

# Agenda



## ENVIRONMENT, HEALTH AND HOUSING COMMITTEE

Date:	Tuesday, 10 January 2017 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Ben Aiken (Chairman) Councillor Viv Willder (Vice-Chairman)</p> <p>Councillors Peter Anthony, Maxine Chew, Delma Collins, Gail Goodman JP, Shirley Green, Roger Lloyd, Graeme Neale, Louis Rigby, Heather Speak, Richard Taylor.</p>

### Public Platform

To hear representations from members of the public in accordance with council procedure rule 11.

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

	PROCEDURAL ITEMS:	PAGE
1	<b>Declarations of Interest:</b> 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	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meeting held on 1 November 2016 as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 24(c).	1
	<b>DECISION ITEMS:</b>	
4	<b>Request for S106 Funds – Keenans Mill, Lord Street, St Annes</b>	3 - 16
5	<b>Lancashire Syrian Refugee Families and Vulnerable Children's and their Families Resettlement Programme</b>	17 - 25
6	<b>Affordable Warmth Scheme</b>	26 - 32
7	<b>Kirkham Public Offices Building/Renewal of Service Level Agreement with Citizens Advice Fylde</b>	33 - 39
8	<b>Budget Setting – Fees and Charges 2017/18</b>	40 - 60

	<b>INFORMATION ITEMS:</b>	
<b>9</b>	<b>Budget Setting – Revenue Budget 2017/18 – First Draft</b>	<b>61</b>
<b>10</b>	<b>General Fund Revenue Budget Monitoring Report 2016/17 – Position as at 30<sup>th</sup> November 2016</b>	<b>62 - 66</b>
<b>11</b>	<b>Capital Programme Monitoring Report 2016/17 – Position as at 30<sup>th</sup> November 2016</b>	<b>67 - 78</b>
<b>12</b>	<b>Age UK Lancashire – Annual Report</b>	<b>79 - 87</b>
<b>13</b>	<b>St Annes Bathing Waters 2016</b>	<b>88 - 93</b>
<b>14</b>	<b>Mid Year Performance 2016/17</b>	<b>94 - 97</b>
<b>15</b>	<b>Corporate Plan 2016 – 2020 Progress Update</b>	<b>98 - 104</b>

Contact: Katharine McDonnell - Telephone: (01253) 658423 – Email: [democracy@fylde.gov.uk](mailto:democracy@fylde.gov.uk)

The code of conduct for members can be found in the council's constitution at

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

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# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 JANUARY 2017	4
<b>REQUEST FOR S106 FUNDS KEENANS MILL, LORD STREET, ST ANNES</b>			

## PUBLIC ITEM

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

### SUMMARY

This report provides details of an affordable housing scheme at Keenans Mill, Lord Street, St Annes and recommends inclusion to the Capital Programme in 2017/18 to be fully funded from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose.

### RECOMMENDATIONS

**The Committee is requested to consider the proposal and recommend to Council:**

1. A fully funded addition to the Capital Programme in the sum of £840,000 - "Affordable Housing Scheme at Keenans Mill" for 2017/18 to be fully-funded from part of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose (from Agreement Ref: 03/0157 - Queen Mary School Development: a total capital contribution of £444,300 with the remaining funds £395,700 to be identified and tabled at the meeting); to deliver 26 units for affordable rent at Keenans Mill, Lord Street, St Annes to New Progress Housing Association; and
2. To authorise expenditure in the sum of £840,000 to New Progress Housing Association in relation to the scheme after regard and consideration of the compliance with the financial regulations covered within the body of the report.

### SUMMARY OF PREVIOUS DECISIONS

Minutes of Cabinet, 26<sup>th</sup> November 2014

1. To approve the use of S106 monies to facilitate the appointment of the temporary project officer/consultant on the terms outlined in the report;
2. To approve the appointment of a temporary project officer/consultant for a maximum period of 6 months to produce a deliverable S106 funded Affordable Housing Programme for the Borough; and
3. To approve a fully- funded revenue budget increase for the total sum of £25,000 (£16,000 in 2014/15 and £9,000 in 2015/16) to fund the costs of the temporary project officer/consultant for a maximum period of 6 months to be met from the S106 Affordable Housing receipts in respect of the agreements as identified at Appendix 2 of the report.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services ( <b>Value for Money</b> )	√
Delivering the services that customers expect of an excellent council ( <b>Clean and Green</b> )	√
Working with all partners ( <b>Vibrant Economy</b> )	√
To make sure Fylde continues to be one of the most desirable places to live ( <b>A Great Place to Live</b> )	√
Promoting Fylde as a great destination to visit ( <b>A Great Place to Visit</b> )	

## REPORT

1. This report is a request for S106 funds for a proposed affordable housing scheme at Keenans Mill, Lord Street, St Annes. New Progress Housing Association (NPHA) wish to develop a 26 unit scheme of affordable housing with the assistance of S106 capital grant funding.
2. S106 funds arise where developers may be required to make 'off-site' affordable housing provision in lieu of provision 'on-site'. This is normally achieved by S106 fund contributions towards the provision of affordable homes in areas of higher need. S106 funds may be used to meet all the Affordable housing required or part of the total required with some being delivered on site. Additionally, in the early stages of a large scale development, S106 funds may be taken in lieu, until infrastructure is put in place as the development progresses ie schools, roads, shops and transport links.
3. The proposed development opportunity at Lord Street, St Annes has been identified and detailed scheme worked up. The scheme is considered to be achievable with land available; a Housing Association has been identified willing to commit to developing the site and a scheme design worked up and Planning application submitted.
4. The site is a 'Brownfield' development opportunity which will make best use of available land resources and achieve localised regeneration in St Annes as well as providing low cost homes for local people.
5. Off-site S106 affordable housing off site contribution rates per unit are £50,000 provided by the developer, and this amount is then re-cycled into affordable housing projects at a capital contribution rate of up to £50,000 per unit or 50% of the total scheme costs, however, this is not set in policy and the council can approve a higher percentage subsidy.

## SCHEME DETAILS

6. The site already has planning consent (15/0810) for 14 semi-detached houses as residential development. A new submission has been made for 5 X two storey dwellings and a 3 storey building providing 21 apartments following demolition of the existing building with access from Lord Street (16/0905).
7. Pre application discussions have been had with planning who are supportive of the scheme following acoustic evidence that the noise from the nearby industrial units will not impact on the residents in the apartments and a unilateral legal undertaking from all partners involved in the development that the scheme will secure 100% affordable housing.
8. The scheme is ideally located close to local facilities and served by excellent public transport links. A block of 21 apartments over three floors and 5 houses with off road parking for all units. There is easy access to the site off Lord Street.

9. All units will be let at affordable rents with space standards that meet Progress Housing Design standards. The property mix is as follows;
  - a. 10 x one bed, two person apartments at 47sqm
  - b. 11 x two bed, three person apartments at 60 sqm
  - c. 2 x two bed, four person houses at 77 sqm
  - d. 3 x three bed, five person houses at 90 sqm
10. The proposed scheme will provide a mix of unit types to meet identified need in the local area. Appendix 1 contains NPHA needs and demand report based on households registered on MyHomeChoice Fylde Coast in August 2016.
11. Table 1 below details cost breakdown of the scheme and Table 2 the method and cost of financing the scheme.

**Table 1: COST BREAKDOWN OF THE SCHEME**

Acquisition	£600,000
Works	£2,461,000
On costs	£189,853
Interest	£88,164
<b>Total scheme costs</b>	<b>£3,339,017</b>

**Table 2: THE METHOD AND COST OF FINANCING THE SCHEME**

Loan supported by rental income	£1,525,309
HCA grant funding	£470,000
Fylde Council S106 contribution	£840,000
NPHA contribution from reserves	£503,708
<b>Total funding identified</b>	<b>£3,339,017</b>

12. The scheme benefits from Homes and Communities Agency (HCA) grant funding from allocations transferred from other sites which were part of the Affordable Housing Programme (AHP2) 2015-18 programme totalling £470,000. 20 apartment scheme at Clifton Drive South Council Offices that did not go ahead and a site in South Ribble. NPHA are contributing from reserves £503,708 and securing a loan supported by rental income of £1,525,309.
13. This capital contribution request from Section 106 funding is for £32,300 per unit totalling £840,000. Total scheme costs (Table 1) are £3.39mm, the S106 funding request represents 25% of total scheme costs (Table 2). 15% is funded from NPHA reserves and 45% funded by NPHA borrowing supported by the rental income. HCA RCGF totals 15% of total scheme costs.

#### **THE FUTURE REVENUE BUDGET IMPACT**

14. There are no additional revenue implications to this proposal as the units on completion will be owned and managed by NPHA. A planning obligation will be in place to ensure that the affordable housing will be available in perpetuity.

#### **RELEVANT VALUE FOR MONEY ISSUES**

15. Fylde BC receive off site grant rates of £50,000 per unit of affordable housing required on a site. Therefore the grant rate for affordable units delivered using S106 funds is up to £50,000 per unit or 50% of total scheme costs. This scheme requires a grant rate of £32,300 per unit which totals £860,000 for 26 units of affordable housing which equates to 25% of total scheme costs.

16. NPHA will be investing £503,708 from their own reserves and borrowing £1,525,309 offset against rental income. A total of £2,029,017 which equates to 60% of total scheme costs.
17. HCA grant funding will be invested into the scheme totalling £470,000 which equates to 15% of total scheme costs.
18. Appendix 2 contains the S106 funding latest position statement. There is currently £950,950 available of which £444,303 is from 03/0157 - Queen Mary School Development for use within Lytham and St Anne's.

#### **RISK ASSESSMENT**

19. Capital contributions will be paid in two stages; 50% when the scheme is on site and 50% on practical completion.
20. The risks associated with letting and managing the properties will be the responsibility of NPHA.
21. An agreement for the payment of a capital contribution will be entered into to protect Fylde BC investment and ensure the properties remain as Affordable Housing in perpetuity.
22. Planning permission will secure a unilateral legal undertaking from all partners involved in the development that the scheme will secure 100% affordable housing.

#### **VIABLE ALTERNATIVES**

23. Planning permission is already in place for 14 semi-detached market units with a 30% affordable housing requirement.
24. The new proposed scheme will secure of a mix of affordable rented units to meet identified housing need within the borough.

