



Agenda

Operational Management Committee

Date:	Tuesday, 16 March 2021 at 6:30 pm
Venue:	Remote Meeting via Zoom
Committee members:	<p>Councillor Roger Small (Chairman) Councillor John Kirkham (Vice-Chairman)</p> <p>Councillors Mark Bamforth, Julie Brickles, Alan Clayton, Chris Dixon, Will Harris, Paul Hodgson, Kiran Mulholland, Bobby Rigby, Stan Trudgill, Viv Willder.</p>

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Meeting ID: 899 4293 6503

Passcode: 405477

Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.

To register to speak under Public Platform: see [Public Speaking at Council Meetings](#)

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 12 January 2021 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
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Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: democracy@fylde.gov.uk

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<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	16 MARCH 2021	4
SOUTH FYLDE LINE STUDY			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

Funding has been secured to carry out a study and develop a Strategic Outline Business Case into the viability of creating a passing loop on the South Fylde Line to increase the capacity of the line from 1 to 2 trains per hour. The report outlines the proposed study and progress made to date.

RECOMMENDATIONS

The Operational Management Committee are requested to:

1. Support the study into the viability of creating a passing loop on the South Fylde Line and the creation of a Strategic Outline Business Case.
2. To recommend to the Finance and Democracy Committee a new fully funded addition to the Capital Programme in 2021/22 'South Fylde Line Study' to the sum of £70,000 funded from a grant of £50,000 from the Department for Transport and further funding of £16,000 from project partners, and the remaining £4,000 match funding from Fylde Council to be funded from the Capital Investment Reserve.
3. Subject to the approval from Finance and Democracy Committee as detailed above, to authorise expenditure of up to £70,000 following the required procurement of the consultants to undertake this study.

SUMMARY OF PREVIOUS DECISIONS

Full Council at its meeting of 19th October 2020 resolved:

1. That the council approves the 2020-2024 Corporate Plan receiving annual progress reports in accordance with the established performance policy framework; and
2. That the Budget Work Group be tasked to identify the priority actions of the Corporate Plan 2020-2024 and to report back to Full Council for agreement.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

1. Within the Corporate Plan 2020-2024 one of the actions under the economy section is to 'Work in collaboration with partners to deliver 'a passing loop on the South Fylde railway line.'
2. Prior to the Beeching Review of railway lines in the 1960s the South Fylde line was double-tracked enabling trains to pass each other along the line. Following the review the line from Blackpool South Station to Kirkham and Wesham Station was reduced to a single track resulting in a maximum of one train per hour being able to use the line, limiting the potential capacity of the train services and restricting growth. When there are delays on the line services are unable to catch up resulting in poor service performance and an increased likelihood of cancellations.
3. In early 2020 the Department for Transport (DfT) announced the Restoring Your Railway/Beeching Reversal ideas fund. The fund was established to looking at the viability of restoring lost railway lines to communities. DfT would fund 75% of costs, up to £50,000, of successful proposals to help fund transport and economic studies and create a business case. Future funding to develop projects would be subject to agreement of the business case. The Strategic Outline Business Case (SOBC) that would need to be produced would be the equivalent of a [Governance for Railway Investment Projects \(GRIP\) 3 study](#).
4. In the first round of funding a study to review the Fleetwood to Poulton line was successful in obtaining funding. This study is ongoing, due for completion in April 2021.
5. The fund required a Member of Parliament to sponsor the project and a group, such as a Local Authority, to act as a lead promotor. For the second round of funding Mark Menzies MP and Scott Benton MP submitted a joint bid to progress the idea of providing a passing loop on the South Fylde Railway Line to enable the capacity of the line to increase from one to two trains an hour. Fylde Council's Chief Executive was named as the Lead Promotor for the scheme meaning that Fylde Council will be responsible for financial management and overall oversight of the project. The application was successful and announced at the end of 2020.
6. A Project Working Group has been established to provide advice and assistance and oversee the progress of this study and the development of the SOBC and ensure it is produced by November 2021. The group includes representatives of the two MPs, Department for Transport, Network Rail, Northern Rail, Community Rail Lancashire, Blackpool Council and Lancashire County Council. A monthly update report is provided to DfT to update the Secretary of State for Transport on progress. This report is also shared with the Chair and Vice Chair of the Operational Management Committee.
7. The Project Working Group have concluded that the best way to proceed is to procure the services of two consultants. One would look at the capacity of the network to see whether 2 trains an hour could operate. A second consultant would gather a variety of evidence to support the proposals, carry out an assessment of alternative transport options, carry out stakeholder engagement, assess costs of implementing a scheme, carry out a cost benefit analysis and produce the SOBC.
8. Network Rail are best placed to carry out a capacity study of the line to assess whether it would be viable to operate 2 trains per hour within the wider timetable and that platform space can be provided at the already congested Preston Station, taking into account other potential changes to train services in the future. Network rail are currently developing a remit for this study and will provide a cost for this work. It is proposed that, assuming the quote provided is considered by the Project Working Group to be reasonable, the work will be direct awarded to Network Rail. Within Fylde Council's procurement rules, where engaging consultants for specialised needs, a direct award is possible when agreed between a Director and the Chief Executive.
9. The scope of work required by the second consultant is currently being agreed by the Project Working Group then the work will be tendered, either through The Chest or via a mini tender exercise through a Local Authority Framework.
10. The grant for this study is 75% of the total cost up to £50,000 with 25% match funding required.

11. To assist with match funding, Project Group members were asked for assistance in covering the match funding amount. Community Rail Lancashire have offered 10% of the total costs up to £10,000. It has been proposed that Fylde Council, Lancashire County Council and Blackpool Council split the remaining match funding amount which would equate to 5% each of the total project cost. Lancashire County Council and Blackpool Council have informally agreed to this.
12. To accept the grant and to continue with delivery of the project a grant offer letter must be signed by Fylde Council with DfT by the end of March 2021. Although the full costing for the study do not need to have been finalised by this point, agreements for match funding must be in place.
13. The Operational Management Committee are asked to support the study and to recommend to the Finance and Democracy Committee that an in-year addition to the capital budget for 2021/22 is made up to £70,000 including a contribution from Fylde Council's Capital Investment Reserve of £4,000. Subject to agreement with the Finance and Democracy Committee, the Operational Management Committee are asked to approve expenditure of the capital budget so that the relevant consultants can be appointed as soon as possible.

IMPLICATIONS	
Finance	The report proposes a recommendation to the Finance & Democracy Committee for approval of a fully funded capital scheme addition to the Capital Programme in 2021/22 'South Fylde Line Study' to the sum of £70,000 funded from a grant of £50,000 from the Department for Transport, £16,000 from project partners and the remaining £4,000 match funding from Fylde Council to be funded from the Capital Investment Reserve and subject to this approval, authorisation of expenditure up to £70,000 following the required procurement of the consultants to undertake this study.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Andrew Loynd	andrew.loynd@fylde.gov.uk , 01253 658 527	03/03/21

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	16 MARCH 2021	5
BUS SHELTERS - CONTRACT			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

This report is a Decision Item requesting the extension to the existing agreement with the bus shelter operator Clear Channel whilst officers undertake a formal procurement process for a new bus shelter contract within the borough.

