

Community Participation Budget

People Select Committee – 18th December 2017

Summary

This report outlines the current financial situation with regards the Community Participation Budget (CPB) and highlights details of uncommitted Ward allocations.

Recommendations

1. Endorse the expenditure of uncommitted Ward allocations of the Community Participation Budget at the discretion of the Cabinet Member for Environment & Transport, as outlined in the Community Participation Budget Guidance.
2. Officers to provide recommendations to the Cabinet Member of eligible projects requested by local residents.

Background

1. Prior to the Community Participation Budget being in existence some funding for local projects was allocated to a Borough wide fund called the Minor Highway Improvement Budget, which was prioritised by officers.
2. In 2006/07, following comments from Ward Councillors that this budget was not evenly distributed across the Borough, the Members Advisory Panel approved changes to this budget.
3. The Community Participation Budget (CPB) started in 2007/08 under the name the Small Environmental Improvements Budget with a funding allocation of £400,000 per year. The name of this budget was then changed to reflect the importance of community participation in the development of project ideas for the wards.
4. The budget is divided across the Borough on a ward-by-ward basis based on the ward populations.
5. The CPB can be used to fund a variety of projects ranging from small engineering schemes that improve the function of the space on or adjacent to the highway or small projects that improve the local amenity space. Details of eligible and ineligible projects can be found within the CPB Guidance (see Appendix 1).
6. While any unspent funding from previous years can be carried forward and added to the following year's allocation this should be kept to a minimum. Justification for carrying forward funding should be reserved for committed projects which cannot be delivered before the financial year end due to work programme capacity issues or other delivery constraints. However, the majority of funding that has been carried forward previously each year has been uncommitted to a specific project.

7. Anecdotal evidence suggests that some Wards prefer not to commit their entire available budget each year 'just in case something comes up'. However, provision is built into the CPB to accommodate such scenarios. If a project exceeds the available remaining Ward budget it is permitted to draw down funding from next years allocation.
8. Exceptions to this rule are:
 - a. when there are impending elections,
 - b. if there is to be no budget allocation in the following year or
 - c. if the whole of the CPB annual funding has been spent/committed.
9. Should 'something come up' in the Borough that requires funding to address the situation; it may be that if there are resources available within the CPB this funding could be reallocated to resolve the issue.
10. Whilst this situation has yet to arise, with there having been Ward allocations carried forward at the end of each year of the CPB, as overall Council budget becomes further constrained greater scrutiny will be given to unallocated budgets.
11. There has been a strong desire from Ward Councillors to retain the CPB, with the overall budget being extended repeatedly, as this budget can (often) be used to meet the needs of their constituents where there would otherwise not be a resource to do so.
12. Having substantial allocations remaining towards the end of the year however does not meet the aims of the budget to respond to requests from local residents.