#### **OBJECTIVES, OUTPUTS AND OUTCOMES**

25. To provide 26 affordable homes to meet local housing need.
26. The S106 project that ran in 2015 sought to:
  - a. Identify 'Brownfield' development opportunities in order to make best use of available land resources and achieve localised regeneration as well as providing low cost homes for local people,
  - b. develop an Affordable Housing Programme funded from existing and anticipated S106 monies held by the Council
27. This new build housing scheme will provide a mix of one and two bedroom apartments and two and three bedroom houses for affordable rent.
28. The scheme is on a brownfield site, Keenan's Mill, Lord Street, St Annes. The site was a former print works Oldroyd Publishing and has been disused for several years.
29. The site will meet Fylde BC Corporate Objectives of 'A great place to live'
  - a. deliver housing that meet the need in all communities
  - b. Ensure high standards of housing across all markets
  - c. Approve development that enhances the community

#### **DRAWINGS AND PLANS**

30. Appendix 3 contains a full set of drawings for the scheme:
  - a. Site location plan
  - b. Proposed site layout
  - c. Proposed house type floor plans and elevations
  - d. Proposed apartment floor plans
  - e. Proposed apartment elevations

## CONCLUSION

31. The scheme will deliver 26 units of affordable housing for rent on a brownfield site, formally a print works. The scheme will secure 21 one and two bedroom apartments and 5 two and three bedroom houses with off road parking for all units.
32. Within Fylde, evidenced through MyHomeChoice Fylde Coast, there is significant demand for one and two bedroom accommodation. The proposed scheme will go towards meeting this unmet demand within the borough.

IMPLICATIONS	
Finance	This report requests that the Committee consider the proposal as detailed within the report and recommend to Council a fully-funded addition to the Capital Programme in the sum of £840,000 - "Affordable Housing Scheme at Keenans Mill" for 2017/18 to be fully-funded from part of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose. The scheme will enable the delivery of 26 units for affordable rent at Keenans Mill, Lord Street, St Annes to New Progress Housing Association; and, providing that the scheme is included in the approved capital programme, to authorise expenditure in the sum of £840,000 to New Progress Housing Association in relation to the scheme after regard and consideration of the compliance with the financial regulations covered within the body of the report.
Legal	An agreement for the payment of a capital contribution will be entered into to protect Fylde BC investment and ensure the properties remain as Affordable Housing in perpetuity. Planning permission will secure a unilateral legal undertaking from all partners involved in the development that the scheme will secure 100% affordable housing.
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability and Environmental Impact	Regeneration of a brownfield site in St Annes
Health & Safety and Risk Management	None arising directly from this report

LEAD AUTHOR	TEL	DATE	DOC ID
Kirstine Riding	01253 658569	13/12/2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

## ATTACHED DOCUMENTS

- Appendix 1 – NPHA needs and demand report
- Appendix 2 - S106 funding latest position statement
- Appendix 3 – Drawings and plans

**Appendix 1 –  
NPHA  
Development  
Housing Demand  
Analysis**

Plot Name	LORD STREET, ST ANNES, FY8 2DF
Area to be included within analysis	St Annes, Fylde

**Current stock**

No Beds	General Needs	% of GN	Housing for Older People	% of HoP	Shared Ownership	% of Shared Ownership	Overall Total	% Overall
1	89	24.0%	108	96.4%	0	0.0%	197	40.8%
2	127	34.2%	4	3.6%	0	0.0%	131	27.1%
3 +	155	41.8%	0	0.0%	0	0.0%	155	32.1%
Total	371	100.0%	112	100.0%	0	0.0%	483	100.0%

**New Development  
Figures**

No Beds	General Needs	% of GN	Housing for Older People	% of HoP	Shared Ownership	% of Shared Ownership	Overall Total	% Overall
1	10	38.5%	0	#DIV/0!	0	#DIV/0!	10	38.5%
2	12	46.2%	0	#DIV/0!	0	#DIV/0!	12	46.2%
3 +	4	15.4%	0	#DIV/0!	0	#DIV/0!	4	15.4%
Total	26	100.0%	0	#DIV/0!	0	#DIV/0!	26	100.0%

**Current Stock plus  
new development  
figures**

No Beds	General Needs	% of GN	Housing for Older People	% of HoP	Shared Ownership	% of Shared Ownership	Overall Total	% Overall
1	99	24.9%	108	96.4%	0	#DIV/0!	207	40.7%
2	139	35.0%	4	3.6%	0	#DIV/0!	143	28.1%
3 +	159	40.1%	0	0.0%	0	#DIV/0!	159	31.2%
Total	397	100.0%	112	100.0%	0	#DIV/0!	509	100.0%

**Under Occupying  
Information**

Records indicate that there are no families under occupying in the analysis area who would need a 3 bedroom property, 15 requiring 2 bed properties and 11 requiring a 1 bed property.



Records indicate that there are 6 single people who are under occupying and would need a 1 bedroom property.

### **Waiting list data**

Applications registered with CBL	5493
-------------------------------------	------

Of which would like to live in the analysis area	846
-----------------------------------------------------	-----

Need 1 bed	202
------------	-----

Need 2 bed	415
------------	-----

Need 3 bed	162
------------	-----

Need 4 bed	56
------------	----

Need 5 bed	11
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### **Average number of bids**

1 bed	46.5
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2 bed	16.2
-------	------

3 bed	48.3
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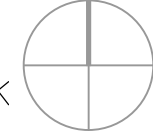
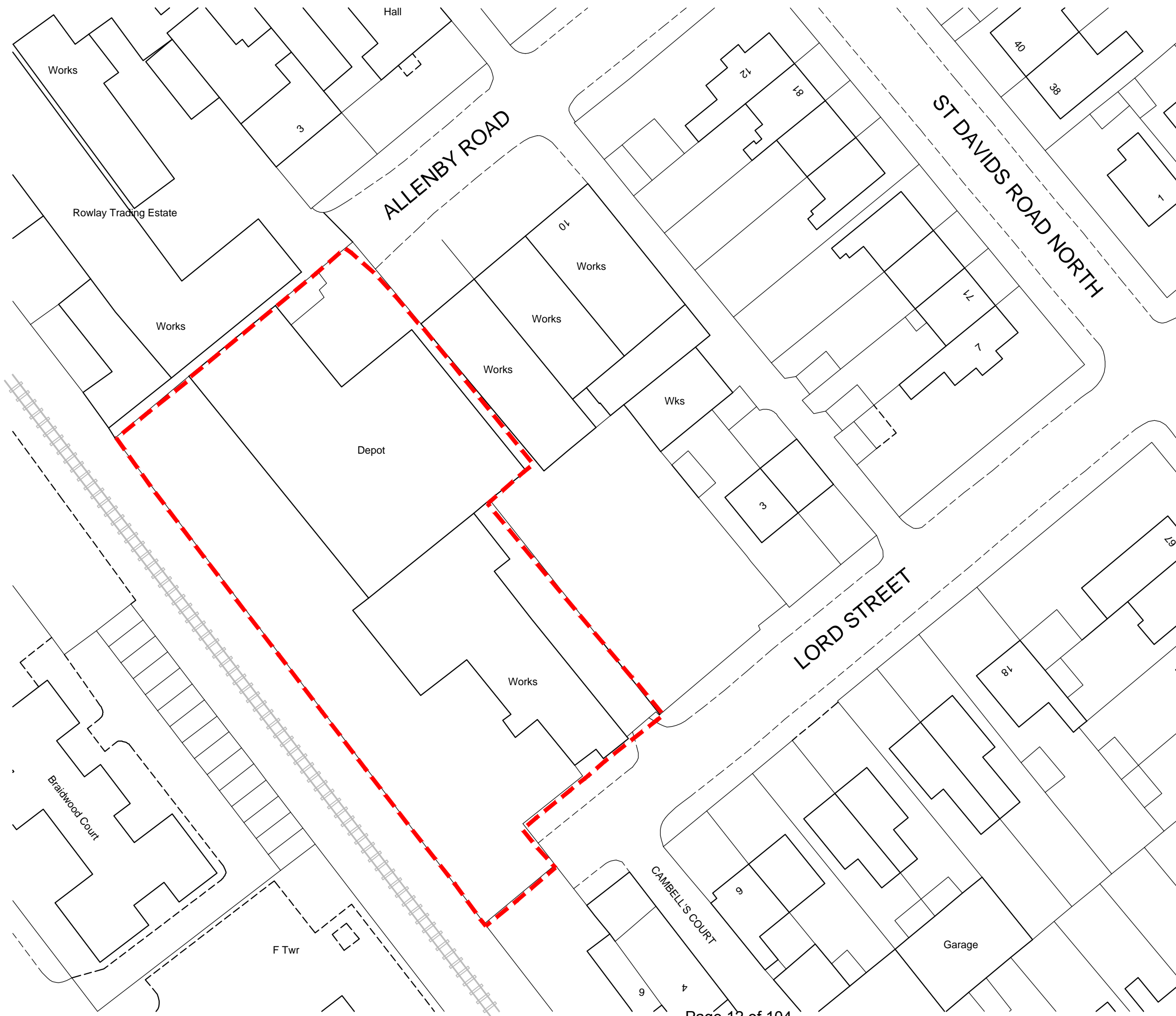
4 bed	51.0
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5 bed	N/A
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**Appendix 2 - Affordable Housing S106 Summary at 14/10/16**

		Total Affordable Housing		Queen Mary		Other Sites
<b>S106 Income Received</b>		- 5,597,909.44		- 3,000,000.00		- 2,597,909.44
<b>Section 106 Expenditure:</b>						
New Fylde Housing	182,250.00					182,250.00
Richard Dunbreck Trust Singleton	300,000.00					300,000.00
F2F YMCA	299,999.57			299,999.57		
GPHG - re 451 Clifton Drive North	250,000.00			250,000.00		
NFH (Heyhouses) Pilling Ave development	416,000.00			416,000.00		
Explore first time buyers scheme	3,000.00					3,000.00
NFH - 50% payment towards purchase of 17 Hunter Road	21,500.00					21,500.00
NFH _ 2nd payment 50% towards purchase of 17 Hunter Road.	21,500.00					21,500.00
NFH - St Davids Roads Depot. First contribution of 50%	307,507.00					307,507.00
NFH - St Davids Road Depot, second	307,506.00			297,000.00		10,506.00

contribution of 50%						
Great Places- Former Kwik Save Site	300,000.00					300,000.00
106 project officer payment	12,680.72					12,680.72
	12,319.28					12,319.28
Great Places Housing Association	75,000.00			75,000.00		
Ypad YMCA - Council 12/10/15	450,157.60			450,157.60		
		2,959,420.17		1,788,157.17		1,171,263.00
<b>S106 Monies Remaining</b>		- <b>2,638,489.27</b>		- <b>1,211,842.83</b>		- <b>1,426,646.44</b>
<b>Commitments:</b>						
St.Albans Rd - F&D Committee 25/01/16	105,000			105,000.00		
Ypad YMCA - Council 12/10/15	112,539			112,539.40		
Sunnybank Mill - Council 04/07/16	920,000					920,000.00
Church Rd Methodist Church, St.Annes - Council 17/10/16	550,000			550,000.00		
		1,687,539.40		767,539.40		920,000.00
<b>Monies Available for Future Projects</b>		<b>-950,949.87</b>		<b>-444,303.43</b>		<b>-506,646.44</b>



