

REPORT FROM: DIRECTOR OF PLACE

TO: COLNE AND DISTRICT COMMITTEE

DATE: 8 FEBRUARY 2024

Report Author: Mark Hunting
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AREA COMMITTEE BUDGET 2023/24

PURPOSE OF REPORT

To advise members on the Committee's 2023/24 area committee budget.

RECOMMENDATIONS

- (1) That members note only the schemes listed in Appendix 1 have agreed funding.
- (2) That members consider the bids shown in paragraphs 5 and 6.

REASON FOR RECOMMENDATIONS

To enable the area committee budget to be allocated efficiently and effectively.

ISSUE

Allocation for 2023/24

1. This is **£42,390**.

Commitments for 2023/24

2. These total **£19,755** (see Appendix 1 for a detailed breakdown).

Balance for 2023/24

3. This is **£22,635**.

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

4. The budget carry forward is capped at a maximum of one year's budget, ie £42,390. If the Committee has more than £42,390 unspent at the end of the year, it will need to use the following year's budget to make good the difference. See Financial Implications below.

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 members can evaluate them on a consistent basis.

New/Deferred Bids

5. ***Colne Boundary Walk Info Boards:*** £429.04 to provide five display boards and 130 waymarkers (see bid form at Appendix 2).
6. ***Painting Car Park Barriers – Nelson Street & Stanley Street:*** £1,000 to paint the height barriers at Nelson Street and Stanley Street Car Parks (see bid form at Appendix 3).

Existing Bids

Overspend – Additional Funding Required

7. None.

Underspend – De-allocate Funding

8. None.

Councillors' Projects

9. It was resolved at the meeting on 11.05.23, that the area committee budget remain as one central pot, with no allocation to individual councillors as in previous years. Cllr Lord had £3.07 uncommitted from previous years and £1,500 was de-committed on 11/01/24 from the Wycoller Beck Stabilisation Project and returned to the three original councillors.

Ward	Councillor	c/f	Allocation	Committed	Balance
Boulsworth and Foulridge	David Cockburn-Price	£0.00	£500.00	£0.00	£500.00
	Sarah Cockburn-Price	£0.00	£500.00	£0.00	£500.00
	Kevin Salter	£0.00	£0.00	£0.00	£0.00
Vivary Bridge	David Albin	£0.00	£0.00	£0.00	£0.00
	Kieran McGladdery	£0.00	£0.00	£0.00	£0.00
	Tom Ormerod	£0.00	£0.00	£0.00	£0.00
Waterside and Horsfield	Neil Butterworth	£0.00	£500.00	£0.00	£500.00
	Dorothy Lord	£3.07	£.000	£0.00	£3.07
	Ash Sutcliffe	£0.00	£0.00	£0.00	£0.00
Total		£3.07	£1,500.00	£0.00	£1,503.07

IMPLICATIONS

Policy: The area committee budget is required to be allocated and managed in accordance with the Council's Corporate Capital Strategy 2021/24.

Financial: At the Council meeting on 29 September 2022, councillors resolved to move the area committee capital programme budgets to revenue.

- The budget allocations for each committee remain the same.
- Previous allocations do not need to be revisited. There is no implication for these schemes.
- Applications no longer require sign off by Financial Services in order to proceed.

- Awards can be made for schemes which are either revenue or capital in nature so capital schemes can still be funded.
- Capital schemes may incur additional charges for internal services, eg Engineers' costs in delivering the scheme.
- Wherever possible, all payments should be made in the year of the budget award by 31 March.
- The cap on budget slippage still applies and any slippage will need to be agreed by the Council in line with Financial Regulations.
- No more than one year's worth of budget can be rolled forward into future years.

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 area committee 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 area committee budget 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 area committee budget 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: Area Committee Budget Commitments for 2023/24 for Colne and District Committee.

Appendix 2: Colne Boundary Walk Info Boards (Form B).

Appendix 3: Painting Car Park Barriers – Nelson Street & Stanley Street (Form A).

LIST OF BACKGROUND PAPERS

None.

