

**REPORT FROM: NEIGHBOURHOOD SERVICES MANAGER**

**TO: COLNE AND DISTRICT COMMITTEE**

**DATE: 7<sup>th</sup> JUNE 2018**

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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.

### **RECOMMENDATION**

- (1) That members note only the schemes listed in Appendices 1 and 2 have agreed funding.
- (2) That members consider de-allocating the underspend detailed in paragraph 13.

### **REASON FOR RECOMMENDATION**

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

### **ISSUE**

#### ***Uncommitted Balance from 2016/17***

1. This is £1,082.

#### ***Allocation for 2017/18***

2. This is £26,100 capital plus £18,260 revenue contribution to capital – totalling £44,360.

#### ***Effective Total Allocation for 2017/18***

3. This is £45,442.

#### ***Commitments for 2017/18***

4. These total **£32,265** (see Appendix 1 for a detailed breakdown).

### ***Balance for 2017/18***

5. This is £13,177.

### ***New Allocation for 2018/19***

6. This is £44,360 capital.

### ***Commitments for 2018/19***

7. These total £5,000 (see Appendix 2 for a detailed breakdown).

### ***Effective Balance for 2018/19***

8. This is **£52,537**.

### ***Additional Sources of Capital Funding***

9. Appendix 3 to this report is a list (for information) of current Section 106 (Planning) Agreements where finance has been received provided by Planning and Legal Services relating to the Colne and District Committee area.

### ***Financial Advice***

10. Please refer to the Financial Implications section of this report. Bids for new funding should be submitted in advance of the meeting on the revised 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***

*No late bids or funding allocations are to be made unless, with the consent of the Chairman, the bid is considered to be an urgent item. If a late/urgent bid is approved and is in the opinion of the Chief Finance Officer a revenue item then the decision will be reported to the Policy and Resources Committee for determination. No payment will be made in respect of the bid pending a resolution by the Policy and Resources Committee.*

11. There are no new or deferred bids.

### ***Existing Bids***

#### **Overspend – Additional Funding Required**

12. None.

#### **Underspend – De-allocate Funding**

13. **Replacement of Damaged Street Trees (Appendix 1, Scheme No 28).** The works have been completed at a cost of £369, resulting in an underspend of £19. The Committee is requested to de-allocate the outstanding balance and return the funds to the capital programme.

## Horticultural Projects/Events

14. The 2017/18 allocation for horticulture projects/events has been allocated per member as detailed below, to be used from January 2018.

Ward	Councillor	2016/17 Balance	2017/18 Allocation	Committed to Date	Balance
<b>Boulsworth</b>	Sarah Cockburn-Price	£1,000.00	£1,000.00	£2,000.00	£0.00
	Margaret Foxley	£1,000.00	£1,000.00	£2,000.00	£0.00
	Paul White	£1,000.00	£1,000.00	£2,000.00	£0.00
<b>Foulridge</b>	Graham Waugh	£0.00	£1,000.00	£1,000.00	£0.00
<b>Horsfield</b>	Neil Butterworth	£1,000.00	£1,000.00	£2,000.00	£0.00
	Jonathan Nixon	£250.00	£1,000.00	£1,250.00	£0.00
	Steve Petty	£1,000.00	£1,000.00	£2,000.00	£0.00
<b>Vivary Bridge</b>	David Clegg	£500.00	£1,000.00	£1,500.00	£0.00
	Joe Cooney	£0.00	£1,000.00	£1,000.00	£0.00
	Nathan McCollum	£0.00	£1,000.00	£500.00	£500.00
<b>Waterside</b>	Tony Greaves	£1,500.00	£1,000.00	£2,500.00	£0.00
	Dorothy Lord	£1,500.00	£1,000.00	£2,500.00	£0.00
	Graham Roach	£1,500.00	£1,000.00	£0.00	£2,500.00
<b>Total</b>		<b>£10,250.00</b>	<b>£13,000.00</b>	<b>£20,250.00</b>	<b>£3,000.00</b>

### April

15. **Trawden in Bloom:** £250 each from Cllrs Cockburn-Price, Foxley and White (with Cllr Cockburn-Price's allocation specifically to fund topsoil for the children's nursery beds).
16. **Laneshaw Bridge Primary School:** £125 each from Cllrs Foxley and White.
17. **Christ Church C of E Primary School:** £125 each from Cllrs Foxley and White.
18. **Trawden Forest Primary School:** £125 each from Cllrs Foxley and White.
19. **Christ Church, Colne:** £125 each from Cllrs Foxley and White.
20. **St Mary's Church, Trawden:** £125 each from Cllrs Foxley and White.
21. **Trawden Community Centre:** £125 each from Cllrs Foxley and White.
22. **Colne in Bloom:** £250 from Cllr Cockburn-Price.
23. **Friends of Alkincoats Park:** £500 from Cllr Clegg.
24. **Colne in Bloom:** £1,500 from Cllr Lord.