Site area = 3008m<sup>2</sup>

----- Site boundary

rev	description	date	drawn	check
0				
1				
2				
5				
7.5M				

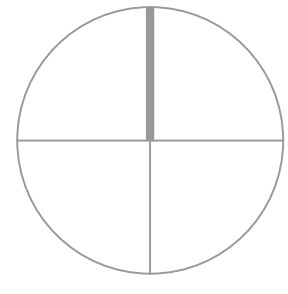
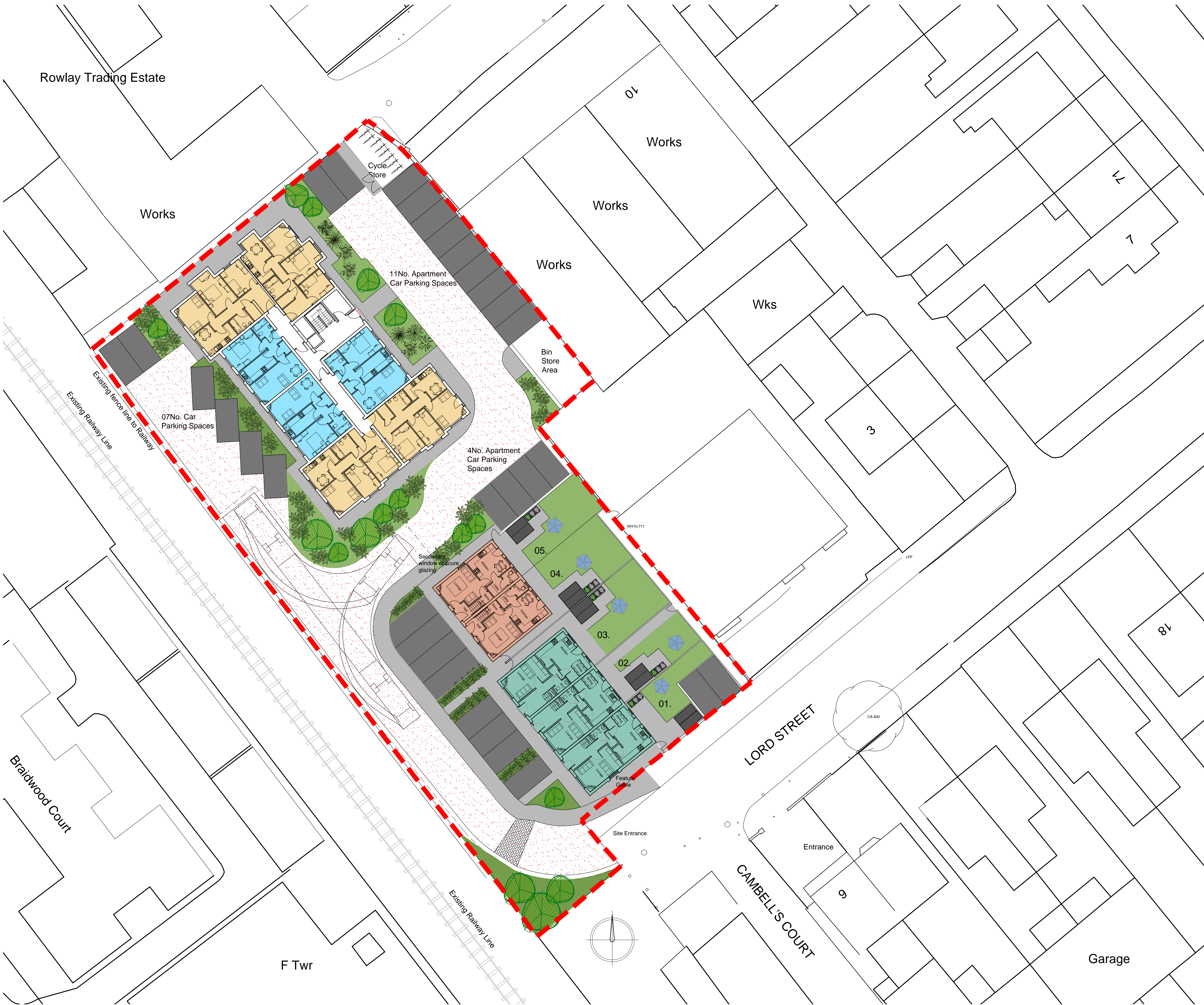
client			
Brimas Construction Ltd			
project			
Lord Street			
St Annes			
Lancashire			
drawing			
Site Location Plan			
file name		drawn	
16 2231 PN001 SITE LOCATION PLAN		10-Nov-16	
drawing reference		rev	scale
16 2231 PN001		-	1:500 @ A3
issue status		original by	
Planning		SHW	
		checked by	
		-	

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Croft Goode Chartered Architects 4 The Crossroads, Freckleton Street, Kirkham, Lancashire, PR4 2SH  
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Accommodation Schedule

- 3 x 3b5p house
- 2 x 2b4p house
- 11 x 2b3p apartment
- 10 x 1b2p apartment

Total No.Units = 26

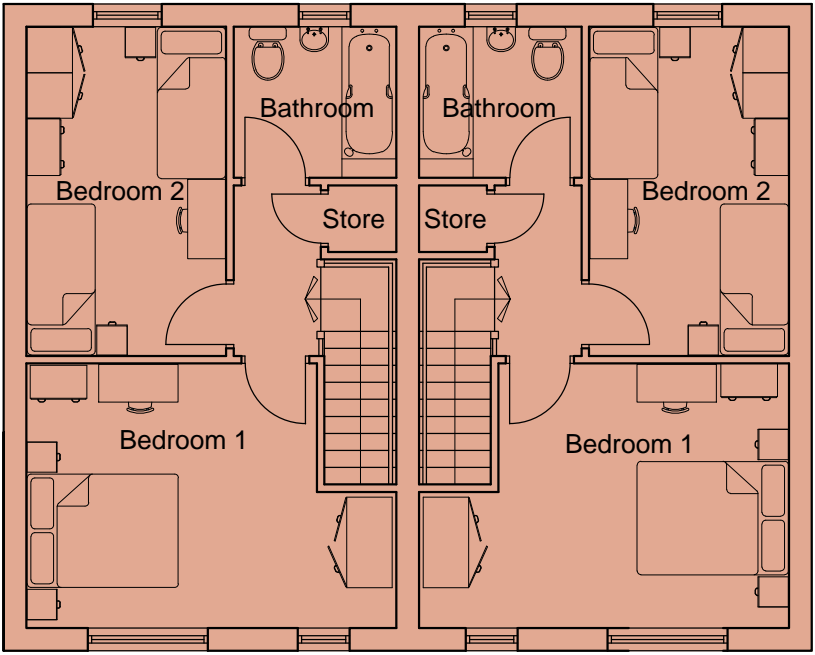
D	Brimas Construction comments endorsed - ground area to 2011	23.11.16	GB	COL
C	Brimas Construction comments endorsed	22.11.16	GB	COL
B	Brimas Construction comments endorsed	21.11.16	GB	COL
A	Revised Houseplans incorporated	17.11.16	GB	COL
rev	description	date	drawn	check



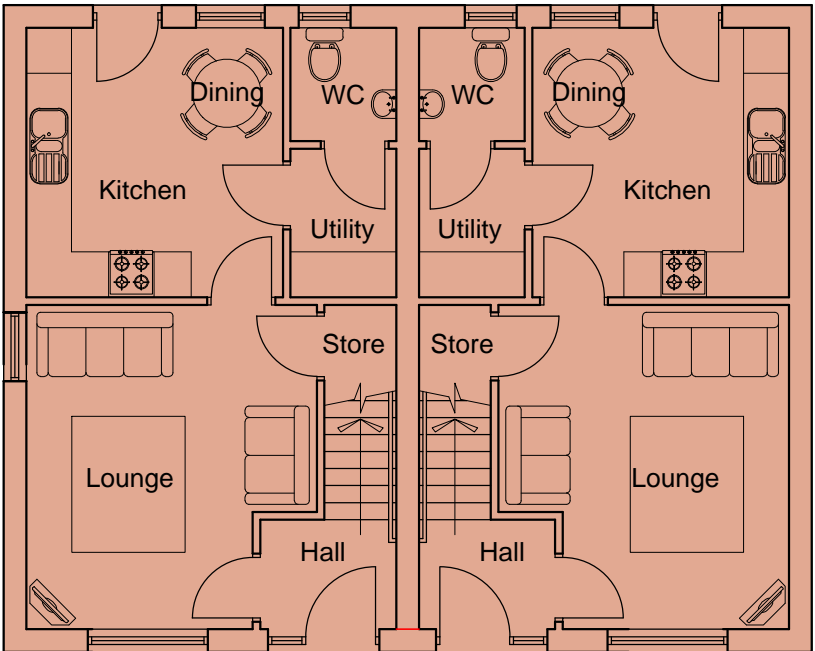
client		Brimas Construction Ltd	
project		Lord Street St Annes Lancashire	
drawing		Proposed Site Layout	
file name	16 2231 PLANNING DRAWINGS REV D	drawn	23-Nov-16
drawing reference	16 2231 PN002	rev	D
scale	1:200 @ A1	original by	GLB
issue status	Planning	checked by	NJA

