

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **ECONOMIC DEVELOPMENT COMMITTEE** is at **6.30pm** on **THURSDAY, 23 JANUARY 2020** at the **TOWN HALL, CHURCH STREET, CLITHEROE.**

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 14 November 2019 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

DECISION ITEMS

- ✓ 5. Revised Capital Programme 2019/20 – report of Director of Resources – copy enclosed.
- ✓ 6. Revised Revenue Budget 2019/20 – report of Director of Resources – copy enclosed.

- ✓ 7. Original Revenue Budget 2020/21 – report of Director of Resources – copy enclosed.
- ✓ 8. Boundary Signs – report of Director of Community Services – copy enclosed.

INFORMATION ITEMS

- ✓ 9. Employment Land Monitor – report of Director of Economic Development and Planning – report enclosed.
- 10. Reports of Representatives on Outside Bodies (if any).

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

None.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

DECISION

Agenda Item No 5

meeting date: 23 JANUARY 2020
title: REVISED CAPITAL PROGRAMME 2019/20
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To approve the 2019/20 revised estimate for this Committee's capital programme.

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 needs.
- Other Considerations – none identified.

2 2019/20 CAPITAL PROGRAMME BACKGROUND

2.1 One new capital scheme for this Committee, 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 2018/19 capital scheme was not completed by 31 March 2019 and had unspent budget of £81,750 available at that date. The unspent budget is known as slippage. This slippage was transferred 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. This is shown at Annex 1.

2.4 Regular reports have been presented to this Committee on progress with the capital programme.

3 REVISING THE 2019/20 CAPITAL PROGRAMME

3.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect their progress and estimated full year expenditure. Following this review, the proposed revised estimate is £20,000 for one scheme, a reduction of £81,750 from the total approved budget.

3.2 The reduction of £81,750 is because 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.

3.3 Annex 1 shows the full capital programme by scheme, including the budget and expenditure to date. The summary position is shown below.

Original Estimate 2019/20 £	Slippage from 2018/19 £	Total Approved Budget 2019/20 £	Revised Estimate 2019/20 £	Budget Moved to 2020/21 £	Actual Expenditure including commitments for 2019/20 as at end of December 2019 £
20,000	81,750	101,750	20,000	81,750	0

3.4 At the end of December 2020 there had been no spend on the one scheme in this Committee's revised capital programme.

3.5 With regard to progress on the **Gateway Signs for Whalley, Longridge and Clitheroe scheme**, 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.

4 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see a decrease of £81,750 in the level of financing resources needed in 2019/20 and £81,750 of capital financing resources will be moved into 2020/21.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and diversity issues are examined as part of the capital bid appraisal process.

5 CONCLUSION

5.1 The proposed revised estimate for this Committee's 2019/20 capital programme is £20,000, which is a £81,750 reduction from the previously approved capital budget.

5.2 It is recommended that the budget on one scheme, totalling £81,750, is moved to the 2020/21 financial year.

5.3 At the end of December 2019 there had been no spend on the one scheme in this Committee's revised capital programme. At this stage, the scheme is on-track to be completed in-year.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the 2019/20 revised estimate of £20,000 for this Committee's capital programme, as set out in Annex 1.
- 6.2 Approve the move of the £81,750 Economic Development Initiatives capital budget from 2019/20 to 2020/21.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM1-20/AC/AC
10 January 2020

For further background information please ask for Andrew Cook.
BACKGROUND PAPERS – None

ECONOMIC DEVELOPMENT COMMITTEE – REVISED CAPITAL PROGRAMME 2019/20

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

Agenda Item No 6

meeting date: 23 JANUARY 2020
title: REVISED REVENUE BUDGET 2019/20
submitted by: DIRECTOR OF RESOURCES
principal author: HELEN SEEDALL

1 PURPOSE

- 1.1 To agree a revised revenue budget for 2019/20 for this committee.

2 BACKGROUND

- 2.1 The original estimate for this current financial year was set in March 2019.
- 2.2 As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

3 REVISING THE ORIGINAL ESTIMATE

- 3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2018/19 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.
- 3.2 The original budget for 2019/20 included provision for pay increases at 3% and price increases at 2%.
- 3.3 Whilst our committee income and expenditure may increase or decrease at the revised estimate, items such as our budgeted core government funding and our council tax precept remain fixed. As a result, any compensating movement is within our earmarked reserves and general fund balances.
- 3.4 In addition to the use of data on past performance there have been detailed discussions with budget holders and heads of service on past service provision and future plans, playing an integral part in the budget setting process.
- 3.5 Furthermore, decisions and actions required as a result of committee meetings are incorporated in to the budget setting process, whilst financial implications would likely have already been identified as part of any committee decision.

