

- Five 2019/20 capital schemes were not completed by 31 March 2020 and had unspent budget available at that date. The total unspent budget of £13,360 on those schemes, known as slippage, was moved into the 2020/21 capital programme budget, after slippage requests from the budget holders were agreed by the Director of Resources.

- One new scheme was added to the 2020/21 capital programme at short notice because the scheme was for the replacement of a toilet van that was written off in a crash, so senior officers agreed prompt ordering of the replacement vehicle so as to minimise the time period where the Council would have to pay hire costs for a stand-in vehicle. No formal budget was set for that scheme prior to the revised estimate budget being approved (see below).

2.3 As a result of the above, the total approved budget for this Committee's capital programme of twelve schemes was £1,627,360.

2.4 The revised capital programme budget of £392,300 for ten schemes was then approved by the Special Policy and Finance Committee in February 2021, following a review of progress on all schemes in the capital programme. This included moving £1,270,000 of budget on two schemes into the 2021/22 financial year. The revised estimate budget is shown at Annex 1.

2.5 During the financial year this Committee has received reports monitoring the progress of schemes within the capital programme.

3 CAPITAL OUTTURN 2020/21

3.1 Annex 1 shows this Committee's capital programme outturn position by scheme, including budget approvals, actual expenditure in-year and requested slippage into 2021/22. The table below summarises the final outturn position.

Original Estimate 2020/21 £	Budget Moved from 2019/20 £	Slippage from 2019/20 £	Total Approved Budget 2020/21 £	Revised Estimate 2020/21 £	Budget Moved to 2021/22 £	Actual Expenditure 2020/21 £	Requested Slippage into 2021/22 £
1,555,120	**58,880**	**13,360**	**1,627,360**	**392,300**	**1,270,000**	**331,349**	**60,320**

3.2 Actual expenditure on this Committee's capital programme was £331,349, which is 84.5% of the revised estimate budget.

3.3 Seven of the ten capital programme schemes were completed in-year.

3.4 Three schemes were not completed in-year, as follows:

- **Play Area Improvements 2019/20 (-£16,508):** At revised estimate budget stage, it was approved that the 2020/21 Play Area Improvements budget was to be moved to 2021/22 to fund a large refurbishment scheme at Kestor Lane play area and that this budget, brought forward from 2019/20, was to be used to fund on-going playground improvement works in 2020/21. The underspend in-year was due to issues relating to Covid-19 and not being able to carry out work as normal during the lockdown periods in 2020/21, because suppliers were not able to supply materials as normal. It is planned to carry out the work from 2020/21 in 2021/22 before the onset of the school summer holidays. Slippage of £16,500 into 2021/22 is requested to fund this work.

- **Replacement of Pickup Ford Ranger PK60 HKN (-£25,250):** The pickup vehicle was ordered late in-year, as an increased budget was requested in-year and this required Committee approval. The vehicle was ordered before year-end and delivery is currently estimated by the supplier to be September 2021. Slippage of £25,250 into 2021/22 is requested to fund this purchase.

- **Replacement of CCTV System (-£18,570):** Three CCTV camera installations were planned for 2020/21 to complete the overall scheme. All three installations were planned or in progress at 31 March 2021, but none were completed. One of the camera installations is now complete, one is due to be installed in May 2021 and officers are awaiting electricity connection works to be completed before the final camera can be installed. Slippage of £18,570 into 2021/22 is requested to fund the remaining scheme costs.

4 SLIPPAGE

4.1 Where capital schemes are not complete at year-end and budget is requested to be moved into the next financial year, this is known as slippage. For this Committee slippage of £60,320 is requested into 2021/22 for three schemes:

- Play Area Improvements 2019/20, £16,500.
- Replacement of Pickup Ford Ranger PK60 HKN, £25,250.
- Replacement of CCTV System, £18,570.

4.2 Attached at Annex 2 are the individual "Request for slippage" forms. This Committee is asked to consider and approve these requests.

5 OTHER ISSUES

5.1 Following a review of the condition of some of the Council's vehicles, the replacement vehicles purchased on two of this Committee's capital schemes will replace different vehicles than originally envisaged when the schemes were approved, as follows:

- The new refuse collection vehicle purchased in 2020/21 was initially planned to replace refuse collection vehicle VN12 KYK. However, it will instead replace refuse collection vehicle PK63 JZO, which is in a poor state of repair. Refuse collection vehicle VN12 KYK will now continue to be used until it is replaced in 2022/23, which is when refuse collection vehicle PK63 JZO was previously planned to be replaced.
- The new high top transit van purchased in 2020/21 was initially planned to replace high top transit van PJ63 WUC. However, it will instead replace tail lift truck PE60 KJJ. This is because PJ63 WUC is still in a reasonable state of repair and is a more suitable vehicle to continue to be used by the depot mechanics than the older tail lift truck PE60 KJJ that they were previously using. High top transit van PJ63 WUC will now continue to be used until it is replaced in 2022/23, which is when tail lift truck PE60 KJJ was previously planned to be replaced.

6 RISK ASSESSMENT

6.1 The risks associated with this report are set down below:

- Resources – There are no additional financing requirements needed for this Committee's 2020/21 capital programme. Capital resources are already in place to fund the £60,320 requested slippage to the 2021/22 financial year.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and diversity issues are examined as part of the capital bid appraisal process.

7 CONCLUSION

7.1 Actual expenditure on this Committee's 2020/21 capital programme was £331,349, which is 84.5% of the revised estimate budget.

7.2 Seven of the ten capital programme schemes were completed in-year and overall expenditure on these schemes was contained within the revised estimate budget approved in February 2021.

7.3 Three schemes were not completed in 2020/21. Slippage of £60,320 has been requested to fund completion of these schemes in 2021/22.

8 RECOMMENDED THAT COMMITTEE

8.1 Approve the slippage of the following budgets into the 2021/22 capital programme:

- Play Area Improvements 2019/20, £16,500.
- Replacement of Pickup Ford Ranger PK60 HKN, £25,250.
- Replacement of CCTV System, £18,570.

SENIOR ACCOUNTANT DIRECTOR OF RESOURCES

CM8-21/AC/AC
10 May 2021

For further information please ask for Andrew Cook.

