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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, 28 SEPTEMBER 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. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 6)
2. **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.

3. **PUBLIC PARTICIPATION**

ITEMS FOR DECISION

4. **RIBBLE VALLEY ECONOMIC PLAN 2023 - 2026** (Pages 7 - 18)
Report of the Director of Economic Development & Planning enclosed.
5. **MEMBER REPRESENTATION ON RIBBLE VALLEY TOURISM ASSOCIATION** (Pages 19 - 22)
Report of the Director of Economic Development & Planning enclosed.
6. **RIBBLE VALLEY TASTE FEST & CLITHEROE FOOD FESTIVAL** (Pages 23 - 42)
Report of the Director of Economic Development & Planning enclosed.

7. **CHANGE TO CLIMATE CHANGE WORKING GROUP** (Pages 43 - 44)
Report of the Chief Executive enclosed.

8. **CLIMATE CHANGE** (Pages 45 - 78)
Report of the Director of Community Services enclosed.

ITEMS FOR INFORMATION

9. **RIBBLE VALLEY ECONOMIC PLAN 2019-2022 UPDATE** (Pages 79 - 84)
Report of the Director of Economic Development and Planning enclosed.

10. **REVENUE OUTTURN 2022/23** (Pages 85 - 90)
Report of the Director of Resources Deputy Chief Executive enclosed.

11. **REVENUE MONITORING 2023/24** (Pages 91 - 94)
Report of the Director of Resources Deputy Chief Executive enclosed.

12. **CAPITAL MONITORING 2023/24** (Pages 95 - 102)
Report of the Director of Resources Deputy Chief Executive enclosed.

13. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
None.

14. **EXCLUSION OF PRESS AND PUBLIC**

ITEMS FOR INFORMATION

15. **CLITHEROE TO HELLIFIELD RAIL PROJECT** (Pages 103 - 160)
3
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.

Minutes of Economic Development

Meeting Date: Thursday, 15 June 2023, starting at 6.30 pm
Present: Councillor D Birtwhistle (Chair)

Councillors:

J Alcock	M Graveston
S Atkinson	S Hirst
R Corney	M Peplow
L Edge	Ray
R Elms	R Walsh
S Fletcher	A Wilkins-Odudu

In attendance: Senior Accountant, Head of Strategic Planning and Housing and Chief Executive

85 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

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

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

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

87 PUBLIC PARTICIPATION

There was no public participation.

88 BRIEFING ON THE WORK OF THE ECONOMIC DEVELOPMENT COMMITTEE

The Head of Strategic Planning and Housing circulated the Terms of Reference of the Economic Development Committee and gave a brief summary on the remit of the Committee and its priorities.

89 APPOINTMENT TO WORKING GROUPS

The Chief Executive submitted a report asking committee to consider the need for working groups under the remit of this committee and decide upon the membership.

It was noted that a recommendation was being made to the Policy and Finance Committee meeting on 20 June 2023 that the Climate Change Working Group parent Committee be amended to Economic Development Committee, for the municipal year 2023/24. Committee therefore agreed that a working group should be formed and the membership decided in the event that the recommendation is approved, to avoid delay in the meeting of the working group.

RESOLVED THAT COMMITTEE:

Approve the following working group and the membership for the 2023/24 municipal year, on the condition that it is agreed at the next Policy and Finance Committee meeting of 20 June 2023 that the parent Committee is changed to Economic Development Committee.

Climate Change Working Group - Councillors S Atkinson, L Edge, A Wilkinson-Odudu, S Fletcher, and M Peplow.

Please note, at the Full Council Meeting of 11 July 2023, following a change to the membership of Economic Development Committee, Councillor Malcolm Peplow was replaced on the working group by Councillor Gaye McCrum.

90

RIBBLE VALLEY ECONOMIC PLAN 2023-2026

The Director of Economic Development and Planning submitted a report presenting members with the draft Economic Plan 2023-2026.

The existing Economic Plan covered the period 2019 - 2022 and work was ongoing to deliver projects identified previously. A workshop with the Ribble Valley Economic Partnership had been held on 12 October 2022, and based on the workshop and analysis, a draft new Economic Plan had been created. A second workshop with the Ribble Valley Economic Partnership was held on 20 February 2023 in order to review the draft plan and ensure it reflected the challenges and issues businesses were facing. The results of the workshops and draft Economic Plan 2023-2026 plan were included in the report.

The plan followed a similar format to the existing Economic Plan and was split into five priority areas:

1. People – Focuses on those actions that will support skills development.
2. Place – Focuses on those actions that recognise and respect the value and character of the Ribble Valley.
3. Business Support – Focuses on those actions that sustain competitiveness and strengthens business networks.
4. Connectivity – Focuses on those actions that will act as the catalyst for better digital and public transport connectivity.
5. Tourism – Focuses on those actions that will promote the development of accommodation, improve hospitality and support events building on the attraction of the local area.

For each priority area the deliverable projects were explained in the report.

There was discussion at the meeting around ensuring villages and smaller areas receive as much focus as towns and larger areas. It was felt that transport links to rural villages and businesses were vital in supporting businesses and also training and employment for individuals. Rail improvements would also be an ongoing focus.

RESOLVED THAT COMMITTEE:

Authorise the Director of Economic Development and Planning to carry out a public consultation for a period of six weeks on the draft Economic Plan.

91 CAPITAL OUTTURN 2022/23

The Director of Resources submitted a report reviewing the final outturn of the 2022/23 capital programme and seeking member approval for the slippage of capital scheme budget on one scheme from the 2022/23 financial year to the 2023/24 financial year.

There had been no spend on the capital programme in 2022/23 for this Committee.

Slippage totalling £55,000 from the 2022/23 financial year in to the 2023/24 financial year was requested.

RESOLVED THAT COMMITTEE:

Approve the slippage of £55,000 as detailed in the report.

92 CLITHEROE FOOD FESTIVAL UPDATE

The Director of Economic Development and Planning submitted a report updating members on Clitheroe Food Festival 2023.

The event would be held on 12 August 2023, with 'Ribble Valley Taste Fest' running from 5 – 11 August 2023, which would feature a week of events held at farms and food venues across the Borough concluding with Clitheroe Food Festival.

The report noted the number of trader applications, which to date was higher than last year, and that numerous businesses throughout the Borough had signed up for Taste Fest which would spread the economic impact of the Food Festival beyond Clitheroe. The sponsorship opportunities available were also noted in the report, and it was confirmed at the meeting that the main sponsorship packages were now sold.

93 THE RIBBLE VALLEY ANNUAL TOURISM GATHERING

The Director of Economic Development and Planning submitted a report updating members on the 'Annual Tourism Gathering' event and the Ribble Valley Tourism Association (RVTA).

In conjunction with the RVTA, the Council had hosted the 'Annual Tourism Gathering' on 16 May 2023 which had been attended by around 120 local business representatives and was open to any tourism related business. The purpose of the event was a combination of networking and celebration.

The report detailed the presentations and awards which had taken place and noted that it is the intention of the RVTA to write formally to the Council to request that an elected Member be nominated to sit on the RVTA Executive Committee, as they had in previous years.

94 TOURISM PROGRESS REPORT - MAJOR PROMOTIONAL EVENTS

The Director of Economic Development and Planning submitted a follow up report to the Tourism Update which was presented to Committee 30 March 2023.

At the request of Members the report summarised the three major tourism events at which the Council had been represented, with an indication of the collaborations and the results.

Progress in Tourism would continue to be reported to future Committees.

95 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

96 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 7.16 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait rebecca.tait@ribblevalley.gov.uk.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: THURSDAY 28 SEPTEMBER 2023
title: RIBBLE VALLEY ECONOMIC PLAN 2023 – 2026
submitted by: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
principal author: HASSAN DITTA

1 PURPOSE

- 1.1 To present the Economic Plan 2023 – 2026 (Appendix 1) and to seek Committee approval to adopt the new Economic Plan.
- 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 a specific focus on developing a new Economic Plan.
 - Other Considerations – The Economic Plan will support a range of Council activities and assist in financial planning for the Authority.

2 BACKGROUND

- 1.3 The current Economic Plan was adopted in September 2019 and covers the period 2019-2022. A copy of the existing plan is included in Appendix 2. The existing plan was reviewed in 2022 with a revised draft Plan produced.

3 THE ECONOMIC PLAN (2023-2026)

- 1.4 At the Economic Development Committee meeting on 15th June 2023, Committee authorised the Director of Economic Development and Planning to consult on the Draft Economic Plan.
- 1.5 A six-week online consultation period commenced giving businesses, residents and other stakeholders the opportunity to provide feedback on the draft Economic Plan. This consultation period ended on Monday 4th September 2023.
- 1.6 The consultation was promoted extensively online utilising the Council’s website and social media channels. Parish Councils were advised of the forthcoming consultation at the Parish Council Liaison Committee on 22nd June 2023 and the consultation link was sent directly to all Parish Councils in the Borough. The link was also sent to all members of the Ribble Valley Economic Partnership consisting of 132 members and to all members of the Ribble Valley Tourism Association consisting of 244 members.
- 1.7 A summary of all responses and officer comments are provided in Appendix 3.
- 1.8 The feedback received from consultees has been split into three key themes, which are set out below along with the Council response to this themes;

- What are the incremental actions/steps that will make the listed actions reality?

The Economic Plan is an overarching document that has been split into 5 action areas with specific projects listed for each action area. As the projects within each action area are developed, the individual project plans will list actions and steps along with key performance indicators which will be used to manage the projects. During the project planning stage, key stakeholders will also be involved to ensure the projects are relevant and suitable.

- No mention of the partners RVBC are going to engage to fulfil these action points or the funding it will require.

Stakeholders were involved in helping to create the draft Economic Plan. As with the previous point, during the project planning stage, relevant key stakeholders will be identified and involved for each individual project plan. Funding for some projects including supporting businesses to lower their carbon footprint project has already been secured. The Economic Plan is an overarching policy document which will be used to support funding bids as opportunities to bid for funding to deliver the projects arise. The document will also be used to support larger funding bids in the future.

- The plan could have been more ambitious.

It is important that the Plan is deliverable within available resources and timescales. The projects identified within the plan are deliverable given the current resource and funding opportunities available to the Council.

1.9 The Tourism Association submitted a collective response supporting the Tourism Action Area with members looking forward to contributing to the detail of the action points in due course.

1.10 On the basis of the comments received and response given above, Committee approval is sought to adopt the new Economic Plan.

4 RISK ASSESSMENT

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

- Resources – Members will note that the plan sets out a number of actions that will have budget implications, all of which will be the subject of individual reports to the relevant Council Committees in due course as part of the Council's budgetary process. The Council is currently in the early stages for preparing the budget for 2024/25. Our core Government Funding is unknown at this early stage. As is normal, service Committees will receive guidance for considering any growth requests. The plan will also provide a vehicle to inform bidding rounds for external funding where relevant, which will also be subject to future reports as projects come forward.
- Technical, Environmental and Legal – The Plan is a high-level document and the Council is expected to monitor the local economy and identify the most appropriate tasks required

to implement the actions in the plan. The delivery of individual tasks/projects will follow Council procedures and policies as well as any relevant legislation.

- Political – The Council has identified economic development as a key political priority.
- Reputation – The adoption of the new Economic Plan will demonstrate the Council is a well-run council that seeks to deliver corporate local economic ambitions.
- Equality & Diversity – The adoption of the Economic Plan raises no Equality and Diversity issues. Implementation of the Plan will be in compliance with the Equality Duty.

5 RECOMMENDED THAT COMMITTEE

1.12 Adopt the proposed Economic Plan 2023-2026.

HASSAN DITTA
SENIOR ECONOMIC DEVELOPMENT
OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT AND PLANNING

BACKGROUND PAPERS

None.

For further information please ask for Hassan Ditta, extension 4424

Ref: HD/EconomicDevelopment/28 September 2023

APPENDIX 1

PROPOSED ECONOMIC PLAN – 2023-2026

Ambition

The prosperity of the economy in Ribble Valley is demonstrated through sustaining businesses and nurturing the entrepreneurial drive in the local community.

Sustainable economic prosperity is an important component to the quality of life in Ribble Valley in terms of health, housing, reduced crime and access to services. To ensure this, our objectives are;

- To support businesses throughout the Borough to remain competitive
- To support skills development including linking with schools/colleges and creating networking opportunities
- To work with our partners in the Ribble Valley to improve infrastructure including non-private transport, digital connectivity and moving towards a carbon free Borough.

People – Action Area 1

Focuses on those actions that will support skills development.

- Work with partners to deliver recruitment events
- Enhance digital skills of employees
- Improve connectivity between schools and businesses

Place – Action Area 2

Focuses on those actions that recognise and respect the value and character of the Ribble Valley. Enhance sustain and maintain the character environment

- Deliver on town centre action plans
- Undertake place branding exercise
- Integrate property search onto the Council website

Business Support– Action Area 3

Focuses on those actions which sustain business competitiveness and strengthen business networks.

- Provide support to businesses in the Borough
- Support businesses to reduce their carbon footprint
- Create networking opportunities

Connectivity – Action Area 4

Focuses on those actions that will act as the catalyst for digital connectivity and public transport connectivity.

- Explore rail improvements
- Develop an electric vehicle including bikes charging strategy
- Work collaboratively with partners to improve sustainable modes of transport in the Borough

Tourism – Action Area 5

Focuses on those actions that improves the visitor experience and support events building on the attraction of the local area.

- Develop a new destination management plan
- Develop a marketing plan including the development of an interactive website
- Develop a coordinated approach to the promotion of new and existing events

- **APPENDIX 2**
- **ECONOMIC PLAN – 2019-2022**



Ambition

The prosperity of the economy in the Ribble Valley is demonstrated through the continuing high levels of economic growth in the area. However, there is a need to ensure that opportunities are available for businesses to continue to develop in the area. There is a need to continue to market and regenerate our market towns and villages as places to do business and to ensure that there is employment land available for development.

The issues of public transport, particularly accessibility to isolated villages, are part of a perceived need for a more flexible approach and a more accessible service.

Without economic prosperity, many other problems e.g. health, housing, crime, access to services are all much harder to address.

Our objectives

- To encourage economic development throughout the borough with specific focus on tourism, the delivery of sufficient land for business development, and supporting high growth business opportunities;
- To seek to improve the transport network, especially to our rural areas;
- To work with our partners to ensure that the infrastructure in the Ribble Valley is improved;
- To promote stronger, more confident and more active communities throughout the borough.

People:

focuses on those actions and projects that will be a catalyst for business growth, more local employment opportunities and the skills to support aspirational growth.

Places:

focuses on those actions and projects that will ensure the right land and premises are available along with opportunities to place the attractive environment at the heart of key sectors.

Business Support and Growth:

focuses on those actions and projects that will equip residents and businesses with the right information to support new and existing businesses along with enabling experience and knowledge sharing opportunities.

Connectivity:

focuses on those actions and projects that will act as the catalyst for job creation and growth.

Tourism:

focuses on those actions and projects that will promote the development of accommodation, improve hospitality and support events building on the attraction of the local area.

RIBBLE VALLEY ECONOMIC PLAN:

TO ENABLE BUSINESSES TO BE SUSTAINABLE AND TO CONTINUE TO DEVELOP IN THE BOROUGH



Action Area 1:

People

1. Develop a jobs / careers fair
2. Undertake a Housing and Economic Needs Assessment
3. Explore options for developing a work placement plan



Action Area 2:

Places

1. Develop Key Service Centre Action Plans
2. Explore options for serviced office accommodation or community business hubs
3. Undertake place branding exercise
4. Expand the property search function
5. Develop an on-line business directory



Action Area 3:

Business Support and Growth

1. Set up business advice and support web-page/ site
2. Set up 'One stop shop' business support package
3. Quarterly meetings of the Ribble Valley Economic Partnership



Action Area 4:

Connectivity

1. Explore rail improvements to Manchester and Preston
2. Develop digital strategy
3. Integrate sustainable modes of transport within developments



Action Area 5:

Tourism

1. Develop cultural strategy
2. Explore options to increase visitor stay
3. Develop strategy for the future of the castle and its grounds
4. Develop a Heritage Strategy
5. Create one-stop events directory



APPENDIX 3
CONSULTATION RESPONSES

Name	Summary of Comments	Our Views
Consultation response 1	<ul style="list-style-type: none"> • Whilst the plan outlines various actions, it would be useful to include key performance indicators to help track progress. • Does the plan consider inclusivity and address the needs of all community members (including marginalised groups and underrepresented businesses?) • The plan doesn't mention funding strategies for implementing the proposed actions. • The plan should highlight more specific sustainability measures to ensure a green and resilient economy. • Regular assessments and periodic updates to the plan are necessary to allow for changing economic and environmental conditions. 	<ul style="list-style-type: none"> • KPI's will be identified and put in place for each individual project at the project planning stage. • Workshops and a six-week consultation period was held to allow all groups to provide feedback so all groups have had an equal opportunity to provide feedback on the draft plan. • Funding will be identified, and bids submitted for those projects that have not yet secured funding. • Partners identified and funding in place to deliver a scheme to support businesses on their sustainability journey. • RVBC will monitor changing economic and environmental conditions and the Economic Development Teams work programme changes in response to current conditions.
Consultation response 2	<ul style="list-style-type: none"> • The plan could have been more ambitious- it's not delivering anything that shouldn't be standard procedure. • The projects identified don't support young people in the area • Plan should work alongside network operators to support the most vulnerable in the Ribble Valley. 	<ul style="list-style-type: none"> • Realistic and deliverable plan rather than an overly ambitious proposal which may not be deliverable. The plan is deliverable within available resources and timescales. • Specific project identified to work with young people in schools by involving key stakeholders and linking young people with potential career and training opportunities. • Network operators will be identified as stakeholders during individual project planning stage which will allow the most vulnerable to be supported.
Consultation response 3	<ul style="list-style-type: none"> • Is this document a pre-cursor to a more detailed implementation plan which will include specific and measurable actions, targets and timescale? • Improving connectivity between schools and businesses is a very broad statement. What is the plan for this? Enhancing vocational training, apprenticeships, or further education opportunities? Can we learn from neighbouring boroughs? • What are the actions proposed to retain an unspoiled rural environment? This should be a prerequisite for developing further tourism. • There is no reference to the rural economy which is an essential characteristic of the Ribble Valley 	<ul style="list-style-type: none"> • Each project identified will have its own project plan completed prior to delivery which will involve relevant stakeholders and funding providers. • A more detailed project plan will be drafted during the project planning stage. Working with key stakeholders, a project will be identified that best supports the unique challenges young people face in the Borough. • The destination management plan which is one of the projects identified in the Economic Plan will identify methods to ensure the unspoiled rural environment in the Ribble Valley is retained.