2017/18 expenditure

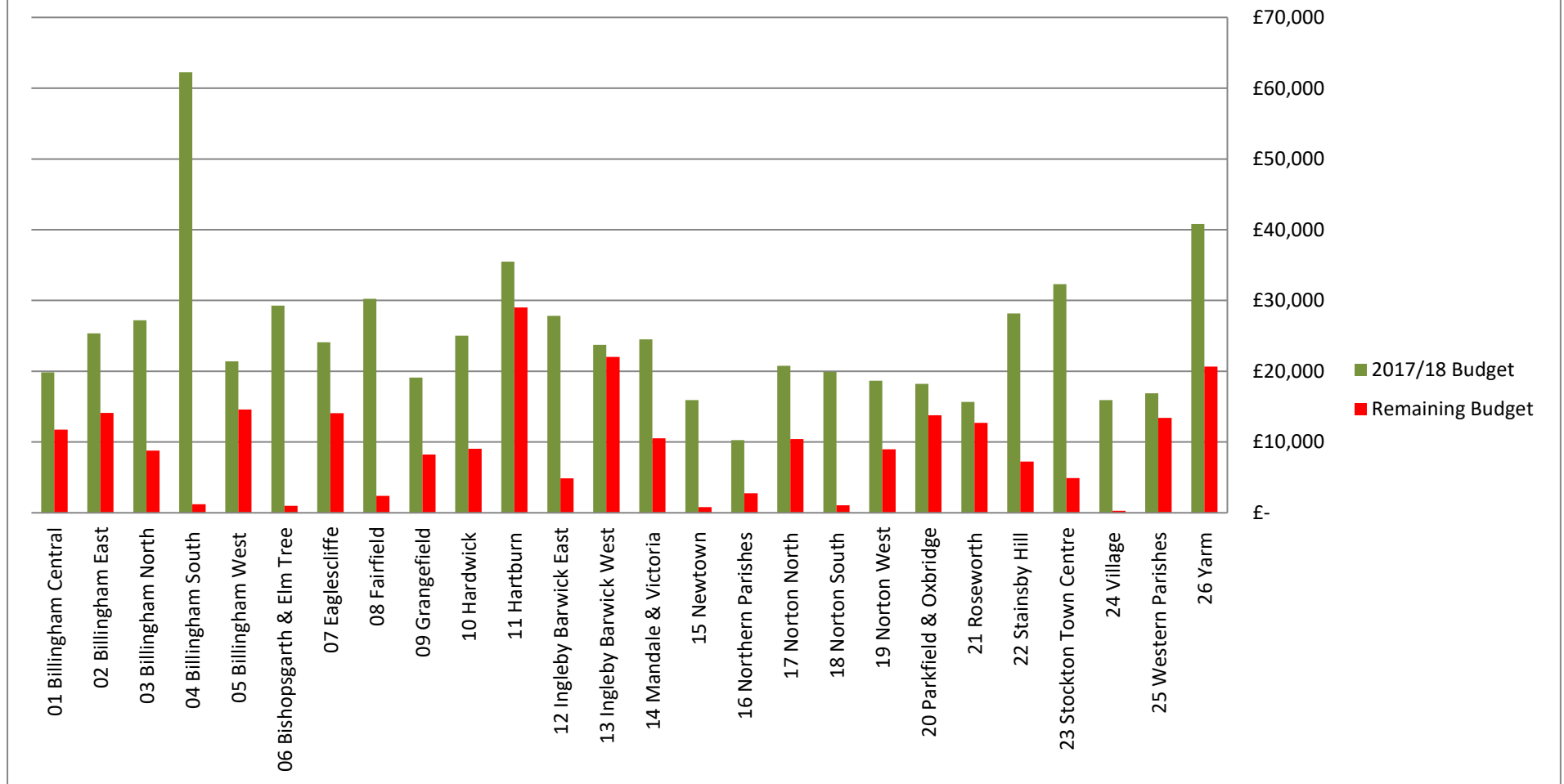
13. At the end of 2016/17 there was an overall unspent budget of £248,975, which was carried forward and added to the 2017/18 allocation to give a total available budget of £648,975.
14. Towards the end of 2016/17 several Wards put forward requests to be implemented but due to Community Services work programme being at capacity these schemes were not able to be delivered until early in 2017/18. The carry forward of funding uncommitted to projects was approximately £150,000
15. The table 1 and the subsequent graph highlights for each Ward the annual allocation, how much budget was available at the start of the year and how much budget is currently remaining.
16. The remaining budget for each Ward includes projects that have already had orders raised, but may not have yet been delivered.
17. Several Wards have also put forward suggestions for projects which are currently being investigated and potential costings prepared. The details of these are outlined in the table 2.

