

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

TO: COLNE AND DISTRICT COMMITTEE

DATE: 3RD DECEMBER 2020

Report Author: Mark Hunting
Tel. No: 661061
E-mail: mark.hunting@pendle.gov.uk

CAPITAL PROGRAMME 2020/21

PURPOSE OF REPORT

To advise members on the Committee's 2020/21 capital budget.

RECOMMENDATIONS

- (1) That members note only the schemes listed in Appendix 1 have agreed funding.
- (2) That members consider the new bid detailed in paragraph 6.
- (3) That members consider the underspend detailed in paragraph 9.
- (4) That members submit bid forms for suitable schemes under **Horticulture Projects**, **Councillors' Capital Projects** and the **Environmental Improvement Fund** where applicable.

REASON FOR RECOMMENDATIONS

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

ISSUE

Uncommitted Balance from 2019/20

1. This is £6,180.

New Allocation for 2020/21

2. This is £44,360 capital.

Commitments for 2020/21

3. These total **£35,690** (see Appendix 1 for a detailed breakdown).

Balance for 2020/21

4. This is **£14,850**.

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. **Installation of New Flagging for Ball Grove Café Seating Area** – submitted by Tracy Bolton: £1,800 (see Appendix 2).

Existing Bids

7. None.

Overspend – Additional Funding Required

8. None.

Underspend – De-allocate Funding

9. **A Safer Colne Project (Appendix 1, Sch No 5):** The Licensing Officer advises that the remaining balance of £385 was due to be spent on sniffer dog operations with the police in September but due to Covid-19 restrictions these were cancelled. Further operations are unlikely to take place and he recommends de-allocating the remaining balance and returning the funds to the capital programme.

Horticultural Projects

10. 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. The uncommitted allocations for ex-councillor S Petty were equally distributed to Cllrs Butterworth and Nixon on 10 September 2020.

Ward	Councillor	Revenue c/f from Previous Years	Capital c/f from Previous Years	Committed (Revenue)	Committed (Capital)	Balance (Revenue)	Balance (Capital)
Boulsworth	S Cockburn-Price	£0.00	£293.39	£0.00	£213.79	£0.00	£79.60
	M Foxley	£780.15	£293.38	£531.00	£213.78	£249.15	£79.60
	P Foxley	£900.00	£673.53	£0.00	£213.78	£900.00	£459.75
Foulridge	G Waugh	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Horsfield	N Butterworth	£1,000.00	£1,320.23	£0.00	£0.00	£1,000.00	£1,320.23
	J Nixon	£900.00	£1,440.07	£0.00	£0.00	£900.00	£1,440.07
	S Petty	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Vivary Bridge	D Clegg	£0.00	£293.39	£0.00	£0.00	£0.00	£293.39
	V Fletcher	£900.00	£1,173.53	£0.00	£0.00	£900.00	£1,173.53
	N McCollum	£1,000.00	£1,293.38	£0.00	£0.00	£1,000.00	£1,293.38
Waterside	T Greaves	£0.00	£1,213.48	£0.00	£0.00	£0.00	£1,213.48
	D Lord	£0.00	£333.33	£0.00	£0.00	£0.00	£333.33
	A Mann	£0.00	£333.34	£0.00	£0.00	£0.00	£333.34
Total		£5,480.15	£8,661.05	£531.00	£641.35	£4,949.15	£8,019.70

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

June 2019

11. **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.

August 2019

12. **Improvements to Footpath 79 at Boulsworth Drive, Trawden:** £125 each (capital) from Cllrs Cockburn-Price, M Foxley and P Foxley.

October 2020

13. **Trawden Peace Garden Improvements:** £88.79 (capital) from Cllr S Cockburn-Price and £88.78 each (capital) from Cllrs 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. The same amount was allocated to each councillor on 10 September 2020, with the uncommitted allocation for ex-councillor S Petty being equally distributed to Cllrs Butterworth and Nixon.

Ward	Councillor	2019/20 Allocation	2020/21 Allocation	Committed	Balance
Boulsworth	S Cockburn-Price	£2,500.00	£2,500.00	£705.00	£4,295.00
	M Foxley	£2,500.00	£2,500.00	£705.00	£4,295.00
	P Foxley	£2,500.00	£2,500.00	£705.00	£4,295.00
Foulridge	G Waugh	£2,500.00	£2,500.00	£2,412.50	£2,587.50
Horsfield	N Butterworth	£2,500.00	£3,750.00	£0.00	£6,250.00
	J Nixon	£2,500.00	£3,750.00	£822.76	£5,427.24
	S Petty	£2,500.00	-£2,500.00	£0.00	£0.00
Vivary Bridge	D Clegg	£2,500.00	£2,500.00	£700.00	£4,300.00
	V Fletcher	£2,500.00	£2,500.00	£700.00	£4,300.00
	N McCollum	£2,500.00	£2,500.00	£700.00	£4,300.00

Waterside					
	T Greaves	£2,500.00	£2,500.00	£0.00	£5,000.00
	D Lord	£2,500.00	£2,500.00	£500.00	£4,500.00
	A Mann	£2,500.00	£2,500.00	£500.00	£4,500.00
Total		£32,500.00	£30,000.00	£8,450.26	£54,049.74

July 2019

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

August 2019

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

November 2019

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. (The final cost was £412.50 and therefore the balance has been increased by £87.50.)

