

REPORT FROM: DIRECTOR OF PLACE

TO: COLNE AND DISTRICT COMMITTEE

DATE: 8 AUGUST 2024

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AREA COMMITTEE BUDGETS 2023/24 AND 2024/25

PURPOSE OF REPORT

To advise members on the Committee's 2023/24 and 2024/25 area committee budgets.

RECOMMENDATIONS

- (1) That members note only the schemes listed in Appendix 2 has agreed funding.
- (2) That members consider the new bid at paragraphs 8–10.

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 **£37,351** (see Appendix 1 for a detailed breakdown).

Balance for 2023/24

3. This is **£5,039**.

Allocation for 2024/25

4. This is **£42,390**.

Commitments for 2024/25

5. These total **£7,465** (see Appendix 2 for a detailed breakdown).

Balance for 2024/25

6. This is **£39,964**.

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

7. 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

8. ***Litter and Dog Bin Provision*** from Operational Services – £1,200 (see bid form at Appendix 3).
9. ***Painting Gas Light and Old Sign*** from Cllr David Cockburn-Price – £400 (see bid form at Appendix 4).
10. ***Public Art Project – Preparing and Submitting External Grant Applications*** – from Cllr David Cockburn-Price – £4,300 (see bid form at Appendix 5).

Existing Bids

Overspend – Additional Funding Required

11. None.

Underspend – De-allocate Funding

12. None.

Councillors' Projects

13. 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	£500.00	£0.00
	Sarah Cockburn-Price	£0.00	£500.00	£121.26	£378.74
	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	£500.00	£0.00
	Dorothy Lord	£3.07	£0.00	£0.00	£3.07
	Ash Sutcliffe	£0.00	£0.00	£0.00	£0.00
Total		£3.07	£1,500.00	£1,121.26	£381.81

14. **Colne Youth Action Group:** £500 from Cllr David Cockburn-Price towards martial arts equipment.
15. **Colne Gala 2024:** £500 from Cllr Butterworth.
16. **Trawden Heritage Plaque:** £121.26 from Cllr Sarah Cockburn-Price to cover the overspend.

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: Area Committee Budget Commitments for 2024/25 for Colne and District Committee.

Appendix 3: Litter and Dog Bin Provision (Form A).

Appendix 4: Painting Gas Light and Old Sign (Form A).

Appendix 5: Public Art Project – Preparing and Submitting External Grant Applications (Form A).

LIST OF BACKGROUND PAPERS

None.

Colne and District Committee Commitments for 2023/24 (Year-End Report)
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 & 27/03/24 Premises improvement grants	M Williams (ECO)	£10,000	£8,000		£18,000	£6,000	£12,000	New allocation of £2,000 agreed on 11/01/24 and £6,000 on 27/03/24
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	£4,881	£5,020	£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 £381.81 uncommitted and £4,638.07 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	11/05/23 Litter and Dog Waste Bins	J Lord (OPS)	£0	£1,000		£1,000	£570	£430	£1,000 allocated on 11.05.23 for the provision of litter and dog waste bins
65	08/06/23 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	08/06/23 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	07/09/23 WinterBloom 24	Colne BID	£0	£4,000		£4,000	£4,000	£0	Completed
68	07/09/23 Replacement water pipe from Skipton Old Road to Cricket Pavilion	M Hunting (HEH)	£0	£3,000		£3,000	£3,000	£0	Completed
69	07/09/23 Repainting of Ball Grove barrier	M Hunting (HEH)	£0	£245		£245	£245	£0	Completed
70	07/09/23 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	02/11/23 Colne Citadel Social Café	M Hunting (HEH)	£0	£500		£500	£500	£0	Completed
72	02/11/23 Improvements to Queen Street Car Park	S Whalley (ECO)	£0	£496		£496	£0	£496	
73	02/11/23 Multi-User Path Project - AwnRG	M Hunting (HEH)	£0	£3,014		£3,014	£3,014	£0	Completed
74	02/11/23 Armed Forces Memorial Bench	M Hunting (HEH)	£0	£1,167		£1,167	£1,142	£25	
75	02/11/23 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	07/12/23 Conservation Area Appraisal for Keighley Road, Colne	N Watson (PEDRS)	£0	£5,728		£5,728	£2,032	£3,696	
77	07/12/23 CYAG Forest School equipment	M Hunting (HEH)	£0	£414		£414	£414	£0	Completed
78	07/12/23 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	£2,500	£0	Completed

