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Ribble Valley
Borough Council

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Dear Councillor

The next meeting of the **COMMUNITY SERVICES** Committee will be held at **6.30 pm** on **TUESDAY, 17 OCTOBER 2023** in the **Council Chamber, 13 Church Street, Clitheroe, BB7 2DD.**

I do hope you can be there.

Yours sincerely

M. H. Scott

CHIEF EXECUTIVE

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 8)
3. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS**

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

4. **PUBLIC PARTICIPATION**

ITEMS FOR DECISION

5. **EDISFORD CAR PARK** (Pages 9 - 12)
Report of the Director of Community Services enclosed.
6. **HEALTHY WEIGHT CONTRACT** (Pages 13 - 48)
Report of the Director of Community Services enclosed.
7. **CHANGING PLACES PROJECT** (Pages 49 - 52)
Report of the Director of Community Services enclosed.

8. **COMMUNITY ORCHARD PROJECT** (Pages 53 - 58)

Report of the Director of Community Services enclosed.

9. **FEES AND CHARGES 2024/25** (Pages 59 - 92)

Report of the Director of Resources & Deputy Chief Executive enclosed.

ITEMS FOR INFORMATION

10. **TOGETHER AN ACTIVE FUTURE (TAAF) - GENERAL UPDATE** (Pages 93 - 96)

Report of the Director of Community Services enclosed.

11. **CAPITAL MONITORING 2023/24** (Pages 97 - 128)

Report of the Director of Resources Deputy Chief Executive enclosed.

12. **REVENUE MONITORING 2023/24** (Pages 129 - 152)

Report of the Director of Resources & Deputy Chief Executive enclosed.

13. **REPORT OF THE DIRECTOR OF COMMUNITY SERVICES** (Pages 153 - 158)

Report of the Director of Community Services enclosed.

14. **MINUTES OF WORKING GROUPS**

None.

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

None.

16. **EXCLUSION OF PRESS AND PUBLIC**

None.

Electronic agendas sent to members of Community Services – Councillor Richard Newmark (Chair), Councillor Jan Alcock JP (Vice-Chair), Councillor Stephen Atkinson, Councillor Stella Brunskill JP, Councillor Rosemary (Rosie) Elms, Councillor Sophie Cowman, Councillor Stewart Fletcher, Councillor Simon O'Rourke, Councillor Gary Scott, Councillor Mary Robinson, Councillor Lee Jameson, Councillor Karl Barnsley, Councillor John Atherton, Councillor Lee Street and Councillor Malcolm Peplow.

Agenda Item 2

Minutes of Community Services

Meeting Date: Tuesday, 22 August 2023, starting at 6.30 pm
Present: Councillor R Newmark (Chair)

Councillors:

J Alcock	G Scott
S Brunskill	L Jameson
R Elms	K Barnsley
S Cowman	J Atherton
S Fletcher	L Street
S O'Rourke	M Peplow

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

Also in attendance: Councillors S Hore, M French and N Stubbs

182 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillor S Atkinson

183 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 30 May 2023 were approved as a correct record and signed by the Chairman.

184 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

Councillor R Newmark declared an interest in Agenda Item 17 – Lease Agreement for Sabden Football Club.

185 PUBLIC PARTICIPATION

There was no public participation.

186 COMMEMORATIVE PLAQUE FOR CLITHEROE CASTLE

The Director of Community Services submitted a report asking Committee to consider a request from Mid Pennine Arts for a Plaque in the grounds of the Castle as part of their plan to extend the Radical Trail.

The Head of Cultural and Leisure Services outlined the background to the project and advised of the further developments that were being made to the Trail.

Members were advised that, prior to the plaque being installed, Mid Pennine Arts would need to obtain Listed Building Consent and complete an appropriate licence agreement. They would take responsibility for the installation and any future maintenance but the Council would have the right to remove the plaque if deemed appropriate.

Councillor M French was given permission to speak and outlined on behalf of Clitheroe Town Council that they would be fully supportive of the request. He noted that it was important to recognise the achievements that people like David Shackleton have made, otherwise they would be lost in history.

Questions were raised as to this potentially setting a precedent for requests in the future, but it was noted that Committee would look at any such requests on a case by case basis and they would be judged on their individual merits, which would need to have significant relevance.

RESOLVED THAT COMMITTEE:

Approved the request from Mid Pennine Arts to install the Plaque as outlined in the report.

187

NAMING OF MARDALE PLAYING FIELDS

The Director of Community Services submitted a report asking Committee to consider naming the Mardale Playing Pitches as 'The Brian Holden Memorial Playing Field'.

The Head of Cultural and Leisure Services outlined that the pitches had been recently improved using section 106 monies and the UK Shared Prosperity Fund (UKSPF).

Councillor Brian Holden, who sadly passed away earlier in the year, had been a driving force behind the improvements.

It was reiterated that it was not the norm to rename existing land/facilities after people, however it was felt that an exception should be made due to Councillor Holden's significant contribution. His wife had also been consulted and she felt that it would be a fitting tribute to him.

There was some discussion as to the design of the plaque and where it should be fitted. Some concerns were also raised as to the need for the plaque to recognise the contribution of the UKSPF but it was accepted that this was part of the funding terms.

RESOLVED THAT COMMITTEE:

Approved the renaming of the Mardale Playing Pitches as "The Brian Holden Memorial Playing Field".

188

COMMUNITY GRANTS - REVISED TERMS AND CONDITIONS

The Director of Community Services submitted a report asking Committee to amend the grant criteria for the Council's Culture and Recreation Grants.

It was noted that the criteria had been amended periodically to ensure it's relevance and to ensure it was clear to those applying. The Head of Cultural and Leisure Services gave an overview as to the changes that were being sought and answered questions posed by Members.

RESOLVED THAT COMMITTEE:

1. Approved the proposed amendments for the grant criteria.
2. Approved the insertion of an additional question to the Recreation & Culture Grant application form, namely 'How will the project support environmental sustainability?'

189 REVENUE OUTTURN 2022/23

The Director of Resources & Deputy Chief Executive submitted a report on the outturn for the financial year 2022/23 in respect of the Revenue Budget for this Committee.

There had been a considerable number of variations in both income and expenditure during the year that had given rise to an overall underspending of -£146,279 on the net cost of services. After transfers to and from earmarked reserves there was an overall underspend of -£17,582. Details by cost centre were outlined in the report for information.

190 REVENUE MONITORING 2023/24

The Director of Resources & Deputy Chief Executive submitted a report outlining the position for the period April to June 2023 of this year's revenue budget for this Committee.

The comparison between actual and budgeted expenditure showed an underspend of £48,964 for the first three months of the financial year 2023/24. After allowing for transfers to/from earmarked reserves the underspend was £66,355. Details of the variances were included in the report for information.

191 CAPITAL MONITORING 2023/24

The Director of Resources & Deputy Chief Executive submitted a report outlining the progress on this Committee's 2023/24 capital programme for the period to the end of June 2023.

At the end of June 2023, £298,881 had been spent or committed. This was 20.6% of the full year approved capital programme budget for this Committee of £1,451,910. Of the 21 schemes in the capital programme, 3 schemes were completed, 15 schemes were currently expected to be fully or substantially completed in year and 3 schemes are unlikely to be completed within the financial year.

192 CHANGE TO WORKING GROUP

The Chief Executive submitted a report informing Committee that the Liberal Democrat representative on the Grants Working Group had changed from Councillor S Fletcher to Councillor M Robinson.

193 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

194 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

195 GENERAL REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a report updating Committee on a variety of developments in sports, arts and community development and the performance of the Platform Gallery.

Discussions focused on solar panels being fitted on the Council buildings and the timescales involved, and electric vehicle charging points. Of particular concern to Members was the ability to install charging points in the more rural areas of the Ribble Valley, particularly where it would require upgrades to the electrical supplies and where there was limited internet access. It was noted that the lack of internet also impacted on car parks in areas such as Slaidburn and Dunsop Bridge where people are unable to pay via their phones.

The Director of Community Services advised that the Council are taking a staged approach, looking to use Rural England Prosperity Fund for those sites that have both an electricity and internet connection. Options for other sites would continue to be investigated as would Edisford and Longridge which were not eligible for the Rural England Prosperity Fund. The Director agreed that a report would be presented to Committee in January 2024 providing further details.

196 EXCLUSION OF PRESS AND PUBLIC

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

197 HIRE OF 3G PITCH AND EDUCATION ROOM FOR BTEC COURSE

The Director of Community Services submitted a report asking Committee to allow a variation to the Council's current hire policy for the 3G pitch and Education Room at the Edisford site, in order to attract greater use of the facility when not currently in use and to provide a local BTEC course in sport for young people.

RESOLVED THAT COMMITTEE:

Agreed to hire the 3G pitch at the lower community rate to Pro Sport Coaching Limited for 1 year and to allow a 3 year hire agreement for the 3G pitch and Education Room.

The Chairman, Councillor Newmark left the room and Vice Chairman, Councillor Alcock proceeded as Chair in respect of the next agenda item.

LEASE AGREEMENT FOR SABDEN FOOTBALL CLUB

The Director of Community Services submitted a report seeking permission from Committee to renew the current lease between the Council and Sabden Football Club.

The Head of Cultural and Leisure Services outlined the proposals of the lease to the Committee.

RESOLVED THAT COMMITTEE:

Approved the renewal of the lease as set out in the report.

The meeting was closed by Councillor Alcock at 7.44 pm

If you have any queries on these minutes please contact the Committee Clerk on 01200 414408 rebecca.tait@ribblevalley.gov.uk.

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY 17 OCTOBER 2023
title: EDISFORD CAR PARK
submitted by: ADAM ALLEN, COMMUNITY SERVICES DIRECTOR
principal author: MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

1.1 To provide Committee with an update on the parking trial at Edisford car park for users of the leisure facilities nearby and to seek approval to these arrangements permanent.

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 leisure facilities at Edisford are unusual in not having their own car parking facilities, which does make an additional financial demand on some users during the chargeable period.

2 BACKGROUND

2.1 The car park at Edisford serves all the leisure facilities located there, Roefield Sports Centre, Ribblesdale Pool, Tennis centre, RV3G, the grass pitches as well as the riverbank area. It is designated as a short-term car park with 241 spaces, including disabled bays.

2.2 At Community Committee in March 2023, members agreed to a trial allowing the use of the Council's long stay permit to be valid on this car park. This followed a petition in January 2023 seeking a period of free parking for Roefield users and that matter was referred to the car parking working group for consideration. The working group determined that this extension of the permit provided a cost-effective response for users of all facilities.

3 ISSUES

3.1 Permits have been available since April 23. The long stay permit allowed access to all Council long stay car parks as well as granting permission to park on Edisford. The uptake of this option may have been affected because it was only valid for a trial period. Those people who principally park at Edisford and wished to purchase the pass part way through the year, would have been reluctant to do so, not knowing if it would be extended beyond March 2024. Notwithstanding this a year-on-year comparison shows 216 long stay permits were sold Apr to Sept 2022 and 256 for the same period in 2023. It is not possible however to attribute additional permits directly to purchases from Edisford car park users alone.

3.2 Income from the car park in a year-on-year comparison is shown below, though drawing conclusions from the figures is difficult given that there are large variations depending upon the weather which influences the use of the riverbank area. Plus, there

has been a change in the level of fees and charges. In the period April to September 2022 the total income was £53,000 and it was £66,520 for the same period in 2023

3.3 There were 3 elements Committee sought information on when granting the trial:

- 1) **Is parking on Edisford Road reducing?** - There is no evidence that this has occurred and parking on the road remains an issue throughout the day when charging applies. It is notable that in the evenings when the charging period ceases, parking on the road is still a factor. This latter impact is believed to be due to the poor entry and exit arrangements at the car park at busy times which can lead to delays of ten minutes plus, especially at the changeover periods for bookings which happen on the hour.
- 2) **Is there any impact on the income generated at the car park?** The income for 2023 is higher than 2022, though factors such as covid, weather and increases in parking fees will account for some of that difference.
- 3) **Is there any noticeable increase in usage at the facilities?** It is difficult to determine a definitive answer on this because of the bounce back from the immediate post covid period at the facilities, which has seen all sports facilities increase their use in 2023. Plus the weather experienced over the two years, because Edisford riverbank use is dramatically impacted by the good weather periods.

3.4 Some users have asked if the permit cost can be paid over several months, to avoid having to pay for it in a single amount. This has been considered, however this would need to be applied across all car parks and would require new systems to monitor whether payments had been made. This is not considered cost effective.

4 PROPOSAL

4.1 The current parking order on Edisford designates it as a short-term car park, therefore the parking order will need to be amended to allow the permanent use of the long stay permit on the car park. Although the intention is to retain the car park as short stay.

4.2 Therefore, it is proposed that the current trial becomes permanent, with the necessary amendment to the parking order.

4.3 This would enable any car owner who wishes to park there to purchase an annual long stay pass, the current cost of which is £99.10. This would allow them to park on the Edisford car park, as well as any other long stay car park on any day of the week without further charge. The 2 hourly charge per visit is £1.90. Assuming two visits per week, this effectively halves the cost for a long stay permit holder.

5. RISK ASSESSMENT

- Resources – It is budgeted that Edisford car park will generate income of approximately £90,550 this financial year 2023/24. At this point it is unknown what the annual impact of this trial will be on the Council's budget. However, given the income to date that would seem to be negligible. Income to the end of September is ahead of the profiled budget by approximately £5k. This excludes permits/passes, which are recorded centrally as they can be used on several car parks.
- Technical – Use of the Council's Car Parks is governed by its Parking Order. This currently provides that parking at the Edisford Car Park is permitted either by payment

of charges or by display of a Staff Car Park permit. To allow parking by leisure users who purchase a long stay permit, the order will need to be amended to include this new class of permit.

- Political – none in the context of the report.
- Reputation – this approach shows a positive response from the Council to the petition and those enquiries the Council has had previously about addressing the issue of parking for regular users of the leisure facilities at Edisford. It provides a cost-effective option for users of all the sites there to limit their expenditure if they are a regular visitor to the car park and makes parking less troublesome than would be the case by either paying by phone or with cash per visit.
- Equality and Diversity – the permit is open to all, blue badge holders are unaffected, as they retain the right to park in the specified bays without charge.

6. RECOMMENDED THAT COMMITTEE

- 6.1 Approve the use of the long-term permit for parking on Edisford Car Park on a permanent basis.
- 6.2 Authorise the Director of Community Services to take the appropriate steps to amend the Ribble Valley Car Park Order to reflect this.

Mark Beveridge
Head of Cultural and Leisure Services

Adam Allen
Director of Community Services

BACKGROUND PAPERS

None

For further information please ask for Mark Beveridge 01200 425111

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY 17 OCTOBER 2023
 title: HEALTHY WEIGHT & PASTA AGREEMENT
 submitted by: DIRECTOR OF COMMUNITY SERVICES
 principal author: MARK BEVERIDGE HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

- 1.1 To seek Committee approval to enter into a collaboration agreement with Lancashire County Council to deliver the Healthy Weight and Play and Skills at Teatime (PASTA) programme.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives – To help make people's lives healthier and safer.

2 BACKGROUND

- 2.1 The Council has for several years delivered a healthy weight programme on behalf of Lancashire County Council (LCC). This has worked well, with Council staff being employed to deliver the service. Many local people have benefited from this service, which provides advice on nutrition in addition to exercise programmes for them to follow. It is part of the Public Health programme aimed at ensuring that Lancashire residents can live a healthy life and minimise their call on NHS services arising from health complications due to weight and inactivity.
- 2.2 In 2021 Lancashire County Council also entered into an agreement with Roefield Leisure to deliver the Play and Skills at Teatime Activities (PASTA) programme in Ribble Valley. The Low Moor and Edisford Wards were identified by LCC for funding. This programme was delivered on behalf of the Council by Roefield Leisure either at Trinity Methodist Church and Community Hub (Trinity) or their own site. This programme involves families with children in receipt of free school meals being offered the chance to have some activities alongside sessions to prepare healthy meal options. It's a chance for families to:
 - learn to cook easy, affordable meals.
 - get support and encourage your family to try healthy foods.
 - take part in fun physical activities.
 - socialise with other families.

3 PROPOSAL

- 3.1 LCC is now seeking to deliver both these programmes directly through District Councils rather than leisure trusts. LCC have sought confirmation from all District Councils that they will enter into a collaboration agreement for both services. A copy of the proposed agreement is enclosed as Appendix 1.
- 3.2 Whilst the draft agreement has not been populated with programme specific information at this point, it is understood that the collaboration agreements would be for a minimum period of 5 years and that there will be an option to extend the agreements by a further 3 years, thereby making the overall term up to a maximum of 8 years. The services will commence on 1 April 2024.
- 3.3 The indicative finance allocations for Ribble Valley district are £35,718 per year.

- 5-year indicative total = £178,590
- 8-year indicative total = £285,744

3.4 The indicative finance allocations for districts have been calculated based on the percentage of overweight and obese adults, the National Child Measurement Programme (NCMP) data and index of multiple deprivation (IMD) deciles.

4. ISSUES

4.1 The Council has previously had short term agreements with LCC to deliver the healthy weight programme so this new proposal is welcome. It is however a change to the programme and not simply an extension to what happens currently.

4.2 The Council chose to allow LCC to deal directly with Roefield on the delivery of PASTA, because Roefield had previously been delivering a scheme called HAF (healthy activities and food), which is a similar based around activities just for children in school holidays. Roefield have used a third party to deliver the food element of the PASTA scheme and discussions will need to take place with the Roefield about future delivery of PASTA and which elements they can deliver.

5 RISK ASSESSMENT

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

- Resources – The Council would be the accountable body for the delivery of the schemes included in the collaboration agreement and receive all funding from LCC. The funding is set out as per the figures in the report. Staff are already in post on fixed term contracts for the Healthy Weight, the issue of TUPE (Transfer of Undertakings), may be applicable to the Pasta element.
- Technical, Environmental and Legal – The Council would be signatories for the funding and liaising with and being responsible for all the requirements set out in the collaboration agreement.
- Political – No implications identified.
- Reputation – Both services being offered by LCC are well received by the client group they are targeted at. This Council is well placed to manage the contract on behalf of the County Council.
- Equality & Diversity – These schemes help some of the poorest in our communities. They are not necessarily open to all, because there are defined criteria which LCC have set out in terms of unhealthy weight and free school meals. This means that participants must fall within these set categories to comply.

6 **RECOMMENDED THAT COMMITTEE**

6.1 Approve in principle the Council entering into the collaboration agreement with LCC for the provision of the Healthy Weight and PASTA programme, subject to the agreement of appropriate Collaboration Agreements.

6.2 Authorise the Director of Community Services to negotiate the relevant terms of the Collaboration Agreement in consultation with the Chair of Community Committee.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

ADAM ALLEN
DIRECTOR COMMUNITY SERVICES

BACKGROUND PAPERS – None

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

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DATED

(1) LANCASHIRE COUNTY COUNCIL

(2) [] BOROUGH COUNCIL

Collaborative Agreement relating to [] Programme

THIS AGREEMENT is made on the

BETWEEN:

(1) **LANCASHIRE COUNTY COUNCIL** of PO Box 100 County Hall Preston PR1 0LD (the "County Council"); and

(2)  **BOROUGH COUNCIL** of [] (the "Borough Council")

(individually a "Party" and together "the Parties")

BACKGROUND

- (a) The Parties enter into this arrangement on a collaborative basis for the pursuit of certain objectives in the public interest and with a view to securing the economic, social and environmental wellbeing of the area as envisaged by regulation 12(7) of the Public Contracts Regulations 2015.
- (b) The Parties wish to undertake the Project for the purposes and to achieve the objectives set out in the Specification.
- (c) The Parties agree that the Borough Council may procure such External Contractors as are necessary to deliver the Project.
- (d) The purpose of this Agreement is:
 - (i) To explain the roles and obligations of the Parties and to outline the terms of the relationships which they intend to create as between themselves individually or together and with third parties.
 - (ii) To agree the Financial Contributions and non-financial Contributions of the Parties;
 - (iii) To foster mutual trust and co-operation between the Parties;
 - (iv) To agree the review processes to ensure the Project Objectives are being met;
 - (v) To agree the process by which any dispute will be settled;
 - (vi) To make such other provision as is required for the efficacy and effectiveness of the collaborative arrangements.

NOW THE PARTIES AGREE AS FOLLOWS:

1. THE AGREEMENT & DEFINITIONS

1.1 In this Agreement, unless the context otherwise requires, the following words and expressions shall have the following meanings:

“Agreement” means this collaborative agreement as further defined in Clause 1.4

"CEDR" means the Centre for Effective Dispute Resolution of The International Dispute Resolution Centre, 70 Fleet Street, London EC4Y 1EU

“Commencement Date” means the []

“Completion Date” means [] or such later date as may be agreed in writing between the Parties, being the date upon which the rights and obligations of the Parties in relation to delivering the Project under this Agreement shall be met

“Confidential Information” has the meaning set out in Clause 8

“Contributions” means the Parties’ respective contributions to the Project, other than the Financial Contributions

"Data Protection Legislation" shall mean all applicable data protection and privacy legislation in force from time to time in the UK including the UK GDPR; the Data Protection Act 2018 (DPA 2018) (and regulations made thereunder) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended and the guidance and codes of practice issued by the Information

Commissioner or other relevant regulatory authority and applicable to a party.

"External Contractor" means any contractor procured by the Borough Council for the purpose of undertaking or assisting in the delivery of the Project.

"Financial Contribution" means the financial contributions to be made by the Parties as set out in Appendix B

"Force Majeure Event" any circumstance not within a party's reasonable control including, without limitation:

- a) acts of God, flood, drought, earthquake or other natural disaster;
- b) epidemic or pandemic;
- c) terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war, armed conflict, imposition of sanctions, embargo, or breaking off of diplomatic relations;
- d) nuclear, chemical or biological contamination or sonic boom;
- e) any law or action taken by a government or public authority, including without limitation imposing an export or import restriction, quota or prohibition;
- f) collapse of buildings, fire, explosion or accident; and
- g) any labour or trade dispute, strikes, industrial action or lockouts (excluding any labour or trade dispute, strike, industrial action or lockout confined to the Supplier's workforce or the workforce of any Subcontractor of the Supplier).

"Intellectual Property Rights" ("IPR") means without limitation all intellectual property rights including patents, business service and trade marks and names, designs, registered designs and design rights whether or

not registered or capable of registration and the right to apply for and any applications for any of the foregoing, copyrights, database rights, domain names, together with the rights in inventions, methods, processes, drawings, documents, methodologies, utility models, semiconductor chip topography, software, databases, know-how, trade or business secrets and other industrial property, and in each case whether protectable or not and, if protectable, whether an application has been made for protection or not, and all similar industrial, commercial, monopoly or other similar right or asset capable of protection whether present or future, vested or contingent, and wherever protected

"Mediator"	means a neutral third party appointed pursuant to Clause 14.5 to assist in the resolution of disputes
"Personal Data"	as defined in the Data Protection Legislation.
"Programme of Work"	means the indicative project plan set out at Appendix A to this agreement, to be agreed and signed off by the Project Board
"Project"	means the project described in the Specification
"Project Board"	means the Project Board which shall be responsible for overseeing the management and supervision of the Project, in accordance with paragraph 2.3 of Appendix A

“Project Manager”	means the person who shall be responsible for the day to day management and supervision of the Project as set out in Clause 5.1 and Appendix A
"Project Monitoring"	means the monitoring and reporting of the outputs, outcomes and effects of the Project to be carried out by the Borough Council.
“Project Objectives”	means the Programme of Services and scope of Services described generally in Appendix A
“Project Period”	means the duration of the Project as set out in Clause 2.1
"Property"	means property including but not limited to IPR used in connection with this Agreement
“Specification”	means the specification for the Project set out in Appendix A
“Staff”	means employees, contractors, consultants, students and agents of a Party who are engaged or provided by the Party for the carrying out of its obligations in connection with this Agreement
"Subsidy Control"	means all subsidy control rules applying from time to time in the UK which shall particularly include (but without limit): a) the subsidy control rules as applies in the United Kingdom from the 1st January 2021 pursuant to, derived from , the UK-EU Withdrawal Agreement, the UK-EU Trade and Co-operation Agreement, the WTO Rules, UK FTA's and the Northern Ireland Protocol b) the Subsidy Control Act 2022.

