

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **ECONOMIC DEVELOPMENT COMMITTEE** will be held at **6.30pm on THURSDAY, 5 NOVEMBER 2020 by Zoom.**

I do hope you can be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee Members (copy for information to all other Members of the Council)
Directors
Press

AGENDA

Part I – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. To approve the minutes of the last meeting held on 23 January 2020 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

DECISION ITEMS

NONE

INFORMATION ITEMS

- ✓ 6. Employment Land Monitor – report of Director of Economic Development and Planning – copy enclosed.

- ✓ 7. Tourism Progress Report including the Response to the Pandemic – report of Director of Community Services – copy enclosed.
- ✓ 8. Revenue Outturn 2019/2020 – report of Director of Resources – copy enclosed.
- ✓ 9. Revenue Monitoring 2020/2021 – report of Director of Resources – copy enclosed.
- ✓ 10. Capital Outturn 2019/2020 – report of Director of Resources – copy enclosed.
- ✓ 11. Capital Monitoring 2020/2021 – report of Director of Resources – copy enclosed.
- 12. Reports from Representatives on Outside Bodies (if any).

Part II - items of business **not** to be discussed in public

- ✓ 13. Clitheroe to Hellifield Rail Project – report of Director of Economic Development and Planning – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 5 NOVEMBER 2020
title: EMPLOYMENT LAND MONITOR
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: REBECCA TURNER

1 PURPOSE

1.1 To provide information on employment land availability across the Ribble Valley.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives - The importance of securing a diverse, sustainable economic base for the Borough is a key objective for the Council. The issues highlighted in this report will contribute to objectives of a sustainable economy and thriving market towns.
- Corporate Priorities - Delivery of services to all.
- Other Considerations – None.

2 INFORMATION

2.1 The Council monitors activity in relation to Employment Land as part of both the economic and planning functions of the Council. This report sets out the initial findings of recent monitoring with a review of key aspects such as activity in relation to planning applications and their implementation. A review of commercial properties currently available in the market and going forward the take up rates and churn in the property sector. In parallel land-take up in relation to land commitments and allocations will continue to be monitored as part of the local plan process to inform the need for additional land to be identified, or the need to review existing long-term commitments to ensure an adequate supply of readily deliverable land is available.

2.2 As outlined in the National Planning Policy Framework (NPPF) Planning Policies and decisions should promote an effective use of land in meeting the need for homes and other uses. It also outlines that policies should set out a clear economic vision and strategy which positively encourage sustainable economic growth. Employment and a strong economy are important and the Council will seek to facilitate employment and economic investment where it accords with the Core Strategy and the aspirations of the Economic Plan and Corporate Strategy.

2.3 The Ribble Valley Core Strategy is committed to promote balance between housing and employment in the borough and it also highlights the continued need for development of the economy in Ribble Valley as an important factor towards the overall aim of building a strong, prosperous and sustainable borough. Previous reports have presented a number of key developments that have progressed within the borough that will contribute to the local employment and economic growth. It is important to ensure that a balanced portfolio of land to accommodate a sustainable growing economy capable of responding to dynamic market conditions is maintained.

- 2.4 Upon extensive research of the current state of employment land availability and take up within the Ribble Valley, it is clear that there is still a substantial amount of business land available for take up due to the large amount of commercial properties available for rent. Appendix A clearly illustrates the large amount of varied business land available to rent commercially. Also, there has been a number of new industrial units that have been developed in March and April this year- which is a positive step in regards to business land development within the Ribble Valley. Appendix B illustrates the empty properties located in Clitheroe, the survey was carried out 05/10/20. The last vacant shop survey was done 28/05/20 and there have only been 2 additions since the initial survey. In the most recent survey it was noticeable that there was a number of properties that appeared to have started renovation and possibly halted due to the COVID-19 pandemic.
- 2.5 It has been identified in the information presented in this report that the Ribble Valley currently has a reasonable stock of land and premises for employment use. However, over the longer term this supply may prove inadequate if rates of take-up continue and growth returns and identified land does not translate into units. Both employment land and the empty commercial properties will be closely monitored to ensure the Council can address any emerging concerns and to help identify any relevant interventions. It is also important to highlight that business land take-up rate and vacancy rate will be likely to be significantly affected by the Covid-19 pandemic in the shorter term.

REBECCA TURNER
PLANNING POLICY ASSISTANT

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT AND PLANNING

APPENDIX A:

Property	Type	Location	Size sq.ft	Rent (PCM)	Marketed by	Availability	Units available	Advertised
Time Tech Business Park	Industrial Park	Simonstone	11,400-44,000	£3,325	Petty Chartered Surveyors	To let	2	Rightmove
The Three Fishes	Pub	Mitton	42,340	POA	Savills	To let	1	Rightmove
Carr Hall	Light Industrial	Wilpshire	11,000-40,000	7,480	Taylor Weaver	To let	1	Rightmove
Lincoln Way	Industrial Park	Clitheroe	1,900-3,800	1,250	Taylor Weaver	To let	1	Rightmove
Barrow Brook Trade Park	Light Industrial	Barrow	2,500	2,083	Taylor Weaver	To let	1	Rightmove
Blackburn Road	Light Industrial	Simonstone	1,550-2,350	1,292	Taylor Weaver	To let	1	Rightmove
Unit 10 Whalley Business Park	Workshop	Whalley	1,408	750	Whiteacres	To let	1	Rightmove
9 Market Place	Retail Property	Clitheroe	958	1,333	Whiteacres	To let	1	Rightmove
Castle Street	Retail Property	Clitheroe	558-773	1167	BHT	To let	1	Rightmove
18b Castlegate	Office	Clitheroe	648	667	Whiteacres	To let	1	Rightmove
34A King Street	Office	Clitheroe	624	583	Whiteacres	To let	1	Rightmove
Unit 14, Whalley Business Park	Workshop	Whalley	497	595	Whiteacres	To let	1	Rightmove
Stonebridge Mill	Commercial Property	Longridge	700	550	Dewhurst Homes	To let	1	Rightmove
Stanley Street	Commercial Property	Longridge		250	Dewhurst Homes	To let	1	Rightmove
Accrington Road	Commercial Property	Whalley	3836	5,293	Property Shop Sales & Lettings	To let	1	Rightmove
Brockhall Offices	Commercial Property	Brockhall Village		712	Property Shop Sales & Lettings	To let	2	Rightmove
Berry Lane	Commercial Property	Longridge	330	695	Dewhurst Homes	To let	1	Rightmove
6-8 Sawley Road	Commercial Property	Chatburn		500	Athertons	To let	1	Rightmove