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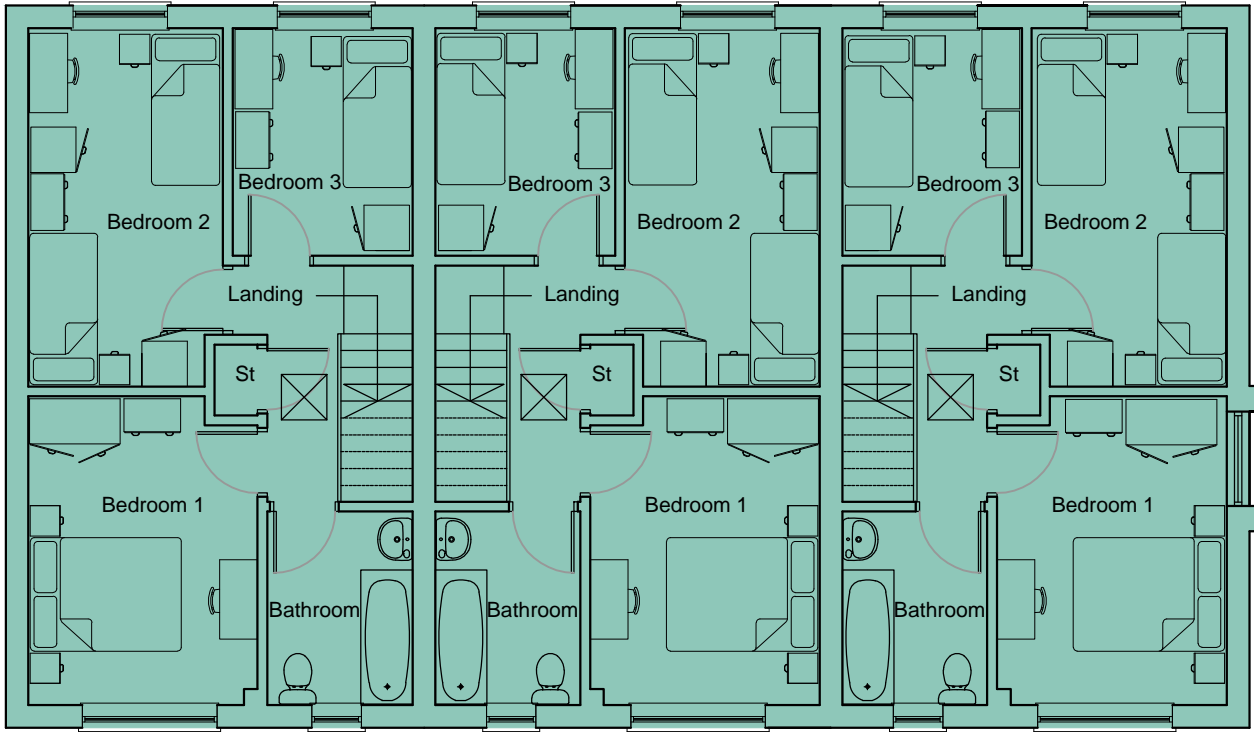




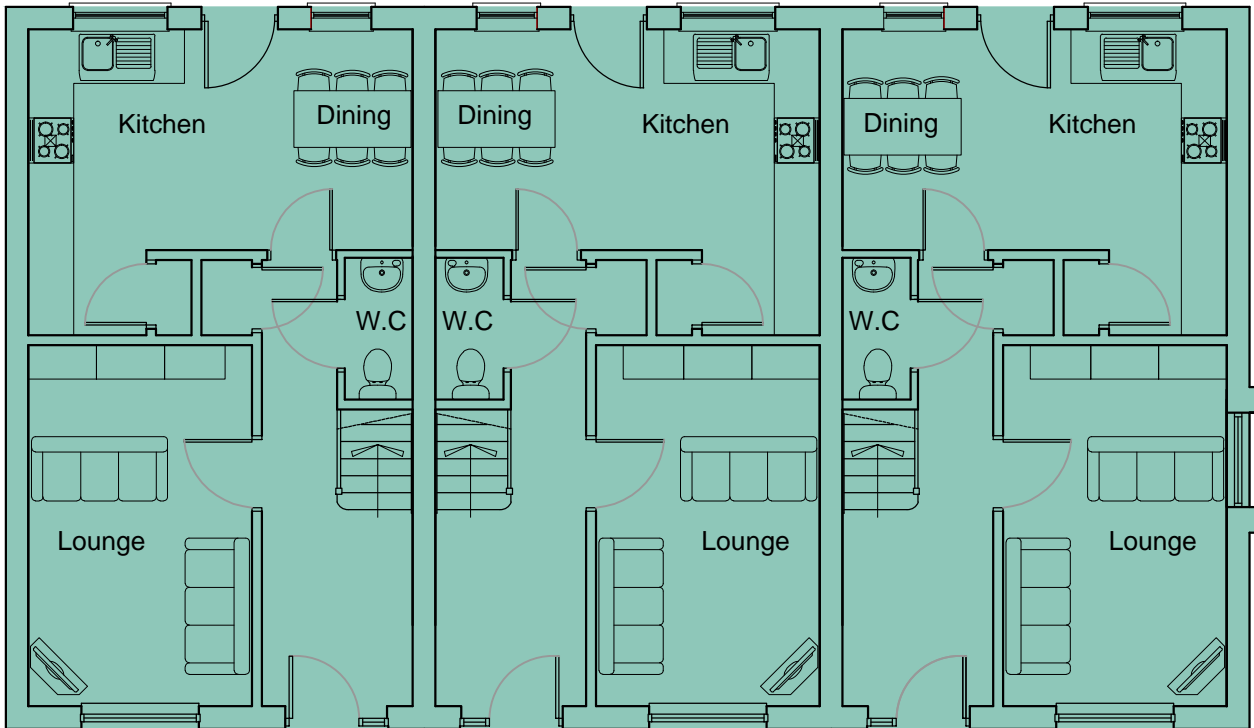
First Floor Plan



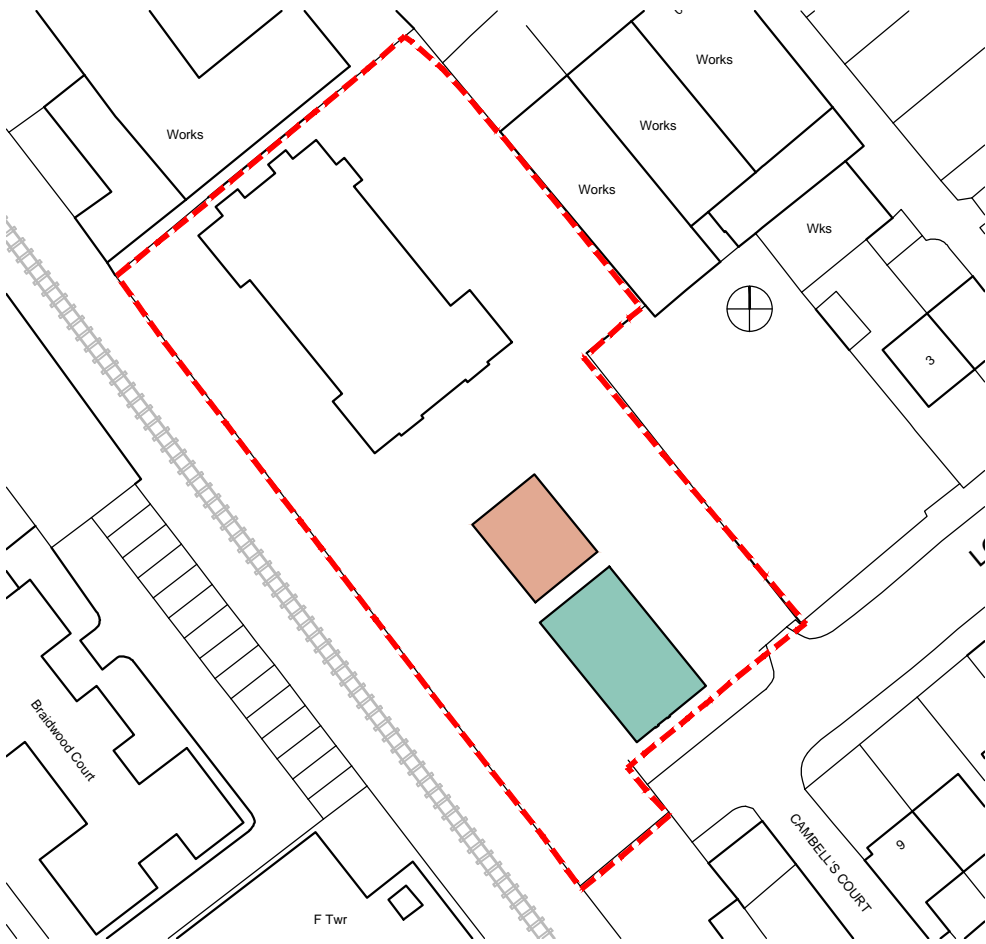
Ground Floor Plan  
Plots 4 & 5  
2b4p (77.8m²)



First Floor Plan



Ground Floor Plan  
Plots 1-3  
3b5p (91m²)