BACKGROUND PAPERS – None

Annex 1

COMMUNITY SERVICES COMMITTEE – CAPITAL PROGRAMME OUTTURN 2020/21

Cost Centre	Scheme	Original Estimate 2020/21 £	Budget Moved from 2019/20 £	Slippage from 2019/20 £	Additional Approvals 2020/21 £	Total Approved Budget 2020/21 £	Revised Estimate 2020/21 £	Budget Moved to 2021/22 £	Actual Expenditure 2020/21 £	Requested Slippage into 2021/22 £
PLAYU	Play Area Improvements 2020/21	40,000	0	0	0	40,000	**0**	40,000	**0**	**0**
PLAYT	Play Area Improvements 2019/20	0	28,000	2,830	0	30,830	**30,830**	0	**14,322**	**16,500**
REPWB	Replacement of Refuse Wheelie Bins	13,000	0	0	0	13,000	**13,000**	0	**13,009**	**0**
PDECK	Installation of a Second Parking Deck on Chester Avenue Car Park	1,230,000	0	0	0	1,230,000	**0**	1,230,000	**0**	**0**
RVKYK	Replacement of Refuse Collection Vehicle PK63 JZO	232,000	0	0	0	232,000	**229,150**	0	**229,150**	**0**
WVHKN	Replacement of Pickup Ford Ranger PK60 HKN	20,120	0	0	0	20,120	**25,250**	0	**0**	**25,250**
GVWUC	Replacement of Ford Tail Lift Truck PE60 KJJ	20,000	0	0	0	20,000	**20,050**	0	**20,046**	**0**
ESCPX	Edisford Sports Complex	0	30,880	2,450	0	33,330	**39,150**	0	**39,144**	**0**
RCCTV	Replacement of CCTV System	0	0	4,840	0	4,840	**18,570**	0	**0**	**18,570**
AABED	Automatic Access Barrier – Edisford River Bank	0	0	1,740	0	1,740	**1,740**	0	**1,125**	**0**
CPPAY	Off-Street Car Parks – Update of Payment Systems	0	0	1,500	0	1,500	**0**	0	**0**	**0**
WPZFV	Replacement of Works Vehicle (Toilet Van) YP66 PZF	0	0	0	0	0	**14,560**	0	**14,553**	**0**
	Total Community Services Committee	**1,555,120**	**58,880**	**13,360**	**0**	**1,627,360**	**392,300**	**1,270,000**	**331,349**	**60,320**

COMMUNITY SERVICES COMMITTEE – CAPITAL PROGRAMME OUTTURN 2020/21

Annex 2

Request for slippage into 2021/22

Cost Centre and Scheme Title	PLAYT: Play Area Improvements 2019/20
Scheme Description	Improvements to the Borough's eighteen play areas.
Head of Service	Mark Beveridge
Year Originally Approved	2019/20
Revised Estimate 2020/21 for the Scheme	£30,830
Actual Expenditure in the Year 2020/21	£14,322
Variance - (Underspend) or Overspend	(£16,508)
Please provide full reasons for the (under) or over spend variance shown above?	At revised estimate budget stage, it was approved that the 2020/21 Play Area Improvements budget was to be moved to 2021/22 to fund a large refurbishment scheme at Kestor Lane play area and that this budget, brought forward from 2019/20, was to be used to fund on-going playground improvement works in 2020/21. The underspend is due to issues relating to Covid-19 and not being able to carry out work as normal during the lockdown periods in 2020/21, because suppliers were not able to supply materials as normal. It is planned to carry out the work from 2020/21 in 2021/22 before the onset of the school summer holidays, as there are outstanding issues which this budget would have been allocated to in 2020/21.

Slippage Request

Please grant the amount of Budget Slippage from 2020/21 to 2021/22 requested.	£16,500
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.	To fund play area improvements work in 2021/22, including the outstanding issues from 2020/21, alongside the new budget for that year.
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	It is currently expected that the budget slippage from 2020/21 would be spent before the start of the school summer holidays.

COMMUNITY SERVICES COMMITTEE – CAPITAL PROGRAMME OUTTURN 2020/21

Annex 2

Request for slippage into 2021/22

Cost Centre and Scheme Title	WVHKN: Replacement of Pickup Ford Ranger PK60 HKN
Scheme Description	Purchase of replacement pickup truck to allow continued use of such a vehicle by the Works Administration team.
Head of Service	Adrian Harper
Year Originally Approved	2020/21
Revised Estimate 2020/21 for the Scheme	£25,250
Actual Expenditure in the Year 2020/21	£0
Variance - (Underspend) or Overspend	(£25,250)
Please provide full reasons for the (under) or over spend variance shown above?	Underspend due to ordering of the pickup vehicle late in-year, as an increased budget was requested in-year and this required Committee approval. The vehicle was ordered before year-end and delivery is currently estimated by the supplier to be September 2021.

Slippage Request

Please grant the amount of Budget Slippage from 2020/21 to 2021/22 requested.	£25,250
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.	To allow purchase of the replacement pickup vehicle.
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	Delivery is currently expected in September 2021.

COMMUNITY SERVICES COMMITTEE – CAPITAL PROGRAMME OUTTURN 2020/21

Annex 2

Request for slippage into 2021/22

Cost Centre and Scheme Title	RCCTV: Replacement of CCTV System
Scheme Description	The CCTV system provides a sense of security to the people of Ribble Valley covering Clitheroe, Whalley and Longridge town centres. The cameras are analogue and are no longer maintainable. This scheme replaces all analogue cameras and the switchgear and includes some new cameras.
Head of Service	Adrian Harper
Year Originally Approved	2019/20
Revised Estimate 2020/21 for the Scheme	£18,570
Actual Expenditure in the Year 2020/21	£0
Variance - (Underspend) or Overspend	(£18,570)
Please provide full reasons for the (under) or over spend variance shown above?	Three CCTV camera installations were planned for 2020/21 to complete the overall scheme. All three installations were planned or in progress at 31 March 2021, but none were completed: • Edisford Riverbank camera and Bowling Green Café camera – these cameras were awaiting installation by the suppliers. • Whalley Road camera – officers were awaiting permission from Lancashire County Council to site the CCTV camera before installation could be confirmed.

Slippage Request

Please grant the amount of Budget Slippage from 2020/21 to 2021/22 requested.	£18,570
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.	To fund the installation costs for the three remaining CCTV cameras.
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	Edisford Riverbank camera – Completed in April 2021. Bowling Green Café camera – Mid May 2021. Whalley Road camera – Unknown but expected to be completed within the 2021/22 financial year. Orders have been placed for the street works licence and Electricity North West connections work and we are awaiting electricity connection before completion is possible.

DECISION

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY, 25 MAY 2021
title: PLAY AREAS
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

1.1 To outline details about the Council's play areas, together with a proposal for improving two of the sites which the Council owns and manages.

1.2 To seek approval for an increase to the budget for the Play Areas Capital Programme budget of £62,660 for 2021/22 due to funding for two specific sites where S106 funding has been received.

1.3 Relevance to the Council's ambitions and priorities:

- Corporate Priorities – To ensure a well-managed Council providing efficient services based on identified customer needs.
- Community Objectives – To help make people's lives healthier and safer.
- Other Considerations – Encourage the development of new artists.

