

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, 24 AUGUST 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 - 6)
3. **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.

4. **PUBLIC PARTICIPATION**

ITEMS FOR DECISION

5. **LIGHTING OF CLITHEROE CASTLE** (Pages 7 - 10)
Report of Director of Community Services enclosed.
6. **FOOD FESTIVAL** (Pages 11 - 16)
Report of Director of Community Services enclosed.
7. **USE OF GREEN SPACES** (Pages 17 - 18)
Report of Director of Community Services enclosed.
8. **HEALTH FUNDING** (Pages 19 - 22)
Report of Director of Community Services enclosed.

9. **PLAY AREAS** (Pages 23 - 34)

Report of Director of Community Services enclosed.

10. **BRUNGERLEY PARK** (Pages 35 - 38)

Report of Director of Community Services enclosed.

11. **RECREATIONAL/CULTURAL/ARTS DEVELOPMENT AND EXCELLENCE GRANTS** (Pages 39 - 46)

Report of Director of Community Services enclosed.

12. **UPDATE ON PARKING ISSUES** (Pages 47 - 50)

Report of Director of Community Services enclosed.

ITEMS FOR INFORMATION

13. **REVENUE OUTTURN 2020/21** (Pages 51 - 84)

Report of Director of Resources enclosed.

14. **REVENUE MONITORING 2021/22** (Pages 85 - 106)

Report of Director of Resources enclosed.

15. **CAPITAL MONITORING 2021/22** (Pages 107 - 126)

Report of Director of Resources enclosed.

16. **GENERAL REPORT OF DIRECTOR OF COMMUNITY SERVICES** (Pages 127 - 128)

Copy enclosed.

17. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES** (Pages 129 - 130)

Report of Cllr T Austin on Lancashire Waste Partnership enclosed.

18. **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 Ged Mirfin, Councillor Simon O'Rourke, Councillor Sarah Rainford, Councillor Mary Robinson, Councillor Jennifer (Jenni) Schumann and Councillor Gary Scott.

Minutes of Community Services

Meeting Date: Tuesday, 25 May 2021, starting at 6.30 pm
Present: Councillor R Newmark (Chair)

Councillors:

J Alcock	S O'Rourke
S Atkinson	S Rainford
S Brunskill	M Robinson
S Carefoot	J Schumann
R Elms	G Scott
G Mirfin	

In attendance: Head of Engineering Services, Head of Leisure and Cultural Services, Chief Executive and Senior Accountant

Not in attendance: Councillor D Birtwhistle

9 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillors A Humphreys and S Knox.

10 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9 March 2021 were approved as a correct record and signed by the Chairman.

11 TO APPROVE THE MINUTES OF THE EMERGENCY COMMITTEE

The minutes of the meeting held on 27 April 2021 were approved as a correct record and signed by the Chairman.

12 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

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

13 PUBLIC PARTICIPATION

There was no public participation.

14 APPOINTMENT OF WORKING GROUPS 2021/22

The Chief Executive submitted a report outlining the working groups under the remit of this committee and recommending that both the Grants working group and the Car Park working group be re-established for the 2021/22 municipal year.

RESOLVED THAT COMMITTEE:

Approve the continuance of both the Grants working group and the Car Park working group with the following membership –

- Grants working group – Councillors Newmark, Atkinson, Alcock and Robinson, and
- Car Park working group – Councillors Newmark, Atkinson, Mirfin and S O'Rourke

CAPITAL OUTTURN 2020/21

The Director of Resources submitted a report reviewing the final outturn of the 2020/21 capital programme for this committee and seeking member approval for the slippage of some capital scheme budgets from the 2020/21 financial year to the 2021/22 financial year. The slippage items related to play area improvements, replacement of Pickup Ford Ranger and the replacement of CCTV system.

Consideration of an additional capital scheme was also requested for the 2021/22 financial year relating to the concreting of the floor at the Waste Transfer Station that would be jointly funded by this Council and Lancashire County Council.

Actual expenditure on this committee's 2020/21 capital programme was £331,349, which was 84.5% of the revised estimate budget. Seven of the ten capital programme schemes had been completed in-year and overall expenditure on these schemes was contained within the revised estimate budget approved in February 2021. Slippage of £60,320 had been requested for the remaining three schemes.

RESOLVED THAT COMMITTEE:

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
2. Recommend to Policy & Finance that a new scheme be included in the 2020/21 capital programme of £24,000 for concreting the floors at the Waste Transfer Station of which £12,000 would be funded from Lancashire County Council.

PLAY AREAS

The Director of Community Services submitted a report outlining details about the Council's play areas, together with a proposal for improving two of the sites which the Council owns and manages. The report also sought 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 had been received.

The report highlighted the budget available for the 18 play areas that the Council owns and manages, that is used for small scale improvements to some play areas each year arising from maintenance and general wear and tear, and the impact of vandalism.

Committee was informed that where the opportunity arises, S106 funding is sought from developers to improve a council play area. As a result of this the Council would be able to improve both Longridge Kestor Lane and Clitheroe Castle site this year along with the additional funding requested to the capital programme of £62,660.

A strategic replacement scheme programme for play equipment was not possible as annually the cost of essential maintenance elements was unknown. The approximate value of all the existing equipment in the 18 play areas including the safety surfacing was £950k.

An update on the Whalley Woodland play area was given where the supplier was having problems with supplies from the EU.

Members discussed the issues surrounding play areas and the need to keep children safe, maintenance checks, and available budgets. A more comprehensive report covering details of all 18 play areas was requested from officers to a future meeting of this committee.

RESOLVED THAT COMMITTEE:

1. Recommend to Policy and Finance committee the approval of 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
2. Authorise the Director of Community Services to procure new play equipment as detailed in the report for play areas at Kestor Lane, Longridge and Clitheroe Castle play area.
3. Ask the Director of Community Services to submit a more comprehensive report on all the play areas under the control of the Borough Council.

17 **DEPOSIT RETURN SCHEME, EXTENDED PRODUCER RESPONSIBILITY AND CONSISTENT COLLECTION CONSULTATION PAPERS**

The Director of Community Services submitted a report outlining three consultations that had been received from DEFRA, namely Deposit Return Scheme (DRS); Extended Producer Responsibility (EPR) and Consistency of Collections.

He briefly explained to members what each of the three schemes were consulting upon and the implications for the Council particularly with regard to financial and staffing resources.

The EPR consultation related to reforms to the packaging waste regulations with the intention of producers paying for the cost of packaging from cradle to grave. The DRS consultation sought views on proposals to introduce a DRS for drinks containers where an upfront deposit is paid and returned on redemption of the container. The Consistent Collections consultation was concerned with having consistent recycling collections from all waste collection authorities in order to improve the quantity and quality of municipal waste recycled in England to achieve a national recycling rate of 65% by 2035.

RESOLVED THAT COMMITTEE:

Delegate authority to the Director of Community Services to respond to the consultations on behalf of Ribble Valley Borough Council and that this response be shared with the District Councils Network.

18 **CLITHEROE TOWN MAPS**

The Director of Community Services submitted a report regarding grant funding from Lancashire County Council to improve Clitheroe Town Centre maps. It was proposed to redesign the maps in the existing poster cases in 9 locations around the town to improve orientation for residents and visitors.

A proposal had been submitted for the grant and the Council Solicitor was currently looking at the terms of the agreement. There was no financial commitment from the Borough Council required other than that of officer time to co-ordinate and manage delivery of the project.

Members requested that designs for the maps be circulated to the committee.

RESOLVED THAT COMMITTEE:

1. Delegate the Director of Community Services to approve the acceptance of the grant subject to legal comments on the terms of the contract agreement, and
2. Approve the officer time to deliver the project.

19 RV3G PITCH

The Director of Community Services submitted a report for information on the impact the pandemic had had on the RV3G site and an update on the way the use of the site was developing.

Despite the interruptions caused by Covid, usage figures showed the facility was very busy at peak times where demand outstripped supply. The pandemic had also resulted in a direct loss of income, although the Council was currently being partly compensated for lost income through the MHCLG Sales, Fees and Charges Compensation scheme.

20 RECYCLING UPDATE

The Director of Community Services submitted a report providing members with an update on recycling rates. Figures published by LCC show that Ribble Valley has had a 22% improvement performance for collection of green waste, and co-mingled collections had improved by 37%. Paper recycling levels were down, however the figures included the period during lockdown when paper collections were suspended due the closure of the recycling facility and was now expected to improve.

21 REPRESENTATIVES ON OUTSIDE BODIES 2021/22

The Chief Executive submitted a report informing members of the outside bodies that were under the remit of this committee and their membership that had been approved at the Annual meeting on 18 May 2021.

22 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, performance at the Platform Gallery, refuse bins, climate change working group and Ribble Valley in Bloom grants.

23 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

24 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.17 pm

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 24 AUGUST 2021
title: LIGHTING OF CLITHEROE CASTLE
submitted by: JOHN HEAP DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

1.1 To determine a response to the numerous requests received for the lights at the Castle to be coloured to commemorate/celebrate events or causes.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – Raise awareness of specific events or causes.
- Corporate Priorities – To ensure a well-managed Council providing efficient services based on identified customer need.
- Other Considerations – Recognition of the historical importance of the Castle.

2 BACKGROUND

2.1 The Council receives several requests annually from individuals and organisations to light Clitheroe Castle a particular colour. The effect achieved by placing coloured sheets over the white lights that normally light the Castle through the hours of darkness.

2.2 To date, the decision to agree or not requests have been taken by CMT, based on the following criteria:

- The request must come from a public body
- No political affiliation
- It should be a commemorative anniversary
- It is a national campaign involving other public buildings

Agreement to lighting the Castle does not have to meet each of these criteria, though it is expected a request would meet at least one to be considered.

For example, in support of the NHS or for the Census. Other requests have been turned down, such as a commercially based request. In the week leading up to Remembrance Sunday, the image of a single poppy has been projected in recent years and more recently, festive images have been cast at Christmas time.

2.3 It can be a very emotive issue for the people or organisations making a request, because the cause they are supporting generally has a personal connection. For example, a charity which is seeking to raise awareness of a particular illness, which has resulted in a personal loss to the individual requesting the Castle to be lit up with a certain colour.

3 ISSUES

- 3.1 Ordinarily the Castle is illuminated at night with a plain white light and on the occasions, it has been changed for a specific reason e.g., supporting the NHS, the impact locally is noticeable.
- 3.2 Council staff must be involved in ensuring the lights are not damaged when a coloured sheet is used. The sheets need to be correctly attached and the material of sufficient quality to prevent temporary or permanent damage to the light fitting. This is a cost which the Council bears for the national campaigns that have led to the Castle being lit in a different colour. Working out of hours for a member of staff will incur an additional cost. Although it has happened in the past, allowing an individual or group to carry out this work has implications from an insurance perspective for personal injury or if the lights were damaged.
- 3.3 If the Castle is lit regularly with different colours the likely outcome is a dilution of the impact that occurs now where changing the light colour is limited.
- 3.4 If anyone could ask for the Castle to be lit, there would need to be some form of allocation mechanism to enable competing requests to be determined.
- 3.5 Allied to this would be the need for criteria to establish which requests can be accepted, for example a person requesting lighting for a specific charity event/cause or someone wanting it for special birthday etc.
- 3.6 Currently because the lighting is done for National Events/Causes, which are requested of the Council as a public body, the Council covers any related costs. If it were opened to lots of other causes however laudable they might be, the issue of cost would need to be addressed. Often when organisations or people are involved for charitable reasons the assumption made is that whatever costs the public purse faces, it should be given free of charge for the organisation/individual. Clearly that option is not available to the Council with a limited budget for carrying out this work.

4. OPTIONS

Committee are invited to consider three options. It is recommended that whichever option is chosen, if the request is granted for something other than a National directed initiative from the Government then a charge is levied. The Council already makes a charge for Charity events, for example at the bandstand or stalls at the food festival, so it would be consistent to conclude that it would be inappropriate that the cost of lighting the Castle for a charity, individual or group is borne by the Council taxpayer.

The options are:

- a. To maintain the current arrangement whereby CMT decide on the request based on the criteria that has worked well to date. Committee may wish to include a limit of 3 non-Government campaigns and approval for one year does not guarantee an annual approval for the same cause or group.
- b. Limit the lighting of the Castle to National Events of significance which are directed by the Government, plus the Remembrance poppy and the Christmas image.
- c. Allow any individual or group for a fee to ask for the lighting to be changed to celebrate/commemorate a date or cause.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications.

- Resources – Officer time to install and remove the coloured sheets on the lights, with current arrangements this is modest and met from existing budgets but expanding the practice will increase the cost in proportion.
- Technical, Environmental and Legal – The Council owns the Castle and the lighting installations, there is no planning implication for changing the light colour.
- Political – None arising from the report.
- Reputation – The Castle is a focal point for the town and how it is managed can be a very emotive issue for some individuals and groups, which impacts on the Council's reputation. This is less of an issue for residents outside Clitheroe, although any significant cost may then come into focus.
- Equality & Diversity – without some form of control on how the Castle is lit, the Council could face complaints from specific groups that they were not able to access the option for having the lighting changed in support of their cause.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Determine which of the options outlined should be applied for the future lighting of the Castle.
- 5.2 Consider the introduction of a charge for installations other than Government or Council initiatives.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY
SERVICES

For further information please ask for Mark Beveridge 01200 425111.

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY, 24 AUGUST 2021
title: CLITHEROE FOOD FESTIVAL
submitted by: JOHN HEAP – DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE – HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

1.1 To provide an update on the event and seek approval in principle for the 2022 event.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 The Council was unable to stage the Food Festival for either 2020 or 2021 due to the impact of covid, which has a significant impact on events across the Country.

2.2 Planning for what is the largest one-day event in the Borough takes many months and is undertaken by the Council's officers.

2.3 The event was originally introduced to help promote the many food and drink businesses in the Borough. It has in time grown to be one of the largest one-day food events in the Country.

2.4 It has always been a one-day event for 3 principal reasons:

- a. The Park and ride, run by the Council from the Auction Mart site, so essential to avoid complete traffic gridlock in the town, has only been available to the Council on a Saturday.
- b. Security of the site, based as it is in the town centre and not within a fenced enclosure, as many other 2 days events are, would be prohibitively expensive and even then, impossible to guarantee security for the stock left overnight. Requiring a complete breakdown, load out and then set up and load in on the Sunday Morning, for any on street stalls.
- c. The mainly council staff resources used to run the event are not sufficient to cover a two-day event. Sourcing external staff is not achievable within the remit of the existing budget.

3 THE 2022 FOOD FESTIVAL

3.1 2022 would if it goes ahead, mark the 10th year the event has been staged.

3.2 The event is planned and organised by Council officers, Council staff also work on the day, undertaking various roles, such as litter collection and stewarding. Volunteers help with providing visitors with maps or directions and we use external specialist assistance, e.g., first aid, security and traffic management.

3.3 The Clitheroe Food Festival contributes to our promotion of the area as a tourist destination and our economic development role. However, there is only anecdotal

evidence to support the economic and tourism impact of the event on the town, as there has never been an economic impact assessment of the event. Of the roughly 110 stalls booked in 2019, around 30 were from Ribble Valley, the rest came from Lancashire and elsewhere in the Northwest.

- 3.4 As a result of problems experienced because of previous demand for non-food stalls, committee decided to limit these to no more than 3. Included in that number are the charity stalls.

4 ISSUES

- 4.1 The amount of sponsorship attracted by the festival has steadily fallen over the past 4 years. In 2019 the sum was £4k. The return for sponsors has always been tenuous at best, with links by association through advertising and the web site, plus tickets to tastings or demonstrations. Managing sponsorship has been made difficult in recent years with some sponsors also being producers. This meant that they had space at the event to sell their products, (there is of course an opportunity cost to this space, which otherwise could be sold to other stall holders). This diminishes the value of the sponsorship received by the Council.
- 4.2 The festival is free to attend, with income principally obtained from stall holder fees and a small amount from tastings/demonstrations, whilst the park and ride seeks to break even. Being free to visitors, it cannot generate sufficient income to cover the cost of staging it. That has always been the case and the only way to change it would be if it was possible to relocate to a site where entry could be controlled, and an entry fee applied. The Castle field could be an alternative location, but it is not viable due to the variability of the weather and the impact it has on the surface. In 2019 for example, the funfair associated with the event, was cancelled due to heavy rain three days before the event, the second time in three years this has happened.
- 4.3 The event has relied to date on a substantial number of Council officers working to plan it and, on the day, to serve in various roles. Although working on the day is paid (subject to tax and N.I.), it is a long and exhausting day for everyone involved. There has been a clear downward trend in the number of staff willing to work on the event and it may be necessary to look at alternative models of delivery for the future, to ensure the many people required to run it are available. A more reliable option would be to use a professional event company to manage the event, but that would be at considerable cost.
- 4.4 Because it is free to attend, that brings with it the risks of large crowds with no easily discernible way of controlling numbers. There is an inherent safety risk in managing the crowd and further work will need to be considered to ensure that public safety is maintained. Unlike a ticketed event, where numbers can be controlled, there is no realistic way of doing so for a free to attend event. However, this does not absolve the Council from its' responsibility to plan and run an event which is safe for all attendees. The Council as an organiser has a legal obligation under various pieces of legislation to ensure the risk to the people attending is minimised. At the height of the event, the main streets are full with attendees. This is a situation which must be managed safely and currently there is no practical way of doing so. However, the Council or any event organiser, cannot plan for an event knowing that such things have not been addressed satisfactorily. To be able to consider a controllable site, options to make the surface of the Castle Field suitable have been explored briefly. The permanent solution involving reinforcing the grass with a grid system would be around £210k, whilst temporary surfacing to allow vehicles and pedestrians to use the field after heavy rain is around £81k each year. Clearly both are beyond the scope of the current budget provision and

would if Committee wanted to explore this route in detail require further work and ultimately a capital bid or significant uplift in the revenue costs of running the event. However, this option would allow the area to be fenced and providing the control of crowd numbers required, as well as a modest ticket income if desired. A permanent solution also opens the field to more extensive event use annually, something which is currently limited because of ground conditions.

- 4.5 In previous years, the option of food demonstrations and tastings have been tried, the participation of local chefs for the former dwindled as did demand from attendees. The same was true of the tasting events, where demand fell away. The demonstrations were stopped in 2017 and the tastings had dropped to just two sessions by 2019.
- 4.6 Although popular according to social media and other sources, the event is not universally welcomed in the town. Some business owners are hostile to it, because of the negative impact it has on their normal business and others embrace it, because of the opportunity it brings.

5. RISK ASSESSMENT

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

- Resources – To date the Council has underwritten the cost of staging the Food festival. With limited sponsorship and being free to attend, the event cost has risen sharply is likely to rise further as the demands of staging it safely increase. The budget from the event staged in 2019 is attached (appendix 1).
- Technical, Environmental and Legal - The success of the event in attracting people to Clitheroe makes safety a constant challenge given the limited street space available within the town. The Council as the event organiser is legally obliged to run a safe event and would be held accountable by the Health and Safety Executive if an incident occurred leading to injuries or worse.
- Political – none in the context of the report
- Reputation - The Council has a high reputation for delivering an excellent event according to the feedback from stall holders and many attendees. That is based on the professional approach taken to the planning and delivery of previous food festivals, The Tour of Britain Cycle Race and The Freedom of the Borough March.
- Equality and Diversity – The festival is located on the streets of the town and all areas are accessible. Demonstrations if staged, are in accessible buildings.