Colne and District Committee Commitments for 2023/24
Appendix 1

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
3	04/04/19 & 10/06/21 & 11/01/24 Premises improvement grants	M Williams (ECO)	£10,000	£2,000		£12,000	£3,000	£9,000	New allocation of £2,000 agreed on 11/01/24
9	30/03/17 Boulsworth environmental improvement fund	M Hunting (HEH)	£3			£3	£3	£0	Completed
24	05/10/17 Tree pit enhancement	S Whalley (ECO)	£2,000	-£2,000		£0	£0	£0	The Engineering team advised that the funds were no longer required and therefore the £2,000 was de-allocated on 11/01/24
30	06/09/18 Laneshaw Bridge to Wycoller footpath improvements	T Partridge (OPS)	£2,500	-£2,500		£0	£0	£0	£2,500 de-allocated on 11/01/24
32	09/05/19 & 10/09/20 & 10/06/21 & 12/05/22 Councillors' capital projects	M Hunting (HEH)	£8,822	-£421	£1,500	£9,901	£4,055	£5,846	£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. £1,500 vired to scheme 43 but returned on 11/01/24. There is £1,503.07 uncommitted and £4,342.67 committed but not yet spent

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
43	10/06/21 Wycoller Beck Footpath Stabilisation Project	T Partridge (OPS)	£6,540	-£5,040	-£1,500	£0	£0	£0	Funding of £6,000 agreed on 10/06/21 together with an allocation of £500 each from the funds of Cllrs Neil Butterworth, David Cockburn-Price and Sarah Cockburn-Price. In addition, Trawden Forest Parish Council be asked to contribute a further £2,500 to the project. Ground investigations have started. All funds de-allocated on 11/01/24 and returned to the central pot, except for the £500 each from the three Boulsworth ward councillors returned to them
48	13/10/22 CYAG-branded signage at CYAG's Youth Hub	M Hunting (HEH)	£805			£805	£458	£347	First payment made
49	03/11/22 Growth Lancashire commission to scope new conservation areas	N Watson (PEDRS)	£645			£645	£645	£0	Completed
51	02/02/23 & 02/03/23 Colne town centre litter bins	J Lord (OPS)	£8,324			£8,324	£7,641	£683	£3,389 vired from Sch 3 towards town centre litter bins. Additional allocation of £4,935 on 02/03/23
61	28/03/23 Black Horse Yard gate	Colne BID	£750			£750	£750	£0	Completed
62	28/03/23 Improvements to Colne Lane and Windy Bank Car Parks	S Whalley (ECO)	£1,327			£1,327	£750	£577	£423.07 from Cllr Ash Sutcliffe's Councillors' Project Fund and £1,326.93 from the central pot

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
63	28/03/23 Landscaping enhancements to car parks	S Whalley (ECO)	£1,085			£1,085	£198	£887	£1,142 committed, but with £57 coming from Councillors' Projects fund and £1,085 from the central pot
64	11/05/2023 Litter and Dog Waste Bins	J Lord (OPS)	£0	£1,000		£1,000	£392	£608	£1,000 allocated on 11.05.23 for the provision of litter and dog waste bins
65	08/06/2023 Improvements to communal footpath of Grosvenor Street and Mabel Street, Colne	M Hunting (HEH)	£0	£500		£500	£0	£500	That an allocation of £500 be made to Grosvenor and Mabel Community Land Trust towards improvements to the drainage of the communal footpath to the allotments on the site of Grosvenor Street and Mabel Street, Colne
66	08/06/2023 Elisha House camping equipment	M Hunting (HEH)	£0	£280		£280	£280	£0	That funding of £300 be awarded to Elisha House, Colne subject to receipt of a completed area committee budget bid form. Form received on 05.07.2023, but all required items were purchased for £280, so £20 de-allocated and reported on 06.07.23
67	07/09/2023 WinterBloom 24	Colne BID	£0	£4,000		£4,000	£4,000	£0	Completed
68	07/09/2023 Replacement water pipe from Skipton Old Road to Cricket Pavilion	M Hunting (HEH)	£0	£3,000		£3,000	£3,000	£0	Completed
69	07/09/2023 Repainting of Ball Grove barrier	M Hunting (HEH)	£0	£245		£245	£245	£0	Completed
70	07/09/2023 R&D for public art installation in Colne	M Hunting (HEH)	£0	£3,600		£3,600	£1,800	£1,800	That £3,600 be allocated from the Committee's 2023/24 budget for an initial research and development period for the installation of new art within Colne

