

# Public Document Pack



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

Dear Councillor

The next meeting of the **PARISH COUNCILS LIAISON** Committee will be held at **6.30 pm** on **THURSDAY, 10 NOVEMBER 2022** in the **Council Chamber**.

I do hope you can be there.

Yours sincerely

*M. H. Scott*

CHIEF EXECUTIVE

## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 6)
3. **DECLARATIONS OF 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**
5. **CHANGES TO ELECTIONS** (Pages 7 - 10)  
Report of the Chief Executive enclosed.
6. **AFFORDABLE WARMTH GRANT** (Pages 11 - 18)  
Copy of report of the Director of Economic Development and Planning presented to Health and Housing committee enclosed.
7. **MATTERS BROUGHT FORWARD BY PARISH COUNCILS**
8. **HARP UPDATE**

Matter brought forward by Chatburn Parish Council requesting an update.

9. **LANCASHIRE COUNTY COUNCIL CHARTER**

Matter brought forward by Wiswell Parish Council to ascertain Parish Council's experiences when contacting LCC following the introduction of the new Charter and it's pledges.

10. **ADVERTISEMENT CONSENT FOR ROAD SAFETY BANNERS**

Matter raised by Billington and Langho Parish Council to discuss the advertisement consent for Road Safety Banners.

11. **SPEED INDICATOR DEVICES AND INSTALLATION**

Matter brought forward by Barrow Parish Council requesting an update on the loan of Speed Indicator Devices by RVBC, and the installation of backplates.

12. **DATE AND TIME OF NEXT MEETING**

Electronic agendas sent to members of Parish Councils Liaison – Councillor Jan Alcock JP, Councillor Anthony (Tony) Austin, Councillor Richard Bennett, Councillor David Berryman, Councillor David Birtwhistle, Councillor Alison Brown, Councillor Robert (Bob) Buller, Councillor Brian Holden, Councillor Simon Hore, Councillor Kevin Horkin MBE, Councillor Simon O'Rourke, Councillor Gary Scott (Vice-Chair) and Councillor Robin Walsh.

Contact: Democratic Services on 01200 414408 or [committee.services@ribblevalley.gov.uk](mailto:committee.services@ribblevalley.gov.uk)

# Agenda Item 2

## Minutes of Parish Councils Liaison

Meeting Date: Thursday, 30 June 2022, starting at 6.30 pm  
Present: Councillor Martin Highton (Whalley)

### Councillors:

J Alcock	B Buller
T Austin	S Hore
D Berryman	K Horkin
D Birtwhistle	G Scott
A Brown	R Walsh

### Parish Representatives:

R Wilkinson	Aighton, Bailey & Chaigley
K Barker	Balderstone
E Kinder	Barrow
A Yates	Bolton-by-Bowland/Sawley/Gisburn Forest
H Fortune	Bolton-by-Bowland/Sawley/Gisburn Forest
R Porter	Chatburn
A Schofield	Clayton-le-Dale
K Kirby	Gisburn
M Gee	Hothersall
A Upton	Hothersall
J Hymas	Mellor
J Bennett	Newton
J Barker	Read
A Brown	Ribchester
A Rickard	Sabden
S Clarke	Sabden
M Howells	Salesbury
J Hampson	Simonstone
E Hargreaves	Simonstone
C Baird	Waddington
A Bristol	West Bradford
A Gaffney	Wilpshire
A Scholfield	Wiswell
S Houghton	Wiswell

In attendance: Chief Executive, Head of Regeneration and Housing and Partnership Officer.

Also in attendance: Councillors S Farmer and R Newmark

159 APPOINTMENT OF CHAIR FOR 2022/2023

### RESOLVED:

That Parish Councillor Martin Highton (Whalley) be appointed as Chairman for this Committee for 2022/2023.

160 APPOINTMENT OF VICE CHAIR FOR 2022/2023

### RESOLVED:

That Councillor Gary Scott be appointed as Vice Chairman for this Committee for 2022/2023.

161 APOLOGIES FOR ABSENCE

Apologies for absence were received for Borough Councillors B Holden and S O'Rourke.

Apologies were also received from the following Parish Representatives:

J. Turner	Dinckley
J Threlfall	Whalley
H Gee	Longridge
J Rattigan	Waddington

162 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27 January 2022 were approved as a correct record and signed by the Chairman with the following amendment:

M 633 – INFORMATION FOR PARISHES

'Wiswell Parish Council had asked that parishes be reminded of existing legislation and guidance' instead of 'be kept informed of new/updated legislation.'

