

**REPORT FROM: HOUSING, HEALTH AND ENGINEERING SERVICES
MANAGER**

TO: COLNE AND DISTRICT COMMITTEE

DATE: 6 JUNE 2019

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CAPITAL PROGRAMME 2019/20

PURPOSE OF REPORT

To advise members on the Committee's 2019/20 capital budget.

RECOMMENDATION

- (1) That members note only the schemes listed in Appendices 1 and 2 have agreed funding.
- (2) That members note that the horticulture projects/events allocation detailed in paragraph 9 contains uncommitted capital funds totalling £2,760.30 for three ex-councillors. It is recommended that the new councillors be allocated the balance for the councillors they have replaced.

REASON FOR RECOMMENDATION

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

ISSUE

Uncommitted Balance from 2018/19

1. This is £9,611.

New Allocation for 2019/20

2. This is £44,360 capital.

Commitments for 2019/20

3. These total £44,500 (see Appendix 2 for a detailed breakdown).

Balance for 2019/20

4. This is **£9,471**.

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

5. 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.

6. None at the time of writing the report.

Existing Bids

Overspend – Additional Funding Required

7. None.

Underspend – De-allocate Funding

8. None.

Horticultural Projects

9. 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	£219.85	£1,000.00	£780.15	£0.00
	P Foxley	£0.00	£2,000.00	£100.00	£619.85	£900.00	£380.15
	P White	£0.00	£2,000.00	£1,000.00	£119.85	£0.00	£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	£500.00	£119.85	£500.00	£880.15
	J Nixon	£0.00	£2,000.00	£600.00	£0.00	£400.00	£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	£1,000.00	£119.85	£0.00	£880.15
	V Fletcher	£0.00	£2,000.00	£100.00	£119.85	£900.00	£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	£1,000.00	£119.85	£0.00	£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	£3,500.00	£0.00	£0.00	£1,000.00
Total		£3,000.00	£26,000.00	£10,519.85	£4,338.95	£5,480.15	£8,661.05

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

Funding of £2,760.30 has been allocated to three councillors who are no longer borough councillors. That funding cannot be spent by non-councillors and either has to be de-allocated and remitted back to available funding or allocated to the new ward councillors. In order to be equitable, it would be prudent for that funding to be allocated to the new ward councillors based on the balances left for the councillors they have replaced.

August

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

November

11. **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.)
12. **Never Mind: Grief and Anxiety Event:** £400 (revenue) from Cllr Butterworth (with chairman's approval). Event now to be held early in 2019 (payment pending, subject to the receipt of a bid form).

January

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

February

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

March

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

May

19. **Waterside Neighbourhood Action Group – Daisy Chain Fund:** £500 (revenue) from Cllr Roach.

20. **Colne in Bloom:** £1,666.66 (revenue) from Cllr Roach, £500 (revenue) from Cllr Cooney and £666.67 (revenue) from Cllr Greaves (payment pending, subject to the receipt of a bid form).
21. **Primet Community Centre (Work and Equipment Regarding Pendle View Garden and Flower Beds):** £1,000 (revenue) from Cllr Roach.
22. **Trawden Garden and Scarecrow Festival:** £1,000 (revenue) from Cllr Paul White.
23. **Activity Weekend at the Whitehough Outdoor Education Centre in Barley:** £100 each (revenue) from Cllrs Butterworth, Fletcher, M Foxley, P Foxley and Nixon.

Councillors' Capital Projects

- 24 At the 9 May 2019 meeting, councillors were allocated £2,500 each to spend on appropriate capital projects, subject to receipt of a completed capital programme bid form.

Ward	Councillor	2019/20 Allocation	Committed	Balance
Boulsworth	S Cockburn-Price	£2,500.00	£0.00	£2,500.00
	M Foxley	£2,500.00	£0.00	£2,500.00
	P Foxley	£2,500.00	£0.00	£2,500.00
Foulridge	G Waugh	£2,500.00	£0.00	£2,500.00
Horsfield	N Butterworth	£2,500.00	£0.00	£2,500.00
	J Nixon	£2,500.00	£0.00	£2,500.00
	S Petty	£2,500.00	£0.00	£2,500.00
Vivary Bridge	D Clegg	£2,500.00	£0.00	£2,500.00
	V Fletcher	£2,500.00	£0.00	£2,500.00
	N McCollum	£2,500.00	£0.00	£2,500.00
Waterside	T Greaves	£2,500.00	£0.00	£2,500.00
	D Lord	£2,500.00	£0.00	£2,500.00
	A Mann	£2,500.00	£0.00	£2,500.00
Total		£32,500.00	£0.00	£32,500.00

Possible Future Schemes (no allocation made yet)

25. **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 (Year-End Report).