2 BACKGROUND

2.1 The Council owns and manages 18 play areas across the borough, they range in size from large areas such as The Clitheroe Castle and Kestor Lane sites to very small ones such as Colthirst, Clitheroe. Much of the equipment stock in them is quite old having been in place for several years.

2.2 The Council currently has a capital programme budget for Play Area Improvements as shown below, covering:

Originally relating to:	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Total for Current Capital Programme £
Play Area Improvements – In Year Allocation	40,000	45,000	45,000	46,000	**176,000**
Play Area Improvements for 2020/21 *(moved to 2021/22 at the time of setting the revised estimate for 2020/21)*	40,000				**40,000**
Play Area Improvements for 2019/20 *(Unspent slippage from the 2019/20 financial year)*	16,500				**16,500**
Total Resources Available for Play Area Improvements	**96,500**	**45,000**	**45,000**	**46,000**	**232,500**

2.3 This budget provides for small scale improvements to some play areas each year, once ad hoc equipment replacement which arising from, maintenance and general wear and tear, plus the impact of vandalism are dealt with.

2.4 The play areas are well used; any injury arising from their use can result in potential insurance claims. The Council inspects on a monthly basis and the insurers annually. The Council as owner and operator, has a duty of care to ensure the play areas are safe and replace, repair or remove worn out or broken equipment.

2.5 When the opportunity arises, s106 funding is sought from developers to improve a Council play area, because generally the play areas which a developer locates on their housing estates are limited in size and scope. As a result of this the Council will be able to improve both Longridge Kestor Lane this year and the Castle site.

2.6 S106 funding has been received for this purpose and this work will need to be added to the council's Capital Programme budget for play areas, with £30,000 towards the Longridge Kestor Lane site (in addition to existing capital budget for this work) and £32,660 towards the Clitheroe Castle site.

2.7 An additional capital programme budget approval is therefore sought as part of this report for a total of £62,660.

3 ISSUES

3.1 It is not possible to have a strategic replacement programme currently for play area equipment, because annually it is unknown what sum will be left after the essential maintenance elements have been dealt with. For example, at Proctors Field, Whalley, a rope bridge element of one of the main play pieces must be replaced because of vandalism and wear and tear. That cost alone is around £3k plus vat.

3.2 The approximate value of all the existing equipment in the 18 play areas including the safety surfacing is £950k.

3.3 Following a recent issue with Whalley Woodland Play Area, a review of the maintenance and inspection regime has been undertaken. That case highlighted shortcomings in an inspection system that had been unchanged for many years.

3.4 The play equipment is only one element of the cost of providing the play areas. The safety surface adds a significant cost to any play area, as a rule of thumb the surface will add between 50% - 75% of the cost of the play piece to install from scratch, with ongoing maintenance costs that are sometimes amplified as a result of vandalism.

3.5 Most of the play areas would benefit from investment and fortunately this year there is an opportunity to improve the main sites in Clitheroe and Longridge as a result of s106 contributions for both totalling £62,660. The scope for the other sites is dependent on the availability of capital budget in year after allowing for other reactive works. Alternatively, a scheme specific capital bid could be submitted for a future capital programme and this would be considered against what other priorities the Council faces for the budget available at that time. This would give a new capital programme for play areas as shown below:

Originally relating to:	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Total for Current Capital Programme £
Play Area Improvements – In Year Allocation	40,000	45,000	45,000	46,000	**176,000**
Play Area Improvements for 2020/21 *(moved to 2021/22 at the time of setting the revised estimate for 2020/21)*	40,000				**40,000**
Play Area Improvements for 2019/20 *(Unspent slippage from the 2019/20 financial year)*	16,500				**16,500**
Proposed Additional Approval for Longridge Kestor Lane Site	30,000				**30,000**
Proposed Additional Approval for Clitheroe Castle Site	32,660				**32,660**
Total Resources Available for Play Area Improvements	**159,160**	**45,000**	**45,000**	**46,000**	**295,160**

3.6 It is proposed to put both the Clitheroe and Longridge sites together to form one tender package, so that the work would be undertaken by one supplier. The intention is to call off an existing framework agreements if possible (these are lists of companies which have been already been approved to be on public sector buying groups). The rationale being that the Council will achieve better value for money from one supplier and a higher play value as a result.

4 RISK ASSESSMENT

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

- Resources – The council currently has a budget of £232,500 available for investment in play area improvements over the four years to 2024/25. The capital programme is developed using a 'bidding' process where schemes are submitted by Heads of Service and are then considered together against council priorities and available resources.

  Additional S106 monies have been received towards the improvement projects at Clitheroe and Longridge and the proposed additional budget of £62,660 towards these schemes would be fully funded from these S106 monies. In respect of the Longridge Kestor Lane scheme, there are also other existing resources in the capital programme for this scheme.

- Technical, Environmental and Legal – The Council has a duty to ensure that the play areas are safe for use, this means equipment must be repaired, replaced or removed depending upon the budget available at the point the equipment is deemed unsafe, and could be held liable were someone to be injured as a result of unsafe play areas and/ or equipment.

- Political – Play areas are a popular amenity for residents who invariably involve the Ward Councillors when they feel there is an issue to be addressed.

- Reputation – Play areas are a key part of many communities and especially following the various lockdown periods, their use has become even more significant. Our experience after removing equipment from the Whalley Woodland site and the failure of a piece of equipment at Proctors Field, shows clearly how the Council's reputation can be impacted by the state of our play areas.

- Equality & Diversity – The service generally provides equal opportunity to all sectors of the community, although more equipment specifically designed for disabled children would be welcomed in every play area.

5 CONCLUSION

5.1 Although there is little doubt that there is room for improvement in our play areas to improve their play value, even a substantial capital programme would only address the regular pressure on the annual repair and maintenance budget. However, officers will continue to explore ways of getting better value from available resources.

6 **RECOMMENDED THAT COMMITTEE**

6.1 Note the report.

6.2 Approve the additional capital budget of £30,000 in respect of Longridge Kestor Lane and £32,660 in respect of Clitheroe Castle Site for the 2021/22 Capital Programme and refer this to Policy and Finance Committee for final approval.

6.3 Authorise the Director of Community Services to procure new play area equipment as detailed above for play areas at Kestor Lane, Longridge and Clitheroe Castle playground, Clitheroe.

MARK BEVERIDGE	JOHN HEAP
HEAD OF CULTURAL & LEISURE SERVICES	DIRECTOR OF COMMUNITY SERVICES

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

DECISION

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY, 25th MAY 2021
title: DRS, EPR AND COLLECTION CONSISTENCY CONSULTATIONS
submitted by: JOHN HEAP – DIRECTOR OF COMMUNITY SERVICES
principal author: ADRIAN HARPER – HEAD OF ENGINEERING SERVICES

1 PURPOSE

1.1 To provide Members with a briefing on the above and the possible resulting changes.

To seek delegated authority to respond to the consultations.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To sustain a strong and prosperous Ribble Valley.
- Corporate Priorities – To protect and enhance the existing environmental quality of our area.