Key Site Plan



Plot 4 & 5 (2b4p)  
Front Elevation

Plot 4 & 5 (2b4p)  
Rear Elevation



Plot 1-3 (3b5p)  
Front Elevation

Plot 1-3 (3b5p)  
Side Elevation



Plot 4 & 5 (2b4p)  
Rear Elevation

Plot 4 & 5 (2b4p)  
Side Elevation



Plot 1-3 (3b5p)  
Rear Elevation

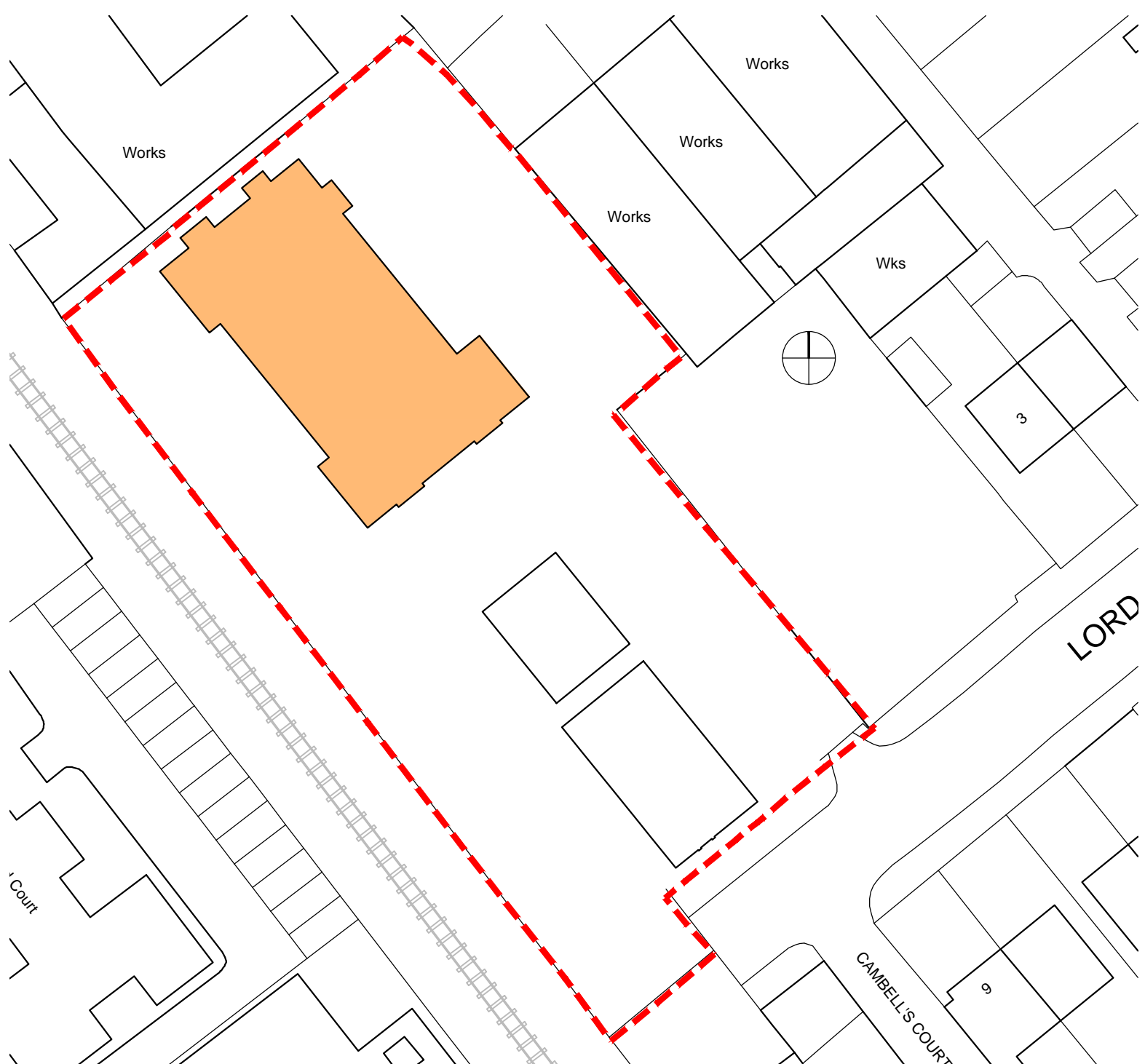
Plot 1-3 (3b5p)  
Rear Elevation

B	Brims Construction amendments incorporated	21.11.16	GB	COL
A	House types updated	17.11.16	GB	COL
rev	description	date	drawn	check



client Brimas Construction Ltd				
project Lord Street St Annes Lancashire				
drawing Proposed House Type Floor Plans & Elevations				
file name 16 2231 PLANNING DRAWINGS REV D	rev B	scale 1:100 @ A1	drawn 22-Nov-16	
drawing reference 16 2231 PN102	rev B	scale 1:100 @ A1	original by GLB	
issue status Planning			checked by NJA	

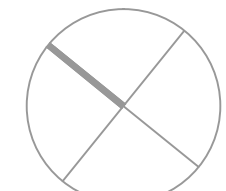
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Key Site Plan

Accommodation Schedule

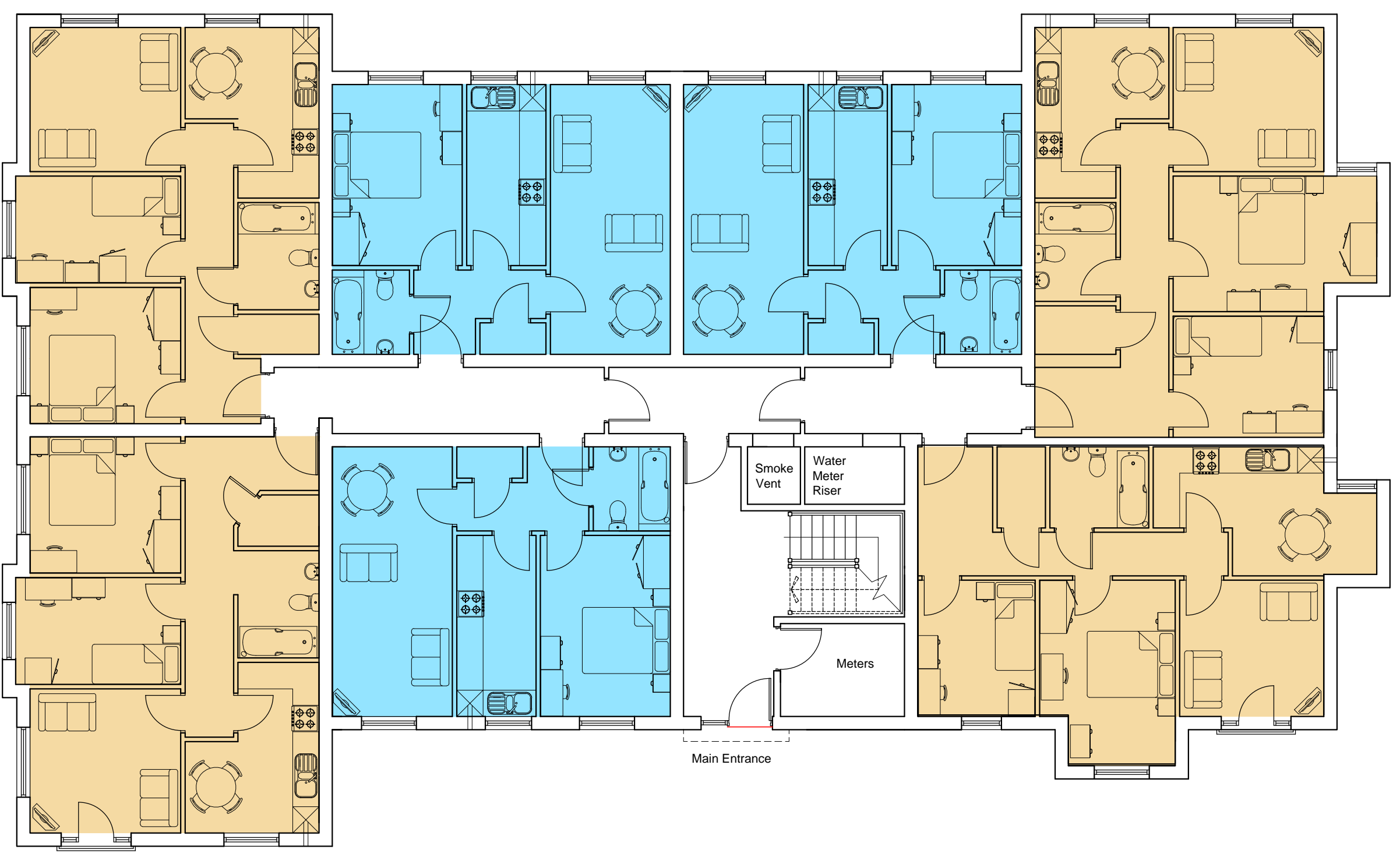
- 11 x 2b3p 60m² apartment
- 10 x 1b2p 47m² apartment



Second Floor Plan



First Floor Plan



Ground Floor Plan

C	Brims Construction comments endorsed	22.11.16	GB	COL
B	Brims Construction comments endorsed	21.11.16	GB	COL
A	Amendment to apartment entrance	17.11.16	NJA	COL
rev	description	date	drawn	check

0 1 2 5 7.5M

client  
Brims Construction Ltd

project  
Lord Street  
St Annes  
Lancashire

drawing  
Proposed Apartment Floor Plans

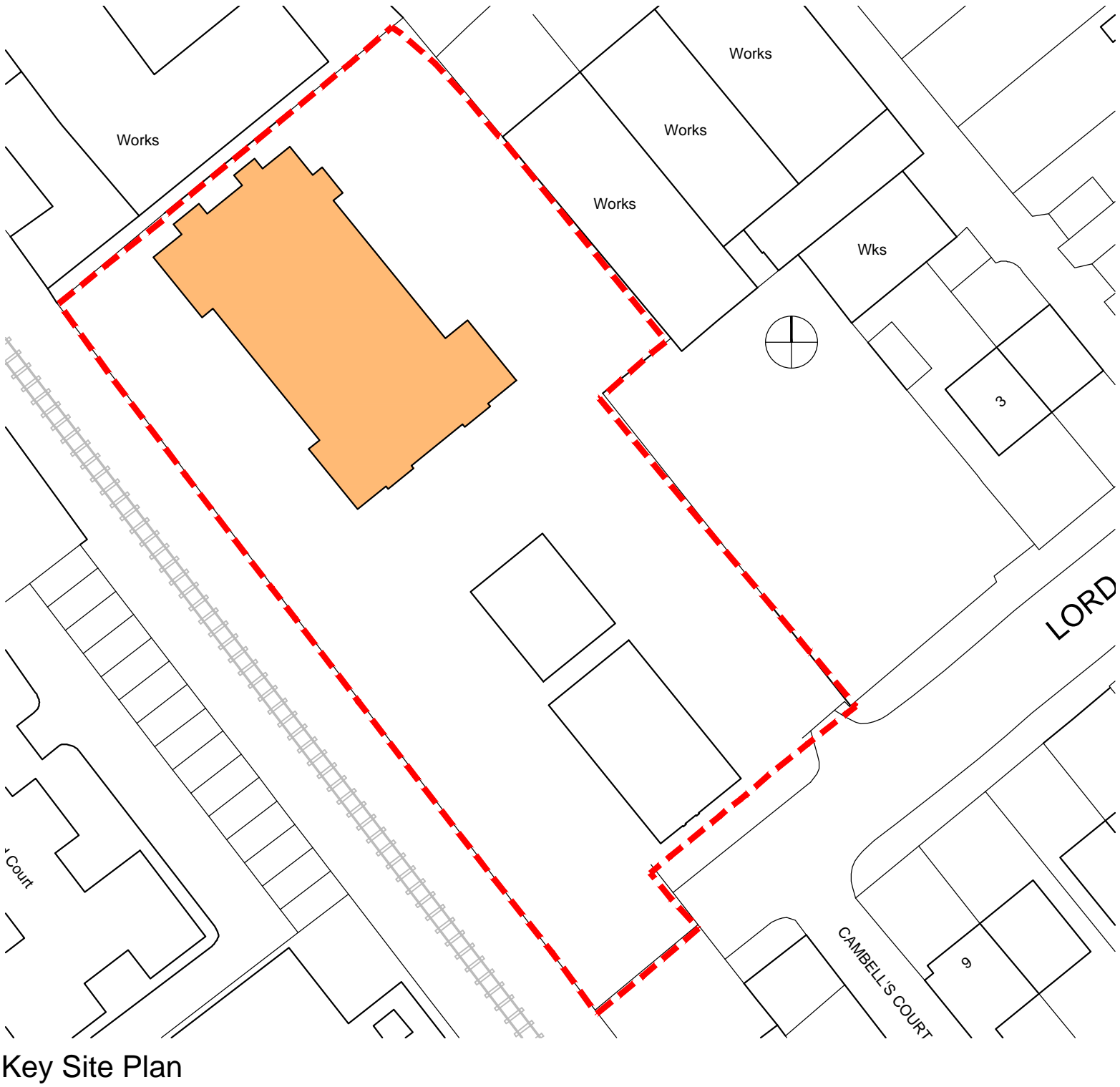
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B	Brimas Construction comments endorsed	22.11.16	GB	COL
A	Brimas Construction comments endorsed	21.11.16	GB	COL
rev	description	date	drawn	check
0 1 2 5 7.5M				
client Brimas Construction Ltd				
project Lord Street St Annes Lancashire				
drawing Proposed Apartment Elevations				
file name 16.2231 PLANNING DRAWINGS REV D			drawn 23-Nov-16	
drawing reference 16.2231 PN201	rev B	scale 1:100 @ A1		
issue status Planning	original by NJA		checked by -	