163 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

Councillor K Horkin declared he owned several businesses in Clitheroe.

164 PUBLIC PARTICIPATION

There was no public participation.

165 HYNDBURN & RIBBLE VALLEY CVS (COUNCIL FOR VOLUNTARY SERVICES)

Debra Simpson from Ribble Valley CVS (Community Voluntary Support) made a presentation informing members of the services they offered which supported Voluntary Groups within the Borough. This included advice and guidance on grant applications, funding opportunities, policies, and setting up a bank account. A Volunteer Hub was also available which offered volunteer training, registration, and guidance. A services drop-in was offered every Tuesday in Clitheroe which provided access to Social Prescribing Link Workers and there were plans to expand to cover other areas.

Parishes were asked to consider if organisations within their area could benefit from the services offered, and to get in touch if so.

166 BRIEFING FROM RURAL TASKFORCE

PC Matt Hartup from the Lancashire Constabulary's Ribble Valley Rural Task Force made a presentation setting out a proposal for CCTV installation, for Parishes to consider.

He introduced the taskforce, and explained their purpose and recent challenges in relation to organised crime groups committing offences within the Borough. The presentation included both the benefits and issues relating to CCTV, and highlighted the difference that CCTV footage has made when investigating rural crimes.

The proposal included a case study following the installation of CCTV in Barley, the approximate cost of a similar installation, and funding opportunities available to Parishes. Parishes would be responsible for ongoing management and maintenance of the proposed systems although the constabulary would be available for support and guidance.

Expressions of interest could be forwarded to Sarah Wells, newly appointed Partnership Officer at Ribble Valley Borough Council.

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#### HOMES FOR UKRAINIANS - REFERRAL FROM HEALTH AND HOUSING COMMITTEE

The Director of Economic Development and Planning submitted a report informing Committee on the Homes for Ukraine initiative.

The report detailed the Government's scheme which provided an opportunity for UK residents to help support Ukraine refugees fleeing the conflict and move to the UK under a sponsorship arrangement.

The HFU scheme was launched in March 2022 and allowed sponsors to register to support someone known to them, or alternatively to register to support a family which would be matched with people seeking to leave the Ukraine. The report confirmed the scheme was uncapped in terms of numbers, and once sponsors and guests had met standard security checks the guests would be issued a visa enabling them to live and work in the UK for up to 3 years.

The report confirmed the Council's role in delivering the scheme which involved undertaking checks on sponsor accommodation and administering the £350 "Thank-you" payments to sponsors. The government had also provided funding to local authorities to help support the additional workloads generated by the scheme.

At the latest update it was confirmed that the current number of inspected properties in the Ribble Valley totalled 37, and of those 22 had received guests.

It was noted that if there are sponsors within Parishes the Council can offer support and guidance.

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#### MATTERS BROUGHT FORWARD BY PARISH COUNCILS

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#### HARP UPDATE

The Head of Regeneration and Housing provided a verbal update on the Haweswater Aqueduct Resilience Programme (HARP).

There had been no real change in terms of planning, and the council was awaiting Consultee responses.

It had been previously suggested that when work commenced a central point of contact within the Borough would be useful. It was noted that this may be best placed with Lancashire County Council however Ribble Valley Borough Council would consider the implementation of a Liaison Group further down the line.

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#### RIBBLE VALLEY CLIMATE ACTION NETWORK

Kate Murry and David Rawkins from the Ribble Valley Climate Action Network (RVCAN) made a presentation introducing themselves to the Committee and detailing the work they would be undertaking. RVCAN invited parishes to become involved and

welcomed Councillors and Representatives to spread the word so they can begin to build a local network to work together on key issues.

The presentation explained the anticipated impact of climate change within Lancashire. The RVCAN encouraged all members of society to act together, and made suggestions on projects and events with which Parishes and their residents could become involved.

There was great interest from Parish representatives who shared their views and suggestions. It was noted that the Climate Change Working Group, who reported to the Council's Policy and Finance Committee, were keen to be involved.

171 SPEED INDICATOR DEVICES (SPIDS)

Following an enquiry from Mellor Parish Council regarding the Council's previously purchased Speed Indicator Devices (SPIDS) the Council had recently requested information from Parishes confirming which currently owned or held a SPID.

