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Ribble Valley
Borough Council

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Dear Councillor

The next meeting of the **ECONOMIC DEVELOPMENT** Committee will be held at **6.30 pm** on **THURSDAY, 2 NOVEMBER 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 - 10)
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

None.

ITEMS FOR INFORMATION

5. **WEDDING SECTOR IN THE RIBBLE VALLEY** (Pages 11 - 16)

Report of the Director of Economic Development and Planning enclosed.

6. **CLITHEROE FOOD FESTIVAL** (Pages 17 - 20)

Report of the Director of Economic Development and Planning enclosed.

7. **CAPITAL MONITORING 2023/24** (Pages 21 - 28)

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

8. **REVENUE MONITORING 2023/24** (Pages 29 - 34)

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

9. **MINUTES OF WORKING GROUPS**

None.

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

None.

11. **EXCLUSION OF PRESS AND PUBLIC**

ITEMS FOR DECISION

None.

ITEMS FOR INFORMATION

12. **BUSINESS SUPPORT FOR NET ZERO TRANSITION & DECARBONISATION** (Pages 35 - 36)

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Report of the Director of Economic Development & Planning enclosed.

Electronic agendas sent to members of Economic Development – Councillor Jan Alcock JP, Councillor Stephen Atkinson (Vice-Chair), Councillor David Birtwhistle (Chair), Councillor Ryan Corney, Councillor Sophie Cowman, Councillor Louise Edge, Councillor Rosemary (Rosie) Elms, Councillor Stewart Fletcher, Councillor Michael Graveston, Councillor Jonathan Hill, Councillor Stuart Hirst, Councillor Rachael Ray, Councillor Robin Walsh, Councillor Aaron Wilkins-Odudu and Councillor Gaye McCrum.

Contact: Democratic Services on 01200 414408 or committee.services@ribblevalley.gov.uk

Minutes of Economic Development

Meeting Date: Thursday, 28 September 2023, starting at 6.30 pm
Present: Councillor D Birtwhistle (Chair)

Councillors:

J Alcock	S Fletcher
S Atkinson	R Ray
R Corney	R Walsh
S Cowman	A Wilkins-Odudu
L Edge	G McCrum
R Elms	

In attendance: Director of Economic Development and Planning, Senior Economic Development Officer and Head of Strategic Planning and Housing.

Also in attendance: Councillors L Jameson and K Barnsley

Apologies received from Councillor M Graveston.

342 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 15 June 2023 were approved as a correct record and signed by the Chairman.

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

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

344 PUBLIC PARTICIPATION

There was no public participation.

345 RIBBLE VALLEY ECONOMIC PLAN 2023 - 2026

The Director of Economic Development and Planning submitted a report presenting Committee with the Ribble Valley Economic Plan 2023 – 2026 and seeking approval to adopt the plan.

A report was submitted by the Director of Economic Development and Planning for Committee to consider the publication version of the Economic Plan for 2019 – 2022. The previous Economic Plan was adopted in September 2019 and covered the period 2019 to 2022. In June 2023, Members had approved that the Director of Economic Development consult on the plan for 2023 – 2026. A six-week public consultation period had been widely publicised and a summary of all responses and Officer comments were included in the report, along with the Councils responses in relation to the key themes.

The proposed Economic Plan for 2023 - 2026 was included in the report. The plan clearly set out the Council's objectives, and how it sought to meet these objectives via 5 priority action areas:

- people;
- places;
- business support and growth;
- connectivity; and
- tourism.

It was noted at the meeting that this was a high-level document, and further analysis would take place in order to form a plan to target specific actions/projects.

RESOLVED THAT COMMITTEE:

Approve the publication version of the Ribble Valley Economic Plan 2023 – 2026.

346

MEMBER REPRESENTATION ON RIBBLE VALLEY TOURISM ASSOCIATION

The Director of Economic Development and Planning submitted a report for Committee to consider an invitation from the Ribble Valley Tourism Association (RVTA) for an elected member to join their Executive Committee and make recommendations to Full Council.

The RVTA was a membership organisation for businesses involved with tourism and the visitor economy in the Borough. The association provided a forum for discussion and debate and held meetings to which members were invited to attend, along with a number of membership activities which were detailed in the report.

The RVTA worked closely with the Council on tourism, promotional and development activities. In order to facilitate joint working with the Council, the RVTA formerly included an elected member on their Executive Committee. However, since the pandemic, when meetings were suspended, the position was vacant.

Committee were asked to nominate a member of the Committee to join the RVTA Executive Committee and recommend the appointment of that member to the RVTA as an outside body to Council.

***RESOLVED THAT COMMITTEE:

Nominate Councillor J Alcock as the representative for the Ribble Valley Tourism Association Executive Committee and recommend to Full Council the appointment of that member to the RVTA as an outside body.

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RIBBLE VALLEY TASTE FEST & CLITHEROE FOOD FESTIVAL

The Director of Economic Development and Planning submitted a report to provide Committee with an update on the Clitheroe Food Festival 2023 and seeking approval to hold the event again in summer 2024.

Ribble Valley Taste Fest had been held between 5 and 11 August 2023, followed by a one-day food festival on 12 August 2023. The Taste Fest featured a series of themed 'walks with taste' incorporating cheese-making demonstrations, brewery tours and gin-tasting sessions at farms and food venues throughout the Borough. Thirteen businesses had engaged in the Taste Fest resulting in a total of 23 individual events. A summary of conclusions and the full list of events were included in the report.

