

REPORT FROM: NEIGHBOURHOOD SERVICES MANAGER

TO: WEST CRAVEN COMMITTEE

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CAPITAL PROGRAMME 2017/18 AND 2018/19

PURPOSE OF REPORT

To advise members on the Committee's 2017/18 and 2018/19 capital budgets.

RECOMMENDATIONS

- (1) That members note that only the schemes listed in Appendices 1-3 have agreed funding.
- (2) That members note the table at Appendix 3 showing the money allocated to the Bracewell and Brogden Meeting in 2015/16. The balance remaining for 2017/18 is £2,620.
- (3) That members note the capital programme funding change detailed in paragraph 6.
- (4) That the bids in paragraphs 9–11 are considered.

REASONS FOR RECOMMENDATIONS

To enable the capital programme to be allocated efficiently and effectively.

ISSUE

Uncommitted Balance from 2016/17

1. This is £1,733.
 - Barnoldswick balance: £0.
 - Earby balance: £1,733.

Allocation for 2017/18

2. This is £19,800 capital plus £13,860 totalling £33,660.
 - Barnoldswick allocation: £22,440.
 - Earby allocation: £11,220.

Effective Total Allocation for 2017/18

3. This is £35,393.
 - Barnoldswick effective total allocation: £22,440.
 - Earby effective total allocation: £12,953.

Commitments for 2017/18

4. These total £33,423 (see Appendices 1 and 2 for a detailed breakdown).
 - Barnoldswick commitments: £22,440.
 - Earby commitments: £11,322.

Balance for 2017/18

5. This is £1,631.
 - Barnoldswick balance: £0.
 - Earby balance: £1,631.

New Allocation for 2018/19

6. As members may be aware, a significant difference this year is that the revenue contribution has been deleted, meaning that **all spending must now be of a capital nature only**. The loss of revenue funding has been offset by additional capital funding, so the new contribution remains the same at **£33,660**. However, some projects which were funded in previous years will no longer be eligible for support as capital resources cannot be used to fund revenue expenditure. Members are referred to the Financial Implications section on page 4 for guidance on what constitutes revenue or capital expenditure.

Additional Source of Capital Funding

7. Appendix 4 to this report is a list of current Section 106 (Planning) Agreements where finance has been received relating to the West Craven Committee area.

Financial Advice

8. Please refer to the financial implications section of this report. Bids for new funding should be submitted on the usual forms (Form A for internal bids and Form B for external bids) in order that members can evaluate them on a consistent basis.

New/Deferred Bids

9. **Salterforth Fun Day 2018** – Family fun event to be held on 10 June 2018 – bid submitted by Salterforth Fun Day Committee – £750 (see bid form at Appendix 5).

10. **Bracewell Village Hall Upgrade** – for improvements to the village hall – bid submitted by St Michaels Church, Bracewell – £3,000 (see bid form at Appendix 6).
11. **Inclusive Slide for Sough Park** – bid submitted by Earby Town Council – £2,000 (see bid form at Appendix 7).

Existing Allocations

Overspend – Additional Funding Required

12. None.

Underspend – De-allocate Funding

13. None.

Future Allocation from the 2018/19 Capital Programme

14. £4,500 to be allocated from the Barnoldswick 2018/19 Capital Programme for the sensory garden project at the Memorial Gardens (allocation approved on 6 March 2018).

IMPLICATIONS

Policy: The capital programme is required to be allocated and managed in accordance with the Council's Corporate Capital Strategy 2018/21.

Financial: Expenditure for capital purposes is primarily expenditure on the acquisition, reclamation or enhancement of assets (eg buildings, land, plant and machinery). "Enhancement" means substantially lengthening the useful life of the asset; substantially increasing its open market value or substantially increasing the use of the asset. Other expenditure for capital purposes can include computer costs (for use over a period exceeding one year) and incidental costs involved in a capital project (e.g. officers' salaries and professional fees). Anything not covered by "proper practices" must be treated as revenue expenditure.