	<ul style="list-style-type: none"> No mention in the plan of how RVBC intended to engage with the Parish Councils to help deliver objectives. 	<ul style="list-style-type: none"> The support that will be provided to businesses will not be sector specific and will focus on all sectors in the Borough including the rural economy. For each project, relevant stakeholders including Parish Councils will be identified and engaged with in due course.
Consultation response 4	<ul style="list-style-type: none"> How is the plan going to be executed? No mention of partners or time scales etc? Why have rail improvements not already taken place? 	<ul style="list-style-type: none"> Partners and stakeholders will be identified at the individual project planning stage. The timescales for each project will be different however all projects will be delivered by 2026. Work has been ongoing for a number of years with stakeholders to improve the rail network in the Borough.
Consultation response 5	<ul style="list-style-type: none"> The plan seems Clitheroe centric with Longridge tagged as an afterthought. When completing a branding exercise for the Ribble Valley, the three centres need to have their own distinct identity, independent from one another. Tackling lost business because of Brexit and the consequent difficult trading conditions isn't mentioned. 	<ul style="list-style-type: none"> Longridge specific projects have been identified in the plan such including the creation of a Longridge Town Centre Action Plan. The individual Action Plans ensure that the three main town centres in the Borough retain their own distinct identity. As part of the business support programme, support will be provided to help businesses that are dealing with the current trading conditions.
Consultation response 6	<ul style="list-style-type: none"> The Ribble Valley Tourism Association would like to support, in broad terms, the Tourism Action Area 5, which will provide a coordinated approach to tourism marketing and development. Their members look forward to contributing to the detail of the action points in due course. 	<ul style="list-style-type: none"> The Ribble Valley Tourism Association will be stakeholder for a number of projects and will be able to contribute to the detail of the action points.

Main themes

- What are the incremental actions/steps that will make the listed actions reality?
- No mention of the partners RVBC plan on engaging with to fulfil these action points or the funding it will require.
- The plan could have been more ambitious.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: THURSDAY 28 SEPTEMBER 2023
title: MEMBER REPRESENTATION ON RIBBLE VALLEY TOURISM ASSOCIATION
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: TOM PRIDMORE

1 PURPOSE

1.1 For Committee to consider an invitation from the Ribble Valley Tourism Association for an elected member to join their Executive Committee and make their recommendations to Full Council.

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 BACKGROUND

2.1 The Ribble Valley Tourism Association (RVTA) is a membership organisation for businesses involved with tourism and the visitor economy in the Borough. The association provides a forum for discussion and debate and holds open meetings to which members are invited to attend.

2.2 RVTA work closely with the Council on tourism promotional and development activities, often being an additional resource to the Council's Tourism Officer.

2.3 Membership activities of RVTA include-

- Networking events
- Promotional campaigns
- Joint marketing opportunities
- Familiarisation visits which provide an insight into the local tourist economy
- Discounted / subsidised on training courses
- A network of advice and support
- Mentoring for new or developing member businesses

2.4 The RVTA works closely with the Council, including producing a regular E-Newsletter – to keep members up to date with industry news, events, legislation, PR, networking, marketing opportunities and membership offers. There is also very close collaboration in the organisation of the annual 'Ribble Valley Stars in Tourism' awards which take place during the annual Tourism Gathering organised by the Council.

- 2.5 Part of the collaborative working also involves the Council's Tourism Officer assisting the association, especially with events and managing their website. This is mutually beneficial as the association provides an excellent forum for consultation in the development of tourism, as well as in the delivery of promotional activities.

RVTA Executive Committee

- 2.6 In order to facilitate joint working with the Council, the RVTA has always included representation on their Executive Committee of an elected member from the relevant committee of the Council, together with a place for the Council's Tourism Officer. Since the pandemic, when meetings were suspended for a considerable period, the position held by an elected member has not been taken and is therefore vacant.
- 2.7 Aside of Council representation, the RVTA Executive Committee are members elected biannually by the membership. The committee normally meets in person, and occasionally virtually. There are usually three to four committee meetings per annum, plus the annual meeting. The meetings are daytime, and 1-2 hours in duration.

3 PROPOSAL

- 3.1 Earlier this month the Chair of Ribble Valley Tourism Association emailed the Chief Executive to formally invite an elected Council member to join their Executive Committee. The purpose being to enable effective joint working in the promotion and development of tourism.
- 3.2 Committee are asked to nominate a member of this Committee to join the RVTA Executive Committee and recommend the appointment of that member to this outside body to Council.

4 RISK ASSESSMENT

The approval of this report may have the following implications.

- Resources – None
- Technical, Environmental and Legal – None in the context of this report
- Reputation – The Council is an active contributor in terms of strategic and operational tourism service.
- Equality and Diversity – None

5 RECOMMENDED THAT COMMITTEE

- 5.1 Nominate a representative for the RVTA Executive Committee and recommend to Council the appointment of that member to this outside body.

TOM PRIDMORE
TOURISM AND EVENTS OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC DEVELOPMENT
AND PLANNING

BACKGROUND PAPERS

None

For further information, please contact Tom Pridmore 01200 414496

REF: NH/ECONOMICDEVELOPMENT/28 September 2023

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: THURSDAY 28 SEPTEMBER 2023
title: RIBBLE VALLEY TASTE FEST & CLITHEROE FOOD FESTIVAL
submitted by: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT &
PLANNING
principal author: HASSAN DITTA

1 PURPOSE

- 1.1 To provide an update on the Clitheroe Food Festival 2023 and to seek Committee's approval to hold the event again during summer 2024.
- 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 On 26 January 2023, Committee was presented with options for the 2023 food festival. Committee agreed to the recommendation to hold a new event - the Ribble Valley Taste Fest between 5 and 11 August, followed by the one-day Clitheroe Food Festival on the 12 August.

3 2023 RIBBLE VALLEY TASTE FEST

- 3.1 The Ribble Valley 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.
- 3.2 Thirteen local businesses responded positively to the Council's call for events offering a total of 23 individual events, engaging with over 300 people. Almost all events took place with only two cancelled. A number of the events were sold out. Several new venues have already expressed an interest in participating next year. A list of events held this year is in Appendix 1.
- 3.3 The following conclusions can be drawn from this year's Taste Fest;
 - The concept of taste fest was well received by visitors and local businesses
 - Indoor events were more popular due to the inclement weather
 - Set gourmet style taste group lunches on fixed dates were more popular than general taste menus
 - Interactive events for children were popular
 - Walks followed by food were popular
 - Practical demonstrations were popular

4 2023 CLITHEROE FOOD FESTIVAL

- 4.1 The culmination of Ribble Valley Taste Fest was Clitheroe Food Festival which was held on Saturday 12 August with over 100 businesses and organisations attending. The festival was the second post covid Food Festival held and was just as large as the 2022 event in terms of businesses involved.
- 4.2 The Food Festival followed a similar model to previous years in that it was a one-day event taking place in Clitheroe town centre on Castle Street, King Street, New Market Street and Clitheroe Market. All available stalls for this year were sold out well in advance of the festival along with a number of sponsorship packages.
- 4.3 The Food Festival drew in a record number of crowds throughout the day with the town being particularly busy during the Red Arrows fly over around 14:00. A high number of stall holders sold out on the day showing the high demand from public visiting Clitheroe on the day.
- 4.4 The event was organised and managed by Council officers with support on the day provided by festival friends. Festival friends provided a friendly welcome to visitors, with a particular emphasis on meeting and greeting people as they arrived by train, coach and bus. Around 30 people volunteered as festival friends, including members of Whalley Lions and Clitheroe Rotary Club together with a number of individual volunteers.
- 4.5 Although there were multiple showers throughout the day, record numbers of people attended this year with crowds being larger than predicted and with the town centre becoming very busy at times. Because it is free to attend, no tickets are sold and therefore predictions of crowd density cannot be made in advance, although provision for crowd safety must be made.
- 4.6 The increase in visitor numbers this year is down to the extra promotion of the event. Traditional promotional activities were undertaken including press releases and advertising in the local press, however extra emphasis was placed on social media promotion. Online business engagement with those attending was also increased which led to more organic exposure for the event with promotion reaching a much larger audience. The reach and engagement for the social media campaigns were a great success with traffic increasing by 657% to the Food Festival website in the month running up to the festival. The most successful Facebook post had 114,588 impressions. A full breakdown of the statistics can be found in Appendix 2.
- 4.7 This extra promotion was acknowledged by stall holders in the post event survey with many commenting specifically on the greater use of social media to promote the event. The comments from stall holders were very positive with comments about how well the event was organised in the run up to the event and on the day. Many stall holders have shown an interest in booking onto next year's event. A full breakdown of the feedback is available in Appendix 3.
- 4.8 Feedback received online from festival goers has also been very positive with comments on how great and enjoyable the event was and people requesting the date for next year's festival (Appendix 4).

- 4.9 Three organised coach parties came to this year's event, the first for a few years and the number is likely to grow in the years to come. These were accommodated at the interchange but if this increases in future years, coach parking may be required at future events.

5 2024 RIBBLE VALLEY TASTE FEST AND CLITHEROE FOOD FESTIVAL

- 5.1 Given the success of Ribble Valley Taste Fest and Clitheroe Food Festival this year, there is an appetite from businesses, residents, and visitors for the events to be held in 2024.
- 5.2 Some Members have in previous years suggested that consideration should be given to holding a two-day Food Festival however this would require an additional substantial resource commitment from Council Officers working to plan the event and ensure it runs smoothly and safely on the day. Not only would a two-day event be difficult to organize and in particular with reference to staff but also the majority of the stall holders prefer the one-day format.
- 5.3 Ribble Valley Taste Fest ensures that the benefits of the Food Festival are spread over a longer period and across the Borough and builds the anticipation for the Food Festival. This format worked very well this year and looks set to continue to expand in future years.

6 BUDGET

- 6.1 The festival is organised as a free to attend event therefore does not cover its costs. The event is staged to drive footfall into Clitheroe and the Borough and to showcase the fantastic businesses operating in the Borough and promote the tourism offering Ribble Valley has.
- 6.2 To recoup some of the cost to Ribble Valley Borough Council, stalls are sold to businesses attending. All stalls were sold this year. Sponsorship packages were also sold to businesses consisting of three headline sponsors and a stage sponsor. All sponsorship packages were sold to local businesses operating within the Borough.
- 6.3 The total cost for Ribble Valley Taste Fest and Clitheroe Food Festival to the Council for 2023 was £11,686 (some residual costs have still yet to be accounted for) compared to £13,262 in 2022. The original budgeted net cost for the 2023 event was £24,900. This is despite the current inflation rates and the addition of the Taste Fest. Where possible, Officer's worked to reduce costs and raising revenue whilst ensuring the quality of the Food Festival was not impacted. A breakdown of costs to date is provided in Appendix 5.

7 RISK ASSESSMENT

- 7.1 The approval of this report may have the following implications:

Resources – The festival is free to attend, with income principally obtained from stall holder fees and sponsorship. Being free to visitors, the Food Festival cannot generate sufficient income to cover the cost of staging it. The council provides a £5,000 grant and absorbs the net cost for the Festival in its economic development role, which was £11,686 this year (although some residual costs have yet to be accounted for). The original budgeted net cost for the 2023 event was £24,900.

Technical, Environmental and Legal – The issue of safety is a consideration especially if the event is held during fine weather. Because it is free to attend no tickets are sold and therefore predictions of crowd density cannot be made in advance, although provision for crowd safety is made. Emergency services are involved in the planning of the event which is covered by a risk assessment.

Particular consideration is given to food hygiene and safety with stall holders required to provide their food hygiene certificates, public liability insurance and individual risk assessments. These documents are also checked by the Council's Environmental Health team. Stall holders selling alcohol must also apply for a temporary event notice which is checked by the Council's licensing team.

Temporary Road Closure Order will need to be obtained from Lancashire County Council to ensure the safety of Festival goers.

Committee will be aware that part of this year's UKSPF allocation is being used to improve Castle Street. The intention is for this work to be completed in advance of the suggested taste fest and food festival dates however any overrun would put the food festival at risk. This risk will be managed as part of the delivery of the Castle Street project.

Political – None. The Food Festival will remain Clitheroe based but Ribble Valley Taste Fest will ensure businesses from all over the Borough can get involved.

Reputation – The 2023 Clitheroe Food Festival has been a well-run event which enhances the Council's reputation. The 2023 event together with Ribble Valley Taste Fest was a success. The general feedback from attendees and stall holders was very positive. Continuing with the events will have a positive impact on the Council's reputation. Holding the two events in 2024 will further enhance the Council's reputation.

Equality & Diversity – None. Both events are organised in accordance with the Equality and Diversity principles in terms of the accessibility of events and the diversity of participants.

8 RECOMMENDED THAT COMMITTEE

8.1 Agrees to hold –

- The Ribble Valley Taste Fest from Monday 5th August to Friday 9th August
- The Clitheroe Food Festival on Saturday 10th August

8.1 Delegates authority to the Director of Economic Development and Planning to organise and deliver both events in 2024, including authorising necessary expenditure.

HASSAN DITTA
SENIOR ECONOMIC DEVELOPMENT
OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT AND PLANNING

BACKGROUND PAPERS

None.

For further information please ask for Hassan Ditta, 01200 414424

Ref: NH/ECONOMICDEVELOPMENT/28 September 2023

APPENDIX 1
RIBBLE VALLEY TASTE FEST EVENTS

Sunday 6th	RV Festival Menu	Coach and Horses
	Gin Tasting	Gibbon Bridge
	A Picnic on the Tolkien Trail	Shireburn Arms
	Guess the Match Taste Event	La Locanda
Monday 7th	A Picnic on the Tolkien Trail	Shireburn Arms
	RV Festival Menu	Coach and Horses
	RV Festival Menu	Artisan
Tuesday 8th	Pizza Making Workshop	The Emporium
	RV Festival Menu	Coach and Horses
	A Picnic on the Tolkien Trail	Shireburn Arms
	RV Festival Menu	Artisan
	Olive Oil	La Locanda
Wednesday 9th	A Picnic on the Tolkien Trail	Shireburn Arms
	RV Festival Menu	Coach and Horses
	RV Festival Menu	Artisan
	Taste Tour	Bowland and Bay
Thursday 10th	Meet the Brewer Night	Bowland Beer Hall at Holmes Mill
	Summer Lunch	Northcote
	A Picnic on the Tolkien Trail	Shireburn Arms
	RV Festival Menu	Coach and Horses
	RV Festival Menu	Artisan
Friday 11th	A Picnic on the Tolkien Trail	Shireburn Arms
	Champagne & Seafood Dinner	Bar & Grill at Holmes Mill

APPENDIX 2
SOCIAL MEDIA STATISTICS

CFF TWITTER 16 JULY TO 15 AUGUST 2023 - RIBBLE VALLEY BOROUGH

Marketing Twitter Summary

Data From Google Analytics

likes	impressions	Record Count	replies	retweets
22	3,282	5	2	16

Top Pages

	Tweet text	impressions	engagements	engagement rate	retweets	likes
1.	Check out the festival ...	1,240	111	0.09	6	3
2.	Weather permitting, the ...	992	57	0.06	7	16
3.	Tastebuds at the Ready!...	569	25	0.04	2	3
4.	Motorists and residents...	451	14	0.03	1	0
5.	@TeddWalmsley https://...	30	8	0.27	0	0

Clitheroe Food Festival 2023 - - All Pages

Jul 16, 2023 - Aug 15, 2023

Marketing Website Summary

Data From Google Analytics

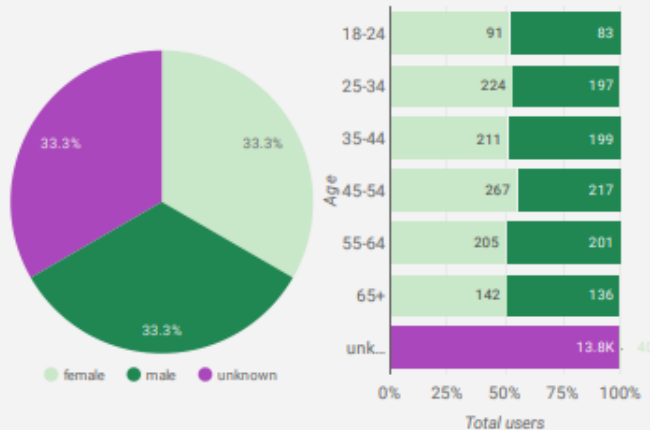
Views	Total users	New users	Sessions	Sessions per user
54,037	15,929	15,686	22,243	1.4
↑ 657.4%	↑ 645.4%	↑ 648.4%	↑ 728.7%	↑ 11.4%

Top Pages

	Page title	Views
1.	Clitheroe Food Festival	19,524
2.	Red Arrows Fly-Over on the Menu at Popular Food Festival « Clitheroe Food Festival	3,353
3.	Exhibitors « Clitheroe Food Festival	3,120
4.	Festival Map « Clitheroe Food Festival	2,416
5.	Clitheroe Food Festival Interactive Map	2,120
6.	Getting Here « Clitheroe Food Festival	2,079
7.	Tastebuds at the Ready! Top Food Producers to Pitch up at Popular Food Festival « Clithe...	1,909
8.	Save the Date as Food Festival Turns into Week-Long Event « Clitheroe Food Festival	1,611
9.	Taste Fest Events « Clitheroe Food Festival	1,336
10.	Food Festival to Dish Up Huge Dollop of Free Family Fun « Clitheroe Food Festival	1,291
11.	Motorists are Advised of Food Festival Road Closures « Clitheroe Food Festival	1,217
12.	FAQs « Clitheroe Food Festival	1,084
13.	About « Clitheroe Food Festival	998
14.	Music « Clitheroe Food Festival	808
15.	Street Entertainment « Clitheroe Food Festival	659
16.	Call For Stalls as Top Food Festival Gets Bigger and Better « Clitheroe Food Festival	627
17.	Festival Friends « Clitheroe Food Festival	590
18.	Events « Clitheroe Food Festival	582
19.	Road Closures « Clitheroe Food Festival	508
	Grand total	54,037