The Wellsprings	Multi and Leisure	Sabden	6254	POA	Trevor Dawson	To let	1	Rightmove
Link 59 Business Park	Industrial Park	Clitheroe	4752		Trevor Dawson	To let	3	Rightmove
The Dog and Partridge	Multi and Leisure	Gisburn	2,966	500,000	Trevor Dawson	FOR SALE	1	Rightmove
1A George Street	Retail Property	Whalley	5,080	2,915	Taylor Weaver	To let	1	Prime Location
9 Castle Street	Retail Property	Clitheroe	2,121	2,050	Mason and Partners	To let	1	Prime Location
85 King Street	Commercial Property	Whalley	920	16,625	Taylor Weaver	To let	1	Prime Location
King Street	Retail Property	Clitheroe		1,415	Trevor Dawson	To let	1	Prime Location
10-12 Castle Street	Retail Property	Clitheroe	890	1,375	Robert & Pinkus	To let	1	Prime Location
Twin Brook Business Park	Industrial Park	Clitheroe	1,270	735	Taylor Proctor	To let	1	Prime Location
Clitheroe Road Business Park	Light Industrial	Whalley	1,408	750	Whiteacres	To let	1	Prime Location
Mitton Road	Industrial Park	Whalley	1,025	675	Taylor Weaver	To let	1	Prime Location
Castlegate	Office	Clitheroe	648	666	Whiteacres	To let	1	Prime Location
Twin Brook Business Park	Office	Clitheroe	1,033	645	Taylor Proctor	To let	1	Prime Location
Moor Lane	Retail Property	Clitheroe	270	625	Taylor Proctor	To let	1	Prime Location
Holmes Mill Business Centre	Office	Clitheroe	296-1465	600	Taylor Weaver	To let	1	Prime Location
Clitheroe Road	Warehouse	Whalley	497	595	Whiteacres	To let	1	Prime Location
Britannia House	The Sidings Business Park	Whalley	508	570	Taylor Weaver	To let	1	Prime Location
First Floor, George Street	Office	Whalley	250-4,000	416	Taylor Weaver	To let	1	Prime Location

APPENDIX B

ADDRESS	PREVIOUS OCCUPIER	BUSINESS/USE	CONDITION	ON THE MARKET	AGENT	NOTES
No 5 Moor Lane	Calloh Callay	Tea Room	Previous furniture still there	NO	N/A	Business vacated
No 45 Moor Lane	Possibly residential and no commercial	N/A	Empty	YES	MSW Hewetson chartered Surveyors	Empty property – not sure if commercial property
No 35 Moor Lane	'the Dispensary' coming soon	Bar	Under renovation	NO	N/A	Looks like renovation started but looks like might have stopped due to lockdown
No 33 moor Lane	'Sauce Box' COMING SOON	Unknown	Renovation yet to be started	NO	N/A	Empty property – sauce box advertised as coming soon
No 9 Castle Street	Costa	Coffee shop	Coffee shop still in operation	TO LET	Mason Partners	Costa is still operating but building is for LET
Lee Carter House off Castlegate	Unknown	Restaurant opening soon	Empty	TO LET	BHT.com	Tom's Table restaurant COMING SOON. Possible relocating from previous site in Clitheroe
22 Lowergate	Bride's Little Helper	Bridal Shop	Empty	LET	White Acres	Relocated to Whalley
9 Market Place	Attire	Menswear	Empty	TO LET	White Acres	No change from previous survey
2 Market Place	Oasis	Ladies clothing	Empty	LET	N/A	Ken Varey is confirmed to be moving there
York Street	Sharon Rawson	Hairdresser	Empty	NO	N/A	No change from previous survey
44 York Street	St Mary's Centre	Community venue	Empty	TO LET	Trevor Dawson	No change from previous survey
22-24 King Street	Lady	Ladieswear	Empty	TO LET	White Acres	No change from previous survey
32B King Street	Deardrop Kids	Children's Clothing	Clitheroe Rotary Club resides in there	TO LET	Honeywells	Deardrop Kids in operation last time of survey
40 King Street	Hair by Elise	Hairdressers	Empty	FOR SALE	Anderton Bosonnet	Hair by Elise is still in operation last time of survey

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

Agenda Item No. 7

meeting date: 5 NOVEMBER 2020
title: Tourism progress report, including the response to the pandemic.
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: TOM PRIDMORE, TOURISM AND EVENTS OFFICER

1 PURPOSE

1.1 To receive a general progress report on tourism activity, with particular reference to measures taken to support the visitor economy during the pandemic.

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 TOURISM REVIEW

2.1 Background

Tourism and hospitality form a major part of the Ribble Valley economy, both in terms of income and employment. The most recent figures indicate that Tourism in Ribble Valley contributes over £260 million into the local economy. In recent years, and certainly up until the current crisis, it has been a rapidly expanding sector, in which both the economic impact and visitor numbers were rising by over 7% per annum with employment figures growing by more than 6% p.a.

Tourism and hospitality have been amongst the hardest hit sectors by COVID-19. The resulting restrictions, at the start of the Spring/Summer season, had a devastating impact on all tourism-related businesses. This included the food and drink sector, wedding venues, accommodation providers, and attractions, along with a wide variety of support services and other supply industries. Some businesses have not reopened, significant refunds have had to be made, and countless staff have been furloughed.

Uncertainty about the implications of social distancing and other restrictions, which to ensure the safety of visitors, presented further challenges to the viability of individual businesses, and to the retail centres.

The sectors most seriously affected by the early measures, and for some of which the impact continues, include –

- Dining experiences
- Weddings
- Group travel / residential / adventure centres
- Cultural venues including theatre and cinemas

- Events

2.2 Recovery Plan for Tourism and Hospitality

The Council's tourism and promotional activity is usually guided by a destination management plan, the progress of which is reported regularly to this committee. The plan identifies the key target areas and opportunities for action. Given the ongoing pandemic, the plan was suspended, and in an immediate response to the crisis, your officers worked closely with the Ribble Valley Tourism Association to draft a 'Response and Recovery Plan', aimed at supporting tourism through good communication and marketing initiatives.

The plan sought to be positive and took into consideration the opportunities presented now and post virus. It was clear that as restrictions were lifted post initial lockdown and people would travel more freely again, that competition, in terms of tourism marketing, would be fiercer than ever. That is why it has been so important for Ribble Valley, a place where tourism and hospitality are so integral to the local economy, to stay ahead of the game.