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# DECISION ITEM

REPORT OF		MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE		ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 JANUARY 2017	5
<b>LANCASHIRE SYRIAN REFUGEE FAMILIES AND VULNERABLE CHILDREN'S AND THEIR FAMILIES RESETTLEMENT PROGRAMME</b>				

## PUBLIC ITEM

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

### SUMMARY

This report updates the Committee with respect to the Asylum Seeker Wider Dispersal programme within Fylde and the requirements across Lancashire authorities for the Syrian Resettlement Programme and Vulnerable Children Resettlement Scheme. The report also details the Unaccompanied Asylum Seeking and Refugee Children that are protected under the European Legislation Asylum Seekers Regulations 2005.

In 2015 Government made a Commitment to the Syrian Refugee Programme (SRP) to accommodate 20,000 Syrian Refugee families whose claim for Asylum had been taken when outside of the UK, mainly in Syrian Refugee Camps over 5 years from 2015. Vulnerable Children's Resettlement Scheme (VCRS) launched at the same time as the Syrian Refugee Programme to assist vulnerable children and their families displaced in the migrant crisis. Appendix 1 contains Ministerial Statements related to the launch of these programmes.

The Lancashire Chief Executives Group have considered two pledges in relation to the Syrian Resettlement Programme to be considered by each authority:

1. In January 2016: to resettle 500 Syrian Refugee families
2. In September 2016: to resettle 75 refugees (including children and their families) under the Vulnerable Children Resettlement Programme (VCRP)

The model adopted in Lancashire means a certain degree of coordination and commissioning from Lancashire County Council (LCC) who are the lead Authority and will engage directly with the Home Office and the North West Strategic Migration Partnership. All associated funding is received in the first instance by LCC as the upper tier authority. Participating district councils are required to enter into an agreement with LCC regarding the element of the funding that is receivable by the district council to cover the cost of any services delivered at district council level.

Lancashire County Council are now asking each district authority to pledge the number of families they will work to source accommodation under the SRP and VCRP by the end of December 2016. Both resettlement programmes are being treated as one, but local authorities can make pledges against each separate programme if they so wish.

The bulk of resettlement services are to be delivered or commissioned by district/borough councils. Setting up and running a successful resettlement scheme requires careful collaborative planning and great attention to detail.

## RECOMMENDATIONS

### The Committee is requested to:

1. Note the contents of the report regarding the Asylum Seeker Wider Dispersal Programme;
2. Note the contents of the report regarding the Lancashire Syrian Refugee families and Vulnerable Children and their families resettlement programmes;
3. Recommend Fylde Council pledge under the Lancashire Syrian Refugee Families and Vulnerable Children and their Families Resettlement Programmes, to accommodate 5 families in 2019/20;
4. Approve that if such a pledge is agreed that negotiations with LCC may commence to establish how the available funding would be shared between LCC and Fylde Council and how the various services are to be delivered and by which body;
5. Note that a further report will be presented to update the committee on this matter during 2017/18.

## SUMMARY OF PREVIOUS DECISIONS

Environment Health and Housing Committee - 5<sup>th</sup> January 2016

Information item: Outline for member's information on the Home Office programme for the procurement of property to accommodate wider asylum dispersal.

## CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services ( <b>Value for Money</b> )	√
Delivering the services that customers expect of an excellent council ( <b>Clean and Green</b> )	√
Working with all partners ( <b>Vibrant Economy</b> )	√
To make sure Fylde continues to be one of the most desirable places to live ( <b>A Great Place to Live</b> )	
Promoting Fylde as a great destination to visit ( <b>A Great Place to Visit</b> )	

## REPORT

### REFUGEE AND ASYLUM SEEKER PROGRAMME

#### BACKGROUND

1. An Asylum Seeker is someone who has left their country of origin and formally applied for asylum in another country and is waiting for a decision as to whether or not they are a Refugee.
2. A Refugee under the **1951 United Nations Convention Relating to the Status of Refugees** is, "A person who owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion is outside the country of his nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country; or who, not having a nationality and being outside the country of his former habitual residence as a result of such events, is unable or, owing to such fear, is unwilling to return to it."

3. In the UK, a person is officially a Refugee when they have their claim for asylum accepted by the government.
4. A Refused Asylum Seeker is a person whose asylum application has been unsuccessful and who has no other claim for protection. Some refused Asylum Seekers voluntarily return to their home country, others are forcibly returned and for some it is not safe or practical for them to return until conditions in their country change.
5. An economic migrant is someone who has moved to another country to work. Refugees are not economic migrants.
6. The Home Office is responsible for fulfilling the United Kingdom's obligations under the **1951 United Nations Convention related to the Status of Refugees (the Geneva Convention)** and ensuring that those genuinely fleeing persecution are given the protection they need.
7. To achieve this, UK Visa's and Immigration (UKVI) currently provides a suite of statutory and elective support services for Asylum Seekers, failed Asylum Seekers and Refugees. Asylum Seekers are provided with accommodation, transportation and cash/subsistence, funded by the Home Office, whilst their application for asylum is being considered. All Asylum Seekers can access independent advice and guidance and translation services to ensure they meet the conditions of their temporary admission in the UK.
8. The Home Office provider of accommodation and transport for destitute Asylum Seekers in the North West is Serco. Serco Housing and Welfare officers have safeguarding duties and are in regular contact with clients they accommodate. Serco run an initial accommodation facility in Liverpool.
9. Migrant help, a non-government organisation, deliver independent advice and guidance through a national Asylum help service which includes outreach and community development work in the North West.
10. The North West Strategic Migration Partnership is a partnership that work with national and local government and other public, private and voluntary sector organisations to ensure that the NW can manage and benefit from migration. The purpose of the NWSMP is to provide strategic leadership, co-ordination and advisory function for migration in the North West region.
11. The UK's developing Asylum Seeker and Refugee programmes has meant more local authorities many of whom were not previously involved in resettlement schemes, are now considering participating in Resettlement Schemes.

#### **2015 ASYLUM SEEKER WIDER DISPERSAL PROGRAMME**

12. In 2015 Local authorities across the North West were approached by the Home Office and the North West Regional Strategic Migration Partnership in relation to the wider dispersal of Asylum Seekers following sharp increases in the number of asylum seekers in the UK and current accommodation provision unable to cope.
13. The government's approach previously has been to work with a number of larger metropolitan local authorities to secure suitable accommodation to procure asylum dispersal accommodation. The North West Strategic Migration Partnership has been leading a consultation with UK Visas and Immigration across Lancashire / Cheshire on agreements to widen asylum dispersal across the region.
14. The provider for the North West, Serco, is required to consult with local authorities on its procurement of dispersal accommodation. Temporary dispersal accommodation and accommodation procured under contingency arrangements fall outside the scope of the requirement to consult.

15. Local authorities have no privity in the contract between the Home Office and Serco, and are under no statutory obligation to co-operate with either the Home Office or Serco. However, they are required to deliver a range of statutory services to asylum seekers, as well as ensuring that community resilience and service delivery is not materially tested.
16. Engagement with the property procurement process of the wider dispersal programme allows local authorities to maintain a degree of influence over asylum dispersal. The influence that the process affords can be used to limit and mitigate the adverse impacts of dispersal, and can ensure that local authorities can extract a benefit where possible (e.g. considerable investment in private rented sector stock, and bringing empty homes back into use).
17. Under the agreed protocol Serco submits a request on a standard pro forma for the relevant local authority to undertake a Post Code Check (PCC) in respect of every property it wishes to procure as dispersed accommodation. Serco employs a dedicated team, whose primary function is to procure properties within the agreed dispersal areas.
18. Serco submits a Post Code Check request by email to a nominated officer in the relevant local authority containing details of the property to be procured.
19. The recipient consults with colleagues within the authority, as established by each local authority. This consultation may involve specialists in:
  - Planning
  - HMO licensing/Environmental Health
  - Social Cohesion
  - Police
  - Housing strategy/private rented sector management.
20. In two tier authorities Serco will contact the upper tier authority in relation to Education and Health Care Services.
21. To date Fylde have dealt with 18 Post Code Checks for properties and one three bedroom property has been secured for Asylum Seeker accommodation in St Annes, accommodating 4 asylum seekers.
22. Serco are restricted to working in areas where there are services and facilities in Fylde. St Annes has been main focus to date.
23. Serco are aiming for 5 properties in Fylde, housing a total of 20 Asylum Seekers. Serco have respected the results from the Post Code Checks and not gone ahead with procurement where the Local Authority via the PCC is not supporting an acquisition.
24. Serco lease the property from the Landlord for a period of 5 years and take on all management and repairing responsibilities. To date their involvement has been restricted to the private rented sector, however Registered Provider accommodation has been used within other Lancashire Authorities.
25. Fylde Borough Council host a Fylde and Wyre Asylum Seeker and Refugee Multi Agency Forum with Serco, Fylde and Wyre Councils, Police and Charities that provide support (Methodist Church, YMCA, Red Cross, CVSBWF). The purpose of the forum is to share relevant information regarding Asylum Seekers and Refugees in Fylde and Wyre and to update on progress and emerging issues related to the wider dispersal programme.
26. Once an Asylum Seeker achieves Refugee status they have a right to remain in the UK. At this point they will receive 28 days notice to leave their current accommodation provided by Serco and be entitled to approach the local housing authority for homelessness and housing advice.