6. RECOMMENDED THAT COMMITTEE

6.1 Note the report and decide if approval should be granted in principle for the 2022 edition of the event.

MARK BEVERIDGE
HEAD OF CULTURAL & LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS – CFF File
Appendix 1

Clitheroe Food Festival	Actual 2018 £	Original Estimate 2019 £	Actual 2019 (as at 15/10/19) £
EXPENDITURE			
EMPLOYEE RELATED			
Staffing Costs Before, During and After the Event	6,821	6,710	5,115
<i>total employee related</i>	6,821	6,710	5,115
PREMISES RELATED			
Marquees, Stalls and Staging for Town Centre Entertainment	8,583	8,730	8,790
Demonstration Venues	900	920	880
Portable Toilets	475	500	630
Park and Ride Facilities	670	830	1,070
<i>total premises related</i>	10,628	10,980	11,370
TRANSPORT RELATED			
Park and Ride Coach Hire	1,820	1,950	1,890
<i>total transport related</i>	1,820	1,950	1,890
SUPPLIES AND SERVICES			
Advertising and Promotions Online and in Print	4,034	4,500	4,966
Printed Leaflets and Posters	2,043	2,080	2,073
Postage	167	170	122
Volunteer T-Shirts	232	200	149
On Street Entertainment	2,165	3,760	3,865
Two Way Radios for on the Festival Day	480	500	480
First Aid Provision	1,568	1,700	1,610
Festival Site Security	1,628	1,800	1,701
The Mad Science Funstations	550	650	940
Refreshments	405	410	220
AA Signs within Clitheroe and Perimeter	1,284	1,400	1,310
Traffic Management Signage and Coning	1,606	1,900	1,727
Other Miscellaneous Items	265	270	642
<i>total supplies and services</i>	16,425	19,340	19,804
<i>Total Gross Expenditure</i>	35,695	38,980	38,178

Clitheroe Food Festival	Actual 2018 £	Original Estimate 2019 £	Actual 2019 (as at 15/10/19) £
INCOME			
CUSTOMER AND CLIENT RECEIPTS			
Park and Ride Income	-4,140	-4,490	-2,113
Chargeable Events - Demos/Tastings	-485	-500	-324
Charges to Exhibitors	-14,305	-14,590	-18,265
<i>total customer and client receipts</i>	-18,930	-19,580	-20,702
GRANTS REIMBURSEMENTS AND CONTRIBUTIONS			
Grant from Ribble Valley Borough Council	-5,000	-5,000	-5,000
Overs/Unders	75	0	0
Fair	-250	-280	0
Total Sponsorship	-8,500	0	-4,000
<i>total grants reimbursements and contributions</i>	-13,675	-5,280	-9,000
<i>Total Gross Income</i>	-32,605	-24,860	-29,702
Actual (Potential for 2019) – (SURPLUS)/DEFICIT (added to)/taken from earmarked reserve	3,089	14,120	8,477
Opening Balance on Earmarked Reserve	-17,736	-14,647	-14,647
Closing Balance on Earmarked Reserve	-14,647	-527	-6,170

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 24 AUGUST 2021
title: USE OF PUBLIC OPEN SPACES
submitted by: JOHN HEAP, DIRECTOR COMMUNITY SERVICES
principal author: MARK BEVERIDGE, HEAD OF CULTURAL SERVICES

1 PURPOSE

1.1 The Council has carried out a small survey of residents who live around a piece of public open space in Wilpshire, which currently has a No Ball Games Sign in the middle, some residents would like it removed and others would prefer it stayed. This report seeks a view from Committee.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives - To help make people's lives healthier and safer.
- Corporate Priorities - To sustain a strong and prosperous Ribble Valley.
- Other Considerations – None

2 BACKGROUND

2.1 The area of public open space sits within a private residential estate in Wilpshire, the cul-de-sac is called Woodcrest. The sign was erected some years ago apparently to deter young people from playing ball games on the green space, not just from the surrounding houses but from other properties on adjoining roads. The issues of safety and damage were the main reasons it is understood why the sign was put up originally.

2.2 Recently a request was received from a resident asking for the sign to be removed. The sign itself is advisory only, it has no legal standing, though it has served to deter ball games, though the space itself is used for play purposes by younger children.

2.3 To gauge the feelings of the residents a letter was sent to the properties which surround the green space. Twenty-four properties were consulted, 17 were returned.

3 ISSUES

3.1 The unique nature of the green space makes Woodcrest unusual for a residential area, being a cul-de-sac with a substantial area of green space within it. Therefore, it is understandable that there would be a difference of opinion from those who would be most affected by removing the sign.

3.2 The green space itself is despite the sign, still available for the residents to use and the Council cut the grass, so it is public open space available to all to use in a sensible way.

3.3 From the results of the residents' feedback, there are clear differences of opinion. Seventeen responses were received and the residents are split 10 for removal and 7 against.

3.4 The green space has crown with a slope off it on three side where it is not level with the road which runs around it. Some of the respondents referred to this as a concern if children run to retrieve a ball.

4 RISK ASSESSMENT

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

- Resources – The Council own the land and cut the grass; this would continue irrespective of the sign being in situ.
- Technical, Environmental and Legal – The land is owned by the Council, it was previously leased to the local Parish Council and that lease is no longer in place. Any accidents on the land would as with any other public open space, present a potential liability to the Council which our insurers would consider on a case-by-case basis.
- Political – None in the context of this report.
- Reputation – This is a contentious issue with no easier answer which will satisfy all the residents of the area. However, public safety and nuisance are also enforceable by the Council under separate powers and these need to be considered in the decision-making process.
- Equality & Diversity – People use the green space now and it seems from the responses received to be policed by residents around the cul-de-sac.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Decide which option should be taken:

- a. The sign remains and allow the green space to be used for recreation, just not ball games.
- b. The sign is removed and any form of recreation including ball games allowed on the green space.

Mark Beveridge
Head of Cultural and Leisure Services

John Heap
Director of Community Services

BACKGROUND PAPERS

None

For further information please ask for Mark Beveridge 01200 425111

DECISION

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 24 AUGUST 2021

title: HEALTH FUNDING

submitted by: JOHN HEAP, DIRECTOR COMMUNITY SERVICES

principal author: MARK BEVERIDGE, HEAD OF CULTURAL SERVICES

1 PURPOSE

1.1 To confirm a CMT decision to undertake a three-year project for improving the health of workers in local businesses.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives - To help make people's lives healthier and safer.
- Corporate Priorities - To sustain a strong and prosperous Ribble Valley.
- Other Considerations – Economic recovery from the impacts of covid will be helped with a healthy workforce.

2 BACKGROUND

2.1 Active Lancashire, A.L., (formerly Lancashire Sport) is the strategic lead for Sport and Physical Activity in Lancashire. They work with local organisations and individuals to help bring about active lifestyles. A.L. are one of the many Sport England-led Active Partnerships that drive a sports delivery system across the country.

2.2 A.L. work in leading and facilitating effective partnerships across the county from key influential decision makers, through to community grass roots organisations aimed at encouraging Lancashire residents to engage in sport and physical activity and lead a happy, more prosperous life.

2.2 A.L. have received funding through Innovate UK, as part of the Industrial Strategy Challenge Fund (ISCF) to help improve health in the workplace (Health Screening Project). This involves working with companies to provide work-based health assessments, allied to a programme of activities to help the physical and mental health of the working population. For Ribble Valley this could be worth around £100k over three years.

2.3 Active Lancashire have also secured funding from the European Social Fund (ESIF), for a scheme which aligns with the ISCF one, this is again work based and is a Workplace Health Champion Project. It is now widely recognised that employee well-being and productivity are inextricably linked. The funding potentially available for Ribble Valley from this source is up to £155k over three years.

2.4 It is known that from an economic perspective improving the health of the work force provides additional Gross Added Value (GVA). In Lancashire productivity across the County lags an average of 20% behind the rest of the UK, although specific district

figures are not available, anything that improves the picture locally will both benefit the individuals concerned and the business they work for.

- 2.5 A.L. and Uclan are leading on both projects under the broader initiative of Business Health Matters. There is widespread support across the County for this initiative, including the LEP, NHS and Chambers of Commerce, because of the value it can provide to employers and employees alike.

3 ISSUES

- 3.1 For the ICSF project the Borough Council will need to apply and if successful sign a funding agreement which commits the Council to delivering the outcomes sought by the funder. Both ICSF and ESIF projects are being co-ordinated by Active Lancashire across the County.

- 3.2 The ESIF project had a tighter timescale, which required the Council to agree to a Collaboration Agreement in July for an intended start in September 2020. Therefore, the matter was discussed at CMT. CMT felt confident that the project is consistent with what the Council is trying to achieve so a decision was made to enter into an agreement with A.L. ahead of Committee being able to consider the project. To avoid the Council missing the funding opportunity presented, as the project was a fit with RVBC policies.

- 3.3 As part of the CMT decision it was determined that any decision to appoint staff would be subject to a further report back to CMT for their agreement on appointments being made. Because the grant provided from DWP is based on existing officer time as match funding (£197,267), there would not be a requirement to provide actual revenue budget from the Council for the project.

- 3.2 The ESIF project will involve the Council making up to 2 temporary fixed term appointments of staff to deliver the schemes at the point when the work involved in delivering the project is likely to exceed the existing capacity of current staff to deliver. The funding for these appointments will be secured from the match funding of in-kind officer support from existing Council staff who will be required to co-ordinate delivery locally in the Borough. That work is part of existing work schedules and is eligible under the ESIF programme for match funding. It will primarily involve the existing staff already employed in the Council's healthy lifestyles and weight management team. With some strategic work from senior officers in Cultural and Leisure services.

- 3.3 For the training and certification required, this would be sourced through local colleges in East Lancashire. Budget is available to cover this aspect.

- 3.3 Any new temporary posts that would be appointed will be subject to the Councils' standard recruitment process, including evaluation of the posts to agree a pay scale.

- 3.4 The accountable body for the projects is A.L., although for each project this Council will need to enter into a Collaborative Agreement with the funders and a Service Level Agreement with A.L. Both will need to be considered by our own solicitor to determine that the liabilities of doing so are satisfactory for the Council, prior to signing for and agreeing to the funding.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications.

- Resources – The budget for the project does not require any additional expenditure from the Council because all the costs are covered by the grant provided by DWP based on the matching of existing officer time. A budget for the scheme is in the appendix.
- Technical, Environmental and Legal – The Council has signed up to the ESIF project due to the timescales involved. An application will need to be made for the ISCF project and a legal agreement entered into.
- Political – Economic development is a core element of the Council's corporate strategy and these projects if approved will help local businesses and employees.
- Reputation – Having a healthy workforce and an active population is good for all concerned and enhances the image of the Borough as a place to live and work.
- Equality & Diversity – incorporated into the principles of both projects.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Ratify the CMT decision to proceed with the ESIF project ahead of Committee being obtained due to timescales involved.
- 5.2 Agree that the Council apply to enter into agreement with the funding bodies for the ISCF subject to satisfactory legal agreements being reached.
- 5.2 Delegate authority to the Director of Community Services to sign the ISCF agreement.
- 5.3 Agree the Council providing officer time to manage the projects and appoint the necessary temporary staff for delivery.

Mark Beveridge
Head of Cultural and Leisure Services

John Heap
Director of Community Services

BACKGROUND PAPERS

None

For further information please ask for Mark Beveridge 01200 425111

Appendix 1
ESIF Budget

	2021/2022	2022/2023	2023/2024	
Expenditure				
Staffing	24565	61413	69017	154995
Basic Skills training Certification	6310	6309	6309	18928
Courses	3300	3300	3300	9900
Equipment	2500	2400	2250	7150
Insurances	215	230	230	675
Travel/room hire	3000	5000	2000	10000
Potential				
redundancy costs	0	0	5000	5000
Operating costs	4000	5000	4000	13000
Contingency	4000	8000	5073	17073
Total Expenditure	47890	91652	97179	236721
Income				
New Staff Grant	51665	51665	51665	154995
Delivery grant	27242	27242	27242	
Total Income	78907	78907	78907	236721
Net	-31017	12745	18272	0

The Council will be providing existing staff resources worth £197,267 towards the scheme, in addition to the budget shown above.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 24 AUGUST 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 provide information about the state and range of equipment in the Council run play areas and to approve additional s106 funding for new equipment.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To ensure a well-managed Council providing efficient services based on identified customer need.
- Corporate Priorities – To help make people's lives healthier and safer.
- Other Considerations – Improve existing play areas.

2 BACKGROUND

2.1 Committee received a report in May outlining some of the issues with the play area stock. A request for further information was made and this report provides that.

2.2 Attached to this report is an inventory of the existing 18 Council play areas, showing the equipment at each site with an individual assessment and approximate age. There are more play areas in the Borough, beyond those owned by the Council, some the responsibility of a Town or Parish Council, others on private residential estates and the responsibility of the developers appointed management company, these are not included in this inventory.

2.3 As can be seen the range of equipment is very similar, as is the age and condition in each play area. It can be argued that our play areas, like many found up and down the country are formulaic, they lack real design and focus on (KFC), kit, fence and carpet (safety surface). This is primarily because when designing play areas, few local authorities can engage landscape architects to develop an area using the topography and natural features.

2.4 Fields in Trust first originated the following terms for play areas in the 1980s, when the need to provide detailed technical guidance for authorities on what exact provision should be made for children's play. The terms were widely adopted by both planners and play practitioners, and today are universally used when it comes to planning for play. These are not prescriptive definitions, thereby providing a degree of flexibility in play design.

a.LAP (Local Area for Play):

A small area of open space specifically designated and primarily laid out for very young children to play close to where they live i.e., within one minute's walking time. LAPs are designed to allow for ease of informal observation and supervision and primarily function to encourage informal play and social interaction for toddlers. The LAP requires no play equipment as such, relying more on demonstrative features indicating that play is positively encouraged.

b.LEAP (Locally Equipped Area for Play):

An area of open space specifically designed and laid out with features including equipment for children who are beginning to play independently. The number and nature of equipment and structures is a matter for local decision, though provision for a minimum number of six play experiences is recommended.

Play features including equipment are an integral part of the LEAP and the attractiveness of such spaces, though it is also important that the space can be used for physical activity and games. LEAPs can also include landscaped areas of play; containing little formal equipment but imaginatively designed and contoured, using as far as is possible natural materials such as logs or boulders which create an attractive setting for play.

c.NEAP (Neighbourhood Equipped Area of Play):

This is an area of open space specifically designated, laid out and equipped mainly for older children but potentially with play opportunities for younger children as well. It can provide play equipment and a hard surface area for ball games or wheeled activities such as roller skating or cycling. It may provide other facilities such as a ramp for skateboarding, a rebound wall, and a shelter for meeting and socialising. NEAPs can often be combined with LEAP provision.

- 2.5 The importance of play and recreation in the life of every child has long been acknowledged by the international community, as evidenced by the proclamation in the United Nations 1959 Declaration of the Rights of the Child: “The child shall have full opportunity for play and recreation... society and the public authorities shall endeavour to promote the enjoyment of this right” (art. 7). This was further strengthened in the Convention on the Rights of the Child (1989) which explicitly states in article 31 that “States, Parties recognize the right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.”
- 2.6 Playgrounds are vital in providing spaces where children can express and challenge themselves, be active, experience risk and develop life skills to manage it all the while being as safe as necessary, though not as safe as possible. That is why boosting the appeal of playgrounds and play spaces, so children and their carers want to visit, is so important. RoSPA advocates that playground offer a more open-ended and stimulating experience, with attention paid to the quality and variety of play experiences on offer. Another term for this is “play value”. Play value and play safety go hand in hand.
- 2.7 Successful play spaces are not simply ordered from a catalogue put in the ground and left. They require careful thought and planning, continuing care and maintenance (Play England 2008).
- 2.8 Play value itself is based on 3 categories:
 - a. Physical play experiences
 - spinning
 - sliding
 - rocking
 - swinging
 - climbing
 - balancing
 - jumping and bouncing
 - walking, running and rolling
 - movement from wheelchair or other aid
 - b. Sensory play experiences

- Tactile, auditory, visual, interaction with natural features
 - Auditory
 - Visual
 - Interaction with natural features
- c. Social Play experiences
- Cooperative play and social interaction.
 - Dramatic and imaginative play.
- 2.9 All 18 Council play areas do not provide the same play value, nor are they intended to do so. Some are small and serve the immediate area others are large and serve both a wider residential population as well as visitors. Some fall somewhere between the two.
- 2.10 The approach to risk is something which has been the subject of considerable debate in relation to play areas, one school of thought being to remove the level of risk as far as possible, leading to a sanitised approach to play provision. The other option is for there to be an acceptable degree of risk which allows children to develop an awareness and understanding that certain behaviours have consequences.
- 2.11 National guidance recommends that children over 5-year-old should engage in at least 60 minutes of moderate to vigorous physical activity (MVPA) every day and children under 5, that are able to walk unaided should be physically active for at least 3 hours throughout a day. Across England only 24% of girls and 32% of boys aged 2 to 15 years old are meeting these recommendations (UK Active).
- 2.12 A 2019 study showed that by the age of 11 children are doing 1 hours less physical activity than they were at age 6 (British Heart Foundation), allied to this is an increasing issue of unhealthy weight for young children as they move from primary school into senior schools. This has issues for their long-term physical and mental health.
- 2.13 There is a proven link between a lack of garden and obesity in children (BHF, 2015), showing the clear value of public open space to help people and families as a whole benefit from healthier happier children.
- 2.14 There is the potential for public open space including play areas to provide opportunities for social interaction for the wider community and supports the development of a greater sense of community spirit, promoting social cohesion.
- 2.15 Public open spaces have a vital role in the everyday lives of children and young people, especially as a place for meeting friends.
- 2.16 Play England has always advocated for all children to have access to the "three frees" in play – that is that play should be free of charge, where children are free to come and go and where they are free to choose what they do when they are there.
- 2.17 National planning policy framework, para 96 states the importance of high-quality open space and opportunities for sport and physical activity as important to the health of local communities.

3 ISSUES

- 3.1 The general stock of equipment and safety surfaces are ageing though still functional. However, the general appearance of much of the equipment gives the impression of decay and deterioration. As an example, at Procters Field, Whalley, the preparation and painting of one piece of equipment took 2 men, 4 days, if that were multiplied out across the 18 play areas and all the equipment, it can be seen the huge number of

days required to simply paint the existing stock. The replacement of one element of the multi-play unit which was vandalised as well as two of the safety surfaces under equipment and repairs to others amounted to approximately £11k. Few parents or casual observers would comprehend how such a sum could be spent yet no new items were added other than the replacement rope bridge, such is the cost of play equipment and the safety surfaces required. Ideally, equipment would be replaced every 8-10 years, though few councils are likely to have budget provision for that to occur.

- 3.2 Annually the Council has £40k allocated to the play areas which covers the maintenance issues arising from normal wear and tear as well as vandalism related repairs/replacements. This represents less than 10% of the purchase cost of the items in our play area inventory, excluding the installation and safety surface. Therefore, having a plan to renovate even one play area per year is not feasible and would require a substantial increase in the budget to achieve that. The route to that, if the Committee want to see improvement made across the play area stock, would be to include a programme in the next capital budget process to be assessed as part of the other competing priorities which the Council has for allocating funding to.
- 3.3 There are various pieces of legislation which the Council must comply with in providing and operating play areas, the most important is the Health and Safety Act 1974 and the subsequent amendments. This places a responsibility on the council to ensure that the equipment and the sites are area safe for people to use and staff to work in. Therefore, issues such as inspections and maintenance are a key element.
- 3.4 The inspection regime is based around Council staff carrying out a visual inspection monthly, with an operational inspection every three months. The latter involves a physical check of the equipment, e.g., bolts, fixings etc. These are all recorded. The inspection sheets have recently been updated and will be further refined when staff requalify for their inspection certificates in October. In addition to these inspections, if any reports of damage or vandalism are received then the specific site would be checked as necessary. The Council's insurers Zurich also carry out an annual inspection by their qualified inspector. Zurich will then provide the Council with their recommendations, which normally consist of suggestions for replacement of swing chains or wear and tear on an item which will need monitoring. There have been no major recommendations made recently. Normally, if a small item requires replacement, such as a springer, that would be covered by the annual budget, however if it was a substantial piece, an assessment would have to be made on whether the item was removed entirely or a smaller piece installed, depending on the budget available at the time.

4. BUDGETS AND SPEND ON PLAY AREAS

- 4.1. The Council currently has a capital programme budget for Play Area Improvements as shown below.

	2021/22	2022/23	2023/24	2024/25
Original Budget	40,000	45,000	45,000	46,000
Slippage or Budget Moved from 2020/21	56,500			
Additional Approval in Year: Longridge Kestor Lane site	30,000			
Additional Approval in Year: Clitheroe Castle site	32,660			

Total Available Budget in Year	159,160	45,000	45,000	46,000
---------------------------------------	----------------	---------------	---------------	---------------

- 4.2. This budget provides for incremental improvements to the 18 play areas each year. In addition, the budget is used to deal with ad hoc equipment replacement which arises annually, maintenance and general wear and tear, plus dealing with vandalism
- 4.3. Should there be a more specific scheme required, outside this budget provision, a 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.
- 4.4. Looking back over the past five years, the budgets and spend on the capital programme have been as shown below:

	2016/17	2017/18	2018/19	2019/20	2020/21
Original Budget	40,000	40,000	40,000	40,000	40,000
Slippage or Budget Moved from Previous Year	0	6,780	12,940	18,870	30,830
Additional Approvals in Year	0	0	0	0	0
Total Available Budget in Year	40,000	46,780	52,940	58,870	70,830
Actual Spend	33,216	33,843	33,908	27,484	14,322
Variance (negative values are underspends)	-6,784	-12,937	-19,032	-31,386	-56,508
Slippage or Budget moved to the Next Year	6,780	12,940	18,870	30,830	56,500

- 4.5. As members will see above, Covid-19 impacted on spend under the capital programme in 2020/21, but the unspent budget has been moved in to the 2021/22 financial year, so no budget has been lost.
5. SECTION 106 MONIES IN RESPECT OF OAKMERE HOMES DEVELOPMENT ON CHATBURN ROAD
- 5.1 The Council have received Section 106 monies of £17,940 in respect of the Oakmere Homes development on Chatburn Road. Under this agreement these monies are permitted to be used for play area improvements.
- 5.2 It is proposed to use these monies to carry out the installation of new equipment at the Highmoor Park and Highfield Road sites. It is hoped to complete this work at the same time as the other improvement work at Clitheroe Castle.
- 5.3 Should members agree to this proposal, then committee will need to refer this matter to Policy and Finance Committee for an additional approval to the capital programme under the play areas scheme. If approved this would increase the capital budget for play areas in 2021/22 to £177,100.