Research suggests some very distinct consumer trends emerging from the crisis, from we should take heart. These include -

- A boost in the UK domestic travel market
- The need for visitors to feel and be safe – both during travel and whilst at the destination
- A desire to visit open space and countryside, and experience nature
- Strong interest in visiting and staying relatively locally
- Greater interest in buying locally made products and eating locally sourced produce

The plan was subject to consultation resulting in some clear conclusions including: -

- The crisis has brought the Ribble Valley tourism community together and demonstrated that there are many benefits to be achieved by working collaboratively
- 'Ribble Valley' is a strong, generic tourism brand which people are keen to 'rally behind'
- The food offer is particularly distinctive to Ribble Valley, and it should feature more significantly in tourism promotion
- The countryside is an under maximised resource which could realise its' potential as part of the recovery process
- By working together and being creative, Ribble Valley tourism has all the necessary ingredients to thrive in recovery from this crisis.

The Ribble Valley Borough Council 'Response and Recovery Plan for Tourism and Hospitality' was launched in June 2020. The launch coincided with an imaginative

video called “**When the time is right**’ designed to keep the area in people’s minds during lockdown

The plan has two parts: -

Response ‘Remaining confident for the period during which closure restrictions are in place’

and

Recovery ‘Confidently adapting, as restrictions are relaxed’

The Response and Recovery Plan is attached, and for the purposes of reviewing its progress, the performance tables have been updated and attached to this report as an appendix. This indicates the types of activity which have taken place in response to the crisis, this has included the Tourism officer delivering the following: -

- Regular on-line meetings for business representatives (over 70 businesses participating)
- Business advice seminars delivered with partners on specific themes –
 - Legal
 - Finance
 - Marketing
 - Human resources
 - Health and wellbeing
- Regular Tourism Update newsletters providing information to 230 businesses
- Bespoke promotion of business as they re-opened which engaged (involving over 250 social media posts)
- Direct advice/contact to over 80 businesses

2.3 **Business Reaction**

Many tourism and hospitality businesses have benefited from the various programmes of central government support, many of which have been successfully administered at district level. A good number of businesses have used the ‘Coronavirus Job Retention Scheme’ to furlough their staff, and therefore avoid redundancies. A survey of the hospitality sector nationally reported 84% of businesses have used the scheme and only 2% have laid staff off. This is encouraging news for the recovery period, with a wealth of talent ready to return to work.

Many local businesses have tried to remodel and provide alternative services during the lockdown, in order to generate at least some income, and to keep in contact with customers. There are also good examples where our businesses have supported their communities and key workers, including offering take-away services, donating to food banks, and making rooms available for key workers and quarantine purposes.

There have been some amazing examples of innovation during this time. Some businesses have kept in touch with their customers using social media and

newsletters, or by staging virtual events, each designed to maintain contact ready for when they are able to reopen. Similarly, many operators have used lockdown to physically refurbish and refresh their business, and develop their skills, particularly with respect to the use of technology.

The effectiveness of the measures implemented by Ribble Valley businesses has been widely applauded including a letter in a national newspaper and social media reaction applauding the measures taken by businesses in Ribble Valley to make visitors feel safe and welcome.

It is important to note that services across the Council, beyond tourism, have been effectively supporting the business sector with advice, assistance and the distribution of grant aid. The speed and way in which the Council has delivered the discretionary grants has been singled out for praise by both the government, for whom it was ranked amongst the best performing in the country, as well as locally where our performance has been the subject of many compliments from local businesses.

Also, the information in relation to the pandemic sent out to businesses by the Council has been of great value. In a recent survey of local businesses about the pandemic, the information provided by the Council was used by over 78% of respondents, second only as a source of information to the government's own official website.

2.3 Implications for promotional activities

The crisis has necessitated a significant change in the way we work, and this situation continues to evolve. In summary

- Summer events, including tourism promotional activities out of the area, were cancelled
- A much larger amount of time has been devoted to providing advice and assistance to business owners
- A much greater emphasis has been placed on electronic communication and promotion

The demise of overseas travel, and the promotion of staycation resulted in significant interest in Ribble Valley by national travel media. A number of press visits have been hosted with partners, so far resulting in features

- Country Life Magazine
- Daily Mirror
- Sunday Telegraph
- The Guardian

With more anticipated.

In addition, two social media influencers, both Visit England ambassadors, spent four days here resulting in a flurry of social media activity, a number of national travel blogs, and promotional video is yet to be released.

2.4 Post lockdown period

The period from full lock down until early October saw a massive surge in tourism and this was experienced across the different sectors, except for those businesses still closed or heavily restricted, including wedding venues, cultural venues and group travel attractions. There is no doubt that the government support for business through

VAT relief and schemes like 'Eat out to help out' were contributing factors to the revival, as was the diversion of interest from foreign to domestic holidays.

2.5 **The latest situation**

One important element of the Response and Recovery plan is that we must remain flexible and responsive to the on-going change to the coronavirus and the resulting necessary restrictions. At the time of writing, with the area entering tier three, the area is experiencing probably the most challenging phase thus far. The tourism industry locally is experiencing a dramatic drop in business, both as a result of the enforced restrictions, as well as the perception that Lancashire is not currently a safe place to visit. Businesses are reporting widespread cancellations for the period between now and Christmas.

4 **ISSUES**

The main issue to note is the way in which the Council has responded and continued to respond to the current crisis. This continues to evolve with the changing circumstances and this change is reflected in the Response and Recovery Plan

5 **RISK ASSESSMENT**

The approval of this report may have the following implications;

- Resources – The cost of promotional activities are contained within existing budgets and, where appropriate supported by the government
- 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

6 **CONCLUSION**

Further progress of the Response and Recovery Plan will be reported to future committees

TOM PRIDMORE
TOURISM AND EVENTS OFFICER

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS None

For further information, please contact Tom Pridmore 01200 414496

Ribble Valley Borough Council

Response and Recovery Plan for Tourism and Hospitality June 2020

Review of Progress November 2020

Phase One – Response *'Remaining confident for the period during which closure restrictions are in place'*

