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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, 5 SEPTEMBER 2024** in the **Council Chamber, 13 Church Street, Clitheroe, BB7 2DD**.

I do hope you can be there.

Yours sincerely

M. H. Scott

CHIEF EXECUTIVE

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 6)
3. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**

Members are reminded of their responsibility to declare any disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.

4. **PUBLIC PARTICIPATION**

ITEMS FOR DECISION

There are no items under this heading

ITEMS FOR INFORMATION

5. **FOOD FESTIVAL** (Pages 7 - 10)
Report of the Director of Economic Development and Planning enclosed.
6. **REVENUE OUTTURN 2023/24** (Pages 11 - 16)
Report of the Director of Resources and Temp P/T Chief Executive.

7. **REVENUE MONITORING 2024/25** (Pages 17 - 22)
Report of the Director of Resources and Temp P/T Chief Executive.
8. **CAPITAL MONITORING 2024/25** (Pages 23 - 28)
Report of the Director of Resources and Temp P/T Chief Executive.
9. **MINUTES OF WORKING GROUPS** (Pages 29 - 34)
Minutes of the Climate Change Working Group meeting 11 April 2024 enclosed.
10. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
11. **EXCLUSION OF PRESS AND PUBLIC**

ITEMS FOR DECISION

There are no items under this heading

ITEMS FOR INFORMATION

12. **RURAL ENGLAND PROSPERITY FUND (REPF)** (Pages 35 - 42)
Report of the Director of Economic Development and Planning enclosed.
13. **BUSINESS SUPPORT FOR NET ZERO TRANSITION AND DECARBONISATION** (Pages 43 - 48)
Report of the Director of Economic Development and Planning.

Electronic agendas sent to members of Economic Development – Councillor David Birtwhistle (Chair), Councillor Sophie Cowman (Vice-Chair), Councillor Jan Alcock JP, Councillor Stephen Atkinson, Councillor Rosemary (Rosie) Elms, Councillor Mark French, Councillor Michael Graveston, Councillor Gaynor Hibbert, Councillor Jonathan Hill, Councillor Stuart Hirst, Councillor Simon Hore, Councillor Gaye McCrum, Councillor Rachael Ray, Councillor Robin Walsh and Councillor Aaron Wilkins-Odudu.

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

Agenda Item 2

Minutes of Economic Development

Meeting Date: Thursday, 13 June 2024, starting at 6.30 pm
Present: Councillor D Birtwhistle (Chair)

Councillors:

J Alcock	J Hill
S Atkinson	G McCrum
S Cowman	R Ray
R Elms	R Walsh
G Hibbert	

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

Also in attendance: Councillor S O'Rourke

94 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillors M French, M Graveston, S Hirst, S Hore, and A Wilkins-Odudu.

95 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 4 April 2024 were approved as a correct record and signed by the Chairman.

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

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

97 PUBLIC PARTICIPATION

There was no public participation.

98 APPOINTMENT OF WORKING GROUPS

The Chief Executive submitted a report asking committee to consider the reappointment of the Climate Change Working Group under the remit of this committee and decide upon the membership.

RESOLVED THAT COMMITTEE:

1. Approve the continuation of the Climate Change Working Group for 2024/25 municipal year with the allocations consisting of 3 Conservatives, 1 Labour, 1 Lib Dem, 1 Green & Progressive Liberal, and 1 Independent Group.
2. The names of the Councillors on the working group will be forwarded to the Committee Clerk.

99 CAPITAL OUTTURN 2023/24

The Director of Resources and Temp P/T Chief Executive submitted a report reviewing the final outturn of the 2023/24 capital programme and seeking member approval for the slippage of capital scheme budget on one scheme from the 2023/24 financial year to the 2024/25 financial year.

There had been no spend on the capital programme in 2023/24 for this Committee.

Slippage totalling £54,750 from the 2023/24 financial year in to the 2024/25 financial year was requested.