RECOMMENDATIONS

1. That the council seek an extension to the existing agreement with Clear Channel for the provision and maintenance of bus shelters in the borough to the earlier of 2 years or formal contract award, following a procurement exercise, to be on similar terms on the expiry of the existing Deed of Variation on 10 May 2021.
2. That officers undertake a formal procurement process for the provision and maintenance of bus shelters throughout the borough.

SUMMARY OF PREVIOUS DECISIONS

Operational Management Committee at its meeting on 19 January 2016:

1. To continue providing and maintaining the 68 bus shelters the council is directly responsible for.
2. To recommend the proposed capital bid of £30,000, for additional/replacement Bus Shelters, for consideration by the Budget Working Group.
3. To extend the existing agreement with Adshel/Clear Channel for a further 5 years on the same/similar terms and as part of this renegotiation ask Adshel/Clear Channel to review all 66 existing shelters in light of current bus routes and seek the provision of additional shelters where possible.
4. That Lancashire County Council be formally advised of the concerns of the borough council in relation to the lack of proper maintenance of shelters it has erected and that LCC be asked to put in place immediate arrangements to repair and maintain those shelters.

Operational Management Committee 24 November 2015

It was RESOLVED to: 2. To note that the Bus Shelters Capital bid is an agreement in principal pending the findings of a detailed report on all bus shelter provision in the borough that will be presented to the next meeting of the committee.

Operational Management Committee – 15 September 2015

The Committee RESOLVED to:

1. Note the intention to utilise the sum of £7,780 secured from the development of the approved residential development at Highbury Road East for the purposes of providing 2 bus shelters on Leach Lane, St Annes.
2. Request approval by the Chief Financial Officer, in consultation with the Chair of the Finance and Democracy Committee, for a fully-funded revenue budget increase in the sum of £7,780 to provide for a payment of this amount to LCC for the provision and installation of the works as described within the report, to be funded by the use of a portion of a S106 developer contribution for this purpose in the total sum of £20,000 which has been previously received by Fylde Council.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

BACKGROUND

1. The Council entered into an agreement with Clear Channel UK Limited (previously Adshel Ltd) for the provision and maintenance of bus shelters within the borough on 11 May 2000. The term agreement was extended by a Deed of Variation dated 8 June 2016, for a further 5 years, which expires on 10 May 2021.
2. The terms of the agreement require Clear Channel to provide, operate, clean and repair the shelters and pay for any electricity consumed including inspection, insurances and business rates payable. Within the contract there are minimum response times for Clear Channel to respond to repairs or any problems reported.
3. The agreement provides for a nominal consideration to Fylde Borough Council of £1 per annum with provision for Clear Channel to terminate if in its opinion the shelters are no longer commercially viable, and for the Council to terminate if clear Channel becomes insolvent.
4. There are currently 66 shelters covered within the agreement's schedule, plus an additional new shelter at Mill Farm Wesham installed just over a year ago.
5. There are a further 68 bus shelters throughout the borough that the council owns and is directly responsible for their management and maintenance which are outside of this agreement with Clear Channel.
6. In that time, Clear Channel have performed well against their contract as any damage or repairs reported to them has been dealt with in a timely manner. In addition, Clear Channel maintain the cleanliness of the shelters. Recently they have begun an upgrade to some of their shelters and introduced new digital screen formats to replace the paper-based advertising panels. Some of these are located in St Annes Square.
7. Any new operator would need to meet the cost of providing new shelters which is estimated would be in excess of £335,000, as Clear Channel would remove their infrastructures upon the expiration of their agreement with the council.

CLEAR CHANNEL PROPOSAL FOR EXTENSION

8. Clear Channel have offered to honour the existing contract terms with Fylde and propose to secure the shelter number (67) for a further 5-year term and would continue to clean and maintain all the contractual shelters.
9. There are only 2 minor alterations proposed to the agreement, is that given the fall in advertising income, Clear Channel have requested the right to remove the paper advertising panel from any under-performing advertisement shelter and make good the shelter, if they remove the panel. They will continue to operate the bus shelter as a non-advertising shelter for the remainder of the agreement and guarantee the existing service provision & maintenance on all shelters. The benefit to the council is that the shelter is retained for bus users whilst Clear Channel do not incur business rates.
10. The second proposed variation to the agreement is that they would be permitted to replace a bus shelter type in the event that any required replacement of existing shelter design is not in stock or is obsolete.

COMPETITIVE TENDER APPROACH

11. There has been a general fall in Out-of-Home advertising income during the pandemic. It is noted that there is a limited market with other outdoor media players; notably Global (previously Primesight) and J C Decaux, neither of whom list the Fylde coast as areas of interest for advertising billboards in any format. Instead they are focussing their attention on sites in major cities where their advertising customers will pay a higher premium which in turn covers the cost of the bus shelters, maintenance and business rates.
12. However, an alternative potential competitor Alight Media, has very recently approached the council. They were established, 3 years ago in 2018 and operate over 1,200 sites. Alight Media have a wealth of experience in the Out-of-Home market with some senior staff having worked previously with Clear Channel and Decaux.
13. As a result, officers recommend undertaking a formal procurement exercise and to seek competitive bids for the bus shelter contract. This could also be extended to include a number of the remaining 68 shelters that are outside this contract and are directly managed and maintained by Fylde Council.

CONCLUSION / RECOMMENDATIONS

14. Notwithstanding the proposal from Clear Channel to extend the existing agreement for a further 5 years, it is proposed that in consideration of the council's Contract Procedure Rules, that the opportunity is offered to the market by way of a formal procurement process and that this to include all the council's bus shelters.
15. In the interim, to provide continuity of infrastructure provision, an extension to the existing agreement with Clear Channel for the provision and maintenance of bus shelters in the borough to the earlier of 2 years or formal contract award, following a procurement exercise, to be on similar terms on the expiry of the existing Deed of Variation on 10 May 2021. Clear Channel will be invited to bid for the new contract.
16. A further report will be brought to members on the outcome of the procurement exercise in due course.

IMPLICATIONS	
Finance	There are no implications arising directly from the report.
Legal	An extension to the existing agreement with Clear Channel for the provision and maintenance of bus shelters in the borough will be provided to the earlier of 2 years or formal contract award, following a procurement exercise, to be on similar terms on the expiry of the existing Deed of Variation on 10 May 2021.
Community Safety	There are no implications arising directly from the report.
Human Rights and Equalities	There are no implications arising directly from the report.

Sustainability and Environmental Impact	There are no implications arising directly from the report.
Health & Safety and Risk Management	There are no implications arising directly from the report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Marie Percival	marie.percival@fylde.gov.uk & Tel 01253 658422	25 February 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
	2017	
	2020	

Attached documents

Appendix 1 – letter from Clear Channel UK Limited

Appendix 2 – list of bus shelters provided and maintained by Clear Channel

Marie Percival
Estates & Asset Manager
Fylde Borough Council
Town Hall
St Anne's Road
Lytham St Anne's
FY8 1LW

25th November 2020

Dear Marie,

Ref: Bus Shelter Advertising Contract.

