

**REPORT FROM: HEAD OF HOUSING AND ENVIRONMENTAL HEALTH**

**TO: COLNE AND DISTRICT COMMITTEE**

**DATE: 8 MAY 2025**

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## **AREA COMMITTEE BUDGETS 2024/25 AND 2025/26**

### **PURPOSE OF REPORT**

To advise members on the Committee's 2024/25 and 2025/26 area committee budgets.

### **RECOMMENDATIONS**

- (1) That members note only the schemes listed in Appendices 1 and 2 have agreed funding.
- (2) That members consider the new bid at paragraph 11.

### **REASON FOR RECOMMENDATIONS**

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

### **ISSUE**

#### ***Uncommitted Balance for 2023/24***

1. This is **£5,039**.

#### ***Allocation for 2024/25***

2. This is **£42,390**.

#### ***Effective Allocation for 2024/25***

3. This is **£47,429** (£5,039 plus £42,390).

#### ***Commitments for 2024/25***

4. These total **£44,924** (see Appendix 1 for a detailed breakdown).

### ***Balance for 2024/25***

5. This is **£2,505**.

### ***Allocation for 2025/26***

6. This is **£42,390**.

### ***Effective Allocation for 2025/26***

7. This is **£44,895** (£2,505 plus £42,390).

### ***Commitments for 2025/26***

8. These total **£5,250** (see Appendix 2 for a detailed breakdown).

### ***Balance for 2025/26***

9. This is **£39,645**.

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

10. 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***

11. **Litter and Dog Waste Bins** submitted by David Walker, Assistant Director, Operational Services – £1,000 (see bid form at Appendix 3).

### ***Existing Bids***

#### **Overspend – Additional Funding Required**

12. None.

#### **Underspend – De-allocate Funding**

13. None.

### ***Councillors' Projects***

14. 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. All funding has been fully committed, with last year's commitments shown below.
15. **Colne Youth Action Group:** £500 from Cllr David Cockburn-Price towards martial arts equipment.
16. **Colne Gala 2024:** £500 from Cllr Butterworth.

17. **Trawden Heritage Plaque:** £121.26 from Cllr Sarah Cockburn-Price to cover the overspend.
18. **Bulbs for Lidgett Gateway:** £378.74 from Cllr Sarah Cockburn-Price.
19. **Thread of Hope – School Pilot Project:** £3.07 from Cllr Dorothy Lord.

## **IMPLICATIONS**

**Policy:** The area committee budget is required to be allocated and managed in accordance with the Council's Corporate Capital Plan 2023/27.

**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 2024/25 for Colne and District Committee.

Appendix 2: Area Committee Budget Commitments for 2025/26 for Colne and District Committee.

Appendix 3: Litter and Dog Waste Bins (Form A).

## **LIST OF BACKGROUND PAPERS**

None.

**Colne and District Committee Commitments for 2024/25 (Year-End Report)**
Appendix 1

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	<b>04/04/19 &amp; 10/06/21 &amp; 11/01/24 &amp; 27/03/24</b> Premises improvement grants	M Williams (ECO)	£12,000			£12,000	£3,000	£9,000	New allocation of £2,000 agreed on 11/01/24 and £6,000 on 27/03/24
32	<b>09/05/19 &amp; 10/09/20 &amp; 10/06/21 &amp; 12/05/22</b> Councillors' capital projects	M Hunting (HEH)	£4,072			£4,072	£2,035	£2,037	£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. The funds are fully committed
48	<b>13/10/22 &amp; 20/03/25</b> CYAG-branded signage at CYAG's Youth Hub	M Hunting (HEH)	£347	£64		£411	£411	£0	Top up of £64.00 on 20/03/25 under delegated responsibilities to cover the overspend
51	<b>02/02/23 &amp; 02/03/23</b> Colne town centre litter bins	J Lord (OPS)	£683	-£683		£0	£0	£0	£3,389 vired from Sch 3 towards town centre litter bins. Additional allocation of £4,935 on 02/03/23. Remaining balance of £683 de-allocated on 06/03/25
62	<b>28/03/23</b> Improvements to Colne Lane and Windy Bank Car Parks	S Whalley (ENG)	£1,327			£1,327	£1,327	£0	£423.07 from Cllr Ash Sutcliffe's Councillors' Project Fund and £1,326.93 from the central pot
63	<b>28/03/23</b> Landscaping enhancements to car parks	S Whalley (ENG)	£1,085			£1,085	£1,085	£0	£1,142 committed, but with £57 coming from Councillors' Projects fund and £1,085 from the central pot