"UK GDPR"	has the meaning given to it in section 3(10) (as supplemented by section 205(4)) of the Data Protection Act 2018.
"UKSPF"	means the United Kingdom Shared Prosperity Fund.
"VAT"	means Value Added Tax

1.2 In this Agreement, unless otherwise expressly provided or unless the context otherwise requires:

- (a) reference to any statute, statutory provision or statutory instrument includes that statute, statutory provision or statutory instrument as from time to time amended, extended, consolidated or re-enacted and all statutory instruments or orders made under or pursuant to it;
- (b) words importing a gender include all genders, words importing the singular include the plural and vice versa;
- (c) the words "including" or "includes" or any similar phrases shall be construed without limitation to the generality of the preceding words;
- (d) reference to any person includes a legal entity; and
- (e) all undefined words and expressions are to be given their normal English meaning.

1.3 The headings in this Agreement are for ease of reference only, and shall not affect its construction and reference to any 'Clause', 'Schedule' or 'Appendix' shall be references to clauses, schedules or appendices of this Agreement unless expressly stated to the contrary.

AGREEMENT

1.4 This Agreement contains the whole agreement between the Parties in respect of its subject matter and supersedes all previous communications, representations and arrangements, whether written or oral. This Agreement consists of the following documents:

- (a) these terms and conditions;
- (b) any variations made by the Parties in accordance with Clause 20.
- (c) Appendix A;

- (d) Appendix B; and
- (e) any other documentation annexed hereto.

In the case of ambiguity or conflict between any of the documents set out above, the documents will take precedence in the order listed above.

RELATIONSHIP BETWEEN THE PARTIES

- 1.5 Nothing in this Agreement shall prejudice, conflict with or affect the exercise of the statutory functions, powers, rights, duties, responsibilities or obligations arising or imposed under or any legislative provision, enactment, by-law or regulation whatsoever, nor shall it fetter the exercise of any discretion any Party may have.
- 1.6 Nothing in this Agreement shall operate as a statutory licence, waiver, consent or approval from any Party.
- 1.7 The Parties shall be independent contractors for all purposes connected with this Agreement.
- 1.8 Nothing in this Agreement shall create a partnership or joint venture between the Parties, constitute one Party as the agent of any other nor deem the Staff of one Party to be those of another. Save as otherwise provided for in this Agreement, no Party shall have any authority to enter into any contract, warranty or representation on behalf of another nor shall any Party incur liabilities that bind or have the effect of binding another Party and in the absence of express agreement to the contrary no Party shall be bound by the acts or conduct of another.
- 1.9 No Party or its Staff shall represent themselves as having the authority to interpret the policies and procedures of any other Party.
- 1.10 The Parties shall seek to agree all decisions for the benefit of the Project and not for individual Party gain.

2. DURATION

- 2.1 This Agreement shall be deemed to have commenced on the Commencement Date and shall continue until the Completion Date, unless otherwise terminated in accordance with this Agreement or otherwise lawfully terminated or extended by agreement between the Parties.

3. THE PARTIES' OBLIGATIONS

- 3.1 The Parties agree:
- (a) the programmes for the administration, scope and delivery of the Project as set out in the Specification; and
 - (b) the Parties' respective Contributions and Financial Contributions and their responsibilities in relation to the Project as set out in the Specification, Appendix B and otherwise in this Agreement.
- 3.2 The Parties shall each:
- (a) provide their Contributions and Financial Contributions and fulfil their responsibilities and obligations as set out in the Specification and otherwise in this Agreement;
 - (b) co-operate and use all reasonable endeavours to ensure the success of the Project;
 - (c) act in good faith and in the spirit of co-operation in carrying out the Project;
 - (d) promptly raise and use reasonable endeavours to resolve any issues, difficulties or problems that arise; and
 - (e) provide all reasonably necessary information, accounts, documentation and assistance to the Parties that they may lawfully require from time to time in order to comply with the provisions of any external funding requirements.
- 3.3 The Parties shall inform the Project Board as appropriate promptly of any event that is likely to prejudice or delay the performance or completion of the Project, or of any situation or event that may hinder or prevent that Party from providing its Contribution or Financial Contribution. The provision of information under this Clause shall not release or excuse that Party from any of its obligations

under this Agreement, except and only insofar as Clause 17 (Force Majeure) may apply.

- 3.4 No Party shall do anything that may damage or prejudice the reputation of another Party or their business or other interests.
- 3.5 The Parties warrant and undertake to each other that they have the capacity and have obtained all necessary consents to enable them to enter into this Agreement and to execute and perform the obligations that are contained in this Agreement.

4. THE BOROUGH COUNCIL'S OBLIGATIONS

- 4.1 The Borough Council shall:
- (a) deliver the Project as set out in the Specification or as subsequently varied in writing by the Parties;
 - (b) provide adequate management and support staffing to administer the Project effectively;
 - (c) be responsible for financial management and administrative aspects of the Project;
 - (d) exercise all reasonable care, attention and diligence in carrying out the Project and complying with its obligations under this Agreement;
 - (e) only employ in the execution and superintendence of the Project and this Agreement, persons who are suitable, and appropriately skilled and experienced in the type of work which they are to perform, and with proper guidance and supervision as required to ensure the work is carried out with due care, skill and diligence;
 - (f) ensure Subsidy Control compliance for the Project;
 - (g) procure that each of its Staff involved in the Project:
 - (i) is sufficiently qualified, trained, skilled and experienced in the type of work which they are to perform;
 - (ii) exercises all due skill, care, attention and diligence in their work;

(iii) carries out the Project in accordance with the timescales in the Specification or otherwise or, where none have been agreed, within a reasonable time; and

(iv) promptly inform the County Council of any difficulties, problems or opportunities that arise in their work on the Project.

5. WORKING ARRANGEMENTS

5.1 Project Manager

The Borough Council shall appoint a Project Manager who shall have the responsibilities set out in the Specification.

5.2 Project Board

The Project Board, shall, in relation to the Project, have the responsibilities set out at Appendix A.

6. PAYMENT & FINANCIAL CONTRIBUTIONS

6.1 The Parties agree to make their respective Financial Contributions as set out in Appendix B.

6.2 The Financial Contributions are exclusive of all VAT and all other taxes and duties, which for the avoidance of doubt is not payable in the case of the Financial Contributions.

6.3 The Borough Council shall be responsible for holding the Financial Contributions and for the financial management of the Project, as agreed by the Project Board. The Borough Council shall put in place appropriate financial management and auditing procedures for the Project, in order to control expenditure and ensure that costs are properly incurred and can be clearly identified.

6.4. The mechanism for payment of the Financial Contributions is set out in Appendix B.

- 6.5 The Financial Contributions shall only be expended or committed by the Borough Council towards the Project and in accordance with this Agreement unless otherwise agreed in writing by the Parties.
- 6.6 The Parties shall work together with the aim of ensuring that there is no anticipated or actual Project overspend.
- 6.7 Notwithstanding clause 6.6, in the event of a projected Project overspend, the Project Board shall meet to discuss the Project costs over and above the agreed funding position and to seek to agree to mitigate the overspend as far as is practicable. Where a projected overspend to the Project Budget remains, the Parties shall work together in good faith to determine each Party's contribution to the overspend.
- 6.8 Any underspend shall be utilised for the Project or otherwise in such manner as reasonably agreed by the Project Board.

7. PUBLICATION & PUBLICITY

- 7.1 The Parties shall acknowledge each other's contribution in any materials that refer to the Project and in any written or spoken public presentations about the Project. Such acknowledgements (where appropriate) shall include the Parties' names and logos (or any future name or logo adopted by the Parties) using the templates provided by the Parties from time to time.
- 7.2 In using the Parties' names and logos, the Parties shall comply with all reasonable branding guidelines issued by the Parties from time to time.

8. CONFIDENTIALITY AND DATA PROTECTION

- 8.1 The Parties acknowledge that they are each bound by freedom of information legislation and that they are each subject to statutory obligations for disclosure and publication of certain information, and as such are unable to give any undertaking not to release information about the Project or this Agreement that conflicts with such laws.
- 8.2 Subject to Clause 8.1, Confidential Information shall include all data and information whether or not owned or held by a Party that:
- (a) is identified by a Party as being confidential;
 - (b) ought reasonably to be regarded as confidential (however it is conveyed or on whatever media it is stored).
- 8.3 Confidential Information includes, but is not limited to:
- (a) information relating to the contracting and commercial or business activities, personnel, customers and suppliers of a Party or any third party;
 - (b) methods of information, techniques, know-how acquisition, software design, financial information and statistical methods;
 - (c) all Intellectual Property Rights, know-how, and information relating to the ownership, protection and exploitation of any Intellectual Property Rights developed in connection with the Project or this Agreement; and
 - (d) all personal data within the meaning of the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679.
- 8.4 Information shall not be or shall cease to be Confidential Information where or at the point when it is:
- (a) generally available to the public other than as a result of disclosure by a Party in breach of this Agreement;
 - (b) already known to the receiving Party free of obligations of confidentiality (as evidenced by written records) at the time of its disclosure;
 - (c) provided to the receiving Party by a third party having a right to disclose the information free of any restriction as to the use or disclosure, whether under this Agreement or otherwise;
 - (d) independently developed by the receiving Party (as evidenced by written records) other than pursuant to this Agreement;

- (e) required by operation of law or governance obligations to be disclosed (which shall include but is not limited to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004) or the order of any authority competent to make such an order provided that where practicable and where required for compliance with the relevant law, statute, regulation or order the Party intending to disclose the information gives to the Party who originally provided the information reasonable advance notice of the intended disclosure and a reasonable opportunity to make representations regarding such disclosure; or
- (f) subject to an express written waiver by the disclosing Party and the disclosing Party has the necessary authority to give such a waiver.

8.5 Each Party shall not, and shall procure that its Staff shall not:

- (a) use or disclose the Confidential Information except for the purposes of this Agreement;
- (b) use or disclose the Confidential Information so as to procure any commercial advantage over the disclosing Party;
- (c) disclose the Confidential Information to its Staff except to the extent necessary to perform that Party's obligations in connection with this Agreement and provided that its Staff to whom Confidential Information is disclosed are subject to substantially the same obligations of confidentiality as are contained in this Agreement; and
- (d) otherwise use or disclose to any third party any Confidential Information unless such use or disclosure is permitted by the disclosing Party.

8.6 The receiving Party shall inform the disclosing Party immediately if it comes to its notice that any Confidential Information has been or potentially may be improperly disclosed or misused.

8.7 Without affecting any other rights or remedies that the disclosing Party may have, the receiving Party acknowledges and agrees that damages alone would not be an adequate remedy for any breach of its obligations of confidentiality in connection with this Agreement and the disclosing Party shall be entitled to seek the remedies of injunction, specific performance and/or other equitable relief for any actual or threatened breach of this Agreement whether by the receiving Party or its Staff.

8.8 The obligations of confidentiality shall survive for 6 (six) years from the Completion Date, except where the Confidential Information is IPR in which case the obligations shall survive indefinitely.

8.9 The parties agree to ensure that they shall at all times comply with the provisions and obligations imposed by Data Protection Legislation in relation to the storing and processing of Personal Data and all Personal Data acquired by either party from the other shall be returned to the disclosing party on request. The parties agree to be liable to indemnify each other in respect of any unauthorised disclosure or processing of Personal Data or breach of Data Protection Legislation to the extent it applies to this Agreement.

9. INTELLECTUAL PROPERTY RIGHTS

9.1 The Parties do not anticipate that any IPR issues will arise as part of the Project but agree that if any such issues do arise, they will be referred by the Parties to the Project Board for resolution and shall be dealt with as variations to this Agreement.

9.2 No Party shall itself or by a third party use or reproduce or otherwise deal with the logos distinctive marks or trademarks of another Party or cause or permit the same without the consent in writing of the Party to whom the logos, distinctive marks or trademarks belong.

10. DEFAULT

10.1 A Party shall be in default if it:

- (a) fails to perform its obligations hereunder with reasonable skill, care, diligence and timeliness; or
- (b) is otherwise in breach of any provision of this Agreement.

10.2 It shall be a material breach of contract if a Party:

- (a) fails to fully perform and comply with its obligations under this Agreement; or
- (b) fails to use reasonable skill, care, diligence and timeliness in performing and complying with its obligations under this Agreement;

- (c) fails to provide any Contribution or Financial Contribution at the times specified or agreed for delivery;
- (d) misuses another Party's Contribution;
- (e) breaches any third party's Intellectual Property Rights;
- (f) deals with any Party's Intellectual Property Rights in a manner that is inconsistent with the provisions in this Agreement;
- (g) is prevented from carrying out its obligations under this Agreement due to any infringement or alleged infringement by it of any Intellectual Property Rights;
- (h) knowingly or persistently breaches any of the requirements of Clause 16.1 (statutory obligations); or
- (i) commits a series of defaults under Clause 12.1 of this Agreement which when taken together constitute a material breach.

10.3 The short temporary non-availability of Staff for reasons outside a Party's reasonable control or the occurrence of a Force Majeure Event shall not constitute events that give rise to a material breach of contract.

10.4 Where, in the reasonable opinion of a Party, another Party is in material breach of contract, the non-defaulting Party shall where reasonably practical first consult the Project Board regarding the appropriate course of action, and thereafter shall be entitled to serve a written notice upon the defaulting Party notifying that defaulting Party:

- (a) of the material breach of contract;
- (b) whether the breach is capable of remedy or not and, if capable of remedy, requiring the defaulting Party to remedy the default; and
- (c) provided that the breach is not due to the fault of the Party serving the notice, that the non-defaulting Party may terminate this Agreement either totally or with regards to one or other of the Project (in which case this Agreement shall continue in full force and effect with regards to the other Project) if the defaulting Party does not take reasonable steps to remedy the specified breach within such reasonable period as the non-breaching Party may specify provided that the period is not less than 30 (thirty) calendar days.

11. TERMINATION

- 11.1 The Parties may terminate this Agreement upon giving [6] months' notice or such other period as may be agreed by the Parties.
- 11.2 Each of the Parties shall have the right to terminate its participation in this Agreement with immediate effect or if it so elects upon notice in the event that to continue all or part of this Agreement does or will conflict with its statutory functions, powers, duties or is otherwise inconsistent with its obligations as a public body.
- 11.3 A Party shall be entitled to terminate this Agreement with immediate effect, without prejudice to any other rights and remedies under this Agreement, where:
- (a) it has served upon another party a notice pursuant to Clause 10.4 specifying an irremediable breach; except where the breach is due to the default of the Party serving the notice;
 - (b) it has served upon another party a notice pursuant to Clause 10.4 specifying a remediable breach and the defaulting Party has failed to remedy that breach or failed to take steps to remedy that breach which are reasonably satisfactory to the terminating Party within the time stated in the notice, except where the breach is due to the default of the Party serving the notice; and
 - (c) assigns or transfers any part of its benefits under this Agreement to a third party, save for the purposes of reorganisation or transfer to a successor body, without the prior written consent of all Parties.
- 11.4 Upon termination of this Agreement (or upon termination of a Party's participation in it) then:-
- (a) the County Council shall pay over to the Borough Council such portions of their Financial Contributions that are unpaid at the date of termination (whether or not the date for final payment has been reached) as are necessary to cover the County Council's proportion of the reasonable costs and commitments reasonably and necessarily incurred in

connection with the Project and not paid at that date including any sum required to be paid by the Borough Council pursuant to Clause 6.7;

- (b) the Borough Council shall account to the County Council in respect of any part of the Financial Contribution it holds provided that such part is not required to discharge reasonable costs and commitments necessarily incurred in connection with the Project but not paid at that date; and
- (d) the Borough Council shall repay any amount it is due to pay pursuant to Clause 6.8.

11.5 Termination of this Agreement (or the participation in it of a Party) shall not prejudice any rights of any Party which have arisen on or before the date of termination.

11.6 Without prejudice to the generality of this Agreement, where the terms of Clause 15 apply, the occurrence of a Force Majeure Event, whilst not a material breach of contract, may give rise to termination of this Agreement or a Party's participation in it where the circumstances envisaged by Clauses 17.3 or 17.4 apply.

12. DISPUTE RESOLUTION

12.1 During the Project Period the Parties shall attempt to resolve all disputes informally. If they are unable to do so, such matters shall first be referred to the Project Board.

12.2 If the Project Board is unable to resolve the dispute or difference to the satisfaction of the Parties within two weeks, the Parties shall attempt to resolve the issue by negotiation between their nominated senior Officers.

12.3 If any dispute arises after the Project Period, the Parties shall attempt to resolve it via such persons as the Parties may reasonably designate for resolving disputes in such circumstances. If such persons are unable to resolve the dispute within a reasonable period, the matter shall be referred to their respective senior Officers for resolution.

- 12.4 If the matter referred to the Parties' senior Officers pursuant to Clause 12.2 or 12.3 cannot be resolved, the Parties shall consider referring the matter to mediation in accordance with Clause 12.5. If the Parties acting in good faith do not consider that mediation is an appropriate method of dispute resolution they shall consider such other methods of alternative dispute resolution as they reasonably consider appropriate in the circumstances and shall seek to resolve the matter using such methods as they may agree.
- 12.5 In the event that the Parties in dispute decide that mediation is an appropriate method of dispute resolution, they will use the following procedure:
- (a) The Mediator shall be chosen by agreement between the Parties, provided that any Party may within 14 calendar days from the date of the proposal to appoint a mediator, or within 14 calendar days of notice to any Party that the chosen mediator is unable or unwilling to act, apply to CEDR to appoint a mediator;
 - (b) The Parties to the dispute shall within 14 calendar days of the appointment of the Mediator agree a timetable for the mediation. If appropriate, the relevant Parties may at any stage seek guidance from CEDR on a suitable procedure;
 - (c) Unless otherwise agreed, all negotiations and proceedings in the mediation connected with the dispute shall be conducted in strict confidence and shall be without prejudice to the rights of the Parties in any future proceedings;
 - (d) Where the Parties agree that mediation is appropriate, the dispute resolution procedure in this Clause 12 shall be binding on the Parties but the Parties shall not be bound by the outcome of the mediation unless and until the Parties agree to be so bound and set out the agreed resolution in a written agreement;
 - (e) Failing agreement, any Party may invite the Mediator to provide a non-binding but informative opinion in writing. Such opinion shall be provided on a without prejudice basis and shall not be used in evidence in any proceedings relating to the dispute without the prior written consent of the relevant Parties. The Party requesting the opinion shall bear the costs incurred in obtaining that opinion unless the Parties agree otherwise;
 - (f) For a period of 60 calendar days from the date of the appointment of the Mediator, or such other period as the Parties may agree, none of the Parties may commence any proceedings in relation to the matters referred to the Mediator save that the Parties shall be free to apply to the courts for interlocutory relief at any time.

12.6 For the avoidance of doubt, recourse to the means of alternative dispute resolution provided for in this Clause 12 shall not preclude the exercise of the rights under Clauses 10 (Default) and 11 (Termination) including the service of notices and termination provisions.

13. NOTICES

13.1 All notices given under this Agreement shall be in writing and will be sent to the address of the Party being served as set out in Appendix A or any other address a Party may from time to time designate by notice given in accordance with this Clause 13.

13.2 Notices may be delivered personally, by pre-paid post or by email.

13.3 Any notice served in accordance with Clauses 13.1 and 13.2 above will be deemed to have been served:

- (a) at the time of delivery when served in person; or
- (b) 3 working days from the date of posting when served by pre-paid post.
- (c) if sent by email, at the time of transmission, or if this time falls outside working hours in in the place of receipt, when working hours resume. In this clause 13.3, working hours means 9.00am to 5.00pm Monday to Friday on a day that is not a public holiday in the place of receipt.

13.4 In proving service it shall be sufficient to show that:

- (a) when delivery is in person the notice was delivered to the appropriate address; or
- (b) when service is by post the notice was submitted to an appropriate carrier for delivery, was properly addressed and all postage was fully paid.

14. STATUTORY OBLIGATIONS & PERMISSIONS

14.1 The Parties shall each at their own expense comply, and procure that their Staff comply, with all laws and regulations applicable to the Project and their involvement in the Project including all health and safety legislation, the Data Protection Act 2018 the General Data Protection Regulation (EU) 2016/679, the Freedom of Information Act 2000, the Bribery Act 2010 and the Equality Act 2010.

14.2 The Borough Council shall be responsible for securing and maintaining such permissions, licences, consents or approvals as it needs in connection with the Project.

15. FORCE MAJEURE

15.1 If the performance by any Party of any of its obligations under this Agreement is prevented or delayed by a Force Majeure Event then that Party shall be excused from performance of that obligation for the duration of the Force Majeure Event.

If a Party becomes aware of a Force Majeure Event that is or is likely to give rise to a failure or delay on its part, then that Party shall notify the Project Board members as soon as reasonably practicable giving a description of the Force Majeure Event and, where possible, an estimate of its likely duration.

15.2 If the Force Majeure Event in question continues or is likely to continue for a continuous period in excess of 30 calendar days the Parties shall enter into discussions with regard to alternative arrangements in respect of this Agreement which may include but are not limited to termination of it pursuant to Clause 11.

15.3 Where a Force Majeure Event has extended or is reasonably anticipated to extend for a period of more than 50 calendar days or for periods in aggregate of more than 50 calendar days in any 12 month period then this Agreement or the continued participation in it of the Party subject to the Force Majeure Event may be terminated by any other Party with immediate effect.

16. THIRD PARTIES

16.1 Save where this Agreement expressly provides to the contrary, for the purposes of the Contracts (Rights of Third Parties) Act 1999 this Agreement is not intended to and does not give any person who is not a party to it any right to enforce any of its provisions. This does not affect any right or remedy of any such party which exists or is available apart from that Act.

17. CONFLICT

17.1 The Parties shall not (whether directly or indirectly) and shall not allow, permit or instruct their Staff to undertake work which would cause a conflict with the

work that Party is undertaking under this Agreement where such conflict would have a direct and adverse impact on the Party's ability to comply with its obligations under this Agreement or would otherwise impede or interfere with the Party's proper performance of this Agreement.

- 17.2 A Party shall forthwith notify the Project Board of actual or potential conflict of which it becomes aware.

18. VARIATIONS

- 18.1 No change or variation to this Agreement will be effective unless and until it is agreed in writing, signed by the Parties and annexed to this Agreement.

19. WAIVER

- 19.1 No failure or delay or grant of indulgence by a Party to exercise or enforce any right, power or remedy available to it, will operate or be construed as a waiver of such right, power or remedy under this Agreement or otherwise, nor will any partial exercise preclude any further exercise of the same or of some other right, power or remedy.

20. SEVERABILITY

- 20.1 If any court or other competent authority finds that any part or provision of this Agreement is void, unlawful or unenforceable then that part or provision will be deemed to have been severed from this Agreement and shall have no force and effect. The remaining provisions of this Agreement will continue to be valid and enforceable to the fullest extent permitted by law, and the Parties shall negotiate in good faith to agree the terms of a mutually acceptable and satisfactory alternative part or provision in that, as amended, it is valid and lawful and enforceable.

21. COUNTERPARTS

- 21.1 This Agreement may be executed in any number of counterparts or duplicates each of which shall be an original but such counterparts or duplicates shall together constitute one and the same agreement.

22. GOVERNING LAW & JURISDICTION

22.1 This Agreement shall be governed by and construed in accordance with the laws of England and Wales and subject to the agreed provisions in respect of alternative dispute resolution the Parties agree to submit to the exclusive jurisdiction of the courts of England and Wales regarding any claim or matter arising under this Agreement.

23. SURVIVAL

23.1 The provisions of Clauses 1 (Definitions), 6.4, (Payment & Financial Contributions), 7 (Publication & Publicity), 8 (Confidentiality), 9 (Intellectual Property Rights), 11.5, 11.6, 11.7 and 11.9 (Termination), 12 (Dispute Resolution), 16 (Third Parties), 19 (Waiver), 20 (Severability), 21 (Counterparts), 22 (Governing Law & Jurisdiction), and 23 (Survival) shall survive termination of this Agreement.

APPENDIX A - PROJECT SPECIFICATION

1. Project Background

[foreword]

2. Project Governance

 The Project structure is appended hereto at Appendix C]

2.1. Project Manager

The Project Manager shall:

- (3) (a) manage the day to day operation of the Project in accordance with this Agreement;
- (b) act as the first point of contact at the Borough Council for all purposes in connection with the Project;
- (c) provide effective liaison between the Parties and any External Contractors in respect of the Project;
- (d) ensure that the Project is carried out and operated in a manner consistent with its objectives as described in the Specification;
- (e) Administer all contracts for the delivery of the Project;

- (f) liaise, as appropriate, the Project Board and other statutory bodies to ensure the required permissions and consents are in place to deliver the Project;
- (g) monitor Project spend and performance.