Over 100 businesses and organisations had attended Clitheroe Food Festival on 12 August 2023, and all available stalls had sold out along with a number of sponsorship packages. A record number of crowds attended throughout the day and the town was particularly busy during a fly over by the Red Arrows. The increase in visitor numbers was thought to be down to extra promotion of the event and a breakdown of the statistics along with the positive feedback received from festival goers was included in the report.

Given the success of the events there was an appetite from businesses, residents and visitors to hold the event again in 2024. The costs associated with the Festival and implications were noted for Committee to consider.

Members of the Committee commended the Director of Economic Development and Planning, and her team, for a successful 2023 event and commented on the elements that had worked well. Members supported both the Taste Fest and Food Festival for 2024 and hoped that the Taste Fest would appeal to a wider range of businesses now that it had been established. A number of businesses had already registered their interest in participating in 2024.

RESOLVED THAT COMMITTEE:

1. Agree to hold:
 - The Ribble Valley Taste Fest from Monday 5 August to Friday 9 August 2024
 - The Clitheroe Food Festival on Saturday 10 August 2024; and
2. Delegate authority to the Director of Economic Development and Planning to organize and deliver both events in 2024, including authorising necessary expenditure.

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CHANGE TO CLIMATE CHANGE WORKING GROUP

The Chief Executive submitted a report for Committee to approve a change to the membership of the Climate Change Working Group for the municipal year 2023/2024.

Committee had approved the allocation of seats on the Climate Change Working Group for 2023/24 on 15 June 2023, however, following the meeting Green representative Councillor M Peplow was replaced on the Economic Development Committee by Green representative Councillor G McCrum. It was therefore necessary to change the Green representative on the working group.

It was requested at the meeting that 2 further Committee Members be added to include the Chairman of the Committee, and a Conservative representative.

RESOLVED THAT COMMITTEE:

Approve the revised membership of the Climate Change Working Group to reflect the change of the Green party representative, with the addition of two further representatives, with the revised membership as follows:

Climate Change Working Group – Councillors S Atkinson, L Edge, A Wilkins-Odudu, S Fletcher, G McCrum, D Birtwhistle, and J Alcock.

The Director of Community Services submitted a report providing Committee with a position statement regarding the Council's Carbon Emissions and suggesting priority areas of work and terms of reference for the Climate Change Working Group. The report was accompanied by a presentation to the Committee.

The Climate Change Act 2008 had set out emission reduction targets that the UK should comply with. In May 2019 the UK Parliament had declared a 'Climate Change Emergency' and in December 2020, it was declared that the UK would set targets of 68% reduction in emissions by the year 2030, and 100% by 2050, to become the first major economy to reach 'net zero' target.

In September 2021 the Council adopted the RVBC Climate Change Strategy 2021-2030, under which the Council's ambition was to become carbon neutral by 2030. The Council measured its Carbon Emissions annually through One Carbon World (OCW) and a detailed summary was included in the report. It was the role of the Climate Change Working Group to review the Climate Change Strategy in agreement with the Economic Development Committee and to ensure that the action plan was implemented effectively.

Many schemes to further reduce the Council's Carbon Emissions had been agreed and the report summarised the following proposed areas of work for the working group:

- Overseeing the refresh of the Climate Change Strategy and action plan based on the 2023 Peoples Survey and recommendations from the OCW report
- The installation of solar panels at Council Offices
- The installation of Electric Vehicle Chargers on rural car parks and at Longridge and Edisford
- The feasibility of rolling out Hydrotreated Vegetable Oil (HVO) to all refuse vehicles
- Upgrading all Council Office lighting to LED
- Launching a recycling campaign
- Launching a 'Good Housekeeping' initiative for staff to reduce energy and waste.

The suggested terms of reference were included in the report.

Committee discussed the strategy at length, and it was felt that whilst the proposed areas of work were important, Members also wanted to ensure that wider issues and the goals of the Borough and its residents were also considered. It was suggested that if the Working Group tried to achieve too much at once they may not fully complete projects, and that the group should focus on what they can do and not what they wish to do. Members noted case studies from other Councils and asked for similar 'outside the box' thinking. It was noted that a balance should be sought taking the economy of Borough into account when considering the strategy for Climate Change.

RESOLVED THAT COMMITTEE:

1. Committee consider the information as noted in the report and the accompanying presentation; and
2. Approve the establishment of the Climate Change Working Group and the adoption of the Terms of Reference (ToR) as noted in the report.
3. That the Committee ask the Working Group to ensure that in reviewing and agreeing the priorities of the proposed 2-stage process that the Working Group ensure that:
 - Objectives are realistic and within the remit of RVBC responsibilities and budgetary controls; and
 - That the Working Group work towards developing and enhancing the economy of the Council and ultimately its business sector.

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RIBBLE VALLEY ECONOMIC PLAN 2019-2022 UPDATE

The Director of Economic Development and Planning submitted a report for information providing an update on projects delivered on the Economic Plan 2019-2022.

The Plan, which was included in the report, had been adopted in September 2019 and covered the period 2019 – 2022. The report included an update on the projects which had been identified under the 5 key actions areas; People, Place, Business Support, Connectivity, and Tourism. It was important to note that during the period of the pandemic the Council's priorities had changed and therefore focus and resources had shifted to ensure multiple rounds of grant support was provided directly to businesses, as opposed to the actions within the Economic Plan.

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REVENUE OUTTURN 2022/23

The Director of Resources and Deputy Chief Executive submitted a report for information on the outturn for the financial year 2022/23 on the revenue budget for this committee.