Only six parishes had confirmed they held a SPID and the whereabouts of some previously shared SPIDS were unknown. Many parishes had expressed an interest in a sharing scheme or requested information on how to purchase a device.

Councillors informed committee that Lancashire County Council were engaged with a SPID project which involved various restrictions and limitations.

The Council's Community Safety Partnership would consider the issues raised and how these could be addressed.

172 FITTING OF ROOF SOLAR PANELS IN THE BOWLAND AONB AREA

This matter would be brought forward to the next Committee agenda as no representative from the submitting Parish was in attendance.

173 UPDATE ON LOCAL PLAN

The Head of Regeneration and Housing reminded parishes of the approaching closing date for the current Local Plan consultation and invited parishes to make their submissions.

174 OTHER MATTERS

There were no other matters raised.

175 DATE AND TIME OF NEXT MEETING

The Chairman informed the committee that the next meeting would be on 15 September 2022 at 6.30pm.

The meeting closed at 8.38 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait [rebecca.tait@ribblevalley.gov.uk](mailto:rebecca.tait@ribblevalley.gov.uk).

## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PARISH COUNCILS' LIASION COMMITTEE**

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meeting date: THURSDAY, 10 NOVEMBER 2022  
title: ELECTIONS ACT 2022  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: MAIR HILL– HEAD OF LEGAL AND DEMOCRATIC SERVICES

### 1 PURPOSE

1.1 To information Committee of the provisions of the Elections Bill 2021.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – } The Council aims to be a well-managed Council. An
- Corporate Priorities – } early understanding of the changes to the electoral
- Other Considerations – } process will assist in this.

### 2 BACKGROUND

2.1 The Government has made a number of proposals for reform of electoral law. Those proposals have been encompassed in the Elections Act 2022 ("Act"). The full copy of the Act can be found at <https://www.legislation.gov.uk/ukpga/2022/37/contents/enacted>

### 3 ISSUES

3.1 The Act introduces several significant changes which will apply at the following election types:

- UK parliamentary elections in Great Britain
- Local elections in England – including mayoral elections
- Police and Crime Commissioner elections in England and Wales

3.2 The following provisions are expected to be in place for the May 2023 elections:

- Making it easier for people with disabilities to vote
  - Disabled voters can choose anyone who is over 18 to accompany them in the polling station, to help them vote
  - Requirement for Returning Officers to take all reasonable steps to provide equipment to support disabled voters to vote independently and in secret at the polling station, and in doing so to have regard to any relevant guidance issued by the Electoral Commission
- Requirement for voters at polling stations to show photographic identification before they receive their ballot paper. Anyone who does not have one of the required forms of photographic identification will be able to apply for a Voter Authority Certificate, to be issued for free by the Council.

- Change to the coting system for mayoral elections from supplementary vote to First Past the Post.

3.3 Members will appreciate that the time scales in which to implement these changes are extremely tight and in order to provide Returning Officers with some guidance prior to the Regulations being laid, the Electoral Commission have published a document entitled “Planning for Elections Act changes: early preparations. The Council’s Elections team including the Returning Officer and Deputy Returning Officers have utilised this document to commence planning and programme works to be completed.

Make it easier for people with disabilities to vote

3.4 When considering what action to take in this respect the Council is to have regard to any relevant guidance issued by the Electoral Commission. The Electoral Commission has produced draft guidance. A copy of that draft guidance can be found at <https://www.electoralcommission.org.uk/who-we-are-and-what-we-do/our-views-and-research/our-consultations/consultation-draft-guidance-returning-officers-assistance-voting-persons-disabilities/draft-guidance-returning-officers-assistance-voting-persons-disabilities> A statutory consultation will be take place on this guidance from 28 November 2022 to 10 January 2023.

3.5 The Council will use this draft guidance to inform its early preparations. This will need to be reviewed if there are changes to the guidance following the consultation.

Voter Authority Certificate

3.6 The Council has outline information currently on how this system is to be administered. It is liaising with its electoral system software provider to ensure that the system will integrate with the government’s centralised systems. Once full details are available it will also need to procure equipment to produce VAC where an application is made directly to the Council and also in polling stations to ensure privacy for voters who do not wish to reveal their face in public,

3.7 The provisions in respect to both accessibility and voter authority certificates will involve significant additional resources in the planning the May 2023 elections. In particular:

- Additional staffing will be required to process and assist the public in their application for Voter Authority Certificates and to check these in polling stations
- Staff will require additional training on these issues to ensure that they are properly implemented.
- All venues and equipment will need to be assessed to ensure they are appropriate in terms of accessibility; voters taking more time to progress through the voting process and that they can accommodate the necessary number of staff to provide a good service for voters.
- A communications plan and engagement strategy to ensure that the public have timely information about the new provisions.
- Working with suppliers to ensure that the changes to size and content of the poll card can be accommodated.