2.2. NOT USED

2.3. Project Board

- 2.3.1 The Project Board ("the Board"), comprising officers of the County Council and the Borough Council, shall provide the executive overview and guidance of the Project.
- 2.3.2 The Board will take overall responsibility for the successful delivery of the Project and will ensure that all the Project Objectives are achieved to the mutual satisfaction of the Parties.
- 2.3.3 The Board will be chaired by [] of the Borough Council and will meet [6 weekly] or as required at key points during the Project where its decision making is required. All members of the Board will be expected to meet their respective costs of their attendance at meetings rather than from the Financial Contributions and may be requested to host some meetings.
- 2.3.4 The Board shall be responsible for agreeing variations, monitoring performance and overseeing the overall project budget particularly in relation to projected or actual overspend.
- 2.3.5 The Borough Council reserves the right to make the final day to day decisions relating to its role as Project Manager. Notwithstanding this, over and above the regular reporting of performance to the Project Board, any significant exceptions which could impact on the cost, quality or programme for the Project shall be reported to the Project Board for consideration and the implementation of any corrective action.
- 2.3.6 The role of the Board will include but shall not be limited to:
 - Monitoring the overall progress of the Project set out in this collaborative agreement;

- Taking a strategic overview of the Project to ensure successful and timely implementation;
- Considering and agreeing decisions required above the delegated authority of the Project Manager;
- Providing a first point of arbitration for any disagreements between the Parties; and
- Beyond day to day operations the Board will be the key point of contact for parties external to the Parties.

2.3.7 Although it is intended that the Board will only meet [six weekly] it is expected that all members will make reasonable endeavours to be available as and when advice and guidance may be required by the Project Manager.

2.3.8 Decisions of the Board shall be made by unanimous vote. The Parties shall seek to agree all decisions for the benefit of the Project and not for individual Party gain. If a unanimous vote is not reached, the provisions of Clause 12.2 shall apply.

2.3.9 If a member of the Board is unable to attend they may nominate a substitute. Nominating a substitute to attend is the responsibility of the individual Board member to ensure their representative has suitable delegated authority to contribute to decisions to be taken by the Board.

2.3.10 In addition to its permanent members, the Board shall be entitled to invite any contractors or advisors or stakeholders to attend at its meetings but such persons shall not be entitled to vote on decisions of the Board.

3 PROGRAMME AND SCOPE OF SERVICES

3.1 Programme of Services

An indicative Programme of Services is set out at paragraph 3.3 below. Representatives of the Parties shall liaise with their respective relevant Cabinet/Executive Members in order to ensure that they have the authority to sign-off the Scheme during the initial Project Board meeting.

3.2 Scope of Services

The Project generally comprises []

3.3 Indicative Programme of Services –

Timelines

- Project start date []
- Mobilisation period []
- [Any other key dates]

- Deliverables

Outputs

No. of interventions per quarter	[]
----------------------------------	-----

Outcomes

Forecasted Outcomes	Number of units
[insert any intended outcomes from the service – presumably targets related to service performance such as the number of people successfully completing the course, weight lost etc. Likely to be similar to the performance metrics used on outgoing service contracts where relevant]	

Reporting periods

Quarterly reports to the Project Board updating on spend, outputs and outcomes to be submitted after the end of each quarter, starting [].

4 Administrative details

4.1 Partners' contact details

LCC Project Manager []
01772 5[]
[]@lancashire.gov.uk

[] **Borough Council**
Lead Contact []

4.2 Partners' addresses for service of notices

Lancashire County Council: PO Box 100
County Hall
Preston
Lancashire
PR1 0LD

[] **Borough Council:** []

APPENDIX B BUDGETARY PROFILE

1. Project cost breakdown

2. Budget

	Total
[] Borough Council IF APPLICABLE	£[]
LCC	£[]
Total	£[]

3. Payment procedures

[to provide terms for payment from LCC to the borough council and any financial contribution from the borough to be allocated to the budget held by the borough council]

All payments shall quote reference []

APPENDIX C

[Project Structure IF RELEVANT]

AS WITNESS the hands of authorised signatories for the Parties hereby agree

SIGNED for and on behalf of
LANCASHIRE COUNTY COUNCIL

Name:

Position:

SIGNED for and on behalf of
[] BOROUGH COUNCIL

Name:

Position:

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY 17 OCTOBER 2023
title: CHANGING PLACES PROECT
submitted by: ADAM ALLEN - DIRECTOR OF COMMUNITY SERVICES
principal author: WINSTON ROBINSON – HEAD OF ENGINEERING SERVICES

1 PURPOSE

1.1 To seek Committee approval for the proposed Changing Places toilets in Ribchester be removed from the Capital Programme for the year 2023/2024, to be replace with a future bid to the Levelling Up Fund Round 3 when/if this is announced.

1.3 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 – To contribute to the Council's Mobility and Disability objectives.

2 BACKGROUND

2.1 On 14 March 2023 Committee recommended to Policy and Finance Committee that the Changing Places Scheme be included the capital programme for the year 2023-2024.

2.2 The Changing Places Scheme comprised the provision of three highly specialist disabled toilets at Ribchester, Edisford Bridge and the Castle Grounds.

2.3 The scheme is wholly financed by the Levelling Up Fund Round 2, subject to a number of conditions, one of which is that the monies should be spent before the end of March 2024.

2.4 The Changing Places toilets need to shadow the existing toilets at the three locations to take advantage of sharing the existing local infrastructure and utility services.

3 ISSUES

3.1 Unfortunately, following investigations it has been found that a buried low-voltage electricity cable is present within the proposed site in Ribchester.

3.2 The utility company responsible for electrical infrastructure, Electricity North-West Limited (ENWL), has informed officers that the cable will cost an estimated £12,000 to divert and more importantly the work will only be undertaken at the earliest within 14 weeks after receipt of the up-front payment. A firm timescale or guaranteed completion date cannot be obtained from ENWL.

3.3 The costs for the diversion of the power cable at Ribchester were not included in the original Levelling Up submission.

3.4 The delay caused by diverting the power cable will take the three-toilet scheme delivery beyond March 2024. The administrators of the Levelling Up Fund have told officers

that monies allocated for the financial year 2023-2024 will not be allowed to slip into the following year 2024-2025.

- 3.5 Following discussions with the department of Levelling Up, Housing and Communities (DLUHC), It is proposed that the Council delivers the Edisford Bridge and Castle Grounds toilets this financial year to ensure completion and that officers make a new submission to any Levelling Up Fund Round 3 when/if this is announced, for the toilets at Ribchester. This removes the risk to the Council of ENWL not completing the works and a subsequent loss of funding.

4 RISK ASSESSMENT

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

- Technical, Environmental and Legal – The provision of the Changing Places toilets at Edisford Bridge and the Castle Grounds will make the beauty of the Ribble Valley more accessible for the severely disabled and their carers. It is essential that the Council be able to comply with the requirements of the Levelling Up Fund when commencing projects. The Council will explore the requirements of electricity provider and any legal agreements required in advance of submitting a bid for round 3 funding.
- Financial Implications – The works at Edisford Bridge and the Castle Grounds are fully funded by the Levelling Up Fund and can be delivered this financial year within budget. There is a risk that the Ribchester Changing Place toilets may not be approved at Round 3 by the Levelling Up Fund, however there is a greater risk that ENWL will not complete the required cabling works in time meaning the Council would have had to bear the cost of the scheme. There remains some level of risk around being able to complete the remaining two elements of the scheme within the funding deadline of 31 March 2024. Additionally, tenders have not yet been received for the works, so it is unknown at this stage whether the remaining schemes will be able to be completed within the funding envelope.
- Political – None.
- Reputation – Council enhances its reputation as a Council promoting diversity, disability and mobility.
- Equality and Diversity – None as a direct result of this report.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the removal of the Ribchester Changing Places Toilet from the Levelling Up Fund Round 2 submission for delivery in the year 2023-2024.
- 5.2 Approve a submission to the Levelling Up Fund Round 3, when/if this is announced, for the monies to deliver a Changing Places Toilet in Ribchester.

WINSTON ROBINSON
HEAD OF ENGINEERING SERVICES

ADAM ALLEN
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS

None

For further information please ask for Winston Robinson, on extension 4523

REF: WR/COMMUNITY SERVICES/17 October 2023

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY 17 OCTOBER 2023
title: RIBCHESTER COMMUNITY ORCHARD
submitted by: ADAM ALLEN DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

- 1.1 To seek Committee approval to licence/lease a parcel of council owned land to Ribchester Parish Council. This will allow a local group to establish a community orchard.
- 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 has received a request from Ribchester Ecology and Flood Group to plant a community orchard on Council land alongside the allotments in Ribchester.
- 2.2 A location plan of the Council owned land that is proposed to be licenced/leased is attached to this report at Annex A.
- 2.3 The group have cited the model in Longridge, as the example they wish to follow, where a community orchard was planted in 2022 on Foleys Field.

3. ISSUES

- 3.1 The local group that wish to establish a community orchard in Ribchester are not a constituted body and as such have approached Ribchester Parish Council with a view to them taking on responsibility for the licence/lease of the land.
- 3.2 Ribchester Parish Council already lease the neighbouring allotment land (£557.19 per annum) and we have been informed that the Chair of Ribchester Parish Council has indicated that the parish council would be willing to take on responsibility for the licence/lease to allow the local group to establish an orchard.
- 3.3 The land is currently cut by the Council's grounds maintenance staff during the growing season. As would normally be the case, any licence/lease arrangement for this land would then see this work cease and any maintenance responsibilities would fall to Ribchester Parish Council, or through them to the local group. If planted up Council staff would no longer be able to carry that out, because we would not be able to mow around the trees with the ride on machine currently used, without damage to the trees and if we did it with a pedestrian machine the cost to us would be significantly more because of the extra time it would take.
- 3.4 There is a large outbreak of Himalayan Balsam on the riverbank near to the site, which the Borough is seeking to eradicate, however that is going to take 3-4 years due to the growth cycle of the plant and the proximity to the water course there. Though this would not impact directly on the proposal for the orchard.

3.5 The piece of land is accessed via a bridge which is due to be renewed as part of the Council's capital programme. Though that project has seen some delays given the location and proximity of water courses, which require the approval of the Environment Agency prior to any work being designed and beginning. This should not impact on any proposed licence/lease arrangement.

4 THE PROPOSAL

4.1 Section 123 of the Local Government Act 1972 enables a Local Authority to dispose of land held by it in any manner it wishes provided that the Local Authority achieves the best consideration that can reasonably be expected (except in the case of short-term tenancies).

4.2 If members were to approve the licence/lease of the land, it is proposed that the valuation office be instructed to provide a market rent for the land, and that this then form the basis of the licence/lease.

4.3 It is proposed that the land be licenced/leased to Ribchester Parish Council for between 5-10 years, given that it will take some time to get the orchard established and the trees bearing any fruit.

4.4 Ribchester Parish Council would need to provide any necessary insurances and commitments as it does with the land on which the allotments sit.

5 RISK ASSESSMENT

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

- Resources – The land could be used as grazing land or an extension to the existing allotment area if required. It is currently used as an amenity area for dog walking as a footpath runs across it. The licence/lease may generate additional income based on the Valuation Office assessment.
- Technical, Environmental and Legal – The land is in the Borough Council's ownership and a legal agreement would need to be drawn up between Borough and Parish for the use of the land.
- Political – No implications identified.
- Reputation – There is no specific reputational issues, though of course the proposal does assist in providing an amenity for local people to be involved with and there is a clear climate benefit from the planting of trees.
- Equality & Diversity – The group is open to all residents, although the area of land may prove challenging to access for some people with mobility issues.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the proposal to licence/lease the land to Ribchester Parish Council to allow a local group to create an orchard, for a period of 5-10 years and at a value to be determined by the Valuation Office.
- 6.2 Delegate the drawing up of the agreement with Ribchester Parish Council to the Director of Community Services in consultation with the Chair of Community Committee.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

ADAM ALLEN
DIRECTOR OF COMMUNITY SERVICES

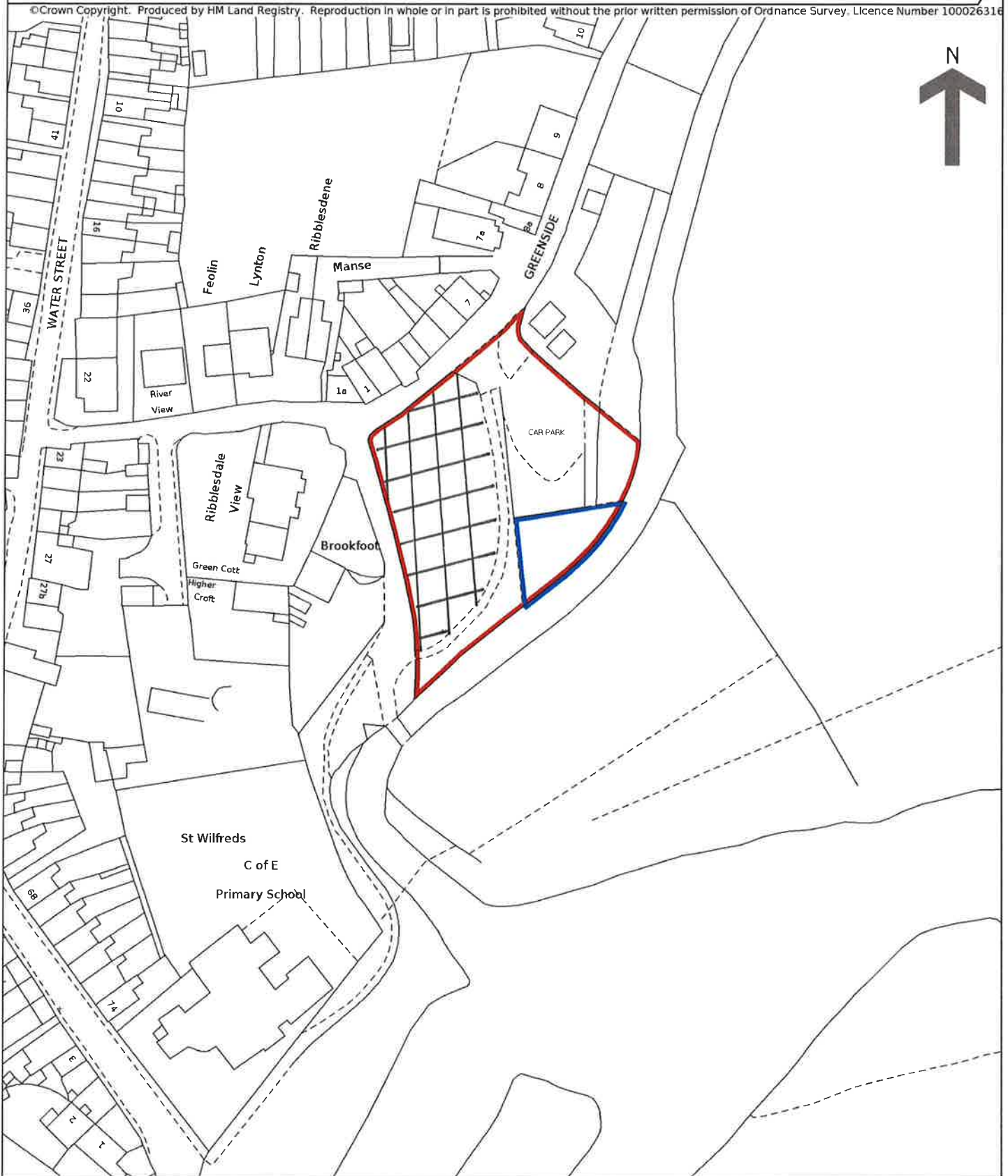
BACKGROUND PAPERS – None

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

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 17 OCTOBER 2023
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: HELEN SEEDALL

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2024.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2024/25 financial year.

2 BACKGROUND

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 2.2 This report requests that members consider proposals for the increase in fees and charges for this committee's services. Such charges would be implemented with effect from the 1 April 2024 and would operate for the duration of the 2024/25 financial year.
- 2.3 The Council's latest budget forecast allows for a 4% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2024/25 by this amount as a minimum.

3 ADVICE OF POLICY AND FINANCE COMMITTEE 12 SEPTEMBER 2023

- 3.1 In September 2023, the Budget Working Group and Policy and Finance Committee considered the overall three-year Budget Forecast. This forecast assumes that fees and charges are increased overall by 4%.
- 3.2 Guidance from Policy and Finance Committee to service committees is that they review their fees and charges in order to achieve on average overall target increase in income of 4%.
- 3.3 The current budgeted income to be received from fees and charges which are set by this committee is £1,642,250 (including trade waste collection income). A 4% increase on this total would therefore generate £65,690.

4 REVIEW OF THE FEES AND CHARGES

- 4.1 The review of the fees and charges is coordinated by financial services, working together with heads of service and budget holders.
- 4.2 The following process was taken:
 - Budget holders are provided with an indication of the fees and charges factoring in the budget working group proposals.
 - A discussion meeting is then held between budget holder and financial services to enable the budget holder to propose a set of fees and charges for their

services. This may depend on where there is a national requirement or service specific reason for setting a fee or charge at a different level than the budget working group target.

4.3 Following discussions, a **proposed** set of fees and charges for implementation from 1 April 2024 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2023/24
- an estimate of the level of 2023/24 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2024
- an indication of the potential income that may be achieved in 2024/25, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2023/24 to 2024/25
- Date that each charge was last increased (they are all reviewed annually, but may not necessarily be increased)

4.4 After applying this percentage increase, proposed charges have generally been rounded up or down to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

4.5 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels.

4.6 The income levels shown for commercial trade waste collection include an element that is payable to Lancashire County Council in the form of tipping charges. The indicated potential income will be offset slightly by the value of tipping charges payable.

4.7 Work is still underway on forecasting income budget levels for 2024/25 and such budget proposals will be reported back to this committee in January 2024 for approval.

4.8 If Committee agrees the fees and charges as shown in Annex 1, the overall increase based on current budgeted demand levels is expected to be 4.89%.

5 NEW FEES AND CHARGES

5.1 Several new charges have been identified, summarised below:

Charge	Proposed Charge (£)
Edisford Pavilion Room Hire – Per Hour	£20.00
Football Coaching Rate (on application) - Pitch hire per hour (for coach and up to 4 players)	£15.00
Room Hire Exhibition Rate Mon – Fri 5 days	£160.00
Room Hire Exhibition Rate Mon – Sun 7 days	£224.00
Room Hire Exhibition Rate Mon – Fri 5 days – Not for Profit/ Community/ Charitable Organisations	£80.00

Charge	Proposed Charge (£)
Room Hire Exhibition Rate Mon – Sun 7 days – Not for Profit/ Community/ Charitable Organisations	£112.00
Castle Museum Entry Fee Adult	£5.00

5.2 The Castle Museum Concessionary Entry Fee has been removed and replaced by a combined fee with an Adult Fee at a reduced rate.

6 RISK ASSESSMENT

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

- Resources – Fees and Charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the council tax.
- Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities' powers to charge for discretionary services.
- Political – none
- Reputation – Substantial increases to charges can generate adverse publicity.
- Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

7 CONCLUSION

7.1 Work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.

7.2 If members agree with the proposed fees and charges set out in Annex 1 then this committee will be setting charges that will produce on average a 4.89% increase to fees and charges.

7.3 The Policy and Finance Committee recommends that all service committees seek to increase their fees and charges by 4% on average. If you agree with the recommended charges, this committee will meet the target required.

8 RECOMMENDATION THAT COMMITTEE

8.1 Consider the level of fees and charges to be levied for this committee for 2024/25.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM14-23/HS/AC
9 October 2023

For further information please ask for Helen Seedall

Community Services – Review of Fees and Charges

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge	
				£	£	£	£	£	%	
Page 62 Admissions **Evidence of Eligibility Required	Staff	RPOOL/8571n	VAT Inclusive	2.60	2.90	330.00	3.10	350.00	6.90	
	Adult (17 - 64 years)	RPOOL/8571n	VAT Inclusive	4.60	5.10	63,160.00	5.40	66,880.00	5.88	
	Adult - Pre-Swim (17 - 64 years)	RPOOL/8571n	VAT Inclusive	3.20	3.00	800.00	3.20	850.00	6.67	
	**Adult Concession Space Card (17 - 64 years)	RPOOL/8571n	VAT Inclusive	3.20	3.60	380.00	3.80	400.00	5.56	
	Family Ticket (2 Adults - 17 - 64 years and up to 3 Juniors)	RPOOL/8571n	VAT Inclusive	13.50	14.90	24,620.00	15.50	25,610.00	4.03	
	Up & Active Swim	RPOOL/8571n	VAT Inclusive	3.20	3.60	0.00	3.80	0.00	5.56	
	Babies (3 years and less)	RPOOL/8572n	VAT Inclusive	1.80	2.00	6,300.00	2.10	6,620.00	5.00	
	**Adult (65 years plus)	RPOOL/8572n	VAT Inclusive	3.20	3.60	6,100.00	3.80	6,440.00	5.56	
	**Space Card Concession	RPOOL/8572n	VAT Inclusive	3.20	3.60	890.00	3.80	940.00	5.56	
	Junior (Roefield Holiday Leisure Club)	RPOOL/8572n	VAT Inclusive	3.20	3.60	10.00	3.80	10.00	5.56	
	Junior (3 - 16 years)	RPOOL/8572n	VAT Inclusive	3.20	3.60	48,690.00	3.80	51,400.00	5.56	
	**Free Junior Swim (if enrolled on swimming lesson course and accompanied by a fee paying Adult).									