RESOLVED THAT COMMITTEE:

Approve the slippage of £54,750 as detailed in the report.

100 RIBBLE VALLEY DRAFT DESTINATION MANAGEMENT PLAN

The Director of Economic Development and Planning submitted a report for Committee to approve the draft Ribble Valley Tourism Destination Management Plan (DMP).

The report noted that Destination Management was the process of leading, influencing, and coordinating the management of all the aspects of a destination that contribute to a visitor's experience, taking account of the needs of visitors, local residents, businesses, and the environment. The DMP was not a tourism strategy and was not a statutory requirement for the authority to have. The previous plan had been produced in 2017 and an additional 'Response and Recover Plan' was produced to address the specific challenges presented by the pandemic.

The draft DMP had been the subject of consultation with business partners and the Ribble Valley Tourism Association (RVTA). Once approved, the plan would be a live document evolving over time and would be subject to regular performance reports back to the Committee. A summarised promotional version of the plan would be produced and shared with partner organisations and businesses.

RESOLVED THAT COMMITTEE:

1. Approve the draft Destination Management Plan.
2. Delegate authority to the Director of Economic Development and Planning to make editorial changes to the Plan which improve the clarity and readability of the document.
3. Note that follow-up reports providing an update on progress on the implementation of the new plan will be brought to later Committees.

101 CLITHEROE FOOD FESTIVAL AND TASTE FEST

The Director of Economic Development and Planning submitted a report to provide Committee with an update on Ribble Valley Taste Fest and Clitheroe Food Festival.

The application portal for businesses to apply for stalls had opened on 2 February 2024. To date 117 applications had been received in total, which had already surpassed the 114 applications received in 2023. The application portal would remain open until 28 June 2024. The report included a list of the 75 applications that had been accepted so far. Entertainment would be on stage only, with music acts and a magician booked to perform on both King Street and Castle Street. The three headline sponsors had been secured and additional sponsorship opportunities were still available and being promoted. Marketing and promotion of the event had also commenced. The location of the park and ride car park was yet to be confirmed.

102 MINUTES OF WORKING GROUPS

The minutes of the Climate Change Working Group meeting held on 14 March 2024 were submitted for Committee's information.

103 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

104 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

105 RURAL ENGLAND PROSPERITY FUND (REPF)

The Director of Economic Development and Planning submitted an information report to update Members on the Rural England Prosperity Fund (REPF) applications received to date.

Thirteen full applications had been received out of twenty-four expressions of interest. Committee were provided details of the schemes totalling £300,825 which were approved by Policy and Finance Committee on 9 April 2024. A further £50,000 was ringfenced for electric vehicle charging points on the Council's car parks bringing the remaining amount to £82,855.

The UKSPF working group had met on 13 May 2024 to discuss potential options for broadening the parameters of the grant criteria to increase demand for the funding. A report would be taken to the next Policy and Finance Committee meeting on 18 June 2024 with feedback from the working group and a recommendation to allow two applications per Parish.

An additional three expressions of interest had also been received since the last Committee meeting, of which two had been invited to complete a full application.

106 BUSINESS SUPPORT FOR NET ZERO TRANSITION AND DECARBONISATION

The Director of Economic Development and Planning submitted a report updating Committee on the Business Support for Net Zero Transition and Decarbonisation Project, which was being funded from the Council's UK Shared Prosperity Fund.

The report provided updates on the project actions and events for quarter four and 1 January 2024 to 31 March 2024.