2 BACKGROUND

2.1 Consultations were launched for Extended Producer Responsibility (EPR) and Deposit Return Scheme (DRS) by DEFRA on the 24th of March 2021 with a closing date of the 24th of June.

2.2 A second consultation was launched for Consistency of Collections by DEFRA on 7th May with a closing date of the 4th of July 2021.

3 ISSUES

3.1 **Summary of Packaging EPR Consultation**:

3.1a The proposals being covered in this consultation are concerned with reforms to the packaging waste regulations. The current system of producer responsibility for packaging has been in place since 1997 but needs reform. Initial reforms were outlined in the first consultation, where governments signalled their intent to introduce EPR for packaging so that producers pay for the cost of packaging from cradle to grave.

3.1b The governments' estimate that producers' costs will be in the region of £2.7bn in the first year of implementation. £1bn of this related to packaging waste collected from households, £1.5bn for packaging waste collected from businesses, and £200m for the management of bin and ground packaging litter.

The topics covered are:

Targets - under Package Waste Regulations 2007 producers are required to meet annual recycling targets.

Full Net Costs – Government intends to progress with the broad scope of full net costs of managing packaging. This includes –

- The collecting, sorting and recycling of packaging waste from households and businesses
- The collecting and disposal of packaging in the residual waste stream of households only
- Litter and refuse management costs, including bin and ground litter.

Obliged Producers- in an effort to increase the recyclability of a piece of packaging used the Government proposes making the producer responsible for their own packaging.

Disposable Cups – seeking to make mandatory the takeback and recycling be placed on businesses selling filled disposable cups.

Modulated Fees – It is proposed that the fees producers pay should cover the disposal of their packaging and this to vary depending on its recyclability.

Labelling – Mandatory recyclability labelling to be introduced on packaging as soon as it feasible and by the end of 2026/27

Plastic Film and Flexible Packaging – Proposed that plastic films and flexibles should be collected for recycling by local authorities as soon as is practical but by end of financial year 2026/27

Bio- degradable Packaging – This will not fall under EPR proposals until such time as the collection and infrastructure can be improved.

Payments to Local Authorities – Sets broad principles underpinning the implementation of payment mechanisms. These include for the scope of "necessary costs" and that costs paid by producers should be for the delivery of "efficient and effective" services. It proposes that payments should be based on both the tonnages and quality of the packaging waste collected and recycled, with these requirements being phased in and a Scheme Administrator encouraged to support local authorities to improve and meet performance benchmarks, to obtain full payments.

Only local authorities which operate efficient and effective systems will have their full net costs recovered via a modelled approach based on tonnages collected.

Payments for Business Waste – There are 3 different approaches to facilitate payments from packaging producers to businesses generating packaging waste. Two of these approaches foresee a clear role for compliance schemes, whilst one foresees full responsibility for payment, and therefore achievement of targets, placed on a Scheme Administrator.

It is proposed that producers pay according to the tonnage of packaging that they place on the market in the previous calendar year as they currently do, and that local authorities are paid on a financial year basis, based on previous years tonnage data, quarterly in arrears. In effect this means that local authorities will receive payments a year in arrears.

Payment for Littered Waste – The consultation proposes that producers of commonly littered packaging items be made responsible for the costs that are directly attributable to their management, both as bin and ground litter.

Scheme Administration and Governance – Government is of the view that those aspects of the scheme that interface with local authorities are best managed by a single organisation as Scheme Administrator and both options in the consultation allow for this.

Monitoring and Enforcement – It proposes that the environmental regulators in England will be the primary regulators and have the powers to monitor, audit and use civil and criminal penalties to drive compliance and address non-compliance. There are no proposals for local authority involvement in aspects of regulation relating to the EPR system.

Implementation Timetable – First phase of EPR established in 2023 which would enable payments to local authorities to be made in October 2023. Full cost recovery is anticipated to be achievable in Phase 2 from April 2024.

3.2 **Summary of DRS Consultation**:

3.2a The consultation seeks views on proposals to introduce a DRS for drinks containers in England, Wales and Northern Ireland. It refers solely to deposit return schemes (for drinks containers explicitly) and not reward and return schemes. So, a system where you pay an upfront deposit which you must return the container to redeem.

The topics covered are:

Scope- who will take part in the scheme. Producers, retailers, and the scheme administrator (Deposit Management Organisation or DMO)

Targets- legislation will set out targets for a proportion of drinks containers placed on the market to be collected for recycling.

Scheme Governance - outlines the role of the DMO and how the DMO is selected.

Financial Flows – sets out the proposals for the DMO to be funded by 3 revenue streams: material revenue, producer registration fees, and unredeemed deposits.

Return Points – details the retailer options in the deposit return scheme.

Labelling – proposes mandatory labelling be legislated for as part of a DRS.

Local Authorities and Local Councils – explores the impact a deposit return scheme will have on local authorities and the way in which containers, in scope of the scheme, will be treated when these containers end up in local authority waste streams. It seeks views on three options for reimbursing local authorities for any DRS items they must deal with, in recycling, residual or litter.

Compliance, Monitoring and Enforcement – Provides an overview of how the deposit return scheme will be monitored and enforced.

Implementation timetable –

2021- Second consultation, analysing the responses and publishing a Government response

2022 – Securing the secondary legislation required

2023 – Appoint the DMO

2023-**2024** Rollout of infrastructure and other mobilisation activities.

3.3 **Summary of Consistent Collections Consultation:**

3.3a The consultation is concerned with having consistent recycling collections to improve the quantity and quality of municipal waste recycled in England and achieve a national recycling rate of 65% by 2035. It directly impacts on local authority waste services and is looking for proposals for all waste collection authorities to:

- Collect the same core set of dry recyclable materials from households.
- Have separate weekly food waste collections from households.
- Have separate minimum fortnightly collection of green waste (possible free)

The topics covered are:

Collection of dry recyclable materials from households – Section seeks views on the materials to be included in each of the dry recyclable waste streams. This section also covers the interaction of recycling consistency reforms with the consultations on EPR for packaging and DRS for drinks containers.

The proposed core set of materials required to be collected for recycling are:

- Glass bottles and containers - including drinks bottles, condiment bottles and jars.
- Paper and card - including newspaper, cardboard packaging, writing paper.
- Plastic bottles – including clear drinks containers, HDPE milk containers, detergent, shampoo and cleaning product containers.
- Plastic pots, tubs and trays
- Steel and aluminium tins and cans

In addition, the proposal is to include the following waste streams:

- Aluminium foil
- Aluminium food trays
- Steel and Aluminium aerosols
- Aluminium tubes, e.g., tomato puree tubes
- Metal jar/ bottle lids
- Food and drink cartons e.g., Tetra Pak
- Plastic films, e.g., bread bags, carrier bags

Defra expect all local authorities to be able to collect the core materials from 2023, aligning with the date they expect EPR for packaging to commence. The exception being plastic film where they expect it to be in place by the financial year 2026/27.