Table 1 – Original & Remaining Budget by Ward

Ward	Annual Allocation	2017/18 Budget	Remaining Budget
01 Billingham Central	£15,210	£19,858	£11,733
02 Billingham East	£15,275	£25,365	£14,125
03 Billingham North	£19,206	£27,216	£8,796
04 Billingham South	£14,116	£62,241	£1,223
05 Billingham West	£11,690	£21,396	£14,592
06 Bishopsgarth & Elm Tree	£13,634	£29,294	£987
07 Eaglescliffe	£21,972	£24,084	£14,061
08 Fairfield	£12,185	£30,254	£2,393
09 Grangefield	£13,978	£19,096	£7,422
10 Hardwick	£14,980	£25,038	£9,067
11 Hartburn	£13,736	£35,471	£29,018
12 Ingleby Barwick East	£21,241	£27,850	£4,884
13 Ingleby Barwick West	£22,692	£23,747	£22,028
14 Mandale & Victoria	£23,502	£24,524	£10,535
15 Newtown	£15,548	£15,917	£796
16 Northern Parishes	£7,016	£10,275	£2,760
17 Norton North	£14,329	£20,763	£10,428
18 Norton South	£16,031	£19,912	£1,053
19 Norton West	£13,123	£18,680	£8,973
20 Parkfield & Oxbridge	£15,648	£18,212	£13,781
21 Roseworth	£15,177	£15,664	£12,695
22 Stainsby Hill	£13,647	£28,182	£7,226
23 Stockton Town Centre	£14,175	£32,306	£4,924
24 Village	£14,500	£15,939	£282
25 Western Parishes	£7,046	£16,872	£13,413
26 Yarm	£20,343	£40,821	£20,666
Total	£400,000	£648,975	£247,861

Those Wards highlighted in **bold** have an available budget that is greater than their annual allocation, i.e. they have yet to spend the funds carried over from last year.

Community Participation Budget Spend



NB – the 2017/18 budget includes funds carried over from previous year

Table 2 – Schemes being Investigated & Potential Uncommitted Budget

Ward	Annual Allocation	2017/18 Budget	Remaining Budget	Schemes being investigated	Potential Remaining Uncommitted Budget
01 Billingham Central	£15,210	£19,858	£11,733	Potential match funding to a Town Council project for lighting in John Whitehead Park	£1,733
02 Billingham East	£15,275	£25,365	£14,125	Provision of parking bays at Beamish Road	-(minus)£2,213
03 Billingham North	£19,206	£27,216	£8,796	Minor resurfacing scheme at Bolam Grove and verge parking scheme at Foxton Drive	£1,600
04 Billingham South	£14,116	£62,241	£1,223		£1,223
05 Billingham West	£11,690	£21,396	£14,592	Installation of pedestrian dropped kerbs at Burniston Drive	£12,800
06 Bishopsgarth & Elm Tree	£13,634	£29,294	£987		£987
07 Eaglescliffe	£21,972	£24,084	£14,061	Installation of dropped kerbs at several locations. Parking improvements at Sycamore Road. Unkempt shrubbery removal at several locations.	-(minus)£3,293
08 Fairfield	£12,185	£30,254	£2,393		£2,393
09 Grangefield	£13,978	£19,096	£7,422	Installation of an overrun area to protect grassed area from vehicular damage	£3,047
10 Hardwick	£14,980	£25,038	£9,067		£9,067
11 Hartburn	£13,736	£35,471	£29,018	Potential parking provision at Upsall Grove, near to school. Speed limit change at Hartburn Village.	£5,018
12 Ingleby Barwick East	£21,241	£27,850	£4,884	Potential CCTV project with Town Council, subject to meeting in January	£4,884
13 Ingleby Barwick West	£22,692	£23,747	£22,028	Improvements to open greenspace/play area at The Rings	£0
14 Mandale & Victoria	£23,502	£24,524	£9,770		£10,535
15 Newtown	£15,548	£15,917	£796	Open greenspace improvements at the former Bishopton Centre, Wrensfield	£0
16 Northern Parishes	£7,016	£10,275	£2,760		£2,760
17 Norton North	£14,329	£20,763	£10,428	Access improvements to the open greenspace at Darlington Lane	£8,000
18 Norton South	£16,031	£19,912	£1,053		£1,053
19 Norton West	£13,123	£18,680	£8,973	Disability improvements to The Glebe Community Centre	£1,651
20 Parkfield & Oxbridge	£15,648	£18,212	£13,781	Installation of dropped kerbs at Windsor Road. Measures to address parking issues at Kingfisher Way.	£3,781
21 Roseworth	£15,177	£15,664	£12,695	Potential contributions to footway resurfacing schemes to provide additionality	£2,000
22 Stainsby Hill	£13,647	£28,182	£7,226		£7,226
23 Stockton Town Centre	£14,175	£32,306	£4,924	Commitment to play provision improvements as match funding to s106 contributions reflected in budget	£4,924
24 Village	£14,500	£15,939	£282		£282
25 Western Parishes	£7,046	£16,872	£13,413	Potential contribution to Parish Council project for Whinney village gateway features	£12,000
26 Yarm	£20,343	£40,821	£20,666		£20,666
Total	£400,000	£648,975	£246,965		£112,124