Originally relating to:	2021/22 Budget £
Play Area Improvements – In Year Allocation	40,000
Play Area Improvements for 2020/21 <i>(moved to 2021/22 at the time of setting the revised estimate for 2020/21)</i>	40,000
Play Area Improvements for 2019/20 <i>(Unspent slippage from the 2019/20 financial year)</i>	16,500
Additional Approval for Longridge Kestor Lane Site	30,000
Additional Approval for Clitheroe Castle Site	32,660
Proposed Additional Approval for Highmoor Park and Highfield Road sites	17,940
Total Resources Available for Play Area Improvements	177,100

6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications

- Resources – The £17,940 is an additional sum from a s106 agreement to spend on the two play areas identified
- Technical, Environmental and Legal – All works will be procured in accordance with the Council's Contract Procedure. Rules. Council officers would oversee the letting and monitoring of the tender.
- Political – None arising as a direct result of this report
- Reputation – The error that we made earlier this year in removing all the equipment from Whalley Woodland play area demonstrated clearly, by the vigorous local reaction, the importance to residents of the Council's play areas. Having taken a severe reputational hit, committee recovered by its agility in re-assessing priorities to re-equip that play area as quickly as it was possible to achieve. Committee may wish to bear this mind when deciding how best to proceed.
- Equality & Diversity – there is limited provision for children with a disability in the play areas the Council provides. The play industry now provides a range of pieces which can be accessed by all children as well providing specific pieces designed for wheelchairs for example.

7 RECOMMENDED THAT COMMITTEE

- 7.1 Approve the additional capital bid of £17,940 for use at Highfield Road and Highmoor Park, to be funded from s106 contributions by Oakmere Homes, for the 2021/22 Capital Programme and refer this to Policy and Finance Committee for final approval.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

RVBC PLAY AREA INVENTORY

Please note replacement cost is an approximate sum for purchase only. Installation and replacement of safety surface would need to be assessed for condition. The average price per m2 for wet pour is between £60 and £100 depending on whether the surface is replacing an existing one or is a new installation. (The price is for standard black only, not coloured surfacing)

PLAY AREA	EQUIPMENT NAME	APPROXIMATE AGE	FENCED AREA	CONDITION 1-5 (5 is new)	REPLACEMENT COST £	SAFETY SURFACE
CLITHEROE						
Castle Grounds BB7 1BA	Baby cradle swing x 2	15 yrs	Yes	3	1,500	Yes, under play items rest of surface is grass
	Play Panel	15 yrs		3	4,000	
	Balance log bar	20 yrs		3	1,000	
	Balance plastic blocks	20 yrs		3	1,500	
	Spin sit-in roundabout	20 yrs		3	1,500	
	Seesaw	20 yrs		3	1,700	
	Supa nova spinner	10 yrs		3	4200	
	Swing basket	15 yrs		3	8,000	
	Baby cradle swings x 2	25 yrs		2/3	1,500	
	Multi-play	10 yrs		2/3	20,000	
	Junior swings x 2	25 yrs		2	1,500	
	Junior swings x 2	25 yrs		2	1,500	
	Junior swings x 2	25 yrs		2	1,500	
	Swing frame no swings	25 yrs		1	1,500	
	Springer, vandalised.	5yrs		Taken out	2,000	
	Mini sit in roundabout	10 yrs		3	3,000	
	Springer	10 yrs		3	1.000	
Springer	5 yrs	3	1,000			
Multi-play	25 yrs	2	16,000			
Slide	25 yrs	3	7,000			
Colthirst (Salthill) BB7 2EJ	Multi-play	20 yrs	yes	2/3	10,000	Yes, under play items
	Springer	5yrs		3	1,000	
	Baby cradle swings x 2	20 yrs		2/3	1,500	
Edisford Riverbank BB7 3LA	Junior swings x 4	30 yrs	Yes	2/3	3,000	Yes, under play items Grass rest of area
	Multi-play	30 yrs		2/3	16,000	

PLAY AREA	EQUIPMENT NAME	APPROXIMATE AGE	FENCED AREA	CONDITION 1-5 (5 is new)	REPLACEMENT COST £	SAFETY SURFACE
Edisford Riverbank BB7 3LA	Junior Swings x 4	20 yrs	No	2/3	3,000	Yes under play items
Hawthorne Place BB7 2HU	Baby cradle swings x 2	15 yrs	yes	3	1,500	Yes, under play items rest grass
	Junior swings x 2	15 yrs		3	1,500	
	Small multi-play	15 yrs		3	16,000	
Highfield Road (Littlemoor) BB7 1LD	Multi-play	20 yrs	Yes	2/3	16,000	Yes, under most of the play items, excludes trim trail Rest grass
	Springer	10 yrs		3	1,000	
	Springer	5 yrs		3	1,000	
	Springer	8 yrs		3	1,000	
	Baby cradle swings x 2	15 yrs		3	1,500	
	Baby cradle swings x 2	15 yrs		3	1,500	
	Seesaw	15 yrs		3	1,500	
	Trim trail	15 yrs		3	5,000	
	Junior swings x 2 seats	20 yrs		2/3	1,500	
	Junior swings x 2 seats	20 yrs		2/3	1,500	
	Junior multi-play	20 yrs		2/3	20,000	
Highmoor Park	Seesaw	20 yrs	yes	2/3	1,700	Yes, under the play items, rest tarmac
	Junior Swings x 2	20 yrs		2/3	1,500	
	Multi-play	20 yrs		2/3	16,000	
	Baby cradle swings x 2	20 yrs		2/3	1,500	
Low Moor BB7 2NN	Baby cradle swing x 2	15 yrs	Yes	3	1,500	Yes, under the play items Rest grass
	Springer	10 yrs		3	1,000	
	Springer	5 yrs		3	1,000	
	Small roundabout	15 yrs		3	3,000	
	Seesaw	15 yrs		3	1,700	
	Multi-play	15 yrs		3	18,000	
	Junior swings x 2	15 yrs		3	1,500	

PLAY AREA	EQUIPMENT NAME	APPROXIMATE AGE	FENCED AREA	CONDITION 1-5 (5 is new)	REPLACEMENT COST £	SAFETY SURFACE
Henthorn Park BB7 2QB	Baby roundabout	15 yrs	yes	3	3,000	Yes, under most of the play items Some tarmac and rest grass
	Springer	5 yrs		3	1,000	
	Baby cradle swings x 2	20 yrs		2/3	1,500	
	Multi-play	20 yrs		2/3	20,000	
	Trim trail	20 yrs		2/3	2,000	
	Seesaw	20 yrs		2/3	1,700	
	Slide	20 yrs		2/3	5,000	
	Multi-play	20 yrs		2/3	10,000	
	Junior swings x 2	20 yrs		2/3	1,500	
Salthill BB7 1PE	Slide	18 yrs	yes	2/3	5,000	Yes, under some of the play items Rest grass
	Criss-cross logs	18 yrs		3	1,000	
	Balance bars	18 yrs		3	1,000	
	Little climber with ramp	18 yrs		3	1,500	
	Monkey bars	18 yrs		3	1,500	
	Little balance frame	18 yrs		3	1,000	
	Balance bars large	18 yrs		2/3	2,500	
	Wooden balance beams	18 yrs		3	1,500	
	Balance posts	18 yrs		3	2,000	
	Exercise kit	18 yrs		3	1,500	
	Climber	18 yrs		3	2,000	
	Exercise kit 2	15 yrs		3	1,000	
	Balance posts and wire walk	20 yrs		2/3	2,500	
	Climbing posts	20 yrs		3	2,000	

PLAY AREA	EQUIPMENT NAME	APPROXIMATE AGE	FENCED AREA	CONDITION 1-5 (5 is new)	REPLACEMENT COST £	SAFETY SURFACE
WHALLEY						
Procters Field BB7 9TH	Small multi-play	20 yrs	Yes	3	10,000	Yes, under the individual play items Rest grass
	Mini stand and twirl	8 yrs		3	2,000	
	Junior swings 2 bay, 4 seats	15 yrs		3	1,500	
	Swing basket	8 yrs		3	3,000	
	Springer	10 yrs		3	1,000	
	Mini slide unit	10 yrs		3	15,000	
	Baby cradle swings x 2	20 yrs		3	1,500	
	Multi-play	20 yrs		2/3	8,000	
		20 yrs		4	16,000	
Whalley Woodland BB7 9UL To be installed 23/08/21	2x Wooden Bench	New	No	5	£1,180	Bark chippings
	1x Double swing with flat seats	New		5	£1,660	
	1x Hammock Swing	New		5	£1,880	
	1x Scale swing	New		5	£6,600	
	1x Beetle bridge	New		5	£6,150	
	1x Dish roundabout	New		5	£1,920	
	1x Tarzan	New		5	£1,130	
	1x Storks Nest	New		5	£1,510	
	1x Scissors	New			£740	
Woodlands Park BB7 9UG	Baby cradle swings x 2	10 yrs	yes	4	1,500	Yes, under the individual play items Res grass
	Multi-play	7yrs		4	6,000	
	Springer	10 yrs		4	1,000	

PLAY AREA	EQUIPMENT NAME	APPROXIMATE AGE	FENCED AREA	CONDITION 1-5 (5 is new)	REPLACEMENT COST £	SAFETY SURFACE
LONGRIDGE						
Kestor Lane PR3 3JJ	Multi-play Trim trail Junior multi-play Junior swings x 2 Junior swings x 2 Junior swings x 2 Springer Teacup Springer Seesaw Baby cradle swings x 2 Baby cradle swings x 2	20 yrs 5 yrs 20 yrs 20 yrs 20 yrs 20 yrs 8 yrs 3 yrs 8 yrs 8 yrs 15 yrs 15 yrs	Yes	3 3 2/3 2 2/3 2/3 3 3 3 3 2/3 2/3	15,000 10,000 15,000 1,500 1,500 1,500 1,000 2,500 1,000 1,700 1,500 1,500	Yes, under the individual play items Rest grass
John Smiths PR3 3TQ	Multi-play Springer Balance beams Balanced steps Springer Multi-play pirate ship	15 yrs 15 yrs 15 yrs 15 yrs 15 yrs 7 yrs	Yes	2/3 3 3 3 3 3	17,000 1,000 1,500 1,500 1,000 25,000	Yes, whole site
Mardale PR3 3FQ	Junior swings x 2 Baby cradle swings x 2 Springer Springer Multi-play	15 yrs 15 yrs 15 yrs 15 yrs 15 yrs	Yes	3 3 3 3 3	1,500 1,500 1,000 1,000 16,000	Yes, under the individual play items, rest tarmac/grass
Redwood PR3 3HA	Junior swings x 2 Multi-play Baby cradle swings x 2	7 yrs 23 yrs 23 yrs	yes	3 2/3 2/3	1,500 10,000 1,500	Yes, under the individual play items rest grass

PLAY AREA	EQUIPMENT NAME	APPROXIMATE AGE	FENCED AREA	CONDITION 1-5 (5 is new)	REPLACEMENT COST £	SAFETY SURFACE
BARROW						
Washbrook BB7 9BP	Junior Swings x 2	15 yrs	yes	2/3	1,500	Yes, under the individual play items Rest grass
	Baby cradle swings x 2	15 yrs		2/3	1,500	
	Multi-play	15 yrs		2/3	10,000	
	Springer	15 yrs		3	1,000	
	Seesaw	15 yrs		3	1,700	
	Roundabout	8 yrs		4	2,500	
MELLOR						
Feildens Arms BB2 7PD	Baby cradle swing x 1	17 yrs		2/3	1,500	Yes, under the individual play items
	Wooden climber with slide	17 yrs		2/3	5,000	

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 24 AUGUST 2021
title: BRUNGERLEY PARK
submitted by: JOHN HEAP, DIRECTOR COMMUNITY SERVICES
principal author: MARK BEVERIDGE, HEAD OF CULTURAL SERVICES

1 PURPOSE

- 1.1 To ask Committee for approval to rectify a significant issue with a main access route through Brungerley park.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives - To help make people's lives healthier and safer.
 - Corporate Priorities - To sustain a strong and prosperous Ribble Valley.
 - Other Considerations – The steps are an important part of the circulation route in the park and will inconvenience people for as long as they remain out of use.

2 BACKGROUND

- 2.1 Brungerley Park is a significant public open space area on the edge of Clitheroe. Like many similar places, it is popular for people to walk through. This has increased significantly during the lock down periods of the pandemic.
- 2.2 There are several paths running through the park, some formal and some arising out of desire lines for people to follow. The Park itself lies on the side of the River Ribble so the paths form natural routes on some steep banks.
- 2.3 There are two main paths. A lower one which was subject to significant erosion some years ago, when the force of the river in flood caused part of the path to collapse. That led to that part of the path being closed permanently. What remains of the lower footpath is joined to the upper route by a path and some steps. The upper path which is around 35m higher up the banking links the two main entry points to the park from the main roads.
- 2.4 The steps linking the lower and upper paths are in a poor state of repair. They have been closed for several weeks following an assessment. Repairs are required but the sum involved is substantial and will require this Committee to determine if a request is made to Policy and Finance Committee for funding to carry this work out, or if the steps are to be closed permanently to the public.

3 ISSUES

- 3.1 The steps have over time eroded and this has accelerated recently to the point where they have had to be closed.
- 3.2 The steps are quite basic with wooden front treads and rolled stone construction. A trench has developed alongside the steps over time as rainwater has flowed down the bank and further eroded the ground around the steps.

- 3.3 An estimate of £13,100 has been obtained to properly rebuild the steps with concrete treads, plus a drain alongside to stop water erosion. It is recommended that a handrail be installed as part of the work for a further £9,800, which if funding was agreed would be a sensible addition. Because of the unpredictability in the current supply chain officer advice is that it would be prudent to add a contingency of 10% to the approved proposals. Thus, making the total sum £25,200 if handrails are included.
- 3.4 Additional quotes would be required prior to any work being committed, however, at the current time, obtaining quotes is proving difficult from the building sector due to the issues they are facing. As a result, the request is for budget based on the one quote that has been received. By seeking approval on this basis, it will allow work to progress as soon as the requisite number of quotes have been received. The contract will then be awarded in line with Contract Procedure Rules.
- 3.5 This approval would require an addition to the capital programme, however, there are three options available to the Committee:
- A - the path could simply be closed, and the steps made inaccessible, this would be a significant inconvenience for many people and making the steps inaccessible in the long term would be an almost impossible task to achieve without some major work, which itself would have to be funded.
- B - a bid could be supported by Committee when the capital programme is being determined as part of the Council's budget setting for 2022/23 to carry out the work, which would if successful delay the work for around a year.
- C - Committee might wish to ask Policy and Finance to consider to the work being funded this year (2021/22) to ensure the steps are put back into use as soon as possible. This would, however, be a departure from the Councils' budget process
- 3.6 Given that this is a primary route through the park, it is proposed that option C would be the preferred and recommended route to follow for Committee. Should committee approve this request, committee would need to refer the matter to Policy and Finance Committee for capital budget approval.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications.
- Resources – The Council would need to obtain further quotes from suitable contractors to carry out this work. The building sector is under high demand currently and their prices and timelines are difficult to predict, hence the proposal for a contingency sum for the budget.
 - Technical, Environmental and Legal – The steps have been cordoned off though that does not prevent anyone if determined from using them, the work involved to reinstate would be weather dependent and would be difficult to carryout in the winter period.
 - Political – None arising as direct result of this report.
 - Reputation – The Park is a popular area and having the main set of steps closed for any period is both inconvenient for people and may be seen as a poor reflection on the Council.

- Equality & Diversity – The Park is open to all, although access on some routes is limited, due to the nature of the topography.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Approve the proposed rebuilding of the steps at Brungerley Park.
- 5.2 Agree to the rebuilding work to be carried out in the current financial year and refer the capital budget request for £25,200 to Policy and Finance committee.

Mark Beveridge
Head of Cultural and Leisure Services

John Heap
Director of Community Services

BACKGROUND PAPERS

None

For further information please ask for Mark Beveridge 01200 425111

This page is intentionally left blank

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

DECISION

meeting date: 24 AUGUST 2021
title: RECREATION/ARTS DEVELOPMENT, SPORTS AND ARTS GRANTS
submitted by: DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE

1 PURPOSE

1.1 To present the recommendations of the working group in relation to a second tranche allocation of grants under Recreation/Culture/Arts Development, and Individual Arts Excellence grants.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To be well-managed Council providing efficient and responsive services based on identified customer need.
- Corporate Priorities - To make people's lives safer and healthier and more specifically to increase peoples' opportunities to access cultural activities and improve outcomes for children and young people.
- Other Considerations – None

2 BACKGROUND

2.1 The purpose of Recreation/Culture and Arts Development grants is to provide organisations with support for projects which enhance recreational and cultural provision as well as helping arts organisations with activities which have a specific arts focus.

2.2 The Council's Arts Excellence grants seek to assist talented young people in their chosen performing art, helping towards the expenses associated with competition, training and equipment.

3 ISSUES

3.1 The number of grants awarded in March 2021 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. It was suggested that a second tranche of funding be made available later in the year with a 2nd deadline of 31 July 2021.

3.2 Committee set up a member working group to consider the applications and to make recommendations for awards.

3.6 That group was made up of Councillors Newmark, Atkinson, Alcock and Robinson and it met on 10 August 2021 to measure the applications received against the qualification criteria set by this committee under each heading.

3.7 The group was advised by your Arts Development Officer, Democratic Services Administration Officer and the Head of Culture and Leisure Services.

3.8 Every application was discussed/debated and the conclusions reached at the end of the group's deliberations form the recommended awards included in the appendices 1 – 3. It is worth noting that, although there was debate about the relative merits of some applications, the group was satisfied at the conclusion of the process with the overall balance of its recommendations.

4 FINANCE

4.1 Listed below are the sums available for distribution, categorised by grant:

Grant	AVAILABLE BUDGET LEFTOVER AFTER 1ST TRANCHE £
Recreation & Culture	7,276
Arts Excellence	3,530
Arts Development	3,620

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the following sums are available for distribution:
Recreation / Culture and Arts Development £41,692 + £4,620
Sporting Excellence £3,940
Arts Excellence £5,780
The distribution recommended by the working group is within budget.
- Technical, Environmental and Legal – A grant condition is that awards must be to residents and organisations which primarily benefit residents of the Ribble Valley.
- Political – none identified
- Reputation – the grant programme is well received in the communities of the Ribble Valley and gives the Council an opportunity to support a range of organisations and individuals who otherwise might not be able to access public funds.

5 RECOMMENDED THAT COMMITTEE

Endorse the recommendations of the working group outlined in appendices 1 - 3 as attached to this report.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS

Applications forms.