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
71	02/11/2023 Colne Citadel Social Café	M Hunting (HEH)	£0	£500		£500	£500	£0	Completed
72	02/11/2023 Improvements to Queen Street Car Park	S Whalley (ECO)	£0	£496		£496	£0	£496	
73	02/11/2023 Multi-User Path Project - AwnRG	M Hunting (HEH)	£0	£3,014		£3,014	£3,014	£0	Completed
74	02/11/2023 Armed Forces Memorial Bench	M Hunting (HEH)	£0	£1,167		£1,167	£0	£1,167	
75	02/11/2023 Laneshaw Bridge Clear-Up Action Day	M Hunting (HEH)	£0	£873		£873	£873	£0	£1,000 allocated on 02.11.2023 but final cost came to £873, so £127 de-allocated
76	07/12/2023 Conservation Area Appraisal for Keighley Road, Colne	N Watson (PEDRS)	£0	£5,728		£5,728	£0	£5,728	
77	07/12/2023 CYAG Forest School equipment	M Hunting (HEH)	£0	£414		£414	£414	£0	Completed
78	07/12/2023 Colne Open Door fridge	M Hunting (HEH)	£0	£399		£399	£399	£0	The preferred fridge was £399 so underspend of £101 returned to the central pot. Completed
79	11/01/24 Christians Against Poverty Debt Centre	M Hunting (HEH)	£0	£2,500		£2,500	£0	£2,500	Payment made on 24.01.2024 but not yet showing on the ledger

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2023/24	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
	Subtotal		£42,801	£19,755	£0	£62,556	£32,417	£30,139	
	Unallocated Funds		£0	£22,635		£22,635		£22,635	
	Total Funds Available 23/24		£42,801	£42,390	£0	£85,191	£32,417	£52,774	

(FORM B: EXTERNAL BID)

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

- 1. Short project title:**..... *Colne Boundary Walk Info Boards*
- 2. Bid submitted by:** David Cockburn-Price, Chairman of Trustees & Treasurer
- 3. On behalf of (please include contact details):** Lidgett & Beyond
.....c/o Heyroyd, Skipton Old Road, Colne, BB8 7AD
..... 07801 468303 or david@cockburn-price.com
- 4(a). Does your organisation have a constitution?** Yes, we are a CIO
- (b). Does it have a board of governors/directors or a committee that oversees its work?** Board of Trustees
- (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 info boards will be purch via PBC as for other info board on East Colne Way so that VAT can be reclaimed.
- 6. Amount requested:** Total £429.04
being
Metrosigns £224.04 (incl VAT) for waymarkers (see invoice)
Metrosigns £205.00 (new price of £7,060 less previous allocation of £6,855, both excl VAT, see new quote received; note that £1,000 has also been allocated re PBC installation)
- 7. Brief details of project:** A set of 5 display boards and 130 en route waymarkers to provide walkers with info and directions
- 8. Main outcomes to be achieved:**as per previous document
- 9. When will the project be implemented?** The initial walk design has been completed and the installation of boards and waymarkers is being planned to launch the walk in late Spring / early Summer when the weather is better! The brochure is developing well and should be ready for final review and printing by late Feb / early Mar.
- 10. Who will undertake the project works?** ..L&B volunteers, with PBC installation.
- 11. Is there match funding for the project from elsewhere?** Yes
If so, please give details: ...ongoing in-kind support from L&B Trustees & Volunteers
- 12. Are there long-term revenue consequences and how will these be funded?**
Once the works have been completed, no further monies will be required as the existing Pendle footpath network is already maintained using an existing PBC budget and with a contribution paid by ColneTC to the LancsCC PROW scheme.