1 - 100 / 179

Engagement by Age & Gender



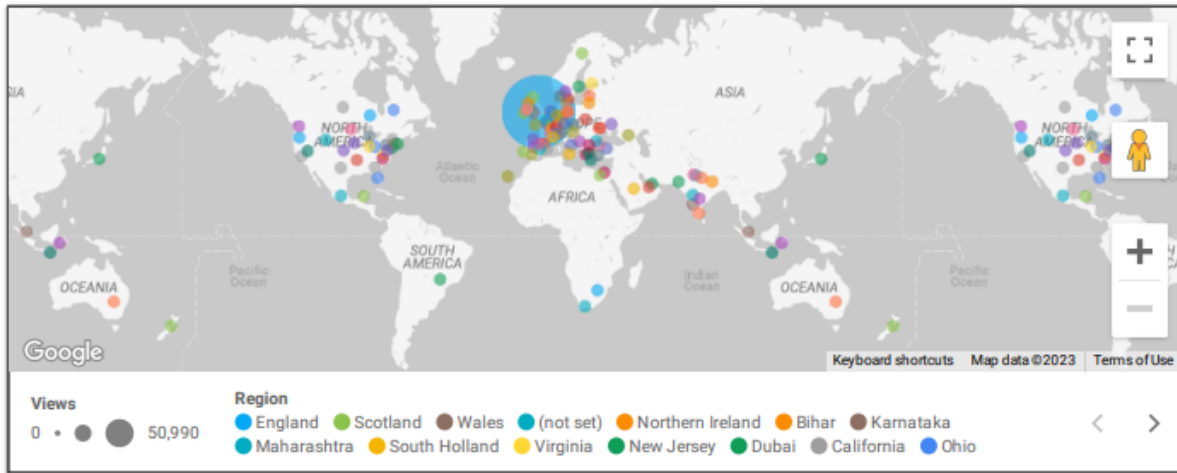
Top Towns by session

	City	Views
1.	London	15,307
2.	Blackburn	8,057
3.	(not set)	4,535
4.	Preston	2,414
5.	Burnley	1,704
6.	Manchester	1,400
7.	Newcastle upon Tyne	1,113
8.	Bolton	1,028

1 - 100 / 490

Marketing Website Summary

Data From Google Analytics



Views 54,037 ↑ 657.4%	Total users 15,929 ↑ 645.4%	New users 15,686 ↑ 648.4%	Sessions 22,243 ↑ 728.7%	Sessions per user 1.4 ↑ 11.4%
------------------------------------	--	--	---------------------------------------	--

Region	Views
1. England	50,990
2. Scotland	604
3. Wales	494
4. Northern Ireland	363
5. New Jersey	61
6. (not set)	372
7. Oregon	10
8. Pennsylvania	25
9. Virginia	80
10. New York	10

1 - 100 / 119 < >

City	Views
1. London	15,307
2. Blackburn	8,057
3. (not set)	4,535
4. Preston	2,414
5. Burnley	1,704
6. Manchester	1,400
7. Newcastle upon Tyne	1,113
8. Bolton	1,028
9. Blackpool	811
10. Leeds	808

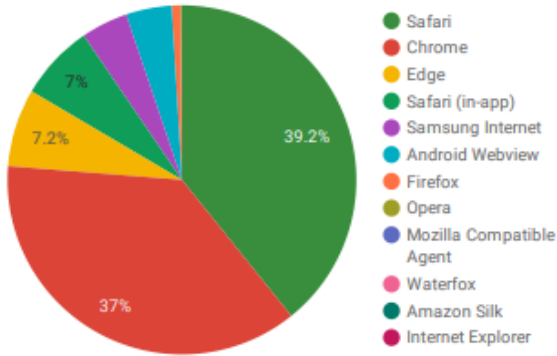
1 - 100 / 490 < >

Page title	Views
1. Clitheroe Food Festival	19,524
2. Red Arrows Fly-Over on the Menu at Popular Food Festival « Clithe...	3,353
3. Exhibitors « Clitheroe Food Festival	3,120
4. Festival Map « Clitheroe Food Festival	2,416
5. Clitheroe Food Festival Interactive Map	2,120
6. Getting Here « Clitheroe Food Festival	2,079
7. Tastebuds at the Ready! Top Food Producers to Pitch up at Popul...	1,909
Grand total	54,037

Marketing Website Summary

Data From Google Analytics

Views **54,037** ↑ 657.4%
 Total users **15,929** ↑ 645.4%
 New users **15,686** ↑ 648.4%
 Sessions **22,243** ↑ 728.7%
 Sessions per user **1.4** ↑ 11.4%



Browser	Views
1. Safari	21,190
2. Chrome	20,016
3. Edge	3,893
4. Safari (in-app)	3,793
5. Samsung Internet	2,341
6. Android Webview	2,292
7. Firefox	426
8. Opera	63

1 - 12 / 12

Device category	Views
1. mobile	36,334
2. desktop	14,479
3. tablet	3,224
Grand total	54,037

1 - 3 / 3

Operating system	Views
1. iOS	22,222
2. Android	17,332
3. Windows	9,177
4. Macintosh	4,833
5. Linux	2,500
Grand total	54,037

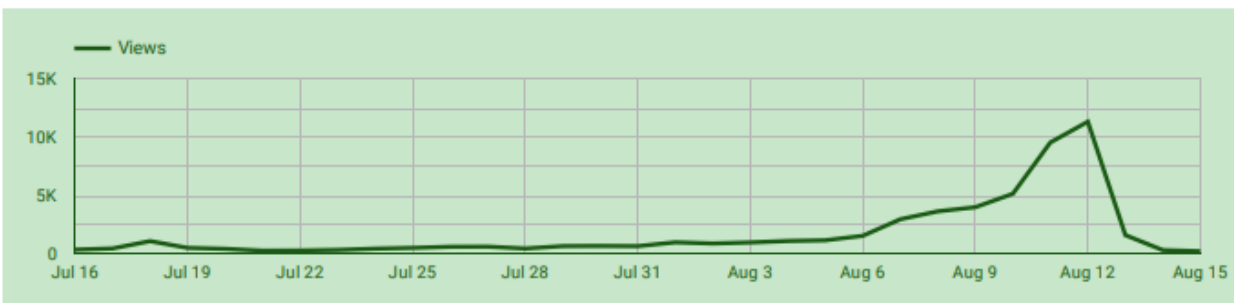
1 - 6 / 6

Screen resolution	Views
1. 390x844	6,904
2. 414x896	4,312
3. 1920x1080	3,010
4. 375x667	2,790
Grand total	54,037

1 - 100 / 468

OS version	Views
1. 16.6	9,248
2. 10	7,567
3. 13.0.0	6,172
4. 16.5.1	5,109
Grand total	54,037

1 - 100 / 143



Clitheroe Food Festival 2023 - Events

Jul 16, 2023 - Aug 15, 2023

Marketing Website Summary

Data From Google Analytics

Views	Total users	Sessions	Sessions per user
3,954	1,709	1,992	1.18
↑ 163.1%	↑ 272.3%	↑ 257.6%	↓ -3.7%

Top Pages

	Page title	Full page URL	Views...
1.	Taste Fest Events « Clitheroe Food Festival	clitheroefoodfestival.com/events/	1,263
2.	Events « Clitheroe Food Festival	clitheroefoodfestival.com/events/	554
3.	Clitheroe Food Festival « Clitheroe Food Festival	clitheroefoodfestival.com/events/clitheroe-food-festival/	375
4.	A Picnic on the Tolkien Trail « Clitheroe Food Festival	clitheroefoodfestival.com/events/a-picnic-on-the-tolkien-trail/	163
5.	A Taste of Lancashire Ramble « Clitheroe Food Festival	clitheroefoodfestival.com/events/a-taste-of-lancashire-ramble/	159
6.	Summer Lunch with Lisa Goodwin-Allen « Clitheroe Food ...	clitheroefoodfestival.com/events/summer-lunch-with-lisa-goodwin-...	130
7.	RV Festival Menu « Clitheroe Food Festival	clitheroefoodfestival.com/events/rv-festival-menu/	121
8.	A Lancashire Lunch « Clitheroe Food Festival	clitheroefoodfestival.com/events/a-lancashire-lunch/	95
9.	Taste Ribble Valley and Meet the Growers « Clitheroe Food...	clitheroefoodfestival.com/events/taste-ribble-valley-and-meet-the-...	93
10.	Champagne & Seafood Dinner « Clitheroe Food Festival	clitheroefoodfestival.com/events/champagne-seafood-dinner/	73
11.	Bowland & Bay Taster Morning Tour « Clitheroe Food Festi...	clitheroefoodfestival.com/events/bowland-bay-taster-tours/	65
12.	GUESS THE MATCH (GAME) « Clitheroe Food Festival	clitheroefoodfestival.com/events/guess-the-match-game/	55
13.	Gin Tasting at Gibbon Bridge « Clitheroe Food Festival	clitheroefoodfestival.com/events/gin-tasting-at-gibbon-bridge/	47
14.	Extra Virgin Olive Oil Tasting « Clitheroe Food Festival	clitheroefoodfestival.com/events/extra-virgin-olive-oil-tasting/	40
15.	Bowland & Bay Taster Afternoon Tour « Clitheroe Food Fes...	clitheroefoodfestival.com/events/bowland-bay-taster-afternoon-to-...	38
16.	Meet the Brewer Night « Clitheroe Food Festival	clitheroefoodfestival.com/events/meet-the-brewer-night/	34
17.	Food Fest « Clitheroe Food Festival	clitheroefoodfestival.com/events/categories/food-fest/	33
18.	Pizza Making Workshop « Clitheroe Food Festival	clitheroefoodfestival.com/events/pizza-making-workshop/	25
19.	A Lancashire Lunch « Clitheroe Food Festival	clitheroefoodfestival.com/events/a-lancashire-lunch-2/	17
20.	A Lancashire Lunch « Clitheroe Food Festival	clitheroefoodfestival.com/events/a-lancashire-lunch-4/	17
21.	A Lancashire Lunch « Clitheroe Food Festival	clitheroefoodfestival.com/events/a-lancashire-lunch-3/	11
22.	A Lancashire Lunch « Clitheroe Food Festival	clitheroefoodfestival.com/events/a-lancashire-lunch-5/	3
23.	Events Clitheroe Food Festival	clitheroefoodfestival.com/events/	2
24.	Taste Fest Events Clitheroe Food Festival	clitheroefoodfestival.com/events/	1
25.	Taste Fest Events – Clitheroe Food Festival	clitheroefoodfestival.com/events/	1
26.	A Lancashire Lunch « Clitheroe Food Festival	clitheroefoodfestival.com/events/a-lancashire-lunch/?preview_id=...	1
27.	Page not found « Clitheroe Food Festival	clitheroefoodfestival.com/events/clitheroe-food-festival/parking	1
28.	Page not found « Clitheroe Food Festival	clitheroefoodfestival.com/events/taste-ribble-valley-and-meet-the-...	1
29.	Wydarzenia « Clitheroe Food Festival	clitheroefoodfestival.com/events/	0
Grand total			3,418

1 - 29 / 29 < >

CFF 2023 FACEBOOK 16 JULY TO 15 AUGUST - RIBBLE VALLEY BOROUGH COUNCIL

Marketing Facebook Summary

Data From Google Analytics

Total clicks	Impressions	Record Count	Engagements	Shares
22,534	353,552	43	4,040	388

Top Pages

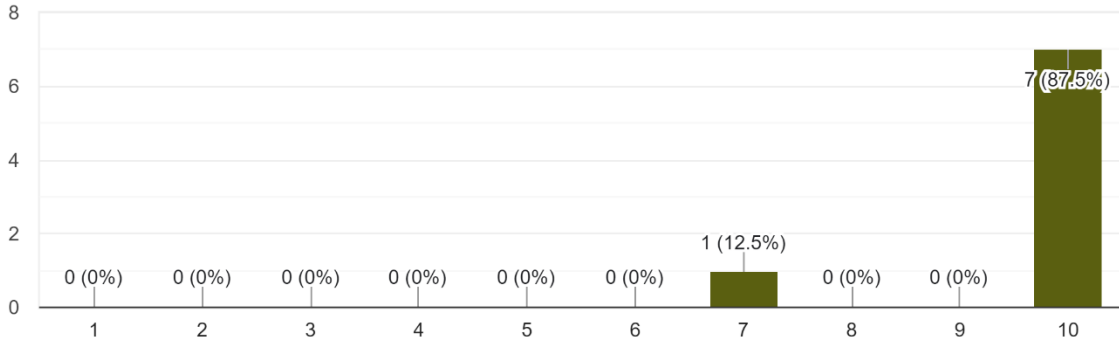
	Description	Permalink	Impressions...	Likes	Comments
1.	Red Arrows Fly-Over on the Menu at Popular Food Festival The world's most famo...	https://ww...	114,588	322	50
2.	Fingers crossed for a fine day on Saturday, as subject to weather, the Red Arrow w...	https://ww...	26,719	840	138
3.	'Best Ever' Clitheroe Food Festival Attracts 20,000 Visitors Over 20,000 food enth...	https://ww...	25,566	332	39
4.	Take a look at the Hitcher's Kitchen food festival menu! A delicious selection of th...	https://ww...	21,623	179	31
5.	Introducing Porcusa! A small Farm nestled on the valley side above the Incredibly E...	https://ww...	19,183	176	28
6.	Check out the festival map to find your favourite stalls. https://clitheroefoodfestiv...	https://ww...	16,654	121	52
7.	Fantastic turnout for the festival this year happy traders happy visitors happy day...	https://ww...	14,891	424	28
8.	null	https://ww...	7,734	139	13
9.	Today's the big day! Take a look at the interactive festival map to see where all yo...	https://ww...	7,641	90	34
10.	The Spread Eagle, Sawley, would love for you to join them for their Taste Fest even...	https://ww...	5,915	36	1
11.	Who are you looking forward to seeing at the food festival? We spoke to some of t...	https://ww...	5,201	99	7
12.	Grab a slice of the action during Taste Week at The Emporium Pizza Making Work...	https://ww...	5,201	19	0
13.	Great photo by Elaine Parkinson	https://ww...	4,248	59	4
14.	Gin Tasting at Gibbon Bridge Hotel & Restaurant is the latest event to be added to '...	https://ww...	3,917	12	0
15.	Sounds delicious! Cake Up North	https://ww...	3,738	18	4
16.	Get in the Taste Week spirit and meet the team behind Bowland Brewery's award-w...	https://ww...	3,713	13	3
17.	Another great event lined up for Taste Fest at Freemasons at Wiswell! They would ...	https://ww...	3,492	15	2
18.	Come and see The Cook Truck tomorrow at stall 2!	https://ww...	3,491	27	1
19.	Tastebuds at the Ready! Top Food Producers to Pitch up at Popular Food Festival...	https://ww...	3,487	24	6
20.	Looking forward to seeing Wrap Nirjas Street Food!	https://ww...	3,169	20	7
21.	During Taste Fest Week pick up your picnic box for a mid-walk pick-me-up from th...	https://ww...	3,147	9	0
22.	Find Pudalicious on stall 40!	https://ww...	3,090	12	4
23.	Delicious, authentic Hyderabadi curries, chutneys and sauces from Tosha Dibba - ...	https://ww...	2,982	14	0
24.	Get in the Taste Week spirit with a dinner celebration of the best Lancashire seafo...	https://ww...	2,871	7	0
25.	Welcoming @[100063544605171:2048:The Milking Parlour] to Clitheroe! Make su...	https://ww...	2,863	38	4
26.	null	https://ww...	2,862	6	0
27.	Come and see Olive Tree Brasserie this Saturday at stall B15! Check the festival m...	https://ww...	2,714	10	3
28.	Find these delicious pies and pasties at stall 14 on the market! The Cornish Bakery	https://ww...	2,682	7	1
29.	Tastefest's final event! The Spread Eagle, Sawley invites you to join them on a 'Tas...	https://ww...	2,552	3	0
30.	Looks amazing! It's been a great week of events celebrating Tastefest! La Locanda...	https://ww...	2,520	13	0
31.	See you tomorrow Abbey Ice Cream!	https://ww...	2,388	8	0
32.	Motorists and residents are advised that there will be a series of road closures an...	https://ww...	2,388	7	2
33.	Come visit Crumbs bakery this Saturday	https://ww...	2,230	10	0
34.	Tonight's Tastefest event: Extra Virgin Olive Oil tasting at La Locanda of Gibbur w...	https://ww...	2,170	6	0
35.	See you on Saturday Jeni	https://ww...	2,054	6	0
36.	One of the great performers playing this Saturday	https://ww...	2,011	6	0
37.	null	https://ww...	1,993	7	1
38.	Looking forward to seeing you Bee Natural Wraps!	https://ww...	1,991	1	0
39.	Ribble Valley Tastefest's events continue with 'A Lancashire Lunch.' Foxfields Coun...	https://ww...	1,969	0	0
40.	Another great taste week event at The Spread Eagle, Sawley	https://ww...	1,926	7	0
		Grand total	353,552	3,180	472

1 - 43 / 43 < >

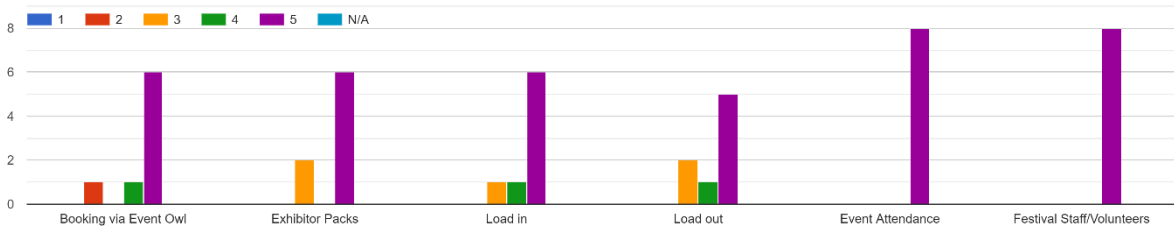
APPENDIX 3
BUSINESS FEEDBACK

How satisfied were you with this years Clitheroe Food Festival?