Collection of food waste from households:

Defra expect all Waste Collection Authorities (WCAs) to arrange for the collection of food waste, separately and at least once per week for recycling or composting. The section covers timelines for the requirements to be implemented. Defra intend to introduce this requirement in 2023/24 and want all local authorities to have collections in place by 2024/25 at the latest.

Collection of garden waste from households:

The Environment Bill requires all WCAs in England to arrange for the separate collection of garden waste for recycling or composting. The proposal is for a limited free service, with local authorities retaining the provision to charge beyond this (e.g., increased collection frequency or increased capacity)

Collection of non-household municipal waste:

The Environment Bill requires all businesses and non-domestic premises to arrange for the collection of glass, metal, plastic paper and card and food waste for recycling or composting. A section discusses possible exemptions for micro-firms, phasing them in later than larger firms. Also, to try to address barriers to recycling for non-household municipal waste producers and on-site food waste treatment technologies.

Other areas for consultation:

- The future role for recycling credits, taking into account the forthcoming introduction of the EPR for packaging.
- Possible changes to sampling requirements for Materials Facilities
- Implementation arrangements, including transitional arrangements for collection of different materials.

New burdens:

Defra have committed to fund the net additional cost to local authorities of the new statutory duties placed upon them. This would be in line with Government guidance on new burdens. These being defined as any change in a central Government policy or initiative that imposes a net cost on local government and could lead to an increase in council tax. As a result, Defra have promised to fund net additional capital costs (for example containers, vehicles), and transitional costs such as communications and re-routing vehicles, to implement the new consistent collection measures.

4 RISK ASSESSMENT

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

- **Resources** – As there are some large changes required to comply with the proposed schemes and the fact that they are still at consultation stages there are many too many unknows to be definitive about what resources will be required. However, it is reasonable to assume- given the level of efficiency of the current collection arrangements – that there will be, in due course, significant resource implications for the service.

EPR and DRS-
The governments are suggesting a modelled approach to assessing local authority costs. This would be done by looking at the detailed characteristics of a local authority, such as housing number and type, cost, and performance data, and using statistically significant associations with key variables and cost drivers such as geography, rurality, and levels of deprivation.
The payment mechanism seems to be based on quality of recycling. This is generally how good the public are at recycling but would require regular publicity to keep this as a high priority.
The scheme seems to require more staff for administration, checking quality of the recycling at the waste transfer station and dealing/negotiating with the Scheme Administrator.
It is unclear how the council will be paid for the DRS products going through the recycling or the residual waste.
Also, trade waste payments to the council are likely to change as some of the costs for recycling are being met by the producers but there is a lack of detail with this.

Consistency -
There is mention of the Government funding some of the capital costs for vehicles that will be needed for the collection consistency scheme but there is no mention of the revenue costs.
WRAP have carried out a broad-brush estimating exercise for the cost of the implementation of collecting food waste separately. These are estimated, for RVBC, at YR1 £794,217 and YR2 £699708.

This is to include -

Y1 costs include for each household -
- Provision of kitchen and kerbside caddy
- 3 x bin tags with scheme info
- Supply of 3 x caddy liners/week
- Collection costs

Y2 costs include -
- 1 x bin tag with scheme info
- Supply of 3 x caddy liners/week
- Collection costs

Previously the council collected food waste with green waste and the MRF at Farington dealt with the product turning it into compost. Defra seem to be saying that the food should be separate but there is a mechanism known as TEEP, Technically, Environmentally, Economically, Practicable, which might be able to be used by the council to say that such a system would be unsuitable for Ribble Valley. We may argue that the food would again be better to be collected with green waste. However, this would require a MRF that would be equipped to deal with this combination and LCC appear, at this stage, not to be amenable to the idea.

- Technical, Environmental and Legal – The implications of these consultations are far reaching. It appears that the government are determined to drive through a significant change in the way that both retail and the packaging industry engage with our obligations to reduce the amount of waste that is still landfilled.

It appears that legislation will be introduced sooner rather than later, and the implementation timetables proposed are very challenging.
From a technical point of view, all the ideas under discussion could be delivered- at least in theory- but the resource implications could be substantial.

- Political – The outcome of this proposal may indeed require the residual waste from Ribble Valley households to be collected every 2 weeks which would be a departure from the present and politically desirable situation.

- Reputation – The Council has provided a gold level refuse service for a number of years and these changes might have a knock-on effect.

- Equality & Diversity – None arising as a result of this report.

5 RECOMMENDED THAT COMMITTEE

5.1 Delegate authority to the Director of Community Services to respond the consultations on behalf of RVBC.

ADRIAN HARPER
HEAD OF ENGINEERING SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Adrian Harper on 01200 414523.

REF: AH/COMMUNITY 250521

This page is intentionally left blank

DECISION

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 25 MAY 2021
title: CLITHEROE TOWN MAPS
submitted by: JOHN HEAP DIRECTOR OF COMMUNITY SERVICES
principal author: KATHERINE ROGERS ARTS DEVELOPMENT OFFICER

1 PURPOSE

1.1 To consider the acceptance of grants funding from LCC to improve Clitheroe Town Centre maps.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – to encourage economic development with a specific focus on tourism. To improve health & wellbeing of people living and working in our area. Improve the opportunity for people to participate in recreational activity. To conserve our countryside and enhance our built environment.

- Corporate Priorities - To explore all viable options for income generation. To develop with relevant partners, additional measures to support the visitor economy. To work with other partners on local health and wellbeing needs. Promoting the installation of charging points on Council owned car parks.

- Other Considerations - None

2 BACKGROUND

2.1 Earlier this year a proposal by Lancashire County Council asked the Borough Council if they wished to be involved with a scheme to improve the Clitheroe Town Centre Maps. As with many things progress of this scheme was interrupted by lockdown and covid. However, it has now been brought forward once more to reach agreement on the project.

2.2 It is proposed that existing Clitheroe Town Centre Maps in poster cases in locations around the town are redesigned to improve orientation for residents and visitors. By creating visually welcoming and informative maps, we hope to create for visitors the best first impression for their visit and give them the tools needed to make the most of their stay.

2.3 Through the use of the maps to highlight sustainable transport options it is planned to promote more sustainable visits to the Ribble Valley in future. Encouraging walking and cycling will have positive effects and help to reduce congestion at some of the more popular locations in the Borough.

2.4 By giving people access to good quality information the Council can help people make transport decisions that are better for themselves and for the environment. Sustainable tourism options are becoming more of a factor for people in planning breaks away and days out, and by creating a targeted package with sustainable travel options we intend to contribute to economic growth, reduced carbon emissions, health improvements and other wider social and environmental benefits.

