

REPORT FROM: HOUSING, HEALTH AND ENGINEERING MANAGER

TO: COLNE AND DISTRICT COMMITTEE

DATE: 4 APRIL 2019

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CAPITAL PROGRAMME 2018/19 AND 2019/20

PURPOSE OF REPORT

To advise members on the Committee's 2018/19 and 2019/20 capital budgets.

RECOMMENDATION

- (1) That members note only the schemes listed in Appendix 1 have agreed funding.
- (2) That members consider the new bid detailed in paragraph 7.

REASON FOR RECOMMENDATION

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

ISSUE

Uncommitted Balance from 2017/18

1. This is £13,177.

New Allocation for 2018/19

2. This is £44,360 capital.

Commitments for 2018/19

3. These total £47,926 (see Appendix 1 for a detailed breakdown).

Balance for 2018/19

4. This is **£9,611**.

New Allocation for 2019/20

5. This is £44,360 capital.

Financial Advice (as reported to all Area Committees in May 2018)

6. Please refer to the financial implications section of this report. Bids for new 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 Finance Officer can confirm that they qualify as capital spending and 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.

7. **Premises Improvement Grants** – submitted by Mike Williams – £12,000 (see Appendix 2).

Existing Bids

Overspend – Additional Funding Required

8. None.

Underspend – De-allocate Funding

9. None.

Horticultural Projects

10. The 2018/19 allocation for horticulture projects has been allocated per member as detailed below (£13,000 carried forward from 2017/18 year and £13,000 from 2018/19). Prior to any spend, a capital programme bid form must be submitted for approval.

| Ward | Councillor | c/f from Previous Years | 2018/19 Allocation | Committed (Revenue) | Committed (Capital) | Balance (Revenue) | Balance (Capital) |
|---------------|---------------|-------------------------|--------------------|---------------------|---------------------|-------------------|-------------------|
| Boulsworth | M Foxley | £0.00 | £2,000.00 | £0.00 | £1,000.00 | £880.15 | £0.00 |
| | P Foxley | £0.00 | £2,000.00 | £0.00 | £619.85 | £1,000.00 | £380.15 |
| | P White | £0.00 | £2,000.00 | £0.00 | £119.85 | £1,000.00 | £880.15 |
| Foulridge | G Waugh | £0.00 | £2,000.00 | £1,000.00 | £1,000.00 | £0.00 | £0.00 |
| Horsfield | N Butterworth | £0.00 | £2,000.00 | £400.00 | £119.85 | £600.00 | £880.15 |
| | J Nixon | £0.00 | £2,000.00 | £500.00 | £0.00 | £500.00 | £1,000.00 |
| | S Petty | £0.00 | £2,000.00 | £0.00 | £119.85 | £1,000.00 | £880.15 |
| Vivary Bridge | J Cooney | £0.00 | £2,000.00 | £500.00 | £119.85 | £500.00 | £880.15 |
| | V Fletcher | £0.00 | £2,000.00 | £0.00 | £119.85 | £1,000.00 | £880.15 |
| | N McCollum | £500.00 | £2,000.00 | £500.00 | £0.00 | £1,000.00 | £1,000.00 |

| | | | | | | | |
|------------------|-----------|------------------|-------------------|------------------|------------------|-------------------|------------------|
| Waterside | T Greaves | £0.00 | £2,000.00 | £333.33 | £119.85 | £666.67 | £880.15 |
| | D Lord | £0.00 | £2,000.00 | £1,000.00 | £1,000.00 | £0.00 | £0.00 |
| | G Roach | £2,500.00 | £2,000.00 | £333.34 | £0.00 | £3,166.66 | £1,000.00 |
| Total | | £3,000.00 | £26,000.00 | £4,686.52 | £4,338.95 | £11,313.48 | £8,661.05 |

(Councillors may combine the revenue and capital funds for capital projects but the capital funding cannot be used for revenue projects.)

August

11. **Nicholas Street Tidy-Up:** £1,000 total (revenue) from Cllrs Greaves, Lord and Roach.