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
	**Adult (65 years plus)/Junior - Pre swim	RPOOL/8572n	VAT Inclusive	2.20	2.50	500.00	2.60	520.00	4.00
	**Adult (65 years plus)/Junior Concession Space Card	RPOOL/8572n	VAT Inclusive	2.20	2.50	180.00	2.60	190.00	4.00
Spectator		RPOOL/8573n	VAT Inclusive	1.30	1.50	750.00	1.60	800.00	6.67
Page 63 Educational Activities **Evidence of Eligibility Required	Aqua Fitness	RPOOL/8544I	Non Vatable	5.40	6.00	1,980.00	6.00	1,980.00	0.00
	**Aqua Fitness - Space Card	RPOOL/8544I	Non Vatable	3.90	4.30	0.00	4.50	0.00	4.65
	Aqua Fitness - Up & Active	RPOOL/8544I	Non Vatable	3.90	4.30	2,270.00	4.50	2,380.00	4.65
	Aqua Fitness (12 for 10)	RPOOL/8544I	Non Vatable	54.00	59.50	1,610.00	60.00	1,620.00	0.84
	**Aqua Fitness - Space Card (12 for 10)	RPOOL/8544I	Non Vatable	39.00	43.00	190.00	45.00	200.00	4.65
	Aqua Fitness - Up & Active (12 for 10)	RPOOL/8544I	Non Vatable	39.00	43.00	2,770.00	45.00	2,900.00	4.65
Space Card Contracts **Evidence of Eligibility Required	Adult (12 for 10)	RPOOL/8543n	VAT Inclusive	46.00	51.00	9,980.00	54.00	10,570.00	5.88
	**Adult (65 years plus) (12 for 10)	RPOOL/8543n	VAT Inclusive	32.00	36.00	3,710.00	38.00	3,920.00	5.56
	Junior (12 for 10)	RPOOL/8543n	VAT Inclusive	32.00	36.00	510.00	38.00	540.00	5.56
	**Space Card Concession (12 for 10)	RPOOL/8543n	VAT Inclusive	32.00	36.00	0.00	38.00	0.00	5.56

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
	Up & Active (12 for 10)	RPOOL/8543n	VAT Inclusive	32.00	36.00	0.00	38.00	0.00	5.56
Space Swimmer Saver – Annual **Evidence of Eligibility Required	**Staff	RPOOL/8543n	VAT Inclusive	130.00	144.00	0.00	144.00	0.00	0.00
	Adult (17-64 years)	RPOOL/8543n	VAT Inclusive	280.00	309.00	430.00	309.00	430.00	0.00
	Junior	RPOOL/8543n	VAT Inclusive	140.00	155.00	320.00	155.00	320.00	0.00
	**Adult (65 years plus)	RPOOL/8543n	VAT Inclusive	140.00	155.00	210.00	155.00	210.00	0.00
Space Swimmer Saver - Half Year **Evidence of Eligibility Required	**Staff	RPOOL/8543n	VAT Inclusive	70.00	78.00	50.00	78.00	50.00	0.00
	Adult (17-64 years)	RPOOL/8543n	VAT Inclusive	145.00	160.00	770.00	160.00	770.00	0.00
	Junior	RPOOL/8543n	VAT Inclusive	80.00	89.00	130.00	89.00	130.00	0.00
	**Adult (65 years plus)	RPOOL/8543n	VAT Inclusive	80.00	89.00	180.00	89.00	180.00	0.00
Space Swimmer Saver – Monthly **Evidence of Eligibility Required	Adult (17-64 years)	RPOOL/8543n	VAT Inclusive	25.00	28.00	10,340.00	30.00	11,080.00	7.14
	Junior	RPOOL/8543n	VAT Inclusive	15.00	17.00	1,600.00	18.00	1,690.00	5.88
	**Adult (65 years plus)	RPOOL/8543n	VAT Inclusive	15.00	17.00	1,030.00	18.00	1,090.00	5.88
	Family (2 Adults - 17-64 years and up to 3 Juniors)	RPOOL/8543n	VAT Inclusive	New Charge	New Charge	-	60.00	-	-
	Up & Active	RPOOL/8543n	VAT Inclusive	15.00	17.00	0.00	18.00	0.00	5.88

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Swim & Gym **Evidence of Eligibility Required	**Swim & Gym (Roefield Members) Admissions	RPOOL/8787n	VAT Inclusive	3.50	3.60	13,390.00	3.80	14,130.00	5.56
Swimming Lessons **Evidence of Eligibility Required	Half hour – Junior - Group Lesson	RPOOL/8542I	Non Vatable	5.50	6.10	124,700.00	6.40	130,830.00	4.92
	**Half hour - Junior Concession - Group Lesson	RPOOL/8542I	Non Vatable	4.00	4.50	0.00	4.70	0.00	4.44
	Half hour – Adult (17-64 years) - Group Lesson	RPOOL/8542I	Non Vatable	7.00	7.80	0.00	8.20	0.00	5.13
	**Half hour – Adult Concession Space Card - Group Lesson	RPOOL/8542I	Non Vatable	5.50	6.10	0.00	6.40	0.00	4.92
	Half Hour - One to One - Adult (17 - 64 years)/Junior	RPOOL/8542I	Non Vatable	20.00	22.10	1,460.00	23.00	1,520.00	4.07
	**Half Hour - One to One Adult (65 years plus)/Junior Concession	RPOOL/8542I	Non Vatable	15.00	16.60	70.00	17.30	70.00	4.22
Swimming Lessons	Half hour - Parent & Toddler	RPOOL/8904I	Non Vatable	8.70	9.60	14,780.00	9.60	14,780.00	0.00
Hire of Main Pool - for Galas (Includes lifeguard)	School/Galas – 3 hours	RPOOL/8534n	VAT Inclusive	217.00	239.00	410.00	249.00	430.00	4.18
	School/Gala – extra hour	RPOOL/8534n	VAT Inclusive	72.90	80.30	0.00	83.60	0.00	4.11

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Club Hire of Pools (Includes lifeguard)	Main Pool per hour - Club	RPOOL/8532I	Non Vatable	60.60	66.80	46,770.00	69.50	48,660.00	4.04
	Small Pool per hour - Club	RPOOL/8532I	Non Vatable	28.20	31.10	0.00	32.40	0.00	4.18
	Both Pools per hour - Club	RPOOL/8532I	Non Vatable	88.20	97.20	0.00	101.10	0.00	4.01
	Lane Hire per hour - Club	RPOOL/8532I	Non Vatable	25.10	27.70	280.00	28.90	290.00	4.33

Page 66 Hire of Main Pool (Includes lifeguard)	Per hour – Casual	RPOOL/8533n	VAT Inclusive	78.50	86.50	0.00	90.00	0.00	4.05
	Per hour - Triathlon	RPOOL/8533n	VAT Inclusive	115.80	127.50	0.00	132.60	0.00	4.00
Hire of Small Pool (Includes lifeguard)	Per hour - Casual	RPOOL/8533n	VAT Inclusive	58.90	64.90	70.00	67.50	70.00	4.01
	Per hour - Triathlon	RPOOL/8533n	VAT Inclusive	88.20	97.20	0.00	101.10	0.00	4.01
Hire of Both Pools (Includes lifeguard)	Per hour - Casual	RPOOL/8533n	VAT Inclusive	135.80	149.60	0.00	155.60	0.00	4.01
	Per hour - Triathlon	RPOOL/8533n	VAT Inclusive	203.60	224.20	0.00	233.20	0.00	4.01
Hire of Lane	Per hour - Casual Adult	RPOOL/8533n	VAT Inclusive	30.80	34.00	0.00	35.40	0.00	4.12
	Per hour - Casual Adult (65 years plus) /Junior	RPOOL/8533n	VAT Inclusive	25.10	27.70	0.00	28.90	0.00	4.33
	Per hour - Triathlon	RPOOL/8533n	VAT Inclusive	47.20	52.00	0.00	54.10	0.00	4.04
Large Pool Party with Aquarun	Maximum 20 people - 3 lifeguards	RPOOL/8533n	VAT Inclusive	131.30	144.60	5,880.00	150.40	6,120.00	4.01

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Small Pool Float Party	Maximum 20 people - 1 lifeguard	RPOOL/8533n	VAT Inclusive	60.30	66.40	220.00	69.10	230.00	4.07
Large Pool Float Party	Maximum 40 people - 2 lifeguards	RPOOL/8533n	VAT Inclusive	104.00	114.60	500.00	119.20	520.00	4.01
Extra Lifeguard	Per hour	RPOOL/8533n	VAT Inclusive	22.10	24.40	0.00	25.40	0.00	4.10
Page 67 School Use	Per 35 min - with 2 Instructors	RPOOL/8531I	Non Vatable	71.60	78.90	32,790.00	82.10	34,120.00	4.06
	Per 35 min - with 1 Instructor	RPOOL/8531I	Non Vatable	60.60	66.80	0.00	69.50	0.00	4.04
	Per 45 min - with 2 Instructors	RPOOL/8531I	Non Vatable	91.90	101.20	0.00	105.30	0.00	4.05
	Per 45 min - with 1 Instructor	RPOOL/8531I	Non Vatable	77.80	85.70	0.00	89.20	0.00	4.08
	Extra Instructor	RPOOL/8531I	Non Vatable	28.70	31.60	360.00	32.90	370.00	4.11
School Hire of Pools (Includes lifeguard)	Main Pool per hour	RPOOL/8531I	Non Vatable	60.60	66.80	0.00	69.50	0.00	4.04
	Small Pool per hour	RPOOL/8531I	Non Vatable	28.20	31.10	0.00	32.40	0.00	4.18
	Both Pools per hour	RPOOL/8531I	Non Vatable	88.20	97.20	0.00	101.10	0.00	4.01
	Lane Hire per hour	RPOOL/8531I	Non Vatable	25.10	27.70	0.00	28.90	0.00	4.33

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Use of Shower/Changing Facilities	Adult	RPOOL/8809n	VAT Inclusive	4.70	5.10	0.00	5.10	0.00	0.00
	Adult (65 years plus)/Junior	RPOOL/8809n	VAT Inclusive	3.20	3.60	0.00	3.80	0.00	5.56

EXERCISE REFERRAL - EXREF		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Exercise Classes	Up & Active/ Healthy Lifestyle - Session	EXREF/8525n	VAT Inclusive	2.70	3.00	260.00	3.10	270.00	3.33
	Up & Active/ Healthy Lifestyle - 12 for 10	EXREF/8525n	VAT Inclusive	27.00	29.80	1,190.00	31.00	1,240.00	4.03
	Non Up & Active - Session	EXREF/8525n	VAT Inclusive	4.00	4.50	0.00	4.70	0.00	4.44
	Active Lifestyle Hub - maximum 12 sessions	EXREF/8525n	VAT Inclusive	2.00	2.30	1,930.00	2.40	2,010.00	4.35

EDISFORD ALL WEATHER PITCH (EALLW) - Commercial lettings plus 50% (Includes lighting if required)		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge	
				£	£	£	£	£	%	
Page 69	3G Pitch	- 5 aside (per hour)	EALLW/8886n	VAT Inclusive	40.00	44.10	7,500.00	45.90	7,810.00	4.08
		- 1/3 Main Pitch (per hour)	EALLW/8886n	VAT Inclusive	40.00	44.10	43,970.00	45.90	45,760.00	4.08
		- Half Main Pitch (per hour)	EALLW/8886n	VAT Inclusive	63.10	69.50	4,290.00	72.30	4,460.00	4.03
		- Full Main Pitch (per hour)	EALLW/8886n	VAT Inclusive	105.10	115.80	30,260.00	120.50	31,490.00	4.06
		Block booking discount for casual users (not applicable to clubs): 4 months payable monthly by direct debit 5% (any four month period)	EALLW/8886n	VAT Inclusive	-	-		-	-	-
		8 months or longer payable monthly by direct debit 10%								
		Match Fee (2hrs for league and cup games played under the auspices of a league with a qualified referee)	EALLW/8886n	VAT Inclusive	84.10	92.60	6,310.00	96.40	6,570.00	4.10
	3G Pitch Summer Fee	- 5 aside (per hour)	EALLW/8886n	VAT Inclusive	30.00	33.10	7,330.00	34.50	7,640.00	4.23
		- Half Main Pitch (per hour)	EALLW/8886n	VAT Inclusive	36.80	40.60	0.00	42.30	0.00	4.19
	1 May - 31 August	- Full Main Pitch (per hour)	EALLW/8886n	VAT Inclusive	52.60	58.00	6,020.00	60.40	6,270.00	4.14
	Community Rate	- 5 aside (per hour)	EALLW/8886n	VAT Inclusive	10.60	11.70	0.00	12.20	0.00	4.27
		- Half Main Pitch (per hour)	EALLW/8886n	VAT Inclusive	15.80	17.40	0.00	18.10	0.00	4.02
		- Full Main Pitch (per hour)	EALLW/8886n	VAT Inclusive	31.60	34.80	0.00	36.20	0.00	4.02

EDISFORD ALL WEATHER PITCH (EALLW) - Commercial lettings plus 50% (Includes lighting if required)		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Education Rate	- 5 aside (per hour)	EALLW/8886n	VAT Inclusive	15.80	17.40	0.00	18.10	0.00	4.02
	- Half Main Pitch (per hour)	EALLW/8886n	VAT Inclusive	36.80	40.60	1,950.00	42.30	2,030.00	4.19
	- Full Main Pitch (per hour)	EALLW/8886n	VAT Inclusive	52.60	58.00	0.00	60.40	0.00	4.14
Football Coaching Rate (on application)	- Pitch hire per hour (for coach and up to 4 players)	EALLW/8887n	VAT Inclusive	New Charge	New Charge	-	15.00	-	-
Community/ Class Room	- less than 4 hours Registered Group Use	EALLW/88071	Non Vatable	15.80	17.40	350.00	18.10	360.00	4.02
	- less than 8 hours Registered Group Use/ Birthday Parties	EALLW/88071	Non Vatable	31.60	34.80	130.00	36.20	140.00	4.02
	Commercial Rate	EALLW/88071	Non Vatable	New Charge	New Charge	-	Price on Application	-	-

EDISFORD ALL WEATHER PITCH (EALLW) - Commercial lettings plus 50% (Includes lighting if required)		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Tennis Courts: Peak - Pay & Play (casual)	- Adult	EALLW/8553n	VAT Inclusive	12.70	14.00	330.00	14.60	340.00	4.29
	- Adult Concession Space Card	EALLW/8553n	VAT Inclusive	6.40	7.10	190.00	7.40	200.00	4.23
	- Junior	EALLW/8553n	VAT Inclusive	4.80	5.30	0.00	5.60	0.00	5.66
	- Junior Concession Space Card	EALLW/8553n	VAT Inclusive	3.80	4.20	0.00	4.40	0.00	4.76
	- Adult (65 years plus)	EALLW/8553n	VAT Inclusive	4.80	5.30	0.00	5.60	0.00	5.66
	- Tennis Coach Fee - Court per hour	EALLW/8553n	VAT Inclusive	6.40	7.10	0.00	7.40	0.00	4.23
	- Racquet Hire (per racquet)	EALLW/8521n	VAT Inclusive	1.80	2.00	100.00	2.10	110.00	5.00
Tennis Courts hired for Football	- Hire all 3 courts for football (per hour)	EALLW/8553n	VAT Inclusive	28.00	30.90	1,150.00	32.20	1,200.00	4.21

PLATFORM GALLERY – PLATG		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Room Hire	Full Day (up to 6.5 hours) Monday - Sunday. (£20 non-refundable deposit payable on booking)	PLATG/8807I	Non Vatable	54.60	60.10	890.00	62.50	930.00	3.99
	Half Day (up to 3 hours) Monday - Sunday: (£10 non-refundable deposit payable on booking)	PLATG/8807I	Non Vatable	27.30	30.10	540.00	31.30	560.00	3.99
Room Hire - Not for Profit/ Community/ Charitable Organisations	Full Day (up to 6.5 hours)	PLATG/8807I	Non Vatable	23.90	26.40	300.00	27.50	310.00	4.17
	Half Day (up to 3 hours)	PLATG/8807I	Non Vatable	13.20	14.60	0.00	15.20	0.00	4.11
Room Hire - Exhibition Rate	Special: Monday - Friday 5 days (£55 non-refundable deposit payable on booking)	PLATG/8807I	VAT Inclusive	New Charge	New Charge	-	160.00	-	-
	Special: Mon - Sunday 7 days (£75 non-refundable deposit payable on booking)	PLATG/8807I	VAT Inclusive	New Charge	New Charge	-	224.00	-	-
Room Hire - Exhibition Rate Not for Profit/ Community/ Charitable Organisations	Special: Monday - Friday 5 days (£30 non-refundable deposit payable on booking)	PLATG/8807I	VAT Inclusive	New Charge	New Charge	-	80.00	-	-
	Special: Mon - Sunday 7 days (£40 non-refundable deposit payable on booking)	PLATG/8807I	VAT Inclusive	New Charge	New Charge	-	112.00	-	-

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PLATFORM GALLERY – PLATG		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Stalls	Special Events: Monday - Friday & Sunday. (£5 non-refundable deposit payable on booking)	PLATG/8824n	VAT Inclusive	13.30	14.70	290.00	15.30	300.00	4.08
	Special Events: Saturday. (£5 non-refundable deposit payable on booking)	PLATG/8824n	VAT Inclusive	16.50	18.20	160.00	19.00	170.00	4.40

CASTLE MUSEM - MUSEM		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Room Hire Non Profit and Amateur Organisations	- Full Day (up to 6.5 hours)	MUSEM/8807I	Non Vatable	23.90	26.40	100.00	27.50	110.00	4.17
	- Half Day (up to 3 hours)	MUSEM/8807I	Non Vatable	13.20	14.60		15.20		4.11
	- Weekly (6 days)	MUSEM/8807I	Non Vatable	118.80	130.80		137.50		5.12
Room Hire Ribble Valley Non Profit Organisations	- Full Day (up to 6.5 hours)	MUSEM/8807I	Non Vatable	21.60	23.80		24.80		4.20
	- Half Day (up to 3 hours)	MUSEM/8807I	Non Vatable	12.10	13.40		14.00		4.48
	- Weekly (6 days)	MUSEM/8807I	Non Vatable	107.70	118.60		124.00		4.55
Room Hire	- Full Day (up to 6.5 hours)	MUSEM/8807I	Non Vatable	72.10	79.40	82.30	3.65		

CASTLE MUSEM - MUSEM		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Commercial Organisations	- Half Day (up to 3 hours)	MUSEM/8807I	Non Vatable	36.60	40.30		41.40		2.73
	- Under 2 hours	MUSEM/8807I	Non Vatable	29.60	32.60		33.90		3.99
	- Weekly (6 days)	MUSEM/8807I	Non Vatable	359.60	395.90		411.50		3.94
Entry Fee	- Adult (19 years and over)	MUSEM/8571n	VAT Inclusive	4.90	5.40	43,860.00	5.00	45,610.00	-7.41
	- Juniors (18 years and under)	MUSEM/8571n	VAT Inclusive	Free	Free		Free		N/A
	- Concessions (65 years and over, students, disabled or in receipt of benefits)	MUSEM/8571n	VAT Inclusive	No longer available			-		-

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RIBBLE VALLEY PARKS – RVPRK		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Bandstand Hire	Per day	RVPRK/8805I	Non Vatable	109.20	120.20	70.00	125.00	70.00	3.99
Fairs (Amusements)	Site Fee - Standard Charge	RVPRK/8805I	Non Vatable	429.00	473.00	640.00	492.00	670.00	4.02
	Plus Fee per Day Open	RVPRK/8805I	Non Vatable	164.00	181.00	1,110.00	189.00	1,160.00	4.42

RIBBLE VALLEY PARKS – RVPRK		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Use of Parks - Commercial Event	Hire Fee	RVPRK/8805I	Non Vatable	Price on Application	Price on Application	0.00	Price on Application		N/A
Use of Parks - Community Function	Administration Fee	RVPRK/8805I	Non Vatable	30.10	33.20	50.00	34.60	50.00	4.22
Bandstand - PRS Music Licences	First 100 people	RVPRK/8902n	VAT Inclusive	13.70	15.10	40.00	15.80	40.00	4.64
	Additional 25 people (or part thereof)	RVPRK/8902n	VAT Inclusive	3.60	4.00	360.00	4.20	380.00	5.00
	Up to a Maximum Charge	RVPRK/8902n	VAT Inclusive	1,205.30	1,327.10	0.00	1,380.20	0.00	4.00
Refundable Deposits	Bandstand	RVPRK/8627z	Non Vatable	153.50	169.10	0.00	175.90	0.00	4.02
	Events (Minimum)	RVPRK/8627z	Non Vatable	820.00	902.90		939.10		4.01
Edisford Pavilion Room Hire	Per hour	RVPRK/8805I	Non Vatable	New Charge	New Charge	-	20.00	-	-

RIBBLE VALLEY PARKS – RVPRK		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Page 76	Ribble Valley Residents - Adult (17 - 64 years)	RVPRK/8558n	VAT Inclusive	56.20	61.90	720.00	64.40	750.00	4.04
	- Adult (65 years plus)/Adult 17 - 64 years) Space Card	RVPRK/8558n	VAT Inclusive	24.20	26.70	190.00	27.80	200.00	4.12
	- Junior (16 and under)	RVPRK/8558n	VAT Inclusive	24.20	26.70	100.00	27.80	100.00	4.12
	- Junior (16 and under) Space Card	RVPRK/8558n	VAT Inclusive	13.90	15.40	0.00	16.10	0.00	4.55
	Non Resident - Adult (17 - 64 years)	RVPRK/8558n	VAT Inclusive	70.10	77.20	180.00	80.30	190.00	4.02
	- Adult (65 years plus)	RVPRK/8558n	VAT Inclusive	35.30	38.90	120.00	40.50	120.00	4.11
	- Junior (16 and under)	RVPRK/8558n	VAT Inclusive	35.30	38.90	0.00	40.50	0.00	4.11
	Lost Permits	RVPRK/8558n	VAT Inclusive	4.00	4.40	0.00	4.60	0.00	4.55
Fishing Permit - Day Permit	Ribble Valley Residents - Adult (17 - 64 years)	RVPRK/8558n	VAT Inclusive	17.50	19.30	30.00	20.10	30.00	4.15
	- Adult (65 years plus)/Adult 17 - 64 years) Space Card	RVPRK/8558n	VAT Inclusive	8.30	9.20	0.00	9.60	0.00	4.35
	- Junior (16 and under)	RVPRK/8558n	VAT Inclusive	8.30	9.20	0.00	9.60	0.00	4.35
	- Junior (16 and under) Space Card	RVPRK/8558n	VAT Inclusive	3.70	4.10	0.00	4.30	0.00	4.88
	Non Resident - Adult (17 - 64 years)	RVPRK/8558n	VAT Inclusive	21.40	23.60	110.00	24.60	110.00	4.24
	- Adult (65 years plus)	RVPRK/8558n	VAT Inclusive	10.20	11.30	20.00	11.80	20.00	4.42

RIBBLE VALLEY PARKS – RVPRK		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
	- Junior (16 and under)	RVPRK/8558n	VAT Inclusive	10.20	11.30	10.00	11.80	10.00	4.42
Fishing Permit Weekly Permit Page 77	Ribble Valley Residents - Adult (17 - 64 years)	RVPRK/8558n	VAT Inclusive	35.30	38.90	0.00	40.50	0.00	4.11
	- Adult (65 years plus)/Adult (17 - 64 years) Space Card	RVPRK/8558n	VAT Inclusive	18.00	19.90	0.00	20.70	0.00	4.02
	- Junior (16 and under)	RVPRK/8558n	VAT Inclusive	18.00	19.90	0.00	20.70	0.00	4.02
	- Junior (16 and under) Space Card	RVPRK/8558n	VAT Inclusive	11.80	13.00	0.00	13.60	0.00	4.62
	Non Resident - Adult (17 - 64 years)	RVPRK/8558n	VAT Inclusive	43.90	48.40	110.00	50.40	110.00	4.13
	- Adult (65 years plus)	RVPRK/8558n	VAT Inclusive	22.10	24.40	0.00	25.40	0.00	4.10
	- Junior (16 and under)	RVPRK/8558n	VAT Inclusive	22.10	24.40	0.00	25.40	0.00	4.10

		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Page 78 Football Pitches	Late Booking Fee per Match	RVPRK/8559n	VAT Inclusive	35.50	39.10	0.00	40.70	0.00	4.09
	Annual Charge (per team/per pitch/per season): Senior Teams - With Changing Facilities	RVPRK/8559n	VAT Inclusive	446.10	491.20	1,470.00	510.90	1,530.00	4.01
	Half Yearly Charge - August to December OR January to May (per team/per pitch/per season). Senior Teams - With Changing Facilities	RVPRK/8559n	VAT Inclusive	239.80	264.10	270.00	274.70	280.00	4.01
	Daily Charge (per team/per pitch) Senior Teams - With Changing Facilities	RVPRK/8559n	VAT Inclusive	58.90	64.90	0.00	67.50	0.00	4.01
	Daily Charge (per team/per pitch) Senior Teams - Without Changing Facilities	RVPRK/8559n	VAT Inclusive	41.40	45.60	0.00	47.50	0.00	4.17
	Annual Charge (per team/per pitch/per season): Junior Teams with Changing Facilities	RVPRK/8559n	VAT Inclusive	228.90	252.10	0.00	262.20	0.00	4.01
	Daily Charge (per team/per pitch) Junior Teams - With Changing Facilities	RVPRK/8559n	VAT Inclusive	41.40	45.60	0.00	47.50	0.00	4.17
	Daily Charge (per team/per pitch) Junior Teams - Without Changing Facilities	RVPRK/8559n	VAT Inclusive	29.60	32.60	0.00	34.00	0.00	4.29
	Annual Charge (per team/per pitch/per season): Pitches Without Changing Facilities - Kestor Lane - Senior Teams	RVPRK/8559n	VAT Inclusive	228.90	252.10	0.00	262.20	0.00	4.01

	Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
			£	£	£	£	£	%
Annual Charge (per team/per pitch/per season): Pitches Without Changing Facilities - Kestor Lane - Junior Teams	RVPRK/8559n	VAT Inclusive	117.60	129.50	0.00	134.70	0.00	4.02
Pre-Season Football Charge - Senior Teams	RVPRK/8559n	VAT Inclusive	95.00	104.60	0.00	108.80	0.00	4.02
Daily coaching rate - Grass Pitches - Per Pitch	RVPRK/8559n	VAT Inclusive	26.90	29.70	0.00	30.90	0.00	4.04

Cancellation - Due to inclement weather, one-off booking only - return of 50% booking fee or carry forward booking

