

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

**TO: COLNE AND DISTRICT COMMITTEE**

**DATE: 5 DECEMBER 2019**

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## **CAPITAL PROGRAMME 2019/20**

### **PURPOSE OF REPORT**

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

### **RECOMMENDATIONS**

- (1) That members note only the schemes listed in Appendix 1 have agreed funding.
- (2) That members consider the deferred bid detailed in paragraph 6 and the new bid in paragraph 7.
- (3) That members note the update provided in paragraph 8 and agree to de-allocate the £1,000 previously committed.
- (4) That members consider the underspend detailed in paragraph 10.

### **REASON FOR RECOMMENDATIONS**

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 £46,000 (see Appendix 1 for a detailed breakdown).

## **Balance for 2019/20**

4. This is **£7,971**.

## **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. **Blucher Street Tree:** Submitted by Tricia Wilson, Project Coordinator – £1,250 (see bid at Appendix 2 and report elsewhere on agenda).
7. **Trawden's PTFA Stage:** Submitted by Mrs Kathryn Atkinson, Trawden Forest Primary School – £3,000 (see Appendix 3).

## **Existing Bids**

8. **Parapet Wall at Rear of 10–13 Winewall Road and 3–11 Holme Street, Trawden** (Appendix 1, Scheme No 34): £1,000 was provisionally allocated on 10/10/2019 on the understanding that Trawden Parish Council agreed to match fund the cost of the works. The matter was considered by Trawden Parish Council on 4/11/2019 and councillors noted that there were signs stating "Private Property" and were concerned that if they agreed to contribute towards this repair, they would be asked to contribute to other repairs on private land. Subsequently, the Boulsworth ward councillors withdrew their support for the scheme. Councillors are therefore requested to de-allocate the funding.

## Overspend – Additional Funding Required

9. None.

## Underspend – De-allocate Funding

10. **Litter and Dog Waste Bins (Appendix 1, Scheme No 1):** That members consider de-allocating the remaining balance of £9.10 and return the funds to the capital programme as the remaining funds are insufficient to provide any additional bins.

## **Horticultural Projects**

11. The allocation for horticulture projects has been allocated per member as detailed below. Prior to any spend, a capital programme bid form must be submitted for approval.

Ward	Councillor	2019/20 Allocation	Committed (Revenue)	Committed (Capital)	Balance (Revenue)	Balance (Capital)
<b>Boulsworth</b>	S Cockburn-Price	£293.39	£0.00	£125.00	£0.00	£168.39
	M Foxley	£293.38	£531.00	£125.00	£249.15	£168.38
	P Foxley	£293.38	£0.00	£125.00	£900.00	£548.53
<b>Foulridge</b>	G Waugh	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Horsfield</b>	N Butterworth	£0.00	£0.00	£0.00	£500.00	£880.15
	J Nixon	£0.00	£0.00	£0.00	£400.00	£1,000.00
	S Petty	£0.00	£0.00	£0.00	£1,000.00	£880.15
<b>Vivary Bridge</b>	D Clegg	£293.39	£0.00	£0.00	£0.00	£293.39
	V Fletcher	£293.38	£0.00	£0.00	£900.00	£1,173.53
	N McCollum	£293.38	£0.00	£0.00	£1,000.00	£1,293.38
<b>Waterside</b>	T Greaves	£333.33	£0.00	£0.00	£0.00	£1,213.48
	D Lord	£333.33	£0.00	£0.00	£0.00	£333.33
	A Mann	£333.34	£0.00	£0.00	£0.00	£333.34
<b>Total</b>		<b>£2,760.30</b>	<b>£531.00</b>	<b>£375.00</b>	<b>£4,949.15</b>	<b>£8,286.05</b>

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

## June

12. **Replacement Trees on Laneshaw Bridge Memorial Garden:** £531.00 (revenue) from Cllr M Foxley to replace vandalised and wind-damaged trees to the Memorial Garden.
13. **Improvements to Footpath 79 at Boulsworth Drive, Trawden:** £125 each (capital) from Cllrs Cockburn-Price, M Foxley and P Foxley.

## Councillors' Capital Projects

14. 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
<b>Boulsworth</b>	S Cockburn-Price	£2,500.00	£166.67	£2,333.33
	M Foxley	£2,500.00	£166.66	£2,333.34
	P Foxley	£2,500.00	£166.67	£2,333.33
<b>Foulridge</b>	G Waugh	£2,500.00	£500.00	£2,000.00
<b>Horsfield</b>	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
<b>Vivary Bridge</b>	D Clegg	£2,500.00	£700.00	£1,800.00
	V Fletcher	£2,500.00	£700.00	£1,800.00
	N McCollum	£2,500.00	£700.00	£1,800.00

<b>Waterside</b>	T Greaves	£2,500.00	£0.00	£2,500.00
	D Lord	£2,500.00	£500.00	£2,000.00
	A Mann	£2,500.00	£500.00	£2,000.00
<b>Total</b>		<b>£32,500.00</b>	<b>£4,100.00</b>	<b>£28,400.00</b>

### July

15. **Carriers Row Drainage Works:** £500.00 in total from Cllrs Cockburn-Price, M Foxley and P Foxley.