Wards highlighted in bold denote remaining allocation more than annual allocation

Conclusion

18. There is currently over 50% of the annual budget unallocated with only just over a quarter of the financial year remaining.
19. Even with the schemes that are currently being investigated it is anticipated that if all of these schemes are taken forward there would still be a significant amount of funding remaining to be allocated.
20. While there is currently no defined amount of unallocated funding that would be acceptable to be carried forward it would be considered appropriate that no more than 10% of the annual allocation should remain uncommitted. This is only a guide and the aim should be to achieve a balanced budget.
21. As there are eligible requests from local residents that would provide wider community benefit within those Wards with significant unallocated budgets it would be beneficial to commit this funding to deliver those projects to meet these needs.

Recommendations

22. Endorse the expenditure of uncommitted Ward allocations of the Community Participation Budget at the discretion of the Cabinet Member for Environment & Transport, as outlined in the Community Participation Budget Guidance.
23. Officers to provide recommendations to the Cabinet Member of eligible projects requested by local residents.

Appendix 1

Community Participation Budget Guidance

Community Participation Budget Guidance

Community Participation Budget Guidance

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Appendices

Appendix A

Examples of eligible and ineligible schemes

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Project Initiation Request Form

1. Purpose

The purpose of this document is to advise on the approach to the allocation and use of the Community Participation Budget (CPB).

It also highlights the changes made to the eligible projects, providing a rationale for these changes, and sets out the deadlines for expenditure.

2. Background

The CPB started in 2007/08 under the name the Small Environmental Improvements Budget with a funding allocation of £400,000 per year. The name of this budget was changed to reflect the importance of community participation in the development of project ideas for the Wards.

The continuation of the budget in 2017 for 3 years was agreed through the Medium Term Financial Plan, which was approved by Cabinet (16th February 2017) and Council (22nd February 2017).

3. What will the Community Participation Budget fund?

The CPB can be used to fund a variety of projects ranging from small engineering schemes that improve the function of the space on or adjacent to the highway or small projects that improve the local amenity space. Examples of eligible and ineligible projects can be found in Appendix A.

4. How is the budget allocated across the Borough?

The CPB is divided between Wards on the basis of population per Ward.

Any unspent funding from previous years may be carried forward and added to the following year's allocation, if available.

However this should be kept to a minimum as the Council's overall financial situation may mean that any unspent funds at the end of the financial year may be reabsorbed into the corporate account or reallocated to other budgets.

5. How can projects be put forward?

Ward Councillors are requested to put forward project ideas by completing a project request form (See Appendix B). Officers from Highways, Transport and Design and/or Direct Services will then assess these project ideas to determine their feasibility and eligibility for this programme. The Urban Design Project Officer will keep Ward Councillors updated with the progress of each request.

6. Deadlines for project submission

Ward Councillors are encouraged to submit project requests as soon as possible in order that they can be fully investigated and programmed in for implementation to meet the end of financial year expenditure deadlines.