TRADE REFUSE – TRREF		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Commercial Waste (Sacks and Stickers)	Pack of 50 Sacks or Stickers for Trade Waste	TRREF/8410z	Non Vatable	81.80	90.10	30,230.00	93.80	31,470.00	4.11
	Pack of 10 Sacks or Stickers for Trade Waste	TRREF/8410z	Non Vatable	16.40	18.10	40.00	18.90	40.00	4.42
Commercial Waste (Sacks and Stickers)	Delivery charge for sacks or stickers	TRREF/8791z	Non Vatable	5.70	6.30	2,560.00	6.60	2,680.00	4.76
Commercial Waste (Bins) - Charges based on one bin collected once a week. The full charge will be payable for each additional bin and for each additional collection per week.	Weekly charge for 120 litre wheeled bin	TRREF/8411z	Non Vatable	2.70	3.00	-	3.20	0.00	6.67
	Weekly charge for 140 litre wheeled bin	TRREF/8411z	Non Vatable	3.15	3.50	13,090.00	3.70	13,840.00	5.71
	Weekly charge for 240 litre wheeled bin	TRREF/8411z	Non Vatable	5.40	6.00	34,970.00	6.30	36,720.00	5.00
	Weekly charge for 360 litre wheeled bin	TRREF/8411z	Non Vatable	7.85	8.70	103,070.00	9.10	107,810.00	4.60
	Weekly charge for 660 litre wheeled bin	TRREF/8411z	Non Vatable	14.25	15.70	3,150.00	16.40	3,290.00	4.46
	Weekly charge for 1100 litre wheeled bin	TRREF/8411z	Non Vatable	20.85	23.00	186,680.00	24.00	194,800.00	4.35

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TRADE REFUSE – TRREF		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Charitable Waste (Bins) - Charges based on one bin collected once a week. The full charge will be payable for each additional bin and for each additional collection per week.	Weekly charge for 120 litre wheeled bin	TRREF/8595z	Non Vatable	2.00	2.20	-	2.30	0.00	4.55
	Weekly charge for 140 litre wheeled bin	TRREF/8595z	Non Vatable	2.20	2.50	2,440.00	2.60	2,540.00	4.00
	Weekly charge for 240 litre wheeled bin	TRREF/8595z	Non Vatable	3.55	3.90	2,330.00	4.10	2,450.00	5.13
	Weekly charge for 360 litre wheeled bin	TRREF/8595z	Non Vatable	4.90	5.40	13,450.00	5.70	14,200.00	5.56
	Weekly charge for 660 litre wheeled bin	TRREF/8595z	Non Vatable	8.75	9.70	-	10.10	0.00	4.12
	Weekly charge for 1100 litre wheeled bin	TRREF/8595z	Non Vatable	15.00	16.50	62,230.00	17.20	64,870.00	4.24
Charitable Enterprises Waste (Sacks and Stickers)	Pack of 50 Sacks or Stickers for Trade Waste	TRREF/8550z	Non Vatable	54.10	59.60	11,040.00	62.00	11,480.00	4.03
	Pack of 10 Sacks or Stickers for Trade Waste	TRREF/8550z	Non Vatable	10.85	12.00	-	12.50	0.00	4.17
Charitable Enterprises (Sacks and Stickers)	Delivery charge for sacks or stickers	TRREF/8791z	Non Vatable	5.70	6.30	-	6.60	0.00	4.76
Provision of Trade Bins	Purchase and delivery of trade bin	TRREF/8297n	VAT Inclusive	£8.25 delivery fee	£9.10 delivery fee	4,530.00	£9.50 delivery fee	4,730.00	4.40
Waste Transfer Note	Provision and completion of waste transfer note	TRREF/8735z	Non Vatable	21.60	23.80	14,410.00	24.80	15,020.00	4.20
Trade Refuse Contracts	Admin fee for change of contract	TRREF/8703z	Non Vatable	21.60	23.80	550.00	24.80	570.00	4.20

TRADE REFUSE – TRREF		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Charge for unrepresented/inaccessible bin	Charge if bins not presented or are inaccessible	TRREF/8736z	Non Vatable	82.40	90.80	730.00	94.50	970.00	4.07

Page 82	Event Hire	Delivery Charge (based upon 1 delivery of a maximum 4 x 1100 litre wheeled bins)	TRREF/8546n	VAT Inclusive	51.50	56.80	140.00	59.10	150.00	4.05
		Collection Charge (based upon 1 delivery of a maximum 4 x 1100 litre wheeled bins)	TRREF/8546n	VAT Inclusive	51.50	56.80	110.00	59.10	110.00	4.05
		Provision and completion of waste transfer note	TRREF/8546n	VAT Inclusive	21.60	23.80	30.00	24.80	30.00	4.20
		Rental of bin, per bin - regardless of size	TRREF/8597n	VAT Inclusive	1.90	2.10	-	2.20	0.00	4.76

ROADSIDE SEATS - SEATS		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Benches Provision & Fixing	Standard	SEATS/8507n	VAT Inclusive	968.20	1,066.00	-	1,108.70	-	4.01
	Standard Memorial	SEATS/8507z	Non Vatable	822.00	905.10	-	941.40	-	4.01

PRIVATE DRAINS – DRAIN		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Private Drain Clearance	Jetting charge including call out and first half hour	DRAIN/8612n	VAT Inclusive	94.80	104.40	970.00	108.60	1,010.00	4.02
	Additional cost per half hour	DRAIN/8613n	VAT Inclusive	54.70	60.30	890.00	62.80	930.00	4.15
	Materials	DRAIN/8613n	VAT Inclusive	At cost	At cost	N/a	At cost	N/a	N/a
	CCTV Drain Survey including call out and first half hour	DRAIN/8614n	VAT Inclusive	154.50	170.20	240.00	177.10	250.00	4.05

REFUSE COLLECTION - RCOLL	Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge	
			£	£	£	£	£	%	
Removal of Household Bulky Waste Restrictions do apply. Please check the Council's website or call 01200 425111 for details of what can be collected.	Collection of up to 4 items - restrictions apply	RCOLL/8547u	Non Vatable	£17.50 (each additional item over 4 - plus £4.90)	£19.30 (each additional item over 4 - plus £5.40)	30,530.00	£20.10 (each additional item over 4 - plus £5.60)	31,800.00	4.15
	Collection of larger items such as baths, rubble, boilers (restrictions apply and subject to assessment)- charge is PER HOUR	RCOLL/8547u	Non Vatable	52.60	58.00	960.00	60.40	1,000.00	4.14
Removal of Commercial Bulky Waste	Charge per hour, subject to assessment	RCOLL/8546z	Non Vatable	57.70	63.60	2,070.00	66.20	2,150.00	4.09

REFUSE COLLECTION - RCOLL	Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
			£	£	£	£	£	%

Provision of Domestic Wheeled Bins	Administration and Delivery Charge for 1 bin	RPBIN/8297n	VAT Inclusive	41.20	45.40	-	47.30	-	4.19
	Administration and Delivery Charge for 2 bins	RPBIN/8297n	VAT Inclusive	72.10	79.40	-	82.60	-	4.03
	Administration and Delivery Charge for 3 bins	RPBIN/8297n	VAT Inclusive	97.90	107.80	-	112.20	-	4.08

Bin Hire Scheme	1100 Litre - per week	TRREF/8597n	VAT Inclusive	1.90	2.10	1,830.00	2.20	1,920.00	4.76
	All other size bins - per week	TRREF/8597n	VAT Inclusive	1.10	1.30	610.00	1.40	660.00	7.69

Parish Council's Collection of Litter Bins	Post Mounted - one collection per week	RCOLL/8546n	VAT Inclusive	4.00	4.40	990.00	4.60	1,040.00	4.55
	Free Standing - one collection per week	RCOLL/8546n	VAT Inclusive	4.80	5.30	940.00	5.60	990.00	5.66
	Provision of Litter Bin	RCOLL/8582n	New Charge	Price on application	Price on application	-	Price on application	-	N/a
	Installation of Litter Bin	RCOLL/8582n	New Charge	Price on application	Price on application	-	Price on application	-	N/a

STREET SIGNAGE, NAMING & NUMBERING		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Rename a Property	Renaming a property	SIGNS/8737z	Non Vatable	41.20	45.40	210.00	47.30	220.00	4.19
New Property	Developers per new property 1 to 10 houses	SIGNS/8738z	Non Vatable	30.90	34.10	8350.00	35.50	8,690.00	4.11
	Developers per new property 11 to 50 houses	SIGNS/8738z	Non Vatable	41.20	45.40	240.00	47.30	250.00	4.19
	Developers per new property over 50 houses	SIGNS/8738z	Non Vatable	51.50	56.80	0.00	59.10	0.00	4.05
Name New Road	Per new road named	SIGNS/8739z	Non Vatable	206.00	226.90	1690.00	236.00	1,760.00	4.01
Street Name Plates	Developers per street name plate	SIGNS/8771n	VAT Inclusive	£229.60 for 1 - 4 signs, £175 for 5 or more	£252.80 for 1 - 4 signs, £192.70 for 5 or more	0.00	£262.90 for 1 - 4 signs, £200.40 for 5 or more	-	4.00

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CAR PARKING		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
SHORT STAY CAR PARKS									
Railway View (08.00 to 18.00 Mon to Sat)	Up to 1 hour	CHUCP/8420n	VAT Inclusive	1.20	1.30	35,220.00	1.40	37,930.00	7.69
	Up to 2 hours	CHUCP/8420n	VAT Inclusive	1.80	2.00	36280.00	2.10	38,090.00	5.00
	Up to 3 hours	CHUCP/8420n	VAT Inclusive	3.10	3.50	29880.00	3.70	31,590.00	5.71
	Up to 10 hours	CHUCP/8420n	VAT Inclusive	9.30	10.30	5340.00	10.80	5,600.00	4.85
Page 86 Lowergate (08.00 to 18.00 Mon to Sat)	Up to 1 hour	LOWCP/8420n	VAT Inclusive	1.20	1.30	14670.00	1.40	15,800.00	7.69
	Up to 2 hours	LOWCP/8420n	VAT Inclusive	1.80	2.00	26890.00	2.10	28,230.00	5.00
	Up to 3 hours	LOWCP/8420n	VAT Inclusive	3.10	3.50	29330.00	3.70	31,010.00	5.71
	Up to 10 hours	LOWCP/8420n	VAT Inclusive	9.30	10.30	10590.00	10.80	11,100.00	4.85
Market (08.00 to 18.00 Mon to Sat)	Up to 1 hour	AUMCP/8420n	VAT Inclusive	1.20	1.30	13250.00	1.40	14,270.00	7.69
	Up to 2 hours	AUMCP/8420n	VAT Inclusive	1.80	2.00	20130.00	2.10	21,140.00	5.00
	Up to 3 hours	AUMCP/8420n	VAT Inclusive	3.10	3.50	15890.00	3.70	16,800.00	5.71
	Up to 10 hours	AUMCP/8420n	VAT Inclusive	9.30	10.30	3710.00	10.80	3,890.00	4.85

CAR PARKING		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Edisford (08.00 to 18.00 Mon to Sun)	Up to 30 mins	EDFCP/8420n	VAT Inclusive	0.80	0.90	4540.00	1.00	5,040.00	11.11
	Up to 1 hour	EDFCP/8420n	VAT Inclusive	1.20	1.30	26260.00	1.40	28,280.00	7.69
	Up to 2 hours	EDFCP/8420n	VAT Inclusive	1.70	1.90	42560.00	2.00	44,800.00	5.26
	Up to 3 hours	EDFCP/8420n	VAT Inclusive	2.60	2.90	14490.00	3.10	15,490.00	6.90
	Up to 5 hours	EDFCP/8420n	VAT Inclusive	3.30	3.70	0.00	3.90	0.00	5.41
	Over 5 hours	EDFCP/8420n	VAT Inclusive	4.20	4.70	2720.00	4.90	2,840.00	4.26
Barclay Road, Longridge (08.00 to 18.00 Mon to Sat)	Up to 1 hour	BARCP/8420n	VAT Inclusive	1.20	1.30	3500.00	1.40	3,770.00	7.69
	Up to 2 hours	BARCP/8420n	VAT Inclusive	1.80	2.00	2890.00	2.10	3,030.00	5.00
	Up to 3 hours	BARCP/8420n	VAT Inclusive	3.10	3.50	1840.00	3.70	1,950.00	5.71
	Up to 10 hours	BARCP/8420n	VAT Inclusive	9.30	10.30	520.00	10.80	550.00	4.85

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CAR PARKING		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
LONG STAY CAR PARKS									
Chester Avenue (08.00 to 18.00 Mon to Sat)	Up to 4 hours	CHSCP/8420n	VAT Inclusive	1.80	2.00	23030.00	2.10	24,180.00	5.00
	Up to 10 hours	CHSCP/8420n	VAT Inclusive	3.00	3.30	13530.00	3.40	13,940.00	3.03
Holden Street (08.00 to 18.00 Mon to Sat)	Up to 4 hours	HOLCP/8420n	VAT Inclusive	1.80	2.00	5470.00	2.10	5,740.00	5.00
	Up to 10 hours	HOLCP/8420n	VAT Inclusive	3.00	3.30	2130.00	3.40	2,190.00	3.03
North Street (08.00 to 18.00 Mon to Sat)	Up to 4 hours	NORCP/8420n	VAT Inclusive	1.80	2.00	3270.00	2.10	3,430.00	5.00
	Up to 10 hours	NORCP/8420n	VAT Inclusive	3.00	3.30	2470.00	3.40	2,540.00	3.03
Whalley Road (08.00 to 18.00 Mon to Sat)	Up to 4 hours	WHLCP/8420n	VAT Inclusive	1.80	2.00	7140.00	2.10	7,500.00	5.00
	Up to 10 hours	WHLCP/8420n	VAT Inclusive	3.00	3.30	3520.00	3.40	3,630.00	3.03
Mitchell Street (08.00 to 18.00 Mon to Sat)	Up to 4 hours	MITCP/8420n	VAT Inclusive	1.80	2.00	2530.00	2.10	2,660.00	5.00
	Up to 10 hours	MITCP/8420n	VAT Inclusive	3.00	3.30	980.00	3.40	1,010.00	3.03

CAR PARKING		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Mardale Road, Longridge (08.00 to 18.00 Mon to Sun)	Up to 4 hours	MARCP/8420n	VAT Inclusive	1.80	2.00	2330.00	2.10	2,450.00	5.00
	Up to 10 hours	MARCP/8420n	VAT Inclusive	3.00	3.30	50.00	3.40	50.00	3.03
Sabden (09.00 to 17.00 Mon to Sun)	Up to 1 hour	SABCP/8420n	VAT Inclusive	1.20	1.30	260.00	1.40	280.00	7.69
	Up to 4 hours	SABCP/8420n	VAT Inclusive	1.80	2.00	990.00	2.10	1,040.00	5.00
	Up to 8 hours	SABCP/8420n	VAT Inclusive	2.60	2.90	510.00	3.10	550.00	6.90
Chipping (09.00 to 17.00 Mon to Sun)	Up to 1 hour	CHPCP/8420n	VAT Inclusive	1.20	1.30	1390.00	1.40	1,500.00	7.69
	Up to 4 hours	CHPCP/8420n	VAT Inclusive	1.80	2.00	4240.00	2.10	4,450.00	5.00
	Up to 8 hours	CHPCP/8420n	VAT Inclusive	2.60	2.90	2530.00	3.10	2,700.00	6.90
Dunsop Bridge (09.00 to 17.00 Mon to Sun)	Up to 1 hour	DUNCP/8420n	VAT Inclusive	1.20	1.30	1220.00	1.40	1,310.00	7.69
	Up to 4 hours	DUNCP/8420n	VAT Inclusive	1.80	2.00	5160.00	2.10	5,420.00	5.00
	Up to 8 hours	DUNCP/8420n	VAT Inclusive	2.60	2.90	3010.00	3.10	3,220.00	6.90
Coaches - Dunsop Bridge (09.00 to 17.00 Mon to Sun)	Up to 4 hours	DUNCP/8420n	VAT Inclusive	6.30	7.00	0.00	7.30	0.00	4.29
	Up to 8 hours	DUNCP/8420n	VAT Inclusive	10.80	11.90	0.00	12.40	0.00	4.20

CAR PARKING		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Ribchester (09.00 to 17.00 Mon to Sun)	Up to 1 hour	RIBCP/8420n	VAT Inclusive	1.20	1.30	6200.00	1.40	6,680.00	7.69
	Up to 4 hours	RIBCP/8420n	VAT Inclusive	1.80	2.00	21090.00	2.10	22,140.00	5.00
	Up to 8 hours	RIBCP/8420n	VAT Inclusive	2.60	2.90	3410.00	3.10	3,650.00	6.90
Coaches - Ribchester (09.00 to 17.00 Mon to Sun)	Up to 4 hours	RIBCP/8420n	VAT Inclusive	6.30	7.00	310.00	7.30	320.00	4.29
	Up to 8 hours	RIBCP/8420n	VAT Inclusive	10.80	11.90	0.00	12.40	0.00	4.20

Page 90 Slaidburn (09.00 to 17.00 Mon to Sun)	Up to 1 hour	SLDCP/8420n	VAT Inclusive	1.20	1.30	1410.00	1.40	1,520.00	7.69
	Up to 4 hours	SLDCP/8420n	VAT Inclusive	1.80	2.00	2630.00	2.10	2,760.00	5.00
	Up to 8 hours	SLDCP/8420n	VAT Inclusive	2.60	2.90	2080.00	3.10	2,220.00	6.90
Coaches - Slaidburn (09.00 to 17.00 Mon to Sun)	Up to 4 hours	SLDCP/8420n	VAT Inclusive	6.30	7.00	0.00	7.30	0.00	4.29
	Up to 8 hours	SLDCP/8420n	VAT Inclusive	10.80	11.90	0.00	12.40	0.00	4.20

		Ledger Code	VAT Liability	Charge from 1st April 2022	Charge from 1st April 2023	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25 4% Inflation	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Long Stay Permits	Long Stay Permit Per Annum	CPADM/8422n	VAT Inclusive	90.00	99.10	32320.00	103.10	33,620.00	4.04
	Staff Permit (Council Offices) Per Annum	CHUCP/8421n	VAT Inclusive	196.80	216.70	9950.00	225.40	10,350.00	4.01
	Staff Permit (Salthill Depot) Per Annum	SDEPO/8421n	VAT Inclusive	109.20	120.30	970.00	125.20	1,010.00	4.07
	Staff Permit (Ribblesdale Pool) Per Annum	RPOOL/8421n	VAT Inclusive	109.20	120.30	830.00	125.20	860.00	4.07
Fairs (Amusements)	Site Fee - Standard Charge	EDFCP/8805I	Non Vatable	428.70	472.00	400.00	492.00	420.00	4.24
	Plus Fee per Day Open	EDFCP/8805I	Non Vatable	164.00	180.60	620.00	189.00	650.00	4.65
	Refundable Deposits (Minimum)	EDFCP/8627z	Non Vatable	283.70	312.40	N/a	324.90	N/a	4.00

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY 17 OCTOBER 2023
title: Together an Active Future (TaAF) UPDATE
submitted by: ADAM ALLEN DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

1.1 To provide Committee with the attached summary update on the Sport England funded TaAF project.

1.2 Relevance to the Council's ambitions and priorities

- Corporate Objective – To help make people's lives safer and healthier.

2 BACKGROUND

2.1 The TaAF project is part of Sport Englands' National Delivery Pilot programme which has 12 areas across the Country all trying different approaches to increase physical activity.

2.2 The Pennine Lancashire area consists of Hyndburn, Pendle, BwD, Rossendale, Burnley, and Ribble Valley. Each are approaching their areas in different ways that are appropriate to the issues that are relevant to their residents.

2.3 The initial phase was the Pathfinder stage and that has now concluded with the Accelerator stage just beginning. The funding for the programme is due to end in 2025.

2.4 The approach is quite different to any previous Sport England project and is focused on trying new approaches rather than funding delivery. The organisation has moved dramatically to a placed based approach and recognised that the previous ways of encouraging people to become active through national campaigns and themes, were not achieving the desired results. Hence the local delivery pilot approach.

2.5 In order to best explain the project, we have worked with TaAF to produce the attached summary of the project in Ribble Valley to date, outlining the successes and the plans for the latter stage of the project until 2025.

2.6 The Active Villages theme is of particular importance to Sport England as Ribble Valley provides the perfect test bed for new approaches to getting people active in rural settings. It is hoped that this element of the scheme could result in a national model for Sport England and that this could encourage greater financial investment by Sport England in the future.

3. CONCLUSION

3.1 Sport England has been encouraged by the thinking and application of new ideas in Pennine Lancashire. Locally residents have benefited from the new way of working, the proposal for Active Villages provides a model for other rural areas to improve their activity levels in ways that are grown locally and not prescribed either nationally or regionally.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

ADAM ALLEN
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS – None

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



TaAF Ribble Valley

Position Statement as of August 2023

This summary is intended to remind of some of the key elements of the approach of Together an Active Future (TaAF), backed by Sport England, highlight some of the successes and challenges so far for Ribble Valley TaAF and update on the focus and goals for the next phase of this exciting work.

Context

- Together an Active Future (TaAF) in Pennine Lancashire is one of 12 places selected by Sport England (SE) to explore new ideas and approaches to how to help more people be physically active
- SE knew that traditional thinking and approaches to the challenge of inactivity for a large group of people wasn't working and so they provided TaAF with the freedom to take its time, think differently, get things wrong, get things right and learn from the experience to share with others
- Ribble Valley TaAF is one of six districts who have already made an impact by testing out a number of different ideas and approaches (Pathfinder phase) and are now accelerating their work and applying their learning in specific areas unique to their place (Accelerator phase)

Pathfinder (up until 2023) - Page 2 highlights just some of the impact and successes of this work so far

Community Action Network	Strengthening the Community Action Network to grow in terms of numbers, representation, reach and value to Ribble Valley partners and residents
Rural Isolation	Testing a 'Whole Village' approach in Dunsop Bridge by working with a local, trusted partner to enable a community to embed being active into village life
Active Schools (part of TaAF's Pennine Lancashire AS programme)	Supporting St James CofE to implement changes at all levels (practice, process, policy etc) to help children be more active in their school day

Challenges and learning include

Committed considerable time to bring RV partners with strong reputation for direct delivery, on a journey of change, without the success we hoped for - Whilst there were some successes, there was a reluctance to do things differently in line with Sport England and TaAF's ambition

A different way of working challenges RV Councils structured processes - The TaAF approach doesn't fit into a 'box' which can cause issues when there is inflexibility in terms of process. There have been delays and frustrations on both sides as TaAF and RV Council colleagues work this out

Accelerator (now up until end of 2025) - Page 2 highlights the ambitious goals for this work

Active Connections for long term health	A Ribble Valley wide upskilling programme for community partners to reach a level of accreditation , so that partners such as GP's and the strengthened CAN network have a trusted, stronger and broader range of physical activity options to refer RV residents with Long Term Conditions (LTC) to, knowing its localised and right for them – 'trust a trader' type model – positive change for hundreds of residents with LTC
It Takes a Village – a whole village approach to physical activity	Taking the learning from Dunsop Bridge across all of the Ribble Valley 'villages' to enable a local resident champion led approach to embedding physical activity at the heart of village life – positive change affecting thousands of villagers
Active Schools	Taking the learning and successes from St James CofE school collaboration to enable 6 more schools to implement changes that lead to more children being more active in a school day - positive change for more than 1,000 children

A few of the impacts and successes in Pathfinder

Community Action Network

The strengthening of CAN was needed to help TaAF's long term goals, but is benefitting all of Ribble Valley right now

- ✓ **130 individuals now part of the CAN**, an increase from 30 when TaAF support began
- ✓ Great **inclusion from a range of sectors, including police and GP's**
- ✓ **Partnership working in the Ribble Valley, openness and connections between partners and sectors stronger than ever**

It Takes a Village – a whole village approach to physical activity Dunsop Bridge

- ✓ Dunsop Bridge community, coordinated by funded local Village Champion, crowd funded a **Hodder Sport Equipment Library, a resource owned by village residents, housed by the Parish Council**
- ✓ **GP Practice actively referring to our champion for free 1:1 physical activity sessions and signposting to activities.** Leading to some of the older participants establishing their own class called 'waiting for God'

Active Schools

St James CofE

- ✓ **274 young people have more opportunities to be physically active throughout the school day**
- ✓ **13 teachers trained in physically active learning pedagogy (PALS)**
- ✓ **20 members of support staff trained as playtime activators**
- ✓ **15 young people from school council co-designed active playtimes**

Snapshots of some of the goals for Accelerator

Active Connections for long term health	2023 A new referral process trialled successfully with the CAN network to broaden the offer for residents	2024 Huge upskilling programme for community partners to gain level 3 accreditation	2025 Expand the Active Connections referral process into Primary Care and Integrated Neighbourhood Teams
It Takes a Village – a whole village approach to physical activity	2023 Active Village (AV) model, based on Dunsop Bridge impact and learning, created as the foundation for expansion	2024 3 more 'villages' become Active Villages AV accreditation developed and awarded	2025 All Ribble Valley villages accredited AV It Takes a Village TV show?!
Active Schools	2023 St James CofE evaluated as a more active school Next 2 schools identified and ready	2024 2 more schools introduce changes in practice and policy (examples above) meaning more children more active in school	2025 4 more schools introduce changes in practice and policy (examples above) meaning more children more active in school

Thoughts from Justine Blomeley – Sport England Strategic Lead – Place



"Thank you to Ribble Valley Council for supporting TaAF, and to RV TaAF for embracing the 'doing it differently' approach. This is important for Sport England, as we needed something different to the traditional grant allocation approach which we know isn't successful or effective long term.