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
80	08/02/24 Colne Boundary Walk information boards	Lidgett and Beyond	£0	£429		£429	£0	£429	
81	08/02/24 Painting of car park barriers at Nelson Street and Stanley Street, Colne	M Hunting (HEH)	£0	£1,000		£1,000	£1,000	£0	Completed
82	08/02/24 Colne Citadel warm space repairs	M Hunting (HEH)	£0	£1,000		£1,000	£1,000	£0	Completed
83	07/03/24 Painting of car park barriers and bollards at Cross Skelton Street, Colne	M Hunting (HEH)	£0	£390		£390	£390	£0	Completed
84	27/03/24 Repainting, repairing or replacing street signs in Colne, Trawden, Foulridge and Laneshaw Bridge	J Kelly (ECO)	£0	£1,500		£1,500	£0	£1,500	
85	27/03/24 New food court at Trawden Show	M Hunting (HEH)	£0	£1,500		£1,500	£1,500	£0	Completed
86	27/03/24 Colne FC floodlight replacement	M Hunting (HEH)	£0	£2,000		£2,000	£2,000	£0	Completed
87	27/03/24 Laneshaw Bridge Planters Project	M Hunting (HEH)	£0	£894		£894	£894	£0	Completed

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
88	27/03/24 Foulridge War Memorial - D-Day preparations	M Hunting (HEH)	£0	£500		£500	£500	£0	Completed
89	27/03/24 Foulridge Village Hall toilet renovations	M Hunting (HEH)	£0	£500		£500	£500	£0	Completed
90	27/03/24 CYAG Footballs, bats, balls, craft and first aid kit	M Hunting (HEH)	£0	£375		£375	£0	£375	
91	27/03/24 Lord Street Forest School garden	M Hunting (HEH)	£0	£258		£258	£0	£258	
92	27/03/24 Painting bollards at Swanfield Terrace and Blenheim Street, Colne	M Hunting (HEH)	£0	£250		£250	£0	£250	
93	27/03/24 Footpath restoration at Lake Burwain	M Hunting (HEH)	£0	£1,000		£1,000	£0	£1,000	
	Subtotal		£42,801	£37,351	£0	£80,152	£49,879	£30,273	
	Unallocated Funds		£0	£5,039		£5,039		£5,039	
	Total Funds Available 23/24		£42,801	£42,390	£0	£85,191	£49,879	£35,312	

Colne and District Committee Commitments for 2024/25
Appendix 2

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
3	04/04/19 & 10/06/21 & 11/01/24 & 27/03/24 Premises improvement grants	M Williams (ECO)	£12,000			£12,000	£0	£12,000	New allocation of £2,000 agreed on 11/01/24 and £6,000 on 27/03/24
32	09/05/19 & 10/09/20 & 10/06/21 & 12/05/22 Councillors' capital projects	M Hunting (HEH)	£5,020			£5,020	£1,216	£3,804	£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 £381.81 uncommitted and £3,422.07 committed but not yet spent
48	13/10/22 CYAG-branded signage at CYAG's Youth Hub	M Hunting (HEH)	£347			£347	£0	£347	First payment made
51	02/02/23 & 02/03/23 Colne town centre litter bins	J Lord (OPS)	£683			£683	£0	£683	£3,389 vired from Sch 3 towards town centre litter bins. Additional allocation of £4,935 on 02/03/23
62	28/03/23 Improvements to Colne Lane and Windy Bank Car Parks	S Whalley (ECO)	£577			£577	£0	£577	£423.07 from Cllr Ash Sutcliffe's Councillors' Project Fund and £1,326.93 from the central pot
63	28/03/23 Landscaping enhancements to car parks	S Whalley (ECO)	£887			£887	£0	£887	£1,142 committed, but with £57 coming from Councillors' Projects fund and £1,085 from the central pot

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
64	11/05/23 & 06/06/24 Litter and Dog Waste Bins	J Lord (OPS)	£430	£1,000		£1,430	£1,640	-£210	£1,000 allocated on 11.05.23 and £1,000 on 06.06.24 for the provision of litter and dog waste bins
65	08/06/23 Improvements to communal footpath of Grosvenor Street and Mabel Street, Colne	M Hunting (HEH)	£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
70	07/09/23 R&D for public art installation in Colne	M Hunting (HEH)	£1,800			£1,800	£1,800	£0	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
72	02/11/23 Improvements to Queen Street Car Park	S Whalley (ECO)	£496			£496	£0	£496	
74	02/11/23 Armed Forces Memorial Bench	M Hunting (HEH)	£25	£20		£45	£45	£0	Completed
76	07/12/23 Conservation Area Appraisal for Keighley Road, Colne	N Watson (PEDRS)	£3,696			£3,696	£0	£3,696	
80	08/02/24 Colne Boundary Walk information boards	Lidgett and Beyond	£429			£429	£0	£429	