Further to our telephone conversation and email of last week. I take this opportunity to detail our proposal as follows;

As you will be aware the Out of Home Advertising industry (like Many Other business) has suffered greatly in these difficult times and we must look at all contracts and re-evaluate the position.

Clear Channel would like to continue to honour the existing contract with Fylde and propose to secure the shelter number (76) for a further 5-year term.

We will continue to clean and maintain all the contractual shelters, in return we would ask that we have the right to remove the paper advertising panel from the shelter and make good the shelter, if we remove the panel. we will continue to operate the bus shelter as a non-advertising shelter for the remainder of the agreement and guarantee the existing service provision & maintenance on all shelters.

We would also ask if it becomes necessary for Clear Channel to replace a bus shelter that we are permitted to change the shelter type in the event the existing shelter design is not in stock or is obsolete.

Please be mindful that all offers made are subject to board approval.

Hope to hear from you soon

Yours faithfully



Alice-Ann Brown
Portfolio Partnership Manager (North)

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APPENDIX 2 – LIST OF BUS SHELTERS PROVIDED AND MAINTAINED BY CLEAR CHANNEL

District No.	Site No.	Address
3305	3	St Albans Rd Lytham St Annes Fylde
3305	4	St Annes Rd West o/s No 51 Lytham St Annes Fylde
3305	5	St Annes Rd West o/s No 45 Lytham St Annes Fylde
3305	6	St Annes Rd West o/s No 57 Lytham St Annes Fylde
3305	8	Clifton St o/s No 78-80 Lytham St Annes Fylde
3305	9	Clifton St o/s No 82 Lytham St Annes Fylde
3305	10	Clifton St o/s No 91 Lytham St Annes Fylde
3305	11	Clifton Dr o/s No. 57 Lytham St Annes Fylde
3305	12	Headroomgate Rd o/s No 109 Lytham St Annes Fylde
3305	13	Clifton St o/s 17 Lytham St Annes Fylde
3305	14	Clifton Dr North Adj New Rd Lytham St Annes Fylde
3305	15	Clifton Dr N Opp St Georges Ln Lytham St Annes Fyl
3305	16	Preston Rd Opp No 165 Lytham St Annes Fylde
3305	17	Clifton Dr Nth o/s 320 To 328 Lytham St Annes Fyld
3305	19	Saltcotes Rd Adj Saltcotes Pl Lytham St Annes Fyld
3305	20	Clifton Dr Sth Opp Bromley Rd Lytham St Annes Fyld
3305	21	Clifton Dr North o/s No 434 Lytham St Annes Fylde
3305	22	Clifton Dr North o/s No 449 Lytham St Annes Fylde
3305	24	Clifton Dr Sth Opp 246 Lytham St Annes Fylde
3305	25	Clifton Dr South Opp No 193 Lytham St Annes Fylde
3305	27	St Annes Rd East o/s No 33 Lytham St Annes Fylde
3305	28	Preston Rd Opp No 27 Lytham St Annes Fylde
3305	29	Station Rd Opp Lunesdale Rd Kirkham Fylde
3305	31	Station Rd Adj No 1 Kirkham Fylde
3305	32	Station Rd Opp No 1 Kirkham Fylde
3305	33	Lytham Rd E/O Foldside Freckleton Fylde
3305	34	Lytham Rd E/O Trinity Cl Freckleton Fylde
3305	36	Lytham Rd o/s No 199 Warton Fylde
3305	37	Lytham Rd Opp No 283 Warton Fylde
3305	38	Lytham Rd o/s No 291 Warton Fylde
3305	40	Poulton St o/s No 11-13 Kirkham Fylde
3305	41	MILL FARM SPORT VILLAGE FLEETWOOD ROAD WESHAM
3305	42	Preston New Rd N/B N/O Whitehill Rd, Peel Hill Fyl
3305	43	Preston New Rd S/B N/O Whitehill Rd, Peel Hill Fyl
3305	44	Squires Gate Ln Opp No 233 Blackpool Fylde
3305	45	Squires Gate Ln Opp No 191 Blackpool Fylde
3305	46	Squires Gate Ln Opp No 115 Blackpool Fylde
3305	47	Squires Gate Ln o/s Squires Gate Railway Stn, Blac
3305	48	Clifton Dr Nth Opp Pontins Theatre, Lytham St Anne
3305	49	Clifton Dr Nth Opp Pontins Main Entrance, Lytham S
3305	50	Clifton Dr Nth o/s Pontins Lytham St Annes Fylde
3305	51	Clifton Dr Nth N/O No 604 Lytham St Annes Fylde
3305	52	Clifton Dr Nth Opp No 525 Lytham St Annes Fylde
3305	53	Clifton Dr Nth Opp No 495 Lytham St Annes Fylde
3305	54	Clifton Dr Nth Opp No 475 Lytham St Annes Fylde
3305	55	Clifton Dr Nth Opp No 385 Lytham St Annes Fylde
3305	56	St Annes Rd West o/s No 44 Lytham St Annes Fylde
3305	57	Kilnhouse Ln Adj No 149 Lytham St Annes Fylde
3305	58	Clifton Dr Sth o/s No 333 Lytham St Annes Fylde
3305	59	Clifton Dr Sth o/s No 257 Lytham St Annes Fylde
3305	60	Clifton Dr Sth E/O Pershore Rd Lytham St Annes Fyl
3305	61	Clifton Dr o/s No 115 Lytham St Annes Fylde
3305	62	Clifton Dr o/s No 108 Lytham St Annes Fylde
3305	63	Clifton Dr Sh W/O St Pauls Ave Lytham St Annes Fyl
3305	64	Clifton Drive Opp No 70 Lytham St Annes Fylde
3305	65	Ansdell Rd Sth Opp No 8 Lytham St Annes Fylde
3305	66	Saltcotes Rd o/s 3-5 Bridge Ct Lytham St Annes Fyl
3305	67	Preston Rd W/O Boundary Rd Lytham St Annes Fylde
3305	68	Poulton Street Adj No 107 Kirkham Fylde
3305	69	Dowbridge Adj No 2 Kirkham Fylde
3305	71	Fleetwood Rd N/O Morland Ave Wesham Fylde
3305	72	Blackpool Rd E/O New Hey Ln Newton Fylde
3305	74	Mains Ln o/s River Wyre Hotel Poulton Le Fylde Fyl
3305	75	Mains Ln Opp River Wyre Hotel Poulton Le Fylde Fyl
3305	76	Clifton Dr Sth o/s No 180 Lytham St Annes Fylde
3305	77	Dowbridge o/s No 17 Kirkham Fylde
3305	78	Poulton St o/s No 82 Kirkham Fylde

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	16 MARCH 2021	6
ST ANNES SEAWALL - UPDATE REPORT			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The Council has been successful in applying for funding to undertake development studies in preparation for the replacement of the hard sea defences at St Annes Seawall.

RECOMMENDATIONS

The Committee is requested to:

1. To appoint a Councillor representative to join the project board, oversee the development of the project and report back to the Operational Management Committee on progress on a regular basis.