Ribble Valley's geography creates unique challenges for wellbeing and physical activity which we're keen to learn from so it's great to see TaAF focus on village life, rural isolation/inclusion and how communities can lead change for themselves with the right local support."

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 17 OCTOBER 2023
 title: CAPITAL MONITORING 2023/24
 submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To report the progress on this Committee’s 2023/24 capital programme for the period to the end of September 2023.

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 2023/24 CAPITAL PROGRAMME BACKGROUND

2.1 There were 14 capital schemes that were originally approved for this committee totalling £1,095,750 (including budget and schemes moved from 2022/23). These were approved by the Policy and Finance Committee and Full Council at their meetings in February 2023 and March 2023 respectively.

2.2 At the 2022/23 year-end, it was identified that there were 6 schemes that had not been completed. The balance of budget for these schemes was £53,950, and the transfer of this budget to the 2023/24 financial year is known as slippage and was approved by this committee at the meeting held on 30 May 2023.

2.3 Furthermore, there have been two new schemes approved and additional budget approved for an existing scheme. These additional approvals totalled £302,210.

2.4 Another scheme previously approved for 2024/25 has been brought forward in to 2023/24 due to the urgency for a replacement. This scheme budget is for £19,300.

2.5 As a result of the above, the total approved budget for this Committee’s capital programme of 22 schemes is £1,471,210. This is provided in detail at Annex 1.

3 CAPITAL MONITORING 2023/24

3.1 The table below summarises the position on the capital programme for this committee.

	Scheme Count	£
Original Estimate 2023/24	9	616,310
Schemes and Budget moved from 2022/23	5	479,440
Total Original Estimate as per Budget Book	14	1,095,750
Slippage from 2022/23	4	53,950
Additional Approvals in year 2023/24	2	302,210
Schemes Brought Forward	1	19,300
Further Residual Scheme from 2022/23	1	0
Current Total Approved Budget 2023/24	22	1,471,210
Actual Spend and Commitments – April to September		526,956
Remaining Budget as at the end of September 2023		944,254

- 3.2 At the end of September, £526,956 had been spent or committed. This is 35.8% of the full year approved capital programme budget for this Committee of £1,471,210.
- 3.3 Shown at Annex 1 is a table showing a breakdown of the position at the end of the first quarter by scheme.
- 3.4 Annex 2 provides a summary of each of the schemes and the current position on progress.
- 4 CONCLUSION
- 4.1 At the end of August 2023 £526,956 had been spent or committed. This is 35.8% of the full year approved capital programme budget for this Committee of £1,471,210.
- 4.2 The position on the 22 schemes at the end of the first quarter can be summarised as shown below:

Current Position	Current Status	Scheme Count	Full Year Budget £	Spend and Commitments to end of September £	Remaining Budget as at end of September £
Unlikely to be completed within the financial year	R	2	396,170	7,169	389,001
Currently expected to be fully or substantially completed in year	A	14	1,008,410	447,011	561,399
Scheme completed	G	6	66,630	72,776	-6,146
Total		22	1,471,210	526,956	944,254

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES AND
DEPUTY CHIEF EXECUTIVE

CM12-23/LO/AC
9 OCTOBER 2023

For further background information please ask for Lawson Oddie.
BACKGROUND PAPERS – None

Community Services Committee - Capital Programme 2023/24

Cost Centre	Scheme	Original Estimate 2023/24 £	Budget Moved from 2022/23 £	Slippage from 2022/23 £	Additional Approvals 2023/24 £	Current Total Approved Budget 2023/24 £	Actual Expenditure including Commitments as at end of September 2023 £	Remaining Budget as at end of September 2023 £	Percent of Budget Spent at end of September 2023 %	Current Status
BGCAF	Refurbishment of Bowling Green Café - Castle Grounds			2,040		2,040	0	2,040	0.00%	A
BLVPD	Berry Lane Toilets - Vandal Proof Design				45,000	45,000	246	44,754	0.55%	A
CASKP	Castle Keep Lime Repointing Works and Repairs		307,600	19,170		326,770	4,333	322,437	1.33%	R
CRBYS	Replacement of Concrete Bays to Rear of Depot	32,400				32,400	0	32,400	0.00%	A
CHPLT	Changing Places Toilet Scheme				204,000	204,000	827	203,173	0.41%	A
EDPDR	Edisford Playing Pitches Drainage Works		10,900			10,900	0	10,900	0.00%	A
FLPIP	Ribblesdale Pool Filter and Tile Works					0	5,713	-5,713	-	G
GMHYJ	Replacement Kubota Mower PO15 HYJ	30,000				30,000	0	30,000	0.00%	A
LDASR	Longridge Depot 'Ambulance Shed' Refurbishment	47,500				47,500	354	47,146	0.75%	A
MARPD	Mardale Playing Pitches Drainage		80,440	-590	53,210	133,060	120,334	12,726	90.44%	A

Community Services Committee - Capital Programme 2023/24

Cost Centre	Scheme	Original Estimate 2023/24 £	Budget Moved from 2022/23 £	Slippage from 2022/23 £	Additional Approvals 2023/24 £	Current Total Approved Budget 2023/24 £	Actual Expenditure including Commitments as at end of September 2023 £	Remaining Budget as at end of September 2023 £	Percent of Budget Spent at end of September 2023 %	Current Status
PLAYV	Play Area Improvements 2021/22			17,940		17,940	17,940	0	100.00%	G
PLAYW	Play Area Improvements 2022/23			11,740		11,740	11,069	671	94.28%	G
PLYRP	Play Areas Refurbishment Programme	108,600				108,600	73,313	35,287	67.51%	A
REPWB	Replacement of Refuse Wheelie Bins	14,000				14,000	11,520	2,480	82.29%	G
RPEST	Ribblesdale Pool Feasibility Study	32,610				32,610	0	32,610	0.00%	A
RPJET	Replacement Drain Jetter – trailer mounted	0			19,300	19,300	23,704	-4,404	122.82%	G
RPKYK	Replacement of Refuse Collection Vehicle VN12 KYK	246,200				246,200	247,606	-1,406	100.57%	A
RRUPS	Roof Renewal and Upgrade to Parks Store Building in Castle Grounds	69,400				69,400	2,836	66,564	4.09%	R
RVAYK	Replacement of Refuse Iveco Tipper (PO60 AYK)		46,000			46,000	0	46,000	0.00%	A
SDGAR	Salthill Depot Garage - Replace Roller Shutter Doors and Rewire Garage			3,650		3,650	2,830	820	77.53%	G

Community Services Committee - Capital Programme 2023/24

Cost Centre	Scheme	Original Estimate 2023/24 £	Budget Moved from 2022/23 £	Slippage from 2022/23 £	Additional Approvals 2023/24 £	Current Total Approved Budget 2023/24 £	Actual Expenditure including Commitments as at end of September 2023 £	Remaining Budget as at end of September 2023 £	Percent of Budget Spent at end of September 2023 %	Current Status
SPCRF	Sabden Public Conveniences Refurbishment	35,600				35,600	4,331	31,269	12.17%	A
WWUC	Replacement of High Top Transit Van PJ63 WUC		34,500			34,500	0	34,500	0.00%	A
Total Community Services Committee		616,310	479,440	53,950	321,510	1,471,210	526,956	944,254	35.82%	

Community Services Committee – Capital Programme 2023/24

BGCAF: Refurbishment of Bowling Green Café – Castle Grounds

Budget Holder: Mark Beveridge

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

The original capital scheme was for the refurbishment of the Bowling Green Café in the Clitheroe Castle grounds to allow the facility to be let out for business at a budget of £45,000.

The remaining budget on the scheme in 2023/24 relates to approved slippage from 2022/23 (£2,040). At the time of approval of the slippage (May 2023) it was reported that the budget would be used to complete the handrail on the steps down to the skatepark. It was expected the work would be completed by the summer of 2023.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	2,040
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	2,040
Actual Expenditure including Commitments as at end of September 2023	0
Remaining Budget as at end of September 2023	2,040

Budget Holder Comments:

September 2023: Quotes have been obtained, we are waiting to learn if listed building consent is needed, if not the work will be ordered, otherwise a delay will be incurred until the consent is gained.

June 2023: Quotes are being obtained from contractors for a hand rail. This is expected shortly, and after receipt, an order will be placed to complete this work.

March 2023: The slippage will be used to complete the handrail on the steps down to the skatepark. It is expected the work will be completed by the summer.

August 2022: Consideration is currently being given to two possible options for use of the remaining budget, either the installation of CCTV at the rear of the café to help prevent vandalism or use of the remaining budget to help towards the cost of a future separate scheme for handrail replacement works adjacent to the café. Whatever way forward is chosen, it is expected that this refurbishment scheme will be completed in 2022/23.

June 2022: The estimated cost of the outstanding hand rail works on this scheme is higher than the £2k budget left available. Additional budget funding for the higher cost of the works will be confirmed by the Head of Service before the works are commenced in-year.

March 2022: The work on the café and surrounding area was substantially completed in-year and the café has been let. There are still some minor external works to be completed on the café and it is proposed to fit a handrail on the steps adjacent to the café. These works are expected to be completed in Summer 2022, dependent on supply of materials. Slippage of £2,150 into 2022/23 is requested to fund these remaining works.

August 2021: The kitchen works have been agreed with the new café concession holder and have commenced. The kitchen works and other final works are still planned for completion before Christmas 2021.

Community Services Committee – Capital Programme 2023/24

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 2023/24

BLVPD: Berry Lane Toilets Vandal Proof Design

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

Following the return of the responsibility for the toilets on Berry Lane, Longridge to this Council (approved by this committee and Policy and Finance Committee in March 2023), this scheme was put in place to allow for the refurbishment of the toilets to a vandal resistant design.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	45,000
Current Total Approved Budget 2023/24	45,000
Actual Expenditure including Commitments as at end of September 2023	246
Remaining Budget as at end of September 2023	44,754

Budget Holder Comments:

September 2023: The specialist, vandal-proof design and construction will be completed by the end of February 2024.

June 2023: In discussion with Longridge Town Council regarding design options. When these have been agreed the contract documents will be drawn up and the works tendered.

Community Services Committee – Capital Programme 2023/24

CASKP: Castle Keep Lime Repointing Works and Repairs

Budget Holder: Winston Robinson

Latest Status: Unlikely to be completed within the financial year

**Brief Description of the Scheme:**

Internal Works: De-weed walls and treat with weedkiller; Remove capping from wall tops, reforming a new capping with St Astier Hourdex; Remove cement pointing from the internal walls; Repointing with lime mortar; Replace lower level capping with Hourdex; Supply and fit new steel stair door (in same style); Supply and fit steel support brace to main flag pole member.

External Works: Remove weeds and growths, treating with weed-killer; Remove cement pointing from the walls and re-pointing with Lime Mortar where affected; Carefully extract badly repaired stonework and carry out new stone repairs; Supply and fit 1 new section of anti-climb railing to suit due to bent and broken bars; Repaint steel guardrails within openings; Re-set 1 set of 6 number steps by remove, cleaning out and re-bedding.

Lighting: Replace existing Keep lighting for LED, reducing consumption by 70%.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	307,600
Approved Slippage from 2022/23	19,170
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	326,770
Actual Expenditure including Commitments as at end of September 2023	4,333
Remaining Budget as at end of September 2023	322,437

Budget Holder Comments:

September 2023: The structural survey, in advance of the pointing works, has highlighted potential issues with localised stability resulting in the Keep being temporarily closed. The proposed remedial structural works will be incorporated into the restoration works which are expected to start March 2024 and take six months to complete.

June 2023: A purchase order has been issued for a rope access survey to take samples of the existing lime mortar bedding and joints. The results of the survey will be discussed with the Conservation Officer and an agreed specification will be put out to tender or this specialist work. It is most likely that the works will be completed in the 24/25 financial year.

March 2023: Some initial works on this scheme were started in 2022/23 and the remaining balance of unspent budget is proposed to be moved to the 2023/24 financial year to be added to the scheme balance.

Going forward, discussions are to take place with the Council's Conservation Officer, Historic England and a Conservation Structural Engineer regarding the proposed grouting, masonry stitching and re-pointing works. Samples of existing materials will be sent off to a laboratory for analysis to replace like with like. Due to the lengthy process for investigation work and acquiring formal consents it is anticipated that the full scheme works will not be completed until October 2024.

Community Services Committee – Capital Programme 2023/24

August 2022: There was no spend to the end of August 2022. However, the external consultants that are being engaged for the investigation and generation of tender documents stages of this scheme are likely to be appointed in October 2022 and a separate bat survey has already been commissioned. These pre-contract works are likely to be completed in 2022/23. However, given the time involved in specifying and designing this type of scheme and then tendering, it is not expected that there will be any work undertaken on the main contract works in 2022/23.

Given the above, it is estimated that only a small part of the scheme budget will be spent in 2022/23. Therefore, when the 2022/23 revised estimate budget is set in January 2023, it is likely that a reduced 2022/23 revised estimate budget will be confirmed for this scheme and the remainder of the scheme budget will be moved to the 2023/24 capital programme budget.

June 2022: External consultants are being engaged to advise on how to undertake the work required on this scheme, given this is an ancient and listed building. Quotes have been received and the preferred consultants will be selected in the near future. At this stage it is unclear if the main scheme works will be completed in 2022/23.

Community Services Committee – Capital Programme 2023/24

CBAYS: Replacement of Concrete Bays to Rear of Depot

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

The concrete bays (approx. 1,500sqm) behind the transfer sheds are the original bays constructed some twelve years ago. They form an area upon which all the depot vehicles drive and park. Unfortunately, with their age and the weights and the manoeuvring of the vehicles the bays are breaking up and moving. Over time this could turn out to be dangerous to both staff and vehicles. The scheme is to replace the concrete bays that are beyond repair and repair ones that are suitable to be repaired.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	32,400
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	32,400
Actual Expenditure including Commitments as at end of September 2023	0
Remaining Budget as at end of September 2023	32,400

Budget Holder Comments:

September 2023: This work was put on-hold to see whether or not a vehicle lift could be incorporated into the repairs/replacements. The estimate for the lift has recently been received. Due to the expense of the lift the works will revert back to the original proposal.

June 2023: We are waiting for an estimate for a vehicle lift to be incorporated into the concrete bays that will allow operatives at the depot to wash the under-carriages of the refuse collection vehicles. It is anticipated that these works will be completed this financial year 23/24.

Community Services Committee – Capital Programme 2023/24

CHPLT: Changing Places Toilet Scheme

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

The council were successful in securing funds under the government's Changing Places Fund.

Changing Places toilets are larger accessible toilets designed for severely disabled people, with equipment such as hoists, curtains, adult sized changing benches, and space for carers. The sites allocated for the funding are Edisford Riverbank Toilets, Ribchester Toilets and Castlefield Toilets. The schemes was approved by this committee and Policy and Finance Committee in March 2023.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	204,000
Current Total Approved Budget 2023/24	204,000
Actual Expenditure including Commitments as at end of September 2023	827
Remaining Budget as at end of September 2023	203,173

Budget Holder Comments:

September 2023: Contract documents are being prepared for tendering in November 2023, start on-site date early January 2024 and completion by the end of February 2024.

June 2023: This is a wholly external-funded project, the provision of three very high specification toilets for the disabled at Ribchester, Edisford and The Castle. It is expected that a planning application will be submitted by the end of August 23. During the planning process the contract documents will be drawn up such that tendering the works can be completed by the end of November 23 with works starting on-site Jan 24 and completed by the end of March 24.

Community Services Committee – Capital Programme 2023/24

EDPDR: Edisford Playing Pitches Drainage Works

Budget Holder: Mark Beveridge

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

Works under this scheme were to improve the drainage of the levelled Edisford grass pitch created from the spoil of the synthetic pitch installation in 2019. This would involve installation of drainage to extend the usable time the pitch can be played on in Winter, and installation of a cut off drain to prevent surface water run-off onto a nearby path.

This scheme was approved in November 2021. Work on the scheme started in 2021/22, but some works were still outstanding at 31 March 2022. Budget slippage of £15,490 was moved into 2022/23, and then further slippage of £10,900 was moved into 2023/24

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	10,900
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	10,900
Actual Expenditure including Commitments as at end of September 2023	0
Remaining Budget as at end of September 2023	10,900

Budget Holder Comments:

September 2023: Work has been delayed due to the breakdown of our tractor which was needed to carry out the work. It is hoped to carry out this work before the end of October 2023 depending on the weather. Otherwise, it will be delayed until 2024/25, a clear position will be known by January 2024

June 2023: The budget remaining is too small to deliver a meaningful drainage scheme, however drainage improvement can be achieved with adding sand to the soil and that is being explored.

March 2023: The current year works on the cut off drain are now complete at a cost of £4,590 and this leaves £10,900 for main pitch drainage works. This remaining sum will likely provide for some drainage works but may not cover drainage works for the full pitch. The actual works will now be planned and the work will now take place in spring/summer 2023, after the end of the current football season.

August 2022: At the end of August 2022, further works on the cut off drain were still required. The further works have now been ordered in September 2022 at an estimated cost of £4,590. The main pitch drainage works will be re-assessed and procured once the cut off drain works are completed in-year and the remaining budget available is confirmed. The remaining sum will likely provide for some drainage works but may not cover drainage works for the full pitch. At this stage it is expected that this scheme will be completed in-year.

June 2022: Further works on the cut off drain are required and these are still to be programmed. The main pitch drainage works will be specified and procured once the cut off drain works are completed and the remaining budget available is confirmed. The remaining sum will likely provide for some drainage works but may not cover drainage works for the full pitch. At this stage it is expected that this scheme will be completed in-year.

March 2022: Initial work on the cut off drain has been completed in 2021/22 but further works are required on the cut off drain and these are still to be programmed. The main pitch drainage

Community Services Committee – Capital Programme 2023/24

works have not been undertaken yet because these will be specified and procured once the cut off drain works are completed and the remaining budget available is confirmed. The remaining sum will likely provide for some drainage works but may not cover drainage works for the full pitch.

The further work required is expected to be undertaken in 2022/23, but actual dates are to be confirmed, subject to completion of the cut off drain work and availability of contractors and favourable weather conditions for the main pitch drainage works.

November 2021: The main cut off drain is installed, ground works are to be completed around this and pitch work is to be completed when ground conditions improve. The aim is to complete this in early 2022, but this is weather dependent.

Community Services Committee – Capital Programme 2023/24

FLPIP: Ribblesdale Pool Filter and Tile Works

Budget Holder: Mark Beveridge

Latest Status: Scheme Completed



Brief Description of the Scheme:

To original scheme was for the replacement of the existing water filters with 3 smaller composite filters. There was an amendment to the original scheme, which was approved by Policy and Finance Committee in September 2022. The amended scheme was for the replacement of pool filter media (the sand and pebbles which are used to filter the water from the pool) and refurbishing pool tiles, rather than replacement of the pool filter and pipework.

The scheme wasn't able to be fully completed in 2022/23, or within the available budget. As a result the remaining spend needed to complete the schemes is shown here as an overspend.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	0
Actual Expenditure including Commitments as at end of September 2023	5,713
Remaining Budget as at end of September 2023	-5,713

Budget Holder Comments:

September 2023: Scheme has now been completed

June 2023: Scheme has now been completed

March 2023: This scheme has previously changed in nature at the revised estimate and also the budget was reduced from £44,000 to £31,000. Whilst works have been undertaken and partially completed on this scheme, there are still further works required. In order to reach satisfactory full completion further spend will be required in the 2023/24 financial year of £5,710. It is proposed that this would be funded from the Fleming VAT Reclaim Earmarked Reserve, which is where the scheme was originally funded from. The budget for 2023/24 will be reviewed at the revised estimate.

August 2022: The initial scheme plan was for replacement of the pool filter and pipework. The amended scheme is for the replacement of pool filter media (the sand and pebbles which are used to filter the water from the pool) and refurbishing pool tiles. At this stage, the aim is to complete the work in November/December 2022, which are the months when such works are often scheduled for swimming pools, but this is subject to the availability of contractors for that time period.

June 2022: The initial scheme plan was for replacement of the pool filter and pipework. Options other than replacement are currently being considered for this scheme, given the cost involved in full replacement and because a capital bid has been put forward to replace Ribblesdale Pool at some point in the future. A report on this is included elsewhere on this meeting's agenda. Subject to the way forward agreed, it is expected that this scheme will be completed in-year.

Community Services Committee – Capital Programme 2023/24

GMHYJ: Replacement Kubota Mower PO15 HYJ

Budget Holder: Mark Beveridge

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

This mower is due for replacement in the 2023/24 financial year in line with the vehicle and plant replacement programme. The scheme budget allows for the purchase of a F391 equivalent machine.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	30,000
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	30,000
Actual Expenditure including Commitments as at end of September 2023	0
Remaining Budget as at end of September 2023	30,000

Budget Holder Comments:

September 2023: After a review of machine requirements, it is proposed to purchase a Gianni Ferrari T450 ex-hire machine. This collects grass as well as cutting, unlike the current machine. It was registered in 2020 and will cost £21k plus £2,280 for a 12-month warranty. The new cost of such a machine is £52k. Any future replacement programme would follow the same schedule as the Kubota it replaces.

June 2023: An assessment of machines is currently being carried out to assess if a different type of mower would be better suited to the work being undertaken.

Community Services Committee – Capital Programme 2023/24

LDASR: Longridge Depot ‘Ambulance Shed’ Refurbishment

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

The building has fallen into a state of disrepair. The shed also has an asbestos roof and side panels. The shed is a good-sized structure and has the potential to be used for storage of parks equipment and vehicles. In its current state the structure is unsuitable for this purpose and requires a substantial upgrade to carry out a number of identified works to bring the structure into a good state of repair.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	47,500
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	47,500
Actual Expenditure including Commitments as at end of September 2023	354
Remaining Budget as at end of September 2023	47,146

Budget Holder Comments:

September 2023: Works are programmed to start on-site early February 2024 with completion by the end of March 2024.

June 2023: Six out of eight quotes for the works have been returned, waiting for the other two. It is expected that the works will be undertaken Jan 24 - March 24.

Community Services Committee – Capital Programme 2023/24

MARPD: Mardale Playing Pitches Drainage

Budget Holder: Mark Beveridge

Latest Status: Currently expected to be fully or substantially completed in year

A**Brief Description of the Scheme:**

This scheme is to improve the drainage of the playing pitches at Mardale and is to be funded by the s106 money which the Council has received from the developer for the Dilworth development in Longridge. Mardale playing pitches are well used by local teams. The playing pitches have historically been subject to flooding, resulting in the loss of many games during the winter period. This has a direct impact on the health of the local youngsters involved, as well as creating a backlog of games for all teams using the pitches.

Following a tender exercise there was an additional budget approval for the scheme of £53,210, which was approved by this committee in May 2023 and by Policy and Finance Committee in June 2023.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	80,440
Approved Slippage from 2022/23	-590
Additional Approvals 2023/24	53,210
Current Total Approved Budget 2023/24	133,060
Actual Expenditure including Commitments as at end of September 2023	120,334
Remaining Budget as at end of September 2023	12,726

Budget Holder Comments:

September 2023: The original tendered scheme is 100% complete. There are some minor, additional, contingency works estimated at £6000 remaining. It is expected that these will be completed in November 2023.