December 2019

19. **PTFA Stage at Trawden Forest Primary School:** £1,000 in total from Cllrs Cockburn-Price, M Foxley and P Foxley (in addition to £2,000 from the CDC Capital Programme).
20. **Replacement Fire Alarm System at Foulridge Village Hall:** £2,000 from Cllr Waugh.

March 2020

21. **Colne Cricket Club Training Equipment:** £822.76 from Cllr Nixon.

September 2020

22. **Tools and Trees for Ball Grove Park and Nature Reserve:** £205 each from Cllrs Cockburn-Price, M Foxley and P Foxley.

Possible Future Schemes (no allocation made yet)

23. **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 2020/21 for Colne and District Committee.

Appendix 2: Installation of New Flagging for Ball Grove Café Seating Area (Form B).

LIST OF BACKGROUND PAPERS

None.

Colne and District Committee Commitments for 2020/21

Appendix 1

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2020/21	Reallocated	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)	£107	£0		£107	£0	£107	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. Remaining balance of £9.10 de-allocated on 05/12/19
3	04/04/19 Premises improvement grants	M Williams (PEDRS)	£14,347	£0		£14,347	£0	£14,347	New allocation of £12,000 agreed on 04/04/19
5	14/06/12 A Safer Colne project	M Armfield (PEDRS)	£385	£0		£385	£0	£385	Ongoing. The remaining funds were to be spent on purchasing cocaine wipes and further sniffer dog operations in licensed premises in September but these were cancelled due to Covid-19 restrictions
7	04/07/13 Provision of missing grate covers	S Whalley (HHE)	£737	£0		£737	£248	£489	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 2019/20
11	30/03/17 Horsfield environmental improvement fund	M Hunting (HHE)	£6,762	£0		£6,762	£0	£6,762	£5,622.60 uncommitted from 2019/20
12	30/03/17 Vivary Bridge environmental improvement fund	M Hunting (HHE)	£1,363	£0		£1,363	£0	£1,363	£12.36 uncommitted from 2019/20

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2020/21	Reallocated	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)	£15,177	£0		£15,177	£266	£14,911	£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
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
32	09/05/19 & 10/09/20 Councillors' capital projects	M Hunting (HHE)	£28,000	£30,000		£58,000	£2,513	£55,487	£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	08/08/19 Colne War Memorial plaque for John William Stell	S Whalley (HHE)	£500	£0		£500	£0	£500	Up to £500 provisionally allocated, but that further quotations be obtained
36	09/01/20 Flood lighting at St Bartholomew's Church	S Whalley (HHE)	£800	£0		£800	£800	£0	£800 awarded as a one-off subject to the lighting being energy efficient and that any future revenue costs are not met by the Council. Completed
37	05/11/20 Improvements to Trawden Recreation Ground car park	K Roberts (ES)	£0	£4,500		£4,500	£0	£4,500	
38	05/11/20 Virtual high street/ click and collect service	Colne BID	£0	£1,190		£1,190	£0	£1,190	Provisionally allocated pending receipt of further details and the agreement of the Financial Services Manager

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2020/21	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
	Subtotal		£78,211	£35,690	£0	£113,901	£3,827	£110,074	
	Unallocated Funds		£6,180	£8,670		£14,850		£14,850	
	Total Funds Available 20/21		£84,391	£44,360	£0	£128,751	£3,827	£124,924	

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

1. **Short project title:** Installation of New Flagging for Ball Grove Café Seating Area
2. **Bid submitted by:** Mrs T Bolton – Café Owner
3. **On behalf of (please include contact details):** 247 Keighley Road, Colne, Lancashire, BB8 7HA. Mobile: 07837 522146
- 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?** 1
5. **Is your organisation VAT-registered?*** No
6. **Amount requested:** £1,800
7. **Brief details of project:** The existing seating area becomes extremely muddy and treacherous during wet weather periods and as such this is causing safety issues for café users. See attached photos

Due to the café's increasing popularity in the last couple of years, the ground is not recovering well after rain with the ground becoming uneven and slippery. As the benches are embedded into the grass, they have over time been caught every now and again by the Grounds Maintenance cutting equipment (strimming the grass around the bench legs). This has caused some damage to the benches

Subsequently, I am looking to improve the surface for the tables/picnic benches to sit on by installing flagging. This would provide a better surface for café users and be more sustainable in the long term

I am also hoping to replace some of the damaged tables and source new ones in the future (once the flagging is in place)

The work would include:

Area approximately 16.5 x 3.5 metres. Excavate and remove spoil, provide and lay concrete edgings on three sides, provide and lay 150mm crushed stone, provide and lay concrete flags 600 x 750mm falling towards lake. Total cost – £3,204.66 + VAT

8. Main outcomes to be achieved:

- Better quality surface for tables/benches to sit on
- Long term sustainability
- Improved experience for café users
- Improved health and safety and less chance of potential slips/trips

9. When will the project be implemented? As soon as funding secured

10. Who will undertake the project works? Monk of Colne Ltd

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

If so, please give details: Pendle Council's Environmental Services can contribute £1,000 (confirmed) and I am hoping to get a contribution of £400 from Trawden Parish Council (unconfirmed as yet)

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

No, once the work is done the seating area surface will last for at least another 10 years hopefully. Any minor repairs will be undertaken by Pendle 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***

Existing state of seating area ground