Measure	Support messages from central Government			
Action	Details	Partners	Timescale	Actions taken
Disseminate and convey relevant information to businesses	Promote on website and circulars Reinforce, in all communications, current government messages regarding the coronavirus	RVTA	Immediate and ongoing	RVTA website was established as a point of contact for business advice Government guidance has been promoted regularly in newsletters to 230 tourism related businesses
Promote sources of guidance and support	Regular 'Tourism Update' e-shots to tourism-related businesses, containing the latest guidance	RVTA	Initially every 10-14 days	E-shots issued regularly every 7-14 days or when relevant government information is issued. Content includes any areas of support to businesses including grants
Intelligence gathering	Promote and respond to consumer and business consultations and research	ML VE/VB	As and when required	We have promoted Visit Lancashire business surveys and these have fed into regional and national surveys

Measure	Protect and support local businesses			
Action	Details	Partners	Timescale	Actions taken
Distribute grant aid and promote other sources of support	Promote the availability of grant aid and other support through regular E-shots to businesses Promote RVBC and RVTA websites as central points of reference	RVTA	Grants - ongoing as funds are available	Clear information about the discretionary grants has been sent out to businesses RVTA AND RVBC websites have been promoted as sources of information.
Publicise and support local best practice	Features on social media platforms Share good news to media and Lancashire audiences	RVTA ML	Ongoing during crisis	Regular posts on all tourism social media platforms have promoted examples of business demonstrating innovation or best practice.
Facilitate knowledge sharing, networking and promote relevant training opportunities	Regular webinar meetings with business on various themes Distribute the latest guidance on social distancing and safe practice	RVTA	Weekly As it becomes available	There have been regular on-line meetings for business representatives with over 70 businesses participating Business advice seminars have been delivered with partners on specific themes including <ul style="list-style-type: none"> • Legal • Finance • Marketing • Human resources • Health and wellbeing

REPORT TO ECONOMIC DEVELOPMENT COMMITTEE 5 NOVEMBER 2020

APPENDIX 1

Communicate with key stakeholders to gain support for our Recovery Plan	Involve stakeholders in the preparation of the plan and consult with stakeholders during English Tourism Week	RVTA and other stakeholders	English Tourism Week	The new promotional video was launched to coincide with National Tourism week
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Measure	Maintain Ribble Valley brand awareness and begin to design new tourism products			
Action	Details	Partners	Timescale	Actions taken
Rebrand our marketing, keeping Ribble Valley very much in the mind of consumers	Launch promotional video 'When the time is right' during English Tourism week with underlying message of being ready soon for visitors Launch #loveribblevalley as a focus for businesses as they reopen	RVTA	English Tourism Week	The new video was launched as planned, along with the #loveribblevalley brand. This has been embraced by the private sector and promoted widely on all tourism promotional social media platforms
Work with tourism businesses to review their offer in line with any new restrictions and guidelines.	Circulate latest information through regular E-shots and RVTA webinars Individual support to specific business where appropriate	RVTA	E-shots every 10-14 days and weekly webinars	Up to date information has been shared in E-shots and webinars. This has resulted in sharing best practice and knowledge between businesses
Develop new tourism products ready to be shared with the media	Prepare locally focused digital and social media campaigns around key early themes including walking, driving, and cycling, including a review of the Tolkien Trail and an expansion of 'Walks with Taste'	Specific local communities Targeted businesses	Ongoing ahead of recovery	Work is progressing on new tourism products particularly country walking. We are currently consulting locally on a relaunch for the Tolkien Trail.

				Two new 'walks with taste' have been launched, and four more local businesses expressing an interest in joining the initiative
Prepare targeted campaigns to attract residents and day visitors	Draft social media marketing awareness material ready for when the restrictions are lifted	Targeted businesses	Ongoing ahead of recovery	Social media campaigns were delivered following the initial lockdown. Two social media influencers (both Visit Britain ambassadors) have visited Ribble Valley and the resulting content will be launched when the time is right.
Monitor consumer behaviour to identify potential new markets	Be prepared to alter course on campaigns and marketing, dependent on consumer behaviours to changing restrictions	AONB RVTA	Ongoing	Mindful of the way in which restrictions continue to evolve and change, our campaigns and promotions have altered accordingly
Participate in wider campaigns to maximise exposure of the area and its businesses	Contribute content and ideas to Marketing Lancashire and similar campaigns	ML VE/VB	As opportunities arise	Numerous social media posts have been shared with #Visit Lancashire

Measure	Stay engaged with communities and promote the importance of tourism			
Action	Details	Partners	Timescale	Actions taken
Share relevant public information	<p>Actively promote industry best practice and other measures to ensure confidence about tourism within the community</p> <p>Promote via media and social media releases with positive tourism outcomes</p>	RVTA	Ongoing	Good news stories about tourism have been continually featured throughout the pandemic
Promote an understanding of the importance of tourism	Incorporate the positive aspects of the visitor economy into media releases	RVTA	Ongoing	The value of the local visitor economy continues to feature in all levels of the media. We continue to promote the positive aspect of tourism to the economy
Adapt and continue event planning	Monitor any new guidelines relating to event management and work with event organisers to seek solutions for 2021	Event organisers	Ongoing	The current restrictions make event planning very difficult however we have promoted both virtual events as well as those few 'actual' ones taking place
Mitigate any potential impacts of 'Over Tourism'	In planning the various campaigns, take into consideration the potential for 'over tourism' and plan accordingly e.g. by promoting non-honeypots, seasonal experiences, and extended opening	AONB RVTA	Ongoing	The visitor flow to sensitive areas has been watched carefully with no major problems arising

Phase Two – Recovery ‘Confidently adapting, as restrictions are relaxed’

Measure	Reinforce Ribble Valley brand awareness			
Action	Details	Partners	Timescale (all subject to further restrictions)	Actions taken
Unify and deliver positive, up-beat messages, conveying ‘safe and welcome’ messages and ensuring Ribble Valley stands out	<p>Relaunch promotional video incorporating more confident key messages</p> <p>Develop follow up video containing consumer activity</p> <p>Use ‘Safe and Welcome’ narrative in all campaigns and communications</p>	Various businesses RVTA	Upon restrictions being lifted	<p>The promotional video was relaunched post initial lockdown</p> <p>Further video promotions are ready for release once the time is right</p> <p>The safe and welcome narrative is being incorporated into website content and promoted through social media platforms</p>
Engage with press and media identifying key opportunities for press promotion,	<p>Target media contacts located within one hour’s drive time and drip feed relevant content. e.g. new experiences, publications, and events</p> <p>Promote key themes to specialist media including food, walking, cycling etc</p>	ML RVTA	<p>After restrictions are lifted, feed over a period of weeks</p> <p>September 2020</p>	<p>Regional media campaigns are ready to go once the latest restrictions are lifted.</p> <p>Various national press visits have been hosted</p>