June 2023: These works are substantially complete with a current approved spend of £98,000. The remaining works will be finished by the end of August 23, weather permitting. It is likely that the final spend will be £125,000.

March 2023: A report is going to the next Policy and Finance committee to advise that the tenders received are higher than the available budget and seek additional funding to enable the scheme to be completed.

August 2022: The initial tender prices received for the scheme works were significantly higher than the £80,440 budget available. Given this, officers will now re-evaluate how to use this budget for Mardale playing pitches drainage, as the budget available must be spent on drainage works at this site to meet the requirements of the S106 agreement that funds this scheme. Once confirmed, the work will be put out to tender with the aim of completing the work in spring/summer 2023, after the end of the current football season. Given this, the scheme will not be completed in this financial year and the remaining £80,440 budget will be moved to the 2023/24 capital programme, when the 2022/23 revised estimate budget is set in January 2023. Officers will report the updated plans for this scheme to a future meeting of the Community Services Committee.

June 2022: Tenders for this work were expected to be returned by 5 August 2022 and the tender specification requires the work to be completed by the end of September 2022. Officers will provide an update on progress to members at the Committee meeting on 23 August 2022.

Community Services Committee – Capital Programme 2023/24

PLAYV: Play Area Improvements 2021/22

Budget Holder: Mark Beveridge

Latest Status: Scheme Completed

**Brief Description of the Scheme:**

The regular Play Area Improvements budget for 2021/22 was £40,000 and £40,740 was spent in 2021/22. The budget was increased in 2021/22 by £80,600 for work at specific play areas, as follows:

- 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.
- In September 2021 the budget was increased by £17,940 when Policy and Finance Committee approved budget for installation of new equipment at Highfield Road and Highmoor Park play areas. The additional budget was funded by s106 contributions.

These additional specific improvement works were still to be completed at 31 March 2022 and at 31 March 2023 there were still works to be completed.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	17,940
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	17,940
Actual Expenditure including Commitments as at end of September 2023	17,940
Remaining Budget as at end of September 2023	0

Budget Holder Comments:

September 2023: Scheme has now been completed.

June 2023: Scheme has now been completed.

March 2023: Prices are being obtained for the painting and safety surface work. Once obtained, orders will be placed to try and get some of the work completed ahead of the summer school holidays

August 2022: At the end of August 2022, the Clitheroe Castle play area works had been planned for September 2022. The works have subsequently been completed in September 2022 and will be paid for in October 2022. The Kestor Lane play area works have now started and are expected to be completed by the end of October 2022. Initial tender prices received for the works at Highfield Road and Highmoor Park were higher than the £17,940 budget available for these play areas, so a further round of quotes is to be obtained for installation of a revised set of play equipment to match the budget available. At this stage it is expected that these works will still be completed in-year, subject to contractor and materials availability.

June 2022: This budget is for specific improvement schemes at Kestor Lane play area and Clitheroe Castle play area and installation of new equipment at Highfield Road and Highmoor Park play areas. The Kestor Lane improvement scheme is also being part-funded by the Play

Community Services Committee – Capital Programme 2023/24

Area Improvements 2020/21 budget. The works on the Kestor Lane and Clitheroe Castle schemes have been ordered from the appointed contractor and at this stage it is expected that the works will be complete by the end of October 2022. Initial tender prices received for the works at Highfield Road and Highmoor Park were higher than the £17,940 budget available for these play areas, so a further round of quotes is to be obtained for installation of a revised set of play equipment to match the budget available. At this stage it is expected that these works will still be completed in-year.

March 2022: £40,740 was spent on the regular in-year play areas improvement works, resulting in a minor £740 overspend. The three specific improvement schemes were put out to competition simultaneously in March 2022, so no work was completed on the schemes in-year.

Contracts will be awarded in May 2022 for the schemes at Kestor Lane and Clitheroe Castle. However, the prices received for the works at Highfield Road and Highmoor Park were higher than the £17,940 budget available for these play areas, so a further round of quotes will be sought for installation of a revised set of play equipment to match the budget available.

November 2021: The Kestor Lane play area and Clitheroe Castle play area improvement schemes and installation of new equipment at Highfield Road and Highmoor Park play areas are being put out to tender in one combined contract. It was planned for the tender process to be progressed before the end of 2021. However, issues with the framework agreement the Council is using mean that this work has been delayed unexpectedly and tenders are expected to be processed in January 2022, with completion of the sites in early 2022, subject to weather conditions.

The rest of the budget was allocated to significant refurbishment works at Proctors Field play area, significant equipment replacement work at Calderstones play area and other in-year routine improvement works across various play areas, based on officer and/or insurance condition surveys. The Proctors Field and Calderstones work is now complete. The remaining budget of £3,061 is for the continuing in-year routine improvement works and it is expected that this budget will be used in 2021/22.

August 2021: £80,600 of this budget is for specific improvement schemes at Kestor Lane play area and Clitheroe Castle play area and installation of new equipment at Highfield Road and Highmoor Park play areas. These schemes are being put out to tender in one combined contract. At this stage it is expected that the work will be put out to tender at the end of October 2021. The current aim is for the schemes to be completed within this financial year, but the actual delivery of the works will be dependent on tender process timescales, preferred contractor availability, speed of equipment supply and the weather over the winter period. Thus, at this stage there is no certainty that the works will be completed in-year.

The rest of the budget, £40,000, was allocated to significant refurbishment works at Proctors Field play area, significant equipment replacement work at Calderstones play area and other in-year routine improvement works across various play areas, based on officer and/or insurance condition surveys. The Proctors Field work is now complete and the work at Calderstones is close to completion. The remaining budget of £8,393 is for the continuing in-year routine improvement works and it is expected that this budget will be used in 2021/22.

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.

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 2023/24

PLAYW: Play Area Improvements 2022/23

Budget Holder: Mark Beveridge

Latest Status: Scheme Completed

**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.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	11,740
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	11,740
Actual Expenditure including Commitments as at end of September 2023	11,069
Remaining Budget as at end of September 2023	671

Budget Holder Comments:

September 2023: Scheme has now been completed.

June 2023: Scheme has now been completed.

March 2023: Supplier delays meant that the equipment sought before March 23 could not be obtained. This work is still needed, and the slippage request will enable the work to be completed.

August 2022: Work undertaken to date includes surfacing work and refurbishment of a multi-play unit at Kestor Lane play area, new springers at John Smiths play area and improved gate closer fittings across several play areas. Further works will be planned throughout the year and at this stage it is expected that the budget will be spent in-year.

June 2022: This budget is for routine improvement works, based on regular playground checks and/or insurance condition surveys, and any enhanced improvement works required in-year. Work undertaken to date includes surfacing at Kestor Lane play area and new springers at John Smiths play area. Further works will be planned throughout the year and at this stage it is expected that the budget will be spent in-year.

Community Services Committee – Capital Programme 2023/24

PLYRP: Play Areas Refurbishment Programme

Budget Holder: Mark Beveridge

Latest Status: Currently expected to be fully or substantially completed in year

A**Brief Description of the Scheme:**

The bulk of this scheme is based on refurbishing or replacing the safety surfaces plus painting of the metal play equipment. There is some replacement of equipment notably at Salthill which is a wood only site and has been heavily vandalised as a result of the location. The detailed programme of works was included in the October 2021 report to Community Services Committee.

The refurbishment works, which have a total cost of £570,850, are to be undertaken via a rolling programme over five years, beginning in 2023/24. The 2023/24 approved budget is £108,600.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	108,600
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	108,600
Actual Expenditure including Commitments as at end of September 2023	73,313
Remaining Budget as at end of September 2023	35,287

Budget Holder Comments:

September 2023: There have been some weather-related delays, the painting and safety surface work is progressing. Depending on the autumn weather some of this work may have to be deferred until the Spring. That position will be known around January.

June 2023: The play area work has since commenced. The safety surface contract has been awarded and some of that work has been completed. Obtaining a painting contractor has proved difficult, though it is hoped one can be appointed to enable work to be completed before winter commences.

Community Services Committee – Capital Programme 2023/24

REPWB: Replacement of Refuse Wheelie Bins

Budget Holder: Winston Robinson

Latest Status: Scheme Completed



Brief Description of the Scheme:

This annual capital scheme allows for the replacement of bins due to age and fatigue. This scheme covers a selection of bin sizes and colours.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	14,000
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	14,000
Actual Expenditure including Commitments as at end of September 2023	11,520
Remaining Budget as at end of September 2023	2,480

Budget Holder Comments:

September 2023: Scheme Completed. However, some residual spend still left to be charged to the scheme budget

June 2023: On-track to be spent before the end of the calendar year.

Community Services Committee – Capital Programme 2023/24

RPFST: Ribblesdale Pool Feasibility Study

Budget Holder: Mark Beveridge

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

This scheme covers a full feasibility study and is focused on providing the Council with an insight into what is needed to be undertaken in respect of the Ribblesdale Pool facility. This will include looking at a broad range of options to better inform future decision making in this service area.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	32,610
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	32,610
Actual Expenditure including Commitments as at end of September 2023	0
Remaining Budget as at end of September 2023	32,610

Budget Holder Comments:

September 2023: Tenders have been received and an order is due to be placed in October, with the work itself taking place in the following 3-4 months.

June 2023: The brief is complete and the procurement of a consultant will commence in September, with the study itself planned to be complete by the end of 23/24.

Community Services Committee – Capital Programme 2023/24

RPJET: Replacement Drain Jetter

Budget Holder: Winston Robinson

Latest Status: Scheme Completed



Brief Description of the Scheme:

Following the breakdown of the existing Jetter unit, which was due to be replaced in 2024/25, this scheme has been brought forward.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	19,300
Current Total Approved Budget 2023/24	19,300
Actual Expenditure including Commitments as at end of September 2023	23,704
Remaining Budget as at end of September 2023	-4,404

Budget Holder Comments:

September 2023: Scheme completed.

Community Services Committee – Capital Programme 2023/24

RPKYK: Replacement of Refuse Collection Vehicle VN12 KYK

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

This scheme is for the replacement of Refuse Collection Vehicle VN12 KYK. It will be replaced with a like for like model in accordance with the vehicle and plant replacement programme.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	246,200
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	246,200
Actual Expenditure including Commitments as at end of September 2023	247,606
Remaining Budget as at end of September 2023	-1,406

Budget Holder Comments:

September 2023: Vehicle ordered. Vehicle delivery is now expected before the end of October 2023.

June 2023: This vehicle is due to be delivered at the end of September 23.

Community Services Committee – Capital Programme 2023/24

RRUPS: Roof Renewal and Upgrade to Parks Store Building in Castle Grounds

Budget Holder: Winston Robinson

Latest Status: Unlikely to be completed within the financial year

**Brief Description of the Scheme:**

The parks store building is located on castle hill at the rear of the steward's gallery and education suite. Currently the roof covering is very dilapidated and has reached the end of its serviceable lifespan.

Due to the nature of the items stored in the building, it needs to be watertight to protect the wider building fabric and contents. Further works include renewal of the electrical installation within the building including security and fire alarm.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	69,400
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	69,400
Actual Expenditure including Commitments as at end of September 2023	2,836
Remaining Budget as at end of September 2023	66,564

Budget Holder Comments:

September 2023: The ecology survey has highlighted the possible presence of bats. As such, works cannot take place unless the temperature scale is +5C and rising. A planning application has been submitted and a decision is due at the end of November 2023. For these two reasons it is unlikely that works on-site will begin before March 2024 with six weeks for completion.

June 2023: Listed Building Consent and Planning Application has been submitted after agreeing the detail with the Conservation Officer. Quotes for the works will be returned mid-September and it is expected that these will be completed before the end of the calendar year.

Community Services Committee – Capital Programme 2023/24

RVAYK: Replacement of Refuse Iveco Tipper PO60 AYK

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

A**Brief Description of the Scheme:**

Scheme to replace the refuse tipper vehicle which will be 12 years old at the time of replacement. This scheme is for the replacement of the existing vehicle PO60 AYK, which will be at the end of its economic life in 2022. It will be replaced for a like for like model in accordance with the Vehicle and Mobile Plant replacement programme.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	46,000
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	46,000
Actual Expenditure including Commitments as at end of September 2023	0
Remaining Budget as at end of September 2023	46,000

Budget Holder Comments:

September 2023: Purchase of this vehicle is on-hold whilst a number of alternatives are trialled for suitability of the collection of the recently identified persistent organic pollutants waste stream. A new vehicle will be ordered January 2024.

June 2023: There is a new requirement that this replacement vehicle will need to be capable of transporting hazardous, persistent organic pollutants (POPS). We are currently in negotiation with Lancashire County Council (the Waste Disposal Authority) regarding the storing and collection detail. It would be wise to assess/hire a number of options before committing to purchase.

March 2023: Given the general situation in the new vehicle supply market, the vehicle is unlikely to be delivered in this financial year.

August 2022: The specification for the replacement vehicle has been confirmed and quotes will be obtained in the near future. At this stage it is hoped that the purchase will be completed in-year, but this is subject to supplier delivery timescales.

June 2022: Officers are working up the replacement vehicle specification with some supplier input. Once specified, the replacement vehicle will be ordered. At this stage it is expected that the purchase will be completed in-year.

Community Services Committee – Capital Programme 2023/24

SDGAR: Salthill Depot Garage – Replace Roller Shutter Doors and Rewire Garage

Budget Holder: Winston Robinson

Latest Status: Scheme Completed

**Brief Description of the Scheme:**

The purpose of the scheme is to replace the garage roller shutter doors at the Salthill Depot and re-wire the garage. Much of this work has been completed, but at the end of the 2022/23 financial year there were still some works to be completed, namely some final items of rewiring works.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	3,650
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	3,650
Actual Expenditure including Commitments as at end of September 2023	2,830
Remaining Budget as at end of September 2023	820

Budget Holder Comments:

September 2023: Scheme completed

June 2023: These works will be completed by the end of March 24

March 2023: There are a few elements of the rewiring work to be finalised at the end of the financial year, and the budget that is requested for slippage will allow this work to be finalised in the 2023/24 financial year.

August 2022: At the end of August 2022 the roller shutter doors had been installed and the rewire work had been specified. The rewire work has subsequently been ordered at a cost of £19,574. At this stage it is expected that the rewire work will be completed in-year.

June 2022: The roller shutter doors have been installed. The rewire specification is being worked up currently, so quotes can be obtained for the work. At this stage it is expected that the rewire work will be completed in-year.

Community Services Committee – Capital Programme 2023/24

SPCRF: Sabden Public Conveniences Refurbishment

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

The refurbishment of the public conveniences at Sabden will include provision of vinyl flooring, re-tiling, new laminate doors, panels and vanity units and general refurbishment.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	35,600
Budget Moved from 2022/23	0
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	35,600
Actual Expenditure including Commitments as at end of September 2023	4,331
Remaining Budget as at end of September 2023	31,269

Budget Holder Comments:

September 2023: These works are programmed to start on-site at the beginning of November 2023 and be completed by the end of November 2023.

June 2023: The majority of the materials have recently been ordered and work is expected to be completed by the end of February 2024.

Community Services Committee – Capital Programme 2023/24

WVWUC: Replacement of High Top Transit Van PJ63 WUC

Budget Holder: Winston Robinson

Latest Status: Currently expected to be fully or substantially completed in year

A**Brief Description of the Scheme:**

This is the replacement of vehicle PJ63 WUC, used by the garage operatives. The vehicle will be 9 years old at the time of replacement and replacement is in accordance with the vehicle and mobile plant replacement programme.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	34,500
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	34,500
Actual Expenditure including Commitments as at end of September 2023	0
Remaining Budget as at end of September 2023	34,500

Budget Holder Comments:

September 2023: This vehicle will be ordered as part of a framework contract this financial year.

June 2023: The replacement of this vehicle will be put out on the procurement framework.

March 2023: Given the general situation in the new vehicle supply market, it is highly unlikely that the vehicle will be delivered in this financial year.

August 2022: Officers are working up the replacement vehicle specification with some supplier input. Once specified, the replacement vehicle will be ordered. At this stage it is hoped that the purchase will be completed in-year, but this is subject to supplier delivery timescales.

June 2022: Officers are working up the replacement vehicle specification with some supplier input. Once specified, the replacement vehicle will be ordered. At this stage it is expected that the purchase will be completed in-year.

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 17 OCTOBER 2023
 title: REVENUE MONITORING 2023/24
 submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
 principal author: HELEN SEEDALL

1 PURPOSE

1.1 To let you know the position for the period April to August 2023 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 August. You will see an overall underspend of £753,357 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 underspend is £755,733.

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	40,390	9,182	8,522	-660	G
BUSSH	Bus Shelters	17,910	2,755	4,107	1,352	G
CARVN	Caravan Site	-9,520	0	0	0	G
CCTEL	Closed Circuit Television	174,090	52,379	50,010	-2,369	A
COMMD	Community Services Department	0	447,946	399,064	-48,882	R
CRIME	Crime and Disorder	65,980	8,800	5,249	-3,551	A
CULTG	Culture Grants	5,310	4,280	4,100	-180	G
CULVT	Culverts & Water Courses	29,140	1,775	394	-1,381	G
DRAIN	Private Drains	2,930	353	1,210	857	G
EALLW	Edisford All Weather Pitch	73,790	-4,356	3,169	7,525	R
EDPIC	Edisford Picnic Area	-8,820	-12,601	-11,969	632	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	
EXREF	Exercise Referral Scheme	107,080	8,103	1,207	-6,896	R
GRSRC	Grants & Subscriptions - Community	1,140	0	0	0	G
HWREP	Highway Repairs	9,100	277	0	-277	G
LDEPO	Longridge Depot	450	5,872	4,840	-1,032	G
LITTR	Litter Bins	28,050	3,333	1,678	-1,655	G
MCAFE	Museum Cafe	54,150	1,687	245	-1,442	G
MUSEM	Castle Museum	276,840	37,755	-451,948	-489,703	R
PAPER	Waste Paper and Card Collection	280,250	50,983	43,162	-7,821	R
PKADM	Grounds Maintenance	0	-164,028	-158,455	5,573	R
PLATG	Platform Gallery and Visitor Information	194,490	62,823	56,815	-6,008	R
RCOLL	Refuse Collection	1,907,600	396,828	405,710	8,882	R
RECU	Recreation Grants	35,680	1,600	1,590	-10	G
RIVBK	Riverbank Protection	5,010	639	0	-639	G
ROEBN	Roefield Barn	-150	-194	-13	181	G
RPBIN	Chargeable Replacement Waste Bins	0	0	-6,831	-6,831	R
RPOOL	Ribblesdale Pool	846,580	179,568	121,505	-58,063	R
RVPRK	Ribble Valley Parks	771,610	250,281	244,377	-5,904	R
SDEPO	Salthill Depot	0	44,624	44,382	-242	G
SEATS	Roadside Seats	6,980	1,262	1,400	138	G
SIGNS	Street Nameplates & Signs	25,350	4,346	3,297	-1,049	G
SPODV	Sports Development	91,770	9,708	21,676	11,968	R
SPOGR	Sports Grants	6,520	3,817	3,650	-167	G
STCLE	Street Cleansing	514,650	105,043	35,828	-69,215	R
TAFUT	Together an Active Future	0	21,742	24,653	2,911	A
TFRST	Waste Transfer Station	124,550	41,998	35,687	-6,311	R
TRREF	Trade Refuse	-21,900	-502,752	-481,977	20,775	R
TWOWR	Two Way Radio	0	1,731	1,322	-409	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	
VARIOUS	Car Parks Vehicles	0	5,944	2,655	-3,289	A
VARIOUS	Grounds Maintenance Vehicles	0	62,849	25,756	-37,093	R
VARIOUS	Other Car Parks	34,350	13,209	2,994	-10,215	R
VARIOUS	Pay and Display Car Parks	-167,120	-107,930	-118,185	-10,255	R
VARIOUS	Plant	0	12,186	10,438	-1,748	G
VARIOUS	Public Conveniences	249,310	74,203	64,130	-10,073	R
VARIOUS	Refuse Collection Vehicles	3,000	270,661	256,531	-14,130	R
VARIOUS	Works Administration Vehicles	0	17,474	8,598	-8,876	R
VEHCL	Vehicle Workshop	0	-25,570	-26,500	-930	G
WBHEQ	Wellbeing & Health Equality	0	0	-1,562	-1,562	G
WKSAD	Works Administration	0	-32,317	-27,150	5,167	R
XMASL	Xmas Lights & RV in Bloom	4,090	860	410	-450	G
	Sum:	5,780,630	1,369,128	615,771	-753,357	

Transfers to/from Earmarked Reserves				
Crime Reduction Partnership Reserve	-14,910	0	0	0
Refuse Collection Reserve	-6,530	2,440	27,764	25,324
Exercise Referral Reserve	-23,580	-7,729	-489	7,240
Amenity Cleansing Reserve	-39,430	0	-9,262	-9,262
Equipment Reserve	0	0	-4,643	-4,643
Repairs and Maintenance Reserve	0	0	-7,750	-7,750
Playing Pitch Strategy Reserve	0	0	-16,125	-16,125
Capital Reserve	0	0	2,840	2,840
Total after Transfers to/from Earmarked Reserves	5,696,180	1,363,839	608,106	-755,733

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 August 2023 £
Castle Museum (MUSEM) – Following several successful legal cases regarding the valuation of museum premises in respect of business rates, there has been a change in methodology of the calculation of business rates for museums. Consequently, Ribble Valley Borough Council has made a successful appeal and received a rates refund, along with interest, for the Castle Museum dating back to 2010.	-479,040
Street Cleansing (STCLE) – Additional funding has been provided by Lancashire County Council in order for Ribble Valley Borough Council to carry out public realm works on their behalf for leaf clearance (-£19,445) and weed control (-£45,406).	-64,851
Trade Refuse Collection (TRREF) – There has been a reduction in demand for the commercial waste collection service of bins due to a combination of some businesses having closed down and others using alternative providers (£42,050) and also a decrease in the collection by sacks and stickers, commercial (£4,189) and charitable (£3,383). However, partly offsetting this is an increase in income for the collection of waste from charitable and not for profit organisations (-£10,967). Take up of the bin hire scheme has been higher than estimated however, as invoices are raised for the year there may yet be some cancellations or credit notes issued (-£18,493). After expenditure on trade waste bins the surplus/deficit will be transferred to/from an earmarked reserve.	20,162
Community Services Department (COMMD) – Salary, National Insurance and pension departmental budgets are underspent by £51k for the April to August period, partly because national pay negotiations are ongoing and partly because vacancy underspends are higher than the 4% built into the budget estimates.	-51,084

Description	Variance to end August 2023 £
Whilst some of this variance will be resolved following the completion of national pay negotiations and the payroll processing of any backpay due, the salary forecasts will need to be reviewed and updated at revised estimate to incorporate both vacancy underspends and the national pay award (that is expected to be around 2% higher than the 5% increase estimated in the budgets).	
Ribblesdale Pool (RPOOL) Energy Costs – Reduced expenditure on energy costs mainly due to lower usage of gas at the pool. Additionally the substantial increases forecast in the cost of gas and electricity, mainly due to global uncertainties associated with the impact of the war in Ukraine at the time when the budget was being prepared, did not materialise. The savings are gas -£74,059 and electricity -£16,373. Prices will be reviewed at revised estimate and the budget adjusted accordingly.	-90,432
Ribblesdale Pool (RPOOL) Income – Demand is lower than forecast for the delivery of swimming lessons to the public by £10,130. The demand will continue to be monitored and the budget reviewed at revised estimate. It has not been possible to offer parent and child swimming lessons to the public due to an inability to secure the services of an appropriately trained instructor. Lessons are expected to recommence in September 2023 however, it is not expected that the income lost during this period will be regained £5,851.	15,981
Refuse Collection (RCOLL) - It has been necessary to use additional temporary staff, resulting in an overspend of £21,698, to cover for long term sickness along with the impact of additional annual leave and a vacant loader's post. The overspend is partly offset by savings on refuse loaders wages -£6,604.	15,094
Refuse Collection Vehicles (Various) - Increase in the price of diesel forecast when the budget was prepared has not materialised, the price per litre having fallen in the first few months of 2023/24 resulting in a saving -£40,881. Partly offsetting this is an increase in repairs and maintenance to the refuse collection vehicle fleet £29,338.	-11,543

3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £753,357 for the first three months of the financial year 2023/24. After allowing for transfers to/from earmarked reserves the underspend is £755,733.
- 3.2 The vast majority of this underspend position results from the refund of business rates in respect of the Castle Museum and also the delayed pay award settlement.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

CM13-23/HS/AC

9 October 2023

13-23cm
5 of 24

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
COMMD/0100	Community Services Department/Salaries	748,990	312,253	271,892	-40,361	Salaries are underspent for the April to August period, partly because national pay negotiations are ongoing and partly because vacancy underspends are higher than the 4% built into the budget estimates.	The variance will be partly resolved following the completion of national pay negotiations and the payroll processing of any backpay due, however the salary forecasts will need to be reviewed and updated at revised estimate to incorporate both vacancy underspends and the national pay award.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
COMMD/0109	Community Services Department/Superannuation Salaries	110,940	46,250	40,042	-6,208	Pensions are underspent for the April to August period, partly because national pay negotiations are ongoing and partly because vacancy underspends are higher than the 4% built into the budget estimates.	The variance will be partly resolved following the completion of national pay negotiations and the payroll processing of any backpay due, however the salary forecasts will need to be reviewed and updated at revised estimate to incorporate both vacancy underspends and the national pay award.
EALLW/2404	Edisford All Weather Pitch/Repair & Maintenance - Paths & Grounds	13,290	6,647	13,655	7,008	Overspend due to resurfacing of paths at the Edisford site that were postponed in 2022/23 because of a prolonged period of bad weather.	The works are being funded from savings set aside in 2022/23.
EDFCP/8420n	Edisford Car Park/Car Park Charges	-90,550	-37,605	-43,025	-5,420	Higher than estimated demand for use of this car park.	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
EXREF/8582n	Exercise Referral Scheme/Rechargeable Works (Vatable)	0	0	-5,750	-5,750	Funding received for the delivery of the Cardiac Rehab programme which was extended for another year, after the budget was prepared.	A budget will be brought in for this at revised estimate.
MCAFE/2451	Museum Cafe/National Non Domestic Rates	5,690	5,690	0	-5,690	The Atrium Café is currently not occupied therefore business rates are not payable due to vacant occupation of a listed building.	Rates will become payable again on occupation, although there are currently no plans to award a concession at the café. The budget will be adjusted at revised estimate.
MCAFE/8718l	Museum Cafe/Catering Concession	-16,330	-6,805	0	6,805	Reduction in income due to the catering concession not being occupied.	The usage of the facility will continue to be reviewed.
MUSEM/2433	Castle Museum/Gas	40,430	10,116	2,337	-7,779	Increase in the cost of gas is lower than forecast when the budget was prepared.	Gas prices will be reviewed at revised estimate and the budget adjusted accordingly.