A further report will be brought to this committee once the Regulations are available.



## 4 RISK ASSESSMENT

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

- Resources – Significant additional resources will be required in order to implement the provisions of the Act. The Government has indicated that New Burdens funding will be available, but it is not yet clear the level of this or when it will be received.
- Technical, Environmental and Legal – Incorporated in the body of the report.
- Political – No implications identified.
- Reputation – Proper implementation of the provisions will enhance the Council's reputation.
- Equality & Diversity – The Government has completed an Equality Impact Assessment for the implications of the proposed amendments to the voting process. The provisions on accessibility are intended to enhance disabled voters experiences and to ensure that they are no disadvantaged.

## 6 CONCLUSION

6.1 Note the content of this report.

MAIR HILL  
HEAD OF LEGAL & DEMOCRATIC SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

For further information please ask for Mair Hill, extension 4418.

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## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE**

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meeting date: THURSDAY, 27 OCTOBER 2022  
title: AFFORDABLE WARMTH GRANT (2022/23)  
submitted by: NICOLA HOPKINS, DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING  
principal author: NICOLA HOPKINS, DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

### **1. PURPOSE**

- 1.1 To update Members on an Affordable Warmth Grant which has been offered to all Lancashire District Authorities by Lancashire County Council
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – To improve the health and wellbeing of people living and working in our area.
  - Corporate Priorities – To help make people's lives safer and healthier

### **2. BACKGROUND**

- 1.3 In July 2022 LCC announced the £1 million Affordable Warmth Lancashire fund which will be distributed to Lancashire's district councils on a grant basis, for them to allocate the funding to assist residents on low incomes and those who are vulnerable to the effects of living in a cold home.
- 1.4 The final guidance, application form and monitoring forms were e-mailed to the Districts on 1<sup>st</sup> September with a deadline for applications of 16<sup>th</sup> September.
- 1.5 The fund is aimed at improvements such as insulation and efficient heating systems and is intended to supplement ongoing work with the district housing authorities in Lancashire on domestic energy efficiency schemes, using government and Energy Company Obligation (ECO) funding and adding value to existing delivery schemes in place such as Cosy Homes in Lancashire (CHiL).
- 1.6 The funding is subject to Lancashire County Council approving proposals and we could apply for £ 41,315.

### **3. FUND**

- 1.7 The fund is subject to certain eligibility criteria as follows. Households will be eligible for funding if they meet at least one of the following vulnerabilities and have a low income.
- 1.8 Vulnerabilities:
- people with a diagnosed cardiovascular conditions
  - people with a diagnosed respiratory conditions (in particular, chronic obstructive pulmonary disease and childhood asthma)
  - people with diagnosed mental health conditions
  - people with diagnosed disabilities
  - older people (65 and older)
  - households with young children (up to the age of 5)

- pregnant women
- people who are terminally ill
- people with suppressed immune systems (e.g. from cancer treatment or HIV)
- people who have attended hospital due to a fall

1.9 The following vulnerable groups will be considered on referral from a professional organisation

- people who move in and out of homelessness
- people with addictions
- Recent immigrants and refugees.

1.10 Low income can be confirmed in one of the following three ways:

- Someone being in receipt of means tested benefits
- Have a total household income not in excess of £31,000
- A 'declaration' by the Local Authority or health / social care professional that affordability issues are present.

#### **4. GRANT SCHEME**

1.11 LCC expect Districts to prioritise properties that have an energy efficiency need such as properties that are likely to be EPC rating D or below, although a formal EPC rating and assessment is not required.

1.12 The funding available can be used for capital or revenue expenditure, however this funding stream is not expected to be repeated, and where possible interventions should make a long-term contribution to helping people keep their homes warm.

1.13 The guidance from LCC includes suggested interventions which this fund can be used for. These are appended at Appendix 1. Measures can be fully funded (in the case of any match funding not being available) or a contribution towards costs made at a level deemed appropriate by the district.