Following a number of variations in both income and expenditure during the year, there was an overall underspend of -£27,897 on the net cost of services, including after transfers to and from earmarked reserves.

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REVENUE MONITORING 2023/24

The Director of Resources and Deputy Chief Executive submitted a report for information on the position of the 2023/24 revenue budget for this Committee for the period April to August 2023.

The comparison between actual and budgeted expenditure showed an overspend of £10,119 for the first five months of the financial year 2023/24.

353 CAPITAL MONITORING 2023/24

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

There had been no spend or commitments made against the capital programme budget. The position of the one capital scheme budget was that it was unlikely to be spent by financial year-end.

354 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

355 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.

356 CLITHEROE TO HELLIFIELD RAIL PROJECT

The Director of Economic Development and Planning submitted a report for information updating Committee on the Rail Feasibility Work which had been ongoing with LCC and Northern Rail.

A key rail priority for Ribble Valley and Lancashire was the reinstatement of passenger services between Clitheroe and Hellifield, which had closed in 1962. This would close an east-west 'connectivity gap' and provide improved sustainable linkages between Greater Manchester, Lancashire, North Yorkshire and West Yorkshire.

In March 2020 the Council applied to the Department of Transport's (DfT) Restoring your Railways Fund, however, in June 2022 the Minister for Transport confirmed that the application would not be further progressed, as noted in the report. The Council had continued to explore options and using part of the Councils 2022/23 UKSPF allocation, a feasibility study had been conducted by Northern Trains, the findings of which were included in the report.

In August 2023, both the Leader of the Council and the Director of Economic Development and Planning had met the Minister for Transport (Rail and HS2), at Hellifield Station, along with Lord Alton, representatives from LCC, Northern Rail, North Yorkshire, and Mr Nigel Evans MP. The Councils aspirations and work to date were discussed and Members were informed of the next steps which had been agreed.

Members of the Committee thanked the Director of Economic Development and her team for their ongoing work on the project, and commended Lord Alton for his contribution. It was important to note that the Council were unable to make the

decision on such a project as they were not the transport authority, however, Members were keen to keep pushing the project forward in any way possible.

The meeting closed at 7.45 pm

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

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: THURSDAY 2 NOVEMBER 2023
title: WEDDING TOURISM
submitted by: NICOLA HOPKINS DIRECTOR OF PLANNING AND REGENERATION
principal author: TOM PRIDMORE, TOURISM AND EVENTS OFFICER

1 PURPOSE

1.1 The purpose of the report is to note the importance of weddings to the local economy and the measures taken by the Council, with the support of the Ribble Valley Wedding Heaven Partnership to maximise its tourism potential.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To sustain a strong and prosperous Ribble Valley
- Corporate Priorities - To encourage economic development throughout the borough, with specific focus on tourism.
- Other Considerations – To develop, with relevant partners, measures to support the visitor economy.

2 ISSUES

2.1 BACKGROUND

Weddings, along with the themes of food and walking, are amongst the priorities of Ribble Valley's current tourism strategy. This report reviews the Ribble Valley Wedding Heaven brand campaign launched in 2014 and considers the value and changing nature of this niche tourism market.

2.2 WEDDINGS AND THE RIBBLE VALLEY ECONOMY

Weddings form an important part of the visitor economy, not only in direct spend at venues but also in supplementary accommodation, wedding suppliers, dining and retail. Given the diverse range of business which benefit from weddings, the full economic value is hard to measure. Moreover, it is also quite challenging to measure how many weddings actually take place. For example, weddings recorded by the Registrar, for which statistics are readily available, account only for civil ceremonies and do not include religious ceremonies. Then there are those weddings where the ceremonies take place outside of Ribble Valley, but the reception or celebration is hosted here, and visa versa. Of course, the actual economic benefit of weddings relates as much to the reception/celebration as it does the actual ceremony.

It is estimated that 2,000 and 3,000 weddings now take place annually in Ribble Valley and, given that 2022 recorded the highest national average cost per wedding at just over £19,000, the economic value of wedding tourism as an economic driver begins to be appreciated. Also, this average cost per wedding figure does not include additional guest accommodation, local dining and retail benefits.

Weddings account for more than 40% annual turnover at many mixed purpose venues and 100% at the increasing number of bespoke venues. They provide certainty of cashflow and in addition to the 26 licenced venues in Ribble Valley there are countless places where receptions and wedding celebrations take place.

The North West is now the third most popular region in which to get married, and it is believed that Ribble Valley hosts more than a third of all Lancashire weddings and three times as many as the next highest district.

2.3 RIBBLE VALLEY WEDDING HEAVEN

Recognising the emerging potential of wedding tourism, the Council launched an initiative in 2014 to develop this niche market. It invited all the licenced wedding venues to form a partnership under the banner of the Ribble Valley Wedding Heaven brand. The partnership meets 2-3 times a year and includes the majority of licensed venues. Whilst it is referred to as a partnership, it has no legal status as such nor does it influence budgets. It is solely a consultative group which occasionally pools funding for promotional initiatives. The partnership was not only launched to encourage more business to venues, but it also recognised the wider economic value of the tourism industry in supplementary sectors especially accommodation, dining, supplies and retail. Moreover, there was also recognition that a large number of accommodation providers were already reporting repeat holiday bookings resulting from wedding guests being introduced to this area.