Measure	Continue to support local businesses			
Action	Details	Partners	Timescale <small>(all subject to further restrictions)</small>	Actions taken
Continued promotion of government guidance and support	Continue to promote opportunities for support and funding to businesses in the regular 'Tourism Update' newsletter	RVTA	Every 10-14 days as continues to be relevant	The Tourism Update newsletter has been sent out to over 230 businesses on a regular basis
Support businesses in dealing with peaks and fluctuations in visitor interest	<p>Promote 'Love to be Open' social media campaign – celebrating individual businesses as they open up</p> <p>Support measures to redesign tourism, ensuring it is safe</p> <p>Launch 'Made in Ribble Valley' - a celebration of arts, craft, and creativity</p>	RVTA	<p>Upon restrictions being lifted</p> <p>Ongoing from restrictions being lifted</p> <p>Once sufficient relevant businesses are open</p>	<p>We have delivered bespoke promotion of businesses as they re-opened and this has involved over 40 businesses and over 250 social media posts</p> <p>The launch of 'made in Ribble Valley' will follow when the time is right and link closely to Arts development activity.</p>
Continue networking and knowledge sharing	<p>Continue to host business webinar events with the RVTA</p> <p>Promote suitable events organised by other parties</p>	RVTA	Gradually relaxing frequency from weekly to two monthly over time as appropriate	The webinars have continued but have now reduced in frequency. Thus far they have engaged with over 70 business representatives
Facilitate and promote business-to-business support and training	Support regular training and workshop events run by the RVTA in support of local businesses	RVTA	RVTA timetable	Regular events have taken place, the most recent being a Mental Health workshop run by Harrison Drury solicitors and the charity Mindsight

Measure	Create safe and welcoming tourism			
Action	Details	Partners	Timescale <small>(all subject to further restrictions)</small>	Actions taken
Review all tourism marketing to ensure positive and confident messages are portrayed	Review each of the tourism websites to ensure the content is portraying the new language and portrayal of 'safe and welcoming' tourism Invest in new imagery for online and print material		By mid-July	Each of the websites was reviewed by July and they are now subject to continual review
Encourage tourism businesses to adhere to new regulations and join accredited schemes	Ensure that all businesses participating in promotional campaigns are adhering to new safety guidelines Actively promote and encourage participation in safe and legal type accreditation	RVTA VE VE, QIT HSE	In accordance with each campaign	We have promoted participation in the two national accreditation schemes with around 50 RV businesses signing up to the national 'We're good to go' scheme so far.
Promote examples of innovation and best practice	Actively seek out best practice and highlight on social media Incorporate best practice into the annual tourism awards	RVTA	Regular weekly feed	The tourism awards, promoted with the RVTA will include new awards for businesses demonstrating innovation during the crisis

Measure	Develop a programme of new tourism themes			
Action	Details	Partners	Timescale <small>(all subject to further restrictions)</small>	Actions taken
Promote to new markets including to a younger audience	<p>Devise specific marketing campaigns</p> <p>Design and promote a 'Families together' campaigns</p>	<p>Hospitality businesses</p> <p>Family-friendly businesses</p> <p>FA UU</p>	<p>September 2020</p> <p>August 2020</p>	<p>The imagery used in promotions have been revised to reflect new markets</p> <p>We have hosted two social media influencers to provided refreshed content for website and social media</p> <p>Current restrictions continue to delay further progress.</p>
Launch a new 'Love the Great Outdoors' campaign	<p>Promote a new series of 'Trustworthy Trips' including walking cycling, driving itineraries along with a selection of virtual experiences</p> <p>Reviving the Tolkien Trail and promotion of the Ribble Way, including exploring the potential of linking accommodation and luggage transport</p>	<p>RVTA</p> <p>FA UU</p> <p>Parish Council</p> <p>Neighbouring Councils</p>	<p>Staggered programme over 12 months</p> <p>September 2020</p> <p>Spring 2021</p>	<p>Current restrictions continue to delay the launch of such initiatives but planning has continued on new itineraries.</p> <p>Consultation has begun on the refreshed Tolkien Trail</p>
Promote food and drink experiences	Launch Great Food Experiences, with the relaunch of a Ribble Valley Food and Drink Trail, a web based mobile friendly layered map.	Hospitality businesses	Autumn 2020	Ongoing restrictions has delayed this work but initial concepts for the web-based trail have been developed

REPORT TO ECONOMIC DEVELOPMENT COMMITTEE 5 NOVEMBER 2020

APPENDIX 1

	<p>Investigate the potential for a week long Ribble Valley-wide series of food and walking events, culminating in the Clitheroe food festival</p> <p>‘Love Picnics’ – locally sourced foods enjoyed in great locations</p>	<p>Food outlets and producers</p>	<p>August 2020 2020/2021</p> <p>Summer 2020</p>	<p>There have been some promotions around outdoor eating and picnics but ongoing restrictions have delayed a major launch.</p>
<p>Sustain the promotion of important longer-term markets</p>	<p>Promotion of Ribble Valley as a safe and welcoming wedding destination – launch virtual guide June 2020 and printed guide once social distancing measures have been agreed</p> <p>‘Meeting Places’ campaign to promote safe and welcoming venues for business and family occasions</p> <p>Promotion of a ‘Made in Ribble Valley’ arts and crafts trail</p> <p>Resume group travel promotions</p>	<p>RVWH</p> <p>RVTA</p> <p>Creative businesses</p> <p>ML</p>	<p>June 2020</p> <p>October 2020</p> <p>January 2021</p> <p>Once sufficient businesses are open</p> <p>2021</p>	<p>The new virtual wedding guide was launched on schedule and has been well received. Social media promotion of venues and suppliers has continued.</p> <p>(The Council has also been actively involved with the government’s national consultation on new laws in relation to weddings)</p> <p>Ongoing restrictions have prevented progress in these areas.</p>
<p>Promote Ribble Valley as a place for all seasons</p>	<p>Seasonal campaigns based on midweek breaks, linked to walking cycling etc</p> <p>Stronger use of seasonally themed imagery on websites and social media</p>	<p>Accommodation providers</p> <p>RVTA</p>	<p>2021</p>	<p>Initial plans for 2021 are being formulated</p>