2.5 There are 9 existing maps in key visitor arrival points, including the train station, bus interchange, train park and ride & our own carparks. It is proposed the 8 RVBC owned poster cases are repaired as the Perspex is weathered impeding visibility and the keys are missing so locks need changing.

Poster Case locations:

Chester Avenue Car Park / rail park & ride
Chester Avenue Community Rail notice board greeting rail visitors arriving at Clitheroe Platform Gallery & Visitor Centre / Interchange
Clitheroe Market
Lowergate
Railway View
North Street
Whalley Road
Holden Street

2.6 A Ribble Valley artist/illustrator and a graphic designer would be engaged to create the new artwork for the map, highlighting a list of key points of interest provided to them e.g., electric car charging points, walking and cycle routes, landmarks etc. Cycle and walking routes for people of differing abilities will be identified encouraging arrival by foot, cycle, bus, or train with a more detailed description of the routes being available via a QR code or in the Visitor Information Centre (during open hours).

The artwork will be printed onto weatherproof materials and installed by a sign company, creating one slightly larger version to be installed in the Community Rail Poster Case on Chester Avenue.

By supporting this project, we aim to:

- Make walking and cycling more convenient and attractive
- Reduce traffic congestion/emissions
- Influence travel behaviour resulting in a shift towards more active modes
- Facilitate economic growth through improved access by active modes of travel
- Improving access to information for pedestrians/cyclists
- Improved access to information and links to public transport
- Walking or cycling promotion and awareness campaign
- Highlight car charging options.

3 ISSUES

3.1 Council officers had to submit a proposal for the grant before this meeting of the Community Services committee due to the funders time frame. The Council Solicitor is currently looking into the terms of the contract agreement. Committee approval will if given be subject to these conditions being acceptable for the Borough Council to engage with.

3.2 There is no actual financial commitment from the Borough Council required, because officers submitted a request for 100% of the cost amounting to approximately £6k. However, there will be up to 30 hours of officer time to co-ordinate and manage the delivery of the project.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – Officer time to deliver the project.
- Technical, Environmental and Legal – The Council's Solicitor will provide officers with an assessment of the implications of accepting the grant based on the T&Cs that LCC have sent.
- Political - None
- Reputation – The Borough is a popular tourist destination and the improvement to the maps will help to enhance the offer, which in turn benefits the many businesses which exist to serve visitors and residents alike.
- Equality & Diversity – Routes chosen to feature on the map will be for varied abilities.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Delegate the Director of Community Services to approve the grant subject to legal comments.

5.2 Approve the officer time to deliver the project.

KATHERINE RODGERS ARTS DEVELOPMENT AUTHOR	JOHN HEAP DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Katherine Rodgers author, extension 4553 Tuesdays, Wednesday am, Thursdays.

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL

INFORMATION

REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 9 MAY 2021
title: RIBBLE VALLEY 3G (RV3G)
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

1.1 To outline the impact that the pandemic has had on the site and provide an update for Committee on the way the use is developing.

1.2 Relevance to the Council's ambitions and priorities

- Corporate Priorities - To ensure a well-managed council providing efficient services based on identified customer needs.
- Community Objectives - To help make people's lives healthier and safer.
- Other Considerations - None

2 BACKGROUND

2.1 The site has been open since 23 September 2019. Although due to COVID 19 the site has only been open fully for 10 of the 20 possible months to date.

2.3 There have been three lockdowns plus Lancashire Football Association decision to suspend grassroots football, which collectively have severely impacted income for the facility.

2.4 Currently over 60 local teams train and play at the facility, the pitches and tennis courts are in use (when open) on average over 120 hours per month from a potential total of 332 hours. However, the total figure includes the weekday daytime which totals 140 hours per month, that is the hardest period to let out, which is why officers are working with groups to develop this aspect of use. In terms of the peak period 5pm to 10pm Monday to Friday, use has been running close to capacity.

2.5 The pitches are booked by our two local junior leagues which showcase the facility to all East Lancashire.

2.6 The site is now the home of Ribble Valley Raiders Cricket Club as their training venue who regularly since sessions have restarted are introducing 40+ young people a week into cricket. A special training mat was purchased to allow cricket to be played on the artificial surfaces.

2.7 The site has seen girls and women's football flourish with Ribble Valley 3G becoming an FA Wildcats approved centre.

2.8 The site is often used as a venue for many school competitions, organised by Hyndburn and Ribble Valley School Sports Partnership.

2.9 The fantastic paths around the site are being used to train people to ride their bikes through a local community interest company.

2.10 The FA are looking to deliver coaching courses from the Education Suite and pitches when covid restrictions allow.

2.11 The site has numerous organisations interested in delivery BTEC qualifications and making Ribble Valley 3G a hub for learning.

2.12 Weight management classes and healthy eating advice are being delivered by the Borough Council from the education suite.

2.13 The site is home to our local walking football teams and the Council staff are helping the club to grow to develop a walking football league across the North West.

3 ISSUES

3.1 It is clear from the usage figures despite the interruptions caused by Covid, that the facility is very busy at the peak times, where demand can outstrip the supply of space for certain times. This reinforces the assessment by Lancashire FA that the Borough could accommodate more community pitches.

3.2 Operation of the facility has been severely impacted because of the Covid-19 pandemic and this has also resulted in a direct financial impact through loss of income. Whilst this is the case, the Council is currently being partly compensated for lost income through the MHCLG Sales, Fees and Charges Compensation scheme. In addition, the council's overall budget includes a contingency for the balance of potential lost income from the impact of Covid-19.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – The Covid-19 pandemic has had a direct financial impact on the service, but it is hoped that much of this will be covered by the Governments income compensation scheme and the corporate contingency for potential uncompensated lost income due to Covid-19 accurate budget figures will hopefully be established after a complete year of uninterrupted use.

- Technical, Environmental and Legal – the implications of covid have resulted in applying the changing guidance each time we have re-opened, which has been welcomed by users, who have expressed confidence in our arrangements.

- Political – the support given to the project initially through the decision to invest is proving to be welcomed by the activity levels the site generates.

- Reputation – the site is regarded as providing one of the best surfaces to play on in the North West, it has received many favourable comments on the quality of provision.

- Equality & Diversity – The site is fully accessible.

MARK BEVERIDGE
HEAD OF CULTURAL & LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS; none

For further information please ask for Mark Beveridge, extension 4479

INFORMATION

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY 25TH MAY 2021
title: UPDATE ON RECYCLING
submitted by: JOHN HEAP – DIRECTOR OF COMMUNITY SERVICES
principal author: LINDA BOYER- WASTE MANAGEMENT OFFICER

1 PURPOSE

1.1 To provide Members with an update on recycling rates.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To sustain a strong and prosperous Ribble Valley.
- Corporate Priorities – To protect and enhance the existing environmental quality of our area.