The primary purpose of the partnership was to develop the promotional brand 'Ribble Valley Wedding Heaven'. In the nine years since its inception, the partnership has launched a website, www.ribbonvalleyweddingheaven.com and hosted visit by specialist journalists and bloggers. Under the collective banner of Ribble Valley Wedding Heaven it has attended a number of national wedding fairs, with contributing venues sharing the promotional costs. It organised the first valley wide wedding fair, which has now become an established biannual event, hosted at Stonyhurst College, and now run by a private sector operator. Some of the members of the group also host joint open evenings, called 'One night in Heaven' enabling prospective customers to make the most of their time in Ribble Valley and be able to visit several venues in one visit.

To help with promotions, the group produce a high-quality publication, which has proven particularly appealing to customers, as it offers a one stop shop for Ribble Valley venues. Again, costs for this are covered by participating venues.

Soon after its inception the partnership recognised the merit of involving Lancashire County Council registration service and their participation has proved a valuable element ever since. So, in addition to developing the promotional brand the group now also discusses wider issues affecting the wedding industry locally.

The laws relating to weddings in England have recently been the subject of government review and the weddings partnership were amongst a small number of consultees nationally to be invited to present evidence at the Law Society consultation event in London.

The Ribble Valley Weddings partnership is believed to be the only one of its kind in the UK, where venues worked together with the local authority to develop a brand, based on a reputation of a perfect place to get married. Since its inception there has been a rise in the volume of weddings in Ribble Valley. How much this can be

attributed to the partnership and how much to the entrepreneurial activity at individual venues, is impossible to determine.

The success of the initiative can be attributed to a number of factors. Firstly, the strong brand identity of Ribble Valley, a place with great landscapes and a reputation for quality. Next, a local authority committed to working collaboratively. Finally, by working together the group recognised any wedding in Ribble Valley could potentially benefit any partner, whether that be through dining experiences, or overflow accommodation, and that working together had great potential. The offer at every wedding venue in the partnership is different, therefore the options available to customers are wide, and whilst each is unique, they share values of quality and outstanding customer service.

Finally, as a direct result of the promotional activities of the partnership, Ribble Valley featured in a TV programme/documentary called 'Wedding Valley' which highlighted an amazing range of local businesses, including venues and suppliers.

2.4 THE CURRENT WEDDING MARKET AND FUTURE TRENDS AND POTENTIAL

The pandemic and other economic factors have significantly changed behaviours in relation to weddings, and it is important to keep abreast of market trends in order to sustain and continue to develop the levels of business. A recent national study undertaken by one of the market leaders in the wedding industry highlights latest trends. It is important that we use these trends to develop future marketing strategies.

Wedding trends are summarised in the table below, together with commentary relating to future opportunities. **(Source The UK Wedding Report - Bridebook 2023)**

Trend	Comments
Ceremonies at wedding venues rose to their highest ever level in 2022 and now that outdoor weddings are legal at licenced venues, one quarter took place outdoors.	Many Ribble Valley venues are developing their offer to include outdoor options.
Most popular venue types are still Hotels, Barns and Country Houses.	Clearly relevant to Ribble Valley.
Couples still continue to prioritise grounds, romantic vibe, outdoor space and scene views in their choice of wedding venue.	Clearly still relevant to Ribble Valley.
Good service by friendly staff at a venue is an important decision maker.	An aspect frequently mentioned with respect to the Ribble Valley venues.
The average number of guests is now returning to pre pandemic levels.	This bodes well for the return of business.
The most popular engagement dates are those around those around Christmas, particularly Christmas Day, with Christmas Eve the next most	This information provides a good information for targeting marketing activity.

popular. Also popular are those dates around new year, Valentine's Day and 29th February in a leap year.	
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Trend	Comments
Half of all couples choose their wedding venue within 3 months of engagement, and two thirds within 6 months.	This further strengthens the point above.
Higher budget venues are usually booked within 2-months and lower budget 12 months plus.	Further evidenced to support target marketing.
The period of time between engagement and venue booking is becoming shorter.	As above.
One quarter of all couples now get married in a different county from where they live.	This demonstrates the value of external promotion.
North West venues offer good value, being less than the national average for the cost of a wedding, this is mirrored to a degree by supplier costs.	This reinforces the future potential which is backed up by the trend of couples seeking better value for money.
Two thirds of couples' view venue websites before their first contact demonstrating a desire to explore more about a venue digitally before visiting.	A clear indication of the importance of web-based information.
Websites are chosen ahead of social media pages.	As above.
Online viewing is primarily to determine price range, view photos and particular real-life photos of other weddings as opposed to stock images. Couples are assured by visual imagery.	This provides evidence that we should encourage transparency of costs on venue websites and also demonstrates the type of imagery which should be demonstrated.
Reviews are becoming an increasingly important as a source of information for couples.	Important to bear in mind for our own website as well as encouraging venues to include.
Nearly all couples use their phone for wedding planning.	A good tip for website design – ensure marketing is optimised for mobile platforms.

Venue pricing must be transparent, couples don't like to be surprised by add-ons.	This provides evidence that venues should encourage transparency of costs on venue websites.
The majority of couples still hire professional suppliers.	This highlights the importance of promoting local suppliers.

2.4

Trend	Comments
Pricing is the most important piece of information to couples, followed by food options location, capacity and photos.	This provides evidence that we should encourage transparency of costs on venue websites.
Photos of interior and real weddings are desired most.	Further evidence for the type or imagery which should be used in promotional activity.
There is a steady increase in demand for midweek and Sunday weddings.	Highlights the opportunity, and to encourage venues to be accordingly flexible.
With a national average venue cost of £8,045, Friday is currently the most expensive day to get married.	A point to note.
Two thirds of couples still choose venue where food is included in the price and pay an average £3k for that service.	A point to note.