The meeting closed at 7.00 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Hodgson 01200 414408 rebecca.hodgson@ribblevalley.gov.uk.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

Meeting date: THURSDAY, 12 SEPTEMBER 2024
Title: RIBBLE VALLEY TASTE FEST & CLITHEROE FOOD FESTIVAL
Submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
Principal author: HASSAN DITTA

1 PURPOSE

- 1.1 To provide an update on Ribble Valley Taste Fest and Clitheroe Food Festival.
- 1.2 Relevance to the Council's ambitions and priorities:
 - Valuing our Place and our Environment
 - Aspire to be a carbon neutral Council by 2030, and work with others in the borough to be more environmentally sustainable
 - Being a safe and clean place to live and visit, by promoting pride in the area and the environment
 - Building a strong economy
 - Encourage economic development

2 BACKGROUND

- 2.1 The Ribble Valley Taste Fest was held between 5 and 9 August with the Clitheroe Food Festival taking place on 10 August.
- 2.2 A more detailed report will be brought to the next Economic Development committee. The report will provide feedback from town centre businesses, food festival traders, Taste Fest businesses and an update on the 2024 budget.

3 RIBBLE VALLEY TASTE FEST

- 3.1 Following on from the success of last year's inaugural Ribble Valley Taste Fest, local businesses throughout the Ribble Valley participated in the Taste Fest with offerings including pizza-making, farm visits, guided walks and distillery tours, some of which were sold out within days of tickets going on sale. Reflecting on some the events which were cancelled, feedback suggests there needs to be a longer lead in period for promotion with, if possible, a full diary available about one month in advance. Practical events were, once again, particularly popular and these included walks followed food, interactive gastro experiences, and events for children.

4 CLITHEROE FOOD FESTIVAL

- 4.1 The culmination of Ribble Valley Taste Fest was Clitheroe Food Festival which was held on Saturday 10 August with 107 businesses and organisations attending. There was a total of 112 stalls available with some businesses occupying double stalls. A breakdown of all stall holders is provided in appendix 1.
- 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 in the afternoon. Approximately 25,000 visitors attended during the day, up from last year's record 20,000. 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 Despite the inclement weather with multiple showers throughout the morning, a record number of people attended this year with crowds being larger than predicted causing the town centre to become extremely 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 are made in consultation with the police.

5 RECOMMEND THAT COMMITTEE

- 5.1 Note the report.

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

APPENDIX 1 – Traders at Clitheroe Food Festival

1. The Port of Lancaster Smokehouse
2. The Little Barn Bar
3. Sugar Tart Cupcakery
4. Fudge Factory
5. Lucela's
6. Sweet Craze
7. Bottle Wicks
8. The Yorkshire Pud Bakery
9. Bee Natural Wraps
10. Butternut Box
11. Ginger Bakers
12. Bowes Dairy Produce
13. Tosha Dibba
14. The Cornish Bakery
15. Concrete & Cacti
16. Booths
17. The Cake Tin
18. Crumbs
19. The Gourmet Scotch Egg Co
20. Blueberry Hill Preserves
21. Three Wheel Gin Co
22. Yorkshire Dama Cheese
23. The Wilde Bakery Flapjacks
24. La Focaccia
25. Northern Brownies
26. Breeosh
27. Malvavisco Marshmallows
28. The Grasmere Gingerbread Shop
29. The Great British Cheese Company
30. The Gift of Oil
31. PUD PUD CAKES
32. Mr Fitzpatrick's
33. Sian's India Express
34. The Cheese Board
35. Sizzlers Prime Meats
36. Elvins
37. Hacking Butchers
38. Bowland Brewery Bar
39. The Sunrise Patisserie
40. Pudalicious
41. Fairham Gin
42. Orchards of Husthwaite
43. The Real Thai Pie
44. Kushboo Soaps
45. Tricky Dickies
46. Country Crepes
47. Bowland Beef, Pork and Lamb
48. Mr Murray's Scotch Eggs
49. Pretzel and Spelt
50. Procters Cheeses
51. Bowland Chocolate
52. Signature Scones (2 pitches)
53. Jeni's Brownies