In previous years, and in accordance with proper accounting practice, the revenue allocations could be used to fund capital expenditure but under no circumstances can the capital allocation be used to fund revenue expenditure.

A list of good practice in the allocation of funding has been proposed by the Council's Financial Manager in order to assist members when considering the allocation of the capital and revenue budgets. This list is as follows:

1. The funding shall assist a scheme which contributes to meeting the Council's corporate priorities.
2. Allocate reasonable amounts to projects early to allow for effective planning and implementation.
3. Look for opportunities to maximise the effectiveness of the allocation through match funding.
4. Consider allowing some contingency for projects that may be presented during the year.
5. Try to avoid allocation of funds at the end of the financial year.
6. Consider the revenue consequences of capital schemes in terms of ongoing cost.

Legal: There are legal implications for a number of the proposals listed above in terms of necessary permissions, agreements and possible long-term liabilities and responsibilities.

Risk Management: The capital programme is required to be allocated and managed in accordance with the Council's policies and procedures. The proper management of the programme is intended to minimise any exposure to unnecessary risk associated with the programme and the individual schemes within it.

Health and Safety: The implementation of the programme has associated risks in terms of health and safety. The Council is required to meet all relevant legal requirements for the effective management of health and safety risk and has policies and procedures in place to ensure health and safety standards are maintained.

Sustainability: Some of the schemes identified will encourage the reduction of carbon emissions such as traffic calming schemes and cycle facility provision.

Community Safety: A number of the schemes listed above have implications in terms of community safety. Wherever possible, the projects are managed in a way that enhances community safety.

Equality and Diversity: the capital programme is required to be allocated and managed in accordance with the Council's policies and procedures, including those relating to equality and diversity.

APPENDICES

Appendix 1: Capital Programme Commitments for Barnoldswick 2017/18.

Appendix 2: Capital Programme Commitments for Earby 2017/18.

Appendix 3: Commitments from the Grant to Bracewell and Brogden Meeting 2017/18.

Appendix 4: List of Section 106 Agreements for the West Craven Area.

Appendix 5: Salterforth Fun Day 2018 – Salterforth Fun Day Committee (Bid Form B).

Appendix 6: Bracewell Village Hall Upgrade – St Michael's Church, Bracewell (Bid Form B).

Appendix 7: Inclusive Slide for Sough Park (Bid Form B).

LIST OF BACKGROUND PAPERS

None.

West Craven Committee Commitments for Barnoldswick 2017/18

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2017/18	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	31/03/16 Litter and dog waste bins - Barnoldswick	C Taylor (ES)	£3,705	£0	£3,705	£940	£2,765	
2	05/07/16 & 09/05/17 Premises improvement grant scheme - Barnoldswick	P Collins (HHED)	£6,879	£3,000	£9,879	£750	£9,129	
3	07/06/11 Contribution to wheelchair route at Victory Park	S Whalley (NS)	£1,823	£0	£1,823	£501	£1,322	Ongoing
4	08/10/13 Improvements to lighting on Walmsgate Car Park	S Farnell (NS)	£1,194	- £1,194	£0	£0	£0	£1,194 deallocated 03/10/17
5	03/03/15 Pavement improvement scheme Long Ing/ Clayton Street	S Whalley (NS)	£2,000	£0	£2,000	£0	£2,000	
6	07/07/15 Barnoldswick Town Centre improvement scheme	Barnoldswick Town Council	£8,640	£0	£8,640	£0	£8,640	Money is from the former LRRAP. The sum of £6,640 was added to the Barnoldswick capital programme in 2015/16. An additional £2,000 was allocated for an improvement scheme for Barnoldswick Town Centre to match £2,000 from Barnoldswick Town Council. Total available = £10,640
7	10/07/16 Reintroduction of the M1 bus service	T Wilson (NS)	£1,283	-£855	£428	£428	£0	Completed
8	08/11/16 Maintenance and improvement work at Harper/ Parker Street Car Park	T Wilson (NS)	£1,870	£0	£1,870	£0	£1,870	See separate report