8 responses

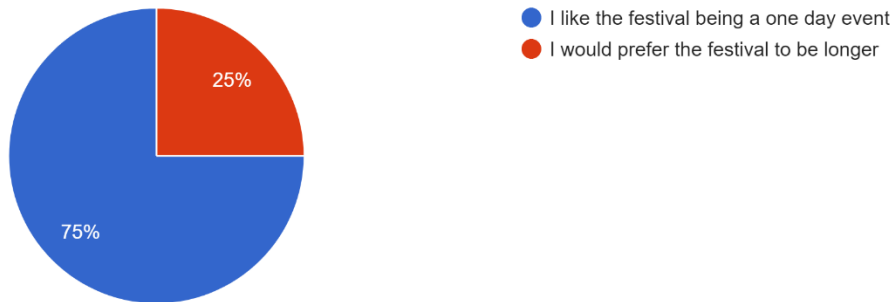


How satisfied were you with the event logistics?



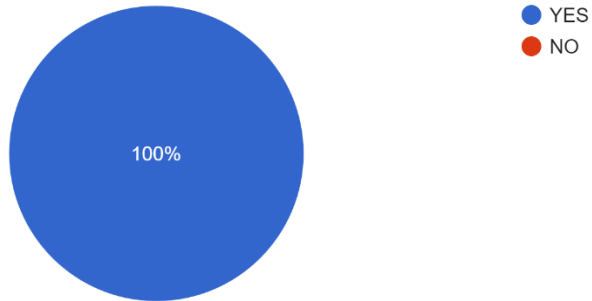
Do you like the Clitheroe Food Festival being a one day event or would you prefer it to be longer?

8 responses



Do you want to be contacted when we start taking bookings for the next event?

8 responses



Hi Tom,

It was an amazing day as always – we had a constant queue both up and down the road for our olives.

We raised £2,660 for East Lancashire Hospice which is amazing, we did £1,700 last year for comparison. It felt so much busier this year, I think the weather helped 😊

Looking forward to next year already!

Hi Tom

Thanks for the email - we would also just like to say what a pleasure it was to attend for the first time! We've done several festivals etc before, but I have to say, this was one of the best organised that we have been to. The communication was great, the info provided was really helpful and in general, the set up and take down was really well organised

I do have to apologise though for something. As we finished early and decided to pack up and walk things back to our cars in the car park, we made our final trips with the boxes etc, got chatting with some friends we spotted and completely forgot our tables!! We left them in the Market Square area in pitch 8 and only realised on Sunday when I unpacked the car! Luckily, they were in need of replacing, but I do apologise to whoever had to move them out in the clear up

We would love to be back next year (and promise not to leave our tables) if you'll have us!

Thanks Again

hi Tom

Best ever for us - in so many ways - especially in terms of takings. Probably helped by us having 4 of our pies on the deli counter in Booths in the town.

Good afternoon Tom,

I hope this email finds you well.

A short email to say a big thank you for allowing us to be a part of Clitheroe Food Festival 2023.

A brilliantly organised and well run event.

Your hard work is greatly appreciated by myself and everyone at Vintage Box Bar.

We would very much like to be considered for the 2024 Clitheroe Food Festival and other events in the future.

Best wishes,

I am writing to say a big thanks to the team of CFF, it was a great experience and we appreciate the organisation, planning, collaboration and hard work of each and everyone involved. It was our first big event and we all loved it. Keep up the good work. Once again thanks and big hug to all of you.

APPENDIX 4 VISITOR FEEDBACK



Ribble Valley Business Awards

14 August · 🌐

What a cracking day out at [Clitheroe Food Festival](#) on Saturday! Huge congratulations to everyone involved in the organisation and all the fabulous traders too. It was brilliant to catch up with RVBA winners and finalists past and present Sue & Tim Procter of Procters Cheeses aka [Kickass Cheese](#), Sarwat of [Kushboo Soaps](#), Katie of [Corto](#) (all pictured) and to bump into lots of other super folks too.

Huge congratulations to our friends Simon & Kath at [The Bee Centre](#) on winning the Mayor's Trophy for busiest and most engaging stall at the festival too!

There was live music throughout the day and a real carnival feel despite the couple of torrential downpours we had. I managed to miss the Red Arrows flyover as was chatting under a marquee (lovely and dry) at the time but heard them and saw the vapour trails!

It was awesome to catch up with Hassan & Tom from [Ribble Valley Borough Council](#) too, on volunteer duty helping folks out and making sure everything went to plan. Well done chaps and thanks to everyone involved for a brilliant day - and to Tim & Andy for the impromptu beers and chat!

[#clitheroefood](#) [#foodfestival](#) [#ribblevalley](#)



Claire Gooch

Great event as always. Well done to all involved. 🥰 Lucky that the weather held out as long as it did! 😞 Felt like there could have been a few more shelters to eat under, as well as seating, would be my only feedback. 🙏 Really hope the evening and hotel/b&b economy benefited too with people staying on and spending their hard earned cash in the town afterwards. 🙌 📺

Like Reply 4 w



Wrap Ninjas Street Food · [Follow](#)

We had a fantastic day. Well done and thank you to all the team behind this fab event!

Like Reply 4 w



Mary Gannon

Loved it even though weather not that good 🌧️

Like Reply 4 w



Stephen Pye

As a first time visitor ... loved it ! Told all my friends and will be back next year!

Like Reply 4 w



Evergreen Forest Nursery · [Follow](#)

Love it ❤️

Like Reply 4 w



Deborah Gregson

Do you have a date for next year set yet? 😊

Like Reply 4 w



Linda Hothersall

Had a brilliant time, great food, salted caramel rum lots of treats

Like Reply 4 w



Jane Warrington-Smith

A brilliant day, even the drizzling rain didn't deter us.

Like Reply 4 w



Ann Horrocks

Great day. Brilliant turn out & rain didn't put people off. Will definitely be back again next year

Like Reply 4 w



Evelyn Grimshaw

As usual we've had a fabulous afternoon, thank you x

Like Reply 4 w



Carly Davies

Really great day! The whole event was so well organised and the park and ride made getting there so easy. Lots of tasty treats too!

Like Reply 4 w



Adam Hartley

lest red arrows cam to

Like Reply 4 w



Elaine Lloyd

Heard the Red Arrows but didn't see them 😞

Like Reply 4 w



Lee Bradshaw

Great day out. Park & ride was good too.

Loads of fab food options. Special thanks to Dawson's Department Store for their Tomahawk steak samples! 🙌😊

Well done to everyone involved. 👍

Like Reply 4 w



APPENDIX 5
BUDGET FOR 2023

Clitheroe Food Festival	Actual 2022 £	Original Estimate 2023 £	Actual 2023 (as at 08/09/23) £
EXPENDITURE			
EMPLOYEE RELATED			
Staffing Costs Before, During and After the Event	5,213	9,570	5,321
Total employee related	5,213	9,570	5,321
PREMISES RELATED			
Marquees, Stalls and Staging for Town Centre Entertainment	11,124	13,200	11,711
Portable Toilets	960	730	1,050
Park and Ride Facilities	1,128	1,330	1,000
Total premises related	13,212	15,260	13,761
TRANSPORT RELATED			
Park and Ride Coach Hire	5,000	2,260	5,500
Hire of Van	127	110	0
Total transport related	5,127	2,370	5,500
SUPPLIES AND SERVICES			
Advertising and Promotions Online and in Print	1,702	6,510	1,278
Printed Leaflets and Posters	2,306	3,010	827
Postage	0	190	0
Clothing	0	30	1,123
On Street Entertainment	4,364	5,440	3,884
Two Way Radios for on the Festival Day	272	620	272
First Aid Provision	1,880	1,990	1,880
Festival Site Security	2,814	1,920	2,814
Refreshments	48	490	135
AA Signs within Clitheroe and Perimeter	1,441	1,460	1,592
Traffic Management Signage and Coning	5,125	2,930	4,635
Temporary Road Closure	809	0	1,650
Event Consultants	500	0	0
Refuse Collection and Litter Bin Provision		90	679
Credit/ Debit Card Fees	735	0	1,087

Clitheroe Food Festival	Actual 2022 £	Original Estimate 2023 £	Actual 2023 (as at 08/09/23) £
Other Miscellaneous Items	655	390	192
Total supplies and services	22,651	25,070	22,048
Total Gross Expenditure	46,203	52,270	46,630
INCOME			
CUSTOMER AND CLIENT RECEIPTS			
Park and Ride Income	-1,588	-5,050	-2,442
Chargeable Events - Demos/Tastings	0	-570	0
Fair	0	-330	0
Charges to Exhibitors	-20,353	-16,420	-20,002
Total customer and client receipts	-21,941	-22,370	-22,444
GRANTS REIMBURSEMENTS AND CONTRIBUTIONS			
Grant from Ribble Valley Borough Council	-5,000	-5,000	-5,000
Sponsorship	-6,000	0	-7,500
Total grants reimbursements and contributions	-11,000	-5,000	-12,500
Total Gross Income	-32,941	-27,370	-34,944
Actual (Potential for 2023) - SURPLUS/DEFICIT	13,262	24,900	11,686
(Funded from)/ added to Earmarked Reserve	-8,533	0	0
Total after transfers to/ (from) Earmarked Reserve	4,729	24,900	11,686
EARMARKED RESERVE SUMMARY			
Opening Balance on Earmarked Reserve	8,533	0	0
Added to/ (taken from) Earmarked Reserve	-8,533	0	0
Closing Balance on Earmarked Reserve	0	0	0

NOTE: Position as at 8 September – further residual costs have yet to be accounted for.

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: THURSDAY 28 SEPTEMBER 2023
title: CHANGE TO CLIMATE CHANGE WORKING GROUP
submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE
principal author: REBECCA TAIT – DEMOCRATIC SERVICES AND CIVIC OFFICER

1 PURPOSE

1.1 For Committee to approve a change to the membership of the Climate Change Working Group for the Municipal Year 2023/2024.

1.2 Relevance to the Council's objectives and priorities –

- Community Objectives – to be a well managed council providing effective services.
- Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
- Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

2 BACKGROUND

2.1 Committee approved the allocation of seats on the Climate Change Working Group for 2023/24 on 15 June 2023 and the membership was noted at the meeting.

3 ISSUES

3.1 Following the meeting it was requested that the membership of the Economic Development Committee be changed.

3.2 The change to the Committee membership was approved at the meeting of the Council on 11 July 2023 and Councillor Malcolm Peplow was replaced on the Committee by Councillor Gaye McCrum.

3.3 As Councillor Peplow had been noted as the Green representative on the Climate Change Working Group it is also necessary to change the membership on the working group.

3.4 The proposed revised membership for the Climate Change Working Group for the municipal year 2023/24 is now as follows:

Climate Change Working Group – Councillors S Atkinson, L Edge, A Wilkins-Odudu, S Fletcher, G McCrum.

4 RISK ASSESSMENT

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

- Resources – the costs associated with working groups is included in the budget for 2023/24.

- Technical, Environment and Legal – none.
- Political – none.
- Reputation – none.

5 RECOMMENDED THAT COMMITTEE:

5.1 Consider the membership of the Climate Change Working Group to include the following members:

Climate Change Working Group – Councillors S Atkinson, L Edge, A Wilkins-Odudu, S Fletcher, G McCrum.

REBECCA TAIT
ADMINISTRATION OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

- 1 Agenda and Minutes of Economic Development Committee 15 June 2023

For further information please contact Rebecca Tait at rebecca.tait@ribblevalley.gov.uk.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: THURSDAY 28 SEPTEMBER 2023
title: CLIMATE CHANGE
submitted by: ADAM ALLEN, DIRECTOR OF COMMUNITY SERVICES
principal author: JAQUI HOULKER, PRINCIPAL POLICY AND PERFORMANCE OFFICER

1. PURPOSE

1.1 The purpose of this report is to present Committee with a position statement regarding the Council's Carbon Emissions and to suggest priority areas of work and terms of reference for a Climate Change Working Group. The report will be accompanied by a presentation at Committee.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives -
 - Corporate Priorities -
 - Other Considerations -
- The Corporate Strategy 2019-2023 includes the objective '*To aspire to be a carbon neutral borough by 2030*', which is based on a better understanding of our current carbon emissions'. The RVBC Climate Change Strategy 2021-2030 was adopted as a live document in September 2021. The Climate Change Working Group monitors and updates a suggested action plan on how the Council intends to reach the target of being carbon neutral by 2030.

2. BACKGROUND

2.1 The Climate Change Act 2008 sets out emission reduction targets that the UK must comply with.. The Act committed the UK to reducing its greenhouse gas emissions by 80 per cent by 2050, compared to 1990 levels. However, this target was made more ambitious in May 2019 when the UK Parliament declared a 'Climate Change Emergency' and in December 2020, it was declared that the UK would set a target of a 68% reduction in greenhouse gas emissions by the year 2030, and 100% by 2050, becoming the first major economy to commit to a 'net zero' target.

2.2 Local Government has a vital role to play in achieving this target and in September 2021, the Ribble Valley Council (RVBC) Climate Change Strategy 2021-2030 was adopted by Policy and Finance Committee. The associated action plan was always intended as a live document that would be regularly reviewed and updated. The Council's ambition remains to become carbon neutral by 2030. It is the role of the Climate Change Working Group to review the plan in agreement with Economic Development Committee and to ensure that the action plan is implemented effectively.

2.3 It is essential that the Council regularly measures its Carbon Emissions, and this is done annually through One Carbon World (OCW). A detailed summary of our emissions and how these compare with others is shown in Appendix 2. However, it can be summarised that the Council has reduced emissions from 1,660 tonnes per year in 2020/21 to 1,515 tonnes per year in 2022/23. Over 43% of these emissions come from diesel fuel used in our vehicles, with a further 44% coming from electricity (16%) and gas (28%).

3. THE CLIMATE CHANGE WORKING GROUP AND PRORITY AREAS OF WORK

3.1 It is suggested that the strategy and action plan be delivered in two distinct stages. The first stage will be to focus on ensuring that the Council minimises its own impact on climate change wherever possible through a range of initiatives. It is therefore recommended that the overall aim of the Climate Change Strategy be reworded to state

that we will work towards a Carbon Neutral Council by 2030 rather than the present wording of working towards a Carbon Neutral Borough. It is proposed that working towards a Carbon Neutral Council and reducing the carbon emissions of the Council will be the priority of the working group for the coming twelve months.

- 3.2 The second stage will be to engage businesses and the wider community in reducing the borough's carbon emissions. It is proposed the working group develop plans for how this can be achieved, once stage one is nearing completion.

STAGE ONE – WORKING TOWARDS A CARBON NEUTRAL COUNCIL

- 3.3 Many schemes to reduce the Council's Carbon Emissions have been agreed and funding allocated. It is suggested that the working group focus on overseeing the completion of these schemes to ensure that tangible outcomes are achieved in the coming year.

- 3.4 It should be noted that Carbon Reduction is a cross cutting issue and as such it falls in the remit of different committees. This in most cases will be the Policy and Finance Committee and the Community Services Committee. The working group will have oversight of all schemes and report to the Economic Development Committee, however approval for funding the schemes will need to go to Policy and Finance Committee.

- 3.5 This section summarises the proposed areas of work for the working group:

- 3.5.1 Overseeing the refresh of the Climate Change Strategy and action plan based on the 2023 Peoples Survey – Life in Ribble Valley and based on the recommendations from the One Carbon World Report (Appendix 2).

- 3.5.2 The installation of solar panels at Council Offices

In March 2023, Policy and Finance Committee agreed that an invest to save scheme be developed to add solar panels to the council office buildings. Agreement has now been granted by Electricity Northwest to connect solar panels to the electrical grid. A company is now in the process of final design for the panels. Whilst Policy and Finance Committee have agreed to this scheme in principle, a further report is still needed on options before a budget can be considered for approval.

- 3.5.3 The installation of Electrical Vehicle Chargers on rural car parks and at Longridge and Edisford.

In September 2023, Policy and Finance Committee agreed that £50k of the Rural Prosperity Funding for 2023/24 could be used to install electrical vehicles chargers in five of our village car parks. An independent report has been completed providing possible locations and confirming electrical supplies can be accessed. We are now putting together a tender for the works to ensure that the Council gets the best possible return from any investment. Funding is being sought from the Shared Prosperity Fund for further charging points at Edisford and Longridge.

- 3.5.4 The feasibility of rolling out Hydrotreated Vegetable Oil (HVO) to all refuse vehicles.

In March 2023, Community Services Committee allocated £15k funding to pilot the use of HVO in our refuse fleet. A tank has been installed at Salthill depot and HVO is now being used in certain vehicles including some of our small vans and next year some of grounds maintenance equipment. The use of HVO can reduce Carbon emissions by approximately 80 percent and is likely to have the biggest impact of any one scheme. HVO is however more expensive than diesel and a clear business case will need to be prepared following the pilot in order for members to assess the benefits against the increased cost.

- 3.5.5 Upgrading all Council Office lighting to LED

In February 2023, Policy and Finance Committee agreed capital funding of £97.75k for the upgrade of the electrical systems and further installation of LED lighting in Council offices. This scheme will ensure that all lighting used in Council Offices is energy efficient and is controlled effectively. A detailed survey and specification will be completed this financial year, together with a phasing programme for the physical works to be completed in the financial year 2024/25. The survey additionally needs to establish whether the proposed solar panel works will affect the specification.