SUMMARY OF PREVIOUS DECISIONS

Operational Management Committee at its meeting on the 8th September 2020 resolved:

1. To recommend to Council approval of a new fully funded capital scheme 'St Anne's Sea Wall' within the Council's Capital Programme for 2020/21 in the sum of £300,000, to be met in full, from the Environment Agency flood defence grant in Aid programme;
2. Subject to 1 above, approve the commencement of the proposed development studies as identified in the report in the sum of £300,000, with the works being funded from the Environment Agency flood defence grant in Aid programme;
3. To approve the procurement approach detailed in the report to use the Environment Agencies National Framework to procure the consultants to deliver the development stage of the St Anne's Sea Wall project. To authorise that a contract(s) to be then entered into through the Environment Agency's National Framework for the Development Studies.

Community Focus Scrutiny Committee at its meeting on 14th October 2010 resolved:

To endorse the decision of Cabinet to adopt the policies set out in the North West England and North Wales Shoreline Management Plan for the Fylde coastline.

Cabinet considered a report on the adoption of the Shoreline Management Plan (SMP) at its meeting on 15th September 2010. After consideration Cabinet resolved:

That subject to consideration and comment by the appropriate scrutiny committee to adopt the policies set out in the North West England and North Wales Shoreline Management Plan for the Fylde Coastline.

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

BACKGROUND

1. In September 2020 Fylde Council secured £300k 'Pipeline Acceleration' funding from the Environment Agency to develop a feasibility study (Outline Business Case) to investigate various options for improving coastal erosion and flood risk management at Pleasure Island, St Annes.
2. The existing seawall which extends 660m round Pleasure Island, was constructed in 1935, and reduces the risk of coastal erosion and flooding to 252 residential properties and 42 businesses. It is one of three strategic headlands which are critical to maintaining healthy beaches, dunes and to reduce the risk of coastal erosion along Fylde Council's frontage.
3. The existing seawall is at the end of its design life and is in poor condition, with frequent spalling evident, resulting in ongoing repairs and maintenance. Voids have previously been identified resulting in settlement of the promenade and slipway. The crest level is low and overtops during storms resulting in damage to the promenade, the flooding of two car parks, the swimming pool and fitness centre plant room, and flooding up to the door thresholds of the cinema, casino, amusement and restaurant complex.
4. The Coastal Defence Team has now been established; The Head of Technical Services will lead the project as the Project Executive who has appointed the Council's Chief Engineer to project managed the project. Jacobs Consulting Engineers have now been appointed under the Environment Agency's National Framework to prepare the Outline Business Case and establish the business disruption costs. Volker Stevin the contractor responsible for delivering the Fairhaven to Church Scar Coastal Defence scheme have been appointed to provide pre-contract advice in terms of construction, site layout, costings and communications.
5. The public realm element of the scheme is in the early stages of development and will be worked up in house by the Councils Landscape Architects.
6. The project is proposed to be run in the PRINCE2 environment (Projects in Controlled Environments). PRINCE2 has an established project governance structure/specific project roles and responsibilities. The Project Board has now been established and requires the Operational Management Committee to nominate a Councillor Representative onto the Project Board to perform to role of Senior Users and report back on progress to the Operational Management Committee. The Project Board will meet up on a bi - monthly basis during the feasibility stage and monthly when then project commences on site.
7. The project is entering the Consultation stage where part of the Environment Agency Outline Business Case preparation requires two consultations seeking the views of stakeholders, residents and businesses. The first consultation is a long list of hard coastal defence options which will be narrowed down to a short list of options for the final consultation exercise. A communications group has been established which will manage the consultation exercise.
8. The project is on programme and it is proposed to finalise the outline business case by the end of May 2021 and submit to the Environment Agency in mid-June 2021.

OBJECTIVES, OUTPUTS AND OUTCOMES

9. The objectives, outputs and outcomes of the project are to provide urgent improved coast protection to over 252 residential properties and 42 businesses for the next 100 years, and also serve as an economic regeneration catalyst to The Island site.

CONCLUSION

10. In conclusion once the Councillor Representative has been appointed the Operational Management Committee can be formally represented on the Project Board and the member selected can bring regular progress reports back to the Operational Management Committee on progress.

IMPLICATIONS	
Finance	None arising from this report.
Legal	None arising from this report
Community Safety	The Scheme will be developed in line with all applicable safety standards.
Human Rights and Equalities	The Scheme's promenade will be accessible and conform to national standards.
Sustainability and Environmental Impact	The Scheme will embrace the principles of sustainability. The Scheme will be designed to withstand the storm that has the probability of occurring once every 200 years. The Scheme will have a lifespan of 100 years with built-in adaptability for sea level rises.
Health & Safety and Risk Management	The Environment Agency Framework suppliers will have full responsibility for ensuring health and safety both in the detailed design of the Scheme and its construction. Commercial risk management will be overseen by the Project Board and Project Assurance.

LEAD AUTHOR	CONTACT DETAILS	DATE
Darren Bell Stephen Ball	Darren.bell@fylde.gov.uk Stephen.ball@fylde.gov.uk	

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	16 MARCH 2021	7
CAR PARKING ANNUAL REPORT 2019/20			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

Each year Local Authorities are expected to produce and publish an annual report to present financial and statistical information relating to Local Authority parking operations to the public. This information item is presented to the committee to advise them of the report for 2019/20 and highlight key points from this.

SOURCE OF INFORMATION

The data used for the Fylde Parking Annual Report 2019/20 is compiled from Fylde Council's finance system (CIVICA General Ledger), the Parking Service's records of Penalty Charge Notices (Chipside Case Manager) and general records of Fylde Council's car parks.

LINK TO INFORMATION

<https://new.fylde.gov.uk/council/transparency/parking-information/>

INFORMATION

1. Statutory Guidance is provided by Central Government as to how Local Authority parking services may be operated. Part of this stipulates that certain statistical and financial information must be made public via an annual report. In addition the Transparency Code requires further information to be made public. The Fylde Parking Annual Report 2019/20 includes information required for both of these.
2. Key financial points to emerge from this report is that in 2019/20 parking enforcement income and costs incurred a £45,364 deficit while car park operation income and costs resulted in a £367,548 surplus; a total Parking Services surplus of £322,184, a decrease of £36,519 on the previous year. This income to the Council has been used to help support other services via the Council's general fund.
3. From the Council's enforcement activities the total number of Penalty Charge Notices (PCNs) issued decreased by 97 from the previous year. Of 1,817 PCNs issued over 72% resulted in payment to date. 25% of PCNs were cancelled, mainly as a result of successful challenges where reasonable grounds were provided why a PCN should not be paid. This demonstrates that Parking Services, while enforcing the car parks' conditions of use, will take into account extenuating or mitigating circumstances when considering challenges and exercise fair and proportionate discretion where appropriate as required by the Traffic Management Act 2004.
4. If a person has formally challenged a PCN and it has been rejected they are able to appeal their case to the Traffic Penalty Tribunal where an independent adjudicator will review all case evidence. In 2019/20, of the

1,817 PCNs issued during the year, 3 cases (0.17% of all PCNs) went to the tribunal, of which 1 was allowed (i.e. found against Fylde Council) and 1 was dismissed (i.e. found in favour of Fylde Council) and 1 was not contested by the Council.

5. The Fylde Parking Annual Report 2019/20 can be viewed by the public in the 'Transparency' section of the Council's website.

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To advise the committee that the Fylde Parking Annual Report 2019/20 has been produced and made public.