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2017/18	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
9	07/02/17 Realignment of the fencing around the dog enclosure at Letcliffe Park to exclude toilet block	K Roberts (NS)	£995	£0	£995	£0	£995	
10	07/03/17 Barnoldswick Town Football Club, upgrading kitchen facilities	Barnoldswick Town Football Club	£1,000	£0	£1,000	£1,000	£0	Completed
11	07/03/17 Valley Gardens Fair	Barnoldswick Town Council	£746	£0	£746	£746	£0	Completed
12	01/04/17 Sensory Garden at Memorial Gardens	J Laycock (NS)	£0	£10,000	£10,000	£0	£10,000	Barnoldswick Town Council contributed £6,000 making £16,000 in total available.
13	01/04/17 Drainage problems on Kelbrook Road	S Whalley (NS)	£0	£4,000	£4,000	£4,000	£0	£8,167 spent - £4,000 from WCAC Capital Programme & £4,167 from Barnoldswick TC
14	09/05/17 Gardening Workshops for schools	Garden Gates Association	£0	£300	£300	£300	£0	Completed
15	04/07/17 St Joseph's Centre – repairs to gutter and fascia boards	St Joseph's Centre	£0	£1,000	£1,000	£1,000	£0	Completed
16	08/08/17 Barnoldswick Fell Runners Training and First Aid	Barnoldswick Fell Runners	£0	£750	£750	£750	£0	Completed
17	08/08/17 Rainhall Centre – Day of Dance Contribution	Rainhall Centre	£0	£300	£300	£300	£0	Completed
18	05/09/17 New Projector for Rainhall Centre	Rainhall Centre	£0	£3,000	£3,000	£3,000	£0	Completed
19	09/01/18 Barnoldswick Town Green drainage	L Edwards (NS)	£0	£500	£500	£0	£500	
20	09/01/18 Repairs to Coats Bridge steps	T Wilson (NS)	£0	£1,300	£1,300	£0	£1,300	

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2017/18	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
21	06/02/18 Sensory Garden – Memorial Gardens	S Whalley (NS)	£0	£339	£339	£0	£339	
	Subtotal Barnoldswick		£30,135	£22,440	£52,575	£13,715	£38,860	
	Un-allocated Funds Barnoldswick		£0	£0	£0		£0	
	Total Funds Available 17/18 Barnoldswick		£30,135	£22,440	£52,575	£13,715	£38,860	

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2017/18	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	12/05/15 Litter and dog waste bins - Earby	C Taylor (ES)	£681	£0	£681	£0	£681	
2	12/05/15 Premises improvement grant scheme – Earby	P Collins (HHED)	£3,185	£0	£3,185	£1,500	£1,685	
3	10/05/16 Re-introduction of the M1 bus service	T Wilson (NS)	£642	-£428	£214	£214	£0	Completed
4	05/07/16 and 04/07/17 Paths and drain works at Cemetery Road Car Park	T Wilson (NS)	£1,000	£3,000	£4,000	£4,000	£0	Paths and drain improvement works were done at Cemetery Road car park to prevent future flooding. This was done alongside property resilience measures in the area - wall building and flood gates - item 5 below.
5	02/08/16 Property flood resilience measures	S Whalley (NS)	£4,994	£0	£4,994	£4,994	£0	Additional £10,000 was approved from Pendle Council's central funding making £14,994 available. This was used together with the money for path and drain works at Cemetery Road Car Park (item 4 above). Therefore, £18,994 was available in total and £19,246 spent. The overspend was covered by Liberata's 2016/17 Maintenance Programme. All the money allocated from WCAC capital programme has been spent and schemes completed.
6	07/02/17 New entrance gate and fencing at Anne's Wood	The Woodland Trust	£400	£0	£400	£0	£400	