3.6 As part of the setting of the revised estimate, this report is now presented to committee to seek comment and approval. Once approved by this committee, the revised estimate will be reported to Special Policy and Finance Committee.

3.7 The proposed revised estimate for this committee is now presented in the following section, with details of the movements that affect this revision being detailed at Annex 1. There are also details of the current actual position as at the end of November against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 2.

4 PROPOSED REVISED REVENUE BUDGET 2019/20

4.1 A comparison between the original and revised budgets for each cost centre is shown below, together with the associated movements in earmarked reserves.

Cost Centre and Description	Original Estimate 2019/20	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2019/20
ALBNM: Albion Mill	130	-20	70	-640		-460
INDDV: Economic Development	171,990	1,200	-1,370	4,650		176,470
TURSM: Tourism and Events	116,870	37,920	-34,400	1,950		122,340
Grand Total	288,990	39,100	-35,700	5,960		298,350

4.2 The difference between the revised and original estimate is an increase in net expenditure of £9,360.

5 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

5.1 Within the proposed Revised Estimate there are a number of substantial movements, and these are summarised in the table below. A more detailed analysis of the movements is provided at Annex 1.

Description	Variance Original Estimate 2019/20 to DRAFT Revised Estimate 2019/20
<p>TURSM - Tourism & Events Increased expenditure on publicity costs including production of Walks with Taste pamphlets, Ribble Valley Wedding Partnership and the Group Leisure and Travel Show event. Additional sponsorship income is expected to be received to cover this increased expenditure as mentioned below.</p>	10,740
<p>TURSM - Tourism & Events Additional sponsorship income is expected to be received towards the Walks with Taste pamphlets (£4,315), Ribble Valley Wedding Partnership (£4,000) and Group Leisure and Travel Show event (£2,430).</p>	-10,740
<p>TURSM - Tourism & Events Printing costs relating to the production of the Visitor Guide 2020, offset in full by income to be received (see below).</p>	23,790
<p>TURSM - Tourism & Events Additional income to be generated from the sale of advertising in the 2020 Visitor Guide.</p>	-23,660

6 CONCLUSION

6.1 The difference between the revised and original estimate is an increase in net expenditure of £9,360.

7 RISK ASSESSMENT

7.1 The approval of this report may have the following implications

- Resources: approval of the revised estimate would see an increase in net expenditure of £9,360.
- Technical, Environmental and Legal: none identified

- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

8 RECOMMENDED THAT COMMITTEE

- 8.1 Agree the revenue revised estimate for 2019/20.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

ED2-20/HS/AC

9 January 2020

For further background information please ask for Helen Seedall

BACKGROUND PAPERS - None

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<i>INDDV: Economic Development</i>					
Increase to support service costs mainly due to an expected increase in staff time being spent in this area by Economic Development and Planning Services staff.				4,650	
Total Economic Development					4,650
<i>TURSM: Tourism and Events</i>					
Temporary staff have been employed to help administer the production of the Visitor Guide 2020. Expenditure is offset in full by the income that will be generated.	3,150				
Increased expenditure on publicity costs including production of Walks with Taste pamphlets, Ribble Valley Wedding Partnership and the Group Leisure and Travel Show event. Additional sponsorship income is expected to be received to cover this increased expenditure as mentioned below.	10,740				
Sales and production of the 2020 Guide is to be carried out in house. This is the estimated printing cost of the Guide.	23,790				
Increase to support service costs mainly due to an expected increase in staff time being spent in this area by Community Services staff.				1,950	

**COMMUNITY SERVICES COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Additional income to be generated from the sale of advertising in the 2020 Visitor Guide.		-23,660			
Additional sponsorship income is expected to be received towards the Walks with Taste pamphlets (£4,315), Ribble Valley Wedding Partnership (£4,000) and Group Leisure and Travel Show event (£2,430).		-10,740			
Total Tourism and Events					5,230
Other					-520
Sub-Total					9,360
Total Movement					9,360

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End December	Actual and Commitments to End December	Full Year Original Estimate	Proposed Revised Estimate
ALBNM	Albion Mill	6,932	8,229	130	-460
INDDV	Economic Development	9,344	4,329	171,990	176,470
TURSM	Tourism & Events	19,828	23,835	116,870	122,340
Committee Total		36,104	36,393	288,990	298,350

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

Agenda Item No 7

meeting date: 23 JANUARY 2020
title: ORIGINAL REVENUE BUDGET 2020/21
submitted by: DIRECTOR OF RESOURCES
principal author: HELEN SEEDALL

1 PURPOSE

- 1.1 To agree the draft revenue budget for 2020/21, for consideration at Special Policy and Finance Committee.