FURTHER INFORMATION

Contact - Andrew Loynd, Technical Support Manager, 01253 658 527



Fylde Council Annual Parking Report 2019/20

Financial and Statistical Information

1 Introduction

Welcome to Fylde Council's Annual Parking Report for 2019/20. This report sets out the off-street parking provision that is provided by the Council and details information relating to income and expenditure plus enforcement statistics associated with the provision of this service.

The weather was changeable through the summer season which meant there were periods where there were many visitors interspersed with periods of less than average visitors. Winter was particularly poor; being wet from mid-November to early March including severe storms through February. Stanner Bank and St Paul's Avenue Car Parks remained closed throughout the year to enable sea defence works to take place around Fairhaven Lake and Granny's Bay. The Town Hall Car Park was closed until end April 2019 for refurbishment with partial closure remaining until end May. Wood Street Car Park was closed for improvement works from late February 2020 until the following financial year. Throughout the year card payments, which were introduced in July 2018, accounted for 16.8% of all transactions and 21.7% of income. In early March 2020 the concern of the impact of Covid 19 increased which resulted in a significant drop in car park use with a full national lock-down encouraged from mid-March and fully implemented from late March. This resulted in virtually no income generated from this period.

During 2018/19 Fylde Council owned and operated 16 car parks spread over Lytham St Annes. Of these 16, 2 were free to use and 14 were charged via pay and display. The car parks comprise a total of 1,374 spaces made of 163 free spaces (88 disabled bays, 7 coach bays and other designated bays including general parking and reserved bays) and 1,211 charged spaces. Further details of the Council's car parks can be found on the Council's website www.fylde.gov.uk/resident/parking/car-parks.

Fylde Council aim to meet or exceed the Department for Transport's suggested guidelines on the number of spaces that should be allocated on each car park for use by those with physical mobility issues. Three hours free parking is provided to blue badge holders when parked within designated disabled bays and displaying a parking clock. Further time beyond the 3 hours can be purchased. However if no designated disabled bays are available then blue badge holders are required to pay if they choose to park in a standard bay.

All Fylde Council owned and operated car parks are enforced under the Traffic Management Act 2004 and the Road Traffic Regulation Act 1984 and subsequent amendments. A copy of Fylde Council's Traffic Regulation Order and amendments under which the car parks are

enforced can be found in the Traffic Penalty Tribunal's library - <http://tro.parking-adjudication.gov.uk/>

Fylde Parking Services is led by the Fylde Car Park Strategy, which was formally updated in November 2019. This includes aims, objectives and policies for the service to follow. It also includes targets for the service to be monitored against. These targets, along with the performance against them for 2019/20, are as follows:

T1 Meet budget expectations (within 5% of original estimate)

	Original estimate (£)	Actual (£)	% difference
Off-street penalty charges	40,000	41,648	+ 4.12
Pay & display income	575,000	640,593	+11.3
Permit sales	11,950	21,675	+81.38

Pay and display income and permit sales exceeded expectations.

T2 Response times for both pre Notice to Owner (NtO) Challenges and post Notice to Owner Representations (at least 90% with acknowledgement within 5 working days and full response within 10 working days)

	Total	Response time within	% difference
Responses to Pre NtO Challenges	592	550	92.91
Responses to post NtO Representations	54	45	83.33

Responses to post NtO representations was below target.

T3 The number of cases going to the Traffic Penalty Tribunal (no more than 5 per year)

In 2019/20 3 PCNs that were issued during that period were subsequently referred to the Traffic Penalty Tribunal.

2 Financial Performance

2.1 Section 55 (Parking Enforcement Accounts)

As a local authority which operates Civil Parking Enforcement (as an 'Enforcement Authority') with regards to its own off-street parking provision the Council is required to keep an account of all of its income and expenditure in connection with its off-street enforcement activities. These finances are governed by Section 55 (as amended) of the Road Traffic Regulation Act 1984. The legislation sets out provisions for dealing with any deficits or surpluses in the account at the end of the financial year. Any deficit is to be made good out of the authority's general fund, whilst a surplus can either be carried forward in the

account to the next financial year, or it can be appropriated to the carrying out of a specific project for one of the following purposes:

1. The making good to the general fund of any amount charged to it for the making good of a deficit in the parking account in the 4 years immediately preceding the financial year in question.
2. Meeting all or any of the cost of the provision and maintenance by the local authority of off-street parking accommodation.
3. If it appears to the local authority that the provision in their area of further off-street parking accommodation is unnecessary or undesirable, the following purposes:
 - (i) Meeting costs incurred, whether by the local authority or by some other person, in the provision or operation of, or of facilities for, public passenger transport services, and
 - (ii) The purposes of a highway or road improvement project in the local authority's area.

As Fylde Borough Council is not the local highway or transport authority it is unlikely that any surplus in enforcement revenue would be used for 3(i) or 3(ii) above.

The Council's parking account during 2018/19 performed as follows:

**Report on Fylde Borough Council's Parking Account
(kept under Section 55 of the Road Traffic Regulation Act 1984 - as amended)
for the financial year ending 31st March 2019**

	2015/16 (£)	2016/17 (£)	2017/18 (£)	2018/19 (£)	2019/20 (£)
Income					
Off-street penalty charges	50,917	44,269	41,828	49,281	41,648
Total Income	50,917	44,269	41,828	49,281	41,648
Expenditure					
CEO Time and Notice Processing Costs	46,138	44,030	48,019*	49,847	46,502
Patrol and TEC Costs	1,507	1,079	1,115	850	1,160
Transport	5,696	4,312	3,532	3,421	6,708
Additional Enforcement Costs (phones, stationery etc...)	97	167	337	678	298
Service recharges	24,632	37,224	36,303	29,629	32,344
Total Expenditure	78,072	86,812	89,306	84,425	87,012
Total Surplus/Deficit	-27,155	-42,543	-47,478	-35,144	-45,364

*Part of the increase in costs was a result of a one-off investment of £3,100 to replace aging CEO handheld computers and printers

The deficits in the parking accounts were funded from the Council's General Fund.

2.2 Off-Street Parking (Car Parks)

Income from off-street parking charges and expenditure on the purchase, maintenance, running and repair of off-street sites are not subject to Section 55 of the 1984 Act (although some of those expenditures can be funded from an end of year surplus in the Section 55

account). The Council's financial performance with regards to off-street parking during 2018/19 was as follows:

Report on Fylde Borough Council's off-street parking income and expenditure for the financial year ending 31st March 2019

	2015/16 (£)	2016/17 (£)	2017/18 (£)	2018/19 (£)	2019/20 (£)
Income					
Pay & display income	580,225	631,125	602,314	678,100	640,593
Contribution for maintenance of 3 rd party car park	2,098	2,417			
Permit sales	21,567	21,680	22,220	22,983	21,750
Dispensations	242	268	2,527	263	82
Sale of equipment	3,500				
Total Income	601,632	655,490	627,061	701,346	662,425
Expenditure					
Premises (maintenance and equipment)	43,767	47,646	45,894	44,100	43,600
Supplies and Services	11,499	11,897	11,398	14,573***	19,262
Service recharges	74,786	83,279	87,420	91,401	102,705
Capital Charges	11,903	16,030	12,700	8,414	12,700
Business Rates	83,222	83,911	81,354	70,010****	77,799
Fee Refunds/Income share	24,529	23,921	20,092	19,001	18,811
Capital Works	30,000	28,895	**	60,000	20,000
Total Expenditure	279,706	295,579	258,858	307,499	294,877
Total Surplus	321,926	359,911	368,203	393,847	367,548

**Capital budget of £30,000 was deferred from 2017/18 to 2018/19. The £60,000 in 2018/19 was contribution from the car park capital budget towards the redevelopment of the Town Hall exterior, including car park, which totalled £204,867.

