

REPORT FROM: HOUSING, HEALTH AND ENGINEERING SERVICES
MANAGER

TO: BARROWFORD AND WESTERN PARISHES COMMITTEE

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CAPITAL PROGRAMME 2020/21

PURPOSE OF REPORT

To advise members on the Committee's capital budget.

RECOMMENDATIONS

- (1) That members note £20,996 is uncommitted.
- (2) That members note only schemes listed in Appendix 1 have agreed funding.
- (3) That members consider the new bids detailed in paragraph 7.
- (4) That members deallocate funding as detailed in paragraph 9.

REASON FOR RECOMMENDATIONS

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

ISSUE

Uncommitted funds carried forward from 2019/20

1. £476.

Allocation for 2020/21

2. £20,520.

Effective Total Allocation for 2020/21

3. £20,996 (i.e. £20,520 + £476)

Commitments

4. £17,733

Uncommitted funds

5. £20,996

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

6. 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

7. Barley PC Bid, Barley Car Park Payment System and Barriers (see appendix 2)
Higham PC Bid, CCTV System (see appendix 3)
Blacko PC Bid, New Notice Board at Recreation Ground (see appendix 4)
Old Laund Booth PC Bid, Caring for our community (see appendix 5)
Roughlee PC Bid, Notice Board Project (see appendix 6)
Roughlee PC Bid, Riverside Shed-screening Project (see appendix 7)
PBC Bid, Surface improvements and steps at Newchurch Recreation Area (see appendix 8)
8. 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

Underspend – Deallocate Funding

9. Replacement Notice Board at Sabden Fold (appendix 1, scheme 35) – scheme completed, request £50 underspend is 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 2020/21

Appendix 2: Barley with Wheatley Booth PC Bid

Appendix 3: Higham PC Bid

Appendix 4: Blacko PC Bid

Appendix 5: Old Laund Booth PC Bid

Appendix 6: Roughlee PC Bid (1)

Appendix 7: Roughlee PC Bid (2)

Appendix 8: PBC Bid

LIST OF BACKGROUND PAPERS

None.

Barrowford and Western Parishes Committee Commitments for 2020/21

Appendix 1

(Shaded schemes are completed)

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2020/21	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
1	06/07/17 - £506 Litter and dog waste bins	C Taylor (ES)	£157	£0	£157	£0	£157	No further funding can be allocated for this. Money spent – awaiting journal transfer to put the expenditure to the Capital Programme.
2	04/07/19 - £3,000 Barrowford Premises Improvement Grant	D McCarthy (PERS)	£3,000	£0	£3,000	£0	£3,000	This grant has not yet been awarded to any specific business.
3	08/05/08 – £2,500 05/07/12 - £2,500 Flood Prevention in the area of Barrowford and Western Parishes	S Whalley (HHES)	£3,000	£0	£3,000	£0	£3,000	On 07/11/19 the committee agreed to use this allocation for the Clough Springs investigations/solutions.
14	06/07/17 - £490 Litter Signs	M Wood (Blacko PC)	£490	£0	£490	£0	£490	Signs now ordered. Awaiting invoice.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2020/21	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
24	05/07/18 - £2,500 Footpath Repairs Project	D Heap (Barley with Wheatley Booth PC)	£2,500	£0	£2,500	£0	£2,500	Roughlee PC has also been allocated £2,500 towards this project by BWPC (Scheme 29). Initial scheme too expensive and the application to LEF unsuccessful. Looking at a lower-priced scheme and making a fresh application to the LEF.
27	05/07/18 - £1,000 Rectify/control water at playing field	J Sutcliffe (Goldshaw Booth PC)	£676	£0	£676	£0	£676	Ongoing. Expected Completion Date: Not known
29	05/07/18 - £2,500 Footpath Repair Project	M Reed (Roughlee PC)	£2,500	£0	£2,500	£0	£2,500	Barley with Wheatley Booth PC has also been allocated £2,500 towards this project by BWPC (Scheme 24). Initial scheme too expensive and the application to LEF unsuccessful. Looking at a lower-priced scheme and making a fresh application to the LEF.
31	07/02/19 - £2,000 04/07/19 - £500 Installation of CCTV system	J Sutcliffe (Goldshaw Booth PC)	£2,500	£0	£2,500	£0	£2,500	Quotes being sought.
34	04/07/19 - £1,000 Running Track around the perimeter of Football Pitch.	M Wood (Blacko PC)	£1,000	£0	£1,000	£0	£1,000	Money originally allocated for an extension to the Basket/Netball Court. On 07/11/19 it was agreed that this allocation could be used instead for a running track around the perimeter of the football pitch.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2020/21	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
35	04/07/19 - £500 Replacement Notice Board at Sabden Fold	J Sutcliffe (Goldshaw Booth PC)	£50	£0	£50	£0	£50	Scheme completed. Request £50 underspend is deallocated.
36	04/07/19 - £1,500 Refurbishment of footpath at Spenbrook	J Sutcliffe (Goldshaw Booth PC)	£1,500	£0	£1,500	£0	£1,500	Works to commence once the renovation to the adjacent property has been completed. Expected Completion Date: 31/07/20
42	06/02/20 - £1,300 Barrowford Cricket Club - Scorebox	K Roberts (ES)	£1,300	£0	£1,300	£1,300	£0	Completed.
43	05/03/20 - £3,000 Purchase of 2 Defibrulators	J Sutcliffe (Goldshaw Booth PC)	£3,000	£0	£3,000	£2,640	£360	
	Subtotals		£21,673	£0	£21,673	£3,940	£17,733	
	Uncommitted Funds		£476	£20,520	£20,996	–	£20,996	
	TOTAL FUNDS AVAILABLE 2020/21		£22,149	£20,520	£42,669	£3,940	£38,729	