2 BACKGROUND

3 Year Budget Forecast

- 2.1 The Council's three year budget forecast was presented to Policy & Finance Committee in September. Whilst every year it is extremely challenging to predict funding, nearly all of our major income streams are currently very difficult to forecast in the present climate. Our forecast in September predicted the following budget gaps; £0k in 2020/21, £372k in 2021/22, £410k in 2022/23, after allowing for the use of general fund balances.
- 2.2 2019/20 is the last year of the Government's 4 year multi settlement. From 2020/21 we were expecting substantial local government finance reforms. However in September the Government wrote to all councils announcing that a decision has been taken to delay the implementation of 75% business rates retention and the Fair Funding Review until April 2021. They also announced that 75% business rates pilots will come to an end at the end of March 2020 with no new pilots planned for 2020/21.
- 2.3 Policy and Finance Committee recommend that service committees;
- budget based on the current levels of service provision
 - increase their fees and charges by inflation (2%) where possible
 - only consider growth items which can be funded by identified savings

Spending Round 2019

- 2.4 The Spending Round 2019 was announced on 4 September 2019 and whilst it is for one year only it does provide Councils with some certainty as to next year's funding.
- The Chancellor announced some extra funding for adult and children's social care. He also announced that key grants to local government will continue next year.
 - The future of the New Homes Bonus scheme remains uncertain. Legacy payments will be honoured but the scheme for 2020/21 is still for discussion with ministers. We currently rely on £1.105m to fund our revenue budget each year and also use some of our allocation to fund the capital programme
 - Funding to remove negative RSG will continue for 2020/21.

- A 2% maximum council tax increase and a further 2% increase for Adult Social Care Precept for illustrative purposes. As is customary however, the government will consult on Council Tax Referendum Principles as part of the Local Government Finance Settlement.

General Election

- 2.5 The General Election has resulted in the announcement of the Provisional Local Government Finance Settlement being put back until after the election.
- 2.6 There is also considerable uncertainty with further Local Government Funding as all the major parties set out quite different spending priorities. Hopefully by the time of your meeting the position will be clearer.
- 2.7 Given all of these uncertainties the service committee budgets have been prepared based on the current level of service plus inflation. Where unavoidable service costs have arisen, these are highlighted.

3 BUDGET PROCESS

- 3.1 Presented to committee for decision in October were the proposed fees and charges for 2020/21. The consequential impact of these approved fees and charges have been incorporated in to the service budgets shown within this report.
- 3.2 Following a great deal of in-depth service analysis and meetings with regard to this committees budgets by the council's accountants, budget holders, heads of service and management team, a proposed draft budget is now presented to members. This budget is agreed as that which best reflects the services of this committee for the next financial year.
- 3.3 When all committees have approved their detailed estimates the overall position will be considered by Budget Working Group.
- 3.4 The Budget Working Group will then make recommendations in order to produce a balanced budget for consideration at the Special meeting of Policy and Finance Committee. The final budget report will then be presented to Full Council, at which point the Council Tax for 2020/21 will also be approved.

4 2020/21 DRAFT REVENUE BUDGET

- 4.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for pay increases at 3% and price increases at 2%.
- 4.2 Within this report the budget is shown in the same manner in which they are reviewed. Each costs centre within the report is shown individually. Behind each costs centre is a great deal more subjective level detailed budgets, but for the purposes of this report they are summarised in to the standard local government CIPFA Service Reporting Code of Practice basis.

- **Employee Related:** this group includes the cost of employees, both direct and indirect to the council.

- **Premises Related:** this group includes expenses directly related to the running of premises and land.
- **Transport Related:** this group includes all costs associated with the provision, hire or use of transport, including travelling allowances.
- **Supplies and Services:** this group includes all direct supplies and service expenses to the council.
- **Third Party Payments:** a third party payment is a payment to an external provider which is operating independently, in return for the provision of a service.
- **Transfer Payments:** this includes the cost of payments to individuals for which no goods or services are received in return by the local authority. A key item here would be the payment of housing benefits.
- **Support Services:** charges for services that support the provision of services to the public. At this council the main support service cost is the support from staff based at the council offices building and the building's associated cost.
- **Depreciation and Impairment:** this is the revenue impact of capital items shown in the service revenue accounts of the council.
- **Income:** this includes income from fees and charges, grants, donations and contributions. Also shown here is the associated 'income' to a support service from the redistribution of its costs to those providing services to the public.

4.3 As you will see, the draft proposed budget for 2020/21 for each service area is also built up looking at a number of stages. The starting point is the base budget, being the Original Estimate for the current financial year. A summary of the various elements is given below.

