

Report of the Clerk

1. **VE Day at the Luncheon Club:** The event was a greatly appreciated by those attending the Luncheon Club, Union Jacks and wartime posters were on display with a display of artefacts. The cook suggested that other themed events may be held reflecting different cuisines the Clerk will keep the Council informed.
2. **Friends of Barrowford Memorial Park:** The group have been in discussions with Pendle Borough Council and the Parish Council with regards to converting the former exterior accessible disabled toilet at the bowling pavilion into a public convenience for park users. A meeting was held on Thursday 28th May at the bowling pavilion attended by Mr. Mousdale, representatives of the Friends Group Cllr. Crossley and Cllrs. R. Oliver R. Windley and the Clerk.
See attached Report
3. **Fleece Toilets:** The Fleece toilets were raised at the meeting at the bowling pavilion and the discussion centred on the fact that there is still a last opportunity for the Parish Council to ask to take over the running of the toilets. See attached Report
4. **Core Strategy Public Consultation to Consider Main Modifications:** The Consultation started Friday 29th May and will run until Friday 10th July. The Clerk has contacted Ms. Fitzgerald and she is looking at the modifications. The Clerk will add this item to the June Council Agenda. See attached email.
5. **Co-option of Councillors:** The closing date for applications for the vacancies has closed and the Council has received two applications. The Clerk will formally invite the two candidates to attend the June Council meeting to be co-opted onto the council. The Clerk will re-advertise the third vacancy.
6. **Hanging Basket Event Saturday 6th June:** The Friends of Holmefield House are running another hanging basket planting event after the success of last year's event.
7. **Armed Forces Day:** Several events will be held over the 19th and 20th June, to help celebrate Armed Forces day and raise funds for the RBL Branch. Please attend and if possible help where you can.

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Item 2

Toilet at the Bowling Pavilion

Pendle Borough Council is willing to have the existing disabled toilet which has independent access from the outside of the building currently being used as a store into a coin operated public toilet. The cost of installing the necessary coin operated equipment is £1850.00 and would not be met from Pendle Borough Councils central fund.

It was agreed at the meeting that the Friends of Barrowford Memorial Park apply for a grant to the Barrowford and Western Parishes Area Committee for a grant to cover the costs of these works. These grants will be decided at the July BWPAC meeting and if successful the work will follow. Pendle as the property owners would be responsible for any signage, rates, insurance and utility costs whilst Barrowford Parish Council would take over the cleaning and maintenance of the toilet and in return would keep all receipts.

To give some idea of the financial commitment provisional estimates for the annual operating costs are:-

Inspection and cleaning based on 4 visits per week @10/visit	£2080.00
Cleaning materials, toilet rolls, hand wash etc @£5 per week	£260.00
Annual total cost	£2340.00
Access Charges estimated @20p per visit, averaging 5 visits per day	£365.00
Estimated net annual cost to Council	£1975.00

Remember that this is the estimated cost for a full financial year and given the possible timings for completion of the work if the grant is approved the budget requirement for 2015-16 could be reduced by a third giving a budget requirement of around £1350.00 (rounded up to the nearest 50) for the current financial year.

It may be possible to secure some financial support/sponsorship towards these costs from other bodies. There is some budget surplus from last year's accounts which could be used to fund this project.

The Clerk has spoken to Mrs. White the manager of the Heritage Centre about their cleaning arrangements and they employ a part time cleaner five days a week. The Clerk has asked Mrs. White to approach their cleaner to see if she would be willing to take on additional duties for the Parish Council cleaning the toilets. If this is possible the cost of cleaning the toilets could be kept to a minimum.

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Item 3

The Future of the Fleece Toilets Building

At the meeting to discuss provision of toilets at the Bowling Pavilion the Fleece toilets was raised and Mr. Mousdale informed those attending that the building had been offered for retender with the closing date being the 5th June 2015. When asked his opinion regarding its continued use as a public toilet he responded that it would be a matter for the Executive to decide but he felt that it was possible to hand over the running of the toilets to the Parish Council but time was of the essence. Other Councils who took on the running of their public conveniences were given helped by Pendle paying the business rate for the first two years.

Cllr. Windley, Cllr. Nike and the Chairman Cllr. Oliver asked the Clerk if an item could be added to his report regarding this matter. After further discussions with the three Councillors it became clear that they thought it was essential to retain this building as a public toilet because of its importance to the village both for local use but primarily for visitor and tourist use. The removal of these facilities has probably led to a decrease in highway users stopping and whilst in the village using shops and other services.

Before embarking on drawing up this report the Clerk again spoke to Mr. Mousdale regarding the feasibility of the Parish taking over the building even at this late stage of the tendering process. His response was positive although it would lead to the loss of a potential capitol receipt for Pendle Borough Council but he would speak to the Leader of the Council. He also forwarded the last set of running cost projections for 2013-14 when the toilet was last in use.

<u>Barrowford Fleece</u>		<u>Base 13/14</u>
Bldgs : R & M : Day To D	82B21/2001	1,000
Bldgs : R & M : Day To D	82B21/2005	0
Electricity	82B21/2203	450
Rates	82B21/2401	1,070
Water & Sewerage	82B21/2501	1,070
Conveniences Cleaning	82B21/2603	2,790
Grounds Maintenance DSO	82B21/5401	20
		6,400

These figure are only rough estimates for guidance and were based on a year when the toilets were closed for a prolonged period. The Clerk has reviewed these figures and believes that it would be possible to run these toilets for around £7,500 per annum including the rates. This figure is broken down on the next page.

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To give some idea of the financial commitment provisional estimates for the annual operating costs are;-

Inspection and cleaning based on 5 visits per week @ £12 per visit	£3120.00
Cleaning materials, toilet rolls, hand wash etc @£20 per week	£1040.00
Electricity allowing for a 10% increase over the previous two years	£495.00
Water and sewage chares allowing for a 10% increase	£1177.00
Rates	£1077.00
Insurance	£200.00
Contingency	£400.00
Annual total cost	£7509.00

These costings again reflect the whole year and include the business rates and if the Council is minded to take over the running of these toilets there is no imperative for immediate re-opening. Assuming that Pendle will fund the rates for the first two years and the fact that the transfer would possibly not be completed before August the financial running costs for 2015-16 would be significantly reduced and would be around £4300. The funding could be met with prudent management of the 2015-16 budgets.

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Morning Iain,

In terms of the next stage of consultation, I propose to look review the main modification document and pick out those policies which held key issues for the PC. From the review I can then establish if there are still any issues which don't meet the basic tests of soundness (positively prepared, justified, effective and consistent with national policy). I'd also be happy to come over to discuss the response before sending to Pendle.

Probably the biggest amount of time is going to be spent reviewing the main modification document, which I could do next week. In terms of cost I wouldn't envisage my time being any more than £380.

Let me know if you would like me to go ahead or if you have any queries.

Kind Regards

Paula

Paula Fitzgerald MA Hons MRTPI

Fitzgerald Planning & Design