November

12. **Replacement Noticeboard for Colne Parish Church:** £119.85 each (capital) from Cllrs Butterworth, Cooney, Fletcher, M Foxley, P Foxley, Greaves, Petty and White. (Originally £100 each but increased to £119.85 in February.)
13. **Never Mind: Grief and Anxiety Event:** £400 (revenue) from Cllr Butterworth (with chairman's approval). Event now to be held early in 2019 (approved in principle, subject to the receipt of a bid form).

January

14. **Foulridge Parish Council:** £1,000 (capital) from Cllr Waugh for the creation of an access road to allotments.

February

15. **Foulridge Parish Council:** £1,000 (revenue) from Cllr Waugh for horticulture improvements in the village.
16. **Raised Community Flower Bed (Trawden in Bloom):** £1,000 (capital) from Cllr M Foxley.
17. **Willow Weaving (Trawden in Bloom):** £500 (capital) from Cllr P Foxley.
18. **Colne in Bloom:** £1,666.67 (£667.67 revenue and £1,000 capital) from Cllr Lord and £500 (revenue) from Cllr Nixon (pending, subject to the receipt of a bid form).

March

19. **Colne Horticultural Society:** £500 each (revenue) from Cllrs Cooney and McCollum.

Possible Future Schemes (no allocation made yet)

20. **Greenfield Local Nature Reserve (6/9/2018).** Lee Johnson was looking into the cost of providing a secure container following a break-in of a shed which resulted in tools being stolen. The total cost was £2,000 including delivery. The Greenfield LNR is currently happy with the replacement lock and no further break-ins have been attempted and therefore the plans for a container have been placed on hold.

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” (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 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 2018/19 for Colne and District Committee.
Appendix 2: Colne Premises Improvements Grants (Form A).

LIST OF BACKGROUND PAPERS

None.

Colne and District Committee Commitments for 2018/19
Appendix 1

| 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 | 09/06/16 Litter and dog waste bins | C Taylor (ES) | £288 | £0 | £288 | £0 | £288 | Quarterly spend is reported in the Environmental Crime Update reports. No capital spend reported up to February 2019 |
| 3 | 15/06/17 Premises improvement grants | M Williams (HHED) | £5,936 | £5,000 | £10,936 | £5,124 | £5,812 | New allocation of £5,000 agreed on 10/05/18 |
| 5 | 14/06/12 A Safer Colne project | M Armfield (PBCL) | £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 | 04/07/13 Provision of missing grate covers | S Whalley (NS) | £812 | £0 | £812 | £0 | £812 | Ongoing |
| 8 | 05/12/13 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. Currently consulting with residents |
| 9 | 30/03/17 Boulsworth environmental improvement fund | M Hunting (NS) | £6,233 | £0 | £6,233 | £2,450 | £3,783 | £5,092.81 uncommitted from 2017/18. 2018/19 commitments: <ul style="list-style-type: none"> • £700 for Trawden Garden Festival (28/03/18) (paid) • £1,750 for replacement play equipment at Ball Grove (08/11/18) £2,642.81 uncommitted |
| 10 | 30/03/17 Foulridge environmental improvement fund | M Hunting (NS) | £0 | £0 | £0 | £0 | £0 | Last year's funds transferred to Foulridge Parish Council |

| 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 |
|----------|---|----------------------------|-------------------------|-------------------|------------------|---------------|--------------------------------|---|
| 11 | 30/03/17 Horsfield environmental improvement fund | M Hunting (NS) | £6,889 | £0 | £6,889 | £0 | £6,889 | £5,749.12 uncommitted from 2017/18 |
| 12 | 30/03/17 Vivary Bridge environmental improvement fund | M Hunting (NS) | £8,635 | £0 | £8,635 | £0 | £8,635 | £7,285 uncommitted from 2017/18 |
| 13 | 30/03/17 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 | 01/04/15 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 LCC's funding is no longer available. However, S106 money in relation to the development at Carry Lane has been requested |
| 16 | 30/03/17 and 05/07/18 Horticulture projects | M Hunting (NS) | £16,250 | £26,000 | £42,250 | £15,366 | £26,884 | £2,000 allocated on 05/07/18 to each councillor. See main report for details |
| 20 | 28/03/18 Colne Gala | M Hunting (NS) | £1,000 | £0 | £1,000 | £1,000 | £0 | £1,000 allocated on 28/03/18 |
| 24 | 05/10/17 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 |
| 27 | 07/12/17 Replacement of damaged street trees | S Whalley (NS) | £19 | -£19 | £0 | £0 | £0 | Completed. £19 de-allocated on 07/06/18 |
| 28 | 28/03/18 Haverholt Road resurfacing | S Whalley (NS) | £2,000 | £0 | £2,000 | £0 | £2,000 | |
| 29 | 05/07/18 Multi-Use Games Area, Foulridge | Foulridge Parish Council | £0 | £5,000 | £5,000 | £0 | £5,000 | Funds awaiting transfer |