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

RECREATION / CULTURE / ARTS DEVELOPMENT GRANT PROPOSALS 2021/22
2ND TRANCHE (LATE APPLICATIONS)

Appendix 1

ORGANISATION	PROJECT	COST	GRANT REQUEST	PREVIOUS GRANTS	PROPOSAL
Whalley Cricket Club	Improve clubhouse facilities and grounds.	£30,000	£6,000		£2,400
Longridge Band	Costs of trailer service, stair carpet and utility bills (retrospective)	£2,713	£1,350	2010 - £1000 2017 - £1,600 2011 - £1000 2019 - £500 2012 - £1000 2020 - £850	£290 for carpet
Ribble Valley Runners	Creation of a running club – upstart costs – PPE, training courses	£3500	£1000		£1,000
Crafty Vintage Village	Pop-up market showcasing local artists alongside performance stage featuring local talent at Royal Lancs Show	£15,000	£5,000		Nil (LTD company)
Longridge Hockey Club	Purchase of training equipment and extra kit to avoid sharing (Covid)				To be confirmed
Salesbury Memorial Hall	Floor and door repairs to enable safe disabled access		£2000		£800
Worston Mission Room	Renovation costs – redecoration, carpets, update toilet facilities and safety features for disabled.		£5000		£2,000
				TOTAL	£6,490 +

This page is intentionally left blank

Arts Development Funding Support	1 round 2	2 round 2
Organisation Name	Ribble Valley Art 4 All	Ribble Valley Music Festival
Project Name	Art4All Printing Project	Ribble Valley Music Festival
Contact	Claire Dowds	Clive Greenwood
Email	ribblevalleyartforall@gail.com	cliveandbarbara@btinternet.com
Cost	£2,000.00	£520.00
Amount Requested	£1,000.00	£240.00
% RVBC contributes to total budget	50%	40%
Previous Arts Grants	Yes 2018	Yes 2015
Score Totals	37	47
Suggested Award:	£1000	£240
	TOTAL REQUESTED ROUND 2	£1,240.00
	TOTAL SUGGESTED	£1,240.00
	IN RESERVE	£1,620.00
	BUDGET	£3,000.00
	TOTAL AVAILABLE	£4,620.00
	REMAINING BUDGET UNCOMMITTED	£3,620.00
	Roll over into reserve after round 2	£2,380.00

Recreation & Culture Grants

This page is intentionally left blank

Application	1 round 2	2 round 2	3 round 2	4 round 2	5 round 2	6 round 2	7 round 2	8 round 2	9 round 2	10 round 2	11 round 2	
NAME	Sari Eeva Murphy	Archie Lorimer	Grace Liang	Danylo Barnsley	Albert Dexter	Maisie-Jo Riley	Nevaeh Robinson	Emily Dexter	Olivia Robinson	Noah Garley	Lottie Guilfoyle	
AGE	10	11	13	11	12	15	10	14	11	15	11	
Art Category	Dance / singing & Drama	Music	Music	Music	Music	Music	Dance	Music	Dance	Dance	Dance	
Detail	Disco Freestyle competing as intermediate, pre exam bronze	Drums grade 6 /Guitar grade 3	Violin grade 5 /Piano no grade so far	Piano level 6	Guitar grade 1/2	Piano grade 8, saxophone grade 7	Modern & Tap grade 1, Ballet grade 2 IDTA	Drums Grade 3	Freestyle Dance, Lyrical Slow Dance, competes at starter level, exam pre bronze	Freestyle Competes at Champion Level, exam Bronze Honours	Ballet, tap, modern, lyrical, street, contemporary grade 4	
Previous RVBC Funding	No	No	No	No	No	Yes 20/21	No	Yes 20/21	No	Yes 19/20 & 20/21	Yes 19/20 & 20/21	
Governing Body	International Dance Teachers Association (IDTA) & Little Voices	RockSchool (RSL)	The Associated Board of the Royal Schools of Music	Trinity College London	RSL	Royal Northern College Of Music	International Dance Teachers Association (IDTA)	RSL	The Association of Dance & Freestyle Professionals (ADFP) & Imperial Society of Teachers of Dance (ISTD)	The British Dance Council, ADFP, ISTD	ISTD, The Royal Academy of Dance (RAD)	
Score Totals	11	7	6	8	4	11	8	5	10	10	13	
Recommended Award	£250.00	£150.00	£125.00	£175.00	£75.00	£250.00	£175.00	£100.00	£225.00	£225.00	£300.00	
	Total sum available 2021/2022	£4,280	Total plus reserve from previous years £1500	£5,780	Total to be awarded round 1 2021/22	£2,250.00	Total to roll over into reserve after round 1	£3,530	Total to be awarded round 2 2021/22	£2,050.00	Total to roll over into reserve after round 2	£1,480

Arts Excellence Awards Scheme

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

meeting date: 24 AUGUST 2021
 title: CAR PARKING REPORT
 submitted by: DIRECTOR OF COMMUNITY SERVICES
 principal author: LUKE EDWARDS – ENGINEERING SERVICES MANAGER

1 PURPOSE

- 1.1 To assess the requirement to upgrade the remaining ‘cash-only’ pay and display parking machines to accept cashless payments, e.g., credit/debit card.
- 1.2 To consider LCC relinquishing the park and ride section of the Chester Avenue Car Park.
- 1.3 Relevance to the Council’s ambitions and priorities:
 - Community Objectives – To sustain a strong and prosperous Ribble Valley.
 - Corporate Priorities – To ensure the best use of Council resources.

2 BACKGROUND

- 2.1 Ribble Valley Borough Council (RVBC) currently manages 16 pay and display car parks supported by 22 pay and display parking machines.
- 2.2 The parking machines only accepted cash (coin) payments up until December 2018, when seven of our existing parking machines were upgraded by International Parking Systems (IPS) to accept card payments.
- 2.3 There are 15 remaining ‘cash-only’ parking machines and this report identifies options available for upgrading or replacing them to accept card payments.
- 2.4 Customers have already taken advantage of the card payment facilities on these upgraded parking machines and the usage of card payments at these parking machines has seen a significant increase since their installation in December 2018.
- 2.5 The upgraded parking machines are basically the external housing of our traditional Parkeon parking machines (now called Flowbird) and the existing lower section of the machines (containing the cash box), with the internal working mechanisms replaced with IPS technology.
- 2.6 A discussion has taken place at the Car Park Working Group about going cashless altogether but it was decided that it was better to keep cash as an option.
- 2.7 The initial purchase costs, back-office management software and card processing fees have been summarised below.
 - a) Flowbird (Parkeon)

<u>Coin and Contactless payment</u>	
Solar Powered Strada EVO3 Transfer (4G Comm's) Contactless card reader, ApplePay and GooglePay	4,092.00

Upgrade to accept card payment (per terminal)	1,250.00
Back-office centralisation services (cost/unit/month)	19
<u>Card Transaction Fees:</u>	
Part 1 - Banking Gateway Server Fee (per Transaction)	8-11p
Part 2 - Banking Service / Acquirer Fee (per Transaction)	8-11p
<i>Note that the number of transactions and the estimated vend are required to formalise pricing</i>	
<u>Card Payment Processing:</u>	
Banking Service / Acquirer Service - Flowbird	3%
Banking Service / Acquirer Service Till Payments, Six Card or Elavon	TBD
<i>Above cost can be confirmed with number of transactions and estimated vend values</i>	

b) IPS – International Parking systems

<u>Coin and Contactless payment</u>	
Solar Powered or Mains MS1 - Cash and Card (NOT compatible with ApplePay or GooglePay)	3,995.00
6.4" Monochrome Screen included	0.00
<u>Upgrade Option</u>	
Upgrade to accept card payments (per terminal)	1,995.00
<u>Additional Costs</u>	
Removal of Existing and Preparation for New Installation	125.00
DMS - Data Management System (cost/unit/month) 1-10 Terminals	25.00
DMS - Data Management System (cost/unit/month) 11-50 Terminals	20.00
<i>Civils works would be costed separately, but can be undertaken by RVBC in-house</i>	TBD
<u>Card Payment Fees</u>	
All processing directly through IPS (all inclusive)	10%

2.8 To purchase 1 new machine, the indicative cost is:

- a) Flowbird – £4,092
- b) IPS – £3,995

2.9 To upgrade 14 machines (as one cannot be upgraded):

- a) Flowbird – £17,500 (£1,250 per terminal) total cost £21,592
- b) IPS – £27,930 (£1,995 per terminal) total cost £31,925

2.10 The banking fees for card payments have been estimated assuming 30% card income on figures from the latest 'pre-pandemic' year 2019-20. Card payments equating to £146,660 would result in:

- a) IPS bank charges of £14,666 (at 10% fees).
- b) Flowbird bank charges somewhere in the region of:
 - £62,000 at 20p per transaction, or
 - £46,500 at 15p per transaction, plus
 - £ 4,400 at 3% of £146,660

2.11 To highlight the increase in bank card transactions, the table below shows the increase in the usage of bank cards has risen significantly during the financial year 2020-21 and the expectation of customers being able to use their bank cards to make payment has also risen significantly):

	2019/20	2020/21
CAR PARK	PERCENTAGE CARD PAYMENTS	PERCENTAGE CARD PAYMENTS
Chester Ave	9.8%	18.7%
Edisford Rd	13.9%	23.4%
Lowergate	26.2%	45.6%
Railway View	14.1%	28.4%
Pope Croft	13.2%	30.7%

2.12 It should also be noted that the audit tickets from the IPS machines have not been as accurate as the Parkeon/Flowbird machines, which has resulted in larger discrepancies.

3 ISSUES

3.1 LCC PARK AND RIDE

Lancashire County Council are in the process of relinquishing the ticket office at Clitheroe Station together with the park and ride spaces, located at Chester Avenue car park, back to the Council.

The park and ride spaces were always covered by the Council's Car Park Order but have never been policed by this Council or indeed Lancashire County Council as the LCC free system did not require any tickets to be displayed. This has resulted in a number of the allocated spaces being used by residents and traders without paying for parking.

The park and ride signage has been removed by LCC and it is presumed that Council will manage the spaces from now on. In order to do that, we would need to oblige motorists to buy a ticket or a parking pass and display it in the vehicle, thereby increasing the offering to meet the needs of the visitors to the town.

A request has been made from a number of bodies for the Council to continue to allocate a number of spaces free of charge to train users. As stated earlier this is impossible to manage and is wide open to abuse by non-train users.

Discussions are taking place between RVBC, LCC and the Community Rail Partnership to find a suitable solution.

4 RISK ASSESSMENT

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

- Resources – There will be a cost to the upgrading of the existing parking cash machines and this will be identified in the request for capital expenditure
- Technical, Environmental and Legal – None arising as a direct result of this report
- Political – Ensuring that all the car park machines will accept several forms of payment can only be popular with the residents and visitors to Ribble Valley
- Reputation – Ensuring all visitors to Ribble Valley have several ways of paying for parking can only enhance the council's reputation.
- Equality & Diversity – None arising as a direct result of this report

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Submit a capital bid for the upgrading of the existing cash machines together with the replacement of the machine not suitable for the upgrade with IPS machines.
- 5.2 Support officers in finding a solution to the Park and Ride spaces on Chester Avenue that is able to be enforced

LUKE EDWARDS
AUTHOR

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY COMMITTEE

meeting date: 24 AUGUST 2021
 title: REVENUE OUTTURN 2020/21
 submitted by: DIRECTOR OF RESOURCES
 principal author: HELEN SEEDALL

1 PURPOSE

1.1 To report on the outturn for the financial year 2020/21 in respect of the Revenue Budget for this Committee.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified
- Corporate Priorities – to continue to be a well-managed Council, providing efficient services based on identified customer need and meets the objective within this priority to maintain critical financial management controls, ensuring the authority provides council tax payers with value for money.
- Other Considerations – none identified

2 BACKGROUND

2.1 The national deadlines for local authorities to produce their Statement of Accounts and have them audited have been changed with effect from the 2020/21 financial year statements. However, due to the complexities around accounting for Covid, the resource pressures in respect of Covid business support grant payments, and burdensome financial reporting in respect of Covid to Central Government, it has not been possible to meet these deadlines. This has also been the case at many other local authorities.

2.2 Good progress has been made and it has still been possible to report the outturn position within this report to committee. The Statement of Accounts is expected to be released for external audit at the end of August, with approval of the audited Statement of Accounts expected at the Accounts and Audit committee on 17 November 2021.

3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall overspend of £2,550 on the net cost of services. After transfers to and from earmarked reserves overall there is an overspend of £65,620. This has been taken from General Fund Balances.

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

Cost Centre	Cost Centre Name	Revised Estimate 2020/21 £	Actual 2020/21 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
COMMD	Community Services Department	0	0	0	0	0

Cost Centre	Cost Centre Name	Revised Estimate 2020/21 £	Actual 2020/21 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
HWREP	Highway Repairs	15,120	14,837	-283	0	-283
CULVT	Culverts & Water Courses	13,720	14,471	751	0	751
DRAIN	Private Drains	1,980	2,865	885	0	885
RIVBK	Riverbank Protection	3,180	5,020	1,840	0	1,840
BUSSE	Bus Shelters	9,770	10,229	459	0	459
SEATS	Roadside Seats	8,370	6,075	-2,295	0	-2,295
SIGNS	Street Nameplates & Signs	35,170	34,784	-386	0	-386
STCLE	Street Cleansing	384,860	358,019	-26,841	19,200	-7,641
VARIOUS	Public Conveniences	213,950	190,997	-22,953	0	-22,953
LITTR	Litter Bins	19,240	18,646	-594	0	-594
RCOLL	Refuse Collection	1,553,450	1,715,210	161,760	1,875	163,635
RPBIN	Replacement Waste Bins	-18,360	-23,098	-4,738	4,738	0
PAPER	Waste Paper and Card Collection	199,860	219,543	19,683	0	19,683
TFRST	Waste Transfer Station	103,980	112,192	8,212	0	8,212
TRREF	Trade Refuse	-20,310	-22,141	-1,831	-378	-2,209
CRIME	Crime and Disorder	41,880	42,199	319	-1,179	-860
ARTDV	Art Development	35,520	29,259	-6,261	4,985	-1,276
PLATG	Platform Gallery	151,930	145,100	-6,830	4,000	-2,830
MUSEM	Castle Museum	253,840	264,196	10,356	0	10,356
MCAFE	Museum Cafe	20,880	17,057	-3,823	0	-3,823
VARIOUS	Car Parks	4,670	23,475	18,805	-9,946	8,859
CCTEL	Closed Circuit Television	133,800	134,708	908	0	908
FDFST	Clitheroe Food Festival 2019	-1,700	-1,701	-1	1	0
CRFDF	Clitheroe Food Festival 2020	0	73	73	-73	0
LDEPO	Longridge Depot	0	0	0	0	0

Cost Centre	Cost Centre Name	Revised Estimate 2020/21 £	Actual 2020/21 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
SDEPO	Salthill Depot	11,450	0	-11,450	0	-11,450
VARIOUS	Refuse Collection Vehicles	0	0	0	0	0
VARIOUS	Grounds Maintenance Vehicles	0	0	0	0	0
VARIOUS	Works Administration Vehicles	0	1,279	1,279	0	1,279
VARIOUS	Car Park Vehicles	0	0	0	0	0
VEHCL	Vehicle Workshop	0	0	0	116	116
VARIOUS	Plant	14,300	0	-14,300	0	-14,300
TWOWR	Two Way Radio	0	0	0	0	0
WKSAD	Works Administration	34,360	0	-34,360	0	-34,360
CARVN	Caravan Site	-16,380	-9,920	6,460	0	6,460
EDPIC	Edisford Picnic Area	-4,860	-5,427	-567	0	-567
PKADM	Grounds Maintenance	0	0	0	1,775	1,775
ROEBN	Roefield Barn	-420	-415	5	0	5
RVPRK	Ribble Valley Parks	573,120	558,148	-14,972	3,501	-11,471
RPOOL	Ribblesdale Pool	312,750	302,395	-10,355	0	-10,355
EALLW	Edisford All Weather Pitch	56,090	55,440	-650	0	-650
EXREF	Exercise Referral Scheme	87,170	38,396	-48,774	25,305	-23,469
TAFUT	Together an Active Future	0	0	0	0	0
SPODV	Sports Development	83,530	81,173	-2,357	0	-2,357
GRSRC	Grants & Subscriptions	1,090	749	-341	0	-341
XMASL	Xmas Lights/ RV in Bloom	3,640	3,402	-238	0	-238
RECUK	Recreation Grants	34,770	19,272	-15,498	10,970	-4,528
CULTG	Culture Grants	5,140	6,927	1,787	-1,820	-33
SPOGR	Sports Grants	6,110	5,779	-331	0	-331
NET COST OF SERVICES		4,366,660	4,369,210	2,550	63,070	65,620

4 EARMARKED RESERVES

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

4.2 Reserves can be held for three main purposes:

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

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

	Revised Estimate 2020/21 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	4,366,660	4,369,210	2,550	
CPBAL/H330 Capital Reserve The capital reserve is a reserve where resources are set aside to fund future capital programme spend. Income from the sale of assets of a value less than £10,000 is credited to the revenue account and then transferred to this earmarked reserve.	0	116	116	Income was received from the disposal of the mechanics' vehicle PK06 HKA.
COBAL/H329 Community Safety The Community Safety Partnership Reserve is made up of monies set aside from underspends in previous year's promotional activities, to be used to fund future years promotional activities.	0	-1,179	-1,179	Expenditure on promotional activities was higher than estimated resulting in it being necessary to release from reserve £1,179 to fund this.

	Revised Estimate 2020/21 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<p>COBAL/H384 Arts Development This reserve has been setup to carry forward unspent budget funding for arts projects which were delayed in 2020/21 due to unforeseen circumstances.</p>	0	3,185	3,185	Repairs to the paths on the Labyrinth amounting to £1,985 were unable to be carried out in 2020/21 due to unavailability of some materials as a result of the pandemic, this is expected to be completed in 2021/22. A project to create online videos by artists was also delayed: £1,200 is being carried forward to complete the project in 2021/22.
<p>COBAL/H368 Amenity Cleansing Reserve The Amenity Cleansing Reserve is where resources have been set aside to fund future amenity cleansing works, which were unable to be completed in year due to unforeseen circumstances.</p>	0	19,200	19,200	During the first lockdown in 2020/21, the company contracted with the Council to carry out street sweeping furloughed staff, consequently less road sweeping was able to be carried out. It was not possible to catch up on the work that was missed earlier in 2020/21 therefore £19,200 is being added to the reserve in order to carry out the sweeping in 2021/22.
<p>COBAL/H210 Recreation, Culture & Sports Grants Budgets are allocated for grants relating to Recreation and Culture, Arts Development, Arts Excellence, Sporting Excellence and Christmas Lights/Ribble Valley in Bloom. Due to timing differences from approval to distribution of grants, resources sometimes need to be set aside for distribution once schemes have been completed.</p>	0	10,950	10,950	Various recreational and arts development projects were unable to be carried out due to the social distancing restrictions caused by Covid 19 therefore £12,770 is being carried forward in order for the projects to be funded in 21/22. The total approved by the Community Services committee in 20/21 for expenditure on Arts Excellence Grants included £1,820 to be funded from the earmarked reserve, this amount is now required to be transferred from the reserve.

	Revised Estimate 2020/21 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<p>COBAL/H215 Parks Improvement Funding A reserve was established from an unspent government grant to fund improvements to parks.</p>	-6,510	-3,009	3,501	It was planned to use the funding to carry out repairs to the Bowling Green Café to return it to a usable state however not all the work was carried out in 2020/21. This is now expected to be completed in 2021/22.
<p>COBAL/H282 Exercise Referral The Exercise Referral Reserve is where grant resources are set aside to fund future exercise referral initiatives.</p>	0	25,305	25,305	Unspent grant funding received in respect of Cardiac Rehab £11,000, Stepping Out £2,100 and Weight Management £12,205 in 2020/21, that was unable to be used due to social distancing restrictions as a result of containing Covid-19, has been set aside to be spent in 2021/22.
<p>COBAL/H282 Clitheroe Food Festival Food Festival resources set aside to help support the costs associated with the Clitheroe Food Festival.</p>	1,700	1,628	-72	<p>The 2020 Food Festival was cancelled however, expenditure was incurred in respect of web domain costs and an Events Guide subscription, therefore it has been necessary to drawdown from the earmarked reserve to fund this. Surplus funds attained in the past were set aside for such eventualities.</p> <p>Security services carried out at the 2019 Clitheroe Food Festival were not satisfactory. The security company have not issued an invoice, therefore the accrual of £1,701 previously made, that was funded from this reserve, has now been released in 2020/21.</p>

	Revised Estimate 2020/21 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<p>COBAL/H333 Refuse Collection The Refuse Collection Reserve is used to fund the cost of bin replacements and other cost pressures. Income from the sale of householder bins is transferred to this reserve and expenditure incurred in the purchase of these bins is funded from this reserve.</p>	-9,260	-3,025	6,235	<p>There was a greater drawdown on the earmarked reserve to fund the increase in the purchase of waste bins. However, this was partially offset by an increase in the surplus generated from the bin hire scheme and the sale of householder bins. The additional net drawdown from the earmarked reserve was £5,764.</p> <p>A grant was received in 2019/20 in order to assist with increasing recycling within the Borough. The remaining funding of £13,961 is now being released to fund recycling bins in order to replace the collection of recycling by using lilac sacks. This was allowed for at revised estimate.</p> <p>A successful bid was made in 2020/21 to receive funding of £13,000 for the purpose of increasing the quality of recycling or encouraging waste minimisation. Time was required to develop and gain approval for a scheme that met the grant criteria, including finding match funding by RVBC, only £1,000 of the grant was used before 31/03/2021. The balance of £12,000 is to be carried forward to 21/22 to be spent on surfacing improvements at the Waste Transfer Station to ensure that cross-contamination is minimised between materials.</p>

	Revised Estimate 2020/21 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
COBAL/H335 Grounds Maintenance Tuition This reserve was established to carry forward unspent budget funding for Grounds Maintenance staff training that was delayed in 2020/21 due to unforeseen circumstances.	0	1,775	1,775	A driver training event that was booked in September 2020 could not be undertaken because of social distancing restrictions due to Covid-19. This training will now be undertaken in 2021/22.
COBAL/H337 Equipment Reserve This reserve was established by setting aside budget underspends to fund equipment purchases.	-4,000	0	4,000	It was expected £4,000 would be released to fund the purchase of a replacement till at the Platform Gallery in 2020/21 however this has been delayed to 2021/22.
FNBAL/H337 Equipment Reserve This reserve was established by setting aside budget underspends to fund equipment purchases.	0	-9,946	-9,946	Expenditure on the installation of charging points for electric vehicles at Railway View and Chester Avenue Car Parks is being funded from this reserve.
Committee Net Cost of Services after Movements on Earmarked Reserves	4,348,590	4,414,210	65,620	

5 KEY MOVEMENTS FROM REVISED ESTIMATE TO OUTTURN

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

Service Area	Description of Variance	Amount £
Refuse Collection Vehicles Repairs and Maintenance	As reported during the year there have been significant overspends on refuse vehicle maintenance during 2020/21 despite the revised estimate being increased by the £50,000 contingency allowed for at the beginning of the year. A major contribution to this has been the need to hire vehicles to ensure the waste collection service is carried out whilst vehicles are being repaired: the cost during the year was £149,435. This area continues to be monitored in the 2021/22 financial year.	£190,559