54. Global Nomad
55. Williams Handbaked
56. Spice Cartel
57. Love Ewe Dairy
58. Olive Tree Brasserie
59. Cowman's Famous Sausage Shop
60. Troy Greek Street Food (2 pitches)
61. The Finest Fudge
62. Charlie Macs Dogs
63. Lytham Gin
64. Marley's Pizza
65. Finch Bakery
66. Clitheroe Lions Strawberries and Cream (2 pitches)
67. Poison Ivy Cocktails
68. SNO FRO
69. Facepainting by Charlotte Hacking
70. Rosemere Cancer Foundation
71. Stansfields
72. The Chocolate Works
73. Vintage Box Bar
74. Mrs Dowsons Ice Cream
75. The Compleat Food Group
76. Provino
77. Cinderbake
78. Escape Coffee and Cocktails
79. Clitheroe Ale House
80. Ninja Coffee
81. Cunliffe Hog Roast
82. Porcus People (2 pitches)
83. Really Indian
84. Cafe Cannoli
85. The Bee Centre
86. Millie & Ruby's Dog Bakery
87. Loaded Sausage Co
88. Daddy's Cool Chilli Sauce
89. Farmhouse Fare
90. SoBar
91. D.Byrnes
92. Spoon Desserts
93. Root 2 Ginger
94. North West Game
95. Wrap Ninjas
96. Street Food Pizza
97. Beer Shack
98. Cake Up North
99. 2 Sisters Thai Food
100. Apricot Meringue
101. Eyes on the Fries
102. Super Bao Street Kitchen
103. Sanwitches Cafe (Sabden Smash)
104. Topsy Truck Company
105. Halloumination
106. Armenian Kitchen
107. Love is Churros
108. RVTA & Info Point

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: 5 SEPTEMBER 2024
 title: REVENUE OUTTURN 2023/24
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To report on the outturn for the financial year 2023/24 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 5 June 2024 and are now subject to audit.

2.2 Based on information from our external auditors, the audited Statement of Accounts are expected to be submitted for approval to Accounts and Audit Committee at their meeting on 20 November 2024.

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall underspend of -£23,837 on the net cost of services. There have been no transfers to or from earmarked reserves for this committee.

2.2 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 2023/24 £	Actual 2023/24 £	Variation £	Associated Earmarked Reserves Variance £	Net Variance £
ALBNM	Albion Mill	21,020	18,391	-2,629	0	-2,629
CLFFE	Clitheroe Food Festival 2023	13,940	16,155	2,215	0	2,215
INDDV	Economic Development	168,730	157,507	-11,223	0	-11,223
TURSM	Tourism and Events	151,100	138,900	-12,200	0	-12,200
NET COST OF SERVICES		354,790	330,953	-23,837	0	-23,837

3 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 -£5,613 and Tourism and Events -£3,227 were lower than estimated due to decreased salary costs as a result of vacancy savings and reduced support service costs.	-£8,840

4 CONCLUSION

4.1 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 -£23,837 on the net cost of services, including after transfers to/from earmarked reserves.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES AND
DEPUTY CHIEF EXECUTIVE

ED6-24/LO/AC
22 August 2024

BACKGROUND PAPERS

*Revised Estimates approved by Committee on 25 January 2024
Closedown Working Papers*

For further information please ask for Lawson Oddie.

ECONOMIC DEVELOPMENT COMMITTEE – REVENUE OUTTURN 2023/24 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>							
Whilst budgeted for, the charges for the Albion Building lease did not see an increase in year.	-1,110				-1,110		-1,110
Allowances for vacancies in the letting of the units was allowed for in the budget, but did not materialise to the extent allowed for.		-1,200			-1,200		-1,200
Total Albion Mill	-1,110	-1,200	0	0	-2,310	0	-2,310
<u>CLFFE: Clitheroe Food Festival 2023</u>							
Additional spend on promotional activities in 2023 than originally budgeted for, due to a combination of factors.	1,485				1,485		1,485
Total Clitheroe Food Festival	1,485	0	0	0	1,485	0	1,485
<u>INDDV: Economic Development</u>							
Reduced requirement for use of the subscriptions budget in 2023/24	-3,660				-3,660		-3,660
Opportunities for expenditure on promotional activities have been lower during the year resulting in the underspend on this budget.	-4,043				-4,043		-4,043