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|----------|---|---|-------------------------|-------------------|------------------|----------------|--------------------------------|---|
| 30 | 06/09/18 Laneshaw Bridge to Wycoller footpath improvements | T Partridge (NS) | £0 | £2,500 | £2,500 | £0 | £2,500 | |
| 31 | 08/11/18 Carriers Row drainage improvement works | S Whalley (NS) | £0 | £3,000 | £3,000 | £0 | £3,000 | £3,000 approved subject to consultation with ward councillors regarding the suitability of the scheme |
| 32 | 08/11/18 Sutherland Street water overflow works | S Whalley (NS) | £0 | £778 | £778 | £0 | £778 | Total cost of the works is expected to be £2,334, with £778 being sought from the Central Reclamation Budget 2018/19 and £778 from Colne Town Council |
| 33 | 06/12/18 Provision of future-proof fibre optic cable, Foulridge | S Schofield, Community Fibre Partnership, Foulridge | £0 | £5,667 | £5,667 | £5,667 | £0 | Agreed on 06/12/18 to allocate up to £5,667 as a one-off payment, as a trial without prejudice to any future submissions of a similar nature, to support the delivery of future-proof fibre optic cable to a number of business and residential properties in the rural community above Foulridge, subject to the necessary legal obligations being in place. Completed |
| | Subtotal | | £56,697 | £47,926 | £104,623 | £29,607 | £75,016 | |
| | Unallocated Funds | | £13,177 | -£3,566 | £9,611 | | £9,611 | |
| | Total Funds Available 18/19 | | £69,874 | £44,360 | £114,234 | £29,607 | £84,627 | |

(FORM A: INTERNAL BID)**BID FOR CAPITAL FUNDING FROM AREA COMMITTEES
PRO FORMA**

A. Short project title: Colne Town Centre Premises Improvement Grants

B. Bid submitted by: Mike Williams, Tourism and Events Officer

C. On behalf of (please include contact details): Planning, Economic Development and Regulatory Services, Email: michael.williams@pendle.gov.uk; Tel No 661963

D. Amount requested: £12,000

E. Brief details of project: Premises improvement grants are promoted, targeted and administered by Economic Development staff, who support the applicant throughout the process. All retail premises within the defined town centre boundary are eligible for a 50 per cent grant (at a maximum of £3,000) for improvements to their premises. The main aim of the premises improvement grants scheme is to improve the overall look of the town

In the budget year 2018/19, Colne and District Committee allocated £10,936 for Premises Improvement Grants. Four businesses were approved for grants and these businesses safeguarded seven jobs and generated two and a half new jobs, with potential for another jobs seven and a half jobs within three years

Currently there is £3,167 left in the budget and it is recommended that £3,000 of this is carried over to the new financial year, as there will be an application coming in shortly from Kip McGrath and there has been a strong enquiry coming in from the new owner of the former Kippax factory. This carry over would be in addition to the £12,000 requested

F. 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

G. When will project be implemented? From budget approval to 31 March 2020

H. Who will undertake the project works? Private contractors appointed by the individual applicant, who can be either the owner or tenant of the premises. Applicants must provide three quotations to demonstrate value for money before the grant is approved

I. Is there match funding for the project from elsewhere? Yes

If so, please give details: The grants scheme is based on 50 per cent (maximum of £3,000) funding from PBC and 50 per cent from the private sector (the grant applicant)

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

No