### August

16. **New Disabled Basement Access for The Exchange Project, St John's Methodist Church, Colne:** £500 each from Cllrs Lord and Mann.

### November

17. **Alkincoats Woodland Nature Reserve Multi-User Path Project:** £700 each from Cllrs Clegg, Fletcher and McCollum.
18. **Signage for Foulridge Tunnel-to-Tunnel Walk:** £500 from Cllr Waugh.

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

19. **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 2019/20 for Colne and District Committee.

Appendix 2: Blucher Street Tree (Form A).

Appendix 3: Trawden's PTFA Stage (Form B).

## **LIST OF BACKGROUND PAPERS**

None.

**Colne and District Committee Commitments for 2019/20**

Appendix 1

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	<b>09/06/16</b> Litter and dog waste bins	C Taylor (ES)	£288	£0	£288	£172	£116	Quarterly spend is reported in the Environmental Crime Update reports. Spend of £107 for a new bin at the entrance to The Rough and £172.34 on Aspinall Drive. <b>Balance of £9.10 remaining</b>
3	<b>04/04/19</b> Premises improvement grants	M Williams (PBCL)	£5,812	£12,000	£17,812	£3,465	£14,347	New allocation of £12,000 agreed on 04/04/19
5	<b>14/06/12</b> 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	<b>04/07/13</b> Provision of missing grate covers	S Whalley (HHE)	£812	£0	£812	£75	£737	Ongoing
8	<b>05/12/13</b> 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	<b>30/03/17</b> Boulsworth environmental improvement fund	M Hunting (HHE)	£3,783	£0	£3,783	£0	£3,783	£2,642.81 uncommitted from 2018/19
11	<b>30/03/17</b> Horsfield environmental improvement fund	M Hunting (HHE)	£6,889	£0	£6,889	£127	£6,762	£5,749.12 uncommitted from 2018/19 <ul style="list-style-type: none"> <li>£126.52 for a new dog waste bin near Lower Clough House, Castle Road, Colne</li> </ul> <b>£5,622.60 uncommitted</b>

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
12	<b>30/03/17</b> Vivary Bridge environmental improvement fund	M Hunting (HHE)	£8,635	£0	£8,635	£300	£8,335	£7,285 uncommitted from 2018/19 <ul style="list-style-type: none"> <li>£7,285 allocated to Haverholt Road resurfacing scheme on 04/07/19 (scheme completed with an underspend of £311.61)</li> <li>Match funding of Park Way relining works £299.25.</li> </ul> <b>£12.36 uncommitted</b>
15	<b>01/04/15</b> Footpath improvements at Colne Water	T Partridge (ES)	£4,500	£0	£4,500	£4,500	£0	Completed
16	<b>30/03/17 and 05/07/18</b> Horticulture projects	M Hunting (HHE)	£24,384	£0	£24,384	£8,610	£15,774	£2,000 allocated on 05/07/18 to each councillor. See main report for details
24	<b>05/10/17</b> 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	<b>28/03/18</b> Haverholt Road resurfacing	S Whalley (HHE)	£2,000	£0	£2,000	£2,000	£0	Completed
29	<b>05/07/18</b> Multi-Use Games Area, Foulridge	Foulridge Parish Council	£5,000	£0	£5,000	£5,000	£0	Completed
30	<b>06/09/18</b> 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	<b>08/11/18</b> Carriers Row drainage improvement works	S Whalley (HHE)	£3,000	£0	£3,000	£2,910	£90	£3,000 approved subject to consultation with ward councillors regarding the suitability of the scheme. An additional £500 has been allocated from Scheme 32 below (04/07/19). All works completed and awaiting final invoice.

