

## JUNE 2018 FULL COUNCIL AGENDA

### 1819/34 Toilets/Office

#### BTC offices/toilet site/Changing Places

Councillors had worked with solicitors Lupton Fawcett on several drafts to a response to a resident's request for an adjustment to the plans to convert the toilet block into two standard accessible toilets and offices for the Council. The TCAR committee considered the current draft document and suggested some further amendments. It is proposed that this document (Reasonable Adjustment Report for Full Council) now be forwarded to the resident as soon as possible.

It was noted that further information was needed before work could be commenced on a potential Changing Places facility in Bingley Swimming Pool, including detailed costs, to include an equipment spec. and potential insurance costs. It would be important to know whether any CP equipment installed in the pool could be demounted and used in another location if this proved necessary at a future date.

The TCAR meeting considered an initial costing for project management for the conversion of the toilet block and it was agreed that to comply with Financial Regulations at least two further quotations would be needed. It was proposed that this be done by approaching specific companies, including potential local companies who have shown interest in the project, as well as opening up the project to a wider base, perhaps through advertising in a trade journal. The Clerk is to get advice from YLCA on the appropriate form of tendering.

### 1819/35

The Town Council received a complaint from a trader, via Bradford Council's markets department, that another trader at the market was selling similar goods. The opinion of the summer market manager was that the offerings from each trader were sufficiently different so as to allow both to stand. A request has been made by BTC to Bradford Council for its Balance of Trade policy but nothing has been received to date. Initial research into a Balance of Trades policy shows this is usually a document unique to each market. The NABMA document on formulating a Balance of Trades policy is attached. As this could prove to be a complex and time-consuming undertaking, for the time being, it is recommended that Bingley Town Council follows the NABMA advice "For small open markets of 20 stalls or less...a Markets Manager may wish to limit the number of traders selling the same products in order to provide an attractive and diverse tenant mix." This leaves decisions about which traders can stand at the market in the hands of the Markets Manager.

### 1819/36 Playscheme

Councillor Hardman writes

*Bradford Council (Community Play & Development Services) have offered to run 4 "Play in the Park" events this summer in our recreation grounds and I am requesting that Bingley Town Council fund these. These events used to be provided by Bradford Council over the district as a free event during the summer holidays and would suit primary school aged children. They have now been axed by Bradford Council under the cutbacks.*

*In the past, these events have been advertised in Bradford Council's "Schools Out" magazine which gave details of all events held in the district over the summer holidays – a great source of information on free events that parents waited eagerly for. As a family, it is lovely to have an event in your local area that was free – the 6-week summer holiday can be very expensive for parents. My own children*

have loved the Play in the Park events; Eldwick has certainly had them in the past, Crossflatts once I believe. As far as I am aware, from talking to Cottingley residents, they have never had one, but would like one.

These events basically would run 12-4pm outside with a programme of activities based on previous parks projects. Bradford Council would provide 3 staff delivering the following activities:

Bouncy Castle, Den Building, Giant Games, Arts & Crafts, Multi Sports

It would be £400 per event, with the price including staff, resources, generator, fuel and hire vehicle. At least one member of staff would be first-aid qualified and a first aid kit would be present. All this would be covered by Bradford Council insurance. Bradford Council have confirmed they would undertake the risk assessments and provide an Equality Impact Assessment. Some, but not all, activities would be suitable for disabled children. Mel Smith from the Parks & Landscapes Dept has informed me that the PSLG form (Public Safety Liaison Group) would be filled in by Bradford Council, Community Play & Development Services and they would complete the appropriate booking forms for the parks.

Provisional dates in the 6 weeks holiday would be:

Friday 27<sup>th</sup> July 2018

Saturday 5<sup>th</sup> August 2018

Tuesday 7<sup>th</sup> August 2018

Tuesday 14<sup>th</sup> August 2018

These dates have been confirmed with Mel Smith from the Parks & Landscapes Dept. The Saturday date is for Myrtle Park, to tie in with the summer market on that day. The weekday dates are for Eldwick Park, Cottingley Rec and Crossflatts Rec. We can choose which date we like for each. I would suggest contacting the relevant village societies to see if any have a preference. In addition, I have agreed with Bradford Council that the respective Village Societies are able to erect a gazebo at their event, should they wish to promote their Society.