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

INVOICE

**To**

Lidgett & Beyond
Heyroyd
Skipton Old Road
Colne
BB8 7AD

Manton Lane Industrial Estate, Manton Lane
Bedford, MK41 7PB.
Tel: 01234 351207 Fax: 01234 352234

Invoice Date	Works No.	Nom. Code	Order No	Invoice No.
23/1/24	21203		Mr.Cockburn-Price	MS/21220

Quantity	Description	Unit	Amount
	To supply		
130	75mm DIAM x 3mm 80% recycled rigid pvc, direct digitally printed 'Colne Boundary Way' design complete with fixing holes	1.34	174.20
1	Carriage	12.50	12.50

Sub Total £ 186.70

TERMS : PAYMENT BY RETURN

VAT £ 37.34

Total Due £ 224.04

Goods remain the property of
Metrosigns 2000 (Bedford) Ltd until paid in full

BACS payments to Bank of Scotland
Account no. 06041625
Sort Code. 12- 24 -82

VAT Registration No. 805 5165 43
Registered in England No.4597343

Quotation

Lidgett & Beyond

Heyroyd
Skipton Old Road
Colne
BB8 7AD



Metrosigns

2000

For all your signage needs

Manton Lane Industrial Estate, Manton Lane
Bedford, MK41 7PB.
Tel: 01234 351207 Fax: 01234 352234

Fax

Quotation No 10803

9 January 2024

Dear Mark Chung

May we thank you for your enquiry and have pleasure in submitting our quotation as follows

Qty.	Description	Unit Price	Total
	To supply		0.00
1	Metrosigns Metroguard secure interpretation sign case landscape format 1259mm x 911mm (A0 viewing area) finished in countryside green	917.00	917.00
1	Pair of posts for above Metroguard finished in countryside green	325.00	325.00
1	Full colour digital print (from supplied artwork) mounted onto 5mm rigid pvc and lamianted with a uv protective film	125.00	125.00
5	Metrosigns Metroguard secure interpretation sign case landscape format 1259mm x 911mm (A0 viewing area) finished in countryside green	917.00	4585.00
5	Pair of posts for above Metroguard finished in countryside green	325.00	1625.00
5	Full colour digital print (from supplied artwork) mounted onto 5mm rigid pvc and lamianted with a uv protective film	110.00	550.00
10	Metrosigns Metroguard secure interpretation sign case landscape format 1259mm x 911mm (A0 viewing area) finished in countryside green	902.00	9020.00
10	Pair of posts for above Metroguard finished in countryside green	322.00	3220.00
10	Full colour digital print (from supplied artwork) mounted onto 5mm rigid pvc and lamianted with a uv protective film	97.00	970.00
1	Carriage to BB8 7AD for either 1,5 or 10 units (dedicated courier) ALL PRICES ARE EXCLUSIVE OF VAT	300.00	300.00

I trust this meets with your approval and look forward to receiving your instructions in due course.

Yours sincerely

Debbie

This quote is valid for 10 days only.

**BID FOR FUNDING FROM AREA COMMITTEE BUDGET
PRO FORMA**

- A. Project title:** Painting Car Park Barriers – Nelson Street & Stanley Street
- B. Bid submitted by:** Cllr David Cockburn-Price
- C. On behalf of (please include contact details):** Councillors McGladdery & Albin, Vivary Bridge Ward and Councillors Sutcliffe & Butterworth, Waterside & Horsfield Ward
- D. Amount requested:** 4 barriers x £250.00 = £1,000.00 (no VAT)
To come from the Colne Area “central pot”
- E. Is there match funding for the project from elsewhere?** No
If so, please give details: N/A
- F. Brief details of project:** The rusty car park barriers look run and really spoil the visitor experience and that for people living in/nearby the area. LCC will not do the work as they just note they are structurally sound and are not a high priority for repainting.

Nelson St



Stanley St



The aim is to paint them with two coats of hard-wearing paint after thorough preparation. Allocating Colne Area funds will allow this work to be done.

From: Leo Brightley

Sent: Monday, January 29, 2024 4:48 PM

To:

Subject: Re: Car park barriers

Hi David,

I am happy to paint the barriers in the photos. They will require a serious rubdown and looks like two coats of paint. My cost would be £250 each which would include materials.

Please confirm if you want me to proceed with this.

Best wishes

Leo

- G. Main outcomes to be achieved:** To enhance the street scene and the visitor/shopper experience and support pride in the area
- H. When will project be implemented?**
Start Date: Feb/Mar 2024
Expected Completion Date: End Mar 2024
- I. Who will undertake the project works?** Leo Brightley, self-employed handyman, with a track record of excellent work on publicly-owned bus shelters, pissoirs and car park barriers in Trawden
- J. Are there long-term revenue consequences and how will these be funded?**
No, this is a one-off project for these barriers and they will last for many years