***Increase in costs associated with additional ongoing charges related to card payments

****Reduction in business rates a result of no longer operating Kirkham car parks (saving £8,108) and a rebate of £5,798 related to Kirkham car parks from 2017/18.

The surplus funds raised through the provision of off-street parking facilities are used to offset the costs to the Council of providing services to the public (such as parking enforcement deficit, refuse collection and waste recycling, street cleansing, tourism services, parks maintenance, housing services etc.). Without these surplus funds, those costs would have to be met through Council Tax.

Statistical performance

3.1 Penalty Charge Notices Issued

There is a national list of the parking contraventions for which Civil Enforcement Officers (CEOs) are empowered to issue Penalty Charge Notices (PCNs). Below is a table giving a detailed breakdown of the numbers of PCNs which the Council's CEOs issued in respect of each type of contravention applicable to car parks during 2019/20. Figures for previous years have been included for comparison purposes. Individual contravention codes that are

subject to the higher or lower rates of penalty charge are shown. Higher rates are set at £70 (£35 if paid within 14 days) while lower rates are set at £50 (£25 if paid within 14 days).

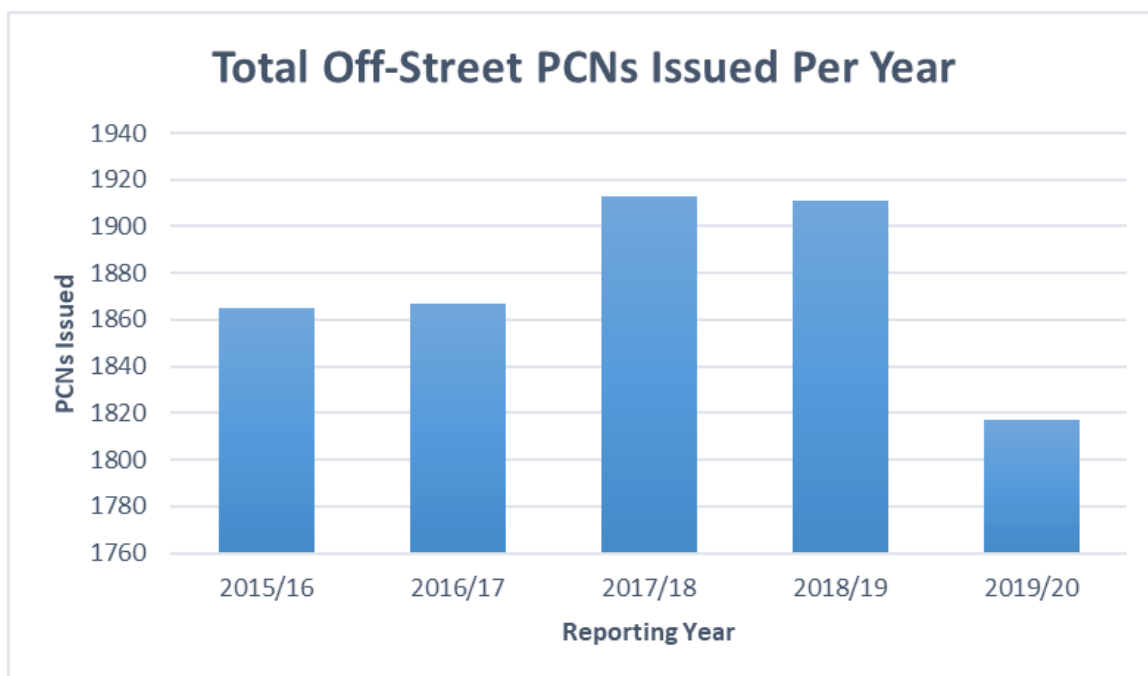
Number of Penalty Charge Notices Issued For Each Contravention Type

Off-Street (car park) Parking Contraventions						
Code	Contravention Description	PCNs 2015/16	PCNs 2016/17	PCNs 2017/18	PCNs 2018/19	PCNs 2019/20
73 (Low)	Parked without payment of the parking charge	0	0	0	3	0
80 (Low)	Parked longer than the maximum period permitted	2	2	5	5	8
81 (High)	Parked in a restricted area in a car park	6	14	3	7	66
82 (Low)	Parked after the expiry of paid for time	426	314	408	291	295
83 (Low)	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	1,119	1,192	1,248	1,369	1,226
85 (High)	Parked in a permit bay without clearly displaying a valid permit	26	69	24	30	22
86 (Low)	Not parked correctly within the markings of a bay or space	54	76	59	58	78
87 (High)	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge	187	182	154	136	107
89 (High)	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area	0	0	0	0	1
91 (High)	Parked in a car park or area not designated for that class of vehicle	44	16	12	12	12
92 (High)	Parked causing an obstruction	0	0	0	0	2
94 (Low)	Parked in a pay & display car park	1	2	0	0	0

	without clearly displaying multiple valid pay and display tickets when required					
	Number of higher rate off-street PCNs issued	263	281	193	185	210
	Number of lower rate off-street PCNs issued	1,602	1,586	1,720	1,726	1,607
	Total number of off-street PCNs issued	1,865	1,867	1,913	1,911	1,817

Total Off-Street PCNs Issued Per Year

Reporting Year	2015/16	2016/17	2017/18	2018/19	2019/20
PCNs Issued	1,865	1,867	1,913	1,911	1,817



There was a slight drop in the number of PCNs issued in 2019/20 compared to previous years, predominantly as a result of visitors being deterred from early March 2020 as a result of Covid 19 with enforcement ceasing when lockdown was introduced.

3.2 Progression of PCNs

The following table details the ways in which PCN cases had progressed as of January 2021.