### June

25. **Colne in Bloom:** £1,500 from Cllr Greaves.

## August

26. **Foulridge Parish Council:** £1,000 from Cllr Waugh.

## March 2018

27. **Trawden Garden Festival:** £333 from Cllr Cockburn-Price.
28. **Colne in Bloom:** £5,000 in total, comprised of £500 each from Cllrs Clegg, Cockburn-Price, Cooney, Foxley, Nixon and White and £1,000 each from Cllrs Butterworth and Petty.
29. **Trawden in Bloom:** £333 from Cllr Cockburn-Price.
30. **Millennium Garden Notice Board in Trawden:** £150 from Cllr Cockburn-Price.
31. **Friends of Ball Grove:** £384 in total, comprised of £184 from Cllr Cockburn-Price and £100 each from Cllrs Foxley and White.
32. **Trawden Primary School:** £200 in total, comprised of £100 each from Cllrs Foxley and White.
33. **Laneshaw Bridge Primary School:** £200 in total, comprised of £100 each from Cllrs Foxley and White.
34. **Christ Church Primary School:** £200 in total, comprised of £100 each from Cllrs Foxley and White.
35. **Ground work at Trawden Community Centre:** £200 in total, comprised of £100 each from Cllrs Foxley and White.
36. **East Colne Way:** £2,500 in total, comprised of £1,000 each from Cllrs Butterworth and Petty and £500 from Cllr Nixon.
37. **Alkincoates Nature Reserve:** £750 in total, comprised of £500 from Cllr Cooney and £250 from Cllr Nixon.
38. **Friends of Alkincoates:** £500 from Cllr Clegg.
39. **Philip Wright Crown Green Bowling Academy:** £500 from Cllr McCollum.

## May 2018

40. **Colne in Bloom:** £1,000 each from Cllrs Greaves and Lord.

### ***Possible Future Schemes (no allocation made yet)***

41. None.

## **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 (eg officers' salaries and professional fees). Anything not covered by "proper practices" must be treated as revenue expenditure. 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 Chief Finance Officer in order to assist members when considering the allocation of the capital budget. The list is as follows:

1. The funding should 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 2017/18 for Colne and District Committee.

Appendix 2: Capital Programme Commitments for 2018/19 for Colne and District Committee.

Appendix 3: List of Section 106 Agreements for the Colne and District Committee Area.

## **LIST OF BACKGROUND PAPERS**

None.

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	<b>09/06/16</b> Litter and dog waste bins	C Taylor (ES)	£501	£0	£501	£213	£288	Quarterly spend is reported in the Environmental Crime Update reports. There was zero spend in 2016/17 but Environment Services requested that the funding be carried forward for spend in 2017/18. There was no spend in Q1 or Q2 of this year
2	<b>05/06/14</b> Town centre improvements	S Whalley (NS)	£5,000	(£5,000)	£0	£0	£0	The original allocation of £5,000 was de-allocated on 30/03/17
3	<b>15/06/17</b> Premise improvement grants	P Collins (HHED)	£10,434	£5,000	£15,434	£9,498	£5,936	£10,000 was de-allocated on 30/03/17 but a new allocation of £15,000 was awarded on 15/06/17. The time limit for using the Sainsbury's S106 funds has now expired
4	<b>01/03/12</b> Knotts Lane Allotments fencing, clearing and preparation	Colne Town Council	£9,767	(£9,767)	£0	£0	£0	The scheme was approved at the CDC meeting on 1/3/2012 and reconfirmed on 08/11/12. Executive resolved on 22/05/13 to acquire the land without the need for a Management Agreement with the Town Council. Legal Services has the potential acquisition in hand £9,767 de-allocated on 28/3/18
5	<b>14/06/12</b> A Safer Colne project	M Armfield (DLS)	£567	£0	£567	£182	£385	Ongoing. The remaining funds will be spent on purchasing cocaine wipes and further sniffer dog operations in licensed premises
6	<b>09/05/13</b> Fothergill/Cragg Street resident only parking signing and lining	S Farnell (NS)	£4,000	(£4,000)	£0	£0	£0	£4,000 allocated on 09/05/13. The permit scheme is now active but LCC has not invoiced for advertising of the TRO. Funding for scheme de-allocated on 08/02/18
7	<b>04/07/13</b> Provision of missing grate covers	S Whalley (NS)	£812	£0	£812	£0	£812	Ongoing