1.14 We are expected to target owner occupied housing, however where there is an identified need other tenures may be included. In the case of private rented all reasonable enforcement options must have been shown to have been pursued. For social housing, interventions / contributions from housing associations / other partners should be sought in the first instance.

#### **5. DELIVERY**

1.15 We will receive the grant directly (subject to approval) in advance and will be responsible for delivery and coordinating work with partners including voluntary and community sector organisations. There is the possibility of clawback of unspent and uncommitted funding at the end of March. A copy of the Grant Agreement is attached at Appendix 2.

1.16 Lancashire County Council must be referenced as the source of the funding when the grant is being promoted or publicised.

1.17 A monitoring report will be required every 3 months summarising:

- Funding spent/ committed and on what areas of intervention, numbers of jobs.
- How many households and people have been helped
- Breakdown of why households were eligible for the scheme
- Number of people benefiting from work
- Ethnic Group

- Record of any professional referrals into the scheme for example from health or social care
- If applicable summary of any match funding secured
- Confirmation of what the health and affordability need is should be recorded in the monitoring returns, any evidence should be retained locally.

## **6. GRANT SCHEME FOR RIBBLE VALLEY**

- 1.18 LCC required Districts to complete an application form (Appendix 3) prior to 16<sup>th</sup> September 2022 to gain access to the fund.
- 1.19 In terms of applying to the fund consideration was given to the relatively small amount of our allocation, the resource implications of creating a scheme which we administer, other resources/grants which are already available in the Borough and the aims of the fund.
- 1.20 Cosy Homes for Lancashire (CHiL) is already in place to offer a range of measures for keeping homes warm across Lancashire (Green Homes Grant) and we often direct people to this grant when they contact the Council. CHiL is managed by Rhea Projects Ltd on behalf of the Lancashire Local Authorities (Blackburn with Darwen commissioned Rhea Projects Ltd).
- 1.21 It was considered that the provision of a new/ serviced boiler will result in cost saving for the property (this is not something CHiL deliver without a full EPC assessment), can be administered in house and will have a long-term contribution to heating properties which is one of the aims of this fund.
- 1.22 To ensure that we don't replicate the above Green Homes Grant the recommendation is to directly offer a grant of up to £4000 per property for the following intervention:
- Servicing, repairs and replacement boilers and heating systems and associated works, including controls and replacement of unsafe heating appliances
- 1.23 An online application process requires details of the applicant's vulnerability, income, and benefits to ensure that they meet the required criteria. The applicant would need to provide 2 quotes for the work and if they met the eligibility criteria we would approve in principal and make the payment when the works are complete.

## **7. RISK ASSESSMENT**

- 1.24 The approval of this report may have the following implications:
- Resources – the level of funding is limited and as such interest may exceed our funding. Applications will be assessed on a first come first served basis. If the funding runs out details of further applicants will be retained in the event of other funding streams becoming available and they will also be directed to CHiL

Staff within the Housing Team will administer this grant which will have capacity impacts however the level of funding available and the targeted nature of the offer should assist in enabling the scheme to be managed internally.

- Technical, Environmental and Legal – there is a signed grant agreement with LCC which sets out the parameters of this grant
- Political – The Council is committed to assisting our residents
- Reputation – None.

- Equality & Diversity – if it is not possible for an eligible resident to complete the form online assistance from the housing team will be provided.

**8. RECOMMENDED THAT COMMITTEE**

- 1.25 Endorse the grant scheme which is available to assist our residents based on the grant criteria from LCC



NICOLA HOPKINS  
DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING

## Appendix 1- Suggested Interventions

Proposals may include the following interventions, but are not restricted to them:

- Servicing, repairs and replacement boilers and heating systems and associated works, including controls and replacement of unsafe heating appliances
- Repairs to and new radiators and radiator reflectors
- Gas fire services and repairs
- Draught proofing measures – windows, doors, loft hatches, electrical fittings on walls and ceilings, suspended floorboards, pipework leading outside, ceiling-to-wall joints . Thermal blinds and carpets may be included as draught proofing measures in appropriate circumstances where other long-term measures have been considered and the thermal benefit can be demonstrated – details for inclusion must be provided in the monitoring.
- Appropriate Ventilation measures
- Standard loft and cavity wall insulation
- Interventions for 'hard to treat' cavities and solid walls such as non-standard insulation solutions and external or internal wall insulation.
- Glazing improvements
- Emergency heating and dehumidifiers measures e.g. portable heaters for use whilst heating systems are repaired
- Advice on fuel poverty -advice to reduce costs through fuel switching, income maximisation, income maximisation, managing fuel bills & debts, warm home checks
- Additional and targeted work with landlords to improve properties,
- Emergency Top up fuel cards / vouchers
- Temperature and relative humidity monitors/ Carbon monoxide monitors