3 **RECOMMENDATION**

Members are invited to note the report.

TOM PRIDMORE
TOURISM AND EVENTS OFFICER

NICOLA HOPKINS
DIRECTOR OF PLANNING &
REGENERATION

BACKGROUND PAPERS None

For further information, please contact Tom Pridmore 01200 414496

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: THURSDAY 2 NOVEMBER 2023
title: CLITHEROE FOOD FESTIVAL
submitted by: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
principal author: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING

1 PURPOSE

- 1.1 To provide an update on the Clitheroe Food Festival, as early preparation for next year's event starts, and works proposed to Castle Street.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives – To sustain a strong and prosperous Ribble Valley
 - Community Ambitions – Provide an opportunity for local businesses to develop their market share with exposure to new customers.

2 BACKGROUND

- 2.1 Members will recall that the following decision was made at the previous meeting of this Committee:
 - 1) Agree to hold:
 - The Ribble Valley Taste Fest from Monday 5 August to Friday 9 August 2024
 - The Clitheroe Food Festival on Saturday 10 August 2024; and
 - 2) Delegate authority to the Director of Economic Development and Planning to organize and deliver both events in 2024, including authorising necessary expenditure.
- 2.2 Some queries were raised at Full Council (10th October 2023) regarding the food festival which are set out below.

3 2023 FOOD FESTIVAL QUERIES

Early closure of the Market Car Park

- 3.1 The market traders were advised that the Market car park would close at 2pm on the Thursday prior to the food festival however the marquee company arrived at 9am to start setting up the marquees on the car park. As such the car park became a construction area and needed to be closed. There was some miscommunication with the marquee company who confirmed they needed two days to set up. An apology was sent to the traders straight away and New Market Street was reopened to allow for parking. A Council officer was on site to allow access for vehicles to park on New Market Street, to allow access to the Rose and Crown car park and to direct vehicles to the nearby car parks- prioritising Railway View Car Park.
- 3.2 For the 2024 Food Festival the timescale for erecting the marquees will be agreed with whichever marquee company is used at appointment stage with sufficient notice provided to the market traders.

Change of Date

- 3.3 The choice of 12th August was queried given that historically the food festival has been held on the last weekend in July. However, the food festival for several preceding years has been held on/ around the weekend of 12th August. The date was moved in 2022, which was the first year it was held following the pandemic, to avoid other events in Lancashire at that time and as it was the first time the festival was able to be hosted due to the pandemic. Several concerns were however raised by the change of weekend from traders who were unable to attend and as such the weekend was reverted to the 'normal' weekend for 2023 as has also been agreed for the 2024 food festival.

Mix of and number of traders

- 3.4 Concerns were raised about a drop in the number of traders at this year's food festival along with an increase in non-food traders. To assist Committee the break down of stalls and non-food traders is attached at Appendix 1.
- 3.5 Works have recently been carried out on King Street which have altered the geometry of the road. This area will be remeasured as part of the 2024 food festival preparations with the stall locations updated to reflect the changes.

4 CASTLE STREET WORKS

- 4.1 During early 2024 works will begin on improving Castle Street. Policy and Finance Committee have agreed to use £300,000 of the 2023/24 UK Shared Prosperity Funding for this project which is being match funded by LCC. The works will take several months to complete and LCC have confirmed that the works will not be complete in advance of the 2024 food festival.
- 4.2 LCC are aware of the agreed food festival date and have confirmed that the program of works will take account of ensuring that Castle Street is available to host the food festival. This will be included within the program of works appended to the collaboration agreement with LCC.
- 4.3 Whilst an alternative solution will be factored into the preparation works associated with the food festival in case the use of Castle Street is not possible on the day, as it currently stands the Castle Street works should not affect the hosting of the food festival along the standard format.

5. RECOMMENDED THAT COMMITTEE

- 5.1 Note the above matters which form part of the early preparations for 2024 food festival.

NICOLA HOPKINS
DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

BACKGROUND PAPERS

None.