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
84	27/03/24 Repainting, repairing or replacing street signs in Colne, Trawden, Foulridge and Laneshaw Bridge	J Kelly (ECO)	£1,500			£1,500	£869	£631	
90	27/03/24 CYAG Footballs, bats, balls, craft and first aid kit	M Hunting (HEH)	£375			£375	£375	£0	Completed
91	27/03/24 Lord Street Forest School garden	M Hunting (HEH)	£258			£258	£0	£258	
92	27/03/24 Painting bollards at Swanfield Terrace and Blenheim Street, Colne	M Hunting (HEH)	£250			£250	£250	£0	Completed
93	27/03/24 Footpath restoration at Lake Burwain	M Hunting (HEH)	£1,000			£1,000	£1,000	£0	Completed
94	09/05/24 Colne Junior Council visit to the Houses of Parliament	M Hunting (HEH)		£500		£500	£0	£500	
95	09/05/24 Colne Market Traders Committee photography competition	M Hunting (HEH)		£500		£500	£0	£500	

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2024/25	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
96	06/06/24 Additional LED lighting column on Colne Lane Car Park, Colne	S Whalley (ECO)		£3,775		£3,775	£0	£3,775	
97	06/06/24 Painting bollards by St Bartholomew's Church and top of Cotton Tree Lane	M Hunting (HEH)		£770		£770	£0	£770	
98	06/06/24 Wooden gate at Greenfield Road, Colne	S Whalley (ECO)		£350		£350	£0	£350	That the installation of a galvanised steel gate at Greenfield Road not be supported, but funding of up to £350 be agreed in principle for the provision of a wooden gate at the same location
99	08/07/24 Black Horse Yard gate-, Colne	Colne BID		£550		£550	£0	£550	
	Subtotal		£30,273	£7,465	£0	£37,738	£7,195	£30,543	
	Unallocated Funds		£5,039	£34,925		£39,964		£39,964	
	Total Funds Available 24/25		£35,312	£42,390	£0	£77,702	£7,195	£70,507	

(FORM A: INTERNAL BID)**BID FOR CAPITAL FUNDING FROM AREA COMMITTEES
PRO FORMA**

A. Short project title: Litter and Dog Waste bin provision

B. Bid submitted by: Julie Lord

C. On behalf of (please include contact details): Operational Services, Pendle Borough Council

D. Amount requested: £1,500

E. Brief details of project: As only £182 remains of 2024/25 original allocation of £1,000 for new bins in Colne, a further £1,500 is needed as likely to be spent. We have just received four locations for new bins at Deerwood Park development and Windermere Avenue, Colne. A new free-standing bin costs £226.15 and £100 to erect, Therefore, four bins will cost £1304.60. More new bins may ne needed before April 2025

F. Main outcomes to be achieved: To provide sufficient waste bins to help keep Pendle's streets cleaner and to be able to respond to demand for such bins from members of the public, council members etc

G. When will project be implemented? When decision/funding is made.

H. Who will undertake the project works? Operational Services

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?
Emptying of existing bins is currently funded via Ops Services revenue budget. Any increase in the number of bins will add additional revenue costs. All requests received for bins to be sited in new locations, will be assessed by Operational Services Officers. There must be sufficient demand and need for the bin

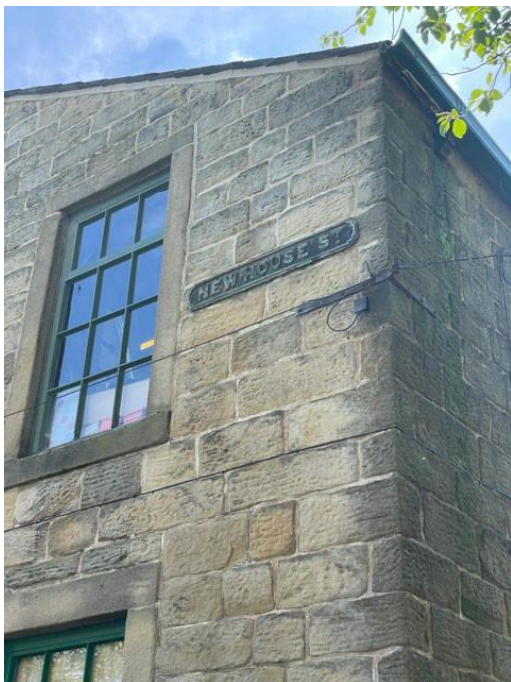
**BID FOR FUNDING FROM
AREA COMMITTEE BUDGET PRO FORMA**

- A. Project title:** Painting Gas Light & Old Sign, with new Lamp Top
- B. Bid submitted by:** Cllr David Cockburn-Price
- C. On behalf of (please include contact details):** Councillors Sutcliffe & Butterworth, Waterside & Horsfield Ward, Councillor S Cockburn-Price, Boulsworth & Foulridge Ward and Geoff Crambie, Chief Colne historian
- D. Amount requested:** Total £400

Painting of Gas Lamp & Sign = £150.00 (no VAT), to come from the Colne Area "central pot". Quote obtained from Leo Brightley.