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
32	<b>09/05/19</b> Councillors' capital projects	M Hunting (HHE)	£0	£32,500	£32,500	£1,000	£31,500	£2,500 allocated to each councillor to be spent on appropriate capital projects, subject to receipt of a completed capital programme bid form. See main report for details
33	<b>08/08/19</b> Colne War Memorial plaque for John William Stell	S Whalley (HHE)	£0	£500	£500	£0	£500	Up to £500 provisionally allocated, but that further quotations be obtained
34	<b>10/10/19</b> Parapet wall at rear of 10–13 Winewall Road and 3–11 Holme Street, Trawden	S Whalley (HHE)	£0	£1,000	£1,000	£0	£1,000	Provisionally committed on the understanding that Trawden Parish Council agrees to match fund the cost of the works
	<b>Subtotal</b>		<b>£71,738</b>	<b>£46,000</b>	<b>£117,738</b>	<b>£28,159</b>	<b>£89,579</b>	
	<b>Unallocated Funds</b>		<b>£9,611</b>	<b>-£1,640</b>	<b>£7,971</b>		<b>£7,971</b>	
	<b>Total Funds Available 19/20</b>		<b>£81,349</b>	<b>£44,360</b>	<b>£125,709</b>	<b>£28,159</b>	<b>£97,550</b>	



(FORM A: INTERNAL BIDS)

**BID FOR CAPITAL FUNDING FROM AREA COMMITTEES  
PRO FORMA**

- A. Short project title:** Blucher Street Tree
- B. Bid submitted by:** Tricia Wilson, Project Coordinator
- C. On behalf of (please include contact details):** Colne and District Committee
- D. Amount requested:** £1,250
- E. Brief details of project:** If members approve, the money is for removing the tree outside 12 Blucher Street, reinstating the surface and planting a new tree in a container
- F. Main outcomes to be achieved:** Residents on Blucher Street have complained that the tree is too big. However, some residents and councillors are reluctant to remove the tree. Therefore, the proposal is to remove the tree and replace it with a smaller manageable tree in a container as a compromise
- G. When will project be implemented?** If/as soon as funding is approved
- H. Who will undertake the project works?** Appointed contractors will carry out the tree and resurfacing works. The Environmental Action Group will manage and supply the tree in a container
- I. Is there match funding for the project from elsewhere?** No  
**If so, please give details:**
- J. Are there long-term revenue consequences and how will these be funded?**  
No – It will be up to the residents to maintain the tree in the container in the future

**(FORM B: EXTERNAL BID)****BID FOR CAPITAL FUNDING FROM AREA COMMITTEES  
PRO FORMA**

1. **Short project title:** Trawden's PTFA Stage
2. **Bid submitted by:** Mrs Kathryn Atkinson
3. **On behalf of (please include contact details):** Mrs Lisa Stinchon, Headteacher, Trawden Forest Primary School, Dean Street, Trawden, Colne, Lancashire BB8 8RN
- 4(a). **Does your organisation have a constitution?** We have a Constitution of governing bodies of maintained schools
- (b). **Does it have a board of governors/directors or a committee that oversees its work?** Board of Governors
- (c). **Does your organisation have its own bank account?** Yes –one account for our PTFA, one for our own school fund, then an account at LCC for budget
- (d). **How many signatures are required to authorise a payment from your bank account?** Two for each account
5. **Is your organisation VAT-registered?\*** Yes, we can claim our VAT back through LCC
6. **Amount requested:** £3,000
7. **Brief details of project:** During the past number of years, we have been fortunate to put on productions for our parents. These have included a nativity by Key Stage 1 and Reception children, a talent show, a y6 leavers extravaganza, and a Key Stage 2 production. As well as these, we also showcase our work to parents through half termly class assemblies and give wider opportunities to our pupils through drama and acting after school clubs.

At the current time, we do not have our own school stage and have had to borrow or hire one. Consequently, this has made it more difficult to put on as many performances as we would like. It also means we need to wait longer to use the stage to practise, it is necessary to put up the stage and take it down each time and ensure that it is returned. Due to this, we are only able to have the stage for a specific time. Our children love performing for our parents and these performances help our children to develop their acting and musical skills as well as developing self-confidence and self-esteem. It would also enable our enthusiastic children to show their specific talents too and develop their confidence as well as work as part of a larger team.

Having our own stage would be suitable for our purpose and not too large or small for our hall. It would allow us to continue to showcase the talents of our wonderful, creative children.
8. **Main outcomes to be achieved:**
  - To enable us to plan our performances better as we could be more flexible.
  - To enable the parents to better see their children perform.
  - To allow our children to develop their acting, musical and performance skills (creative skills).
  - To provide our children with an education built on life-long learning skills as we need to develop our children beyond academia in preparing them fully for real life.
  - To enable our children to build self-confidence, perseverance and team work skills.

**9. When will the project be implemented?** During the spring term 2020

**10. Who will undertake the project works?** Headteacher and PTFA

**11. Is there match funding for the project from elsewhere?** School will be able to add some funding from our current budget.

**If so, please give details:** From school £1,500 before our new school budget in April and then this will be reassessed.

Trawden Parish Council has donated £500.

School will also submit a request to our PTFA – however this year they have committed to fundraising for library books.

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

The upkeep and safety checks will be funded from the school.

***\*Please note that grants inclusive of VAT will only be awarded where the organisation is not VAT-registered and is unable to reclaim VAT***