3.5.6 Launching a recycling campaign.

The collection and disposal of both domestic and commercial waste has a significant impact on the environment due to the high use of fossil fuels used in collection but also through the impact of landfill and the treatment of waste. Ribble Valley does not compare favourably with other Lancashire Districts in terms of recycling, coming seventh lowest out of twelve. Lancashire also has very low recycling rates generally, and as a consequence Ribble Valley does not compare well nationally either, coming 136th out of 174 districts. It is proposed that the climate change working group work in collaboration with the officer waste strategy group to better promote recycling and encourage residents to recycle and separate their waste correctly. It is hoped at this stage that any promotional work will be accommodated within existing budgets.

3.5.7 Launching a “Good Housekeeping” initiative for staff to reduce energy and waste.

A low cost/no cost initiative to further reduce our carbon emissions is to promote good practice in the efficient use of energy in all aspects of our work. An awareness and monitoring campaign will be developed which will also look at the possible use of electric pool cars and other sustainable transport options for staff such as an e-bike / bike to work scheme. No budgets have been approved for this work.

3.6 The working group does not have any delegated decision-making powers and therefore any funding requests will be presented to Policy and Finance Committee for decision, after any proposals have first been considered by the relevant service committees. Oversight reports will be presented to Economic Development Committee on at least a quarterly basis or more frequently if a decision is required.

3.7 The suggested terms of reference for the working group are attached as Appendix 1 for the Committee’s consideration.

4. RISK ASSESSMENT

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

- Resources – There is no specific ringfenced budget for the Climate Change programme however, budgets are in place for a variety of revenue and capital scheme initiatives that have already been considered and approved. Reports and feasibility studies with costings for any further initiatives will be taken to relevant committees for discussion and consideration. If approved at service committee level, budget approval will then be considered by Policy and Finance Committee prior to any schemes being progressed further.
- Technical, Environmental and Legal – This report sets out initiatives that will have a tangible impact on reducing the Council’s Carbon emissions.
- Political – None identified.
- Reputation – It is important that the Council is seen as a leader in the community regarding achieving net zero.
- Equality and Diversity – For all RVBC Policies and Strategies and in line with the Council’s approach to equalities, an Equality Impact Assessment (EIA) checklist will be completed to determine whether a full EIA is required. This will identify the potential impact of the organisation’s policies, services and functions on its

residents and staff, and will actively look for negative or adverse impacts of policies, services, and functions on any of the nine protected characteristics.

5. RECOMMENDED THAT COMMITTEE

5.1 Committee to consider the information provided within this report and the accompanying PowerPoint presentation.

5.2 Approve the establishment of a Climate Change Working Group and the adoption of the attached draft Terms of Reference (ToR) (Appendix 1).

Jaqui Houlker
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Adam Allen
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Jaqui Houlker, extension 4421
Ref:JH/EconomicDevelopment/28 September 2023

Draft Climate Change Working Group Terms of Reference

1. Following the May 2023 Elections, the Climate Change Working Group has been transferred from the remit of the Policy and Finance Committee to the Economic Development Committee.
2. The working group has been constituted by the Economic Development Committee at its meeting held on the 28 September 2023 to consider how the Council is meeting the challenge of Climate Change.
3. The Terms of Reference as agreed by the Economic Development Committee are outlined to the working group as follows:

The purpose of the group is to consider in further detail the challenge of climate change both in relation to how the Council provides its own services and how it provides wider support to the community in their efforts to tackle climate change and to present the findings to Economic Development Committee with suggested actions.

4. This statement allows for consideration of where the Council is now although it doesn't make any reference to the Corporate Strategy.
5. Nominated Members of the group are Councillors, Stephen Atkinson, Louise Edge, Aaron Wilkins-Odudu, Stewart Fletcher, Gaye McCrum.
6. The group will meet as necessary.
7. Four nominated Councillors of the working group need to be present to be quorate.
8. The working group does not have any delegated decision-making powers. However, the working group should be able to make specific recommendations to Economic Development Committee.
9. The working group will consult with the relevant Chairs of other service committees as appropriate.

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One Carbon World



Report

Presented to:

Ribble Valley Borough Council

2022/23

Issued August 2023



One Carbon World

Ribble Valley Borough Council CO₂e Report August 2023

Disclaimer:

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Ribble Valley Borough Council CO₂e Report August 2023

Introduction

Ribble Valley Borough Council have been awarded the One Carbon World Carbon Neutral International Standard grant.

This report details the carbon footprint of Ribble Valley Borough Council and provides recommendations to reduce and off-set its footprint.

The activities included in the carbon footprint measurement were agreed in consultation between One Carbon World and Ribble Valley Borough Council. The calculation of the footprint was undertaken by One Carbon World after a desk-top review of data provided by Ribble Valley Borough Council.

This report meets the reporting requirements of the Green House Gas (GHG) Protocol Corporate Standard and is compatible with international standards ISO 14064 and PAS 2060.

One Carbon World have taken all reasonable measures to ensure the accuracy of this report. Any omissions or errors in data are the responsibility of the grant recipient named in this report.



One Carbon World

Ribble Valley Borough Council CO₂e Report August 2023

Carbon Footprint Report

Name: Ribble Valley Borough Council

Address: Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA

Description: Borough Council

Footprint boundary: All activities under operational control, covered under Scopes 1, 2 and 3 of the Green House Gas (GHG) Protocol Corporate Standard as detailed within this report.

Footprint Period: 01/04/2022 to 31/03/2023

Activities/Emissions included in footprint:

Business Travel - Non-Owned Vehicles, Business Travel - Owned Vehicles, Purchased Goods & Services, Water, Fuel & Energy.

Emissions Summary:

Total carbon footprint of activities measured = 1,515.80 tonnes CO₂e

Scope 1 emissions = 883.59 tonnes CO₂e

Scope 2 emissions = 174.06 tonnes CO₂e

Scope 3 emissions = 458.15 tonnes CO₂e



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Ribble Valley Borough Council CO₂e Report August 2023

The GHG Protocol Corporate Standard requires reporting a minimum of scope 1 and scope 2 emissions.

Scope 1 - Direct Green House Gas (GHG) Emissions:

Scope 1 (direct emissions) emissions are those from activities owned or controlled by an organisation. Direct emissions are principally the result of the following types of activities:

- Generation of electricity, heat, or steam. These emissions result from combustion of fuels in stationary sources, e.g. boilers, furnaces, turbines
- Transportation of materials, products, waste, and employees. These emissions result from the combustion of fuels in company owned/controlled mobile combustion sources (e.g. trucks, trains, ships, airplanes, buses and cars)
- Fugitive emissions. These emissions result from intentional or unintentional releases, e.g., equipment leaks from joints, seals, packing, and gaskets; methane emissions from coal mines and venting; hydrofluorocarbon (HFC) emissions during the use of refrigeration and air conditioning equipment; and methane leakages from gas transport
- Physical or chemical processing. Most of these emissions result from manufacture or processing of chemicals and materials, e.g. cement, aluminium, and waste processing

Scope 1 Emissions data supplied and included in footprint:

- Total Passenger vehicles : Cars (by size) : Average car km : Petrol
- Total Passenger vehicles : Cars (by size) : Average car km : Hybrid
- Total Passenger vehicles : Cars (by size) : Average car km : Diesel
- Total Fuels : Liquid fuels : Gas oil litres :
- Total Fuels : Liquid fuels : Diesel (average biofuel blend) litres :
- Total Fuels : Gaseous fuels : Natural gas kWh (Gross CV) :



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Ribble Valley Borough Council CO₂e Report August 2023

Scope 2 - Indirect GHG Emissions:

Scope 2 (indirect) emissions are those released into the atmosphere that are associated with the consumption of purchased electricity, heat, steam and cooling. These indirect emissions are a consequence of an organisation's energy use, but occur at sources not owned or controlled.

Scope 2 Emissions data supplied and included in footprint:

- Total UK electricity : Electricity generated : Electricity: UK kWh :

Scope 3 - Other Indirect GHG Emissions:

Scope 3 (other indirect) emissions are a consequence of actions that occur at sources not owned or controlled and not classed as Scope 2 emissions. Examples of Scope 3 emissions are business travel by means not owned or controlled by an organisation, waste disposal, or materials or fuels an organisation purchases. Deciding if emissions from a vehicle, office or factory are Scope 1 or Scope 3 may depend on how operational boundaries are defined.

Scope 3 Emissions data supplied and included in footprint:

- Total WTT- UK & overseas elec : WTT- UK electricity (T&D) : Electricity: UK kWh :
- Total WTT- UK & overseas elec : WTT- UK electricity (generation) : Electricity: UK kWh :
- Total WTT- pass vehs- land : WTT- cars (by size) : Average car km : Petrol
- Total WTT- pass vehs- land : WTT- cars (by size) : Average car km : Hybrid
- Total WTT- pass vehs- land : WTT- cars (by size) : Average car km : Diesel
- Total WTT- fuels : Liquid fuels : Gas oil litres :
- Total WTT- fuels : Liquid fuels : Diesel (average biofuel blend) litres :
- Total WTT- fuels : Gaseous fuels : Natural gas kWh (Gross CV) :
- Total WTT- business travel (land) : WTT- cars (by size) : Average car km : Petrol
- Total WTT- business travel (land) : WTT- cars (by size) : Average car km : Hybrid
- Total WTT- business travel (land) : WTT- cars (by size) : Average car km : Diesel



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- Total WTT- business travel (land) : WTT- cars (by size) : Average car km : Battery Electric Vehicle
- Total Water treatment : Water treatment : Water treatment cubic metres :
- Total Water supply : Water supply : Water supply cubic metres :
- Total Transmission and distribution : T&D- UK electricity : Electricity: UK kWh :
- Total Money Value to CO₂e : Wearing apparel : Wearing apparel costs :
- Total Money Value to CO₂e : Soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations : Soap and detergents, cleaning and polishing preparations, perfumes and toilet preparation costs :
- Total Money Value to CO₂e : Rubber and plastic products : Rubber and plastic product costs :
- Total Money Value to CO₂e : Road Transport : Road Transport costs :
- Total Money Value to CO₂e : Rail Transport : Rail Transport costs :
- Total Money Value to CO₂e : Postal and courier services : Postal and courier service costs :
- Total Money Value to CO₂e : Paper and paper products : Paper and paper product costs :
- Total Money Value to CO₂e : Other food products : Other food product costs :
- Total Money Value to CO₂e : Furniture : Furniture costs :
- Total Money Value to CO₂e : Dairy products : Dairy product costs :
- Total Money Value to CO₂e : Computer, electronic and optical products : Computer, electronic and optical product costs :
- Total Business travel- land : Cars (by size) : Average car km : Petrol
- Total Business travel- land : Cars (by size) : Average car km : Hybrid
- Total Business travel- land : Cars (by size) : Average car km : Diesel
- Total Business travel- land : Cars (by size) : Average car km : Battery Electric Vehicle



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Ribble Valley Borough Council CO₂e Report August 2023

Footprint Calculation Method:

The most common approach for calculating GHG emissions is through the application of documented and approved GHG emissions conversion factors. These factors are calculated ratios that relate GHG emissions to a proxy measure of activity at an emissions source.

Further detail on emissions factors and the methodology behind them can be found at <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

The activity data or amount of 'resources' used are multiplied by the relevant emissions factors to calculate total Greenhouse Gas equivalent (CO₂e) emissions.

$$\text{GHG emissions} = \text{activity data} \times \text{emission conversion factor}$$

There are seven main GHGs that contribute to climate change, as covered by the Kyoto Protocol: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulfur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). Different activities emit different gases and an organisation should report on the Kyoto Protocol GHG gases produced by its activities.

CO₂e is the universal unit of measurement to indicate the global warming potential (GWP) of GHGs, expressed in terms of the GWP of one unit of CO₂. The GWPs used in the calculation of CO₂e are based on the Intergovernmental Panel on Climate Change (IPCC) Fourth Assessment Report (AR4) over a 100-year period (this is a requirement for inventory/national reporting purposes).

All conversion factors used in this report are in units of kilograms of carbon dioxide equivalent (kg CO₂e).



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Ribble Valley Borough Council CO₂e Report August 2023

Assumptions and/or Omissions:

- Data in Scope 3 - Business travel assumed as company car mileage.
- Data in Scope 3 - Commuting travel assumed as grey fleet car mileage.
- Purchased Goods & Services - Other publications GBP496, Reference Books GBP839 and Newspapers GBP3259 all allocated as Paper and Paper Products.
- Bus and Rail spend is new within scope in 2023 - impact is 0.08% of total CF.
- Well to Tank Scope 3 emissions associated with extraction, refining and transportation of raw fuels and Transmission and distribution (T&D) Scope 3 emissions associated with grid losses (the energy loss that occurs in getting the electricity from the power plant to the organisations that purchase it), are included in the footprint calculations.
- Outside of scopes emissions are also included in the footprint calculations. Outside of scopes emissions account for the direct carbon dioxide (CO₂) impact of burning biomass and biofuels. The emissions are labelled 'outside of scopes' because the Scope 1 impact of these fuels has been determined to be a net '0' (since the fuel source itself absorbs an equivalent amount of CO₂ during the growth phase as the amount of CO₂ released through combustion). Full reporting of any fuel from a biogenic source should have the 'outside of scopes' CO₂ value documented to ensure complete accounting for the emissions created.

One Carbon World

Ribble Valley Borough Council CO₂e Report August 2023

Carbon Footprint:

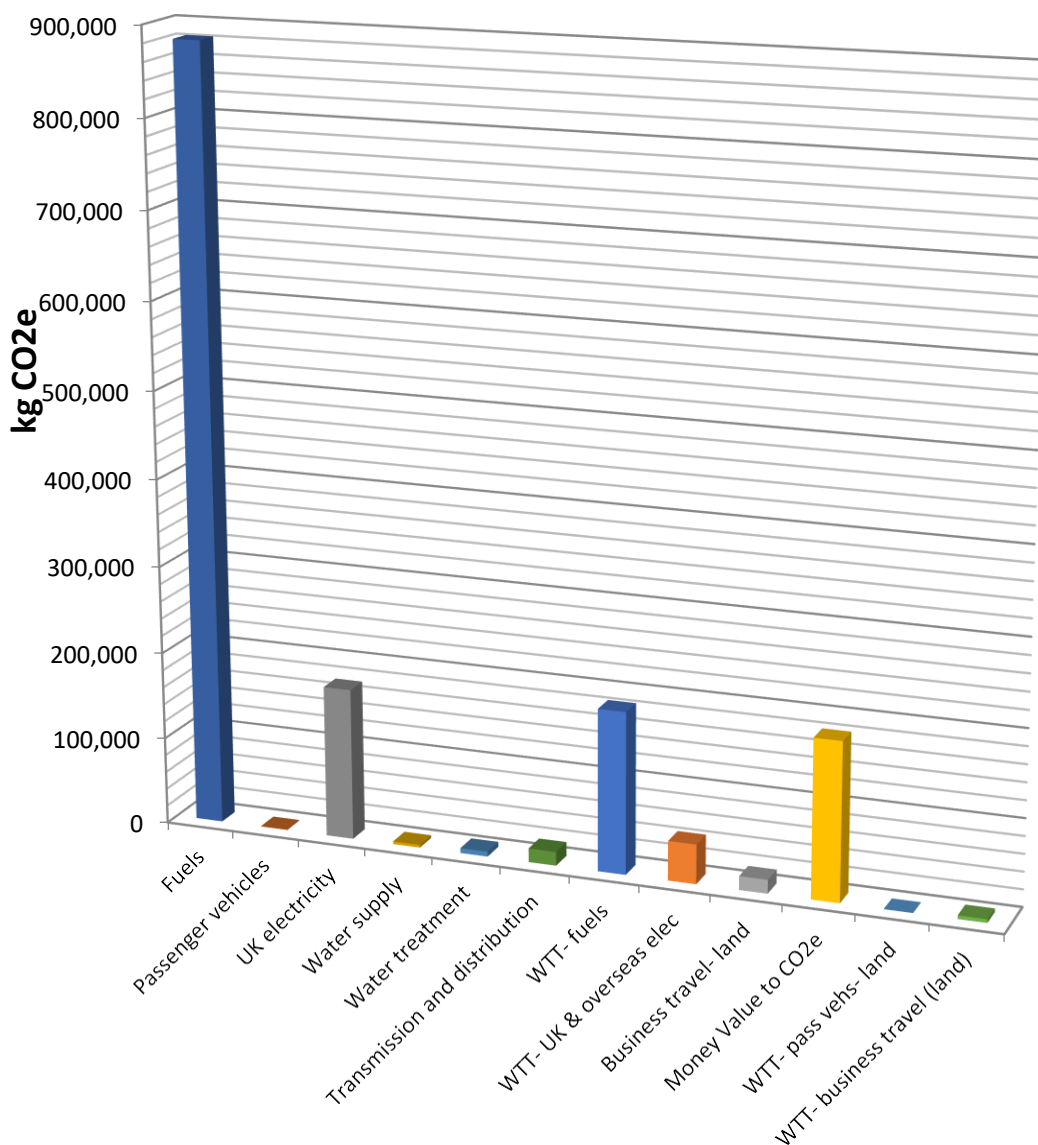
Market Based

The Total Carbon Footprint of the activities measured = 1,657.83 tonnes CO₂e.