Sch No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2017/18	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
7	07/03/17 Salterforth Festive Decorations	Salterforth Parish Council	£750	£0	£750	£750	£0	Completed
8	07/03/17 Kelbrook and Sough Festive Decorations	Kelbrook and Sough Parish Council	£1,000	£0	£1,000	£1,000	£0	Completed
9	01/04/17 Salterforth Fun Day	Salterforth Fun Day Committee	£0	£750	£750	£750	£0	Completed
10	04/07/17 Salterforth Toilet Group	Salterforth Toilet Group	£0	£500	£500	£500	£0	Completed
11	28/03/17 Earby Youth Hostel	Earby Youth Hostel	£0	£5,000	£5,000	£5,000	£0	Completed
12	04/07/17 Cemetery Road Car Park	S Whalley (NS)	£0	£0	£0	£0	£0	Allocated in error and subsequently removed
13	08/08/17 Earby Fieldfest	Earby Fieldfest Committee	£0	£500	£500	£500	£0	Completed
14	08/08/17 Victoria Road Pavement Improvement	S Whalley (NS)	£0	£2,000	£2,000	£2,000	£0	Completed - (£2,000 from Capital Programme, the rest from R&M)
	Subtotal Earby		£12,652	£11,322	£23,974	£21,208	£2,766	
	Un-allocated Funds Earby		£1,733	-£102	£1,631		£1,631	
	Total Funds Available 17/18 Earby		£14,385	£11,220	£25,605	£21,208	£4,397	

Bracewell and Brogden Meeting Commitments for 2017/18

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2017/18	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	28/03/17 Enhanced path maintenance		£0	£194	£194	£0	£194	
2	07/11/17 Church star in Bracewell		£0	£200	£200	£0	£200	
	Subtotal Bracewell and Brogden		£0	£394	£394	£0	£394	
	Un-allocated Funds Bracewell and Brogden		£3,014	-£394	£2,620	£0	£2,620	
	Total Funds Available 17/18 Bracewell and Brogden		£3,014	£0	£3,014	£0	£3,014	

Section 106 Agreements

Planning Ref	Legal Ref	Finance Ref	PP Granted	Started	Section 106 Completed	Location	Purpose of Agreement	Committee	Trigger for Payment	Amount	Amount in Accounts	Amount Committed	Utilised	Completion Date	Lead Officer	Progress
13/04/0555P	2345	IA033	8/10/2004	Yes	21/3/2005	Grove Street, Earby	Brownfield fund	West Craven	Prior to development	19,200.00	19,200.00			None	D Morris	Redevelopment of existing sites for industry. Money is for anywhere in the borough. Brierfield Mill?
13/09/0376P		IA056	9/11/2009	Yes	40,218.00	Ravenscroft Way, Barnoldswick	CCTV	West Craven	On the signing of the agreement	35,000.00	5,795.00			5 years from 9 February 2010	P Atkinson	Residual money for ongoing maintenance
		IA064	21/10/2013	Yes		Unit 8, West Craven Business Park	Cycle path connection to Bridleway 38	West Craven		24,637.50	24,637.50	24,637.50			P Atkinson	Need to spend by October 2018

(FORM B: EXTERNAL BIDS)

**BIDS FOR FUNDING FROM AREA COMMITTEES
CAPITAL (AND REVENUE) PRO FORMA**

Short Project Title: Salterforth Fun Day (10 June 2018)

Bid submitted by: Kevin Dowbiggin (Chair)

On behalf of (please include contact details): Salterforth Fun Day Committee

Brief Details of the Organisation's Constitution and Financial Standing:

We are a non-profit community organisation raising funds for local charities and good causes

Amount requested: £750 (hire of tea tent, tables, chairs, etc)

Brief details of Project: Annual village-based fun day with entertainment stalls, giant raffle, BBQ, road race and supported by village school, WI, Salterforth Community Action Group and many others

Main Outcomes to be Achieved: To raise funds for local good causes (list provided)

When will Project be implemented? Sunday, 10 June 2018

Who will undertake the Project works? Fun Day Committee

Is the bid for capital or revenue funding? Revenue

Is there match funding for the Project from elsewhere?