2 BACKGROUND

2.1 The disposal authority Lancashire County Council produce quarterly recycling & residual collection rates on a rolling 24-month period.

3 ISSUES

3.1 Figures recently published by LCC to cover the period March to February have once again shown excellent results for Ribble Valley recyclers. Two-year analysis has shown that Ribble Valley has a 22% improvement performance for collection of green waste, the highest in Lancashire.

3.2 Our co-mingled collections also topped the table for the most improved performance, collection improving by 37%.

3.3 Ribble Valley had the least increase in residual waste going to landfill with only a 6% increase, excellent considering the number of households staying and working from home during the lockdown periods this year.

3.4 Our paper recycling levels are still next to bottom in the league table. However, these figures include the period in lockdown last year when paper collections were suspended due to the closure of the Recycling facility at Chatburn. The performance is expected to improve on the next set of data.

3.5 The recycling sent to the LCC facility is audited for levels of contamination, the latest figures have shown that they have fallen in this area, from levels of 3% contamination increasing to 4% over the last 2 years. Paper contamination remains problematic at 3%. Dense plastics have been at levels of 6% for the last three quarters. Plastic film often exceeds the trigger level of 1%, more often being above 2%. These percentages are in line with most Lancashire authorities. In the most recent quarter textile contamination also exceeded the 1% trigger level.

3.6 LCC have now started to report on ReUse statistics which is clearly moving ReUse higher up the waste hierarchy than recycle. The figures released for the final quarter of 2020-21 has shown over 3,500 residents in the Ribble valley are part of the Freegle community. Freegle is an organisation that aims to reuse and reduce landfill by offering a free internet-based service where residents can donate and request items which would otherwise be thrown away. During this quarter 124 items or 3,500kgs were exchanged, saving 2 tonnes of CO2 with a benefit of £2,500. Contact has been made with the provider of textile/shoe and book banks to investigate the possibility of providing more 'bring sites' to Ribble Valley. In conjunction with this the current charity bring site locations are to be contacted to request for their figures to be released to gain a more accurate picture of the amount of reuse which is taking place in the borough

4 RISK ASSESSMENT

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

- Resources –none.
- Technical, Environmental and Legal – The update on the increased recycling and the associated reduction of waste going to landfill can only be considered as positive.
- Political – This will be welcomed by the public who genuinely want to recycle more and send less to landfill.
- Reputation – This rise in the rate of recycling and the reduction of landfill rates can only be good for the authority.

5 **CONCLUSION**

5.1 Committee will be pleased to note the increases in recycling and reduction of landfill elements of the report.

LINDA BOYER
WASTE MANAGEMENT OFFICER

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Linda Boyer on 01200 414467 .

REF: AH/COMMUNITY 250521

RIBBLE VALLEY BOROUGH COUNCIL INFORMATION

REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 25 May 2021
title: REPRESENTATIVES ON OUTSIDE BODIES 2021/22
submitted by: Chief Executive
principal author: Olwen Heap

1 PURPOSE

1.1 To inform members of the outside bodies that are under the remit of the Community Services committee and their membership.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – to be a well managed council providing effective services.
- Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
- Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

2 BACKGROUND

2.1 At the annual meeting each year the Council makes nominations to various outside bodies.

2.2 Members attend meetings of the outside body and report back to the relevant parent committee.

3 ISSUES

3.1 The following outside bodies come under the remit of the Community Services committee. The membership of these outside bodies was decided at the annual meeting of the council on 18 May 2021.

Children's Trust	Cllr Louise Edge
Lancashire Waste Partnership	Cllr Tony Austin
Langho Football Club	Cllr Steve Farmer
Longridge Social Enterprise Company Ltd	Cllr Sarah Rainford
RV Sports & Recreation Association (Roefield Leisure Centre	Cllr Ian Brown and Cllr Mark French
Salesbury & Copster Green Commons Management Committee	Cllrs Sue Bibby, Stuart Hirst and Louise Edge

3.2 There is a standard item on all agendas for members on outside bodies to report back to the parent committee.

3.3 Representatives are encouraged to provide reports back giving committee an update on the work of the body and drawing attention to any current issues.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with members attending meetings of outside bodies is included in the budget for 2021/22.
- Technical, Environmental and Legal – no significant risks identified
- Political - no significant risks identified
- Reputation – no significant risks identified
- Equality & Diversity - no significant risks identified

5 CONCLUSION

5.1 Members note the outside bodies under the remit of this committee and their membership.

Marshal Scott
CHIEF EXECUTIVE

Olwen Heap
ADMINISTRATION OFFICER

BACKGROUND PAPERS
Report on Representatives on Outside Bodies – Annual Council 18.5.21

REF: CE/OMH/COM/25.5.21
For further information please ask for Olwen Heap, extension 4408

INFORMATION

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 25th MAY 2021
title: GENERAL REPORT
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: ADRIAN HARPER, HEAD OF ENGINEERING SERVICES
DANIEL McCAFFREY, ADMINISTRATION ASSISTANT
OLWEN HEAP, ADMINISTRATION OFFICER
KATHERINE RODGERS, ARTS DEVELOPMENT OFFICER,

1 PURPOSE

To update committee on a variety of developments in sports, arts and community development and performance of the Platform Gallery.

2 COVID – RAW MATERIAL SHORTAGE:

2.1 Due to a global shortage of raw materials the production of refuse waste bins has been affected. At the moment the council is unable to order burgundy bins for residual waste. As a result the only colour that can presently be produced is grey. The council have been lucky enough to have already ordered the green and blue bins so have a stock of both. However, any requests for residual bins will be provided with a grey bin with a burgundy lid. It is the council's intention, at this time, to replace the grey bins with burgundy bins when production restarts. The best guess for this date is the end of June at the earliest and the council has orders in place for when this happens. Unfortunately, the forecast is that there will be a substantial increase in price when they are available.

It would appear that the same shortage is affecting a number of other trades including building materials. These again, when available are expected to be substantially more expensive. This will increase the costs of all the maintenance of all the building work.

3 LITTER BIN/DOG FOULING WORKING GROUP

3.1 The above working group has been set up by Health and Housing Committee chaired by Jan Alcock. It has been set up to consider the location, number, frequency of collection of the bins together with the means of collection of the bins.

A study of the existing bins has been carried out and the numbers, locations and types of bins, including photographs, plotted on a plan. There are approximately 551 litter bins presently in the borough.

The bins are collected by a mixture of the dog wardens, street cleansing and the refuse teams. The bins are generally collected once per week and it is recognised that the existing collecting resource is up to capacity.