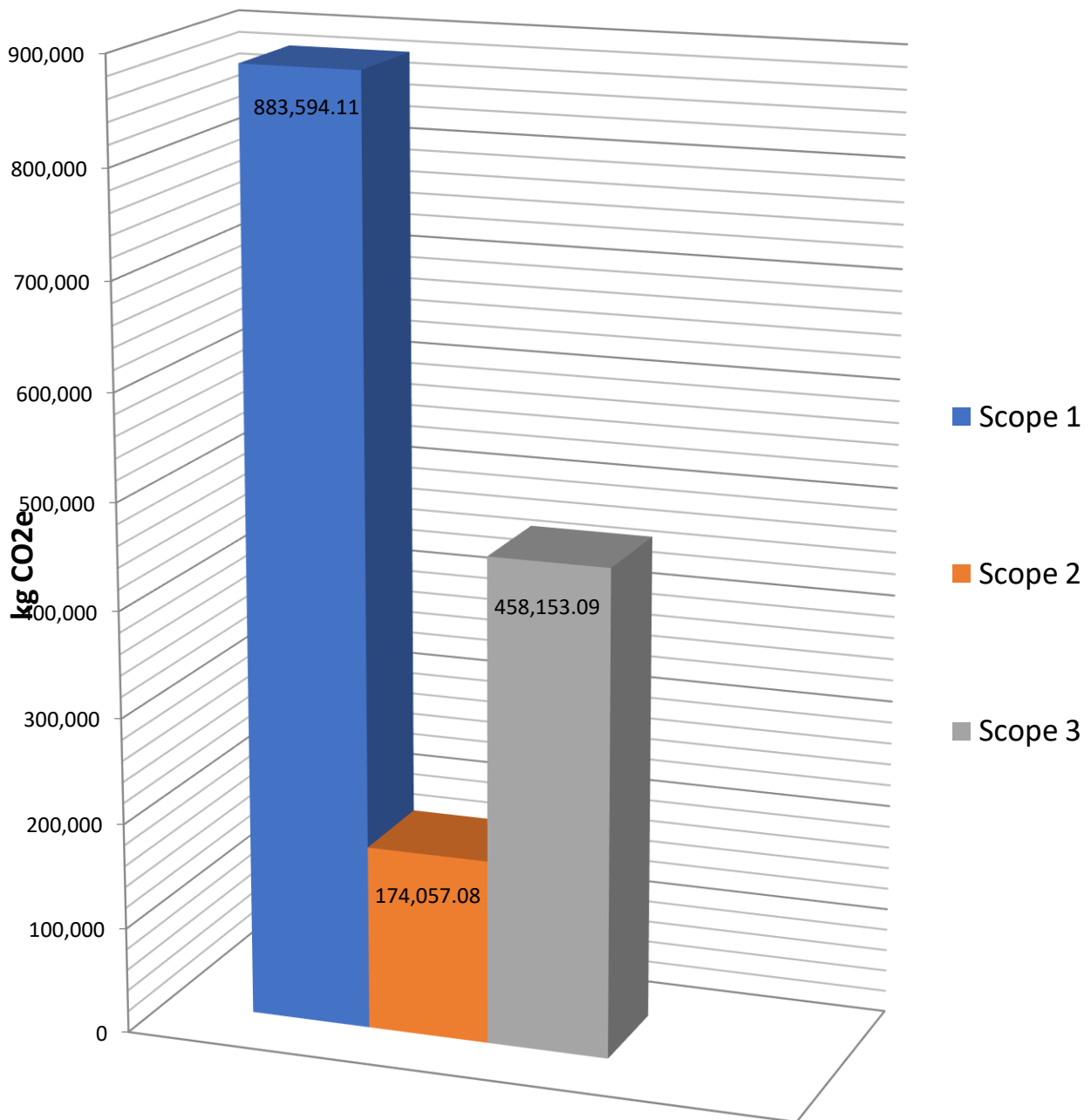
Location Based

The Total Carbon Footprint of the activities measured = 1,515.80 tonnes CO₂e.

Sources of CO₂e by emission activity

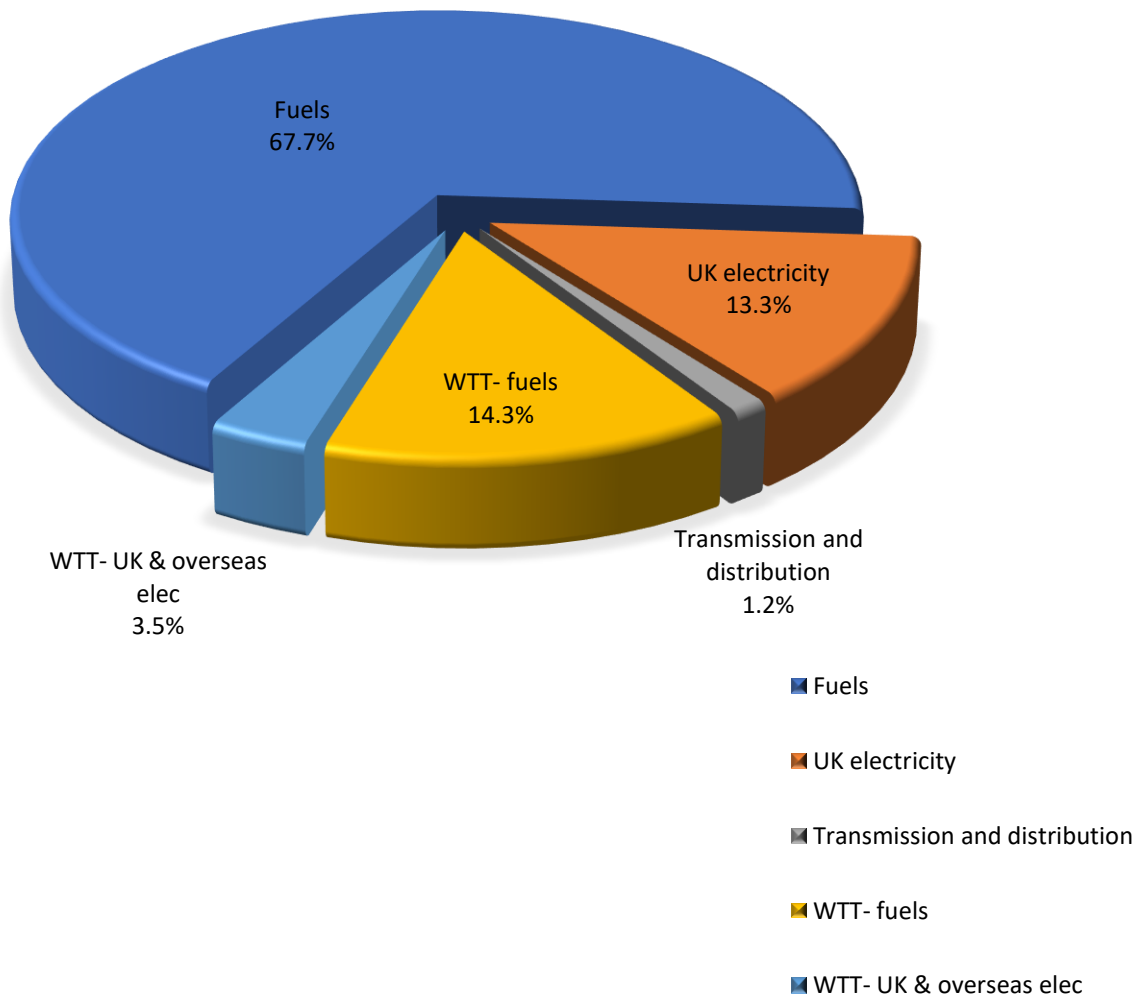


Sources of CO₂e emissions by GHG Protocol Scope

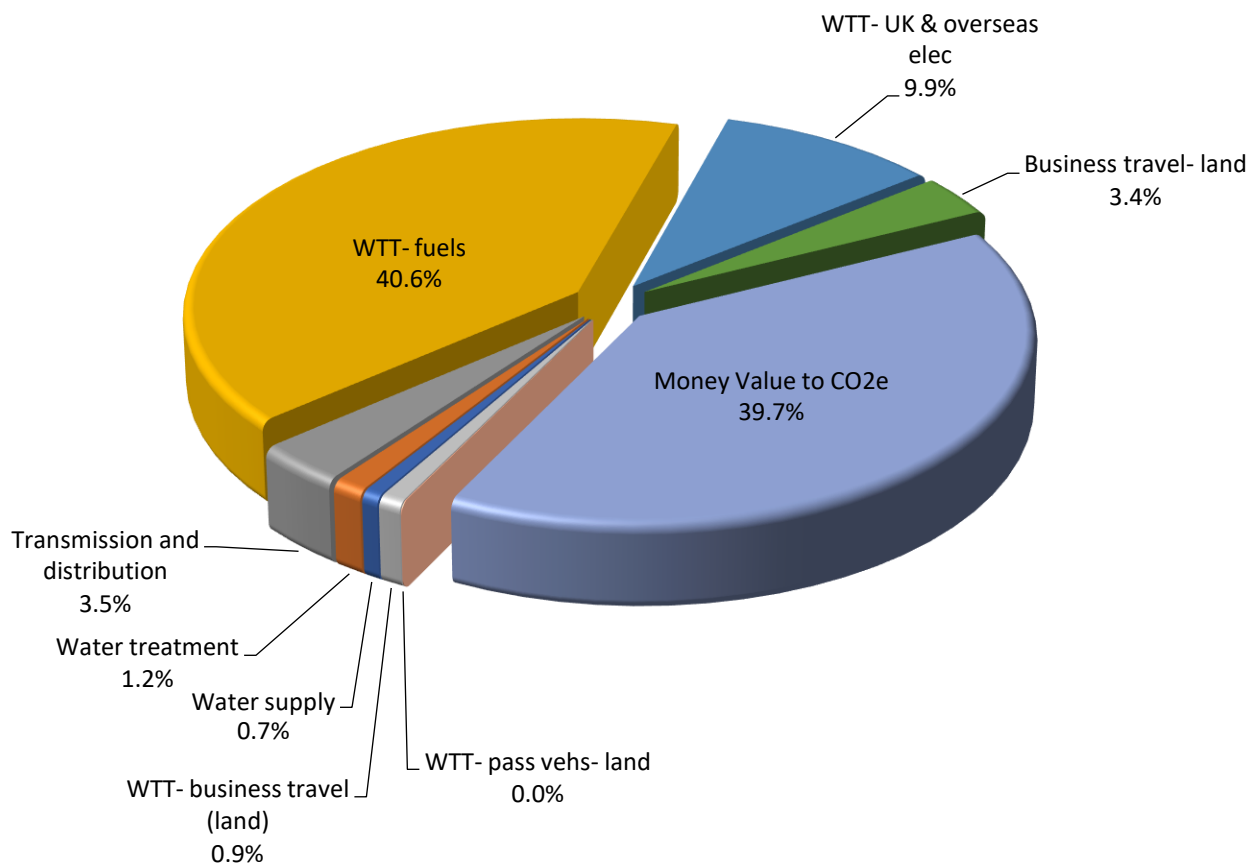


Footprint detail

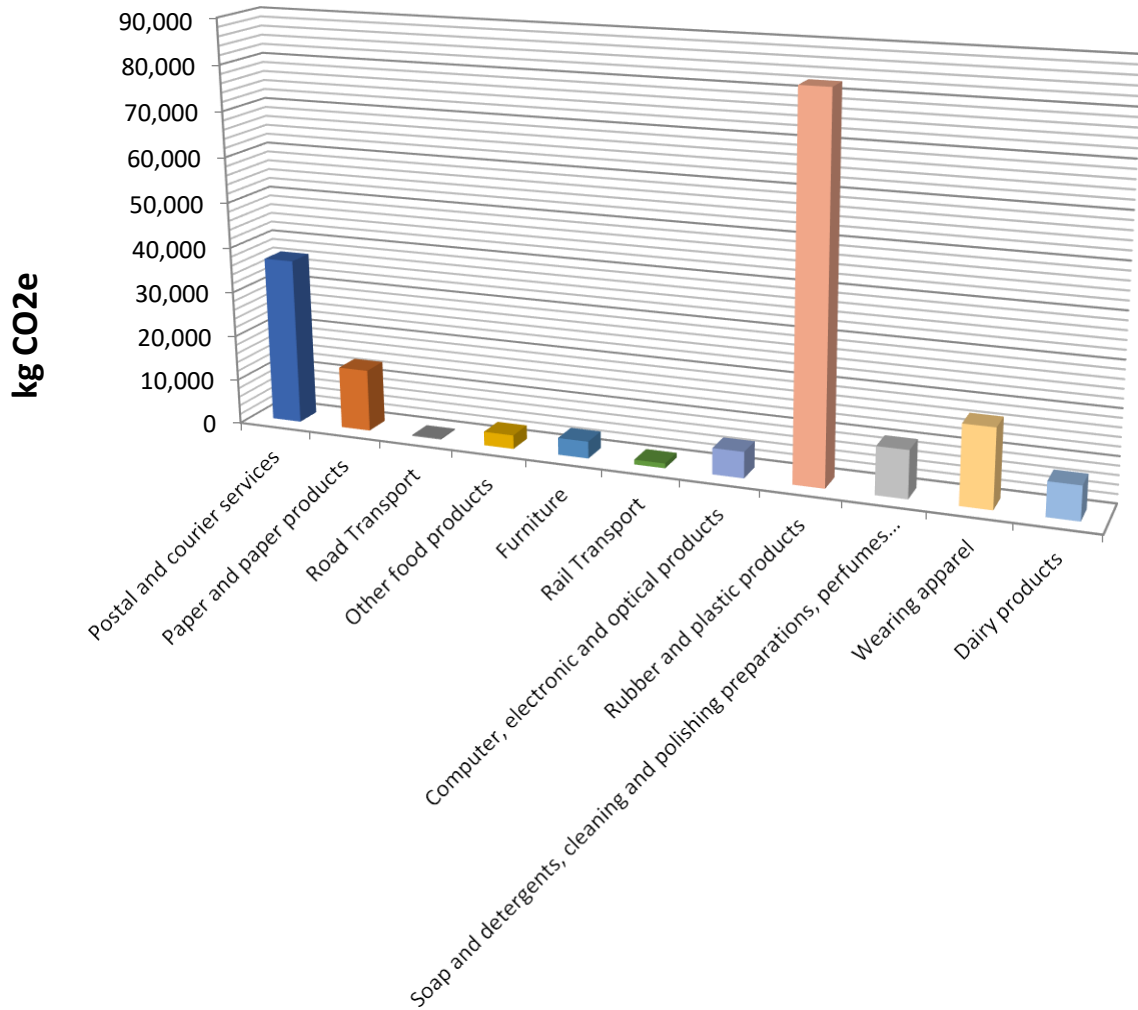
Sources of CO₂e emissions by Energy & Fuel Use



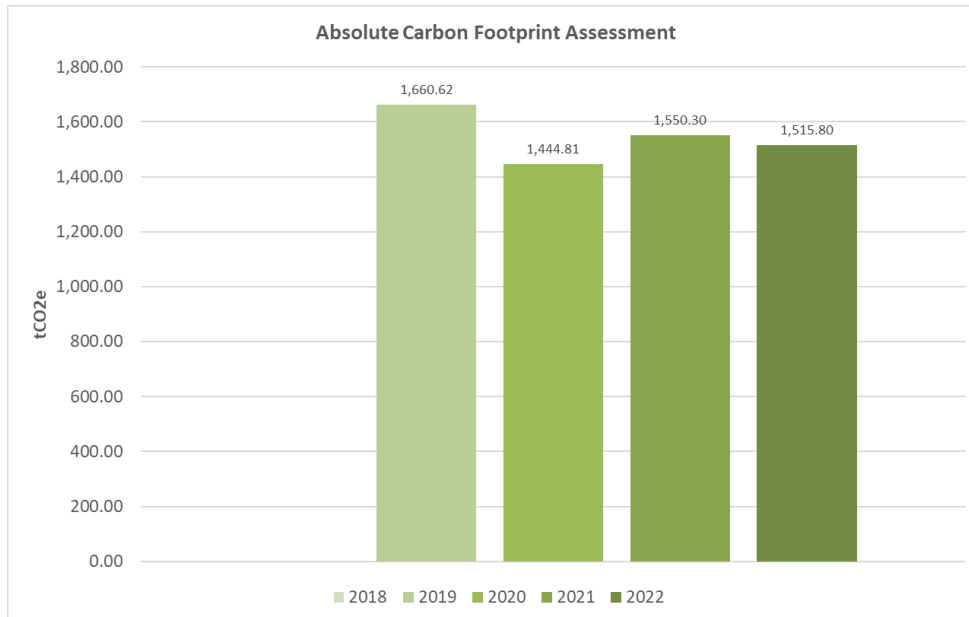
Sources of CO₂e by Indirect Emissions (Scope 3)



Sources of CO₂e from expenditure data provided (Scope 3)

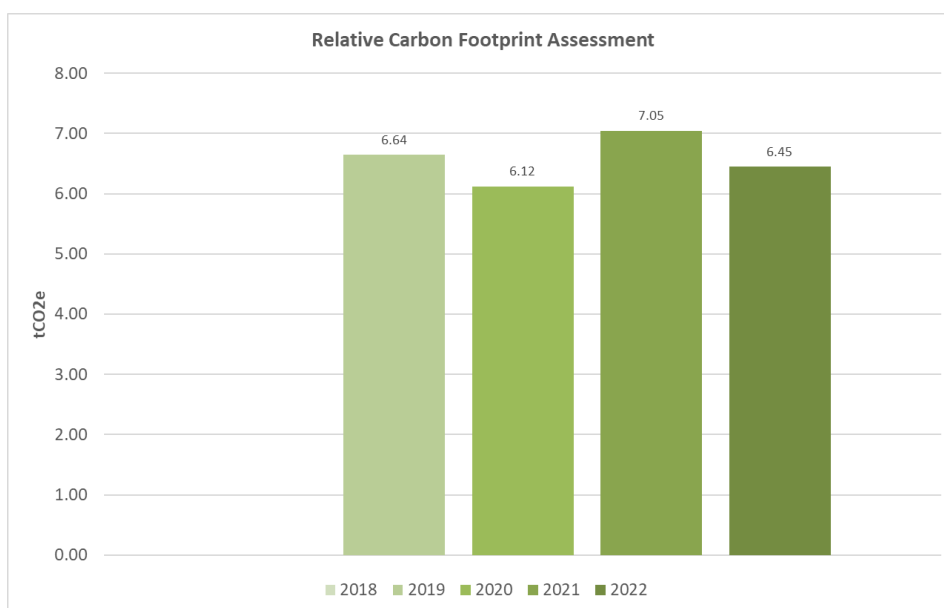


Carbon Footprint Year on Year Comparison



Ribble Valley Borough Council Absolute Carbon Footprint Comparison Assessment

On an absolute basis, the total aggregated emissions in 2022/23 were stated as 1,515.80 tCO₂e (-2%) compared with 1,550.30 tCO₂e in 2021/22.