Service Area	Description of Variance	Amount £
Refuse Collection Vehicles Tyres	There was a reduction in demand for replacement tyres compared to the amount estimated, this partly offsets the overspend on repairs and maintenance to refuse collection vehicles.	-£17,474
Car Parks Charges	Lower than estimated income from car park charges due to decreased usage as a consequence of the continued lockdown restrictions in place to contain the pandemic. The main variances included are Lowergate Car Park £9,673, Edisford Car Park £9,204, Chester Avenue Car Park £2,084 and the Auction Mart Car Park £4,955.	£30,415
Car Parks Covid-19 Income Compensation Scheme	Increase to the estimate in grant support from the Covid-19 Income Compensation Scheme due to the continued reduction in car parking income as a consequence of the continued lockdown restrictions in place to contain the pandemic.	-£18,426
RPOOL Covid Response	Recharge of pool staffing costs for the time they worked temporarily at the Covid testing centre.	-£34,209
RPOOL Covid-19 Income Compensation Scheme	Decrease in grant support from the Covid-19 Income Compensation Scheme due to cost savings at the pool, which are included in the calculation, being higher than the original estimate.	£22,847
RPOOL Vending Sales	Due to the on-going temporary closure of the pool in line with restrictions to contain the pandemic there have been no vending machine sales.	£16,710
PKADM Profit/ Loss on Recharges	A net loss resulted on work carried out for external jobs, as there were a greater number of hours spent carrying out the work than was anticipated.	£19,560
STCLE Sweeper Hire	An underspend resulted as during the first lockdown in 2020/21, the company contracted with the Council to carry out street sweeping furloughed staff, consequently less road sweeping was able to be carried out. It was not possible to catch up on the work that was missed earlier in the year therefore £19,200 is being added to the Amenity Cleansing Reserve in order to carry out the sweeping in 2021/22.	-£19,213

Service Area	Description of Variance	Amount £
EALLW Junior 3G Pitch Income	Reduction in income from the hire of the 3G pitch to juniors due to the continuing temporary closure of the facilities as a result of measures to contain the pandemic.	£19,046
EALLW Covid-19 Income Compensation Scheme	Increase to the estimate in grant support from the Covid-19 Income Compensation Scheme due to the continued reduction in pitch hire income due to the pandemic.	-£18,743
WKSAD Recovery of Oncosts	The number of recoverable hours worked was higher than estimated which has resulted in an increase in the recovery of works admin costs. However, this is partly offset by a reduction in the amount of time spent on capital projects causing a reduction in costs charged to capital schemes.	-£33,105
EXREF Weight Management Funding	Grant funding received in respect of Weight Management was not included in the estimate. Not all of this was able to be used in 2020/21 due to social distancing restrictions as a result of containing Covid-19. Unspent funding of £12,205 has been set aside in an earmarked reserve to be spent in 2021/22.	-£18,506
TRREF Commercial Trade Waste Collection	The decrease in income from commercial trade waste customers was due to there being many suspensions of the waste collection service as a consequence of the compulsory temporary closure of non-essential businesses during the lockdown and cancellations of the service due to some businesses closing.	£16,900
Public Conveniences Business Rates	Business rates relief was awarded by the government for 2020/21 in respect of public conveniences.	-£16,698

6 CONCLUSION

- 6.1 There have been a considerable number of variations in both income and expenditure during the year, and this has given rise to an overall overspending of £2,550 on the net cost of services. After transfers to and from earmarked reserves there is an overall overspend of £65,620.
- 6.2 The most concerning of the areas of overspend in 2020/21 continue to be in relation to refuse collection vehicle repairs and maintenance. Work is ongoing in monitoring the level of spend in this area in the 2021/22 financial year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM9-21/HS/AC
13 August 2021

BACKGROUND PAPERS

*Revised Estimates approved by Committee on 5 January 2021
Closedown Working Papers*

For further information please ask for Helen Seedall.

COMMUNITY SERVICES COMMITTEE – REVENUE OUTTURN 2020/21 VARIANCES

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>COMMD: Community Services Department</u>							
Staff vacancies have resulted in lower salary costs compared to the estimate.	-£1,542				-£1,542		-£1,542
Reduced expenditure on tuition as fewer training events were able to be held during the year due to social distancing rules as a consequence of containing the pandemic.	-£1,493				-£1,493		-£1,493
The requirement for software maintenance was lower than estimated resulting in an underspend.	-£1,338				-£1,338		-£1,338
Reduced support service charges from other service areas due to a combination of reduced expenditure and grant funding to support Covid-19 related work within those service areas.			-£13,387		-£13,387		-£13,387
Reduced support service charges to other service areas due to reduced expenditure within this service area.			£18,715		£18,715		£18,715
Total Community Services Department	-£4,373		£5,328		£955		£955
<u>SEATS: Roadside Seats</u>							
Income received from the provision of memorial benches.		-£2,505			-£2,505		-£2,505
Total Roadside Seats		-£2,505			-£2,505		-£2,505
<u>STCLE: Amenity Cleansing</u>							
Savings due to there being no requirement to use temporary staff in 2020/21.	-£8,130				-£8,130		-£8,130

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
An underspend resulted as during the first lockdown in 2020/21, the company contracted with the Council to carry out street sweeping furloughed staff, consequently less road sweeping was able to be carried out. It was not possible to catch up on the work that was missed earlier in the year therefore £19,200 is being added to the reserve in order to carry out the sweeping in 2021/22.	-£19,213				-£19,213	£19,200	-£13
Overspend for vehicle repairs & maintenance in the year due to fitting of safety lights to the new hire vehicles.	£1,849				£1,849		£1,849
Reduced expenditure on tuition as fewer training events were able to be held during the year due to social distancing rules as a consequence of containing the pandemic.	-£1,290				-£1,290		-£1,290
Total Amenity Cleansing	-£26,784				-£26,784	£19,200	-£7,584
<u>VARIOUS: Public Conveniences</u>							
Business rates relief has been awarded for 2020/21 to public conveniences.	-£16,698				-£16,698		-£16,698
Lower expenditure on water charges than estimated.	-£2,005				-£2,005		-£2,005
Lower charge for cleaning the toilet facilities due to savings on Works Admin transport costs.		-£2,734			-£2,734		-£2,734
Total Public Conveniences	-£18,703	-£2,734			-£21,437		-£21,437

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>RCOLL: Refuse Collection</u>							
The staffing turnover that was budgeted for this department did not materialise, resulting in an overspend of staffing costs.	£6,092				£6,092		£6,092
A requirement had been identified to use temporary staff to provide general cover for absences in order to carry out the waste collection service. Due to increased staff absences there was a greater demand for the use of temporary staff.	£8,979				£8,979		£8,979
Increased expenditure on Agency Staff was due to the necessity to provide cover for staff shortages.	£2,327				£2,327		£2,327
Additional payment to some officers in 2020/21.	£1,850				£1,850		£1,850
Overspend is due to expenditure on modifications at Salthill Depot to minimise the cross contamination of materials. This is being part funded by district grant funding as mentioned below.	£2,139				£2,139		£2,139
Higher than estimated expenditure on protective clothing.	£2,078				£2,078		£2,078

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Vehicle usage costs are higher than estimated due to significant overspends on refuse vehicle maintenance during 2020/21. A substantial part of this is due to the temporary hire of replacement vehicles whilst repairs are carried out, in order that the waste collection service can still be delivered.	£149,809				£149,809		£149,809
Increased expenditure on the purchase of householder waste bins due to an increase in the number of new properties. It is partly offset by income received from the sale of these bins (RPBIN Chargeable Replacement Waste Bins). The cost is funded by monies set aside in the Refuse Collection Reserve.	£10,124				£10,124	-£10,124	£0
Decrease in support service charges from other service areas due to reduced expenditure within those services.			-£4,254		-£4,254		-£4,254
Income received from the collection of household bulky waste was higher than estimated.		-£3,793			-£3,793		-£3,793
A district funding grant from LCC was received for the purpose of increasing the quality of recycling or encouraging waste minimisation. The grant will be used to fund surfacing improvements at Salthill Depot to ensure that cross-contamination is minimised between materials. As not all the funding was expended during the year the remaining balance has been transferred to an earmarked reserve to be used in 2021/22.		-£13,000			-£13,000	£12,000	-£1,000
Total Refuse Collection	£183,398	-£16,793	-£4,254		£162,351	£1,876	£164,227

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>RPBIN: Replacement Waste Bins</u>							
Income from the sale of householder bins partly offset by expenditure incurred in the purchase of the bins. The surplus is transferred to an earmarked reserve and used towards funding future waste bin purchases.	£11,791	-£16,529			-£4,738	£4,738	£0
Total Replacement Waste Bins	£11,791	-£16,529			-£4,738	£4,738	£0
<u>PAPER: Waste Paper and Card Collection</u>							
Underspend on staffing costs due to vacancy savings.	-£1,521				-£1,521		-£1,521
Higher than estimated expenditure on vehicle costs mainly due to higher repairs and maintenance £27,396 offset in part by lower than estimated expenditure on tyre costs -£3,566.	£24,816				£24,816		£24,816
There was a budget provision for hire of refuse vehicles should the paper refuse vehicles be off the road. This was not required during 2020/21, resulting in the underspend shown.	-£1,120				-£1,120		-£1,120
Higher than estimated paper and card tonnage collected resulted in an increase in income from recycling materials.		-£1,588			-£1,588		-£1,588
Total Waste Paper and Card Collection	£22,175	-£1,588			£20,587		£20,587
<u>TFRST: Waste Transfer Station</u>							
Essential repair costs to the Loadall Shovel has resulted in a higher recharge of transport usage.	£8,676				£8,676		£8,676
Total Waste Transfer Station	£8,676				£8,676		£8,676

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
TRREF: Trade Refuse							
Reduction in the demand for plastic sacks.	-£1,705				-£1,705		-£1,705
Decrease in tipping charges due to lower tonnages collected as a result of enforced temporary business closures due to actions to contain the pandemic.	-£4,945				-£4,945		-£4,945
The decrease in income from commercial trade waste customers is due to there being many suspensions of the waste collection service due to the compulsory temporary closure of non-essential businesses during the lockdown and cancellations of the service due to some businesses closing.		£16,900			£16,900		£16,900
Increase in demand for the collection of commercial waste in sacks compared to forecast.		-£5,170			-£5,170		-£5,170
Increase in demand for the collection of charitable waste in sacks compared to forecast.		-£1,023			-£1,023		-£1,023
The increase in demand for the collection of trade waste in sacks compared to forecast has also increased the income received from delivery charges for the sacks.		-£1,909			-£1,909		-£1,909
Due to the compulsory temporary closure of non-essential businesses that continued into 2021 and the consequential reduction in income in commercial waste collection, there is an increase in grant support from the Covid-19 Income Compensation Scheme towards the loss of income.		-£1,640			-£1,640		-£1,640
Total Trade Refuse	-£6,650	£7,158			£508		£508

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>ARTDV: Art Development</u>							
Lower than estimated expenditure on promotional activities including repairs to the paths on the Labyrinth amounting to £1,985 were unable to be carried out due to unavailability of some materials as a result of the pandemic and a project to create online videos by artists £1,200 was also delayed. £3,185 is being carried forward to fund the projects in 21/22.	-£4,342				-£4,342	£3,185	-£1,157
Expenditure on grants is lower than estimated as some arts development projects were unable to be carried out due to the social distancing restrictions caused by Covid-19 therefore £1,800 is being carried forward in order for the projects to be funded in 21/22.	-£1,800				-£1,800	£1,800	£0
Total Art Development	-£6,142				-£6,142	£4,985	-£1,157
<u>PLATG: Platform Gallery</u>							
Reduced requirement for temporary staff due to the temporary closures during the year of the gallery.	-£1,560				-£1,560		-£1,560
Overspend on repairs and maintenance due to the redecoration of the gallery during closure. This is being funded from savings on the promotional activities budget as below.	£2,680				£2,680		£2,680
There has been a reduction in expenditure on promotional activities due to closures during the year to comply with Covid-19 related restrictions. The savings on this budget will be used towards the redecoration of the gallery.	-£4,288				-£4,288		-£4,288

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Overspend on the purchase of equipment and materials due to new light fittings.	£1,579				£1,579		£1,579
The planned purchase of a replacement till system was delayed, therefore the associated use of funds from an earmarked reserve were not required.	-£4,000				-£4,000	£4,000	£0
Lower demand for postage required as lower activity at the gallery due to the temporary closures during the year.	-£1,784				-£1,784		-£1,784
Reduction in expenditure on communication equipment due to a new data line provider to the gallery charging a lower rate.	-£1,790				-£1,790		-£1,790
The sales of goods at the gallery during the limited opening periods have exceeded the forecast.		-£2,976			-£2,976		-£2,976
Lower than estimated sales of artist goods.		£3,921			£3,921		£3,921
Decrease in grant support from the Covid-19 Income Compensation Scheme due to cost savings at the Gallery, which are included in the calculation, being higher than estimated.		£2,163			£2,163		£2,163
Total Platform Gallery	-£9,163	£3,108			-£6,055	£4,000	-£2,055
<u>MUSEM: Clitheroe Castle Museum</u>							
Lower than estimated charge for curatorial services at the museum.	-£2,787				-£2,787		-£2,787
Lower than estimated depreciation charge in 20/21.				-£1,104	-£1,104		-£1,104
Decrease in grant support from the Covid-19 Income Compensation Scheme due to cost savings at the Museum, which are included in the calculation, being higher than the original estimate.		£11,771			£11,771		£11,771

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Lower charge to the Atrium Café for utility costs due to the temporary closure of the museum during the year in order to comply with Covid-19 related restrictions.		£2,052			£2,052		£2,052
Total Clitheroe Castle Museum	-£2,787	£13,823		-£1,104	£9,932		£9,932
<u>MCAFE: Museum Cafe</u>							
Overspend on buildings repairs and maintenance due to the replacement of window sills. This will be partly offset by savings on the purchase of equipment as mentioned below.	£2,851				£2,851		£2,851
Lower expenditure on the purchase of equipment as the café has been closed throughout 20/21. The saving will be used to offset the overspend on repairs and maintenance to the building.	-£2,000				-£2,000		-£2,000
Decrease in gas and water costs used by the café.		-£2,052			-£2,052		-£2,052
Increase to the estimate in grant support from the Covid-19 Income Compensation Scheme towards the loss of income.		-£1,495			-£1,495		-£1,495
Total Museum Cafe	£851	-£3,547			-£2,696		-£2,696

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>VARIOUS: Car Parks</u>							
Expenditure on the installation of charging points for electric vehicles in Church Walk/ Railway View and Chester Avenue Car Parks, funded by monies set aside in an earmarked reserve.	£9,946				£9,946	-£9,946	£0
Saving due to a forecast increase in rent not being implemented at Church Walk car park.	-£1,996				-£1,996		-£1,996
Lower than estimated use of transport costs mainly due to underspends on vehicle repairs and maintenance.	-£1,525				-£1,525		-£1,525
Lower expenditure on equipment purchases as two replacement handheld units ordered were not received before the end of the year.	-£1,443				-£1,443		-£1,443
Saving on repairs to equipment due to seven pay and display machines now being under a different maintenance contract provider.	-£1,733				-£1,733		-£1,733
Reduced expenditure on the processing of fines fewer Penalty Charge Notices were processed during the year as car parks were used less due to measures in place to contain the pandemic.	-£2,095				-£2,095		-£2,095
Fewer public notices for car parking orders than estimated were required to be published.	-£2,248				-£2,248		-£2,248
There were savings on credit and debit card processing fees due to lower usage of the car parks due to restrictions introduced to contain the pandemic.	-£5,014				-£5,014		-£5,014
Lower than estimated CCTV cost.	-£1,957				-£1,957		-£1,957

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Reduced recharge from Community Services due to lower expenditure within the department as detailed under COMMD.			-£1,935		-£1,935		-£1,935
Lower than estimated income from car park charges due to decreased usage as a consequence of the continued lockdown restrictions in place to contain the pandemic. The main variances included are Lowergate Car Park £9,673, Edisford Car Park £9,204, Chester Avenue Car Park £2,084 and the Auction Mart Car Park £4,955.		£30,415			£30,415		£30,415
Decrease in demand for parking permits due to the continued lockdown restrictions in place to contain the pandemic.		£5,573			£5,573		£5,573
Decrease in the issue of fines during the year compared to the estimate due to the continued lockdown restrictions in place to contain the pandemic.		£10,056			£10,056		£10,056
Parking enforcement work normally carried out on behalf of Hyndburn Borough Council was not required during the year, therefore no income was received for this.		£1,530			£1,530		£1,530
Increase to the estimate in grant support from the Covid-19 Income Compensation Scheme due to the continued reduction in car parking income due to the pandemic.		-£18,426			-£18,426		-£18,426
Total Car Parks	-£8,065	£29,148	-£1,935		£19,148	-£9,946	£9,202
<u>SDEPO: Salthill Depot</u>							
Expenditure on the metered water supply was lower than estimated.	-£1,488				-£1,488		-£1,488

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Lower than estimated use of heating oil.	-£911				-£911		-£911
Reduction in expenditure on communication equipment due to a new data line provider to the depot charging a lower rate.	-£1,706				-£1,706		-£1,706
Decrease in support service charges from other service areas due to reduced expenditure within those services.			-£1,978		-£1,978		-£1,978
Increased stores oncost recovery due to an increase in stock issues from stores.		-£1,489			-£1,489		-£1,489
Total Salthill Depot	-£4,105	-£1,489	-£1,978		-£7,572		-£7,572
<u>VARIOUS: Refuse Collection Vehicles</u>							
There have been significant overspends on refuse vehicle maintenance during 2020/21 despite the revised estimate being increased by the £50,000 contingency allowed for at the beginning of the year. Whilst vehicles are being repaired it has been necessary to hire vehicles to ensure the waste collection service is carried out, the cost during the year was £149,435. This will continue to be monitored in 2021/22.	£190,559				£190,559		£190,559
Reduction in demand for replacement tyres compared to the amount estimated.	-£17,474				-£17,474		-£17,474
Expenditure on the vehicle CCTV system support that wasn't included in the budget.	£2,020				£2,020		£2,020

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Lower than estimated expenditure on vehicle licences as the HGV levy has been reduced for 1 year commencing 1 August 2020 due to the pandemic.	-£2,901				-£2,901		-£2,901
Increase in insurance charge is due to the increase in the number of claims regarding accidents experienced in the previous year.	£3,034				£3,034		£3,034
Increased use of transport recharge to Refuse Collection (RCOLL) and Paper Collection (PAPER) due to additional costs as mentioned above.		-£174,625			-£174,625		-£174,625
Total Refuse Collections Vehicles	£175,238	-£174,625			£613		£613
VARIOUS: Grounds Maintenance Vehicles							
Vehicle repairs and maintenance demands lower than estimated.	£2,964				£2,964		£2,964
Lower than estimated expenditure on repairs and maintenance required to be carried out by specialist outside firms.	-£11,769				-£11,769		-£11,769
Savings on diesel usage during the year.	-£5,421				-£5,421		-£5,421
Lower than estimated expenditure on tyres across the grounds maintenance fleet.	-£2,639						
Higher than estimated depreciation charge in 20/21.				£7,136	£7,136		£7,136
Reduced transfer of vehicle costs due to lower than estimated expenditure as mentioned above.		£10,269			£10,269		£10,269
Total Grounds Maintenance Vehicles	-£16,865	£10,269		£7,136	£540		£540

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>VARIOUS: Works Administration Vehicles</u>							
Vehicle repairs and maintenance demands lower than estimated.	-£8,780				-£8,780		-£8,780
Savings experienced on diesel usage during the year.	-£3,347				-£3,347		-£3,347
Demand for expenditure on tyres was lower than estimated.	-£1,244				-£1,244		-£1,244
Reduced insurance cost than estimated.	-£1,015				-£1,015		-£1,015
Lower than estimated depreciation charge in 20/21.				-£7,149	-£7,149		-£7,149
Reduced transfer of vehicle costs due to lower than estimated expenditure as mentioned above.		£23,381			£23,381		£23,381
TOTAL Works Administration Vehicles	-£14,386	£23,381		-£7,149	£1,846		£1,846
<u>VEHCL: Vehicle Workshop</u>							
Staff costs are higher as it has been necessary to work more overtime than forecast during the year due to the high volume of repairs to the refuse collection vehicles.	£5,309				£5,309		£5,309
Lower maintenance demands of mechanical and electrical equipment than estimated.	-£1,771				-£1,771		-£1,771
Reduced vehicle cost mainly as a result of lower requirement of vehicle repairs and maintenance.	-£3,659				-£3,659		-£3,659
Overspend is mainly due to the purchase of additional tools and equipment along with the installation of extra shelving in the workshop.	£4,227				£4,227		£4,227
Lower than estimated expenditure on protective clothing.	-£2,042				-£2,042		-£2,042

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Total Vehicle Workshop	£2,064				£2,064		£2,064
<u>Various: Plant</u>							
Essential repair costs to the Loadall Shovel has resulted in a higher recharge of transport usage to the Waste Transfer Station.		-£8,676			-£8,676		-£8,676
Increased expenditure on repairs and maintenance on the vehicle wash equipment has resulted in a higher recharge of plant costs to Works Administration.		-£5,233			-£5,233		-£5,233
Total Plant		-£13,909			-£13,909		-£13,909
<u>WKSAD: Works Administration</u>							
Lower than estimated use of transport costs mainly due to underspends on vehicles repairs and maintenance along with diesel costs.	-£18,989				-£18,989		-£18,989
Higher than estimated spend on use of plant costs mainly due to increased expenditure on repairs and maintenance on the vehicle wash equipment.	£9,259				£9,259		£9,259
The number of recoverable hours worked is higher than estimated which has resulted in an increase in the recovery of works admin costs. However, this is partly offset by a reduction in the amount of time spent on capital projects causing a reduction in costs charged to capital schemes as mentioned below.		-£33,105			-£33,105		-£33,105