APPENDIX 1

Location	2022	2023
Market Food Court	44 pitches filled 4 pitches not selling food or drink <ul style="list-style-type: none"> • Bee Natural Wraps • Natural Dog Grooming Products • Homescape • NHS- they did not attend in the end however they were booked in to give out covid vaccinations at the event. 	45 pitches filled 3 pitches not selling food or drink. <ul style="list-style-type: none"> • Bee Natural Wraps- selling natural food wraps as a clingfilm/foil alternative. • Homescape- selling cheeseboards/ chopping boards etc. • Concrete and Cacti- sell plants/ home decor
Bullring	14/15 pitches filled 1 pitch not selling food or drink <ul style="list-style-type: none"> • Kushboo Soaps 	15/15 pitches filled 2 pitches not selling food or drink <ul style="list-style-type: none"> • Kushboo Soaps- Clitheroe business selling natural soaps. They've attended the last few festivals. • Bottlewicks- Clitheroe based, regular market trader. They repurpose old beer and wine bottles and turn them into candles (drink related)
Castle Street	15/15 pitches filled 2 pitches not selling food or drink <ul style="list-style-type: none"> • Costco • Rosemere Cancer Foundation 	15/15 pitches filled 2 pitches not selling food or drink <ul style="list-style-type: none"> • Face Paint station- unfortunately this pitch was empty on the day due to the trader's car breaking down on route. Consequently, there was a 3mx3m empty space. • Rosemere Cancer Foundation- Rosemere are a local cancer charity and have attended the last few events.
King Lane	2/2 pitches filled <ul style="list-style-type: none"> • All traders selling Food or Drink 	1/1 pitches filled <ul style="list-style-type: none"> • Due to a complaint from a trader at the 2022 event, we decided to remove the second pitch on King Lane (the space wasn't very visible and resulted in poor trade)
Market Place	6/6 pitches filled <ul style="list-style-type: none"> • All traders selling Food or Drink 	6/6 pitches filled 1 pitch not selling food or drink <ul style="list-style-type: none"> • The Woodland Trust
New Market Street	4/4 pitches filled <ul style="list-style-type: none"> • All traders selling Food or Drink 	4/4 pitches filled <ul style="list-style-type: none"> • All traders selling Food or Drink
Upper King Street	12/14 pitches filled <ul style="list-style-type: none"> • 4 pitches not selling food or drink • Vertu Motors brought two vehicles and took up 4 pitches (12x3m space). • In our post event review, we mentioned that this is something we would avoid doing again. 	13/14 pitches filled 2 pitches not selling food or drink <ul style="list-style-type: none"> • Dogs Trust • Lancashire Wildlife Trust
Lower King Street	12/13 pitches filled <ul style="list-style-type: none"> • 1 pitch not selling food or drink • Dogs Trust 	10/10 pitches filled 1 pitch not selling food or drink <ul style="list-style-type: none"> • This was our RVTA Information point. • Due to the pavement widening and the addition of bollards, we lost space for 2 pitches on King Street.
Total non-food/drink	12	11

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: 2 NOVEMBER 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 is one capital scheme for this committee with a budget of £54,750 (see Annex 1). This is a scheme that was moved from 2023/24 part way through that financial year. The capital programme for committee was approved by the Policy and Finance Committee and Full Council at their meetings in February 2023 and March 2023 respectively.

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	0	0
Schemes and Budget moved from 2022/23	1	54,750
Total Original Estimate as per Budget Book	1	54,750
Slippage from 2022/23	0	0
Additional Approvals in year 2023/24	0	0
Current Total Approved Budget 2023/24	1	54,750
Actual Spend and Commitments – April to September		0
Remaining Budget as at the end of September 2023		54,750

3.2 At the end of September there had been no spend or commitments made against the capital programme budget for this committee.

3.3 The table at Annex 1 shows a breakdown of the position at the end of September.

3.4 Annex 2 provides a summary for the scheme, the current position on progress and also some history behind the scheme.

4 CONCLUSION

4.1 At the end of September 2023 there had been no spend or commitments made against the capital programme budget.

4.2 The position on the scheme 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	1	54,750	0	54,750
Currently expected to be fully or substantially completed in year	A				
Scheme completed	G				
Total		1	54,750	0	54,750

4.3 The scheme (ECDVI: Economic Development Initiatives) was originally approved into the capital programme in 2012/13 for £100,000, and over the years it has been used largely for abortive capital scheme costs.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

ED12-23/LO/AC
20 OCTOBER 2023

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

Economic Development 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
ECDVI	Economic Development Initiatives		54,750			54,750	0	54,750	0.0%	R
Total Planning and Development Committee		0	54,750	0	0	54,750	0	54,750	0.0%	

Economic Development committee – Capital Programme 2023/24

ECDVI: Economic Development Initiatives

Budget Holder: Rea Psillidou

Latest Status: Unlikely to be completed within the financial year



Brief Description of the Scheme:

This scheme was first created to establish a general source of pump-priming and pre-investment funding to support the delivery of the Council's economic priorities. The scheme particularly sought to support our high growth sectors in the provision of land and premises or tourism infrastructure where applicable.

The Council needs to be able to develop and respond to initiatives that will support delivery of business growth. In order to develop schemes, funding needs to be available to undertake works in areas such as valuation and feasibility assessments, due-diligence, initial planning and design work. As projects progress funding needs to be available to support acquisition, marketing and development. Specific funding for land or premises would be the subject of separate bids as required.

Projects include identifying options to deliver employment land, schemes to support high growth business opportunities and necessary infrastructure to support our rural business base including tourism.

Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	54,750
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
Current Total Approved Budget 2023/24	54,750
Actual Expenditure including Commitments as at end of September 2023	0
Remaining Budget as at end of September 2023	54,750

Budget Holder Comments:

September 2023: There are no appropriate economic development opportunities in progress that are likely to be funded from this budget. At this stage it is unlikely that the scheme budget will be spent by financial year-end. Opportunities may arise through the delivery of the new Economic Plan.

August 2023: There are no appropriate economic development opportunities in progress that are likely to be funded from this budget.

February 2023: Scheme moved to 2023/24

September 2022: There were no appropriate economic development opportunities in progress at the end of September 2022 which were likely to be funded from this economic development capital budget. At this stage it is unclear if the scheme budget will be spent by financial year-end.

July 2022: There are no appropriate economic development opportunities in progress currently which are likely to be funded from this economic development capital budget.

March 2022: Appraisal work on a piece of land along the A59 with a budget of £30,000 was the one scheme identified as appropriate for funding from this capital budget in 2021/22. The total estimated cost of the A59 land appraisal work at financial year-end was £27,000, with £16,528 related to work completed in 2021/22. Based on the work undertaken by the external consultants up to financial year-end, there was no certainty at that stage that the A59 land appraisal expenditure would result in the development of a capital asset.