Measure	Manage tourism responsibly			
Action	Details	Partners	Timescale <small>(all subject to further restrictions)</small>	Actions taken
Monitor visitor flows and indications of over tourism	Monitor tourism carefully to ensure that 'Over Tourism' does not occur, especially in sensitive areas such as Bowland and Pendle Hill	AONB Pendle BC	Ongoing	Tourism continues to be monitored and there are currently no evident issues
Promote seasonal offers and encourage a year-round calendar of events	Actively identify opportunities for off season events and activities and support 'Place for All Seasons' campaign above	RVTA	Autumn 2020	The first winter campaign is currently being formatted for a November launch
Promote and support responsible and safe visitor behaviour	Include in all campaign and marketing the need for responsible behaviour, for example, using the countryside code and the need to be mindful of the needs of local people	NFU NE AONB	Ongoing	Important messages are being incorporated into social media posts, websites and publications such as the 'Walks with Taste'

Notes

RVTA – Ribble Valley Tourism Association

AONB – Forest of Bowland Area of Outstanding Natural Beauty Service (LCC)

NE - Natural England - the statutory agency for nature conservation

QIT - Quality in Tourism – Agency delivering inspection services

RVWH – Ribble Valley Wedding Heaven a promotional/consultative group

NFU – National Farmers Union

ML – Marketing Lancashire

VE -Visit England (National Tourist Board)

UU – United Utilities

HSE – Health and Safety Executive

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

Agenda Item No 8

meeting date: 5 NOVEMBER 2020
 title: REVENUE OUTTURN 2019/20
 submitted by: DIRECTOR OF RESOURCES
 principal author: HELEN SEEDALL

1 PURPOSE

1.1 To report on the outturn for the financial year 2019/20 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 The national deadlines for local authorities to produce their Statement of Accounts and have them audited have been extended for the 2019/20 financial year, due to other pressures and priority work that finance departments have had to deal with as a result of Covid-19. Local authorities have to approve their Statement of Accounts for audit by 31 August 2020 and the audited Statement of Accounts must be approved by 30 November 2020.

2.2 Our full Statement of Accounts was approved for audit by the Director of Resources on 28 August 2020. The Statement of Accounts audit will commence in September 2020 and it is expected that the audited Statement of Accounts will be approved by the Accounts and Audit Committee at their meeting on 25 November 2020.

3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall underspend of -£28,888 on the net cost of services. There have been no transfers to or from reserves. This has been deducted from General Fund Balances.

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 2019/20 £	Actual 2019/20 £	Variation £	Associated Earmarked Reserves Variance £	Net Variance £
ALBNM	Albion Mill	-460	-2,959	-2,499	0	-2,499
INDDV	Economic Development	176,470	156,301	-20,169	0	-20,169
TURSM	Tourism & Events	122,340	116,120	-6,220	0	-6,220
NET COST OF SERVICES		298,350	269,462	-28,888	0	-28,888

4 KEY MOVEMENTS FROM REVISED ESTIMATE TO OUTTURN

4.1 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: Subscriptions	A feasibility study with key partners of options to improve the rail network has been delayed to 20/21 resulting in the underspend on subscriptions.	-£10,711

5 CONCLUSION

5.1 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 -£28,888 on the net cost of services. There have been no transfers to or from reserves.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

ED7-20HS/AC
23 October 2020

BACKGROUND PAPERS

*Revised Estimates approved by Committee on 23 January 2020
Closedown Working Papers*

For further information please ask for Helen Seedall.

ECONOMIC DEVELOPMENT COMMITTEE – REVENUE OUTTURN 2019/20 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 as the allowance for repairs and maintenance costs was not required during the year.	-£1,200				-£1,200		-£1,200
Total Albion Mill	-£1,200				-£1,200		-£1,200
<u>INDDV: Economic Development</u>							
A feasibility study with key partners of options to improve the rail network has been delayed resulting in the underspend on subscriptions.	-£10,711				-£10,711		-£10,711
Additional income was received for hosting a Brexit Readiness event delivered by the East Lancashire Chamber of Commerce.		-£3,175			-£3,175		-£3,175
The recharge of the Economic Development and Planning Department costs were lower than estimated due to reduced service expenditure.			-£4,731		-£4,731		-£4,731
Total Economic Development	-£10,711	-£3,175	-£4,731		-£18,617		-£18,617

	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							
The cost of the production of the 2020 Visitor Guide was lower than estimated.	-£1,148				-£1,148		-£1,148
Expenditure on publicity was lower than estimated due to the postponement of the wedding partnership promotion due to Covid-19. However, the underspend is offset by sponsorship income not being received (see below).	-£3,233				-£3,233		-£3,233
Lower than estimated usage of postage.	-£1,485				-£1,485		-£1,485
Saving on the recharge of the Community Services Department due to lower service costs.			-£1,492		-£1,492		-£1,492
Increased advertising income received for the 2020 Visitor Guide.		-£3,397			-£3,397		-£3,397
Sponsorship income was not received in connection to the wedding partnership promotion due its postponement because of Covid-19. This reduction in income was partially offset by related savings on publicity expenditure (see above).		£4,030			£4,030		£4,030
Total Tourism & Events	-£5,866	£633	-£1,492		-£6,725		-£6,725
	-£17,777	-£2,542	-£6,223	£0	-£26,542	£0	-£26,542
					-£2,346		-£2,346
					-£28,888	£0	-£28,888
Total Variances for Economic Development Committee (Net Cost of Services)					-£28,888	£0	-£28,888

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

Agenda Item No 9

meeting date: 5 NOVEMBER 2020
 title: REVENUE MONITORING 2020/21
 submitted by: DIRECTOR OF RESOURCES
 principal author: HELEN SEEDALL

1 PURPOSE

1.1 To let you know the position for the period April to September 2020 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified

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

Other Considerations – none identified.