With this in mind the following deadlines are to be followed

Bulb planting requests – no later than the end of August
Tree planting requests – no later than the end of November
All other requests – no later than the end of October

Any project requests received after these dates will likely have to be implemented in the following year.

7. Meeting community need

Ward Councillors are requested to include with the project request details of the level of community need and support. This could be in the form of submitted petitions, letters/emails from residents or a questionnaire survey.

If the project is feasible officers will undertake any required statutory consultation for which any associated fees would be covered by the CPB.

8. What if more than one idea is suggested for a Ward or the Ward Councillors cannot reach an agreement on which projects to carry forward?

If there is more than one eligible project for a Ward it is the responsibility of the Ward Councillors to prioritise the projects.

If Ward Councillors cannot reach a decision as to which projects are to be carried out the Cabinet Member for Regeneration and Transport will make the final decision with technical advice from relevant officers.

9. What if a project idea exceeds the available Ward budget?

If a requested project exceeds the wards available budget it would be permitted to draw down funding from the next years allocation. The exception to this rule is when there are elections or when it has been identified that the budget will not be available in the following year.

10. Who will design, manage and carry out the works?

Appropriate officers within Highways, Transport and Design and/or Community Services will design, manage the delivery of the schemes.

The Council's Community Services team will carry out the implementation of the schemes. If work programmes warrant it, external contractors will be commissioned to carry out schemes under Council's standard procurement procedures.

11. Is there other funding available to carry out additional environmental improvements?

It is possible to offer the CPB as match funding to other potential budget sources. Possible options include, but not limited to:

Capital funding through the Area Transport Strategy (ATS)

Town and Parish Council precepts

Thirteen Group (Tristar Homes) may have small budgets to carry out environmental improvements that have been requested by its tenants.

12. What if a Ward has uncommitted funds at the end of the year?

Any uncommitted budgets as of 31st December will be discussed with the Cabinet Member to identify potential projects for possible reallocation of this remaining funding.

13. Changes to the eligible projects

Due to the revenue budget pressures for the ongoing maintenance, the siting of planter tubs/troughs, hanging baskets and other floral displays is not permitted on Council owned land (NB - the planting of trees and bulbs is still permitted). It is, however, eligible to use the CPB to contribute to schemes where a third party landowner is to take on the ongoing maintenance of the scheme, e.g. Town and Parish Councils.

While waste bins are still permitted; a stronger emphasis must be placed on areas where there is no provision and where there is a serious litter/dog fouling issue. Officers will provide an assessment of the area for any bin request to determine if a bin is warranted or not - i.e. there is no bin provision in the area and litter/dog fouling is a serious issue (a high volume of complaints). Should the assessment determine that additional litter/dog bins are not required the Ward Councillors will be advised of the reasons why. A recommended project could be that the existing bin provision in an area is repositioned to meet the need.

Projects carried out through the Town and Parish Councils are eligible to receive match funding from the CPB.

The maximum level for match funding from the CPB towards projects identified through the Area Transport Strategy has been removed. Ward Councillors may wish to use the CPB to wholly fund prioritised projects. Ward Councillors should refer to the ATS protocol.

Appendix A EXAMPLES OF ELIGIBLE SCHEMES

The following schemes are **not eligible** for the CPB as they have on going revenue budget implications, or are beyond the scope of the CPB. These projects will be only undertaken through core resources.

- x Street lighting or feature installations
- x Salt Bins / additional gritting
- x Private building facade improvements
- x Demolitions
- x Revenue Projects (e.g. street wardens)
- x Individual crossings to private driveways (to be funded by property owner, unless considered as part of a footway maintenance scheme or larger parking scheme)
- x Shrub planting areas and new hedges

The following schemes are only eligible in partnership with a Third Party who will take on the ongoing maintenance of the scheme – e.g. Town or Parish Council.

- ? Floral Displays, hanging baskets and planter tubs troughs

The following schemes are eligible subject to a technical need assessment community support and any associated statutory consultation.

