

**REPORT FROM: NEIGHBOURHOOD SERVICES MANAGER**

**TO: BARROWFORD AND WESTERN PARISHES COMMITTEE**

**DATE: 4 APRIL 2019**

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## **CAPITAL PROGRAMME 2018/19 & 2019/20**

### **PURPOSE OF REPORT**

To advise members on the Committee's capital budget.

### **RECOMMENDATIONS**

- (1) That members note £1,462 is uncommitted.
- (2) That members note only schemes listed in Appendix 1 have agreed funding.
- (3) That members deallocate funding as detailed in paragraph 11.
- (4) That members consider the new bid detailed in paragraph 8.

### **REASON FOR RECOMMENDATIONS**

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

### **ISSUE**

#### ***Uncommitted balance carried forward from 2017/18***

1. £142.

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

2. £20,520.

#### ***Effective Total Allocation for 2018/19***

3. £20,662 (i.e. £142 + £20,520).

## ***New Allocation for 2019/20***

4. £20,520. The amount is identical to last year and all spending must be of a capital nature. Please note that this is not yet shown in the table in appendix 1.

## ***Commitments***

5. £17,497

## ***Uncommitted balance***

6. £1,462.

## ***Financial Advice (as reported to all area committees in May 2018)***

7. Please refer to the Financial Implications section of this report. Bids for funding should be submitted on the May 2018 revised forms (Form A for internal bids and Form B for external bids) in order that the Chief Financial Officer can confirm that they qualify as capital spending and that members can evaluate them on a consistent basis.

## ***New/Deferred Bids***

8. **Barrowford Town Centre Premises Improvement Grants** – To provide grants to retail premises within the town centre boundary to improve their appearance and encourage the use of vacant properties – submitted by Planning, Economic Development and Regulatory Services – £4,500 (see bid form at Appendix 2).
9. No late bids or funding allocations can 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 can be made in respect of the bid pending a resolution by the Policy and Resources Committee.

## ***Existing Bids***

### **Overspend – Additional Funding Requested**

10. None.

### **Underspend – Deallocate Funding**

11. Blacko Recreation Ground Playing Field surface improvements (appendix 1, scheme 26) Scheme completed. Request £544 underspend be deallocated.

## **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 (e.g. 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” (Section 21(2) of the Local Government Act 2003) 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 Financial Manager to assist members when considering the allocation of capital budgets. 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.

**Climate Change:** 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

Appendix 2: Barrowford Town Centre Premises Improvement Grants Bid

## **LIST OF BACKGROUND PAPERS**

None.

**Barrowford and Western Parishes Committee Commitments for 2018/19**

Appendix 1

(Shaded schemes are completed)