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
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.			-3,227		-3,227		-3,227
Total Economic Development	-7,703	0	-3,227	0	-10,930	0	-10,930
<u>TURSM: Tourism & Events</u>							
The costs for the procured production of the Visitor Guide were higher than allowed for in the budget. The guide was procured after the budget was set.	1,499				-1,499		-1,499
Some costs for the distribution of the Visitor Guide have been charged directly to the departmental code rather than the tourism service code, resulting in an underspend as shown here. Processes have been put in place to prevent this happening in the future.	-3,261				-3,261		-3,261
Not all planned publicity activity was able to be undertaken within the financial year, resulting in the underspend shown. Additionally, some projects were able to be completed at a more favourable cost than originally anticipated.	-3,965				-3,965		-3,965

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Variance in Capital Costs £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
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.			-5,613		-5,613		-5,613
Total Tourism & Events	-5,727	0	-5,613	0	-11,340	0	-11,340
	-13,055	-1,200	-8,840	0	-23,095	0	-23,095
				Total of other Variances	-742	0	-742
				Total Variances for Economic Development Committee (Net Cost of Services)	-23,837	0	-23,837

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: 5 SEPTEMBER 2024
 title: REVENUE MONITORING 2024/25
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To let you know the position for the period April to July 2024 on 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 overspend of £52,293 on the net cost of services. Please note that underspends/overachievement on income 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	3,610	-3,170	50,500	53,670	R
CFDFE	Clitheroe Food Festival 2024	26,090	14,887	10,628	-4,259	R
INDDV	Economic Development	162,570	174	1,775	1,601	G
TURSM	Tourism and Events	140,370	10,402	11,683	1,281	G
	Sum:	332,640	22,293	74,586	52,293	

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 extracted the main variations for the items which fall within the red variance category in the period April to July 2024. These are shown with the budget holders' comments and agreed action plan in Annex 1.

2.4 There are no Amber variances for the period being reported on.

3 CONCLUSION

3.1 The comparison between actual and budgeted expenditure shows an overall overspend of £52,293 for the first four months of the financial year 2024/25.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES AND
DEPUTY CHIEF EXECUTIVE

ED7-24/LO/AC
23 August 2024

Original Estimates approved by Committee on 25 January 2024
For further information please ask for Lawson Oddie

Economic Development Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
ALBNM/2451	Albion Mill/National Non-Domestic Rates	0	0	7,204	7,204	<p>Due to units 2-3 at Albion Mill being vacant since 1 May 2023, the NNDR liability falls on the Council. A 6-month exemption from NNDR was applied in 2023/24 but expired in November 2023. Since then, the Council has been charged for the NNDR.</p> <p>The charge shown here represents a full year charge for 2024/25. Should a tenant be found in the coming months, this charge will then be apportioned, and a refund issued to the council.</p>	<p>The lease position for units 2-3 and the consequential NNDR liability will be reviewed when setting the Revised Estimate.</p>

Economic Development Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
ALBNM/8805I	Albion Mill/ Land Rents	-39,360	-19,680	26,294	45,974	<p>This income stream represents the lease income from the tenants of the units, which is in turn collected by Robert Pinkus Property Management and passed to the council.</p> <p>Through Robert Pinkus Property Management, the council is aware of an arrears position and have not been notified of the income due to the council for some time.</p> <p>Estimated income due but not received in respect of 2023/24 is £26,294 and is the reason for the +£26,294 position shown as an actual. Added to this is the income budgeted for and not received for 2024/25 to the end of July of £19,680, resulting in the total variance shown of £45,974.</p>	Discussions will take place to establish the position with the tenants, the arrears, and any payments awaiting invoicing to Robert Pinkus Property Management.