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
8	<b>05/12/13</b> Parkway TRO and lockable bollards	S Whalley (NS)	£1,750	£0	£1,750	£0	£1,750	£1,750 agreed by CDC on 05/12/13. LCC to advertise the TRO. Bollards to be ordered once TRO in place
9	<b>30/03/17</b> Boulsworth environmental improvement fund	M Hunting (NS)	£6,841	£4,000	£10,841	£4,608	£6,233	£1,596.61 uncommitted from 2016/17. £3,336 for Keighley Road bus shelter rescinded on 30/03/16 and a new allocation of £4,000. Starting balance is therefore £8,932.61: 2017/18 commitments: <ul style="list-style-type: none"> <li>• £150 for Peace Garden in Trawden (22/03/17)</li> <li>• £50 for hi-vis vests for Trawden in Bloom volunteers (22/03/17)</li> <li>• £1,000 for Trawden Garden Committee (30/3/17)</li> <li>• £1,500 towards renovation of Trawden Victorian Loos (12/9/2017)</li> <li>• £1,139.80 towards the East Colne Way footpath (8/2/2018)</li> </ul> <b>£5,092.81 uncommitted</b>
10	<b>30/03/17</b> Foulridge environmental improvement fund	M Hunting (NS)	£0	£1,333	£1,333	£1,333	£0	New funds transferred to Foulridge Parish Council
11	<b>30/03/17</b> Horsfield environmental improvement fund	M Hunting (NS)	£2,889	£4,000	£6,889	£0	£6,889	£2,888.92 uncommitted from 2016/17. New allocation of £4,000 on 30/03/17. <ul style="list-style-type: none"> <li>• £1,139.80 towards the East Colne Way footpath (8/2/2018)</li> </ul> <b>£5,749.12 uncommitted</b>

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
12	<b>30/03/17</b> Vivary Bridge environmental improvement fund	M Hunting (NS)	£6,435	£4,000	£10,435	£1,800	£8,635	£5,085 uncommitted from 2016/17. New allocation of £4,000 on 30/03/17. 2017/18 commitments: <ul style="list-style-type: none"> <li>• £500 for North Valley Youth Club (30/3/2017) (paid)</li> <li>• £200 for Colne Horticultural Society (30/3/2017) (paid)</li> <li>• £140 for reinstatement of public pay phone at Alkincoats Café (paid)</li> <li>• £960 for repairs to two sections of Cragg Street wall (paid)</li> </ul> <b>Uncommitted balance of £7,285</b>
13	<b>30/03/17</b> Waterside environmental improvement fund	M Hunting (NS)	£0	£4,000	£4,000	£4,000	£0	£4,000 allocated on 30/03/17. All funds transferred to Waterside NAG
14	<b>08/10/15</b> Grant to Colne In Bloom	L Cooper (NS)	£4,410	£3,250	£7,660	£7,660	£0	£4,410 carried forward from 2016/17. From the horticulture projects/events individual allocations, virements of £250 (Cllr Sarah Cockburn-Price), £1,500 (Cllr Lord) and £1,500 (Cllr Greaves) made
15	<b>01/04/15</b> Footpath improvements at Colne Water	T Partridge (NS)	£4,500	£0	£4,500	£0	£4,500	Planning and design work has been carried out but the project is currently on hold because LCC (which has agreed 75% funding) has said that there may be a problem with funding the project this year. As soon as this problem is resolved work on the project will continue
16	<b>30/03/17</b> Horticulture projects and events	M Hunting (NS)	£10,250	£9,750	£20,000	£3,750	£16,250	See main report for details
17	<b>03/12/15</b> New waste bin for Market Street	D Walker (ES)	£259	-£259	£0	£0	£0	Agreed at CDC meeting on 3/12/15, subject to a second waste bin being provided by Environmental Services. Funds de-allocated on 07/12/17