Progression of cases	2015/16	2016/17	2017/18	2018/19	2019/20
Total number of PCNs issued	1865	1867	1913	1911	1817
PCNs paid at 50% Discount	1233 (66.11%)	1196 (64.06%)	1264 (66.07%)	1211 (63.37%)	1112 (61.20%)

PCNs paid at full amount (before issue of Charge Certificate)	120 (6.43%)	124 (6.64%)	121 (6.33%)	113 (5.91%)	128 (7.04%)
PCNs paid after issue of Charge Certificate (full amount + 50%)	89 (4.77%)	90 (4.82%)	91 (4.76%)	72 (3.77%)	73 (4.02%)
Total PCNs paid	1442 (77.31%)	1410 (75.52%)	1476 (77.16%)	1396 (73.05%)	1313 (72.26%)
<i>Number of Pre NtO Informal Challenges</i>	568	597	567	714	639
Number of Informal Challenges resulting in PCN cancellation	319 (17.11%)	358 (19.18%)	339 (17.72%)	394 (20.62%)	401 (22.07%)
<i>Number of Post NtO Formal Representations</i>	151	110	78	80	82
Number of Formal Representations resulting in PCN cancellation	22 (1.18%)	11 (0.59%)	11 (0.58%)	12 (0.63%)	16 (0.88%)
<i>Number of TPT Appeals</i>	5	2	2	7	3
Number of TPT appeals resulting in PCN cancellation	0 (0.00%)	2 (0.11%)	2 (0.11%)	4 (0.21%)	2 (0.11%)
Number of PCNs cancelled for other reasons (eg owner untraceable, enforcement agent unable to collect etc...)	82 (4.40%)	86 (4.61%)	85 (4.44%)	95 (4.97%)	49 (2.70%)
Total PCNs cancelled	423 (22.69%)	457 (24.48%)	437 (22.84%)	505 (26.43%)	468 (25.76%)
Total PCNs outstanding (still to pay or be cancelled)	0 (0%)	0 (0%)	0 (0%)	10 (0.52%)	36 (1.98%)

Of the PCNs that are issued each year, between 70% and 80% are paid. Of those that are paid the vast majority do so within 14 days of the PCN being issued to take advantage of the discount period. 22% to 27% of issued PCNs are cancelled, the majority as a result of an Informal Challenge within 28 days of the PCN being issued.

4 Adjudication cases

A motorist who has had their challenge against a PCN rejected by the Council has the right to appeal against that decision to an Adjudicator at the Traffic Penalty Tribunal (TPT). The TPT is an independent tribunal whose impartial, independent Adjudicators are lawyers who have been appointed to consider and decide upon appeals against parking penalties.

For PCNs issued during 2019/20 3 cases were registered by TPT for adjudication, equal to 0.17% of all PCNs issued during the year. Of these 1 was dismissed (ie in favour of Fylde Council), 1 was 'not contested' and 1 was allowed (ie in favour of the appellant).

Adjudicator's reports for previous years can be accessed on the tribunal's website www.trafficpenaltytribunal.gov.uk/downloads. These reports provide information for each local area as well as an assessment of any changes that have occurred over the previous year which impacts on parking enforcement and the decisions that adjudicators may make.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	16 MARCH 2021	8
COVID 19 PANDEMIC RECOVERY			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

An outline of the recovery measures in response to the COVID 19 pandemic for the services under the remit of the committee.

SOURCE OF INFORMATION

Direct experience and feedback from the service providers based on the Road Map published for recovery

LINK TO INFORMATION

<https://www.gov.uk/government/news/prime-minister-sets-out-roadmap-to-cautiously-ease-lockdown-restrictions>

INFORMATION

- Waste, Cleansing & Recycling** – The services have remained operational throughout the pandemic with no requirement to reduce service delivery. The recovery will require additional resources to service visitors during the steps 1 and 2 of the Road Map when cafes, bars, restaurants etc. cannot accommodate inside service resulting in increased use of public open space with associated demand for toilets and waste disposal. Toilet facilities will be monitored and if required additional provision sourced.

The enforcement service has been reviewed with additional resources provided and a new team is being recruited to provide both awareness and enforcement for offences under the PSPO regulations. The details of the team, their role and responsibilities will be reported to the committee when the arrangements and personnel are in place.
- Car Parking** – Car parking income was impacted by the pandemic but with the extension of international travel ban until at least May 17th, the new found interest in the Fylde coast and 'staycation' forecast to be popular it is expected that income levels will return. A significant proportion of the beach Terrace car park will continue to be used for essential COVID 19 testing throughout the Road Map and into late summer, this will have an impact on the income from this car park. The team will be ensuring that all car parks are prepared and ready to receive maximum occupancy, there is some outstanding work at the Fairhaven car park that the team are scheduling with LCC and which has been discussed at the Car Park Working Group.
- Cemetery & Crematorium** – At each stage of the Road Map service provision and access to the crematorium and grounds will be reviewed with restrictions, fencing etc. removed and parred back in accordance with

government guidance and regulations.

4. **Building Control / Land Charges** – The services have continued to operate throughout the pandemic with increase demand at certain times with the property market picking up, the construction trade continuing and people carrying out home improvements that require inspections. There is no requirement for additional measures to 'recover' this service.
5. **Coastal Defence** – The consultancy work on the new project has been commissioned and scheduled for the 2021/22 financial year, any impact or delay during the recovery has been built into the planned work e.g. social distancing, interview arrangements, meeting conditions etc.
6. **Emergency Planning** – The function will continue to have a key role throughout the recovery the lead officer will have ongoing support from the Environmental Health Services Manager with the CEO representing the council on the Lancashire Resilience Forum (LRF). It is expected that functions associated with recovery will shift from the LRF to regional or sub regional recovery groups by theme. The 'emergency' element of the pandemic will not be applicable through the recovery when this occurs.

A COVID Road Map Recovery Plan is being developed to identify the key actions and resources required to manage the recovery process over the next few months in Fylde. A copy of the plan is included as Appendix 1 to this information item.

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To outline service impact resulting from the COVID pandemic.

FURTHER INFORMATION

Contact – Allan Oldfield (01253 658500) allan.oldfield@fylde.gov.uk

Appendix 1 - COVID Road Map Recovery – Fylde Resource Plan (March Draft)

National Road Map Step One	The Impact / Behaviours	Actions to be Taken	Additional Resources Required
<p>March 8th</p> <ul style="list-style-type: none"> Exercise & recreation outdoors with household or one other person Household only indoors Stay at home No holidays Funerals 30 Weddings & Wakes 6 <p>March 29th</p> <ul style="list-style-type: none"> Rule of six or two households outdoors (including private garden) Household only indoors Organised outdoor sports Outdoor sport and leisure All outdoor children's activities Outdoor parent and children's groups (max 15 excluding under 5's) Required to minimise travel No holidays (overnight stays) 	<ul style="list-style-type: none"> People will meet others outdoors and stop, chat, eat a takeaway Increased expectation of funeral attendance <p>March 29th</p> <ul style="list-style-type: none"> Larger outdoor gatherings Private garden activity increases Outdoor sports open and ad hoc on open spaces Team sports being played Venues open for takeaway leads to drinking and eating in public open spaces Easter & weekends could have large crowds on the coast Queues will form at takeaway venues Coastal walks will be busy Picnics on open space BBQ's will be out Everyone eager to get out and business eager to trade Shared spaces busier Increased likelihood of unauthorised encampments 	<ul style="list-style-type: none"> Comms campaign ready week before Remove signage from benches Review funeral numbers Bulk bins located at key locations Adventure Golf open Tennis courts (open) Bowling Greens (open) Council concessions (some) Liaise with police / LCC on alcohol consumption in public open spaces Easter holiday and weekend planning based on single RAG resource plan Liaise with venues planning to operate takeaways – cover litter & toilet responsibilities. COVID marshals and other support available for advice and support in the community Pavement Café licences being renewed – trade have been contacted. Restart grants administered 	<ul style="list-style-type: none"> ICG campaign commissioned Additional bins purchased Additional collection / empty crew added for busy / sunny weekends Additional signage in key locations i.e. open spaces / town centres Additional resource from TIC pool to advise / support / enforce in the community being visible Additional agency resource to collect litter in key locations System for all resources to be connected out of hours (online, smartphones etc.) Legal advice and support Toilet hire or access at premises Dedicated vehicle and operative to remove illegal signage (Rangers can assist) 7.5 tonne RCV with driver to empty bins (hire one extra) Briefing note / campaign for businesses trading / re-opening