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2018/19	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	06/07/17 - £506 <b>Litter and dog waste bins</b>	C Taylor (ES)	£157	£0	£157	£0	£157	<b>No further funding can be allocated for this.</b>
2	05/07/18 - £3,500 <b>Town centre premises improvement grants</b>	M Williams (HHED)	£0	£0	£0	£0	£0	No bids received for this. £3,500 deallocated 06/12/18.
3	08/05/08 – £2,500 05/07/12 - £2,500 <b>Flood Prevention in the area of Barrowford and Western Parishes</b>	S Whalley (NS)	£3,000	£0	£3,000	£0	£3,000	Allocated to help deal with emergency flooding situations.
4	03/07/14 - £6,000 <b>Holmefield House car park refurbishment</b>	I Lord (Barrowford PC)	£3,550	£0	£3,550	£3,550	£0	Completed September 2018.
10	07/07/16 - £2,000 <b>Steven Burke Sports Hub – Phase 2</b>	K Roberts (NS)	£2,000	£0	£2,000	£2,000	£0	Completed April 2018.
14	06/07/17 - £490 <b>Litter Signs</b>	M Wood (Blacko PC)	£490	£0	£490	£0	£490	The Parish Council have successfully trialled some signs but approval is required from LCC regarding the permanent signs. Expected Completion Date: Not known.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2018/19	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
15	06/07/17 - £2,000 05/07/18 - £2,500 <b>Car Park Extension</b>	R Hey (Old Laund Booth PC)	£2,000	£2,500	£4,500	£0	£4,500	This is part of a £10,000 scheme. Planning permission applied for. Expected Completion Date: Not Known.
17	06/07/17 - £500 <b>Screening for Wildlife Pond</b>	J Sutcliffe (Goldshaw Booth PC)	£500	£0	£500	£0	£500	Ongoing. Expected Completion Date: Not known.
21	06/07/17 - £2,000 <b>Barley Village Green and Car Park improvements</b>	D Heap (Barley with Wheatley Booth PC)	£2,000	£0	£2,000	£2,000	£0	Completed June 2018.
23	05/10/17 - £600 <b>Riverside Improvements - planting and walling scheme</b>	M Reed (Roughlee PC)	£600	£0	£600	£170	£430	Environmental Permit obtained. Pendle's Environmental Action Group to work on the planting scheme. Expected Completion Date: Not known.
24	05/07/18 - £2,500 <b>Footpath Repairs Project</b>	D Heap (Barley with Wheatley Booth PC)		£2,500	£2,500	£0	£2,500	Roughlee PC has also been allocated £2,500 towards this project by BWPC. Application for further funding submitted to LEF. Expected Completion Date: Not Known
25	05/07/18 - £4,000 <b>Loop and Sound Systems and Overhead Projector</b>	I Lord (Barrowford PC)		£4,000	£4,000	£4,000	£0	Completed February 2019.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2018/19	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
26	05/07/18 - £1,000 <b>Recreation Ground Playing Surface Improvements</b>	M Wood (Blacko PC)		£1,000	£1,000	£456	£544	Completed February 2019. Request £544 underspend be deallocated.
27	05/07/18 - £1,000 <b>Rectify/control water at playing field</b>	J Sutcliffe (Goldshaw Booth PC)		£1,000	£1,000	£324	£676	Ongoing. Expected Completion Date: Not known
28	05/07/18 - £1,500 06/11/18 - £2,000 <b>Playing Field Drainage Works</b>	P Rosthorn (Higham with West Close Booth PC)		£3,500	£3,500	£3,500	£0	Completed November 2018.
29	05/07/18 - £2,500 <b>Footpath Repair Project</b>	M Reed (Roughlee PC)		£2,500	£2,500	£0	£2,500	Barley with Wheatley Booth PC has also been allocated £2,500 towards this project by BWPC. Application for further funding submitted to LEF. Expected Completion Date: Not known
30	10/01/19 - £200 <b>Roughlee Habitat Project</b>	A Walker (Roughlee PC)		£200	£200	£0	£200	Expected Completion Date: Not known
31	07/02/19 - £2,000 <b>Installation of a CCTV system</b>	J Sutcliffe (Goldshaw Booth PC)		£2,000	£2,000	£0	£2,000	Expected Completion Date: Not known

	<b>Subtotals</b>		<b>£14,297</b>	<b>£19,200</b>	<b>£33,497</b>	<b>£16,000</b>	<b>£17,497</b>	
	<b>Uncommitted Funds</b>		<b>£142</b>	<b>£1,320</b>	<b>£1,462</b>	<b>-</b>	<b>£1,462</b>	
	<b>TOTAL FUNDS AVAILABLE 2018/19</b>		<b>£14,439</b>	<b>£20,520</b>	<b>£34,959</b>	<b>£16,000</b>	<b>£18,959</b>	

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

**Short Project Title:** Barrowford Town Centre Premises Improvement Grants .....

**Bid submitted by:** Planning, Economic Development and Regulatory Services

**On behalf of (please include contact details):** Planning, Economic Development and Regulatory Services

**Amount requested:** £4,500 .....

**Brief details of Project:** Premises improvement grants will be promoted, targeted and administered by Housing Health and Economic Development staff, who will support the applicant throughout the process. All retail premises within the defined town centre boundary would be eligible for a 50% grant at a maximum of £1500. The main aim of the premises improvement grants scheme is to improve the overall look of the town.

**Main Outcomes to be Achieved:** To improve the appearance of the town centre by assisting commercial organisations to improve premises and encourage the use of vacant properties. The grants scheme is a tool used to encourage private investment in town centre buildings; the outcome of this investment is an aesthetic improvement to the town centre which in turn increases retail and public confidence in the area. The grants can encourage the use of vacant buildings as they can reduce the overall cost of changing the exterior and interior of the building to suit the needs of the incoming business .....

**When will Project be implemented?** From budget approval to 31 March 2019 .....

**Who will undertake the Project works?** Private contractors appointed by individual applicant, which can be either the owner or tenant of the premises. Applicants must provide 3 quotes to demonstrate value for money before the grant is approved. ....

**Is the bid for capital or revenue funding?** Capital .....

**Is there match funding for the Project from elsewhere?** Yes.....

**If so, please give details:** The grants scheme are based on 50% (max £1500) funding from PBC and 50% from the private sector (Grant applicant) .....

**Are there long-term revenue consequences and how will these be funded?**  
None.