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
18	<b>09/02/17</b> Colne's coat of arms on Colne Library	R Chappell (Liberata)	£639	£0	£639	£639	£0	£639 allocated on 09/02/17 to prepare the surface for painting and restoration of the Coat of Arms at Colne Library to its original design. Works completed
19	<b>09/02/17</b> Replacement trees at Walton Street	T Wilson (NS)	£112	£0	£112	£112	£0	£112 allocated on 09/02/17. Completed
20	<b>01/04/17 and 28/03/18</b> Colne Gala	M Hunting (NS)	£0	£1,700	£1,700	£700	£1,000	£700 allocated on 30/03/17. Payment made. £1,000 allocated on 28/03/18
21	<b>01/04/17</b> Swimming Club level 2 teacher training	M Hunting (NS)	£0	£2,250	£2,250	£2,250	£0	£2,250 allocated on 30/03/17. Payment made
22	<b>01/04/17</b> Greenfield Road speed humps	S Whalley (NS)	£0	£1,425	£1,425	£1,425	£0	£1,425 allocated on 30/03/17 to match fund the contribution from the Executive on 16/03/07
23	<b>10/07/17</b> Blues Festival contribution	Colne Town Council	£0	£3,500	£3,500	£3,500	£0	Payment made
24	<b>05/10/17</b> Tree pit enhancement	S Whalley (NS)	£0	£2,000	£2,000	£0	£2,000	£2,000 agreed, subject to the colour of the materials being sent to members for agreement
26	<b>05/10/17</b> Greenfield Road gate	T Wilson (NS)	£0	£600	£600	£600	£0	Completed
27	<b>05/10/17</b> Alleygating maintenance (repairs and paintwork)	G Whitehead (NS)	£0	£2,095	£2,095	£2,095	£0	Completed
28	<b>07/12/17</b> Replacement of damaged street trees	S Whalley (NS)	£0	£388	£388	£369	£19	Completed. £19 underspend. Request made to de-allocate
29	<b>28/03/18</b> Haverholt Road resurfacing	S Whalley (NS)	£0	£2,000	£2,000	£0	£2,000	
	<b>Subtotal</b>		<b>£69,166</b>	<b>£32,265</b>	<b>£101,431</b>	<b>£44,734</b>	<b>£56,697</b>	
	<b>Unallocated Funds</b>		<b>£1,082</b>	<b>£12,095</b>	<b>£13,177</b>		<b>£13,177</b>	
	<b>Total Funds Available 17/18</b>		<b>£70,248</b>	<b>£44,360</b>	<b>£114,608</b>	<b>£44,734</b>	<b>£69,874</b>	

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2018/19	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	<b>09/06/16</b> Litter and dog waste bins	C Taylor (ES)	£288	£0	£288	£0	£288	Quarterly spend is reported in the Environmental Crime Update reports
3	<b>15/06/17</b> Premise improvement grants	M Williams (HHED)	£5,936	£5,000	£10,936	£0	£10,936	New allocation of £5,000 made on 10/05/18
5	<b>14/06/12</b> A Safer Colne project	M Armfield (DLS)	£385	£0	£385	£0	£385	Ongoing. The remaining funds will be spent on purchasing cocaine wipes and further sniffer dog operations in licensed premises
7	<b>04/07/13</b> Provision of missing grate covers	S Whalley (NS)	£812	£0	£812	£0	£812	Ongoing
8	<b>05/12/13</b> Parkway TRO and lockable bollards	S Whalley (NS)	£1,750	£0	£1,750	£0	£1,750	£1,750 agreed by CDC on 05/12/13. LCC to advertise the TRO. Bollards to be ordered once TRO in place
9	<b>30/03/17</b> Boulsworth environmental improvement fund	M Hunting (NS)	£6,233	£0	£6,233	£700	£5,533	£5,092.81 uncommitted from 2017/18. 2018/19 commitments: <ul style="list-style-type: none"> <li>£700 for Trawden Garden Festival (28/03/18) (paid)</li> </ul> <b>£4,392.81 uncommitted</b>
10	<b>30/03/17</b> Foulridge environmental improvement fund	M Hunting (NS)	£0	£0	£0	£0	£0	Last year's funds transferred to Foulridge Parish Council
11	<b>30/03/17</b> Horsfield environmental improvement fund	M Hunting (NS)	£6,889	£0	£6,889	£0	£6,889	£5,749.12 uncommitted from 2017/18
12	<b>30/03/17</b> Vivary Bridge environmental improvement fund	M Hunting (NS)	£8,635	£0	£8,635	£0	£8,635	£7,285 uncommitted from 2017/18