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the revised estimate for the period to the end of September. You will see an overall overspend of £33,558 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	190	7,795	7,280	-515
INDDV	Economic Development	192,300	0	644	644
RHSSF	Reopening High Streets Safely Fund	0	0	31,584	31,584
TURSM	Tourism and Events	118,870	14,688	16,533	1,845
	Sum:	311,360	22,483	56,041	33,558

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 For this committee there are two variations which fall within the red variance category in the period April to September 2020. These are shown with the budget holder's comments and agreed action plan in Annex 1.
- 2.4 There is one variation in the amber variance category which is shown with the budget holder's comment at Annex 2.
- 3 CONCLUSION
- 3.1 The comparison between actual and budgeted expenditure shows an overspend of £33,558 for the period April 2020 to September 2020. Most of this variance should be negated if the application for funding under the Reopening High Streets Safely Fund (European Regional Development Fund) is successful.
- 3.2 Two red variations and one amber variation have been flagged for reporting with all other variations being of low value. Assurances can be given that there are no areas of spend that present any significant concern.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

ED6-20/HS/AC
23 October 2020

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
RHSSF/2881	Reopening High Streets Safely Fund/Purchase of Equipment & Materials	0	0	21,582	21,582	The overspend is mainly a result of the measures taken to temporarily divert traffic in Clitheroe and Longridge town centres, to encourage shoppers back to the High Street in a safe environment. There was no budget provided for this as the pandemic had not begun when the budget was set, and the work was undertaken as part of a national initiative.	This expenditure is expected to be funded by the Reopening High Streets Safely Fund (European Regional Development Fund) provided by the government as part of its response in dealing with the pandemic, which will consequently offset this variance.
RHSSF/3277	Reopening High Streets Safely Fund/Promotional Activities	0	0	7,285	7,285	The overspend is in respect of the provision of posters and signage in the town centres relating to instructions for the public regarding Covid 19. There was no budget provided for this as the pandemic had not begun when the budget was set, and the work was undertaken as part of a national initiative.	This expenditure is expected to be funded by the Reopening High Streets Safely Fund (European Regional Development Fund) provided by the government as part of its response in dealing with the pandemic, which will consequently offset this variance.

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
RHSSF/2402	Reopening High Streets Safely Fund/Repair & Maintenance - Buildings	0	0	2,131	2,131	<p>Overtime incurred by the Works Admin team on the temporary town centre road closures in Clitheroe and Longridge to encourage the return of shoppers in a safer environment. A budget wasn't provided for this as the pandemic had not begun when the budget was set, and the work was undertaken as part of a national initiative.</p> <p>This expenditure is expected to be funded by the Reopening High Streets Safely Fund (European Regional Development Fund).</p>

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

Agenda Item No 10

meeting date: 5 NOVEMBER 2020
 title: CAPITAL OUTTURN 2019/20
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To report the 2019/20 capital programme outturn for this Committee and to set out the slippage on capital scheme budgets that has been moved from 2019/20 to 2020/21.

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 2019/20 CAPITAL PROGRAMME BACKGROUND

2.1 One new capital scheme for this Committee's original estimate budget, totalling £20,000, was approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2019 and March 2019 respectively.

2.2 In addition to the original estimate budget, one capital scheme was not completed by 31 March 2019 and had unspent budget available at that date. The total unspent budget of £81,750 on this scheme, known as slippage, was moved into the 2019/20 capital programme budget, after approval by this Committee in June 2019.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of two schemes was £101,750.

2.4 The revised capital programme budget of £20,000 was then approved by this Committee in January 2020, following a review of progress on the two schemes. This included moving £81,750 of budget on one scheme into the 2020/21 financial year.

2.5 During the financial year this Committee has received reports monitoring the progress of schemes within the programme.

3 CAPITAL OUTTURN 2019/20 AND SLIPPAGE

3.1 Annex 1 shows this Committee's capital programme outturn position by scheme, including budget approvals, actual expenditure in-year and slippage into 2020/21. The table below summarises the final outturn position.

Original Estimate 2019/20 £	Slippage from 2018/19 £	Total Approved Budget 2019/20 £	Revised Estimate 2019/20 £	Budget Moved to 2020/21 £	Actual Expenditure 2019/20 £	Slippage into 2020/21 £
20,000	81,750	101,750	20,000	81,750	0	20,000

- 3.2 There was no expenditure in 2019/20 on the one scheme in this Committee's revised estimate capital programme, the Gateway Signs for Whalley, Longridge and Clitheroe scheme. At year-end, the signs installation work was still to be undertaken and it is subject to gaining the required permissions from Lancashire County Council. Slippage of £20,000 into 2020/21 will fund the signs installation work in that year.
- 3.3 Attached at Annex 2 is the "Request for slippage" form, which has been completed by the budget holder and agreed with the Director of Resources.
- 4 CONCLUSION
- 4.1 There was no expenditure in 2019/20 on this Committee's capital programme.
- 4.2 Budget slippage of £20,000 has been moved into the 2020/21 financial year to fund the completion of one capital scheme.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

ED8-20/AC/AC
19 October 2020

For further information please ask for Andrew Cook.

BACKGROUND PAPERS – None

ECONOMIC DEVELOPMENT COMMITTEE – CAPITAL PROGRAMME OUTTURN 2019/20

Annex 1

Cost Centre	Scheme	Original Estimate 2019/20 £	Slippage from 2018/19 £	Total Approved Budget 2019/20 £	Revised Estimate 2019/20 £	Budget Moved to 2020/21 £	Actual Expenditure 2019/20 £	Slippage into 2020/21 £
GWSGN	Gateway Signs for Whalley, Longridge and Clitheroe	20,000	0	20,000	20,000	0	0	20,000
ECDVI	Economic Development Initiatives	0	81,750	81,750	0	81,750	0	0
Total Economic Development Committee		20,000	81,750	101,750	20,000	81,750	0	20,000

**ECONOMIC DEVELOPMENT COMMITTEE – CAPITAL PROGRAMME
OUTTURN 2019/20**

Annex 2

Request for slippage into 2020/21

Cost Centre and Scheme Title	GWSGN: Gateway Signs for Whalley, Longridge and Clitheroe
Scheme Description	The Economic Development Committee has requested that a bid be submitted for gateway signs to be erected on the major roads into the three settlements.
Head of Service	Mark Beveridge
Year Originally Approved	2019/20
Revised Estimate 2019/20 for the Scheme	£20,000
Actual Expenditure in the Year 2019/20	£0
Variance - (Underspend) or Overspend	(£20,000)
Please provide full reasons for the (under) or over spend variance shown above?	<p>An update report to Economic Development Committee in January 2020 confirmed the proposed scheme format to be the installation of two new welcome signs and replacement of a damaged sign at Simonstone.</p> <p>At year-end, the signs installation work was still to be completed.</p>

Please grant the amount of Budget Slippage from 2019/20 to 2020/21 requested.	£20,000
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.	To fund the installation of the two new welcome signs and replacement of a damaged sign at Simonstone.
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	Within the 2020/21 financial year, subject to gaining the required permissions from Lancashire County Council and supplier delivery timescales.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

INFORMATION

Agenda Item No 11

meeting date: 5 NOVEMBER 2020
 title: CAPITAL MONITORING 2020/21
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To report the progress on this Committee’s 2020/21 capital programme for the period to the end of September 2020.