Replacement Gas Lamp top, estimate up to £250 (no VAT), covering purchase and fitting. Still to be sourced from eBay / antique websites.

- E. Is there match funding for the project from elsewhere?** No
If so, please give details: N/A
- F. Brief details of project:**



The oldest street sign in Colne (~1864)



The gas lamp outside the Gables (with Geoff Crambie)

The street sign at New House Street (east off Dockray Street car park) is most unusual as it is two-tone green, not the usual black & white.

The gas light by the Gables is original Victorian and has lost its lamp on the top and is in need of some love.

The aim is to paint them with two coats of hard-wearing paint after thorough preparation. We will source a replacement lamp (ideally old, but sympathetic if not possible to source one) to add to the top of the gas light – note that it will not be functional, merely decorative. Allocating Colne Area funds will allow this work to be done.

- 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:** Aug/Sep 2024
Expected Completion Date: End Oct 2024
- I. Who will undertake the project works?** Leo Brightley, self-employed handyman, with a track record of excellent work on bollards and car park barriers in Colne and 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 and they will last for many years.

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

- K. Project title:** Public Art Project – preparing and submitting external grant applications
- L. Bid submitted by:** Cllr David Cockburn-Price
- M. On behalf of (please include contact details):** Colne Area Councillors
- N. Amount requested:** Total £4,300
Covers Arts Council grant application >£30k and bolt-on HLF application.
- O. Is there match funding for the project from elsewhere?** No
If so, please give details: N/A
- P. Brief details of project:**
Having carried out the initial research into Knurr & Spell and the Pendle Witches as part of creating public art and recycling the Hartley Square Balls to free up outdoor market/event space, the consultants have concluded that both ideas and related info/guides can form parts of grant applications to the Arts Council and the Heritage Lottery Fund.
- See attached email re tasks and costing.
- Q. Main outcomes to be achieved:**
To enhance the arrival at Colne and the memorability of any visit. To enhance the pride of residents in Colne and highlighting its unique history. To recycle the Hartley Square Balls and give them a new home/purpose.
- R. When will project be implemented?**
Start Date: Aug 2024
Expected Completion Date: Dec 2024
- S. Who will undertake the project works?** The Public Art Project artistic consultants, building on the knowledge already gained as part of the research.
- T. Are there long-term revenue consequences and how will these be funded?**
We are progressing this Project step by step and Colne Area funds will be used where possible.

Email from Alex Zawadzki, cc'd Jamie Holman, from Decopublique:

Apologies that I could not attend / co-present with Jamie - but I'm really glad you are happy with the results of the R&D. I think it has been very useful to deeply understand how to deliver the right kind of project and also demonstrate to funders a valid commitment to the project - making it more fundable and providing a great document to include as an attachment to evidence proper planning.

Jamie asked me to provide more details.

To deliver an Arts Council or HLF bid, the next steps would ideally be:

- 1 - A call to refine the idea as an overview / agree the size of the bid / match funding available / who the named partners are
- 2 - Agree a deadline and timeline for the project initiation and define the bid submission date
- 3 - Uncultured to prep a budget
- 4 - Colne team to review and approve project budget
- 5 - Uncultured to write bid as outlined below
- 6 - Colne team to read and review and budget changes
- 7 - Uncultured to make edits and prepare online portal submission

Arts Council

Under 30k - Decision timeline 6 weeks

Setting up on Grantium and documents for writing the bid laid out - 1hr
Time spent collating details for the submission (Phone call with Colne team)
- 1.5 hr Quotations, budget prep and revisions (5hrs)
PDF presentation and visuals - 1
day Writing first draft - 4 days
Activity timeline - 4 hrs
Revisions after Colne team has reviewed the draft - 1
day Gathering partner confirmation letters - 2hrs
Uploading to Grantium - 1 day
8.5 days x £300 = £2,550

Arts Council

Over 30k - Decision timeline 12 weeks

As above, plus
Audience Development plan (required as an attachment for ACE over 30K) -
1 day Cashflow (required as an attachment for ACE over 30K) - 2 hrs
Extended writing time additional questions - 1 day
Writing and preparing an open call for artists' presentation (required as an attachment for ACE over 30K)
2.5 days in addition = £750

Heritage Lottery Fund

If this is completed first then, for an HLF submission created in addition to the AC bid, we can recycle some elements of the writing from the AC bid and make an HLF bid for estimated **additional £1,000** subject to review.