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
There has been less time spent on capital projects than estimated however, this decrease in the recharge of costs is offset by an increase in cost recovery in revenue recharges as mentioned above.		£7,350			£7,350		£7,350
Total Works Administration	-£9,730	-£25,755			-£35,485		-£35,485
<u>CARVN: Caravan Site</u>							
Income received in the year is lower than estimated due to the impact of restrictions relating to the containment of the pandemic.		£6,462			£6,462		£6,462
Total Caravan Site		£6,462			£6,462		£6,462
<u>PKADM: Grounds Maintenance</u>							
Staff vacancies factored into the revised estimate did not materialise.	£1,624				£1,624		£1,624
Reduced expenditure on tuition as fewer training events were able to be held during the year due to social distancing rules as a consequence of containing the pandemic.	-£1,018				-£1,018	£1,000	-£18
As mentioned previously (see Grounds Maintenance Vehicles) spend on vehicles was less than estimated resulting in a lower use of transport cost.	-£11,015				-£11,015		-£11,015
Spend on fertilizers and insecticides was lower than estimated.	-£1,504				-£1,504	£775	-£729
A net loss resulted on work carried out for external jobs as there were a greater number of hours spent carrying out the work than was anticipated.		£19,560			£19,560		£19,560

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Increased recovery through revenue schemes due to more time being spent on external recharge jobs though this was reduced by the lower than estimated expenditure within this service area as outlined above.		-£6,577			-£6,577		-£6,577
Increased oncost recovery through capital schemes, mainly due to a higher than estimated time spent on the Play Areas capital scheme.		-£2,327			-£2,327		-£2,327
Total Grounds Maintenance	-£11,913	£10,656			-£1,257	£1,775	£518
TRVPRK: Ribble Valley Parks							
Overspend on repairs and maintenance to buildings is due to work to repair vandalism at the Castle Grounds and bandstand	£4,783				£4,783		£4,783
Delay in repairs to the bowling green café due to difficulties in obtaining materials.	-£3,501				-£3,501	£3,501	£0
The recharge from grounds maintenance for maintaining the borough's parks and open spaces was lower than estimated due to savings in the running costs of the service, particularly regarding the repairs & maintenance of grounds vehicles, combined with lower than estimated productive hours incurred.	-£15,222				-£15,222		-£15,222
Total Ribble Valley Parks	-£13,940				-£13,940	£3,501	-£10,439

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>RPOOL: Ribblesdale Pool</u>							
Less overtime required to be worked by the Duty Officers at the pool due to the continued measures in force to contain the pandemic.	-£982				-£982		-£982
Savings due to temporary staff not required during the temporary closure of the pool.	-£7,010				-£7,010		-£7,010
Savings on staffing costs for the receptionists at the pool due to there not being the need for overtime work during the temporary closure of the pool and vacancy savings.	-£5,697				-£5,697		-£5,697
Tuition fees are lower as training courses delivered in swimming pools have not been allowed to be held because of restrictions in place due to the pandemic.	-£3,129				-£3,129		-£3,129
Reduction in metered water usage at the pool due to the temporary closure of the pool in order to adhere to the Covid-19 restrictions.	-£1,702				-£1,702		-£1,702
Reduction in cleaning materials usage at the pool due to the temporary closure of the pool in order to adhere to the Covid-19 restrictions.	-£1,405				-£1,405		-£1,405
Savings for telephone lines as one of the lines is no longer used.	-£1,016				-£1,016		-£1,016
Reduction in expenditure on communication equipment due to a new data line provider to the depot charging a lower rate.	-£970				-£970		-£970
Savings experienced for performing rights costs as music not played to the public at the pool due to the temporary closure of the pool in order to adhere to the Covid-19 restrictions.	-£906				-£906		-£906

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
There were savings on credit and debit card processing fees due to the temporary closure of the pool due to continuing restrictions to contain the pandemic, which resulted in income and therefore lower card sales.	-£993				-£993		-£993
Reduced support service charges from other service areas due to a combination of reduced expenditure and grant funding to support Covid-19 related work within those service areas.			-£2,079		-£2,079		-£2,079
Lower than estimated depreciation charge.				-£1,427	-£1,427		-£1,427
Due to the on-going temporary closure of the pool in line with restrictions to contain the pandemic there have been no vending machine sales.		£16,710			£16,710		£16,710
With Covid-19 restrictions continuing into Quarter 4, resulting in the temporary closure of the pool, income from swimming clubs has been reduced.		£3,767			£3,767		£3,767
With Covid-19 restrictions continuing into Quarter 4, resulting in the temporary closure of the pool, income from contracts has been reduced.		£5,174			£5,174		£5,174
Due to the on-going temporary closure of the pool in line with restrictions to contain the pandemic the income from adult admissions is lower than forecast.		£2,573			£2,573		£2,573
Decrease in grant support from the Covid-19 Income Compensation Scheme due to cost savings at the pool, which are included in the calculation, being higher than the original estimate.		£22,847			£22,847		£22,847
Recharge of pool staff for the time they worked temporarily at the Covid testing centre.		-£34,209			-£34,209		-£34,209
Total Ribblesdale Pool	-£23,810	£16,862	-£2,079	-£1,427	-£10,454		-£10,454

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>EALLW: Edisford All Weather Pitch</u>							
Overspend on buildings repairs and maintenance is due to the erection of a steel fence to enable better access control at the 3G facility, savings on the maintenance of the pitch will partly offset this.	£6,428				£6,428		£6,428
Savings experienced in relation to the maintenance of the 3G pitch will be used towards the cost of the erection of a steel fence at the site as mentioned above.	-£5,705				-£5,705		-£5,705
Expenditure on water usage was lower than estimated.	-£1,660				-£1,660		-£1,660
Lower requirement for maintenance due to temporary closures during the year.	-£1,600				-£1,600		-£1,600
Lower than estimated depreciation charge.				-£2,203	-£2,203		-£2,203
Reduction in income from the hire of the 3G pitch to adults due to the continuing temporary closure of the facilities as a result of measures to contain the pandemic.		£5,573			£5,573		£5,573
Reduction in income from the hire of the 3G pitch to juniors due to the continuing temporary closure of the facilities as a result of measures to contain the pandemic.		£19,046			£19,046		£19,046

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Increase to the estimate in grant support from the Covid-19 Income Compensation Scheme due to the continued reduction in pitch hire income due to the pandemic.		-£18,743			-£18,743		-£18,743
Total Edisford All Weather Pitch	-£2,537	£5,876		-£2,203	£1,136		£1,136
<u>SPODV: Sports Development</u>							
Overspend due to purchase of junior cricket coaching pitch.	£1,872				£1,872		£1,872
Lower expenditure on promotional activities as no summer activities took place for which brochures are usually printed, due to restrictions to contain the pandemic.	-£2,986				-£2,986		-£2,986
Reduced support service charges from other service areas due to reduced expenditure in those areas.			-£1,330		-£1,330		-£1,330
Total Sports Development	-£1,114		-£1,330		-£2,444		-£2,444
<u>EXREF: Exercise Referral Scheme</u>							
Staffing costs for a Healthy Weight Officer not included in the estimate, funded by the Weight Management grant.	£6,420				£6,420		£6,420
Reduced support service charges from other service areas due to reduced expenditure in those areas.			-£1,669		-£1,669		-£1,669
Recharge of salaries to be funded by Together an Active Future grant.		-£20,720			-£20,720		-£20,720

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Grant funding received in respect of Weight Management not included in the estimate. Not all of this was able to be used in 20/21 due to social distancing restrictions as a result of containing Covid-19. Unspent funding has been set aside to be spent in 21/22.		-£18,506			-£18,506	£12,205	-£6,301
Grant funding received in respect of Cardiac Rehab not included in the estimate. This was unable to be used in 20/21 due to social distancing restrictions as a result of containing Covid-19. Unspent funding has been set aside to be spent in 21/22.		-£11,000			-£11,000	£11,000	£0
Grant funding received in respect of the Stepping Out programme not included in the estimate. This was unable to be used in 20/21 due to social distancing restrictions as a result of containing Covid-19. Unspent funding has been set aside to be spent in 21/22.		-£2,100			-£2,100	£2,100	£0
Total Exercise Referral Scheme	£6,420	-£52,326	-£1,669		-£47,575	£25,305	-£22,270
TAFUT: Together an Active Future							
Staffing costs for the Healthy Weight Officer transferred to Exercise Referral Scheme as being funded by the Weight Management grant included within that cost centre.	-£4,839				-£4,839		-£4,839
Overspend due to additional salaries recharged from Exercise Referral Scheme being eligible for funding from the Together an Active Future grant.	£20,720				£20,720		£20,720

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Charges £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Higher than estimated Together an Active Future grant funding received due to additional salary costs being eligible for funding.		-£15,881			-£15,881		-£15,881
Total Together an Active Future	£15,881	-£15,881			£0		£0
<u>RECU: Recreation/ Culture Grants</u>							
Payment of grants is lower due to cancellation or delays in the delivery of various community projects, due to the pandemic. Approval was granted by committee to carry forward to 2021/22 the funding for the delayed projects.	-£15,400				-£15,400	£10,970	-£4,430
Total Recreation/ Culture Grants	-£15,400				-£15,400	£10,970	-£4,430
	£230,027	-£200,938	-£7,917	-£4,747	£16,425	£66,404	£82,829
					-£13,875	-£3,334	-£17,209
					£2,550	£63,070	£65,620
Total Variances for Community Services Committee (Net Cost of Services)					£2,550	£63,070	£65,620

RIBBLE VALLEY BOROUGH COUNCIL INFORMATION REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 24 AUGUST 2021
 title: REVENUE MONITORING 2021/22
 submitted by: DIRECTOR OF RESOURCES
 principal author: HELEN SEEDALL

1 PURPOSE

1.1 To let you know the position for the period April to July 2021 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified

Corporate Priorities - to continue to be a well managed Council providing efficient services based on identified customer need. To meet the objective within this priority, of maintaining critical financial management controls, ensuring the authority provides council tax payers with value for money.

Other Considerations – none identified.

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period to the end of July. You will see an overall overspend of £32,573 on the net cost of services. Please note that underspends are denoted by figures with a minus symbol. After allowing for transfers to/from earmarked reserves the overspend is £56,197.

Cost Centre	Cost Centre Name	Net Budget for the full year	Net Budget to the end of the period	Actual including commitments to the end of the period	Variance	
ARTDV	Art Development	35,690	8,592	7,713	-879	G
BUSSH	Bus Shelters	18,230	0	170	170	G
CARVN	Caravan Site	-8,810	2,182	2,856	674	G
CCTEL	Closed Circuit Television	147,570	22,535	21,582	-953	G
COMMD	Community Services Department	0	314,861	313,135	-1,726	G
CRFDF	Clitheroe Food Festival 2020	21,890	162	13	-149	G
CRIME	Crime and Disorder	60,520	270	-690	-960	G
CULTG	Culture Grants	5,130	1,428	3,150	1,722	G
CULVT	Culverts & Water Courses	19,070	6,718	6,525	-193	G
DRAIN	Private Drains	2,030	455	514	59	G
EALLW	Edisford All Weather Pitch	46,430	23,362	51,351	27,989	R
EDPIC	Edisford Picnic Area	-7,200	679	1,262	583	G
EXREF	Exercise Referral Scheme	86,560	407	-7,242	-7,649	R
GRSRC	Grants & Subscriptions - Community	1,090	0	0	0	G

Cost Centre	Cost Centre Name	Net Budget for the full year	Net Budget to the end of the period	Actual including commitments to the end of the period	Variance	
HWREP	Highway Repairs	15,650	198	0	-198	G
LDEPO	Longridge Depot	-1,000	5,668	4,509	-1,159	G
LITTR	Litter Bins	19,410	2,657	1,645	-1,012	G
MCAFE	Museum Cafe	15,180	1,249	5,726	4,477	A
MUSEM	Castle Museum	252,790	19,415	16,876	-2,539	A
PAPER	Waste Paper and Card Collection	218,760	33,277	26,631	-6,646	R
PKADM	Grounds Maintenance	0	-87,880	-92,025	-4,145	A
PLATG	Platform Gallery and Visitor Information	140,990	41,765	43,128	1,363	G
RCOLL	Refuse Collection	1,513,690	259,866	259,556	-310	G
RECUK	Recreation Grants	34,700	11,712	11,650	-62	G
RIVBK	Riverbank Protection	4,210	464	0	-464	G
ROEBN	Roefield Barn	-430	-146	-383	-237	G
RPBIN	Chargeable Replacement Waste Bins	0	0	-13,508	-13,508	R
RPOOL	Ribblesdale Pool	267,120	85,447	130,705	45,258	R
RVPRK	Ribble Valley Parks	547,490	141,895	141,773	-122	G
SDEPO	Salthill Depot	0	27,497	23,745	-3,752	A
SEATS	Roadside Seats	8,360	908	102	-806	G
SIGNS	Street Nameplates & Signs	44,430	4,462	4,567	105	G
SPODV	Sports Development	87,450	8,075	7,624	-451	G
SPOGR	Sports Grants	6,080	1,308	2,600	1,292	G
STCLE	Street Cleansing	389,000	85,664	83,066	-2,598	A
TAFUT	Together an Active Future	0	20,680	11,757	-8,923	R
TFRST	Waste Transfer Station	106,560	35,947	33,169	-2,778	A
TRREF	Trade Refuse	-4,240	-383,152	-340,022	43,130	R
TWOWR	Two Way Radio	0	-1,684	-2,187	-503	G
VARIOUS	Car Parks Vehicles	0	1,418	1,137	-281	G
VARIOUS	Grounds Maintenance Vehicles	0	26,905	11,595	-15,310	R
VARIOUS	Other Car Parks	29,750	21,583	23,842	2,259	A
VARIOUS	Pay and Display Car Parks	-165,020	-9,062	18,613	27,675	R
VARIOUS	Plant	2,230	14,519	19,610	5,091	R
VARIOUS	Public Conveniences	204,340	75,108	54,395	-20,713	R
VARIOUS	Refuse Collection Vehicles	-2,230	170,254	145,945	-24,309	R
VARIOUS	Works Administration Vehicles	0	10,033	4,712	-5,321	R

Cost Centre	Cost Centre Name	Net Budget for the full year	Net Budget to the end of the period	Actual including commitments to the end of the period	Variance	
VEHCL	Vehicle Workshop	0	-10,570	-17,674	-7,104	R
WBHEQ	Wellbeing & Health Equality	0	0	-1,562	-1,562	G
WKSAD	Works Administration	0	-31,300	-22,846	8,454	R
XMASL	Xmas Lights & RV in Bloom	3,700	688	281	-407	G
	Sum:	4,167,170	966,519	999,092	32,573	

Transfers to/from Earmarked Reserves				
Clitheroe Food Festival	-8,600	0	0	0
Crime Reduction Partnership Reserve	-14,620	0	0	0
Refuse Collection Reserve	-9,210	-3,070	20,609	23,679
Equipment Reserve	0	0	-4,280	-4,280
Grounds Maintenance Tuition	0	0	-1,775	-1,775
Capital Reserve	0	0	6,000	6,000
Total after Transfers to/from Earmarked Reserves	4,134,740	963,449	1,019,646	56,197

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

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

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

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

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

Description	Variance to end July 2021 £
Car Park Charges (VARIOUS) – The usage of the car parks is lower due to the lockdown restrictions that were in place to contain the pandemic resulting in less travelling. It may be possible to make a claim under the Covid-19 Income Compensation Scheme which would partly offset the loss of income	20,776
Trade Refuse Collection (TRREF) - There have been many suspensions of the commercial trade waste collection service due to the compulsory closure of non-essential businesses during the lockdown. Income for the closed period will be lost however it is expected that a claim to the Covid-19 Income Compensation Scheme will partly offset the loss of income.	50,257
Ribblesdale Pool (RPOOL) – Due to the temporary closure of the pool caused by restrictions relating to the pandemic there has been a reduction in income from admissions for adults £9,362 and juniors £11,330. The closure has also meant swimming lessons could not be held resulting in a loss of income of £35,151. Partly off-setting this are savings in external swimming instructors £13,626 and receptionists' salaries -£7,412. It is expected that a claim to the Covid-19 Income Compensation Scheme will partly offset the net loss of income after deducting savings.	34,805
Refuse Collection (RCOLL) – A requirement has been identified to use temporary staff to provide general cover for absences in order to carry out the waste collection service. The level of requirement to use temporary staff will continue to be monitored and a budget introduced at revised estimate.	11,782
Chargeable Replacement Waste Bins (RPBIN) – Income received from the sale of householder bins however, expenditure incurred in the purchase of the bins will be offset against this and the surplus/deficit transferred to/from an earmarked reserve.	-13,508

2.6 It is important to note that the Government's Covid-19 Income Compensation Scheme was only extended to the end of June 2021, and so any income losses past that date will fully fall on this Council

3 CONCLUSION

3.1 The comparison between actual and budgeted expenditure shows an overspend of £32,573 for the first four months of the financial year 2021/22. After allowing for transfers to/from earmarked reserves the overspend is £56,197.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM21/HS/AC
17 August 2021