## **SYRIAN RESETTLEMENT PROGRAMME (SRP) and VULNERABLE CHILDREN RESETTLEMENT SCHEME (VCRS)**

27. In 2015 Government made a Commitment to the Syrian Refugee Programme (SRP) to accommodate 20,000 Syrian Refugees whose claim for Asylum had been taken when outside of the UK, mainly in Syrian Refugee Camps, over 5 years from 2015.
28. Vulnerable Children's Resettlement Scheme (VCRS) launched at the same time as the Syrian Refugee Programme to assist vulnerable children and their families displaced in the migrant crisis. The United Nations High Commissioner for Refugees (UNHCR) – United Nations Programme for Refugees identified the most vulnerable children and their families at risk of child labour, forced marriage, child carers and at risk of abuse and exploitation outside of the UK.
29. The Syrian Resettlement Programme and Vulnerable Children Resettlement Scheme are separate to the Asylum Seeker Wider Dispersal Programme and would not be managed by Serco, but the Upper Tier or Unitary Authority would become the Lead Authority with the Lower Tier responsible for implementing the programme at a local level in two tier authority areas.
30. Resettlement is a formal process of moving refugees from one host country to another where they can settle permanently. Resettlement is known as one of the three 'durable solutions' used by the UNHCR. The process is intended to be used in circumstances where refugees cannot go home (repatriate) and cannot stay in the place they are currently living (local integration), because there is a threat to their safety or they have medical needs that cannot be met.
31. A number of countries around the world operate resettlement programmes, with the USA, Canada and Australia offering the most places. The UK has participated in formal resettlement schemes since 2004. In 2015, 1,864 individuals were resettled in the UK under Resettlement Schemes.
32. The UK's developing SRP and VCRS has meant more local authorities many of whom were not previously involved in any resettlement schemes, are now considering participating in Resettlement Schemes.
33. The Lancashire Chief Executives Group have considered two pledges under the Syrian Resettlement Programme to be considered by each Authority's political process:
  - In January 2016, to resettle 500 Syrian Refugee families
  - In September 2016, to resettle 75 refugees (including children and their families) under the Vulnerable Children Resettlement Programme (VCRP)
34. The model adopted in Lancashire means a certain degree of coordination and commissioning from Lancashire County Council who are the Lead Authority and will engage directly with the Home Office and the North West Strategic Migration Partnership.
35. Lancashire County Council is now asking Lancashire authorities to pledge the number of families they will work to source accommodation under the SRP and VCRP by the end of December 2016 in line with the discussions at the Chief Executive Officers' Group earlier in 2016. Both Resettlement programmes are being treated as one, but local authorities can make pledges against each separate programme if they so wish.
36. The bulk of resettlement services are to be delivered or commissioned by district/borough councils. Setting up and running a successful resettlement scheme requires careful collaborative planning and great attention to detail.
37. There is a degree of flexibility in terms of how many families Lancashire can accept in a given year and exactly when they will arrive; however, the flexibility is limited by the capacity of the Home Office to make referrals and by the need to co-ordinate arrivals with other sub-regions in

the North West, in terms of charter flights. Local authorities will also be assigned a peer authority to work with who have already gone through the process.

38. The first year of the programme in Lancashire has seen 30 families resettled;

1. Blackpool – 10 properties
2. Pendle – 10 properties
3. Preston – 5 properties
4. South Ribble – 5 properties

39. The Resettlement is split into 5 separate stages. A guide has been produced by the LGA for local authorities regarding the Syrian Refugee Resettlement and a link is available at the end of this report. This would be the responsibility of the local authority with support from Lancashire County Council.

1. Pre-arrival planning – In partnership with a working group and delivery partners the local authority will be responsible to ensure all aspects of the pre-arrival preparation are thought through and services ready. This includes securing and furnishing appropriate property, finding school and English for Speakers of Other Languages (ESOL) places, arranging integration support casework, confirming access to health provision and interpreters.
2. Arrival and first week – Meet and greet at the airport, organise initial reception and transport to allocated properties, timetable for the first week with actions that need to be completed with new arrivals to ensure their basic needs are met.
3. Ongoing support – When needed but Refugees independence is encouraged from the start. Principals of support delivery and types of activities proposed are in line with integration practices currently adopted by leading refugee organisations.
4. Local community engagement – Informing and preparing the local community for the arrival of refugees to ensure the wider community is engaged and has a positive experience of resettlement. This will include engaging with the media, local residents, third-sector organisations to maintain community cohesion. The local authority may need to consider how they will handle donations.
5. Cultural Considerations – Syrian Refugees will not know much about the UK culture and authorities will need to be able to anticipate important differences or misunderstandings might occur, from religion and ethnicity to food and drink, naming conventions, marriage, and child safeguarding, to gender, mental health, smoking and littering.

40. The Funding Instruction (FI) from the Home Office has all the required information on how the SRP is financed. Once a pledge has been made Lancashire County Council will start to work with the partnership of local authorities taking Syrian Refugees in that year. All costs will be paid for under the FI for 12 months and include staff time, up to 8 weeks void period for sourced properties, furniture and transportation costs, funding for commissioned and in-house services.

41. Additional funding is available to support resettled Refugees beyond their first year giving local authorities the opportunity to plan strategically for the longer term inclusion of Syrian Refugees in their local communities though Years 2 and 3 and exit from the SRP and VCRP. This could include improving language skills before supporting them into employment.

#### **UNACCOMPANIED ASYLUM SEEKING AND REFUGEE CHILDREN**

42. In September 2016 Government wrote to all Local Council Leads requesting assistance with Unaccompanied Asylum Seeking and Refugee children. In two tier authority areas this would be the responsibility of Lancashire County Council Children's Social Services. The European

Legislation Asylum Seekers (Reception Conditions) Regulations 2005 protects the best interest of the child and places a duty on the Home Office to endeavour to trace the families of unaccompanied asylum seeking children. The Dublin Regulation is directly effective in UK law and states that the Member State in which an unaccompanied child has lodged an application for asylum must, as soon as possible, take appropriate action to identify the family members in the territory of all Member States, whilst protecting the best interests of the child. 2009 and is how the UK gives effect to the UNCRC in immigration matters that affect children.

43. The Children would then be covered under the Children Act 1989 where Local Authorities in England and Wales have a duty under sections 17 and 20 of the Children Act 1989 to provide support for children in need. This will include unaccompanied asylum seeking children if they meet the relevant statutory criteria. Section 17 places a general duty on every local authority to safeguard and promote the welfare of children in need within their area by providing services appropriate to those children's needs. Section 20 requires every local authority to provide accommodation for children if:

- There is no person who has parental responsibility for them
- They have been lost or abandoned
- The person who has been caring for them has not been able to provide them with suitable accommodation

44. Fylde Council have been approached regarding vacancies in young persons' provision within Fylde, funded under Supported People Funding. There is currently only Harbour House, managed by the YMCA for 16-25 year olds which has no vacancies and a waiting list.

#### **MANAGING SYRIAN REFUGEE AND VULNERABLE CHILDREN RESETTLEMENT SCHEME IN FYLDE**

45. Fylde Council is asked to pledge the number of Syrian Refugee families they will be accommodating and in which year of the five year programme. The programme began in 2015/16. The maximum number would be 10 families. In Blackpool the 10 families they have accommodated equated to 53 persons in total.

Year 1 – 2016/17

Year 2 – 2017/18

Year 3 – 2018/19

Year 4 – 2019/20

46. Once a pledge has been agreed Fylde Council can begin to work with Lancashire County Council to draw down resources to enable the authority to fulfil the pledge. Funding is based on how each individual authority wishes to manage the programme in their areas.

47. Local Authorities are expected to take the lead on managing the resettlement within their areas. This will involve pulling all the lead agencies together to take the project forward. Partners include Education, Health, Housing, Police, DWP and third sector support agencies.

48. Funding is based on amounts provided by the Home Office. In year 1 this will be £8,250 per person regardless of age, in year 2 this reduces to £5,000 and then reduces further over years 3 and 4 with year 5 funding expected to be £1,000. Funding reflects that in Year 1 intensive support is provided which then over the 5 years of the project diminishes. All associated funding is received in the first instance by LCC as the upper tier authority. Participating district councils are required to enter into an agreement with LCC regarding the element of the funding that is receivable by the district council to cover the cost of any services delivered at district council level.

49. The intention initially would be source accommodation within the private rented sector as demand for three bedroom social landlord accommodation is significant in Fylde. If this proves

difficult they may be a need to split accommodation sourced between the social and private sectors. It is envisaged all accommodation will be sourced within a similar area.