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
CFDFE/8827n	Clitheroe Food Festival 2024/Food Festival stalls (VATable)	-17,080	-17,080	-24,225	-7,145	The stall income budget for the 2024 food festival was set on a prudent basis and was set below the income attained in 2023 (£20K). Therefore, part of the variance is due to the prudent nature of the budget, part due to marginal increases to the number of stalls, and also due to the increases applied to the stallholder fees for 2024.	The budget will be updated at the Revised Estimate.
CFDFE/8828n	Clitheroe Food Festival 2024/Food Festival Sponsorship	0	0	-5,500	-5,500	No sponsorship income was allowed for within the original estimate for the food festival. However, sponsorship income of £5,500 has been achieved to the end of July.	The budget will be updated at the Revised Estimate.

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

meeting date: 5 SEPTEMBER 2024
 title: CAPITAL MONITORING 2024/25
 submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
 principal author: JEAN WADDINGTON

1 PURPOSE

1.1 To report the progress on this Committee’s 2024/25 capital programme for the period to the end of July 2024.

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 2024/25 CAPITAL PROGRAMME BACKGROUND

2.1 There is one capital scheme for this Committee with a budget of £54,750 (see Annex 1). The capital programme for this Committee was approved by the Policy and Finance Committee and Full Council at their meetings in February 2024 and March 2024 respectively.

3 CAPITAL MONITORING 2024/25

3.1 The table below summarises the position on the capital programme for this committee.

	Scheme Count	£
Original Estimate 2024/25	0	0
Schemes and Budget moved from 2023/24	0	0
Total Original Estimate as per Budget Book	0	0
Slippage from 2023/24	1	54,750
Additional Approvals in year 2024/25	0	0
Current Total Approved Budget 2024/25	1	54,750
Actual Spend and Commitments – April to July		0
Remaining Budget as at the end of July 2024		54,750

3.2 At the end of July 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 July.

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 July 2024 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 July £	Remaining Budget as at end of July £
Scheme is underway but unlikely to be completed within the financial year.	RED	1	54,750	0	54,750
Scheme will/has missed some key targets but the overall end date within the financial year will be met.	AMBER	0	0	0	0
Scheme on track with targets and will be completed within the financial year.	GREEN	0	0	0	0
Scheme fully completed.	BLUE	0	0	0	0
Scheme is unable to be started in year or no longer needed in this financial year.	BLACK	0	0	0	0
Total		1	54,750	0	54,750

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

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

ED8-24/JW/AC
27 August 2024

For further background information please ask for Jean Waddington.
BACKGROUND PAPERS – None

Economic Development Committee - Capital Programme 2024/25

Cost Centre	Cost Centre Name	Original Estimate 2024/25	Budget Moved From 2023/24	Slippage from 2023/24	Additional Approvals 2024/25	Current Total Approved Budget 2024/25	Total Actual and Commitments April to July 2024	Remaining Budget as at 31 July 2024	Percentage of Budget Spent/ Committed as at 31 July 2024	Current Status
ECDVI	Economic Development Initiatives	0	0	54,750	0	54,750	0	54,750	0%	RED

Economic Development Committee – Capital Scheme Status Report 2024/25

CAPITAL SCHEME STATUS REPORT**CAPITAL SCHEME SUMMARY**

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
ECDVI: Economic Development Initiatives	Head of Strategic Planning & Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Economic Development Committee	RED

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

The budget has been rolled forward from previous years awaiting an appropriate scheme. Currently there is no suitable scheme requiring funding from this budget.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES

Economic Development Committee – Capital Scheme Status Report 2024/25

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE

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Minutes of Climate Change Working Group

Meeting Date: Thursday, 11 April 2024, starting at 3.00 pm
Present: Councillor D Birtwhistle (Chairman)

Councillors:

J Alcock	G Hibbert
S Atkinson	G McCrum
S Fletcher	A Wilkins-Odudu

In attendance: Chief Executive, Director of Community Services, Principal Policy and Performance Officer and the Partnership Officer

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillor L Edge.