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64	<b>11/05/23 &amp; 06/06/24 &amp; 08/08/24</b> Litter and Dog Waste Bins	J Lord (OPS)	£430	£3,000		£3,430	£3,261	£169	£1,000 allocated on 11/05/23, £1,000 on 06/06/24 and £2,000 on 08/08/24 for the provision of litter and dog waste bins
65	<b>08/06/23</b> Improvements to communal footpath of Grosvenor Street and Mabel Street, Colne	M Hunting (HEH)	£500			£500	£500	£0	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	<b>07/09/23</b> 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	<b>02/11/23</b> Improvements to Queen Street Car Park	S Whalley (ENG)	£496			£496	£0	£496	Top-up of Capital Projects allocation
74	<b>02/11/23</b> Armed Forces Memorial Bench	M Hunting (HEH)	£25	£20		£45	£45	£0	Completed
76	<b>07/12/23</b> Conservation Area Appraisal for Keighley Road, Colne	N Watson (PBCRS)	£3,696			£3,696	£3,696	£0	Completed
80	<b>08/02/24</b> Colne Boundary Walk information boards	Lidgett and Beyond	£429	£97		£526	£526	£0	Final cost came to £526. Additional £97 allocated under delegated responsibility on 24/03/25

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84	<b>27/03/24 &amp; 10/10/24</b> Repainting, repairing or replacing street signs in Colne, Trawden, Foulridge and Laneshaw Bridge	U Hannan (ENG)	£1,500	£7,500		£9,000	£4,400	£4,600	£1,500 allocated on 27/03/24 and £2,000 on 10/10/24
90	<b>27/03/24</b> CYAG Footballs, bats, balls, craft and first aid kit	M Hunting (HEH)	£375			£375	£375	£0	Completed
91	<b>27/03/24</b> Lord Street Forest School garden	M Hunting (HEH)	£258			£258	£0	£258	
92	<b>27/03/24</b> Painting bollards at Swanfield Terrace and Blenheim Street, Colne	M Hunting (HEH)	£250			£250	£250	£0	Completed
93	<b>27/03/24</b> Footpath restoration at Lake Burwain	M Hunting (HEH)	£1,000			£1,000	£1,000	£0	Completed
94	<b>09/05/24</b> Colne Junior Council visit to the Houses of Parliament	M Hunting (HEH)		£500		£500	£500	£0	Completed
95	<b>09/05/24</b> Colne Market Traders Committee photography competition	M Hunting (HEH)		£500		£500	£500	£0	Completed

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96	<b>06/06/24</b> Additional LED lighting column on Colne Lane Car Park, Colne	S Whalley (ENG)		£3,775		£3,775	£3,775	£0	Completed
97	<b>06/06/24</b> Painting bollards by St Bartholomew's Church and top of Cotton Tree Lane	M Hunting (HEH)		£770		£770	£770	£0	Completed
98	<b>06/06/24</b> Wooden gate at Greenfield Road, Colne	S Whalley (ENG)		£350		£350	£350	£0	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	<b>08/07/24</b> Black Horse Yard gate, Colne	Colne BID		£550		£550	£550	£0	Completed
100	<b>08/08/24</b> Painting gas light and old sign with new lamp top	M Hunting (HEH)		£400		£400	£0	£400	
101	<b>08/08/24</b> Public art project – Preparing and submitting external grant applications	M Hunting (HEH)		£4,300		£4,300	£0	£4,300	
102	<b>08/08/24</b> Polytunnel for Trawden in Bloom	M Hunting (HEH)		£500		£500	£500	£0	Completed
103	<b>10/10/24</b> North Valley Roundabout Improvement Scheme	Colne BID		£2,000		£2,000	£0	£2,000	