- **Original Estimate 2019/20:** This represents the base budget for the council and assumes no change in service level from that set for the previous year's original estimate.
- **Savings:** Here any savings or additional income that is identified from past service experience or trends would be brought in to the budget to adjust the base budget.
- **Inflation at 3% Pay and 2% Other:** The budget forecast allows for inflation on pay at 3% and prices at 2% (with some exceptions such as grants). This is where that general allowance for inflation is brought in to the individual budget areas.
- **Variation to Standard Budgeted Inflation %:** Inevitably, as we undertake detailed work on the budget it becomes evident that there are some items of income or spend that experience a greater or lower level of inflation. This is where we adjusted for those differing levels of inflation. An example is energy costs.
- **Unavoidable Changes to Service Costs:** This relates to changes to a service, for example where costs are demand driven.
- **Support Services:** Any changes that relate to the recharging of support service costs are included in this column.
- **Capital:** Any changes relating to depreciation and impairment are included in this column

- **DRAFT Original Estimate 2020/21:** The final column is the total of all preceding columns and is constructed from the base budget and any necessary changes to the base that are needed. If approved this will then form the base budget in next year's budget process.

4.4 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2019/20 Original Estimate, to the DRAFT Original Estimate for 2020/21. Comments are also provided on the main variances.

5 COMMITTEE SERVICE ESTIMATES

5.1 **Cost Centre and Description** ALBNM: Albion Mill

The Council leases industrial units at Albion Mill, Clitheroe and sublets these to tenants

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Premises Related Expenditure	32,610		650	-650	-20			32,590
Supplies & Services	1,830		40					1,870
Support Services	4,090		0			40		4,130
Total Expenditure	38,530	0	690	-650	-20	40	0	38,590
Customer & Client Receipts	-38,400		-770	770				-38,400
Total Income	-38,400	0	-770	770	0	0	0	-38,400
Net Expenditure	130	0	-80	120	-20	40	0	190

5.2 **Cost Centre and Description** INDDV: Economic Development

This budget covers costs for economic development and regeneration works, including projects, partnership work and joint working, to support, maintain and enhance the local community.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Supplies & Services	20,930		420					21,350
Support Services	151,060		0			13,220		164,280
Depreciation and Impairment	0		0				6,670	6,670
Total Expenditure	171,990	0	420	0	0	13,220	6,670	192,300
Net Expenditure	171,990	0	420	0	0	13,220	6,670	192,300

INDDV: Economic Development

Commentary on Substantial Budget Changes

Support Services

Increase in support service costs mainly due to an increase in estimated time to be spent on economic development activities by officers of the Economic Development and Planning Services.

Depreciation and Impairment

Depreciation charge on the planned expenditure for gateway signs at Whalley, Longridge and Clitheroe.

5.3 **Cost Centre and Description** TURSM: Tourism and Events

The budget covers marketing the Ribble Valley as a visitor destination by promoting the borough at various trade fairs and events, for example wedding fairs and travel shows. The production of key publications (both online and in print) such as the visitors guide and Ribble Valley Wedding Heaven also fall within this service area.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Premises Related Expenditure	2,070		40					2,110
Transport Related Expenditure	70		0					70
Supplies & Services	30,560		610					31,170
Support Services	87,450		0			1,420		88,870
Total Expenditure	120,150	0	650	0	0	1,420	0	122,220
Customer & Client Receipts	-3,280		-70					-3,350
Total Income	-3,280	0	-70	0	0	0	0	-3,350
Net Expenditure	116,870	0	580	0	0	1,420	0	118,870

TURSM: Tourism and Events

Commentary on Substantial Budget Changes

Support Services

Increased support service costs mainly due to an increase in costs of Economic Development & Planning staff charged to this area along with an expected increase in time to be spent in this service area by the Community Services staff.

6 SUMMARIES

6.1 The draft budget is summarised in two ways. One over the cost of the service provided by the committee (objective). The other is over the type of expenditure and income (subjective)

Cost Centre and Description	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
ALBNM: Albion Mill	130		-80	120	-20	40		190
INDDV: Economic Development	171,990		420			13,220	6,670	192,300
TURSM: Tourism and Events	116,870		580			1,420		118,870
Grand Total	288,990		920	120	-20	14,680	6,670	311,360

b) Type of Expenditure/Income (Subjective)

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Premises Related Expenditure	34,680		690	-650	-20			34,700
Transport Related Expenditure	70		0					70
Supplies & Services	53,320		1,070					54,390
Support Services	242,600		0			14,680		257,280
Depreciation and Impairment	0		0				6,670	6,670
Total Expenditure	330,670	0	1,760	-650	-20	14,680	6,670	353,110
Customer & Client Receipts	-41,680		-840	770				-41,750
Total Income	-41,680	0	-840	770	0	0	0	-41,750
Net Expenditure	288,990	0	920	120	-20	14,680	6,670	311,360

7 KEY VARIATIONS

- 7.1 The net expenditure for this committee has increased by £22,370. The main reasons for this net increase are summarised in the table below.