(FORM B: EXTERNAL BID)

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

- 1. Short project title:** Barley Car Park Payment System & Barriers
- 2. Bid submitted by:** Derek Heap (Chairman)
- 3. On behalf of (please include contact details):**
Barley with Wheatley Booth Parish Council
C/O 2 Barley Green, Barley, Burnley. Lancashire. BB12 9JU
Tel: 01282 692264
- 4(a). Does your organisation have a constitution?** Parish Council
(b). Does it have a board of governors/directors or a committee that oversees its work? Yes
(c). Does your organisation have its own bank account? Yes
(d). How many signatures are required to authorise a payment from your bank account? Two
- 5. Is your organisation VAT-registered?*** Yes
- 6. Amount requested:** £2,500
- 7. Brief details of project:** To upgrade the Barley Car Park payment system and barriers to enhance car park management.
- 8. Main outcomes to be achieved:**
Improved car park management and accountability through electronic ticketing.
Repair or replace existing access barriers.
- 9. When will the project be implemented?** Autumn 2020
- 10. Who will undertake the project works?** Contractors to be appointed
- 11. Is there match funding for the project from elsewhere?** Yes
If so, please give details: Barley Parish Council will be investing circa £3k to £4k in the project.
- 12. Are there long-term revenue consequences and how will these be funded?**
Yes. Occasional maintenance will be funded by Barley Parish Council.

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

(FORM B: EXTERNAL BID)

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

- 1. Short project title:** CCTV System
- 2. Bid submitted by:** Patricia Rosthorn
- 3. On behalf of (please include contact details):** Higham Parish Council
07931 687175 clerk@highamparishcouncil.com
- 4(a). Does your organisation have a constitution?** NO
- (b). Does it have a board of governors/directors or a committee that oversees its work?** No
- (c). Does your organisation have its own bank account?** Yes
- (d). How many signatures are required to authorise a payment from your bank account?** Two
- 5. Is your organisation VAT-registered?*** No
- 6. Amount requested:** £4,000
- 7. Brief details of project:** After lots of discussion and putting the proposal out to the community we have made the decision to invest in a CCTV system for the village. Altogether, there will be 9 static CCTV camera's installed at various points. This will be a wireless system with a link to the Village Hall where the recording equipment will be securely housed.
- 8. Main outcomes to be achieved:** Unfortunately, over the last few years, we have had cars broken into, playground equipment damaged, cars and motor homes stolen from driveways and continuous dog fouling throughout the village. Having CCTV installed is intended as a deterrent to help detect and prevent further crimes in our village.
- 9. When will the project be implemented?** As soon as possible
- 10. Who will undertake the project works?** Streetcam Limited
- 11. Is there match funding for the project from elsewhere?**
If so, please give details: A Parish Champion grant for £500.00 has already been granted
- 12. Are there long-term revenue consequences and how will these be funded?**
No

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

(FORM B: EXTERNAL BIDS)

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

Short Project Title: New Notice Board at the Recreation Ground Beverley Road Blacko.....

Bid submitted by: Margaret Wood – Parish Clerk

On behalf of (please include contact details):Blacko Parish Council c/o Parish Clerk, 30 Dryden Street, Padiham, Lancashire, BB12 8TQ
.....

Brief Details of the Organisation's Constitution and Financial Standing:
Parish Council

Amount requested: £1050.00.....

Brief details of Project: The erection of a new notice board at the entrance of the recreation ground

Main Outcomes to be Achieved: To keep the people of Blacko informed about things going on in the village and the bigger area of Pendle

When will Project be implemented? ASAP

Who will undertake the Project works? The Acorn workshop
.....

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 bid will be matched by : Any shortfall will be funded by the Parish Council.