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CHUCP/8420n	Church Walk Car Park/Car Park Charges	-96,880	-30,750	-19,319	11,431	Lower usage of car park due to the lockdown restrictions that were in place to contain the pandemic.	A grant claim will be made to the Covid-19 Income Compensation Scheme which will partly offset the loss in income.
EALLW/2458	Edisford All Weather Pitch/Sewerage & Environmental Supplies	0	0	28,208	28,208	An incorrect charge has been made for waste water drainage as the site has been placed in the wrong banding.	The invoice is currently being disputed and is expected to be credited, being replaced with a significantly lower charge.
EDFCP/8420n	Edisford Car Park/Car Park Charges	-81,610	-32,782	-25,975	6,807	Lower usage of car park due to the lockdown restrictions that were in place to contain the pandemic.	A grant claim will be made to the Covid-19 Income Compensation Scheme which will partly offset the loss in income.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
EXREF/8929z	Exercise Referral Scheme/LCC Weight Management Funding	0	0	-9,253	-9,253	Grant funding received in respect of Weight Management not included in the estimate.	The budget will be reviewed at revised estimate.
GKJJA/8297n	Ford Transit - PE60 KJJ/Sale of Equipment/Materials	0	0	-6,000	-6,000	Income received from the disposal of the refuse vehicle.	The income will be transferred to an earmarked reserve to fund the future capital programme.
MCAFE/8718l	Museum Cafe/Catering Concession	-15,100	-5,036	0	5,036	The Museum Cafe is currently closed as there is no operator.	A tendering exercise is currently under way to secure an operator and the budget will be adjusted at revised estimate.
PAPER/8297n	Waste Paper and Card Col/Sale of Equipment/Material	-16,810	-4,203	-9,555	-5,352	Income higher than forecast due to increase in the waste paper price per tonne collected.	The budget will be reviewed at revised estimate.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RCOLL/0130	Refuse Collection/Temporary Staff	0	0	11,782	11,782	A requirement has been identified to use temporary staff to provide general cover for absences in order to carry out the waste collection service.	The level of requirement to use temporary staff will continue to be monitored and a budget introduced at revised estimate.
RHXKA/2612	VU62 HXK Dennis Refuse D/Diesel	25,370	6,345	0	-6,345	Diesel has not been allocated to this vehicle whilst repairs are carried out.	A review of allocations of diesel to the refuse collection vehicles will be carried out.
RPBIN/8297n	Chargeable Replacement W/Sale of Equipment/Material	0	0	-13,508	-13,508	Income from the sale of householder bins.	Income received will be offset against expenditure incurred in the purchase of the bins and the surplus/deficit transferred to/from an earmarked reserve.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RPOOL/0220	Ribblesdale Pool/Receptionists	41,670	13,900	6,488	-7,412	Staff vacancy savings as a result of two receptionists having left their posts and not yet been replaced.	A review of the budget will be carried out at revised estimate.
RPOOL/3085	Ribblesdale Pool/Consultants	40,850	13,626	0	-13,626	During the temporary closure of the pool it was not possible to deliver swimming lessons, therefore external swimming instructors were not required.	A tendering exercise is currently underway to secure swimming instructors delivered by an outside provider.
RPOOL/8532I	Ribblesdale Pool/Hire of Baths - Clubs	-41,490	-41,490	-35,933	5,557	Reduced income from swimming clubs due to the temporary closure of the pool.	A grant claim will be made to the Covid-19 Income Compensation Scheme which will partly offset the loss in income.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RPOOL/8542I	Ribblesdale Pool/Courses	-111,310	-35,096	55	35,151	During the temporary closure of the pool and subsequent social distancing restrictions, it was not possible to deliver swimming lessons.	A grant claim will be made to the Covid-19 Income Compensation Scheme which will partly offset the loss in income.
RPOOL/8571n	Ribblesdale Pool/Adult Admissions	-78,740	-22,843	-13,481	9,362	Reduced income from admissions due to the temporary closure of the pool and restrictions as a result of containing the pandemic.	A grant claim will be made to the Covid-19 Income Compensation Scheme which will partly offset the loss in income.
RPOOL/8572n	Ribblesdale Pool/Junior Admissions	-55,260	-16,159	-4,829	11,330	Reduced income from admissions due to the temporary closure of the pool and restrictions as a result of containing the pandemic.	A grant claim will be made to the Covid-19 Income Compensation Scheme which will partly offset the loss in income.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RPOOL/8927z	Ribblesdale Pool/Covid Response	0	0	-7,849	-7,849	Recharge of pool staff for the time they worked temporarily at the Covid-19 testing centre.	The budget will be reviewed at revised estimate.
TAFUT/0100	Together an Active Future/Salaries	52,660	17,564	9,458	-8,106	There is currently a vacant post and also the Healthy Weight Officer post has been transferred to Exercise Referral Scheme to align with the grant funding for the post.	The budget will be reviewed at revised estimate.
TRREF/8411z	Trade Refuse/Trade Waste Collection (Commercial)	-298,270	-298,270	-248,013	50,257	There have been many suspensions of the waste collection service due to the compulsory closure of non-essential businesses during the lockdown.	It is expected that a claim to the Covid-19 Income Compensation Scheme will partly offset the loss of income and a review will be carried out at revised estimate.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
TRREF/8597n	Trade Refuse/Bin Hire Scheme	-2,160	-2,160	-7,551	-5,391	Take up of the bin hire scheme is higher than estimated when the budget was prepared. As invoices are raised for the year there may be some cancellations or credit notes issued.	The budget will be reviewed at revised estimate.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
AUMCP/8420n	Auction Mart (Market) Car Park/Car Park Charges	-47,620	-15,277	-12,199	3,078	Lower usage of car park due to the lockdown restrictions that were in place to contain the pandemic. A grant claim will be made to the Covid-19 Income Compensation Scheme which will partly offset the loss of income.
CHSCP/2402	Chester Avenue Car Park/Repair & Maintenance - Buildings	1,500	1,500	4,494	2,994	The overspend is due to works that have been carried out to the flower beds at the car park.
CHUCP/2447	Church Walk Car Park/Ground Rents	8,590	8,590	6,500	-2,090	An expected increase to the rental charge has not materialised.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
COMMD/0100	Community Services Department/Salaries	671,330	223,954	220,549	-3,405	Salaries are lower than estimated due to a vacant post.
COMMD/2643	Community Services Department/Mileage Allowances	11,980	3,996	1,411	-2,585	Lower vehicle mileage has been incurred by staff as the necessity to travel has been reduced due to the requirement to adhere to social distancing restrictions.
EXREF/0100	Exercise Referral Scheme/Salaries	0	0	3,744	3,744	The Healthy Weight Officer post has been transferred from Together an Active Future to align with the grant funding for the post.
EXREF/8972z	Exercise Referral Scheme/E Lancs CCG Cardiac Rehab Service	0	0	-2,875	-2,875	A grant has been received to fund a Cardiac Rehab programme: the budget will be reviewed at revised estimate.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
LOWCP/8420n	Lowergate Car Park/Car Park Charges	-73,270	-23,454	-18,794	4,660	Lower usage of car park due to the lockdown restrictions that were in place to contain the pandemic. A grant claim will be made to the Covid-19 Income Compensation Scheme which will partly offset the loss of income.
PCADM/2475	Public Conveniences Administration/General Cleaning	76,030	25,360	21,211	-4,149	Fewer than estimated hours have been spent on cleaning due to staff self-isolating.
PKADM/0130	Grounds Maintenance/Temporary Staff	17,240	5,750	2,076	-3,674	Reduced requirement for temporary grounds maintenance staff.
PKADM/1013	Grounds Maintenance/Tuition Fees	2,500	834	4,146	3,312	A driver training event that was booked for 20/21 could not be undertaken due to social distancing restrictions due to Covid-19. This has now been carried out in 21/22 and will be funded from monies set aside for this purpose in an earmarked reserve.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
PKADM/8903z	Grounds Maintenance/Oncost	-534,780	-178,400	-182,513	-4,113	More recoverable hours have been worked than estimated. An assessment of oncosts recovered to date will be carried out at revised estimate and the budgets amended accordingly.
PLANT/2881	Other Plant/Purchase of Equipment & Materials	0	0	2,986	2,986	Electrical repairs carried out to high pressure water jetting unit.
PLATG/0130	Platform Gallery and Vis/Temporary Staff	10,540	5,046	2,840	-2,206	The requirement for temporary staff was reduced when the gallery was temporarily closed due to restrictions to contain the pandemic.
PLATG/2809	Platform Gallery and Vis/Non-Recurring Purchases	0	0	4,630	4,630	Overspend due to the purchase of a replacement till system. This is to be funded by an earmarked reserve from savings set aside in 18/19.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
RCOLL/0160	Refuse Collection/Drivers Wages	255,940	85,380	82,345	-3,035	Salaries are lower than estimated due to vacant posts.
RCOLL/0350	Refuse Collection/Agency Staff	11,550	3,850	712	-3,138	Reduced requirement for agency staff as temporary staff have been used to provide cover for refuse collection.
RCOLL/8547u	Refuse Collection/Household Special Collections	-27,770	-9,264	-13,674	-4,410	Income received from the collection of household bulky waste was higher than estimated.
RCUVA/2602	VF19 CUV Refuse Vehicle/Vehicle Repairs & Mainte	10,210	10,210	14,715	4,505	Repairs to date are higher than estimated. Expenditure will continue to be monitored and a review of repairs and maintenance of the vehicle fleet carried out at revised estimate.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
RCUVA/2612	VF19 CUV Refuse Vehicle/Diesel	22,740	5,688	3,160	-2,528	Diesel usage is lower than expected for this vehicle, a review of allocations of diesel to the refuse collection vehicles will be carried out.
RDKAA/2602	VN17 DKA Dennis Disposal/Vehicle Repairs & Mainte	24,930	8,316	3,886	-4,430	Lower than estimated repairs carried out on this refuse collection vehicle to date.
RIBCH/2451	Ribchester Toilets/National Non Domestic Rates	2,740	2,740	0	-2,740	Business rates relief has been awarded to public conveniences for 2021/22.
RIBCP/8420n	Ribchester Car Park/Car Park Charges	-18,230	-7,736	-11,516	-3,780	Lower usage of car park due to the lockdown restrictions that were in place to contain the pandemic. A grant claim will be made to the Covid-19 Income Compensation Scheme which will partly offset the loss of income.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
RJZPA/2602	PK63 JZP Mercedes/Vehicle Repairs & Mainte	29,100	9,708	5,665	-4,043	Lower than estimated repairs carried out on this refuse collection vehicle to date.
RKYKA/2602	VN12 KYK Dennis Refuse D/Vehicle Repairs & Mainte	29,590	19,866	21,908	2,042	Repairs to date are higher than estimated. Expenditure will continue to be monitored and a review of repairs and maintenance of the vehicle fleet carried out at revised estimate.
RKYKA/2612	VN12 KYK Dennis Refuse D/Diesel	22,820	5,703	751	-4,952	Diesel usage is lower than expected for this vehicle, a review of allocations of diesel to the refuse collection vehicles will be carried out.
RPOOL/0100	Ribblesdale Pool/Salaries	68,750	22,934	19,693	-3,241	Salaries are lower than estimated due to vacant posts.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
RPOOL/0130	Ribblesdale Pool/Temporary Staff	49,850	16,152	19,495	3,343	Expenditure is higher than estimated as it has been necessary to use temporary staff to cover vacant posts.
RPOOL/8279n	Ribblesdale Pool/Items Purchased for Resale	-17,870	-5,535	-2,146	3,389	Lower sale of goods income due to the temporary closure of the pool and restrictions as a result of containing the pandemic reducing the number of customers.
RPOOL/8544I	Ribblesdale Pool/Aqua Fitness	-7,780	-2,596	-589	2,007	Reduced income from aqua fitness sessions due to the temporary closure of the pool and restrictions as a result of containing the pandemic.
RPOOL/8787n	Ribblesdale Pool/Roefield - Gym Swim	-11,810	-3,938	972	4,910	Reduced income from gym and swim due to the temporary closure of the pool and restrictions as a result of containing the pandemic.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
RPOOL/8904I	Ribblesdale Pool/Parent and Child Swimming	-13,030	-4,348	129	4,477	During the temporary closure of the pool and subsequent social distancing restrictions, it was not possible to deliver parent and child swimming lessons.
RPTZA/2612	VO21 PTZ Dennis Refuse Disposal Vehicle/Diesel	0	0	3,962	3,962	This is a new vehicle addition replacing VU62 HXK, the budget will be reallocated from that vehicle at revised estimate.
RVPRK/5056	Ribble Valley Parks/Grounds Maintenance	406,140	121,988	124,753	2,765	More recoverable hours have been worked than estimated by the Grounds Maintenance team.
RZGEA/2602	VX70 ZGE Dennis Eagle Refuse Collection Vehicle/Vehicle Repairs & Maintenance	9,950	3,318	893	-2,425	Lower than estimated repairs carried out on this refuse collection vehicle to date.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
SLDBN/2451	Slaidburn Toilets/National Non-Domestic Rates	2,020	2,020	0	-2,020	Business rates relief has been awarded to public conveniences for 2021/22.
TRREF/8550z	Trade Refuse/Charitable Collection Sacks	-9,740	-4,084	-2,084	2,000	Reduction in demand for the charitable waste collection service as numerous businesses were closed due to measures to contain the pandemic.
TRREF/8595z	Trade Refuse/Trade Waste Collection (Charitable)	-70,940	-70,940	-73,380	-2,440	Invoices have been raised for the full year, however it is expected there will be some cancellations during the year causing credit notes to be issued.
VEHCL/8900z	Vehicle Workshop/Oncost 100%	-120,150	-38,448	-42,199	-3,751	Over recovery of hours as a greater number of hours have been worked than estimated.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
WHLLY/2451	Whalley Toilets/National Non-Domestic Rates	3,570	3,598	0	-3,598	Business rates relief has been awarded to public conveniences for 2021/22.
WKSAD/8900z	Works Administration/Oncost 100%	-246,650	-76,732	-71,906	4,826	Under recovery of hours as more leave has been taken at this stage of the year, therefore fewer hours have been worked than estimated.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

INFORMATION

meeting date: 24 AUGUST 2021
title: CAPITAL MONITORING 2021/22
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To report the progress on this Committee's 2021/22 capital programme for the period to the end of July 2021.

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 2021/22 CAPITAL PROGRAMME BACKGROUND

2.1 Five capital schemes for this Committee's original estimate budget, totalling £1,555,000, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2021 and March 2021 respectively. This included three new schemes for 2021/22 and budget for two 2020/21 schemes that had been moved from the 2020/21 capital programme to the 2021/22 capital programme.

2.2 In addition to the original estimate budget above, the following budget changes have been made so far in 2021/22:

- Three capital schemes were not completed by 31 March 2021 and had unspent budget available at that date. The total unspent budget of £60,320 on those schemes, known as slippage, has been moved into the 2021/22 capital programme budget, after approval by this Committee in May 2021.
- One additional capital scheme with a budget of £45,000 was approved by Policy and Finance Committee in March 2021.
- One additional capital scheme with a budget of £24,000 was approved and one scheme had additional budget of £62,660 approved on it by Policy and Finance Committee in June 2021.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of ten schemes is £1,746,980. This is shown at Annex 1.

3 CAPITAL MONITORING 2021/22

3.1 The table below summarises this Committee’s capital programme budget, expenditure to date and variance, as at the end of July 2021. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
285,000	1,270,000	60,320	131,660	1,746,980	354,385	1,392,595

3.2 At the end of July 2021 £354,385 had been spent or committed. This is 20.3% of the annual capital programme budget for this Committee.

3.3 Of the ten schemes in the capital programme at the end of July 2021:

- one scheme is complete
- eight schemes are currently expected to be completed in-year; and
- it is unclear whether any expenditure will take place on the Installation of a Second Parking Deck on Chester Avenue Car Park scheme in 2021/22, as it is still at site options stage.

3.4 Progress on the schemes with the largest remaining budgets is as follows:

- **Play Area Improvements 2021/22 (£71,387) and Play Area Improvements 2020/21 (£40,000):** Some significant equipment replacement and refurbishment works have already been completed or ordered in 2021/22 at Proctors Field and Calderstones play areas and in-year routine improvement works continue. However, there has been no spend to date on the specific improvement schemes at Kestor Lane play area, £70,000, and Clitheroe Castle play area, £32,660. The work on these schemes is being put out to tender and the schemes specification and tender documentation is being worked up by officers currently. The current aim is for the schemes to be completed within this financial year.

The rest of the remaining budget, £8,727, relates to budget planned for in-year routine improvement works across various play areas, based on officer and/or insurance condition surveys. This work will continue in-year and it is expected that the budget will be used in 2021/22.

- **Replacement of Refuse Wheelie Bins (£13,000):** Replacement bins covered by the capital budget are to be ordered throughout 2021/22 and the spend covered by the capital scheme budget should be completed in-year.
- **Installation of a Second Parking Deck on Chester Avenue Car Park (£1,230,000):** The option of a second parking deck at Chester Avenue is no longer being pursued, given planning issues relating to that site. Officers are now considering another option for additional parking, but this has some site issues which must be considered further before the option is considered in detail by the Car Parking Working Group. Given this, it is unclear whether any expenditure will take place on this scheme in 2021/22.

NOTE - This scheme was included in the capital programme on the basis that a feasibility study is undertaken and reported to Policy and Finance Committee for further consideration before the capital scheme can go ahead.

- **Refurbishment of Bowling Green Café – Castle Grounds (£16,366):** The majority of the scheme work has been completed by July 2021. New kitchen work and some final mainly external works are currently planned for completion before Christmas 2021. The new kitchen work will be undertaken following consultation with the new café concession holder.
- **Concreting Works to Transfer Station (£12,088):** Initial internal concrete slab work and capping work has been completed. Further internal slab work to the recycling and residual areas and some external concrete work will be undertaken in Autumn 2021 to complete the scheme.

4 CONCLUSION

- 4.1 At the end of July 2021 £354,385 had been spent or committed. This is 20.3% of the annual capital programme budget for this Committee.
- 4.2 Of the ten schemes in the capital programme at the end of July 2021, one scheme is complete, eight schemes are currently expected to be completed in-year and it is unclear whether any expenditure will take place in-year on one scheme.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM10-21/AC/AC
16 August 2021

For further background information please ask for Andrew Cook.
BACKGROUND PAPERS – None

Community Services Committee - Capital Programme 2021/22

Cost Centre	Scheme	Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
PLAYV	Play Area Improvements 2021/22	40,000	0	0	62,660	102,660	31,273	71,387
PLAYU	Play Area Improvements 2020/21	0	40,000	0	0	40,000	0	40,000
PLAYT	Play Area Improvements 2019/20	0	0	16,500	0	16,500	16,500	0
REPWB	Replacement of Refuse Wheelie Bins	13,000	0	0	0	13,000	0	13,000
RVVUH	Replacement of Refuse Collection Vehicle VU62 HXK	232,000	0	0	0	232,000	229,150	2,850
PDECK	Installation of a Second Parking Deck on Chester Avenue Car Park	0	1,230,000	0	0	1,230,000	0	1,230,000
PWVHKN	Replacement of Pickup Ford Ranger PK60 HKN	0	0	25,250	0	25,250	25,558	-308
RCCTV	Replacement of CCTV System	0	0	18,570	0	18,570	11,358	7,212
BGCAF	Refurbishment of Bowling Green Café – Castle Grounds	0	0	0	45,000	45,000	28,634	16,366
CONCR	Concreting Works to Transfer Station	0	0	0	24,000	24,000	11,912	12,088
Total Community Services Committee		285,000	1,270,000	60,320	131,660	1,746,980	354,385	1,392,595

Community Services Committee – Capital Programme 2021/22

Play Area Improvements 2021/22 (including Additional Approval 2021/22)

Service Area: Ribble Valley Parks

Submitted by: Mark Beveridge

Brief Description of the Scheme:

The Council operates 18 play areas. This budget provides for incremental improvements to these areas each year. In addition, the capital is used to deal with ad hoc equipment replacement which arises annually.

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.

Without this annual budget the play areas would quickly fall into disrepair and reach a point where equipment would need to be removed and eventually the area would be closed.

In June 2021 the budget was increased by £62,660 when Policy and Finance Committee approved the following specific improvement work to be funded from s106 contributions:

- £30,000 to be added to the £40,000 budget in the 2020/21 Play Area Improvements budget for an improvement scheme at Kestor Lane play area, Longridge.
- £32,660 for an improvement scheme at the Castle Grounds play area, Clitheroe.

Revenue Implications:

None – Existing service.

Timescale for Completion:

2021/22.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
Original Estimate 2021/22	40,000		
Additional Approvals 2021/22	62,660		
Total Approved Budget 2021/22	102,660	31,273	71,387
ANTICIPATED TOTAL SCHEME COST	102,660		

Progress – Budget Holder Comments:

July 2021: Some significant equipment replacement and refurbishment works have already been completed or ordered in 2021/22 at Proctors Field and Calderstones play areas and in-year routine improvement works continue. However, there has been no spend to date on the specific improvement schemes at Kestor Lane play area, £30,000, and Clitheroe Castle play area, £32,660. The work on these schemes is being put out to tender and the schemes specification and tender documentation is being worked up by officers currently. The current aim is for the schemes to be completed within this financial year.

Community Services Committee – Capital Programme 2021/22

The rest of the remaining budget, £8,727, relates to budget planned for in-year routine improvement works across various play areas, based on officer and/or insurance condition surveys. This work will continue in-year and it is expected that the budget will be used in 2021/22.

Community Services Committee – Capital Programme 2021/22

Play Area Improvements 2020/21 (Budget Moved from 2020/21)

Service Area: Ribble Valley Parks

Submitted by: Mark Beveridge

Brief Description of the Scheme:

The Council operates 18 play areas. This budget provides for incremental improvements to these areas each year. In addition, the capital is used to deal with ad hoc equipment replacement which arises annually.

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.

Without this annual budget the play areas would quickly fall into disrepair and reach a point where equipment would need to be removed and eventually the area would be closed.

This budget moved from 2020/21 is to be used to fund a specific improvement scheme at Kestor Lane play area, Longridge.

Revenue Implications:

None – Existing service.

Timescale for Completion:

2020/21.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
Original Estimate 2021/22	0		
Budget Moved from 2020/21	40,000		
Total Approved Budget 2021/22	40,000	0	40,000
Actual Expenditure 2020/21	0		
ANTICIPATED TOTAL SCHEME COST	40,000		

Progress – Budget Holder Comments:

July 2021: There has been no spend to date on the specific improvement scheme at Kestor Lane play area. The work is being put out to tender and the scheme specification and tender documentation is being worked up by officers currently. The current aim is for the scheme to be completed within this financial year.

November 2020: It was initially planned that £12,000 of the 2020/21 play areas budget plus the £28,000 play areas budget moved from 2019/20 in January 2020 was to be spent on a large refurbishment scheme at Kestor Lane play area in Longridge in 2020/21. However, this scheme will not take place this financial year and will need to be moved to 2021/22. This is because the companies we would seek quotes from are still not operating at full capacity due to

Community Services Committee – Capital Programme 2021/22

Covid-19 lockdown periods in-year and staff furlough. This meant getting meaningful quotes from them and then arranging work would have been problematic before the winter period and carrying out groundworks over the winter period is not satisfactory for large play installations.

Given the above, it is recommended that the revised estimate for the Play Area Improvements 2020/21 scheme is reduced to nil and the £40,000 scheme budget is moved to the 2021/22 financial year to fund the Kestor Lane refurbishment. This will still leave £30,830 available from the Play Area Improvements 2019/20 budget to fund other play area improvement works in 2020/21.

July 2020: It was estimated that £12,000 of this 2020/21 budget plus the £28,000 play areas budget moved from 2019/20 was to be spent on a large refurbishment scheme at Kestor Lane play area in Longridge. However, at this stage it is expected the work will need to be moved to 2021/22, because the companies we would seek quotes from are still not operating at full capacity due to Covid-19 and staff furlough. This means getting meaningful quotes from them and then arranging work before the winter period cannot be guaranteed and carrying out groundworks over the winter period is not satisfactory for large play installations.

After taking out the budget set aside for Kestor Lane above, there is £30,830 budget available for other improvement works in 2020/21, being £28,000 from this budget plus £2,830 budget slippage from the Play Area Improvements 2019/20 scheme. Payments so far in 2020/21 are for routine improvement works at play areas in Whalley, Longridge and Ribchester, plus time input from the Amenity Cleansing Manager. Further work in-year will be focussed on routine improvement works, based on officer and/or insurance condition surveys, and some enhanced improvement works. These will be planned from September 2020 onwards.