Economic Development committee – Capital Programme 2023/24

Given this, the A59 land appraisal estimated costs of £27,000 and associated funding from earmarked reserves are to be accounted for through the Council's revenue accounts rather than the capital programme, because at 31/3/2022 there was no certainty that the A59 land appraisal expenditure would result in the development of a capital asset. Therefore, the £16,528 actual expenditure on A59 land appraisal work in 2021/22 was charged to the Economic Development revenue cost centre and the expenditure on this capital scheme was nil.

Slippage of the remaining £3,000 Economic Development Initiatives capital budget into 2022/23 is requested to add to the £51,750 budget already moved to 2022/23 to fund any appropriate economic development opportunities that arise in 2022/23. **Note – Members will make the final decision on whether to further consider the land potential along the A59, based on the external consultants' final report presented elsewhere on the agenda for this meeting.**

December 2021: Consultants have now been engaged to undertake the land appraisal work on the piece of land along the A59 and it is expected that their work will be reported to officers by the last week of March 2022. At this stage, there are no other development opportunities being considered that are likely to lead to further spend on this capital budget in 2021/22. Given this, it is proposed that the 2021/22 revised estimate for this scheme is reduced to £30,000 and that £51,750 of the scheme budget is moved to 2022/23.

September 2021: There is no spend to date but the Council are continually seeking to identify economic development schemes which this budget is set aside for. Members will recall that a proportion of the budget was set aside to assess a piece of land along the A59 and work is ongoing with this.

July 2021: There is no spend to date in-year but the Council are continually seeking to identify economic development schemes which this budget is set aside for. Members will recall that a proportion of the budget was set aside to assess a piece of land along the A59 which is subject to a separate report on this agenda.

March 2021: One appropriate scheme for funding from this capital budget, re improving employment land site access at Salthill, was identified as possibly taking place in early 2021. However, the scheme did not take place in 2020/21 because there was no further progress by the landowner before year-end. Slippage of £15,000 into 2021/22 is requested to add to the £66,750 budget already moved to 2021/22 to fund any economic development schemes that would be appropriate to fund from this capital budget in 2021/22.

December 2020: There is currently just one development initiative scheme being considered that, if given the go ahead, would incur expenditure in 2020/21. That scheme is a joint-funded site investigation and development modelling scheme for improving employment land site access at Salthill. If that scheme is approved to go ahead the Council's expenditure is estimated to be no more than £15,000 in 2020/21. Therefore, it is recommended that the 2020/21 revised estimate for the overall scheme is reduced to £15,000 and £66,750 of the overall scheme budget is moved to the 2021/22 financial year.

September 2020: There are no current schemes in progress which are likely to be funded from this economic development capital pot. Therefore, at this stage there is the possibility that not all of the budget will be committed by year-end. Officers will consider whether any of the scheme budget will be moved to 2021/22 when the revised estimate capital programme is presented for approval in January 2021.

December 2019: There are currently no development opportunities earmarked to draw on the funds from the Economic Development Initiatives scheme budget at this stage in the year. Therefore, it is recommended that the 2019/20 revised estimate for this scheme is reduced to nil and the £81,750 scheme budget is moved to the 2020/21 financial year.

September 2019: No change - There are no current schemes in progress which are likely to be funded from this economic development capital pot. Therefore, at this stage there is the possibility that not all of the budget is committed by year-end. However, a number of site opportunities are being explored and will be the subject of future reports.

Economic Development committee – Capital Programme 2023/24

July 2019: There are no current schemes in progress which are likely to be funded from this economic development capital pot. A number of site opportunities are being explored and will be the subject of future reports.

March 2019: There was no expenditure on this Committee's capital scheme in 2018/19, because no appropriate development opportunities have arisen in-year which have required funding from this capital scheme.

December 2018: A number of site opportunities are being explored in more detail, as per the report elsewhere on this agenda. At this stage, no specific scheme costs are being charged to this Economic Development Initiatives capital budget, but there is always the possibility that a valuation or assessment in-year may require expenditure in relation to acquisition at short notice.

September/October 2018: A number of site opportunities are under preliminary investigation and will be reported to this Committee in due course. It is anticipated that this capital scheme be considered to help support any emerging initiatives that arise as a result of that report.

August 2018: Development opportunities to bring forward land for employment will be reported to this Committee in due course. It is anticipated that this capital scheme be considered to help support any emerging initiatives that arise as a result of that report.

December 2017: There has been no spend on the scheme in-year, with costs for support work being charged to revenue budgets rather than capital. Development opportunities to bring forward land for employment are being reviewed and will be reported to this Committee in due course. It is anticipated that this capital scheme be considered to help support any emerging initiatives that arise as a result of that report. It is recommended that the 2017/18 revised estimate is reduced to nil and the £100,000 budget is moved to 2018/19.

July 2017: Development opportunities to bring forward land for employment are being reviewed and will be reported to this Committee. It is anticipated that this capital scheme be considered to help support any emerging initiatives that arise as a result of that report.

December 2016: There are no appropriate economic development opportunities in progress currently which are likely to be funded from this economic development capital pot before the year-end. It is recommended that the revised estimate is reduced to nil and the £100,000 budget is moved to 2017/18.

September/October 2016: No change from July 2016 comments - There are no appropriate economic development opportunities in progress currently which are likely to be funded from this economic development capital pot.

July 2016: There are no appropriate economic development opportunities in progress currently which are likely to be funded from this economic development capital pot.

May/June 2016: The one site acquisition proposal being seriously considered will not now go ahead, as resolved by Policy and Finance Committee. There are no other appropriate economic development opportunities in progress currently which are likely to be funded from this economic development capital pot.