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 2020/21 CAPITAL PROGRAMME BACKGROUND

2.1 One capital scheme for this Committee’s original estimate budget, totalling £81,750, was approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2020 and March 2020 respectively. The scheme had been moved from the 2019/20 capital programme to the 2020/21 capital programme.

2.2 In addition to the original estimate budget, there was one 2019/20 capital scheme that was not completed by 31 March 2020 and had unspent budget of £20,000 available at that date. The unspent budget is known as slippage. This slippage was transferred into the 2020/21 capital programme budget, after the slippage request from the budget holder was agreed by the Director of Resources.

2.3 As a result of the above, the total approved budget for this Committee’s capital programme of two schemes is £101,750. This is shown at Annex 1.

3 CAPITAL MONITORING 2020/21

3.1 The table below summarises this Committee’s capital programme budget, expenditure to date and remaining budget, as at the end of September 2020. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

Original Estimate 2020/21 £	Budget Moved from 2019/20 £	Slippage from 2019/20 £	Total Approved Budget 2020/21 £	Actual Expenditure including commitments as at end of September 2020 £	Remaining Budget as at end of September 2020 £
0	81,750	20,000	101,750	0	-101,750

3.2 At the end of September 2020 there had been no spend on the two schemes, as follows:

- **Economic Development Initiatives (-£81,750):** 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.
- **Gateway Signs for Whalley, Longridge and Clitheroe (-£20,000):** No spend to date on this scheme. As reported to members in January 2020, the budget will be used to fund the installation of two new welcome signs and replacement of a damaged sign at Simonstone. At this stage, it is expected that installation will be completed within this financial year, but this is subject to gaining the required permissions from Lancashire County Council and supplier delivery timescales.

4 CONCLUSION

4.1 At the end of September 2020 there had been no spend on the two schemes in this Committee's capital programme.

4.2 As at the end of September 2020, one scheme is expected to be completed in-year, subject to gaining required permissions and supplier delivery timescales, and there is the possibility that not all of the budget will be committed by year-end on the other scheme.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

ED9-20AC/AC
19 October 2020

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

Economic Development Committee - Capital Programme 2020/21

Cost Centre	Scheme	Original Estimate 2020/21 £	Budget Moved from 2019/20 £	Slippage from 2019/20 £	Total Approved Budget 2020/21 £	Actual Expenditure including commitments as at end of September 2020 £	Remaining Budget as at end of September 2020 £
ECDVI	Economic Development Initiatives	0	81,750	0	81,750	0	-81,750
GWSGN	Gateway Signs for Whalley, Longridge and Clitheroe	0	0	20,000	20,000	0	-20,000
Total Economic Development Committee		0	81,750	20,000	101,750	0	-101,750

Economic Development Committee – Capital Programme 2020/21

Economic Development Initiatives (Budget Moved to 2020/21)

Service Area: Regeneration and Housing

Submitted by: Colin Hirst

Brief Description of the Scheme:

The project is to establish a general source of pump-priming and pre-investment funding to support the delivery of the Council's economic priorities. The bid particularly seeks 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.

Revenue Implications:

Unspecified – general revenue costs would be anticipated to be contained within existing budgets.

Timescale for Completion:

Key milestones will depend upon the individual projects developed.

Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2020 £	Remaining Budget as at end of September 2020 £
Original Estimate 2020/21	0		
Budget Moved from 2019/20	81,750		
Total Approved Budget 2020/21	81,750	0	-81,750
Actual Expenditure in 2019/20	0		
ANTICIPATED TOTAL SCHEME COST	81,750		

Progress - Budget Holder Comments

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.

Economic Development Committee – Capital Programme 2020/21

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.

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.

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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.

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.

Annex 2

Economic Development Committee – Capital Programme 2020/21

Gateway Signs for Whalley, Longridge and Clitheroe (Slippage)

Service Area: Tourism and Events

Submitted by: Mark Beveridge

Brief Description of the Scheme:

The Economic Development Committee has requested that a bid be submitted for gateway signs to be erected on the major roads into the three settlements. These signs are approx 1.5m high x 1m wide, they can have an iconic image which represents an area plus a tag line, such as "Welcome To..". The exact number of signs would need to be determined following a site visit by an approved contractor. The signs have to meet Highway Authority regulations which mean that some smaller roads would not be suitable for these large signs. Costs include the cost of the signs, fitting of the signs, foundations work, making good the ground and traffic management.

The £20,000 budget will be used to fund as many signs as can be accommodated within budget. Budget Working Group and Corporate Management Team recommended that an external quote be sought for this work, including installation.

Revenue Implications:

These signs would be RVBC responsibility and cleaning and maintenance would fall to the Council, approx £1,000 per annum broad estimate.

Timescale for Completion:

2019/20.

Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2020 £	Remaining Budget as at end of September 2020 £
Original Estimate 2020/21	0		
Slippage from 2019/20	20,000		
Total Approved Budget 2020/21	20,000	0	-20,000
Actual Expenditure in 2019/20	0		
ANTICIPATED TOTAL SCHEME COST	20,000		

Progress – Budget Holder Comments:

September 2020: No spend to date on this scheme. As reported to members in January 2020, the budget will be used to fund the installation of two new welcome signs and replacement of a damaged sign at Simonstone. At this stage, it is expected that installation will be completed within this financial year, but this is subject to gaining the required permissions from Lancashire County Council and supplier delivery timescales.

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March 2020: The signs installation work was still to be undertaken and it is subject to gaining the required permissions from Lancashire County Council. Slippage of £20,000 into 2020/21 will fund the signs installation work in that year.

December 2019: A proposal for two Gateway Signs and replacement of one existing sign has been reported to this Committee, elsewhere on this agenda. If the proposal is approved by Committee, the aim is to complete the work by the end of March 2020, subject to gaining the required permissions from LCC and supplier delivery timescales.

September 2019: The Council is still in dialogue with Lancashire County Council (LCC) to provide site locations for LCC to assess and grant site permissions. Following this, quotes will be obtained for the signs and they can be purchased and installed. At the present time, the aim is still to complete the scheme by March 2020.

July 2019: The Council is engaged in a dialogue with Lancashire County Council (LCC) regarding the process and the permissions required which will determine the number and location of the signs. Following this, quotes will be obtained for the signs and they can be purchased and installed. The aim is to complete the scheme by March 2020, dependent on the time taken to obtain permissions from LCC.