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**Grant Agreement**

**Applicant: Ribble Valley Borough Council**

**Address: Council Offices Church Walk Clitheroe**

**Date of Agreement: 21/09/2022**

This Agreement covers the total sum of **£41,315** that the applicant has been awarded from the County Council's Affordable Warmth Fund for high impact affordable warmth interventions to individuals who are the most vulnerable to harm from cold or damp homes for winter 2022-23.

**£41,315** is payable in advance, once you have confirmed your acceptance of this agreement by signing and returning it to PHAdmin@lancashire.gov.uk, please use the subject title 'Affordable Warmth 2022/23' or by post to Public Health, Lancashire County Council, Level 1 CCP, County Hall, Preston, PR1 8XB.

**PROJECT MANAGEMENT AND CO-ORDINATION**

1. If the named contact, as per your application form, should change during the delivery of the project then details must be provided to Lancashire County Council

**MONITORING AND PROVISION OF INFORMATION**

2. You will need to ensure that the funding is used for the purposes intended as outlined in your application form and in line with the eligibility criteria set out in the AFW Grant Guidance 2022/23, in terms of expenditure and outcomes.
3. This funding must not be used to replace existing resources, or resources that the applicant or partners has a statutory obligation to provide. It may only be used to add additional resources in line with the approved application. It is understood that any costs related to statutory interventions are recovered by districts councils.
4. You must complete the Monitoring Spreadsheet that has been provided to monitor the effectiveness of the work done and to capture the learning and outcomes of the work. Please return the first completed monitoring sheets by the 13<sup>th</sup> January 2023, for all activity up to the end of December 2022, and then a further report up to the end of March by the 14<sup>th</sup> April to PHAdmin@lancashire.gov.uk, please use 'Affordable Warmth Monitoring' in the subject title.
5. You must retain all evidence to support the expenditure in your project and be able to evidence that the project has been delivered in line with your application. Original documents such as invoices, receipts and bank statements and photographs should be retained, and made available to LCC when requested.



6. Visits to the project and requests for documents may be made at any time by representatives of Lancashire County Council. We will normally expect to give you reasonable notice of any visits.
7. If you identify that any aspect of the project cannot be delivered, please inform LCC immediately, and we will endeavour to work with you to achieve an appropriate outcome.

**COMMUNICATION**

8. You are required to reference Lancashire County Council as the source of the funding, when the grant is being promoted or publicised.

**Acceptance**

I accept the terms and conditions of the Agreement as set out overleaf.

**For and on behalf of Lancashire County Council**

Print Name:	<b>Clare E Platt</b>
Signature:	
Position held in Organisation:	<b>Head of Health Equity, Welfare &amp; Partnerships</b>
Date:	21/09/2022

**For and on behalf of the Organisation named as 'Applicant'**

Print Name:	
Signature:	
Position held in Organisation:	
Date:	

## Appendix 3- Application Form

### Lancashire Affordable Warmth Funding 2022-23

<b>Name of Local Authority</b>	Ribble Valley BC
<b>Contact Name</b>	Rachael Stott
<b>Address</b>	Council Offices Church Walk Clitheroe
<b>Telephone Number of contact</b>	01200 413235
<b>Email address of contact</b>	Rachael.stott@ribblevalley.gov.uk
<b>Tel and Email contact for public enquires / professional referral if different to above</b>	Housing @ribblevalley.gov.uk

Please add additional rows as required

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<b>Detail of the activity / intervention to be provided</b>	<b>Estimate of Proportion of budget (£)</b>	<b>Why is this needed?</b>	<b>Who will deliver it? (identify partners)</b>	<b>Please outline <u>how</u> you will target the groups listed in the guidance</b>
<p>Servicing, repairs and replacement boilers and heating systems and associated works, including controls and replacement of unsafe heating appliances</p>	<p>£41315</p>	<p>To deliver boiler repairs and servicing to assist our residents with a long term contribution to heating properties</p>	<p>In house</p>	<p>Promotional work online and in the press</p>