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2018/19	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
13	<b>30/03/17</b> Waterside environmental improvement fund	M Hunting (NS)	£0	£0	£0	£0	£0	£4,000 allocated on 30/03/17. All funds transferred to Waterside NAG
15	<b>01/04/15</b> Footpath improvements at Colne Water	T Partridge (NS)	£4,500	£0	£4,500	£0	£4,500	Planning and design work has been carried out but the project is currently on hold because LCC (which has agreed 75% funding) has said that there may be a problem with funding the project this year. As soon as this problem is resolved work on the project will continue
16	<b>30/03/17</b> Horticulture projects and events	M Hunting (NS)	£16,250	£0	£16,250	£9,850	£6,400	See main report for details
20	<b>28/03/18</b> Colne Gala	M Hunting (NS)	£1,000	£0	£1,000	£0	£1,000	£1,000 allocated on 28/03/18
24	<b>05/10/17</b> Tree pit enhancement	S Whalley (NS)	£2,000	£0	£2,000	£0	£2,000	£2,000 agreed, subject to the colour of the materials being sent to members for agreement
28	<b>07/12/17</b> Replacement of damaged street trees	S Whalley (NS)	£19	£0	£19	£0	£19	
29	<b>28/03/18</b> Haverholt Road resurfacing	S Whalley (NS)	£2,000	£0	£2,000	£0	£2,000	
	<b>Subtotal</b>		<b>£56,697</b>	<b>£5,000</b>	<b>£61,697</b>	<b>£10,550</b>	<b>£51,147</b>	
	<b>Unallocated Funds</b>		<b>£13,177</b>	<b>£39,360</b>	<b>£52,537</b>		<b>£52,537</b>	
	<b>Total Funds Available 18/19</b>		<b>£69,874</b>	<b>£44,360</b>	<b>£114,234</b>	<b>£10,550</b>	<b>£103,684</b>	

## Section 106 Agreements

Appendix 3

### Finance Received

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
13/99/0418P	LEG/8	IA007	7/10/1999	Yes	6/10/1999	Land at Corporation Street, Colne	Brownfield site development fund	Colne	Before land used as car park	34,735.00	34,735.00			None	D Morris	Money to be spent on employment land. Brierfield Mill?
13/05/0267P	2124	IA040	3/6/2005	Yes	26/9/2006	Land to rear of Barrowford Road, Colne	Play area in the proximity	Colne	Prior to the occupation of first dwelling	16,000.00	960.88			10 years from payment	K Roberts	Any remaining money to go towards maintenance?
13/09/0078P		74786.4	11/7/2008	No	No	Former Coach House Antiques, Windsor Street, Colne	Transport and public realm improvements. Improvement to bus service	Colne	Prior to store opening	390,500.00	38,795.81				P Atkinson	Update report required by ESP. Sainsbury's
13/04/0979P	2045	IA032	27/6/2005	Yes	21/3/2005	Simpson's Garage, Knotts Lane	Provision of and improvements to public open space in locality	Colne	Prior to the occupation of first dwelling	35,000.00	5,468.95	5,468.95		10 years from payment	K Roberts	Knotts Drive gateway scheme. Completed. Residual money of £5,468.95 to be used by Parks for maintaining the site
13/98/0224P	LEG/8	IA002	30/11/1998	Yes	30/11/1998	Land off Knotts Lane, Colne	Nothing specified in deed? Provision of play area, Knotts Lane	Colne	Prior to occupation	10,420.00	20.00			9/2/2008	K Roberts	£20 residual
13/99/0557P	LEG/8	IA013	31/3/2000	Yes	31/03/2000	North Valley Retail Park	Lighted footpaths 10-year maintenance work North Valley	Colne	Prior to occupation	60,000.00	133.96			18 months of payment - construction of footpaths - maintenance/landscaping - None	P Atkinson	EAG to maintain the footpath until the money is used and then can be removed from list