March 2016: One site acquisition investment was being considered in 2015/16, but no confirmation was in place for the acquisition to go ahead at year-end. Slippage of the 2015/16 underspend is requested to fund both the pump prime costs associated with the site acquisition being considered and any further economic development opportunities that may arise.

January 2016: The site acquisition approved by this Committee in October 2015 is the one economic development opportunity in progress currently that will require investment support funding from the Economic Development Initiatives budget. At this stage, the actual timing of the site acquisition and any support costs to be funded from this budget is not confirmed. Any unused budget from 2015/16 will be moved into 2016/17 as slippage.

September 2015: The District Valuer has secured initial agreement with land owners on values and details are being progressed to acquire a site. Expenditure has been drawn from other revenue budgets to fund pre-investment works so far.

Economic Development committee – Capital Programme 2023/24

July 2015: The Council has instructed the District Valuer to negotiate the purchase of some land on one scheme and we are currently awaiting the outcome of this. Expenditure has been drawn from other revenue budgets to fund pre-investment works so far.

September 2014: The Council continues to seek land for potential economic development. Expenditure has been drawn from revenue budgets to fund pre-investment works to date.

July 2014: The Council continues to seek land for potential economic development.

March 2014: Projects have not reached a stage where capital is required. Expenditure has been drawn from other revenue budgets to fund pre-investment works.

September 2013: Work on the scheme has been undertaken, however expenditure has been revenue based rather than capital.

July 2013: An area of land has been identified and measures are being taken to secure the land for industrial development.

March 2013: The Council is continuing pursuing the acquisition of land for employment purposes.

September 2012: No further progress since June 2012.

June 2012: Initial discussions have been held with relevant landowners. The District Valuer has been instructed to prepare valuation advice on potential sites. This advice has been received and is being given further consideration. The Asset Management Group has considered site options. An options report will be prepared once options are determined. Expenditure will be required on feasibility reports once an option is agreed and on pre-acquisition and due diligence processes.

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: 2 NOVEMBER 2023
 title: REVENUE MONITORING 2023/24
 submitted by: DIRECTOR OF RESOURCES
 principal author: HELEN SEEDALL

1 PURPOSE

1.1 To let you know the position for the period April to September 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 revised estimate for the period to the end of September. You will see an overall overspend of £4,414 on the net cost of services. Please note that underspends are denoted by figures with a minus symbol.

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	
ALBNM	Albion Mill	180	6,094	22,027	15,933	R
CLFFE	Clitheroe Food Festival 2023	24,900	24,900	13,494	-11,406	R
INDDV	Economic Development	211,070	6,160	5,510	-650	G
TURSM	Tourism and Events	132,410	19,946	20,483	537	G
	Sum:	368,560	57,100	61,514	4,414	

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 which fall within the red variance category in the period April to September 2023. These are shown with the budget holders' comments and agreed action plan in Annex 1

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

3 CONCLUSION

3.1 The comparison between actual and budgeted expenditure shows an overspend of £4,414 for the first six months of the financial year 2023/24.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

ED11-23/HS/AC
24 October 2023

Economic Development 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
ALBNM/2446	Albion Mill/Rent of Buildings	35,580	26,685	19,850	-6,835	The Council currently has an underlease arrangement which expires on 14 November 2023 that has not yet been renewed, therefore the rent, normally paid in advance, has only been charged up until that date resulting in an underspend.	A review is being carried out to determine whether the Council renews the underlease and what the terms should be. If the lease is renewed, then payment will be made from 14 November 2023.
ALBNM/8805I	Albion Mill/Land Rents	-37,850	-18,925	3,844	22,769	Reduction in income due to a combination of rent arrears and loss of income as a result of unoccupied units.	The rent arrears will be pursued and the empty units marketed for rental.
CLFFE/3277	Clitheroe Food Festival 2023/Promotional Activities	15,350	15,350	8,909	-6,441	The revised budget for the food festival will be allocated according to where income and expenditure arose.	This offsets the increase in the cost of the provision of the park and ride service and additional road signage.

Economic Development 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
CLFFE/8828n	Clitheroe Food Festival 2023/Food Festival Sponsorship	0	0	-7,500	-7,500	Sponsorship received for the food festival that was not budgeted for. A budget for sponsorship of the food festival wasn't provided due to the uncertainty of sponsorships being achieved.	A budget for sponsorship of the food festival will be brought in at revised estimate.

Economic Development 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
CLFFE/0130	Clitheroe Food Festival 2023/Temporary Staff	5,160	5,160	1,250	-3,910	Lower staffing requirement than provided for in the budget.
CLFFE/2636	Clitheroe Food Festival 2023/Hire of Transport	2,260	2,260	5,500	3,240	Increase in the cost of providing buses for the park and ride service at the food festival. This is offset by reduced expenditure in other areas in respect of the food festival.
CLFFE/3267	Clitheroe Food Festival 2023/Signage	4,390	4,390	6,660	2,270	Additional signage has been used to improve communication to the public of the road closures required, in order to stage the event. This is offset by the reduced expenditure on promotional activities related to the food festival.
CLFFE/8420n	Clitheroe Food Festival 2023/Car Park Charges	-5,050	-5,050	-2,467	2,583	Lower than expected car parking income received.
CLFFE/8827n	Clitheroe Food Festival 2023/Food Festival Stalls (VATable)	-16,420	-16,420	-20,002	-3,582	Increase in income from the letting of stalls.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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