If so, please give details: Only from fun day account

Are there long-term revenue consequences and how will these be funded?

None

(FORM B: EXTERNAL BIDS)

**BIDS FOR FUNDING FROM AREA COMMITTEES
CAPITAL (AND REVENUE) PRO FORMA**

Short Project Title: Bracewell Village Hall Upgrade

Bid submitted by: Bracewell Village Hall Committee

On behalf of (please include contact details): St Michael's Church, Bracewell
Keith C Garrett, Priory Cottage, Bracewell – Tel: 01282 850624

Brief Details of the Organisation's Constitution and Financial Standing:

The Committee is tasked with looking after the Village Hall fabric, cleanliness and funding through a 100 Club with assistance from church funds for the benefit of the local population and Church Congregation

Amount requested: £3,000

Who should the cheque be made payable to? The Bracewell PCC

Brief details of Project: To address the problem of damp and re-plaster where necessary, re-paint and supply vertical blinds and carpeting

Main Outcomes to be Achieved: To bring the hall up to a standard required for use

1. Damp and plaster work £2,950
2. Carpet £500
3. Blinds £127

When will Project be implemented? Upon receipt of sufficient funds

Who will undertake the Project works? The selected contractor and villagers

Is the bid for capital or revenue funding? Capital

Is there match funding for the Project from elsewhere? Not at the moment

If so, please give details: In the past, funding was available from the PCC.
However, this avenue is drying up

Are there long-term revenue consequences and how will these be funded?

Funding is to be from 100 Club and other money raising projects

(FORM B: EXTERNAL BIDS)

**BIDS FOR FUNDING FROM AREA COMMITTEES
CAPITAL (AND REVENUE) PRO FORMA**

Short Project Title: Inclusive Slide for Sough Park

Bid submitted by: Town Councillor Ian Lyons

On behalf of (please include contact details): Earby Town Council

Brief Details of the Organisation's Constitution and Financial Standing:

Earby Town Council has limited resources and an increasing number of projects that require substantial funding (more details available on request). However, the Town Council's Playground Committee has provisionally agreed to £2,000 of match funding

Amount requested: £2,000

Who should the cheque be made payable to? Earby Town Council Community Account

Brief details of Project: The Town Council has identified that we need to provide a great deal more inclusive play equipment, and this is a high priority for us. At the moment, we have children in our area with disabilities that are unable to access suitable and safe facilities within our public parks. So, to begin with, we are aiming to provide a simple and fun new slide that can be safely enjoyed by children and parents of all abilities at the same time

Main Outcomes to be Achieved: We have chosen Sough Park for the installation and designed a double width stainless steel slide with a wave feature. The extra width will mean that parents can accompany children on the slide and enjoy it with them. (An illustration and diagram of the slide are attached.)

When will Project be implemented? We are aiming to complete the project in Q1 2018

Who will undertake the Project works? Jupiter Play and Leisure was selected by the Town Council's Playground Committee from a comprehensive tendering process

Is the bid for capital or revenue funding? Capital

Is there match funding for the Project from elsewhere? Yes

If so, please give details: So far, the following funding has been secured:

- £1,020 in public donations for a charity cycle by Cllr Lyons in 2017
- £2000 from Earby Town Council's Playground Committee (over two budget years)
- £750 from Pendle Borough Neighbourhood Services Budget

We have also applied for funding from Tesco Bags of Help, and the Robert Windle Trust.

Similarly, we intend to apply for funds from a wide variety of other sources including:

Playing Fields Legacy Trust, Kelbrook and Sough Parish Council, The County Councillors budget, LCC Parish Champions Fund, Lancashire Environmental Green Grant, People's Health Trust, Lottery Grant, Postcode Local Trust and the Peter Harrison Foundation.

We will also be writing to local businesses and organising further rounds of public fundraising as necessary.

Are there long-term revenue consequences and how will these be funded?

Confirmation was received from Pendle Borough Council that the equipment will be included in the maintenance schedule and insured alongside the existing arrangements for the park