2 TO APPROVE THE MINUTES OF THE LAST MEETING

The minutes of the last working group meeting of 14 March 2024 were approved as a correct record.

3 ACTIONS ARISING AND UPDATES SINCE THE LAST MEETING

The Director of Community Services reported the actions arising from the last meeting and provided Members with updates:

Action 1 – Climate Change Action Plan – the plan was approved at Economic Development Committee on 4 April 2024.

Action 2 – Renewable electricity – it was noted that the Head of Financial Services was in the process of enquiring with suppliers as to the cost of converting to a fully renewable electricity supply.

Action 3 – Community Outreach – Members were provided with a spreadsheet outlining the government grant schemes and the Council's Community Partnership Officer attended the meeting.

Action 4 – Declaration of a Climate Change Emergency – Members had submitted preferred wording to officers and the item was to be discussed during the meeting.

4 COMMUNITY OUTREACH

Members were provided with a spreadsheet outlining the grant schemes available. This summarised what each grant covered, the amounts available, who could apply and how each grant had been promoted.

Concerns were raised that the Cosy Homes in Lancashire (CHiL) initiative / Home Upgrade Grant (HUG) was not being made available in the Ribble Valley, and it was agreed that the Housing Strategy Officer would look into this and prepare a position statement.

Members agreed that it would be beneficial if there was an easily accessible way for members of the public to ascertain what grants are available and whether they would meet the eligibility criteria. It was agreed that it would be helpful to put all the information into one flow diagram and have it on the Council's website.

The importance of publicising grants was emphasised and discussion took place as to how this could best be achieved and what was already being done. The Community Partnership officer outlined her role in this regard and how organisations such as the Foodbank, the Community Safety Partnership (CSP), the Community Action Network and landlords generally could be better utilised. The role of the Citizen's Advice Bureau (CAB) was felt to be important and a suggestion was made for them to attend a future working group meeting to elaborate on what they offer in terms of support.

The Director of Community Services highlighted that there are some grants that are currently undersubscribed, for example the First Time Buyer's Energy Efficiency grant. The idea that a particular scheme, thought to be underpublicised but important, could be highlighted each week received support from Members. The Communications officer would also continue to publicise individual cases where people have been successful in obtaining grants.

It was agreed that the circulation of a grants newsletter would also be seen as a positive step.

The ECO4 scheme was raised and there was a suggestion that a representative from Blackpool Council or ECO4 could be asked to attend a future Health & Housing Committee to advise on what steps are being taken to publicise the scheme.

It was agreed that the Housing Strategy Officer would prepare a summary of the number of people applying for the different grants and for her to attend a future working group meeting to answer any further queries that Members may have.

Officers would also write to the relevant government department to ascertain what grants are being offered on a national level. Investigations would also be carried out to see what schemes other local authorities (on a similar scale to RVBC) have and to investigate what energy companies are offering.

5 PUBLICATION OF THE CLIMATE CHANGE ACTION PLAN

The updated Climate Change Action Plan is to be published on the Council's website.

6 MAKING A CLIMATE CHANGE DECLARATION

There was discussion within the group as to the exact wording for the climate change declaration and differences of opinion were voiced.

Councillor McCrum suggested that prior to deciding on the climate change declaration, Members of the Working Group could commit to undergoing training in relation to climate science. It was agreed that if Members had a better understanding of each other's concerns and obtained a similar level of knowledge on this issue, it may help them reach a common position going forward.

Discussions took place regarding what training was potentially available. Councillor McCrum had brought some literature regarding a carbon literacy programme that has been designed for elected Members and senior officers. The Principal Policy and Performance Officer outlined some alternatives, including training offered by the LGA. She also highlighted that there was free training available to Council officers under the new ME learning system.