National Road Map Step Two	The Impact / Behaviours	Actions to be Taken	Additional Resources Required
<p>No earlier than April 12th</p> <ul style="list-style-type: none"> • Rule of six or two households outdoors includes private garden • All non-essential retail open • Personal care services open • Libraries and community centres open • Indoor leisure / gyms open • Self-contained accommodation open • All children's activities • Outdoor hospitality (table service) • Indoor parent and child groups (max 15 excluding under 5's) • Domestic overnight stays (household only) • No international holidays • Funerals (30) • Weddings / wakes / receptions (15) • Event pilots (to be confirmed) 	<ul style="list-style-type: none"> • Outdoor dining demand will be high, and limits of 'outdoor' area will be tested • Pavement licences will be crucial and will be used • Busy retail as people will be keen to spend / get a haircut etc. • Increased expectation at wedding / funerals etc. locations • Shoppers will join visitors drinking and dining in public open spaces • Demand to use the Green / public open spaces for activities / pilot events • Staycation numbers are high • Fly posting and promotion of venues and events etc increases 	<ul style="list-style-type: none"> • Comms campaign ready week before • Monitor, support, advise and enforce • Outdoor dining / use of open space compliance messages • Liaise in advance of April 12th with venues operating outdoor service • Boating lake open in part • Policy / procedure to manage enquiries to use public open space for events / pop up ventures • Review funeral arrangements • Understand where receptions / wakes can be held if indoor hospitality remains closed • Appointment only for public at Town Hall for certain services • Clarify definition of inside and outside from regulation for enforcement team • Re-opening information and expectations need to be communicated to trade • Clarify whether off sales allowed for alcohol 	<ul style="list-style-type: none"> • ICG campaign commissioned • Additional enforcement resource covering illegal signage as retail opens • Additional collection / empty crew added for busy / sunny weekends • Additional signage in key locations i.e. open spaces / town centres • Additional resource to advise / support / enforce in the community being visible • Additional resource to collect litter in key locations • System for all resources to be connected out of hours (online, smartphones etc.) • Toilet provision / access • Dedicated vehicle and operative to remove illegal signage • Option to lease hire (over peak season) or purchase an additional 7.5 tonne RCV for coastal litter bin locations from central budget. • Work with parks & coastal teams to pool resources (staff, second gator) for weekends to keep on top of litter / cleanliness issues.

National Road Map Step Three	The Impact / Behaviours	Actions to be Taken	Additional Resources Required
<p>No earlier than May 17th</p> <ul style="list-style-type: none"> • Maximum 30 people outdoors • Rule of six or 2 households indoors (subject to review) • Indoor hospitality opens (conditions to be announced) • Indoor entertainment and attractions • Organised indoor sport • All accommodation open • All outdoor entertainment including performances • Domestic overnight stays • International travel subject to review • Most significant life events 30 max • Indoor events 1000 or 50% capacity (plus pilots) • Outdoor seated events 10,000 or 25% capacity (plus pilots) • Outdoor non-seated / other events 4000 or 50% capacity (plus pilots) 	<ul style="list-style-type: none"> • Hospitality is busy, all venues operating • Events taking place / many not on council premises • Busy weekends and good weather 	<ul style="list-style-type: none"> • Comms campaign ready week before • Hospitality compliance support / advice / enforcement • Support and advice on events • Review in person access to Town Hall / council premises for all stakeholders • Mobile TIC deployed as information and support location 	<ul style="list-style-type: none"> • ICG campaign commissioned • Tourism social media campaign • Additional collection / empty crew added for busy / sunny weekends • Additional signage in key locations i.e. open spaces / town centres • Additional resource to advise / support / enforce in the community being visible • Additional resource to collect litter in key locations • System for all resources to be connected out of hours (online, smartphones etc.) • Toilet provision / access • Dedicated vehicle and operative to remove illegal signage • Waste operational teams service resource as above.

National Road Map Step Four	The Impact / Behaviours	Actions to be Taken	Additional Resources Required
<p>No earlier than June 21st</p> <ul style="list-style-type: none"> • No legal restrictions / social distancing regulations • All businesses open including disco / night club • Holiday's home and abroad with whoever you want • Parties indoors or outdoors with as many people as you like • Larger events permitted 	<ul style="list-style-type: none"> • The 'new normal' with maybe some advisory measures and people choosing to continue 	<ul style="list-style-type: none"> • Comms campaign ready week before • Resource to monitor, advise and enforce if measures remain and regular conditions • Support events and outdoor activities • Re-open Town Hall and council facilities with full access for all stakeholders • Liaison with Police – Policing operation for opening night? Requirement for officers to be out and about. • Comms to public re behaving responsibly – respect bar staff, taxi drivers etc • Lytham Windmill reopening 	<ul style="list-style-type: none"> • Bunting, staging, chairs, signage, hi viz available. Review stocks • Waste operational teams service resource suggestions as above • Additional staff on duty • Support of Steve Williams and Lytham Heritage Group.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	16 MARCH 2021	9

REPORTS OF THE VARIOUS OUTSIDE BODIES

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

On 19 October 2020, Council made appointments to the various outside bodies. These appointments followed recommendations from the programme committees. This report deals with appointments within the remit of this committee.

In line with the Protocol for Members on Outside Bodies (Part 5f of the Council's Constitution), every member serving on an outside body is required to complete a reporting form every six months, which is submitted to the relevant programme committee to which the external partnership relates.

Included as an appendix to this report are the returned completed reporting forms and a list of outstanding reports/details of those bodies which have not met.

SOURCE OF INFORMATION

Elected member representatives to the Outside Bodies

INFORMATION ATTACHED

Outside Bodies Reports and Summary

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The information is provided to maintain an understanding of the work of the outside bodies, and to remain abreast of any issues that may have an impact on the residents of the borough or the council.

FURTHER INFORMATION

Contact Tracy Manning, Director of Resources – tracy.manning@fylde.gov.uk

Outside Body	Councillor	Report Status
Operational Management Committee, 16/3/2021 meeting		
Lancashire Waste Partnership	Chair of Operational Management – Roger Small	Report attached
PATROL	John Kirkham	Nil return – no meetings
Sintropher Working Group	John Kirkham	Nil return – no meetings

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on Outside Body *(for example, Observer, Trustee, Director):-*

R. Small member of Lancashire Waste partnership

Email:-

Period this report covers (2020

Name of Outside Body:-

How often does the organisation meet? And how often have you attended?:-

Quarterly, 3/4

Key issues arising for Fylde Borough Council:-

Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc

Due to the pandemic there have been no new initiatives, main focus has been on maintaining service.

Who did you inform of these issues within Fylde Borough Council?:-

The lead officers KW, AO

In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?:-

yes there will be initiatives as we come out of pandemic

Any further comments?:-