Description	Variance Original Estimate 2019/20 to DRAFT Original Estimate 2020/21
INDDV - Economic Development Increase in support service costs mainly due to an increase in estimated time to be spent on economic development activities by officers of the Economic Development and Planning Services.	13,220
INDDV - Economic Development Depreciation charge on the planned expenditure for gateway signs at Whalley, Longridge and Clitheroe.	6,670

8 RISK ASSESSMENT

- 8.1 The approval of this report may have the following implications

- Resources: Approval of the original budget for 2020/21 would see an increase in net expenditure of £22,370 compared with the original budget for 2019/20.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

9 RECOMMENDED THAT COMMITTEE

- 9.1 Approve the revenue original estimate for 2020/21 and to submit this to the Special Policy and Finance Committee.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

ED3-20/HS/AC
9 January 2020

For further background information please ask for Helen Seedall
BACKGROUND PAPERS - None

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

Agenda Item No. 8

meeting date: 23 JANUARY 2020
title: BOUNDARY SIGNS
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE, HEAD OF LEISURE AND CULTURAL SERVICES

1 PURPOSE

- 1.1 This report outlines the proposals for installation of larger Boundary Signs.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – To sustain a strong and prosperous Ribble Valley
 - Corporate Priorities - To encourage economic development throughout the borough, with specific focus on tourism
 - Other Considerations – To develop, with relevant partners, measures to support the visitor economy

2 BACKGROUND

- 2.1 The issue of signs was originally raised at this Committee in relation to brown tourism signs, that led to a reports on Gateway signs and subsequently a capital budget bid was made and agreed for the installation of new boundary signs, based on the new Gateway signs which the Dept for Transport and the Dept for Culture, Media and Sport introduced.
- 2.2 The Borough Council currently has a number of boundary signs on a range of roads, from the A59 to B roads.
- 2.3 The current signs are all a similar format with the Coat of Arms and Welcome to the Borough in words.
- 2.4 If a sign is replacing an existing sign, DfT approval is not required, only LCC permission has to be sought.

3 ISSUES

- 3.1 The principal underlying the idea of Gateway Signs is that they are large, often 2m x 3m, with a picture of a prominent landmark. E.g. Smeaton's Tower on Plymouth Hoe. Because they are large they are not suitable for smaller roads with limited space on the verge. The verge is the only space where the signs can practically go, otherwise it would involve negotiations with private landowners and issues concerning access and ownership.
- 3.2 LCC, as the Highway Authority set the guidelines based on DfT rules for safety on the highway. For example, on a road with a 60mph limit the minimum distance from the carriageway is 0.45m, which becomes greater if there is a footpath alongside the road.

In some cases, the current Ribble Valley boundary signs cannot be placed any further away from the carriageway than they are currently sited, otherwise they would be located on private property. This therefore limits the size of sign which can be used and prevents us from changing all the signs for larger versions.

4 PROPOSAL

- 4.1 It is proposed that the two boundary signs on the A59 are replaced with larger welcome signs which replicate what is there now, but on a bigger scale, i.e. the Coat of Arms and Welcome to Ribble Valley.
- 4.2 We also need to replace an existing sign which is damaged at Sabden Road, Simonstone, with a standard size sign.
- 4.3 Committee should be aware that, as well as having to meet the DfT requirements for clearance dimensions when locating new signs. The Council is obliged to comply with the requirements of the highway authority regarding safety, signage and traffic management during installation.
- 4.4 If this proposal is approved, we aim to complete the work by the end of March 2020, subject to gaining the required permissions from LCC and supplier delivery timescales.