Ribble Valley Borough Council Relative Carbon Footprint Comparison Assessment

On a relative basis, using the performance indicator for Ribble Valley Borough Council the relative total emissions in 2022/23 were stated as 6.45 tCO₂e per employee (-8%) compared with 7.05 tCO₂e in 2021/22.

Part 1 – Carbon Footprint Reduction Recommendations

The most significant sources of CO₂e emissions identified are:

- Emissions arising from diesel in company cars, including WTT (43%)
- Emissions arising from natural gas use, including WTT (28%)
- Emissions arising from electricity use, including T&D and WTT (16%)

The Ribble Valley Borough Council carbon footprint is very robust in terms of methodologies and data applied. To build on this Ribble Valley Borough Council could discuss with their core suppliers if carbon footprint data specific to their products is available. This is generally available from transportation providers but could start with suppliers of products with the highest carbon footprint/revenue (e.g., rubber and plastic products), such requirements could be built into contract specifications.

Emissions Reduction Targets and Strategy Development

Following the 2022 carbon footprint, next steps could include the development of reduction targets and strategy in line with UN recommendations. Under the UN Climate Neutral Now framework the following are recommended to ensure organisations align with global goals of limiting temperature increases to 1.5°C above pre-industrial levels:

- Set a Net Zero target by 2050 or earlier.
- Set interim reduction targets aligning with the science - for example, reduce emissions by 50% of your baseline by 2030 meaning **at least 5% per year target**.
- Develop and implement a strategy to achieve short – mid- and long-term targets.
- On-going review of emissions against targets to track progress and ensure continued alignment with the climate science.
- It is accepted that reduction targets can be set against the Ribble Valley Borough Council relative emissions e.g., tonnes CO₂e/employee.



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To reduce these emissions, it is recommended that:

Energy and Fuels

- Improve consumption visibility by setting up a central platform for monitoring and targeting of building energy use.
- Ensure out of hours energy consumption is minimised where possible.
- Develop and implement a staff energy and environmental awareness programme, consider introducing a web based tailored staff awareness training solution.
- Where relevant review the Ribble Valley Borough Council Energy Performance of Buildings Directive (EPBD) reports (DECs/EPCs/TM44) covering the Councils buildings. Assess and roll out recommendations where appropriate.
- Opportunities may include improvements to building fabric, higher efficiency heating systems, use of alternative/renewable energy sources for example Air Source Heat Pumps (ASHPs) Ground Source Heat Pumps (GSHPs), solar thermal, solar PV or biomass capacity.
- Ensure roll out of high efficiency LED lighting with integrated lighting sensors and controls where appropriate.
- Ensure all PCs and ancillary equipment is switched off out of hours, consider introducing a site wide script to isolate all equipment outside of business hours.

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Transport

- Improvements to fuel and mileage monitoring and management and development of a transport policy and objectives.
- As more electric vehicles are available in the marketplace, a transition to low/no carbon vehicles should be planned and will mean that Ribble Valley Borough Council will be able to further reduce the carbon footprint of its operations as well as costs.
- It is understood that staff are required to travel during day-to-day activities however a travel hierarchy could be implemented that applies the following principles:
 - Is the travel necessary - can the meeting be undertaken virtually (zero emissions)?
 - If the travel is necessary - can 'active travel' be used (zero or very low emissions)?
 - If the travel is necessary and not local - can public transport be used (low emissions)?
 - If the above are not practical consider pool cars/hire cars, making sure they are low emission and hire cars used for +100-mile trips only (prioritise low emission vehicles).
 - If the above are not practical, grey fleet expenses policies could reward use of low emission vehicles where relevant (encourage low emission vehicles).
 - Only use air travel where this is necessary (high emissions).

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Purchasing of Goods and Services

Procurement of products used in the operation is an important support mechanism in delivering the Ribble Valley Borough Council decarbonisation objectives. This can be achieved through further engagement with key stakeholders as early as possible to identify the outcome required and determining, in conjunction with the market, the best way of delivering this. This may involve challenging the norm and capturing and embracing innovative solutions. Agreed sustainability objectives and requirements can then be embedded through the procurement processes (specification, tender, evaluation criteria & contract management).

If Ribble Valley Borough Council have an extensive supply chain a prioritisation exercise could highlight services providers which represent the highest balance of, empirically assessed, categories according to spend or carbon impact as relevant to Ribble Valley Borough Council.

The outcome of this exercise can then ensure effort is focused where needed and prioritises market engagement requirements as well as who internally needs to be engaged and aware of key issues. This then helps the prioritisation of expenditure on sustainability resource, which in turn informs the focus on priority suppliers and categories and internal stakeholders.

Support, tools and other resources will be required over the coming years to help organisations such as Ribble Valley Borough Council drive change across their supply chain including from UK Government. Some sustainable procurement tools and guidance are already in place:

- <https://www.gov.uk/guidance/sustainable-procurement-tools>

These are written for the public sector, but principles can be applied by any organisation and reviewed so that useful specifications can be identified and applied for Ribble Valley Borough Council. The most important stage within the procurement process is always to undertake a review of the need for procurement in the first instance and to question if alternative procurement routes should be considered.

These recommendations are non-exhaustive and are designed to provide guidance only.



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To effectively monitor the Carbon Footprint of Ribble Valley Borough Council over time, it is also recommended that a relevant performance indicator is chosen e.g. tonnes CO₂e per Employee.

Footprint Period: 2022 Assessment

1,515.80 tonnes CO₂e / 235 employees = 6.45 tonnes of CO₂e per Employee per year.

Footprint Period: 2021 Assessment

1,550.30 tonnes CO₂e / 220 employees = 7.05 tonnes of CO₂e per Employee per year.

Footprint Period: 2020 Assessment

1,444.81 tonnes CO₂e / 236 employees = 6.12 tonnes of CO₂e per Employee per year.

Footprint Period: 2019 Assessment

1,660.62 tonnes CO₂e / 250 employees = 6.64 tonnes of CO₂e per Employee per year.

Other performance indicators could also be used, such as those based on business metrics (e.g., floor area).



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Part 2 – Carbon Neutrality Achievement Support Scope 1 – 2

OCW work with organisations to support verified GHG emission projects around the world that reduce global GHG emissions. The OCW GHG offsetting program ensures that all the emissions offset within the Carbon Neutral International Standard coincide to real, quantifiable, and permanent project-based emission reductions, providing integrity to the voluntary carbon market.

Ribble Valley Borough Council Projected Cost of Achieving Carbon Neutrality

In addition to reducing its own emissions through action targeted reduction strategies, Ribble Valley Borough Council can off-set its unavoidable CO₂e emissions now. This can be achieved through investing in verified projects that support reduction of CO₂e emissions even further. In doing so, Ribble Valley Borough Council will be provided with time to develop effective emissions reduction strategies. Based on a recent report submitted by University College London (UCL) it has been projected that the average price of carbon credits should rise from \$3-5 to \$20-50/tCO₂e by 2030 driving real investment in new projects to reduce emissions. Based on this to offset the balance of its 01/04/2022-31/03/2023 Scope 1 and 2 Carbon Footprint of 1,100 tCO₂e would equate to 1,100 x £30 = £31,740.00

The One Carbon World customer services team will be happy to share a proposal with you to support you with the options in offsetting your Scope 1 and 2 emissions covering the period 01/04/2022 - 31/03/2023.



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Ribble Valley Borough Council CO₂e Report August 2023





Scope kg CO₂e Summary Table

Activity	Total kg CO ₂ e	Total Tons CO ₂ e
Scope 1	883,594.11	883.59
Scope 2	174,057.08	174.06
Scope 3	458,153.09	458.15
Outside of Scopes	0.00	0.00
Total	1,515,804.29	1,515.80

Activity Type kg CO₂e Summary Table

Activity Type	Total kg CO ₂ e	Total Tons CO ₂ e
Fuels	882,951.06	882.95
Passenger vehicles	643.06	0.64
UK electricity	174,057.08	174.06
Water supply	3,111.12	3.11
Water treatment	5,679.36	5.68
Transmission and distribution	15,922.38	15.92
WTT- fuels	185,941.80	185.94
WTT- UK & overseas elec	45,435.94	45.44
Business travel- land	15,794.33	15.79
Money Value to CO ₂ e	181,955.74	181.96
WTT- pass vehs- land	170.00	0.17
WTT- business travel (land)	4,142.42	4.14
Total	1,515,804.29	1,515.80

Type kg CO₂e Summary Table

Type	Total kg CO ₂ e	Total Tons CO ₂ e
Gaseous fuels	360,933.06	360.93
Liquid fuels	522,018.00	522.02
Cars (by size)	643.06	0.64
Electricity generated	174,057.08	174.06
Water supply	3,111.12	3.11
Water treatment	5,679.36	5.68
Postal and courier services - Money Value	36,825.39	36.83
Paper and paper products - Money Value	13,729.55	13.73
Road Transport - Money Value	216.88	0.22
Other food products - Money Value	3,047.59	3.05
Furniture - Money Value	3,745.04	3.75
Rail Transport - Money Value	1,048.58	1.05
Computer, electronic and optical products - Money Value	5,766.61	5.77
Rubber and plastic products - Money Value	82,343.12	82.34
Soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations - Money Value	10,464.28	10.46
Wearing apparel - Money Value	17,289.97	17.29
Dairy products - Money Value	7,478.72	7.48
T&D- UK electricity	15,922.38	15.92
Cars (by size)	15,794.33	15.79
Gaseous fuels	61,493.47	61.49
Liquid fuels	124,448.33	124.45
WTT- UK electricity (generation)	41,628.61	41.63
WTT- UK electricity (T&D)	3,807.33	3.81
WTT- cars (by size)	4,312.42	4.31
Total	1,515,804.29	1,515.80

Class & UOM kg CO₂e Summary Table

Class & UOM	Total kg CO ₂ e	Total Tons CO ₂ e
Natural gas kWh (Gross CV)	360,933.06	360.93
Diesel (average biofuel blend) litres	520,349.06	520.35
Gas oil litres	1,668.93	1.67
Average car km	643.06	0.64
Electricity: UK kWh	174,057.08	174.06
Water supply cubic metres	3,111.12	3.11
Water treatment cubic metres	5,679.36	5.68
Postal and courier service costs - Money Value	36,825.39	36.83
Soap and detergents, cleaning and polishing preparations, perfumes and toilet preparation costs - Money Value	10,464.28	10.46
Paper and paper product costs - Money Value	13,729.55	13.73
Road Transport costs - Money Value	216.88	0.22
Other food product costs - Money Value	3,047.59	3.05
Furniture costs - Money Value	3,745.04	3.75
Rail Transport costs - Money Value	1,048.58	1.05
Computer, electronic and optical product costs - Money Value	5,766.61	5.77
Rubber and plastic product costs - Money Value	82,343.12	82.34
Wearing apparel costs - Money Value	17,289.97	17.29
Dairy product costs - Money Value	7,478.72	7.48
Electricity: UK kWh	61,358.32	61.36
Average car km	20,106.75	20.11
Natural Gas kWh (Gross CV)	61,493.47	61.49
Diesel (average biofuel blend) litres	124,065.65	124.07
Gas Oil litres	382.68	0.38
Total	1,515,804.29	1,515.80

Client Reference kg CO₂e Summary Table

Scope	Reference	Total kg CO ₂ e	Total Tons CO ₂ e
Scope 1	Company Cars - Diesel	0.00	0.00
Scope 1	Company Cars - Fuel	520,349.06	520.35
Scope 1	Company Cars - Hybrid	556.63	0.56
Scope 1	Company Cars - Petrol	86.43	0.09
Scope 1	Gas	360,933.06	360.93
Scope 1	Gas Oil	1,668.93	1.67
Scope 2	Electricity	174,057.08	174.06
Scope 3	Company Cars - Diesel	0.00	0.00
Scope 3	Company Cars - Fuel	124,065.65	124.07
Scope 3	Company Cars - Hybrid	145.23	0.15
Scope 3	Company Cars - Petrol	24.77	0.02
Scope 3	Electricity	61,358.32	61.36
Scope 3	Gas	61,493.47	61.49
Scope 3	Gas Oil	382.68	0.38
Scope 3	Grey Fleet Cars - Diesel	9,123.72	9.12
Scope 3	Grey Fleet Cars - Electric	38.21	0.04
Scope 3	Grey Fleet Cars - Hybrid	2,090.89	2.09
Scope 3	Grey Fleet Cars - Petrol	8,683.93	8.68
Scope 3	Purchased Goods and Services	181,955.74	181.96
Scope 3	Water Supply	3,111.12	3.11
Scope 3	Water Treatment	5,679.36	5.68
Total		1,515,804.29	1,515.80

Emissions factors used in footprint calculation:

Activity Type	Emissions Factor	Source
WTT- UK & overseas elec	Total WTT- UK & overseas elec : WTT- UK electricity (generation) : Electricity: UK kWh :	DEFRA Conversion Factors Full Set for Advanced Users 2022
WTT- UK & overseas elec	Total WTT- UK & overseas elec : WTT- UK electricity (T&D) : Electricity: UK kWh :	DEFRA Conversion Factors Full Set for Advanced Users 2022
WTT- pass vehs- land	Total WTT- pass vehs- land : WTT- cars (by size) : Average car km : Petrol	DEFRA Conversion Factors Full Set for Advanced Users 2022
WTT- pass vehs- land	Total WTT- pass vehs- land : WTT- cars (by size) : Average car km : Diesel	DEFRA Conversion Factors Full Set for Advanced Users 2022
WTT- pass vehs- land	Total WTT- pass vehs- land : WTT- cars (by size) : Average car km : Hybrid	DEFRA Conversion Factors Full Set for Advanced Users 2022
WTT- fuels	Total WTT- fuels : Gaseous fuels : Natural gas kWh (Gross CV) :	DEFRA Conversion Factors Full Set for Advanced Users 2022
WTT- fuels	Total WTT- fuels : Liquid fuels : Gas oil litres :	DEFRA Conversion Factors Full Set for Advanced Users 2022
WTT- fuels	Total WTT- fuels : Liquid fuels : Diesel (average biofuel blend) litres :	DEFRA Conversion Factors Full Set for Advanced Users 2022
WTT- business travel (land)	Total WTT- business travel (land) : WTT- cars (by size) : Average car km : Petrol	DEFRA Conversion Factors Full Set for Advanced Users 2022
WTT- business travel (land)	Total WTT- business travel (land) : WTT- cars (by size) : Average car km : Diesel	DEFRA Conversion Factors Full Set for Advanced Users 2022
WTT- business travel (land)	Total WTT- business travel (land) : WTT- cars (by size) : Average car km : Hybrid	DEFRA Conversion Factors Full Set for Advanced Users 2022
WTT- business travel (land)	Total WTT- business travel (land) : WTT- cars (by size) : Average car km : Battery Electric Vehicle	DEFRA Conversion Factors Full Set for Advanced Users 2022
Water treatment	Total Water treatment : Water treatment : Water treatment cubic metres :	DEFRA Conversion Factors Full Set for Advanced Users 2022
Water supply	Total Water supply : Water supply : Water supply cubic metres :	DEFRA Conversion Factors Full Set for Advanced Users 2022
UK electricity	Total UK electricity : Electricity generated : Electricity: UK kWh :	DEFRA Conversion Factors Full Set for Advanced Users 2022
Transmission and distribution	Total Transmission and distribution : T&D- UK electricity : Electricity: UK kWh :	DEFRA Conversion Factors Full Set for Advanced Users 2022
Passenger vehicles	Total Passenger vehicles : Cars (by size) : Average car km : Petrol	DEFRA Conversion Factors Full Set for Advanced Users 2022
Passenger vehicles	Total Passenger vehicles : Cars (by size) : Average car km : Diesel	DEFRA Conversion Factors Full Set for Advanced Users 2022
Passenger vehicles	Total Passenger vehicles : Cars (by size) : Average car km : Hybrid	DEFRA Conversion Factors Full Set for Advanced Users 2022
Money Value to CO ₂ e	Total Money Value to CO ₂ e : Dairy products : Dairy product costs :	Defra / OCW
Money Value to CO ₂ e	Total Money Value to CO ₂ e : Other food products : Other food product costs :	Defra / OCW
Money Value to CO ₂ e	Total Money Value to CO ₂ e : Wearing apparel : Wearing apparel costs :	Defra / OCW

Money Value to CO ₂ e	Total Money Value to CO ₂ e : Paper and paper products : Paper and paper product costs :	Defra / OCW
Money Value to CO ₂ e	Total Money Value to CO ₂ e : Soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations : Soap and detergents, cleaning and polishing preparations, perfumes and toilet preparation costs :	Defra / OCW
Money Value to CO ₂ e	Total Money Value to CO ₂ e : Rubber and plastic products : Rubber and plastic product costs :	Defra / OCW
Money Value to CO ₂ e	Total Money Value to CO ₂ e : Computer, electronic and optical products : Computer, electronic and optical product costs :	Defra / OCW
Money Value to CO ₂ e	Total Money Value to CO ₂ e : Furniture : Furniture costs :	Defra / OCW
Money Value to CO ₂ e	Total Money Value to CO ₂ e : Postal and courier services : Postal and courier service costs :	Defra / OCW
Money Value to CO ₂ e	Total Money Value to CO ₂ e : Rail Transport : Rail Transport costs :	Defra / OCW
Money Value to CO ₂ e	Total Money Value to CO ₂ e : Road Transport : Road Transport costs :	Defra / OCW
Fuels	Total Fuels : Gaseous fuels : Natural gas kWh (Gross CV) :	DEFRA Conversion Factors Full Set for Advanced Users 2022
Fuels	Total Fuels : Liquid fuels : Gas oil litres :	DEFRA Conversion Factors Full Set for Advanced Users 2022
Fuels	Total Fuels : Liquid fuels : Diesel (average biofuel blend) litres :	DEFRA Conversion Factors Full Set for Advanced Users 2022
Business travel- land	Total Business travel- land : Cars (by size) : Average car km : Petrol	DEFRA Conversion Factors Full Set for Advanced Users 2022
Business travel- land	Total Business travel- land : Cars (by size) : Average car km : Diesel	DEFRA Conversion Factors Full Set for Advanced Users 2022
Business travel- land	Total Business travel- land : Cars (by size) : Average car km : Hybrid	DEFRA Conversion Factors Full Set for Advanced Users 2022
Business travel- land	Total Business travel- land : Cars (by size) : Average car km : Battery Electric Vehicle	DEFRA Conversion Factors Full Set for Advanced Users 2022

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: THURSDAY 28 SEPTEMBER 2023
title: RIBBLE VALLEY ECONOMIC PLAN 2019-2022 UPDATE
submitted by: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
principal author: HASSAN DITTA

1 PURPOSE

- 1.1 To provide an update on projects delivered on the Economic Plan 2019-2022.
- 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 a specific focus on developing a new Economic Plan.
 - Other Considerations – The Economic Plan will support a range of Council activities and assist in financial planning for the Authority.