- ? Traffic calming
- ? Pedestrian Crossings
- ? Installation of Speed Indication Devices (SID's) and Vehicle Activated Signs (VAS's)
- ? Larger scale accessibility improvement schemes (cycleway and footway improvements)
- ? Resident Parking Zones
- ? Traffic Regulation Orders

It would be eligible to fund or provide a contribution to the following, subject to the location being approved through the public transport scoring matrix.

- ? Installation of new or replacement Bus Shelters
- ? Installation of low floor bus platforms

The following schemes would be eligible wholly for the CPB, subject to area need analysis. These schemes are highly unlikely to be funded by the LTP/ATS.

- √ Parking Bays and Lay-bys
- √ Verge parking Treatment
- √ Installation of bollards
- √ Footpaths along desire lines
- √ Replacement of old bench seats
- √ Fencing and handrails
- √ Replace concrete bollards
- √ Tree planting
- √ Bulb planting
- √ New waste bins
- √ Application for Legal Orders and installation of gates where there is serious issues with crime and antisocial behaviour
- √ Removal of unnecessary signs and poles (street clutter)
- √ Installation/monitoring of CCTV cameras (connected to the surveillance centre)
- √ Dropped kerbs to aid pedestrian crossing
- √ Works to bring unadopted sections of Highway to adoptable standards
- √ Artistic enhancement projects (e.g. sculptures, heritage trails)
- √ Public Right of Way improvements
- √ Contributions Green Infrastructure improvements
- √ Community Gardens (match funding to a developed scheme)
- √ Highway repairs (e.g. filling potholes, resurfacing) – subject to need analysis
- √ Improvements to Community Centres (match funding to a developed scheme)

Appendix B

PROJECT INITIATION REQUEST

SCHEME: E.g. Letsby Avenue grass verge treatment

Name of Councillor submitting:

Origin of request: *I.e. Ward Surgery, petition, request from resident, Cllrs. own observations etc.*

Other Ward Councillors: - *Indicate if other Ward councillors agree to the scheme*

Please insert names	Agree	Disagree
Cllr		
Cllr		
Cllr		

Brief Outline: *Please describe **the problem to be addressed** and the scheme requested (there may be alternative suggestions to solve the problems);*

E.g. Parked vehicles damaging grass verges on Letsby Avenue from numbers 4 to 42 and road too narrow for on street parking. Request is for hard standing to replace grass verges.

Key Stakeholders: - *Please describe the key local stakeholders in the scheme, for instance; residents, Parish/Town Council, any action groups or lead members of the community who should be involved in developing and delivering the scheme. (If this is not known, officers will be able to suggest key stakeholders.)*

<p>Consultation: -Please note if officers are requested to carry out consultation a fee will be charged and deducted from the Ward allocation</p>	
<p>Has any consultation been carried out with local residents? YES/NO (please delete)</p>	
<p style="text-align: center;">YES</p> <p><i>Please indicate evidence of consultation and the level of support. E.g. petitions, letters from residents, notes/minutes of a public meeting, questionnaire.</i></p>	<p style="text-align: center;">NO</p> <p><i>Please note a project idea cannot progress without the majority support of the local community. Please indicate what consultation is intended to be carried out.</i></p>
<p>Do you require officers to carry out consultation? YES/NO (PLEASE DELETE)</p>	
<p>Signed..... Date</p>	
<p>Please return completed forms to</p> <p style="text-align: center;">EGDS@stockton.gov.uk</p> <p>In the subject line of the email please put 'Community Participation Budget'</p>	
<p>For Office Use:</p>	
<p>Highways, Transport and Environment <input type="checkbox"/></p>	<p>Direct Services scheme <input type="checkbox"/></p>
<p>Date Received: - Officer Dealing: -</p>	
<p>Technical Recommendation: -</p>	
<p>Estimated Costs: -</p>	
<p>LIST ANY RISKS OR REVENUE IMPLICATIONS TO BE CONSIDERED?</p>	