Are there long-term revenue consequences and how will these be funded?
No

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

1. Short project title: Caring for our community
2. Bid submitted by: Rebecca Hay
3. On behalf of (please include contact details): Old Laund Booth Parish Council, Ollistan, 239 Red Lees Road, Cliviger, Burnley, BB10 4RF
- 4(a). Does your organisation have a constitution? Yes
(b). Does it have a board of governors/directors or a committee that oversees its work? Yes
(c). Does your organisation have its own bank account? Yes
(d). How many signatures are required to authorise a payment from your bank account? Two
5. Is your organisation VAT-registered?* No, but pc can reclaim VAT
6. Amount requested: £2,900
7. Brief details of project: The parish council wishes to encourage villagers to become more environmentally friendly and to meet this aim, the council is keen to provide dual bins for litter and dog muck and to coat the village car park with an environmentally friendly lining and top surface in keeping with the rural surroundings. The bins will replace old open ones which currently attract birds and animals to rifle through and scatter the contents. The village car park was created last year in a bid to provide much needed extra parking for an already overstretched village and it is already proving to be very popular with local people as it is very well used. In a bid to ensure the surface is long lasting and environmentally friendly, the parish council is keen to re line and top the surface.
8. Main outcomes to be achieved: To provide an environmentally friendly scheme which helps educate and prevent litter and also provides excellent and “green” car parking.
9. When will the project be implemented?: ASAP
10. Who will undertake the project works? Pendle Council for the bins and a tendered contractor for the car park.
11. Is there match funding for the project from elsewhere? N/A
If so, please give details:
12. Are there long-term revenue consequences and how will these be funded?
Both projects will be need maintenance as and when needed and this will be funded using money allocated in the precept if the project is successful in receiving initial funding.

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

(FORM B: EXTERNAL BID)

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

1. Short project title: Notice Board Project

2. Bid submitted by: Mary Reed, Clerk/RFO

3. On behalf of (please include contact details):

Roughlee Parish Council

roughleeclerk591@gmail.com...Tel: 01282 611126

4(a). Does your organisation have a constitution? Yes

(b). Does it have a board of governors/directors or a committee that oversees its work? Yes

(c). Does your organisation have its own bank account? Yes.....

(d). How many signatures are required to authorise a payment from your bank account? Two

5. Is your organisation VAT-registered?* Yes

6. Amount requested: £ 220.00.....

7. Brief details of project:

To add glass doors to the Parish Council notice board located at the Village Centre

8. Main outcomes to be achieved:

To protect notices from wet weather and snails but keep the distinctive design of the noticeboard. To avoid the use of plastic lamination. To add security. To comply with recommendations from the BKV judges.

9. When will the project be implemented? Summer 2020.....

10. Who will undertake the project works?

A villager and professional joiner will be contracted to do the work

11. Is there match funding for the project from elsewhere? No

If so, please give details:

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

The notice board will be maintained by the Parish Council

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

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

1. Short project title: Riverside Shed-screening Project

2. Bid submitted by: Mary Reed, Clerk/RFO

3. On behalf of (please include contact details):

Roughlee Parish Council

roughleeclerk591@gmail.com...Tel: 01282 611126

4(a). Does your organisation have a constitution? Yes

(b). Does it have a board of governors/directors or a committee that oversees its work? Yes

(c). Does your organisation have its own bank account? Yes

(d). How many signatures are required to authorise a payment from your bank account? Two

5. Is your organisation VAT-registered?* Yes

6. Amount requested: £ 2500.00 provisionally. The exact cost will be confirmed as soon as accurate estimates are possible. Due to current restrictions we have been unable to follow up the details.

7. Brief details of project: To screen unsightly sheds and supporting structure on the riverbank, recently exposed by falling trees.

8. Main outcomes to be achieved:

To build a robust and attractive high wall/screen to hide a series of unsightly sheds and their supporting structure beside the fishing lake. The site is on an exposed steep bank facing the main road and highly visible to residents and visitors. A short-term but permanent solution is required to replace two large trees which were brought down in a storm.

9. When will the project be implemented? Summer/Autumn 2020

10. Who will undertake the project works? To be carried out by local craftsman

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

If so, please give details: £500 from Parish Council plus volunteer time

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

The structure will be maintained by the Parish Council.

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

(FORM A: INTERNAL BID)

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

A. Short project title: Surface improvements and steps at Newchurch recreation area

B. Bid submitted by: Tom Partridge, Countryside Access Officer

C. On behalf of (please include contact details): Environmental Services, Fleet Street Depot, Fleet Street, Nelson

D. Amount requested: £3,500 (total estimated project cost is £7585)

E. Brief details of project: The proposal is to construct a series of steps to continue the constructed footpath leading down from the village centre, between the church and the recreation ground. The footpath is a public right of way connecting Newchurch and Spen Brook. The steps will be constructed using herillage kerbs and a brushed concrete surface.

F. Main outcomes to be achieved: The existing footpath is badly degraded as a result of the scouring effects of surface water after heavy rain. The design of the improvements will withstand occasional flooding. The footpath is an important pedestrian route and these improvements will improve accessibility within the village. The steps will improve pedestrian safety by reducing the risk of trips and falls. The improvements will particularly assist people with more limited mobility for whom the path will be easier to use.

G. When will project be implemented? H. Who will undertake the project works?
The work will be scheduled to take place as soon as the necessary funding through this bid has been confirmed. An appropriate contractor will be appointed in accordance with the Council's financial regulations.

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

If so, please give details: Under existing working arrangements we can reclaim certain costs of public rights of way maintenance and improvements from Lancashire County Council. We intend to reclaim the remainder of the costs for this project on this basis.

J. Are there long-term revenue consequences and how will these be funded?
No.