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
MUSEM/2451	Castle Museum/National Non Domestic Rates	0	0	-473,346	-473,346	Following several successful legal cases regarding the valuation of museum premises in respect of business rates, there has been a change in methodology of the calculation of business rates for museums. Consequently Ribble Valley Borough Council has made a successful appeal and received a rates refund for the Castle Museum dating back to 2010.	The refund of business rates being additional income, will be transferred to General Fund Reserve at the end of the financial year.
MUSEM/8772z	Castle Museum/Debtors - Interest	0	0	-5,694	-5,694	Associated interest received in relation to the refund of business rates of the Castle Museum as detailed above.	The refund of business rates being additional income, will be transferred to General Fund Reserve at the end of the financial year.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
PAPER/8297n	Waste Paper and Card Col/Sale of Equipment/Material	-18,180	-6,062	-12,027	-5,965	Income higher than forecast due to increase in the waste paper price per tonne collected compared to the budget.	The budget will be reviewed at revised estimate.
PKADM/8903z	Grounds Maintenance/Oncost	-666,760	-301,946	-293,626	8,320	Recoverable hours worked during this period were lower than forecast resulting in a reduction in the recharge of costs.	An assessment of oncosts recovered to date will be carried out at revised estimate and the budgets amended accordingly.
RCOLL/0130	Refuse Collection/Temporary Staff	12,980	5,410	27,108	21,698	It has been necessary to use additional temporary staff to cover for long term sickness along with the impact of additional annual leave and a vacant loader's post.	The overspend is partly offset by savings on refuse loaders wages and the budget will also be reviewed at revised estimate.
RCOLL/0150	Refuse Collection/Loaders Wages	390,320	162,722	156,118	-6,604	Underspend a result of a vacant refuse loader's post.	The saving will partly offset the use of temporary staff to cover the vacancy.

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
Refuse Collection Vehicles/2602	Various Refuse Collection Vehicles/ Vehicle Repairs & Maintenance	273,730	114,101	143,439	29,338	Repairs to date are higher than estimated for the refuse collection vehicle fleet.	Expenditure will continue to be monitored and a review of repairs and maintenance of the vehicle fleet carried out at revised estimate.
Refuse Collection Vehicles/2612	Various Refuse Collection Vehicles/ Diesel	321,160	133,862	92,981	-40,881	Increase in the price of diesel forecast when the budget was prepared has not materialised, the price per litre having fallen in 2023/24.	Diesel prices will continue to be monitored and the budget reviewed at revised estimate.
RPBIN/2896	Chargeable Replacement W/Light Tools & Equipment	0	0	7,958	7,958	Cost of bins that are provided to householders.	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
RPBIN/8297n	Chargeable Replacement W/Sale of Equipment/Material	0	0	-14,789	-14,789	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.
RPOOL/0130	Ribblesdale Pool/Temporary Staff	56,010	23,350	41,388	18,038	It has been necessary to use additional temporary staff to provide cover for vacant posts of swimming instructors and a pool attendant.	Savings experienced in salary costs, particularly of instructors and pool attendants will offset the overspend.
RPOOL/0210	Ribblesdale Pool/Instructors Wages	48,490	20,212	11,887	-8,325	Underspend in wages due to vacancy savings as a result of difficulties in recruiting qualified instructors.	The underspend will go towards the increase in use of temporary staff.
RPOOL/2432	Ribblesdale Pool/Electricity	155,740	52,702	36,329	-16,373	Increase in the cost of electricity is lower than forecast when the budget was prepared.	Electricity prices will be reviewed at revised estimate and the budget adjusted accordingly.

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/2433	Ribblesdale Pool/Gas	426,310	92,470	18,411	-74,059	Reduction in gas usage mainly due to operational adjustments and the cost of gas being lower than forecast when the budget was prepared.	Gas usage and prices will be reviewed at revised estimate and the budget adjusted accordingly.
RPOOL/3085	Ribblesdale Pool/Consultants	0	0	5,056	5,056	Consultants used to advise on how the impact of high energy costs on leisure provision can be managed.	This spend will be offset by a grant received from Sport England for this purpose.
RPOOL/8542I	Ribblesdale Pool/Courses	-126,230	-62,156	-52,026	10,130	Lower demand than forecast for the delivery of swimming lessons to the public.	Demand will continue to be monitored and the budget reviewed at revised estimate.
RPOOL/8904I	Ribblesdale Pool/Parent and Child Swimming	-14,780	-6,163	-312	5,851	Due to difficulties in securing specialised trained instructors it has not been possible to offer parent and child swimming lessons.	Lessons will be resuming as the services of an appropriately trained instructor have been secured.

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
RVPRK/2414	Ribble Valley Parks/Emergency Tree Work	11,210	11,210	17,360	6,150	It has been necessary to carryout essential work to trees in a dangerous condition, as a result of the prevalence of ash dieback disease,	The overspend has been reported to Corporate Management Team.
RVPRK/2809	Ribble Valley Parks/Non Recurring Purchases of Equipment etc	0	0	9,262	9,262	Replacement of cast iron litter bins in the Castle Grounds.	The bins are being funded by grant monies received for High Street Community Clean-up, previously set aside in an earmarked reserve.
RVPRK/5056	Ribble Valley Parks/Grounds Maintenance	499,260	221,583	207,263	-14,320	Reduction in the time spent by the Grounds Maintenance team on Ribble Valley Parks compared to those estimated.	A review of the allocation of time to cost centres will be carried out at revised estimate and the budgets amended accordingly.

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
SDEPO/2402	Salthill Depot/Repair & Maintenance - Buildings	14,360	13,766	20,756	6,990	Overspend due to the necessity to replace both the heating and water boilers at the depot.	The overspend will be funded by a reduction in expenditure on repairs and maintenance at other facilities.
SDEPO/2432	Salthill Depot/Electricity	45,260	15,091	7,168	-7,923	Increase in the cost of electricity is lower than forecast when the budget was prepared.	Electricity prices will be reviewed at revised estimate and the budget adjusted accordingly.
SPODV/3085	Sports Development/Consultants	0	0	16,125	16,125	Consultants used to produce a playing pitch strategy to ensure that the provision of outdoor playing pitches meets the local needs of existing and future residents.	The expenditure will be funded from monies set aside in 2022/23 for this purpose.
STCLE/8075z	Street Cleansing/Lancashire Highways Part	-11,940	-11,940	-31,385	-19,445	Additional funding provided by Lancashire County Council to carry out leaf clearance of roads on their behalf.	A budget will be brought in for this 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
STCLE/8430z	Street Cleansing/LCC Recharge Income	-11,380	-11,380	-56,786	-45,406	Lancashire County Council have provided additional funds to carry out weed spraying on their behalf.	A budget will be brought in for this at revised estimate.
TRREF/8411z	Trade Refuse/Trade Waste Collection (Commercial)	-340,960	-340,960	-298,910	42,050	Reduction in demand for the service due to a combination of some businesses having closed down and others using alternative providers.	The budget will be reviewed at revised estimate, taking into consideration the issue of actual and estimated future credit notes.
TRREF/8595z	Trade Refuse/Trade Waste Collection (Charitable)	-80,450	-80,450	-91,417	-10,967	Increase in demand for the service; 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.	The budget will be reviewed at revised estimate, taking into consideration the issue of actual and estimated future credit notes.

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	-2,440	-2,440	-20,933	-18,493	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 yet be some cancellations or credit notes issued.	The budget will be reviewed at revised estimate, taking into consideration the issue of actual and estimated future credit notes.
WKSAD/8900z	Works Administration/Oncost 100%	-270,290	-90,353	-75,286	15,067	The number of recoverable hours worked is lower than estimated, due to a higher than forecast incidence of sick leave and more time being spent on capital schemes, which has resulted in a decrease in the recovery of works admin costs.	An assessment of oncosts recovered to date will be carried out at revised estimate and the budgets amended accordingly.

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
WKSAD/8910Z	Works Administration/Oncost Capital	-9,850	-9,850	-16,779	-6,929	The number of recoverable hours worked on capital schemes is higher than estimated which has resulted in an increase in the recovery of works admin costs. This partly offsets a reduction in the recovery of revenue recharges.	A review of time spent on capital schemes will be carried out at revised estimate and the budgets amended accordingly.

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
CHUCP/2447	Church Walk Car Park/Ground Rents	9,380	9,380	6,500	-2,880	An expected increase to the rental charge has not materialised.
CHUCP/2451	Church Walk Car Park/National Non Domestic Rates	17,100	17,100	14,721	-2,380	Reduction in business rates following a review of the rateable values by the Valuations Office Agency.
CHUCP/8420n	Church Walk Car Park/Car Park Charges	-106,720	-38,462	-40,922	-2,460	Higher than estimated demand for use of this car park.
COMMD/0108	Community Services Department/National Insurance Salaries	78,440	32,699	28,184	-4,515	National Insurance contributions are underspent for the April to August period, partly because national pay negotiations are ongoing and partly because vacancy underspends are higher than the 4% built into the budget estimates.
COMMD/1057	Community Services Department/Gratuities	0	0	4,753	4,753	Honoraria paid to staff covering duties of senior 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
COMMD/2643	Community Services Department/Mileage Allowances	11,500	4,794	2,698	-2,096	There has been a reduction in the requirement for travelling during the year. This trend will continue to be monitored and adjusted for at revised estimate as necessary.
COMMD/3085	Community Services Department/Consultants	0	0	3,357	3,357	Consultants used to carryout surveying work in respect of disabled facilities due to a vacant surveyor's post.
COMMD/8903z	Community Services Department/Oncost	0	0	-2,499	-2,499	Recharge of staff time spent on play areas.
DUNCP/8420n	Dunsop Bridge,Car Park/Car Park Charges	-9,390	-4,853	-2,107	2,746	Lower income has been collected at this car park due to difficulties in the new pay and display machine receiving a mobile signal, which is necessary in order to fully operate.
EDPIC/8805I	Edisford Picnic Area/Land Rents	-13,130	-13,130	-10,000	3,130	Following a tendering exercise for the catering concession at Edisford Picnic Site the annual fee is lower than forecast.

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
GKXPA/8297n	PN09 KXP Ground Maint Vehicle/Sale of Equipment/Materials	0	0	-3,000	-3,000	Sale of vehicle following replacement through the 2023/24 capital budget. The income will be transferred to the capital earmarked reserve at the end of the financial year to fund future year's capital programmes.
MITCP/8420n	Mitchell Street Car Park/Car Park Charges	-3,510	-1,496	-4,004	-2,508	Higher than estimated demand for use of this car park.
MUSEM/2432	Castle Museum/Electricity	39,500	13,164	9,839	-3,325	Increase in the cost of electricity is lower than forecast when the budget was prepared.
PCADM/2475	Public Conveniences Administration/General Cleaning	86,330	36,000	32,918	-3,082	Lower than forecast time spent on cleaning at the public conveniences.
RCOLL/0138	Refuse Collection/Temp Staff N.I	0	0	2,019	2,019	Increase in the use of temporary staff has resulted in the threshold being met for the payment of National Insurance contributions.

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/0158	Refuse Collection/Loaders N.I.	34,850	14,504	12,130	-2,374	Underspend a combination of a vacant refuse loader's post and the pay award that was factored into the budget not yet being settled.
RPOOL/0181	Ribblesdale Pool/Pool Attendants Overtime	8,150	3,397	173	-3,224	Reduction in requirement of overtime worked due to the use of temporary staff
RPOOL/0219	Ribblesdale Pool/Instructors Superan	7,120	2,970	146	-2,824	Underspend of instructors' pension costs due to vacancy savings as a result of difficulties in recruiting qualified instructors.
RPOOL/0220	Ribblesdale Pool/Receptionists	49,060	20,451	23,707	3,256	Increase expenditure on salaries as hours worked are higher than those budgeted.
RPOOL/1013	Ribblesdale Pool/Tuition Fees	4,510	4,510	6,766	2,256	It has been necessary to train swimming instructors to enable lessons to be delivered due to difficulties in recruiting qualified instructors.

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/2881	Ribblesdale Pool/Purchase of Equipment & Materials	5,630	4,559	9,397	4,838	Overspend due to the purchase of a solar powered barrier installed at the site entrance to be funded from underspends set aside in 2022/23 for this purpose.
RPOOL/8532i	Ribblesdale Pool/Hire of Baths - Clubs	-47,050	-47,050	-44,112	2,938	Reduction in hours the pool is being hired by swimming clubs.
RPOOL/8543n	Ribblesdale Pool/Contracts	-29,260	-12,198	-14,895	-2,697	Increased take-up of the use of Space Cards to access swimming at reduced rates.
RPOOL/8571n	Ribblesdale Pool/Adult Admissions	-89,290	-35,151	-32,582	2,569	Income is less than forecast due to a lower number of admissions: there have been problems with the filter system which has caused cloudiness in the pool and has adversely impacted on opening times.
RPOOL/8572n	Ribblesdale Pool/Junior Admissions	-62,670	-26,111	-21,885	4,226	Income is less than forecast due to a lower number of admissions: there have been problems with the filter system which has caused cloudiness in the pool and has adversely impacted on opening times.

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
SHOVL/2612	JCB Waste Master Loadall/Diesel	16,340	6,813	4,677	-2,136	Increase in the price of diesel forecast when the budget was prepared has not materialised, the price per litre having fallen in 2023/24.
TAFUT/3079	Together an Active Future/Other Contract Payments	35,000	21,000	24,547	3,547	Increase in expenditure on use of third parties for delivery of activities; this will be funded from additional grant support.
TFRST/0110	Waste Transfer Station/Wages	22,960	9,566	6,406	-3,160	Lower expenditure on wages due to reduced pay as a result of long-term sickness absence.
TRREF/8410z	Trade Refuse/Commercial Collection Sacks & Stickers	-30,270	-12,618	-8,429	4,189	Reduced demand for this service has resulted in lower income than forecast.
TRREF/8550Z	Trade Refuse/Charitable Collection Sacks & Stickers	-11,040	-4,600	-1,217	3,383	Reduced demand for this service has resulted in lower income than forecast.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY 17 OCTOBER 2023
title: GENERAL REPORT
submitted by: ADAM ALLEN, DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE, HEAD OF SERVICE, CULTURAL & LEISURE SERVICES
WINSTON ROBINSON, HEAD OF ENGINEERING SERVICES
COLIN WINTERBOTTOM, CULTURAL & LEISURE SERVICES MANAGER

1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities:

- Helping to make people's lives healthier and safer
- To ensure a well-managed Council

2 CASTLE KEEP

A structural survey has been carried out as part of the preparatory work for repointing the Castle Keep.

The findings from this report show serious concerns about the various openings into the structure. There are 5 in total plus the fireplace.

Such was the concern expressed that a decision was taken on 29/9/23 to close off all access to the Castle Keep.

In the meantime, further information has been sought from the structural engineers on the best way to both secure the site and rectify the issues as part of the overall repointing project.

Consultation with Historic England is continuing, and the full project is being scoped to ensure the long term safety of the castle.

The bonfire organisers will use an alternative launch site for the fireworks for this years event.

3 RIBBLESDALE POOL

A number of operational opportunities have been identified to help with improving energy efficiency and the following measures are being implemented; -

As a first step procedures for collating energy information, analysis and target setting have been introduced which includes taking daily meter readings of gas and electricity consumption for comparison of daily usage and trends.

The Pool Hall ventilation system has been turned down out of hours. Settings have been adjusted to reduce the Pool Hall supply overnight whilst maintaining the humidity level below the recommended level of 60%. Slight adjustments have been made to the day-time air temperatures so that they are now at or below the water temperature. Overnight the temperature can be lowered even further, and these overall reductions are expected to make savings without compromising user experience or humidity levels.

Pool covers are positioned on both the Main Pool and Teaching Pools every night and an application has been submitted to Sport England's Pool Support Fund capital programme (2nd Phase) to purchase new automated pool covers for the Main Pool.

Reducing pool water circulation out of hours is another measure in conserving electricity consumption. The circulation rates overnight have been reduced to below 50% of normal running.

Further planned work is the insulation of pipework and valves in the plant room and improving insulation between areas requiring different temperatures; (such as the pool hall and reception areas).

Improvements and maintenance to the Building Management System (B.M.S.) have also been identified including;

- Replacement of combined temperature and humidity space sensors required to achieve full control.
- Work to enable remote operation of Teaching Pool temperatures.
- Installation of Ethernet cabling to allow improved remote connection with the Council Offices for system monitoring purposes.

4. SPORT ENGLAND SUPPOT FUND PHASE 1

Sport England announced earlier this year that they were setting up a £20m fund to support pools in tackling rising energy costs. The intention of the fund was to help Councils and operators with these cost increases thereby avoiding pool closures.

The Council applied for funding and we were recently notified that our bid had not been successful. Not surprisingly the fund was oversubscribed, and indices of deprivation played a part in determining where the funding was allocated. Funding was also prioritised to those pools at risk of imminent closure.

A second phase of funding, £40m has been allocated to capital schemes designed to help reduce energy costs. The Council has registered its interest for this fund and will be making an application for funding to upgrade the main pool cover.

5. PLAY AREAS

Work has progressed steadily on the refurbishment programme for the play areas. Wet pour safety surfaces have been replaced or repaired at Mardale, John Smiths in Longridge and Henthorn in Clitheroe.

It has proved very difficult to secure a painting contractor to strip and repaint play equipment. A contractor has now been secured who has previously worked in Clitheroe and Longridge.

The poor weather over recent weeks has hampered both contractors, though they will continue to carry out their work as long as they can into the Autumn. Neither pieces of work can be carried out once temperature levels drop and air moisture increases.

6. CLIMATE CHANGE

A report on Climate Change was presented to Economic Development Committee on the 28th September. This report was to establish the priorities for the work of the Climate Change Working Group. This area of work is cross cutting across other committees, in particular the Community Committee. Many of the proposed projects will be delivered by officers in Community Services and affect our services. The proposed areas of work for the working group are summarised below:

1. Overseeing the refresh of the Climate Change Strategy and action plan based on the 2023 Peoples Survey – Life in Ribble Valley.
2. The installation of solar panels at Council Offices
3. In March 2023, Policy and Finance Committee agreed that an invest to save scheme be developed to add solar panels to the council office buildings. Agreement has now been granted by Electricity North West to connect solar panels to the electrical grid. A company is now in the process of final design for the panels.
4. The installation of Electrical Vehicle Chargers on rural car parks and at Longridge and Edisford.
5. In September 2023 Policy and Finance Committee agreed that £50k of the Rural Prosperity Funding for 23/24 could be used to install electrical vehicles chargers in five of our village car parks. An independent report has been completed providing possible locations and confirming electrical supplies can be accessed. We are now putting together a tender for the works to ensure that the Council gets the best possible return from any investment. Funding is being sought form the Shared Prosperity Fund for further charging points at Edisford and Longridge.
6. The feasibility of rolling out HVO to all refuse vehicles.
7. In March 2023, Community Committee allocated £15k funding to pilot the use of Hydrotreated Vegetable Oil in our refuse fleet. A tank has been installed at Salthill depot and HVO is now being used in certain vehicles. The use of HVO can reduce Carbon emissions by approximately 80 percent and is likely have the biggest impact of any one scheme. HVO is however more expensive that diesel and a clear business case will need to be prepared following the pilot in order for members to assess the benefits against the increased cost.
8. Upgrading all Council Office lighting to LED.
9. In March 2023, Policy and Finance Committee agreed capital funding of £97.75k for the upgrade of the electrical systems and further installation of LED lighting in Council offices. This scheme will ensure that all lighting used in Council Offices is energy efficient and is controlled effectively.
10. Launching a recycling campaign.

11. The collection and disposal of both domestic and commercial waste has a significant impact on the environment due to the high use of fossil fuels used in collection but also through the impact of landfill and the treatment of waste. Ribble Valley does not compare favourably with other Lancashire Districts in terms of recycling, coming seventh lowest out of twelve. Lancashire also has very low recycling rates generally and, as a consequence, Ribble Valley does not compare well nationally either, coming 136th out of 174 districts. It is proposed that the climate change working group work in collaboration with the officer waste strategy group to better promote recycling and encourage residents to recycle and separate their waste correctly.
12. Launching a “Good Housekeeping” initiative for staff to reduce energy and waste.
13. A low cost/no cost initiative to further reduce our carbon emissions is to promote good practice in the efficient use of energy in all aspects of our work. An awareness and monitoring campaign will be developed which will also look at the possible use of electric pool cars and other sustainable transport options for staff.

7 WASTE COLLECTION

A Continual Improvement group has been established to look at Waste collection in the Borough and how it can be improved whilst also implementing the requirement of the Environment Act 2021.

The waste collection services in Ribble Valley are considered to be the best in Lancashire. We are the only authority offering a weekly general waste collection and a free garden waste service.

A full report will be provided to next committee, however key highlights of the work are:

The introduction of a POPS (Persistent Organic Pollutants) collection service. These materials are generally soft furnishings which when put in landfill can pollute watercourses. Legislation is now in force that requires us to collect all POPS material separately and for it to be incinerated. This process is now fully implemented and a replacement vehicle is budgeted for which will be purchased early next year, following trials with different vehicle types.

A further new waste stream that will be introduced in the next year or so is food waste. Details remain sketchy at the moment and an implementation date is not set, however best estimates suggest towards the end of 2025. This will require weekly collections and separate receptacles. The group are working on options to present to Committee once the government provide greater detail.

Through training of frontline staff we are working to reduce contamination in bins and drive better recycling. We are also developing a borough wide recycling campaign crossing over with our climate change work. Recycling for Quarter One this year saw a 72% increase up to 39.6%. This moves us up to be one of the best performing authorities in Lancashire.

In total we collect 57,000 bins each week from 28,500 households and perform better than most regarding bins that are missed.

Improvements can always be made however and we are working to improve services by examining how we best work with the call centre and how we best utilise technology

such as mobile phones in Cabs. We are also examining how we can better promote trade waste to generate further income.

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