5 RISK ASSESSMENT

The approval of this report may have the following implications;

- Resources – A capital budget of £20k is available to carry out the work, quotations will need to be obtained for installation, including traffic management and sign design.
- Technical, Environmental and Legal – Permissions and approval have to be sought and agreed with LCC for any work alongside the carriageway, before work can commence.
- Reputation – none
- Equality and Diversity – None

6 RECOMMENDATION

- 6.1 Committee approve the installation of 2 welcome signs as outlined in the report and replacement of one damaged existing sign.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS None

For further information, please contact Mark Beveridge

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

Agenda Item No. 9

meeting date: THURSDAY, 23 JANUARY 2019
title: EMPLOYMENT LAND MONITOR
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: REBECCA TURNER

1 PURPOSE

1.1 To provide information regarding 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 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 Illustrated in Appendix A and B to this report is the existing portfolio in terms of the commercial stock available as of December 2019 and the approved applications for planning permissions within the Ribble Valley as a snapshot. This information will be developed to monitor the rate of conversion from permission to completion as well as the wider stock of premises going forward. The information demonstrates that there continues to be relatively high levels of activity across a number of sectors as new build units are being occupied (as illustrated by the planning consents) It also provides an indicator of the mix of employment uses coming forward and demonstrates growth in sectors that are not traditional manufacturing. This is reflected in the nature of occupancy for many new schemes that have come to market often on sites that have had a long-standing commitment.
- 2.5 As Appendix A illustrates there are a number of commercial properties within the Ribble Valley that are available to rent. There are a number of different properties that vary in rent price and size, therefore the current availability is mixed and makes the market open to a variety of potential occupants with different uses for the rental property. Also, as shown in Appendix B the commercial properties available in different Boroughs are shown to be relatively cheaper compared to the Ribble Valley. This perhaps reflects the land values within the borough, hope value for other forms of development and a challenging supply of larger more traditional employment premises.
- 2.6 Appendix C illustrates planning approvals in the Ribble Valley in terms of business land permissions and activity. The information in the table shows that there is a high amount of activity in terms of development and occupation of business space within the borough. The majority of the sites identified in Appendix B were permissions granted in 2019. Many have been completed or were under construction within the same year. This is a welcome change in take up trend but as these sites are built out and occupied there will be pressure to encourage other sites to come forward or the council will be once again in a situation where stock is not coming forward to address requirements. This will need to be carefully monitored in order to inform possible council led interventions or planning policy changes to ensure the lack of sites coming forward does not constrain the local economy.
- 2.7 A number of key developments have progressed within the borough that contribute to local employment and economic growth. It is important to monitor this information as it enables the council to track the economic activity in the area as well as informing the consideration of future land availability.
- 2.8 The following are flagged up as key schemes that illustrate the nature of economic activity across a number of sectors and in particular the broad level of take up being reflected.
- Samlesbury Enterprise Zone (EZ) & Bae Systems Site: As illustrated in Appendix C there a number of ongoing developments at Bae Samlesbury. The proposed Advanced Manufacturing Research Centre by the University of Sheffield, with the B1(b) use class for research and development, and more specifically for the purposes of advanced engineering and manufacturing will be an important addition to the EZ. This will aid the creation of jobs and training opportunities which will therefore significantly contribute to the goals of a sustainable economic approach for the site and for surrounding area. BAE Samlesbury have a number of new developments on site as the Enterprise Zone is beginning to establish. It is important that opportunities for the wider Ribble Valley economy to link into this site.

- Holmes Mill: Holmes Mill is a grade II listed building adjacent to Clitheroe Town centre. Holmes Mill was bought by James' Place group in 2015 and £10 million has been invested into its renovation. The complex includes the Bowland Brewery and Beer Hall, a food hall and boutique hotel, multi-use function rooms, Bistro and Boiler House Café. Office accommodation has also been developed and in late 2019, an Everyman 4 screen cinema complex was opened at the site.
- Time Technology Park: Time Technology Park is a secure site located two minutes from junction eight of the M65 with a range of units to let. The site was allocated within the Local Plan for employment uses. Work on the allocated site has almost been completed with a new business park development that comprises 17 high quality business/workshop units for B1 (offices & light industry) and B8 (storage & distribution). This represents take up of 1.4 ha of employment land against the allocated requirements in the local plan.
- Barrow Enterprise site: Barrow Brook Business Village is located just off the A59 on the outskirts of Clitheroe. As seen on Appendix C there are a number of applications regarding planning permissions for Barrow Enterprise site as the final phase of commercial units are built out and occupied. Other recent activity at the site as Phase 1 has completed included the commercial area including, nursery and offices, KFC, Starbucks, Subway, Greggs outlets, which complimented the earlier service area with the petrol station, food store and Macdonald's restaurant together with The Printworks Office unit. A new furniture store developed by Oswaldtwistle Mills has recently completed operating as a Love Furniture store. Discussions are ongoing with landowners and developers to bring forward the adjoining strategic employment land identified at Barrow Brook.
- Mitton Road Business Park (Genus): A new development of industrial and office units located on the edge of Whalley which have proved popular. The industrial units are constructed on a steel portal frame with blockwork and insulated profile steel cladding. They were available from September 2019 and are suitable for a number of different uses. The development is located off Mitton Road (B6246) approximately one mile north of Whalley. In total this represents take up of 1.7ha of land against local plan commitments.
- Former Golf Driving Range at Salthill, Clitheroe (James Alpe): This site comprises a variety of workshop and industrial/warehouse units. The site is partially completed with units occupied and represents a take up of 1.85 ha of land against local plan commitments.
- Land at Sykes Holt, Mellor Brook – Thwaites: This site has been completed and represents a take up of 1.7ha of land against the local plan allocation.