Appendix 2: Capital Programme Commitments for 2019/20 for Colne and District Committee.

LIST OF BACKGROUND PAPERS

None.

Colne and District Committee Commitments for 2018/19 (Year-End Report)
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. New bin recently provided on Lidgett at the entrance to The Rough at a cost of £107. Payment not yet showing on the ledger
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.
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	We are seeking match funding from other sources to maximise the impact of the money from CDC
16	30/03/17 and 05/07/18 Horticulture projects	M Hunting (NS)	£16,250	£26,000	£42,250	£17,866	£24,384	£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

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
30	06/09/18 Laneshaw Bridge to Wycoller footpath improvements	T Partridge (NS)	£0	£2,500	£2,500	£0	£2,500	Design now agreed. We are now getting a detailed costing for the installation
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	£778	£0	Completed. The total cost of the works was £2,334
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	£32,885	£71,738	
	Unallocated Funds		£13,177	-£3,566	£9,611		£9,611	
	Total Funds Available 18/19		£69,874	£44,360	£114,234	£32,885	£81,349	

Colne and District Committee Commitments for 2019/20
Appendix 2

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2019/20	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. Spend of £107 for a new bin at the entrance to The Rough being processed. Uncommitted sum of £181 remaining
3	04/04/19 Premises improvement grants	M Williams (PBCL)	£5,812	£12,000	£17,812	£0	£17,812	New allocation of £12,000 agreed on 04/04/19
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 (HHE)	£812	£0	£812	£0	£812	Ongoing
8	05/12/13 Parkway TRO and lockable bollards	S Whalley (HHE)	£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	30/03/17 Boulsworth environmental improvement fund	M Hunting (HHE)	£3,783	£0	£3,783	£0	£3,783	£2,642.81 uncommitted from 2018/19
11	30/03/17 Horsfield environmental improvement fund	M Hunting (HHE)	£6,889	£0	£6,889	£0	£6,889	£5,749.12 uncommitted from 2018/19
12	30/03/17 Vivary Bridge environmental improvement fund	M Hunting (HHE)	£8,635	£0	£8,635	£0	£8,635	£7,285 uncommitted from 2018/19
15	01/04/15 Footpath improvements at Colne Water	T Partridge (ES)	£4,500	£0	£4,500	£0	£4,500	We are seeking match funding from other sources to maximise the impact of the money from CDC

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2019/20	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
16	30/03/17 and 05/07/18 Horticulture projects	M Hunting (HHE)	£24,384	£0	£24,384	£0	£24,384	£2,000 allocated on 05/07/18 to each councillor. See main report for details
24	05/10/17 Tree pit enhancement	S Whalley (HHE)	£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	28/03/18 Haverholt Road resurfacing	S Whalley (HHE)	£2,000	£0	£2,000	£0	£2,000	Scheme has been tendered
29	05/07/18 Multi-Use Games Area, Foulridge	Foulridge Parish Council	£5,000	£0	£5,000	£0	£5,000	Funds awaiting transfer
30	06/09/18 Laneshaw Bridge to Wycoller footpath improvements	T Partridge (ES)	£2,500	£0	£2,500	£0	£2,500	Design now agreed. We are now getting a detailed costing for the installation
31	08/11/18 Carriers Row drainage improvement works	S Whalley (HHE)	£3,000	£0	£3,000	£0	£3,000	£3,000 approved subject to consultation with ward councillors regarding the suitability of the scheme
32	09/05/19 Councillors' capital projects	M Hunting (HHE)	£0	£32,500	£32,500	£0	£32,500	£2,500 allocated to each councillor to be spent on appropriate capital projects, subject to receipt of a completed capital programme bid form
	Subtotal		£71,738	£44,500	£116,238	£0	£116,238	
	Unallocated Funds		£9,611	-£140	£9,471		£9,471	
	Total Funds Available 19/20		£81,349	£44,360	£125,709	£0	£125,709	