It was agreed that further enquiries would be made as to the possible training schemes and approval would thereafter be sought from the relevant Committee. Once the training has been undertaken, further discussions could then take place with regards to the wording of the climate change declaration.

7

PRIORITISATION AND DELIVERY OF THE CLIMATE CHANGE ACTION PLAN

The Community Services Director canvassed Members views on the proposed prioritisation and delivery of the climate change action plan, which was as follows:

Stage 1 – Focusing on Council Emissions

Theme 1 – Understanding Our Emissions

- An audit of Council buildings
- Promote good housekeeping – engage and inform staff and Councillors
- Procurement plan revision – reviewed annually

Theme 2 – Minimising the Council's Emissions

- Ribblesdale swimming pool
- Replacement of petrol powered hand tools with battery powered units.
- Tree planting and woodland management Preparing for Stage 2

Theme 3 – Carbon reduction through Business / Partnerships

- Partnership engagement plan
- Promoting grants

Theme 4 – Mobilising the Community

- Campaign to promote, reduce, reuse and recycle messages
- With LCC to creatively involve young people in climate change activities.

With regards to the audit of council buildings, it was noted that some of the work had been undertaken but it wasn't yet completed. Once all the information has been collated, further discussions could take place as to reducing emissions.

General discussion took place as to the energy efficiency of the main Council office building and an update was provided with regards to the installation of solar panels. It was noted that the necessary electricity system needed to be installed and the Council don't have the in-house expertise for this. It was hoped that the panels will be installed in September 2024.

With regards to Ribblesdale pool, Members were advised that it was over 40 years old and suffering from significant and more regular mechanical and electrical failures. An update was provided regarding the feasibility study that was carried out. There were over 2100 responses, which was very encouraging. A lot of people were satisfied with the pool and the vast majority felt that it was in a good location. Some suggestions had also been put forwards regarding having additional facilities at the site e.g. a café or soft play area.

It was noted that no firm decisions had been made and the Council were still exploring all available options. However, it would be a major decision for the Council, and would have implications for other services that the Council provide.

The possibility of having a community bond for raising funds was discussed and some pitfalls associated with this were highlighted. A suggestion of building a crematorium next to the pool was also canvassed.

With regards to tree planting, it was confirmed this was progressing well with Lancashire County Council and they are funding the project.

It was also noted that the Council aimed to plant 50 Redwood trees across the Borough to commemorate 50 years since Ribble Valley Borough Council came into being under the re-organisation of local government in 1974. It was hoped that a Redwood could be planted in each of the parishes.

8

ACTIONS ARISING FROM THE MEETING

The actions arising from the meeting were as follows:

1. Community Outreach

- a. That officers are to create a flow diagram as to the grants available, which is to be made available on the Council's website.
- b. That the Housing Strategy officer prepare a report clarifying the position with regards to the ChiL initiative in the Ribble Valley which is to be considered at a future meeting.
- c. That the Housing Strategy officer to attend a future meeting to provide details of the numbers of people applying for grants in the Borough.
- d. That officers circulate a grants newsletter.
- e. That officers start promoting a different grant each week.
- f. That officers write to the relevant government department to ascertain what grants are available on a national level.
- g. That enquiries are made as to whether a representative from ECO4 / Blackpool Council can attend the next Health & Housing Committee to advise on what steps are being taken to publicise the scheme.

2. Climate Change Training

That officers investigate and identify appropriate climate change training for Members to undertake. The recommendation for training and the suggested course will be submitted to the appropriate Committee for approval. Subject to this being granted, officers will arrange for the training to take place.

9

DATE AND TIME OF NEXT MEETING

It was agreed that the next meeting would comprise of climate change training.

The meeting closed at 4.26 pm

If you have any queries on these minutes please contact the committee clerk Jenny Martin at jenny.martin@ribblevalley.gov.uk.

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