2 BACKGROUND

- 2.1 The current Economic Plan was adopted in September 2019 and covers the period 2019-2022. A copy of the existing plan is included in Appendix 1.
- 2.2 The existing Economic Plan is still a working document until the updated Economic Plan 2023 – 2026 is adopted. Several projects identified in the Plan have been delivered and work is continuing to deliver the projects that have not yet been completed.
- 2.3 Due to Covid, not all projects have been delivered as the Council's priorities changed during this unexpected period. Focus during the pandemic shifted resources to ensuring multiple rounds of grant support were provided directly to businesses as opposed to the actions within the Economic Plan. It is also important to note that the pandemic changed the focus/ working processes of a number of businesses which is reflected within the emerging Plan.

3 THE ECONOMIC PLAN (2019-2022).

- 3.1 The existing Economic Plan was split into 5 action areas clearly setting out the Council's proposed actions.

People

Focuses on those actions that will support skills development.

Place

Focuses on those actions that recognise and respect the value and character of the Ribble Valley.

Business Support

Focuses on those actions that sustain competitiveness and strengthens business networks.

Connectivity

Focuses on those actions that will act as the catalyst for digital and public transport connectivity.

Tourism

Focuses on those actions that will promote the development of accommodation, improve hospitality and support events building on the attraction of the local area.

3.2 The following progress has been made on projects identified for each priority area.

3.3 Priority Area 1: People

Develop a jobs / careers fair – the careers fair was delayed as a result of the restrictions imposed by Covid. A jobs and careers fair which was marketed as the “Valley of Opportunity” was successfully delivered in partnership with the DWP on the 8th March 2023. The jobs fair was attended by 15 business who had live vacancies and over 200 job seekers. The fair will be delivered on an annual basis going forwards.

Undertake a housing and Economic needs assessment – The project was delivered and may be updated again as part of the Local Plan process.

Explore options for delivering a work placement plan – As a result of Covid, this project was not delivered as businesses focus changed. It is still a key project and has been carried forward to the new draft Economic Plan.

3.4 Priority Area 2: Place

Develop key service centre action plans – Work has commenced with Longridge Town council on developing a service centre action plan and will be completed by the end of 2023. This is still seen as a key project and has been carried forward to the new draft Economic Plan to create action plans for Clitheroe and Whalley.

Explore options for serviced office accommodation or community business hubs – The ‘Serviced office’ model was listed highly during the consultation for the initial Economic Plan. The private sector reacted to the changing trends of working and there are multiple serviced workspaces throughout the Borough including Clitheroe, Whalley and Longridge negating the need for the Council to intervene.

Undertake place branding exercise – initial work has started on this project and the project has been carried forward to the new draft Economic Plan.

Expand the property search function - this service is offered by the Economic Development team where they work with new and existing businesses who are looking for new premises in the Borough or businesses looking to move into the area. This is seen as an important business support service as it allows officers to monitor business

movement and trends for business space. A project to further enhance this service has been identified in the draft Economic Plan.

Develop an on-line business directory – this project has been delivered by working with partners in Clitheroe, Whalley and Longridge.

Clitheroe - <http://www.visitclitheroe.co.uk/business/businessDefault.aspx>

Longridge - <https://lovelongridge.info/business?search=>

Whalley - <https://www.visitwhalley.com/>

3.5 Priority Area 3: Business Support

Set up business advice and support webpage/site – This project was delivered however as a result of changes to funding, Ribble Valley Borough Council is no longer able to access the support Boost Business Lancashire offers. This is as a result of funding changes and Ribble Valley Borough Council no longer subscribing to the services of Boost. Officers are working directly with external business support organisations to ensure the webpage is relaunched with relevant and up to date information.

Set up 'One stop shop' business support package – As with the previous project, this was also delivered however as a result of changes to funding, Ribble Valley Borough Council is no longer able to access the support Boost Business Lancashire offers. Officers are working directly with external business support organisations to ensure a new business support package is released with the latest correct information. Business support has been identified as a key priority in the new Economic Plan.

Quarterly meetings of the Ribble Valley Economic Partnership – The Economic Partnership group meet on a quarterly basis at various locations around the Borough.

3.6 Priority Area 4: Connectivity

Explore rail Improvements to Manchester and Preston –. Work has been ongoing since the existing plan was adopted to identify improvements. The Council will commit to continue to develop and implement options identified and the project has been identified in the new Economic Plan.

Develop a digital strategy – The project has not been completed due to priorities changing during Covid and a shift to providing essential support to businesses. This project was not identified during the workshops or consultation therefore has not been carried forward within the emerging Plan.

Integrate sustainable modes of transport within developments – This is an ongoing project with Officers actively working with developers to enhance services as part of new developments within the Borough. Examples include using Section 106 money to subsidise bus routes to developments.

3.7 Priority Area 5: Tourism

Develop cultural strategy – The project has not been completed due to priorities changing during Covid and a shift to providing essential support to businesses. This project was not identified during the workshops or consultation therefore has not been carried forward within the emerging Plan.

Explore options to increase visitor stay – This is an ongoing project which continuously evolves as trends change. Officers work closely with Tourism businesses and accommodation providers in the Borough to ensure the area is marketed in the appropriate way across multiple platforms.

Develop a strategy for the future of the castle and its grounds – The project has not been completed due to priorities changing during Covid and a shift to providing essential support to businesses. This project was not identified during the workshops or consultation therefore has not been carried forward.

Develop a Heritage Strategy - The Council no longer employs a Conservation Officer therefore no longer has the resources to complete this project. Unless additional resources are identified, this project can no longer be delivered.

Create one stop events directory – this is available on the Visit Ribble Valley website which can be accessed at <https://www.visitribblevalley.co.uk/events/>.

4 RECOMMEND THAT COMMITTEE

4.1 Note the report.

HASSAN DITTA
SENIOR ECONOMIC DEVELOPMENT
OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT AND PLANNING

BACKGROUND PAPERS

None.

Ref: NH/ECONOMIC DEVELOPMENT/28 September 2023

**APPENDIX 1
ECONOMIC PLAN – 2019-2022**



Ambition

The prosperity of the economy in the Ribble Valley is demonstrated through the continuing high levels of economic growth in the area. However, there is a need to ensure that opportunities are available for businesses to continue to develop in the area. There is a need to continue to market and regenerate our market towns and villages as places to do business and to ensure that there is employment land available for development.

The issues of public transport, particularly accessibility to isolated villages, are part of a perceived need for a more flexible approach and a more accessible service.

Without economic prosperity, many other problems e.g. health, housing, crime, access to services are all much harder to address.

Our objectives

- To encourage economic development throughout the borough with specific focus on tourism, the delivery of sufficient land for business development, and supporting high growth business opportunities;
- To seek to improve the transport network, especially to our rural areas;
- To work with our partners to ensure that the infrastructure in the Ribble Valley is improved;
- To promote stronger, more confident and more active communities throughout the borough.

People:
focuses on those actions and projects that will be a catalyst for business growth, more local employment opportunities and the skills to support aspirational growth.

Places:
focuses on those actions and projects that will ensure the right land and premises are available along with opportunities to place the attractive environment at the heart of key sectors.

Business Support and Growth:
focuses on those actions and projects that will equip residents and businesses with the right information to support new and existing businesses along with enabling experience and knowledge sharing opportunities.

Connectivity:
focuses on those actions and projects that will act as the catalyst for job creation and growth.

Tourism:
focuses on those actions and projects that will promote the development of accommodation, improve hospitality and support events building on the attraction of the local area.

RIBBLE VALLEY ECONOMIC PLAN:

TO ENABLE BUSINESSES TO BE SUSTAINABLE AND TO CONTINUE TO DEVELOP IN THE BOROUGH



Action Area 1:

People

1. Develop a jobs / careers fair
2. Undertake a Housing and Economic Needs Assessment
3. Explore options for developing a work placement plan



Action Area 2:

Places

1. Develop Key Service Centre Action Plans
2. Explore options for serviced office accommodation or community business hubs
3. Undertake place branding exercise
4. Expand the property search function
5. Develop an on-line business directory



Action Area 3:

Business Support and Growth

1. Set up business advice and support web-page/ site
2. Set up 'One stop shop' business support package
3. Quarterly meetings of the Ribble Valley Economic Partnership



Action Area 4:

Connectivity

1. Explore rail improvements to Manchester and Preston
2. Develop digital strategy
3. Integrate sustainable modes of transport within developments



Action Area 5:

Tourism

1. Develop cultural strategy
2. Explore options to increase visitor stay
3. Develop strategy for the future of the castle and its grounds
4. Develop a Heritage Strategy
5. Create one-stop events directory



RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: 28 SEPTEMBER 2023
 title: REVENUE OUTTURN 2022/23
 submitted by: DIRECTOR OF RESOURCES
 principal author: HELEN SEEDALL

1 PURPOSE

1.1 To report on the outturn for the financial year 2022/23 in respect of the Revenue Budget for this Committee.

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 and meets the objective within this priority to maintain critical financial management controls, ensuring the authority provides council tax payers with value for money.
- Other Considerations – none identified.

2 BACKGROUND

2.1 Our full Statement of Accounts were signed off for audit by the Director of Resources on 2 June 2023 and are now subject to audit.

2.2 The Statement of Accounts are expected to be submitted for approval to Accounts and Audit Committee at their meeting on 27 September 2023.

3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall underspend of -£27,897 on the net cost of services. After transfers to and from earmarked reserves overall there is an underspend of -£27,897.

3.2 The table below provides a summary of actual spend against the revised estimate budget and the associated variance.

Cost Centre	Cost Centre Name	Revised Estimate 2022/23 £	Actual 2022/23 £	Variation £	Associated Earmarked Reserves Variance £	Net Variance £
ALBNM	Albion Mill	-1,630	-4,898	-3,268	0	-3,268
INDDV	Economic Development	204,120	184,306	-19,814	3	-19,811
CFDFT	Clitheroe Food Festival 2022	12,970	13,262	292	-3	289
RHSSF	Reopening High Streets Safely Fund	0	254	254	0	254
TURSM	Tourism & Events	133,960	128,599	-5,361	0	-5,361
NET COST OF SERVICES		349,420	321,523	-27,897	0	-27,897

4 EARMARKED RESERVES

4.1 Reserves are important to local authorities as, unlike central government, we cannot borrow money over the medium term, other than for investment in assets, and we are required to balance our budgets on an annual basis.

4.2 Reserves can be held for three main purposes:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- A contingency to cushion the impact of unexpected events or emergencies. This also forms part of general reserves;
- A means of building up funds or accounting for funds we are committed to spend (i.e. grants received), this is done through our earmarked reserves to meet known or predicted requirements; our earmarked reserves are accounted for separately but remain legally part of the General Fund.

4.3 The table below provides details of the Revised Estimate, our actual outturn and the impact in both cases on the movement in earmarked reserves. Full details are provided below of the earmarked reserves that have been impacted and the reasons for the movements.

	Revised Estimate 2022/23 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	349,420	321,523	-27,897	
CPBAL/H330 Capital Reserve The capital reserve is a reserve where resources are set aside to fund future capital programme spend. Income from the sale of assets of a value less than £10,000 is credited to the revenue account and then transferred to this earmarked reserve.	-10,470	-10,467	3	To fund appraisal work carried out by consultants regarding the possible purchase of a piece of land along the A59 that was originally part of a capital project. However, as the purchase did not proceed the consultancy work has been charged to the revenue account in line with accounting rules.

	Revised Estimate 2022/23 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
EDBAL/H283 Clitheroe Food Festival Reserve Food Festival resources set aside to help support the costs associated with the Clitheroe Food Festival.	-8,530	-8,533	-3	The deficit from the 2022 Food Festival has been funded from surplus monies set aside in the reserve from previous years.
Committee Net Cost of Services after Movements on Earmarked Reserves	330,420	302,523	-27,897	

5 KEY MOVEMENTS FROM REVISED ESTIMATE TO OUTTURN

5.1 The main variations have been extracted and are shown with the Budget Holder's comments at Annex 1. However, a summary of the major variations is set out in the table below.

Service Area	Description of Variance	Amount £
Economic Development and Tourism: Service Recharge	The recharge of the Economic Development and Planning Department costs to Economic Development -£5,187 and Tourism and Events -£2,134 were lower than estimated due to decreased salary costs as a result of vacancy savings and reduced support service costs.	-£7,321

6 CONCLUSION

6.1 There have been a number of variations in both income and expenditure during the year, and this has given rise to an overall underspend of -£27,897 on the net cost of services, including after transfers to/from earmarked reserves.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

ED8-23HS/AC
21 August 2023

BACKGROUND PAPERS

*Revised Estimates approved by Committee on 26 January 2023
Closedown Working Papers*

For further information please ask for Helen Seedall.

ECONOMIC DEVELOPMENT COMMITTEE – REVENUE OUTTURN 2022/23 VARIANCES

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<u>ALBNM: Albion Mill</u>							
A saving was achieved in legal fees due to there being no changes in tenants during the year.	-£1,980				-£1,980		-£1,980
The allowance for repairs and maintenance to buildings was not required during the year resulting in an underspend.	-£1,200				-£1,200		-£1,200
Total Albion Mill	-£3,180				-£3,180		-£3,180
<u>INDDV: Economic Development</u>							
Reduced requirement for use of the subscriptions budget in 2022/23.	-£2,979				-£2,979		-£2,979
Opportunities for expenditure on promotional activities have been lower during the year resulting in a saving on this budget.	-£3,245				-£3,245		-£3,245
The recharge of the Economic Development and Planning Department costs were lower than estimated due to decreased salary costs as a result of vacancy savings and reduced support service costs.			-£5,187		-£5,187		-£5,187
Total Economic Development	-£6,224		-£5,187		-£11,411		-£11,411

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
TURSM: Tourism & Events							
Increase in expenditure on publicity to support Ribble Valley presence at major tourism promotional events. The overspend is offset by increased income received relating to the events as mentioned below.	£826				£826		£826
The recharge of the Economic Development and Planning Department costs were lower than estimated due to decreased salary costs as a result of vacancy savings and reduced support service costs.			-£2,134		-£2,134		-£2,134
Increased advertising income was received for the 2023 Visitor Guide.		-£1,215			-£1,215		-£1,215
Additional income was received relating to joint promotional activities to support Ribble Valley presence at the major events British Travel and Tourism Show and National Outdoor Expo.		-£2,950			-£2,950		-£2,950
Total Tourism & Events	£826	-£4,165	-£2,134		-£5,473		-£5,473
	-£8,578	-£4,165	-£7,321	£0	-£20,064	£0	-£20,064
				Total of other Variances	£7,833	£0	£7,833
				Total Variances for Economic Development Committee (Net Cost of Services)	-£27,897	£0	-£27,897

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: 28 SEPTEMBER 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 August 2023 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified.

Corporate Priorities - to continue to be a well managed Council providing efficient services based on identified customer need. To meet the objective within this priority, of maintaining critical financial management controls, ensuring the authority provides council tax payers with value for money.

Other Considerations – none identified.

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the revised estimate for the period to the end of August. You will see an overall underspend of £10,119 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	19,574	18,242	-1,332	G
CLFFE	Clitheroe Food Festival 2023	24,900	17,020	9,389	-7,631	R
INDDV	Economic Development	211,070	5,780	5,510	-270	G
TURSM	Tourism and Events	132,410	12,361	11,475	-886	G
	Sum:	368,560	54,735	44,616	-10,119	

- 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 August 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 underspend of £10,119 for the first five months of the financial year 2023/24.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

ED9-23/HS/AC
15 September 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
CLFFE/3277	Clitheroe Food Festival 2023/Promotional Activities	15350	15350	8,662	-6,688	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.
CLFFE/8828n	Clitheroe Food Festival 2023/Food Festival Sponsorship	0	0	-7,500	-7,500	The revised budget for the food festival will be allocated according to where income and expenditure arose.	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/2636	Clitheroe Food Festival 2023/Hire of Transport	2260	2260	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 the reduced expenditure on promotional activities related to the food festival.
CLFFE/3267	Clitheroe Food Festival 2023/Signage	4390	4390	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	-5050	-5050	-2,467	2,583	Lower than expected car parking income received.
CLFFE/8827n	Clitheroe Food Festival 2023/Food Festival Stalls (VATable)	-16420	-16420	-20,002	-3,582	Increase in income from the letting of stalls.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: 28 SEPTEMBER 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 August 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 August		0
Remaining Budget as at the end of August 2023		54,750

3.2 At the end of August 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 August.

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 August 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 August £	Remaining Budget as at end of August £
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 in to 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

ED10-23/LO/AC
20 SEPTEMBER 2023

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

The scheme was originally approved into the capital programme in 2012/13 for £100,000, but over the years it has been used largely for abortive capital scheme costs.

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 August 2023 £	Remaining Budget as at end of August 2023 £	Percent of Budget Spent at end of August 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 August 2023	0
Remaining Budget as at end of August 2023	54,750

Budget Holder Comments:

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.

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

Economic Development committee – Capital Programme 2023/24

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.

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.

Economic Development committee – Capital Programme 2023/24

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.

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.

Economic Development committee – Capital Programme 2023/24

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

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