2.9 In regards to the key sites above they illustrate the general take-up of 6.65 hectares of employment land when monitored against the local plan. Of the residual 4ha allocated in the Housing and Economic Development Plan Document we can demonstrate take up of 2.5ha since 2017. The need to identify additional land therefore will be an important consideration in the update to the Local Plan.

2.10 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 current rates of take-up and growth continue and identified land does not translate into units. This will be closely

monitored to ensure the Council can address any emerging concerns and to help identify any relevant interventions.

REBECCA TURNER
PLANNING POLICY ASSISTANT

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT AND PLANNING

BACKGROUND PAPERS

Monitoring Files.

For further information please ask for Rebecca Turner, extension 4506.

Summary of Commercial properties within the Ribble Valley being marketed.

Property	Type	Location	Rent (pcm)	Size Sq.m
Time Technology Business Park	Industrial Park	Simonstone	£3,325pcm	332
Barrow Brook Trade Park	Light Industrial	Barrow	£5,833pcm	464
Barrow Brook Trade Park	Light Industrial	Barrow	Available on request.	348
Barrow Brook Trade Park	Light Industrial	Barrow	£2,083pcm	232-1,277
Link 59 Business Park	Warehouse	Clitheroe	£1,250pcm	389
Mitton Road Business	Light Industrial	Whalley	£1,250pcm	111-340
Unit 3, Blackburn Road	Light Industrial	Simonstone	£15,500 pa	1.5
Trishna Restaurant	Restaurant	Whalley	£3,083pcm	213
First and second Floor offices	Office	Whalley	£130pcm	1,095
Hawthorne Business Park	Office	Clitheroe	£792pcm	109
Unit 35, Blackburn Road	Light Industrial	Simonstone	£750pcm	33-100
Unit 3, Blackburn Road	Light Industrial	Simonstone	£1291pcm	144
Ground Floor Shop	Retail property	Clitheroe	£725pcm	37
Union Mill business centre	Serviced office	Sabden	£399pcm	21-30
Front Ground Floor Office	Office	Clitheroe	£325pcm	13
Berry Lane	Hairdresser	Longridge	£950pcm	55
Brockhall Village	Office	Old Langho	£712pcm	172
Stanley Street	Office	Longridge	£250pcm	149
Warwick Street	Shop	Longridge	£250pcm	Est 149
Nail room	Shop	Sawley	£500pcm	106
Above Green Solicitors	Shop	Whalley	£500pcm	43
The Stables	Office	Clitheroe	£600pcm	45
10-12 Castle gate	Shop	Clitheroe	£1775pcm	314
4 George Street	Shop	Whalley	£1333pcm	66
22 Lowergate	Shop	Clitheroe	Price: £125,000	60
Unit B, The Old Post House	Shop	Clitheroe	£1,600pcm	95

Property	Type	Location	Rent (pcm)	Size Sq.m
1 Castle Street	Shop	Clitheroe	£12,000 pa	40
Ethos House	Restaurant	Clitheroe	Price: £399,950 Rental: £37,500	359
First Floor, 8c George Street	Retail/office	Whalley	£416pcm	21
First Floor 7b George Street	Retail	Whalley	£833pcm	53
Holmes Mill	Self Contained offices	Clitheroe	£7,200 pa +VAT	27-136
6 Albion Court	Modern Industrial/trade counter/garage/retail.	Clitheroe	£23650 pa+VAT	305
Manor Court, Salisbury	Office Suite	Ribchester	£379pcm	31-121
Total				4,726

Date - All data is valid at 31/12/2019

Commercial properties that are not in the Ribble Valley Borough.

Blackburn Road	Light Industrial	Altham	£1,163pcm	144
Heys Lane	Retail property	Great Harwood	£1875pcm	92
129 Burnley Road	Office	Padiham	£429pcm	33
Back Queen Street	Workshop unit	Great Harwood	£450pcm	118
Towngate	Shop	Great Harwood	£425pcm	Est 100
Offices 4&10 The Chambers	Serviced office	Great Harwood	£542pcm	31-41
Shuttleworth Mead Business Park	Office	Padiham	£150pcm	1,542
Total				1,929

Date - All data is valid at 31/12/2019

Planning Permissions granted on sites for business use.