Since the advent of covid lockdown the number of people walking has increased. There have been numerous requests for extra bins all over the borough and the working group will take this on board whilst deliberating the issue.

Type	Count
Dog	113
Litter	404
Recycling	34

4 CLIMATE CHANGE WORKING GROUP

4.1 One Carbon World, a delivery partner of the UN Climate Neutral Now scheme, is currently helping the Council to calculate its carbon footprint. They will also make recommendations for how the Council can reduce its footprint by reducing carbon emissions, retiring carbon credits, supporting emission reduction and forestry projects, and contributing to sustainable development.

The Climate Change working group will develop a Climate Change Strategy which will be based on an understanding of the Council's current carbon emissions, its carbon footprint, and will address how the Council intends to reach the target of being carbon neutral by 2030 through the action plan.

It is intended that the strategy will be presented to Policy and Finance committee for approval in June 2021.

RVBC officers are in the process of identifying ways in which alternatively fueled vehicles can be used by the council, or where EV vehicles can make use of the council's facilities to contribute towards a reduction in carbon emissions. Charge points available for public use have already been installed on two RVBC car parks in Clitheroe, with 4 points available on Railway View and 10 points on Chester Avenue. The charging points are not being regularly used presently but this might just be down to the fact that drivers of EV cars are not aware of their presence. Officers are also currently investigating the possibility of workplace charge points being installed at the Council Office building, with surveys being carried out and discussions taking place with different providers.

Council fleet vehicle transition to alternatively fueled vehicles is also something being looked at, however there are limitations with this due to the type of vehicles available and the challenges of working across a large rural borough. For example, at this time EV refuse vehicles would not suit our purpose, however there might be scope for hybrid vehicle use that would still allow us to fully carry out our duties whilst reducing the amount of pollution created.

5 GRANTS

Since the last meeting of committee, the working group, in consultation with officers, has agreed the following applications under the Ribble Valley In Bloom scheme

APPLICANT	PROJECT	GRANT
Bolton-by-Bowland Gisburn Forrest & Sawley Parish Council	Spring planting in each village centre (Tosside, Bolton-by-Bowland and Sawley	£347
Gisburn Parish Council	Provision of floral displays primarily at 2 locations in the village – Cenotaph Gardens and wooden floor boxes at eastern end of village.	£37

Whalley Cricket Club / Whalley in Bloom	To plant up the border at the Cricket Club entrance beside the railway bridge with sustainable shrubs, climbers and spring bulbs.	£360
West Bradford Parish Council	Bedding plants for tubs at various locations around the village plus Coronation Gardens and War Memorial	£84
Wiswell Parish Council	Extensive planting initiative throughout the village.	£60
Rimington and Middop Parish Council	Purchase of bulbs for newly acquired planters x 3	£45
Waddington Parish Council	Purchase of 2 x floor planters, compost and bulbs	£120
		£1053

6 ARTS DEVELOPMENT UPDATES

6.1 Arts Grant Funding 2021 / 22

Since the committee approval in March 2021, the government Covid roadmap was announced opening the possibility of events to be planned after 21st June (at the earliest, Step 4). With this new guidance it is possible for groups to begin planning for events / projects earlier than expected. It is proposed that the grants working group once established will be asked to consider applications for the small amount of unallocated funds still available this year.

At the same time, the panel will also be asked to consider another round of awards for arts excellence grants, now young people are able to begin some arts activity. Much of their activity was curtailed due to covid.

These second-round applications would be reviewed by the grant working group in early August to put forward recommendations for the Community Committee on the 24th August.

6.2 Online Art Workshops “Get The Knack – Learn New Creative Skills”

During the Covid pandemic almost all Ribble Valley based arts classes and clubs had to close their doors. Many residents attend these groups to support their physical and mental wellbeing through social interaction, creative stimulation and a sense of community. RVBC Arts Development are to create short online sessions for people to do at home in their own time, keeping them creative and active until government restrictions allow group activity to begin again.

Ribble Valley based artists & creatives in all art disciplines were invited to submit activities for our community to enjoy free online. This has created a new income

opportunity for up to 6 Ribble Valley based self-employed businesses whose incomes have been affected by Covid, proving extra publicity, and supporting their business recovery. The artists will create and film content to be edited into 5-15min sessions that will be placed on the RVBC YouTube channel and promoted by social media, direct email outs and press releases.

As government restrictions are constantly changing in response to Covid infection rates organisers of indoor group activities are still in a position where they are unable to plan for viable reopening of sessions. Creating online sessions will provide options for residents to keep mentally and physically stimulated until the Covid situation allows.

7 PLATFORM GALLERY UPDATE

During the first lockdown in 2020 galley staff were mainly re-deployed to support the Community Hub from the Council Offices. The downtime presented an opportunity to undertake essential maintenance work which included deep cleaning and complete re-decoration throughout the building.

A re-opening was possible in December, traditionally the busiest period and provided a welcome opportunity for retail activity during the run up to Christmas.

During the periods of being open, visitor numbers have been low compared to normal levels, though feedback has been extremely positive about the measures implemented to safeguard customers against. Since the latest re-opening on 12 April footfall is an estimated 40% down compared to pre-covid levels.

Staff have been able to take advantage of on-line training courses available in marketing and promotion. Social media has enabled images of stock to be viewed by potential purchasing customers before visiting the site.

The exhibition programme has been planned for 2021 and 2022 commencing with 'Platform and Function' which runs from April to June 2021 and followed by the Craft Open and then Northern Star.

The 'Mix' space at the far end of the building, normally available for bookings from hirers looking to showcase collections or deliver workshops, has been closed since the introduction of control measures. Hopefully, changes after 21 June will enable single bookings and stall hire to re-start.

Sunday opening will commence from 23 May and the Gallery is then open every day of the week for the summer period.

To help with the process of sourcing new work and compare operating practices with other similar facilities across the area, visits to venues in the retail commercial sector are being arranged. The main objectives being to analyse the price points of work on display, obtain display ideas, observe Covid protocols and practices, and help improve the overall customer experience.

The number of lines carried in the Gallery shop has now been raised allowing more new makers to feature in the offer. The bought stock has been refreshed as new ranges of cards and visitor orientated information materials/books have replaced lines identified as poor selling.

A new till system is in the process of being installed at the end of June to help as a replacement for a dated cash register machine. The benefits to the operation are in provide more efficiency with administrative tasks, especially stock management. It is

expected that this will enable staff to spend more time in dealing with customers and in generating sales.

ADRIAN HARPER
HEAD OF ENGINEERING SERVICES

DANIEL McCAFFREY
ADMINISTRATION ASSISTANT

OLWEN HEAP
ADMINISTRATION OFFICER

KATHERINE RODGERS
ARTS DEVELOPMENT OFFICER

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN C HEAP
DIRECTOR OF COMMUNITY SERVICES

This page is intentionally left blank