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
104	<b>10/10/24 &amp; 09/01/25</b> Litter pickers for Waterside Youth Club	M Hunting (HEH)		£91		£91	£91	£0	Completed
105	<b>10/10/24</b> Painting 20 bollards on Market Street, Colne	M Hunting (HEH)		£430		£430	£430	£0	Completed
106	<b>10/10/24</b> Replacing missing gully gates and cleaning out blocked gullies on unadopted back streets	S Whalley (ENG)		£2,500		£2,500	£1,349	£1,151	
107	<b>07/11/24</b> Holt House height barrier	P Riley (OS)		£1,500		£1,500	£1,500	£0	Completed
108	<b>05/12/24</b> Winterbloom 25	Colne BID		£5,000		£5,000	£5,000	£0	Completed
109	<b>05/12/24</b> Dog fouling bin at Ball Grove, Colne	Trawden Forest Parish Council		£83		£83	£83	£0	That £82.84 be awarded to Trawden Forest Parish Council
110	<b>09/01/25</b> Patten Street/Shaw Street pen clearance	P Riley (OPS)		£1,000		£1,000		£1,000	That initial funding of £1,000 be allocated towards the removal of all structures and debris on the site, to be increased by an additional £950 should no further funding be received from elsewhere. Confirmation that £950 will be contributed from elsewhere
111	<b>06/02/25</b> Thread of Hope School Pilot Project	M Hunting (HEH)		£2,000		£2,000	£2,000	£0	£2,000 allocated from the central pot plus £3.07 from Cllr Dorothy Lord's Capital Project allocation. Completed

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
112	<b>06/02/25</b> Colne Gateway Wildflower Scheme	P Riley (OS)		£955		£955	£955	£0	£955.34 allocated on 06/02/25
113	<b>06/02/25</b> Drainage improvements at footpath 20, Trawden	S Whalley (ENG)		£1,000		£1,000	£0	£1,000	£1,000 allocated on 06/02/25
114	<b>06/03/25</b> Fencing for enlarged Alkincoates Nature Reserve	M Hunting (HHE)		£2,232		£2,232	£2,232	£0	Completed
115	<b>06/03/25</b> Footpath restoration at Lake Burwain - Phase 2	M Hunting (HHE)		£1,000		£1,000	£1,000	£0	Completed
116	<b>06/03/25</b> Showing Scene software for Trawden Agricultural Show	M Hunting (HHE)		£3,240		£3,240	£3,240	£0	Completed
117	<b>26/03/25</b> Bollard painting on Birtwistle Avenue and Regent Street, Colne	M Hunting (HHE)		£250		£250	£	£250	Email from David Cockburn-Price under delegated authority giving Leo Brightly permission to carry out bollard painting on Birtwistle Avenue and Regent Street, Colne
	<b>Subtotal</b>		<b>£30,273</b>	<b>£44,924</b>	<b>£0</b>	<b>£75,197</b>	<b>£48,536</b>	<b>£26,661</b>	
	<b>Unallocated Funds</b>		<b>£5,039</b>	<b>-£2,534</b>		<b>£2,505</b>		<b>£2,505</b>	
	<b>Total Funds Available 24/25</b>		<b>£35,312</b>	<b>£42,390</b>	<b>£0</b>	<b>£77,702</b>	<b>£48,536</b>	<b>£29,166</b>	

**Colne and District Committee Commitments for 2025/26**
**Appendix 2**

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2025/26	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
3	<b>04/04/19 &amp; 10/06/21 &amp; 11/01/24 &amp; 27/03/24 &amp; 06/03/25</b> Premises improvement grants	M Williams (ECO)	£9,000	-£3,000		£6,000	£0	£6,000	New allocation of £2,000 agreed on 11/01/24 and £6,000 on 27/03/24. £3,000 de-allocated on 06/03/25
32	<b>09/05/19 &amp; 10/09/20 &amp; 10/06/21 &amp; 12/05/22</b> Councillors' capital projects	M Hunting (HEH)	£2,037			£2,037	£0	£2,037	£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. The funds are fully committed
64	<b>11/05/23 &amp; 06/06/24 &amp; 08/08/24</b> Litter and Dog Waste Bins	J Lord (OPS)	£169			£169	£50	£119	£1,000 allocated on 11/05/23, £1,000 on 06/06/24 and £2,000 on 08/08/24 for the provision of litter and dog waste bins
72	<b>02/11/23</b> Improvements to Queen Street Car Park	S Whalley (ENG)	£496			£496	£0	£496	Top-up of Capital Projects allocation
84	<b>27/03/24 &amp; 10/10/24</b> Repainting, repairing or replacing street signs in Colne, Trawden, Foulridge and Laneshaw Bridge	U Hannan (ENG)	£4,600			£4,600	£414	£4,186	£1,500 allocated on 27/03/24 and £2,000 on 10/10/24

