

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

TO: BARROWFORD AND WESTERN PARISHES COMMITTEE

DATE: 4 AUGUST 2021

Report Author: Julie Mousdale
Tel. No: 661569
E-mail: julie.mousdale@pendle.gov.uk

CAPITAL PROGRAMME 2021/22

PURPOSE OF REPORT

To advise members on the Committee's capital budget.

RECOMMENDATIONS

- (1) That members note £18,396 is uncommitted.
- (2) That members note only schemes listed in Appendix 1 have agreed funding.
- (3) That members consider the bids listed in paragraph 7.

REASON FOR RECOMMENDATIONS

To enable the capital programme to be allocated effectively.

ISSUE

Uncommitted funds carried forward from Barrowford and Western Parishes Committee 2020/21.

1. £546

Allocation for 2021/22

2. £17,850

Effective Total Allocation for 2021/22

3. £18,396 (i.e. £17,850 + £546)

Commitments

4. £33,290

Uncommitted funds

5. £18,396

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. a) Barrowford PC bid, £7,000 – Play Equipment at Barrowford Memorial Park (Appx. 2)
b) Blacko PC Bid, £1,000 – Fencing around allotment site and wild flower garden (Appx. 3)
c) Old Laund Booth Bid, £3,000 – Boosting Community Spirit post Covid (Appx. 4)
d) Goldshaw Booth PC Bid, £3,500 – Improvements to Newchurch Recreation area (Appx.5)
e) Higham PC Bid, £1,200 – LED Lighting System (Appx. 6)
f) Higham PC Bid, £2,800 – Secure External Storage Shed (Appx. 7)
g) Barley with Wheatley Booth PC Bid £2,900 – Barley Toilets Hand Basins (Appx. 8)
The total amount of the above bids is £21,400.

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

9. None.

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: Barrowford & Western Parishes Committee Commitments 2021/22

Appendix 2: Barrowford PC Bid

Appendix 3: Blacko PC Bid

Appendix 4: Old Laund Booth PC Bid

Appendix 5: Goldshaw Booth PC Bid

Appendix 6: Higham PC Bid (1)

Appendix 7: Higham PC Bid (2)

Appendix 8: Barley with Wheatley Booth PC Bid

LIST OF BACKGROUND PAPERS

None.

Barrowford and Western Parishes Committee Commitments 2021/22

(Shaded schemes are completed)

Appendix 1

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2021/22	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.
4	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.
5	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

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2021/22	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
6	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.
7	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.
8	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
9	30/07/20 - £2,500 Barley Car Park Payment System and Barriers	D Heap (Barley & Wheatley Booth PC)	£2,500	£0	£2,500	£0	£2,500	
10	30/07/20 - £4,000 CCTV System	P Rosthorn (Higham with West Close Booth PC)	£4,000	£0	£4,000	£0	£4,000	
11	30/07/20 - £2,900 Caring for our Community	R Hey (Old Laund Booth)	£2,110	£0	£2,110	£0	£2,110	Bins purchased.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year/s	Allocated 2021/22	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
12	30/07/20 - £2,500 Roughlee Heritage Project	M Reed (Roughlee PC)	£2,500	£0	£2,500	£0	£2,500	Money originally allocated for the Riverside Shed-screening Project. On 28/01/21 it was reallocated towards the Roughlee Heritage Project.
13	30/07/20 - £3,500 Surface improvements and steps at Newchurch Recreation area	T Partridge (PBC)	£3,500	£0	£3,500	£0	£3,500	
14	03/09/20 - £2,360 Contribution towards St Thomas's Church CCTV	Rev J Smith	£2,360	£0	£2,360	£0	£2,360	
15	01/10/20 - £2,000 Pendle Scouts Club – contribution towards outdoor shelter and IT equipment	T Tichiner (Pendle Scouts)	£1,661	£0	£1,661	£1,174	£487	
	Subtotals		£34,464	£0	£34,464	£1,174	£33,290	
	Uncommitted Funds		£546	£17,850	£18,396	-	£18,396	
	TOTAL FUNDS AVAILABLE 2020/21		£35,010	£17,850	£52,860	£1,174	£51,686	

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

1. Short project title: **New Play Equipment at Barrowford Memorial Park**.....
2. Bid submitted by: **Iain Lord Clerk to Barrowford Parish Council**
3. On behalf of (please include contact details): **Barrowford Parish Council, Holmefield House, Gisburn Road, Barrowford, BB9 8ND**.....
- 4(a). Does your organisation have a constitution? **No Parish Council Standing Orders and Financial Regs.**.....
(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? **Three**.....
5. Is your organisation VAT-registered?* **No but can reclaim the VAT element**
6. Amount requested: **£7,000**.....
7. Brief details of project:
Modernisation of the older children's play area.....
8. Main outcomes to be achieved:
To provide stimulating and appropriate equipment and facilities for 11 - 16-year-olds.
9. When will the project be implemented? **As soon as all funding is in place.**.....
10. Who will undertake the project works?
An appropriate installer of such equipment......
11. Is there match funding for the project from elsewhere?
- If so, please give details:**
Barrowford Parish Council £20,000
12. Are there long-term revenue consequences and how will these be funded?
There will be year to year inspection and maintenance costs which will be met by Barrowford 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***

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

Short Project Title: Replacement fencing around the Allotment site and new picket style fencing around wild flower garden

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: £1000.00

Brief details of Project: The replacement of some posts around the Allotment site, and a picket style fencing around the wild flower garden.