Community Services Committee – Capital Programme 2021/22

Play Area Improvements 2019/20 (Slippage from 2020/21)

Service Area: Ribble Valley Parks

Submitted by: Mark Beveridge

Brief Description of the Scheme:

The Council operates 18 play areas. This budget provides for incremental improvements to these areas each year. In addition, the capital scheme is used to deal with ad hoc equipment replacement which arises annually.

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.

Without this annual budget the play areas would quickly fall into disrepair and reach a point where equipment would need to be removed and eventually the area would be closed.

Revenue Implications:

None – Existing service.

Timescale for Completion:

2019/20.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
Original Estimate 2021/22	0		
Slippage from 2020/21	16,500		
Total Approved Budget 2021/22	16,500	16,500	0
Actual Expenditure 2019/20	9,169		
Actual Expenditure 2020/21	14,322		
ANTICIPATED TOTAL SCHEME COST	39,991		

Progress – Budget Holder Comments:

July 2021: Wetpour works have been completed at Proctors Field play area and part of the cost of replacement play equipment ordered for Calderstones play area has been allocated to this budget.

March 2021: 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

Community Services Committee – Capital Programme 2021/22

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.

November 2020: £6,299 has been spent or committed so far on various improvement works. Further work in-year is on-going and will be a combination of routine improvement works, based on condition surveys, and some enhanced improvement works. At this stage, officers are aiming to utilise the remaining budget before year-end.

July 2020: It was estimated that the £28,000 play areas budget moved from 2019/20 plus £12,000 of the 2020/21 play areas budget (see above) was to be spent on a large refurbishment scheme at Kestor Lane play area in Longridge. However, at this stage it is expected the work will need to be moved to 2021/22, because the companies we would seek quotes from are still not operating at full capacity due to Covid-19 and staff furlough. This means getting meaningful quotes from them and then arranging work before the winter period cannot be guaranteed and carrying out groundworks over the winter period is not satisfactory for large play installations.

The £2,830 budget slippage from the 2019/20 play areas budget will be added to £28,000 of the Play Area Improvements 2020/21 scheme budget and focussed on routine improvement works in-year, based on officer and/or insurance condition surveys, and some enhanced improvement works. These will be planned from September 2020 onwards.

March 2020: Less improvement works were completed in-year based on the level of work identified in condition surveys of play areas. Slippage of £2,830 will fund further play area improvement works in 2020/21 alongside the new budget for that year.

November 2019: Plans are being developed to significantly upgrade Kestor Lane play area. The actual budget for the upgrade will be confirmed after detailed plans are developed, but the budget required would be unaffordable from within the 2019/20 scheme budget alone. After taking into account the spend to date and the need to set aside some budget to cover any further in-year refurbishment works as a result of regular playground assessment checks and insurance condition surveys, the remaining balance will be earmarked for the Kestor Lane scheme.

Given the above, it is recommended that the Play Area Improvements 2019/20 revised estimate budget is reduced to £12,000 to fund priority work in-year and that £28,000 budget is moved to the 2020/21 financial year, to be used alongside some of the Play Area Improvements 2020/21 budget to fund the Kestor Lane play area upgrade costs.

September 2019: Work in August and September has been on playgrounds checking and minor work by the Grounds Maintenance team plus time input from the Amenity Cleansing Manager. The playground assessments after the school summer holidays have identified improvement and refurbishment works across various play areas. The allocation of some work to internal staff and obtaining external quotes for the rest of the work will be completed by early December 2019, with the aim of completing all the works in early 2020. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work.

July 2019: Initial work to date has been on playgrounds checking and various refurbishment work by Works Administration and Grounds Maintenance teams plus time input from the Amenity Cleansing Manager. Main improvement and refurbishment works will be planned for October 2019 onwards, based on playground assessments after the school summer holidays in September 2019. The aim is to complete this work by the end of November 2019. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work.

Community Services Committee – Capital Programme 2021/22

Replacement of Refuse Wheelie Bins

Service Area: Refuse Collection

Submitted by: Adrian Harper

Brief Description of the Scheme:

Although there is an annual revenue budget for replacing bins it is recognised that there will be a need for a more substantial annual capital scheme for replacement of bins due to age and fatigue.

This scheme will cover a selection of bin sizes and colours. There are approx 25,000 properties receiving a 3 stream waste collection comprising 3 bins.

Revenue Implications:

None.

Timescale for Completion:

YPO tender September. Delivery after 12 weeks lead in.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
Total Approved Budget 2021/22	13,000	0	13,000
ANTICIPATED TOTAL SCHEME COST	13,000		

Progress – Budget Holder Comments:

July 2021: Replacement bins covered by the capital budget are to be ordered throughout 2021/22 and the spend covered by the capital scheme budget should be completed in-year.

Community Services Committee – Capital Programme 2021/22

Replacement of Refuse Collection Vehicle VU62 HXK

Service Area: Refuse Collection

Submitted by: Adrian Harper

Brief Description of the Scheme:

This scheme is for the replacement of Refuse Collection Vehicle VU62 HXK. This scheme follows the vehicle and plant replacement programme that supports the 7 front-line RCVs and the 1 cover RCV that are necessary for the current collection regime.

Revenue Implications:

Annual maintenance savings of £2,000.

Timescale for Completion:

1 month tender – delivery period not known.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
Total Approved Budget 2021/22	232,000	229,150	2,850
ANTICIPATED TOTAL SCHEME COST	229,150		

Progress – Budget Holder Comments:

July 2021: SCHEME COMPLETE – The vehicle was received and paid for by May 2021.

Community Services Committee – Capital Programme 2021/22

Installation of a Second Parking Deck on Chester Avenue Car Park (Budget Moved from 2020/21)

Service Area: Car Parking

Submitted by: Adrian Harper

Brief Description of the Scheme:

A proposal has been considered for the installation of a second car parking deck on to the current Chester Avenue car park. This scheme has the potential of adding a further 100 car parking spaces.

Note – Special Policy and Finance Committee, when recommending inclusion of this scheme in the 2020/21 capital programme to Full Council in February 2020, resolved to ask officers to carry out a feasibility study for this scheme and to submit this to Policy and Finance Committee for further consideration. Therefore, this scheme can only go ahead after consideration of the feasibility study and subsequent scheme approval by Policy and Finance Committee.

Revenue Implications:

The scheme should generate increased car parking income.

An increased surface area and associated signage/pay and display machines would increase maintenance costs in the long term.

Timescale for Completion:

Following manufacture (lead-in time 16 weeks maximum), installation of the car park deck is estimated to take 1 week. Associated works will take approximately 1 month.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
Original Estimate 2021/22	0		
Budget Moved from 2020/21	1,230,000		
Total Approved Budget 2021/22	1,230,000	0	1,230,000
Actual Expenditure 2020/21	0		
ANTICIPATED TOTAL SCHEME COST	1,230,000		

Progress – Budget Holder Comments:

July 2021: The option of a second parking deck at Chester Avenue is no longer being pursued, given planning issues relating to that site. Officers are now considering another option for additional parking, but this has some site issues which must be considered further before the option is considered in detail by the Car Parking Working Group. Given this, it is unclear whether any expenditure will take place on this scheme in 2021/22.

Community Services Committee – Capital Programme 2021/22

November 2020: At this stage, officers are considering two options for additional parking, those being Chester Avenue car park and another site in Clitheroe that officers are negotiating with the site owners. Negotiations on the second site were stalled by Covid-19 and officers are currently attempting to re-start these. Once some form of agreement is reached on the second site a feasibility study will be carried out on both sites and submitted to Policy and Finance Committee for consideration before any capital works are planned.

Given the above, the scheme will not take place in 2020/21. It is recommended that the 2020/21 revised estimate for the scheme is reduced to nil and the £1,230,000 scheme budget is moved to the 2021/22 financial year.

July 2020: At this stage, officers are considering two options for additional parking, those being Chester Avenue car park and another site in Clitheroe that officers are negotiating with the site owners. Once some form of agreement is reached on the second site a feasibility study will be carried out on both sites and submitted to Policy and Finance Committee for consideration before any capital works are planned. At this stage, it is unlikely that this scheme will be completed in-year.

Community Services Committee – Capital Programme 2021/22

Replacement of Pick-up Ford Ranger PK60 HKN (Slippage from 2020/21)

Service Area: Works Administration

Submitted by: Adrian Harper

Brief Description of the Scheme:

This scheme would look to replace the current Pick-up Ford Ranger with a like for like vehicle, subject to the review of alternative vehicle makes.

Revenue Implications:

Annual maintenance savings of £350.

Timescale for Completion:

1 month tender - delivery period not known.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
Original Estimate 2021/22	0		
Slippage from 2020/21	25,250		
Total Approved Budget 2021/22	25,250	25,558	-308
Actual Expenditure 2020/21	0		
ANTICIPATED TOTAL SCHEME COST	25,558		

Progress – Budget Holder Comments:

July 2021: The vehicle was ordered in March 2021 and delivery is currently estimated by the supplier to be November 2021.

March 2021: 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.

November 2020: The original budget for this scheme was £20,210, However, the estimated cost of the scheme is now £25,250. The increase is because the initial scheme budget set in 2017 was based on estimated costs only at that stage, but the actual quote received for the vehicle specified now is higher. Therefore, it is recommended that the 2020/21 revised estimate for the scheme is increased to £25,250. The current aim is to order the replacement vehicle early in 2021 and completion in-year will then be dependent on supplier delivery timescales.

July 2020: The new vehicle will be ordered by early Autumn 2020 and it is expected that it will be delivered by March 2021.

Community Services Committee – Capital Programme 2021/22

Replacement of CCTV System (Slippage from 2020/21)

Service Area: Crime Prevention

Submitted by: Adrian Harper

Brief Description of the Scheme:

The CCTV system provides a sense of security to the people of Ribble Valley covering Clitheroe, Whalley and Longridge town centres. It was installed in 2002 and comprises 23 cameras, switchgear and monitoring equipment. The cameras are analogue and are no longer maintainable.

The proposal is to replace all analogue cameras and the switchgear.

As part of the scheme the police will be asked for details of any areas where further cameras may be beneficial. Any increased camera coverage suggested by them will be considered and may see an increase in budget, if needed.

Additional budget of £13,730 was approved on this scheme in 2020/21 to fund both an increase in costs of the final camera to be fitted from the original scheme plus the costs required for additional cameras at Edisford Riverbank and the Bowling Green café in the castle grounds.

Revenue Implications:

Some of the cameras are starting to fail/experience problems and due to the obsolete nature of many of the cameras, the Council now has to fully replace them rather than undertake repairs.

Timescale for Completion:

Tender 6 weeks, lead in time 6 weeks, contract 2 months.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
Original Estimate 2020/21	0		
Slippage from 2020/21	18,570		
Total Approved Budget 2021/22	18,570	11,358	7,212
Actual Expenditure 2019/20	55,162		
Actual Expenditure 2020/21	0		
ANTICIPATED TOTAL SCHEME COST	73,732		

Progress – Budget Holder Comments:

July 2021: Two of the three camera installations included in this budget have been installed and paid for, those being the ones at Edisford Riverbank and at the Bowling Green cafe in the castle grounds. The Whalley Road camera installation is currently estimated to take place in Autumn 2021, after the finalisation of legal agreements with Lancashire County Council.

Community Services Committee – Capital Programme 2021/22

March 2021: 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.

November 2020: The £4,840 budget slippage from 2019/20 for this scheme was for the installation of a new camera on Whalley Road. Permissions are required for the siting of the camera from Lancashire County Council as it is located on the adopted footway. Unfortunately, permissions have been held up since March 2020 by Covid-19. In the meantime, the expected cost for the camera has increased to £7,640 because the contractor has updated the provisional item quote for the camera. Therefore, it is recommended that the 2020/21 revised estimate for the scheme is increased to £7,640.

NOTE – A separate report elsewhere on this meeting's agenda is requesting approval for the installation of two further CCTV cameras, which are not currently included in this proposed revised estimate budget for the Replacement of CCTV System scheme.

July 2020: The budget left on this scheme is for installation of the new camera on Whalley Road. Permissions are required for the siting of the camera from Lancashire County Council as it is located on the adopted footway. Once permission is received the contractor will be able to complete installation, which should be completed before financial year-end.

March 2020: Contract works agreed within the budget included the planned replacements, plus a new camera on Whalley Road and an alternative method of relaying images from cameras in Whalley. The only outstanding item at year-end was installation of one new camera on Whalley Road, which we require permission for from Lancashire County Council before it can be installed. Slippage of £4,840 will fund the installation of that camera.

November 2019: Following specification of the CCTV requirements, the tender documentation is being finalised and tenders are to be requested in early January 2020. The aim is for the scheme to be completed by March 2020, subject to the tender requests being issued as planned and the availability of cameras and equipment at the preferred supplier.

After meeting with the Police and discussion with Corporate Management Team, two additional cameras have been added to the scheme as provisional items. These may be included in the scheme if there is budget available after tenders are returned.

September 2019: CCTV requirements have now been specified. After meeting with the Police and discussion with Corporate Management Team, two additional cameras have been added to the scheme as provisional items. These may be included in the scheme if there is budget available after tenders are returned. Tenders are to be requested in November 2019. The aim is for the scheme to be completed by March 2020.

July 2019: CCTV requirements are being specified currently, which will form the basis for tenders to be requested by October 2019. The aim is for the scheme to be completed by February/March 2020.

Community Services Committee – Capital Programme 2021/22

Refurbishment of Bowling Green Café – Castle Grounds (Additional Approval 2021/22)

Service Area: Bowling Green Cafe

Submitted by: Mark Beveridge

Brief Description of the Scheme:

The Bowling Green Café and the area around it is an important part of the overall Castle Grounds site. The café is currently in a poor state of repair as a result of vandalism and cannot be let out for business. The path around the bowling green adjacent to the café is also in a poor and dilapidated state.

In March 2021, Policy and Finance Committee approved bringing forward the Refurbishment of Bowling Green Café in Castle Grounds capital scheme from 2023/24 to 2021/22, with a budget of £45,000, so that work can 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 is returned to a condition where many people can enjoy that green space safely.

Revenue Implications:

Refurbishment allows the café to be let to a new concession holder, providing rental income from 2021/22 onwards.

Timescale for Completion:

By Christmas 2021.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
Original Estimate 2021/22	0		
Additional Approvals 2021/22	45,000		
Total Approved Budget 2021/22	45,000	28,634	16,366
ANTICIPATED TOTAL SCHEME COST	45,000		

Progress – Budget Holder Comments:

July 2021: The majority of the scheme work has been completed by July 2021. New kitchen work and some final mainly external works are currently planned for completion before Christmas 2021. The new kitchen work will be undertaken following consultation with the new café concession holder.

Community Services Committee – Capital Programme 2021/22

Concreting Works to Transfer Station (Additional Approval 2021/22)

Service Area: Refuse Collection

Submitted by: Adrian Harper

Brief Description of the Scheme:

The concrete floors and capping in the Council's waste transfer station required some refurbishment due to their current disrepair. In 2020/21 the Council received funding from Lancashire County Council for works to increase the quality of recycling and reduce contamination and some of this funding was still unspent by Spring 2021.

Therefore, in June 2021 Policy and Finance Committee approved an additional scheme for concreting works at the Waste Transfer Station. The additional capital budget of £24,000 is to be funded from a £12,000 contribution from the Lancashire County Council funding and £12,000 from the Capital Earmarked Reserve, supported by income from the sale of vehicles in year.

Revenue Implications:

None.

Timescale for Completion:

Autumn 2021.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
Original Estimate 2021/22	0		
Additional Approvals 2021/22	24,000		
Total Approved Budget 2021/22	24,000	11,912	12,088
ANTICIPATED TOTAL SCHEME COST	24,000		

Progress – Budget Holder Comments:

July 2021: Initial internal concrete slab work and capping work has been completed. Further internal slab work to the recycling and residual areas and some external concrete work will be undertaken in Autumn 2021 to complete the scheme.

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

INFORMATION

meeting date: 24 AUGUST 2021
 title: GENERAL REPORT
 submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
 principal author: ADRIAN HARPER, HEAD OF ENGINEERING SERVICES

1 PURPOSE

To update Committee on a number of issues relating to parking and Climate Change.

2 CAR PARKING

2.1 For information, we are trying to promote the use of our pay-by-phone provider, MiPermit. We are in the process of obtaining some new posters to be displayed on our car parks. There are two different types:

a) QR Code (for Android) and The App Clip (for Apple):

These will allow the customer to scan the code displayed on the poster with the camera on their mobile phone and will instantly open the MiPermit App. If the MiPermit App isn't already installed on their mobile phone, it will load the instant app version instead. This will then start on the 'Create Stay' screen with the location already selected, as the QR Code and App Clip will be car park specific. If the customer's device does not support instant apps and does not have the app installed, it will load the MiPermit root portal in a web browser and take the customer directly to the 'Pay for Parking' page with the location already selected.

b) NFC (Near Field Communication):

These will allow the customer to simply hold their mobile phone close to the NFC Chip, which will then load the instant app, full app, or web portal ready to pay for their parking. This means that the customer doesn't have to scan the QR Code or the App Clip if their mobile phone supports NFC.

3 TOWN CENTRE CAR PARK

3.1 Discussions have taken place with the owner of the alternative car park site and they eventually agreed to lease the land to the council.

Discussions with LCC about the entrance to the site stalled due to the officer in their development control retired and it was deemed that the entrance previously discussed was no longer acceptable in its present form.

3.2 Discussions with the council's planning section highlighted the fact the site and the trees along the edges of the site formed part of the town's conservation area and as such planning permission may not be granted.

3.3 It has been agreed that officers will make an approach to Planning and see what is involved in building at the edge of the conservation area.

3.4 Further discussions are ongoing with the Car Park Working Group for alternative suitable sites.

4 CLIMATE CHANGE WORKING GROUP

- 4.1 The working group have been made aware of, and have today supported, two climate change initiatives that are being initiated.
- 4.2 One is the provision of 18 no. electric staff-cars charging points to be installed at the council's offices partly funded by the Work Place Charging Scheme. A survey was commissioned on the current electrical supply to the offices to ensure there is sufficient spare capacity of the electrical supply and prices are now being sought from suitable contractors.
- 4.3 The second is contractors are being sought to provide advice and prices for the supply and installation of solar panels, at the Council's Depot, to the existing roofs where possible, and for the provision and installation of a number of solar panel vehicle charging points, ready for the introduction of electric/hybrid works vehicles.

ADRIAN HARPER
HEAD OF ENGINEERING SERVICES

JOHN C HEAP
DIRECTOR OF COMMUNITY SERVICES

Report from Councillor Tony Austin – Waste Partnership meeting

I attended the above Zoom Meeting on 29th. July, at which County Cllr. Shaun Turner was elected chair. Several excellent slide presentations were made at the meeting and the detailed information can be accessed by the following link https://www.ribblevalley.gov.uk/downloads/download/8007/committee_report

Meeting agreed to join another 200 authorities as co-signatures of a letter to the Minister asking for fly-tipping penalties to be increased to a more realistic level.

Carole Taylor, Pendle Council officer and chair of LARAC (a local government waste association) gave a very extensive report on 3 current consultations between local authorities and Government (see details in 2nd. attachment at the link above) relating to the report stage of the Environment Bill. One related to EPR (Extended Producer Responsibility on Packaging), ensuring packaging producers pay full actual costs of packaging including waste. Another related to the DRS (Deposit Return Scheme) for money back, probably through machines for empty soft drink containers after 2024. A third related to consistent collection standards throughout collection authorities across England and Wales. Separate food waste collections would probably not be compulsory until 2025.

One of the most useful proposals is the introduction of mandatory recycling labels on plastics. We will all then be able to tell directly whether any empty plastic container is recyclable or not from the labelling, rather than relying on our knowledge of the numeric product codes on them.

L.C.C. outlined funding that had been made to borough councils for specific projects that should make the processing of waste more efficient. In 2020, L.C.C. gave total grant funding of £168,285 to boroughs and in 2021, £121,400. In 2020, RVBC's share was £15,600 for replacement of some purple bags by residual and recycling bins thereby increasing the recycling rate overall. In 2021, RVBC was awarded £13,000 to reduce the risk of environmental contamination at the Waste Transfer Station.

The County are now looking for a borough that will pilot collection of batteries separately for recycling, because batteries put in residual waste can be a fire hazard as well as being valuable in themselves. Pendle already do this, but Lancashire would like to standardise a process. Why not Ribble Valley to do a pilot project?

The meeting received a presentation on the Reuse 360 project, which was set up by Lancashire (originally in a Garstang shop) to help homeless families, when going into new accommodation and needing recycled quality furniture, household textiles and even refurbished bicycles. The textiles were laundered first by Wymott Prison, whilst Kirkham Prison refurbished bicycles. The project provided a web-site created with free of charge items, but restricted only to approved users. At the meeting date, there were only 78 of these, but the scheme was expected to grow fairly quickly. I have myself previously made efforts to set up quality furniture recycling within Ribble Valley but was hampered logistically by the absence of daily transport between the Household Recycling Centres and the charity shops.

Finally, it was emphasised at the meeting that we were all supposed to be aiming at a target of 65% recycling by 2035. This would be a very tall order as recycling rates

(currently around 36% in Ribble Valley) had not grown much since 2015 and had not been helped by lockdown.