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2025/26	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
91	<b>27/03/24</b> Lord Street Forest School garden	M Hunting (HEH)	£258			£258	£0	£258	
100	<b>08/08/24</b> Painting gas light and old sign with new lamp top	M Hunting (HEH)	£400			£400	£0	£400	
101	<b>08/08/24</b> Public art project – Preparing and submitting external grant applications	M Hunting (HEH)	£4,300			£4,300	£0	£4,300	
103	<b>10/10/24</b> North Valley Roundabout Improvement Scheme	Colne BID	£2,000			£2,000	£0	£2,000	
106	<b>10/10/24 &amp; 03/0/25</b> Replacing missing gully gates and cleaning out blocked gullies on unadopted back streets	S Whalley (ENG)	£1,151	£2,500		£3,651	£0	£3,651	£2,500 allocated on 10/10/24 and £2,500 on 03/04/25. Resolved on 03/04/25 that funding of up to £2,500 be allocated for drainage maintenance works on unadopted back streets in Colne and District, subject to the Committee being advised of where the works have taken place
110	<b>09/01/25</b> Patten Street/Shaw Street pen clearance	P Riley (OPS)	£1,000			£1,000	£0	£1,000	That initial funding of £1,000 be allocated towards the removal of all structures and debris on the site, to be increased by an additional £950 should no further funding be received from elsewhere. Confirmation that £950 will be contributed from elsewhere

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous Years	Allocated 2025/26	Reallocated	Total Allocation	In-Year Spend	Allocation Remaining in Ledger	Status of Scheme/Remarks
113	<b>06/02/25</b> Drainage improvements at footpath 20, Trawden	S Whalley (ENG)	£1,000			£1,000	£0	£1,000	£1,000 allocated on 06/02/25
117	<b>26/03/25</b> Bollard painting on Birtwistle Avenue and Regent Street, Colne	M Hunting (HEH)	£250			£250	£0	£250	Email from David Cockburn-Price under delegated authority giving Leo Brightly permission to carry out bollard painting on Birtwistle Avenue and Regent Street, Colne
118	<b>03/04/25</b> King George V access improvements	P Riley (OS)		£4,750		£4,750		£4,750	
119	<b>03/04/25</b> Foulridge tree maintenance	Foulridge Parish Council		£1,000		£1,000		£1,000	
	<b>Subtotal</b>		<b>£26,661</b>	<b>£5,250</b>	<b>£0</b>	<b>£31,911</b>	<b>£464</b>	<b>£31,447</b>	
	<b>Unallocated Funds</b>		<b>£2,505</b>	<b>£37,140</b>		<b>£39,645</b>		<b>£39,645</b>	
	<b>Total Funds Available 25/26</b>		<b>£29,166</b>	<b>£42,390</b>	<b>£0</b>	<b>£71,556</b>	<b>£464</b>	<b>£71,092</b>	

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

- A. Project title:** Litter and Dog Waste Bins
- B. Bid submitted by:** David Walker, Assistant Director, Operational Services
- C. On behalf of (please include contact details):** Operational Services,  
Pendle Borough Council Tel 01282 661746 Email [david.walker@pendle.gov.uk](mailto:david.walker@pendle.gov.uk)
- D. Amount requested:** £1,000
- E. Is there match funding for the project from elsewhere?** No  
**If so, please give details:** N/A
- F. Details of project:** Provision of litter and dog waste bins for the financial year 2025/26
- G. Main outcomes to be achieved:** To provide sufficient waste bins to help keep Pendle streets cleaner and to be able to respond to demand for such bins from members of the public, council members, etc
- H. When will project be implemented?**  
**Start Date:** 2025/26  
**Expected Completion Date:** 2025/26
- I. Who will undertake the project works?** Operational Services
- J. Are there long-term revenue consequences and how will these be funded?**  
Emptying of existing bins is currently funded via the Operational 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