I have not included Gilstead Rec in this as we understand that there is a "Bounce Planet" event that Bradford Council are running, which will be in Gilstead Rec on 20<sup>th</sup> and 24<sup>th</sup> August. Bounce Planet is also running in 5 other locations across the district. Whilst the Gilstead event is not a free event, I feel we have adequately covered the outskirts and the centre of the parish with the locations chosen.

The events are outside and therefore if it rains, the £400 per event is essentially lost as minimal people will attend. Personally, I don't think the cost is exorbitant, although we are at the mercy of the weather. I also think that there isn't much in our budget for young people so far and in my opinion, these are really good events. If BTC agreed, funds of £1600 could be taken from the Events budget?

**Portable toilet hire:**

We have been advised that previous events have had 2 single portable toilets.

1. Bradford Council, Convenience Hire quoted portable toilet units @ £55.00 +vat each. Wheelchair Access portable toilet units @ £120.00 +vat each (limited to one per event due to limited availability). Delivery @£40.00 +vat, Collection @£40.00 +vat.

*Total 2 x single toilets, delivery & collection £190 + vat*

*Total 1 x single toilet, 1 wheelchair access toilet, delivery & collection £255 +vat*

2. *Rob Carter (used by BMDC) (07789210590)*

*£50 + vat per unit, £80 + vat per wheelchair access unit,*

*Delivery (including removal) = £40 +vat*

*2 x single unit, delivery and collection= £140 +vat*

*1 x single toilet, 1 wheelchair access toilet (with baby change facility), delivery & collection £170 +vat. 4 events therefore £680 +vat*

*I would recommend we use Rob Carter based on price. We currently use this contractor for our Bingley Markets, he has confirmed his availability on the dates given and has offered us the baby change facility at no additional cost. I would recommend (and on Rob's advice) that we opt for one single toilet and one wheelchair access facility, due to the clientele likely to use the facilities.*

*Whilst Rob Carter has liability insurance for the toilets, he would like us to have event insurance to cover any theft or fire liability, as we do for Bingley Markets.*

#### 1819/37 Annual Report

a) Print

The Finance and General Purposes committee under delegated authority has agreed that Fullstop Studios design and print all of the current year's newsletters including the Annual Report. The original order was placed for 5,000 copies of both the newsletter and the Annual Report. The suggestion has been made to deliver a copy of the annual Report to each property in Bingley. This would mean that the number of copied printed would need to be increased from 5,000 to 11,500. Three quotations have been obtained for this but for the reasons outlined above the increased order needs to be placed with Fullstop Studios for the extra cost of £480.

c) Professional delivery of newsletter

Three quotations have been obtained for the delivery of the newsletter. If the council decides that it wishes to pay for professional delivery it is recommended that Yorkshire Flyers is used.

#### 1819/39 E-mail signature strip

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#### 1819/40 Deer Fence

Extensive attempts have been made to obtain three quotations for the deer fence for the allotments at Beck Lane. It has only been possible to obtain two and details are attached.

If the council decides to approve the deer fencing, it is recommended that Rob Nelson be used for the quoted cost of £3,840 (including VAT) and that this money be taken from the allotment reserve.

#### 1819/41 Priestthorpe Annexe

Priestthorpe Annex is to be sold to developers, the exact sum isn't known but likely to be around £225,000 – and the building is likely to be demolished and 7 x 4 bedroom houses built in its place. That's the headline of the decisions made today the building's trustees, Bradford Council's Regulatory and Appeals Committee which sit as the trustees. I went to the meeting and, as well as conveying the anger and disappointment at the state the building has been allowed to get into, asked that the proceeds, destined for the educational benefit of the people of Bingley, all go to that purpose and are not siphoned off in legal or marketing costs. That's been agreed, as has assurance that the stone commemorating the founders of the building will be protected (a request made by Jackie Wrather). In the future, there will be consultation about how any proceeds will be administered to achieve the aim of educational benefit.