Application no.	Site	Location	Description	Site Area (HA)	Floor space (SQ M)	Under Construction
3/2016/1033	Barrow Brook Trade Park	Barrow	Construction of 9 light industrial units (use class B1) with associated parking and landscaping.	0.75	750	Completed
3/2018/0394	Barrow Brook Trade Park	Barrow	Change of use from B1 to B8. Screwfix.	0.04	40	Completed
3/2019/0027	Barrow Brook Trade Park	Barrow	Erection of two-storey retail unit for the sale of large furniture items, associated interior fixtures and fittings and ancillary tea room.	1.38	1380	Completed
3/2019/0675	Barrow Brook Trade Park	Barrow	Application applied for longer opening hours.	2.5-13.75	2,500-13,750	Completed
3/2019/0256	Barrow Brook Trade Park	Barrow	Change of use on Unit 5 (currently rated industrial/business unit) to a D2 Unit for use as a bespoke membership based gym.	0.23	23	Completed
3/2019/0304	Barrow Brook Trade Park	Barrow	Proposed new office development.	1.128	1128	Under Construction
3/2019/0807	Barrow Brook Trade Park	Barrow	Change of use from B1 (business) to A1 (retail) for the sale of animal feeds).	0.04	40	Completed
3/2019/0430	Salmesbury Aerodrome	Salmesbury	Consent is for a reserved matters proposal for a 2 storey manufacturing building sought to increase the height of 4 turbines which have consent for 125m to 138m and are located in various sites within the main windfarm.	3.65	365	Under Construction
3/2019/1007	Salmesbury Aerodrome	Salmesbury	Installation of utilities and appropriate ancillary structures.	4	4000	Completed
3/2019/0722	Salmesbury Aerodrome	Salmesbury	Open up a development plot at South East end of Enterprise Zone.	1.48	148	Under Construction
3/2019/0722	Salmesbury Aerodrome	Salmesbury	Creation of access road to open up development at South East of Enterprise Zone.	1.95	195	Under Construction
3/2019/0695	Salmesbury Aerodrome	Salmesbury	Expansion of existing manufacturing and engineering facility to include additional and office space with associated access, car parking, surface water attenuation works and ancillary reception building, creche and restaurant.	2.91	291	Under Construction
3/2019/0606	Salmesbury Aerodrome	Salmesbury	Planning permission for cycling facilities.	2.3	23	Under Construction
3/2019/0166	Salmesbury Aerodrome	Salmesbury	Warehouse building with office/admin area, car park with secure gates and fence etc.	2.9	29	Under Construction
3/2019/1061	Salmesbury Aerodrome	Salmesbury	Advanced manufacturing and research centre North West to be accessed via Preston New Road, Salmesbury.	1.512	15.12	Under Construction
3/2018/0637	Time Technology Park	Simonstone	Proposed new business unit.	1.5	1500	Under Construction

Application no.	Site	Location	Description	Site Area (HA)	Floor space (SQ M)	Under Construction
3/2019/0828	Time Technology Park	Simonstone	Request to enlarge car park.	1.14	1.4	Under Construction
3/2019/0821 3/2018/0818	Time Technology Park	Simonstone	Proposed Business Park comprising 18 industrial units for B8 (storage and distribution) and B1 (offices and light industry) uses.	0.58	58	Under Construction
3/2019/0147	8-10 The flat Whalley Road	Sabden	Change of use of first floor flat (C3) to provide additional space to support ground floor business space (A1).	0.05	50	Unknown
3/2019/0209	7A Market Place Clitheroe	Clitheroe	Change of use from residential flat to commercial office.	0.074	74	Completed
3/2019/0200	The workshop 27 Bawdlands	Clitheroe	To develop workshop (B1) into a studio (D2) for martial arts classes and other health and fitness related activities.	0.033	33	Completed
3/2019/0480	Unit 5 The Sidings	Whalley	Change of use of industrial unit to cooking school for children and adults.	0.12	120	Completed
3/2018/1040	Holmes Mill	Clitheroe	Changes to internal layout for the weaving shed to facilitate cinema use and office space.	0.61	0.61	Completed
3/2019/0943	Unit 11-12 Deanfield Drive	Clitheroe	One new industrial unit.	0.33	330	Completed
3/2019/0808	Myerscough Brook	Mellor Brook	Proposed plant and vehicle workshop, jet wash, yard and new vehicular access for a plant sales company.	0.002	0.02	Unknown
3/2019/0666	Lower Road Hothersall	Hothersall	Erection of business units (use class B1) comprising three new buildings with access for a plant sales company.	0.049	0.49	Under Construction

Date - All data as at 31/12/2019