Main Outcomes to be Achieved: To ensure safety around the allotment site, and to enhance the wild flower garden

When will Project be implemented? ASAP

Who will undertake the Project works? Phil Hardiman – the Lenghtsman

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: **Boosting community spirit post Covid!**.....
- 2. Bid submitted by: **Rebecca Hay (clerk)**.....
- 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? 2 out of 3**
- 5. Is your organisation VAT-registered? ***No**.....
- 6. Amount requested: **£3,000**.....
- 7. Brief details of project: **Our village, like many has suffered during Covid with people withdrawing from community life. We want to revive that spirit by providing a sense of pride in the village and hopefully encouraging people to join back in with village life. Identity and communication are two great ways to achieve this and we want to provide a new Welcome to Old Laund Booth sign at the gateway to our village, which reflects our village and provide 3 new noticeboards which will help those who do not rely on the virtual world to keep in touch with what is going on. At the heart of our village is the play area and we want to encourage parents and children to take a pride in the area and also make it colourful for others and so we want to place 5 planters along the play area wall which the users would be responsible for, with help from the parish council.**
- 8. Main outcomes to be achieved: **Restoring pride in our village, bringing people together, better communication and encouraging outdoor living to boost health and well being.**.....
- 9. When will the project be implemented? **ASAP**.....
- 10. Who will undertake the project works? **We aim to use local contractors to keep the spending in the area and have volunteers ready to plant up the planters.**
- 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?
Any maintenance will be budgeted for in the council's precept......

**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: Surface improvements and steps at Newchurch recreation area (supplementary Bid).....

2. Bid submitted by: Ainsley Macadam (GBPC Chair)

3. On behalf of (please include contact details): Goldshaw Booth Parish Council
(clerk@goldshawbooth.org.uk)

- 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?** 2

5. Is your organisation VAT-registered?* No

6. Amount requested: £3500.....

7. 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 (please see images below).

The footpath connects Newchurch and Spen Brook. The steps will be constructed using heritage kerbs and a brushed concrete surface.....

(Please see the letter of support from Tom Partridge (Countryside Access Officer) below)

8. Main outcomes to be achieved:

The condition of the existing footpath is badly degraded and continues to worsen with each heavy downpour of rain. The safety aspects to pedestrians are a significant and growing concern.

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.

9. When will the project be implemented? The work will be scheduled to take place as soon as the necessary funding through this bid has been confirmed.....

10. Who will undertake the project works? An appropriate contractor will be appointed in accordance with the Council's financial regulations

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

If so, please give details: Under existing working arrangements, and with the support of Tom Partridge, it is intended to reclaim certain costs of public rights of way maintenance and improvements from Lancashire County Council. We intend to reclaim the partial costs for this project on this basis. Further support for funding has been provisionally offered from within the community and is reliant upon this supplementary Barrowford & Western Capital Bid being successful

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*

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

1. **Short project title:** LED Lighting 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:** £1,200.00
7. **Brief details of project:** After lots of discussion and communication with the Village Hall Committee and taking into consideration feedback from regular users of the hall, it has been decided that hall would benefit from an LED lighting system. This would include LED lighting including emergency exits, spotlights and smoke alarms.
8. **Main outcomes to be achieved:** As well as being extremely energy efficient, LED lighting would be much more cost effective for us and it is environmentally friendly. New LED spotlights would provide less intensive lighting which is better suited for certain events and additional LED ceiling lighting could make the hall more attractive for users wishing to book social events such as parties.
9. **When will the project be implemented?** As soon as possible and hopefully will be completed by the end of year
10. **Who will undertake the project works?** We have sourced a local electrician that is already familiar with the Village Hall and its needs
11. **Is there match funding for the project from elsewhere?**
If so, please give details: A parish champion grant for £300.00 has been applied for
12. **Are there long-term revenue consequences and how will these be funded?**
None

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

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

1. **Short project title:** Secure External Storage Shed
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:** £2,800.00
7. **Brief details of project:** After lots of discussion with the Village Hall Committee and taking into consideration feedback from regular users/hirers of the hall, it has been proposed and agreed that the damp and rotten storage shed on the rear car park needs to be replaced.
8. **Main outcomes to be achieved:** A new shed is urgently needed to provide safe secure storage for the equipment belonging to the Village Hall and regular users/hirers of the Village Hall. Regular users of the hall, for example the Mother and Toddler group, are constantly complaining about their play equipment being damp, musty and smelly due to the condition and state that the storage shed is in.
9. **When will the project be implemented?** This year
10. **Who will undertake the project works?** We have obtained various quotes but need to decide which supplier to use
11. **Is there match funding for the project from elsewhere?**
If so, please give details: No match funding at this time, however, the Village Hall Committee may be in a position to make a contribution
12. **Are there long-term revenue consequences and how will these be funded?**
None

****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: Barley Toilets Hand Wash/dry Basins Replacement

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: £2,900.00

7. Brief details of project:

To replace 2No old unreliable and uneconomic existing Wallgate hand wash / dry

machines in Barley Car Park toilets, installed by Pendle BC many years ago, with

more robust, hygienic and energy efficient units.

8. Main outcomes to be achieved:

- Improved reliability,**
- Improved hygiene and energy efficient.**

9. When will the project be implemented? Autumn 2021

10. Who will undertake the project works? Supplier

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

If so, please give details:

The units cost £2,900 each to purchase and install.

Barley Parish Council will also be investing circa £2,900.00 for the second unit.

**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***