IMPLICATIONS	
Finance	<p>This report provides information to the Committee in respect of the Asylum Seeker Wider Dispersal Programme and the Lancashire Syrian Refugee families and Vulnerable Children and their Families resettlement programmes. The report recommends Fylde Council pledge under the Lancashire Syrian Refugee Families and Vulnerable Children and their Families Resettlement Programmes, to accommodate 5 families in 2019/20; and to approve that if such a pledge is agreed that negotiations with Lancashire County Council (LCC) may commence to establish how the available funding would be shared between LCC and Fylde Council and how the various services are to be delivered and by which body.</p> <p>Note: Funding rates per person are set by the Home Office with diminishing amounts from £8,250 per person in year one to £1,000 in year five. All funding would be received in the first instance by LCC as the upper tier authority.</p>
Legal	Partnering arrangement with LCC under the programme.
Community Safety	Police attend the Fylde and Wyre Refugee and Asylum Seeking Forum where support and emerging issues are discussed.
Human Rights and Equalities	Commitment to the wider Syrian Refugee and Vulnerable Children Programmes.
Sustainability and Environmental Impact	
Health & Safety and Risk Management	

LEAD AUTHOR	TEL	DATE	DOC ID
Kirstine Riding	01253 658569	01/11/2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Refugees and Unaccompanied Children		<a href="http://www.local.gov.uk/refugees">http://www.local.gov.uk/refugees</a>
North West Regional Strategic Migration Partnership		<a href="http://www.nrpfnetwork.org.uk/regionalnetworks/Pages/default.aspx">http://www.nrpfnetwork.org.uk/regionalnetworks/Pages/default.aspx</a>
LGA Syrian Refugee Resettlement. A Guide for Local Authorities		<a href="http://www.local.gov.uk/documents/10180/7632544/1.11_resettlement_guide_08.pdf/cc6c7b51-23a8-4621-b95c-a30bc3da438e">http://www.local.gov.uk/documents/10180/7632544/1.11_resettlement_guide_08.pdf/cc6c7b51-23a8-4621-b95c-a30bc3da438e</a>

#### Attached Documents

Appendix 1 - Oral statement by the Home Secretary on Syrian Refugees 29/01/2014



## **Appendix 1**

### **Oral statement by the Home Secretary on Syrian Refugees 29/01/2014**

This is the UK's largest ever response to a humanitarian crisis, and it comes on top of our efforts to secure humanitarian access inside Syria and to provide essential materials such as shelter, blankets and stoves to help vulnerable Syrians to survive the winter.

Mr Speaker, the greatest need is in the region and it is there that the United Kingdom can make the largest impact. As the Prime Minister made clear last week, our country has a proud tradition of providing protection to those in need, and where there are particularly difficult cases of vulnerable refugees who are at grave risk, we are ready to look at those cases.

Following consultations with the United Nations High Commissioner for Refugees's office in London in recent days, I can tell the House that the Government will be launching a new programme to provide emergency sanctuary in the UK for displaced Syrians who are particularly vulnerable.

### **David Cameron, Prime Minister Statement to the House on refugees from Syria and Counter Terrorism 07/09/15**

Turning to the question of refugees, Britain already works with the UN to deliver resettlement programmes and we will accept thousands more under these existing schemes. We have already provided sanctuary to more than 5,000 Syrians in Britain and have introduced a specific resettlement scheme, alongside those we already have, to help those Syrian refugees particularly at risk.

But given the scale of the crisis and the suffering of the Syrian people it is right that we should do much more. So Mr Speaker, we are proposing that Britain should resettle up to 20,000 Syrian refugees over the rest of this Parliament. In doing so we will continue to show the world that this is a country of extraordinary compassion always standing up for our values and helping those in need.

So Mr Speaker, Britain will play its part alongside our other European partners. But because we are not part of the EU's borderless Schengen agreement or its relocation initiative, Britain is able to decide its own approach. So we will continue with our approach of taking refugees from the camps and from elsewhere in Turkey, Jordan and Lebanon. This provides refugees with a more direct and safe route to the UK, rather than risking the hazardous journey to Europe which has tragically cost so many lives.

### **Home Secretary's update on the migration situation in Europe and the Middle East 16/09/2015**

Since 2011, we have taken more than 5,000 Syrian refugees and asylum seekers. And last week, the Prime Minister announced that we will resettle 20,000 Syrians in need of protection over the course of this Parliament.

The response of the British public has been one of overwhelming generosity, and many have been moved to make very kind offers of assistance. In order to harness that tremendous generosity, we have set up a [web page on GOV.UK to provide advice] for those who want to help. And in collaboration with Her Majesty's Government, the Red Cross has set up a helpline for anyone who wants advice on the ways in which they can be of assistance to Syrians in need of protection in the UK.

In addition to the new Minister, I have established a dedicated Gold Command Team within the Home Office to bring together important partners such as the Local Government Association, DFID, DCLG, the Foreign & Commonwealth Office, the UNHCR and NGOs. This team is working closely with local authorities across the UK to ensure that refugees will have the support and care they need locally on arrival.

# DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 JANUARY 2017	6
<b>AFFORDABLE WARMTH SCHEME</b>			

## PUBLIC ITEM

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

## SUMMARY

This report provides details of a two year allocation of £28,210 per year by Lancashire County Council to Fylde Borough Council for the delivery of an affordable warmth scheme during 2016/17 and 2017/18. The scheme is to provide capital measures such as boiler replacements and installation of central heating to vulnerable residents where an affordability issue has also been identified.

## RECOMMENDATION

### The Committee is requested:

1. To consider the proposal and approve the affordable warmth scheme described in this report.
2. To recommend to the Finance and Democracy Committee the approval of a new fully funded capital scheme in the sum of £28,210 in 2016/17 and £28,210 in 2017/18 in relation to the initiative, fully funded by a grant from Lancashire County Council in the same sum.
3. To authorise the scheme expenditure as detailed in the report subject to approval of the scheme from the Finance & Democracy Committee.

## SUMMARY OF PREVIOUS DECISIONS

N/A

## CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services ( <b>Value for Money</b> )	√
Delivering the services that customers expect of an excellent council ( <b>Clean and Green</b> )	√
Working with all partners ( <b>Vibrant Economy</b> )	√
To make sure Fylde continues to be one of the most desirable places to live ( <b>A Great Place to Live</b> )	√
Promoting Fylde as a great destination to visit ( <b>A Great Place to Visit</b> )	

## REPORT

### BACKGROUND

1. On the 13.9.2016 Lancashire County Council gave approval for the allocation of £1,000,000 to local authorities over a two year period to “support for residents in reducing energy bills, and in particular addressing fuel poverty”. Please find document link here: <http://council.lancashire.gov.uk/ieDecisionDetails.aspx?ID=9208> and at the end of this report.
2. Lancashire County Council (LCC) have split this funding between the district authorities based on the percentage of fuel poor households within each authority. The table of distribution is attached (Document one). Fylde Councils allocation is £28,210 per year for a minimum of two years. This funding must be allocated to capital projects within residential dwellings only.
3. The Home Energy Conservation Act 1995 (HECA) places requirements on Local Authorities to reduce emissions of Carbon Dioxide to the atmosphere by improvements to the energy efficiency of the residential dwellings within the area. This grant funding will assist towards this HECA requirement.

### INTERVENTIONS

4. The funding available is capital, therefore, is directed at interventions that make a long term contribution to helping people keep their homes warm through physical improvements in the home that help improve thermal comfort and efficiency.
5. A meeting held on the 27<sup>th</sup> September 2016 between all districts and LCC discussed the types of measures that could be installed under this scheme. The following measures were approved by LCC on the 10<sup>th</sup> October 2016.
  - Servicing, repairs and replacement boilers and heating systems and associated works, including controls.
  - Repairs to and new radiators and radiator reflectors
  - Gas fire services and repairs
  - Draught proofing measures – windows, doors, loft hatches, electrical fittings on walls and ceilings, suspended floorboards, pipework leading outside, ceiling-to-wall joints. Thermal blinds and carpets may be included as draught proofing measures in appropriate circumstances where other long-term measures have been considered and the thermal benefit can be demonstrated – details for inclusion must be provided in the monitoring.
  - Standard loft and cavity wall insulation
  - Interventions for 'hard to treat' cavities and solid walls such as non-standard insulation solutions and external or internal wall insulation.
  - Glazing improvements

### ELIGIBILITY

6. Lancashire County Council have set the eligibility criteria for access to the grant scheme. Being on a low income, living in thermal inefficient home, having higher heating needs, and high fuel costs can all increase the risks of living in a cold home. The funding is aimed at the most vulnerable to harm from cold or damp homes. This could include a wide range of individuals who either are, or are at serious risk of, experiencing poor health and wellbeing due to a cold home.

On the 5th March 2015 the National Institute for Health and Care Excellence (NICE) published its new guidance '[Excess winter deaths and morbidity and the health risks associated with cold homes](#)'. It indicates the following groups to be particularly vulnerable to the effects of living in a cold home:

- people with cardiovascular conditions

- people with respiratory conditions (in particular, chronic obstructive pulmonary disease and childhood asthma)
  - people with mental health conditions
  - people with disabilities
  - older people (65 and older)
  - households with young children (from new-born to school age [up to age 5])
  - pregnant women
7. Households will be eligible for funding if they meet at least one of the health vulnerabilities listed above and an affordability issue has been identified. An affordability issue can be confirmed in one of the following three ways:
- Someone being in receipt of means tested benefits.
  - The CSE fuel poverty calculator being completed - this must be completed where a household is receiving more than £1,000.
  - A 'declaration' by the Local Authority or health / social care professional that affordability issues are present.

#### **THE METHOD AND COST OF FINANCING THE SCHEME**

8. The scheme is fully funded by Lancashire County Council without the need of Fylde Council to provide any match funding or financial contribution.
9. Fylde Council will be required to administer the scheme, this will be undertaken within the existing resources of the Housing Services section.
10. This scheme will be in operation alongside other sources of funding and where possible these will be combined to allow the fund to go further. Lancashire County Council have stated that this is the preferred method of delivery in order for the fund to be maximised. Applicants will firstly be assessed to determine their eligibility for Home Heating Cost Reduction Obligation (HHCRO) funding. This funding is based on the carbon saving achieved by the measure. In most cases the HHCRO amount will not totally fund the measure and in these cases the difference can be paid by this proposed affordable warmth scheme. HHCRO funding is available via FireFly Energi who are currently administering the Cosy Homes in Lancashire (CHiL) scheme on behalf of Fylde and Lancashire County Council.
11. Only contractors who are approved to undertake HHCRO work could be used where HHCRO funding is applied for. HHCRO installers are required to undertake a strict quality assurance programme known as Publicly Available Specification (PAS)2030. They are also required to have £10,000,000 of Public and Employers liability insurance as well as £3,000,000 of Professional Indemnity Insurance. The applicant or owner of the property has discretion on who they appoint to undertake any works on their property. If the applicant wishes to use their own contractor who is not PAS2030 HHCRO funding would not be applicable. Where an applicant wishes to appoint their own contractor the measure will be fully funded by the affordable warmth scheme. These contractors would be checked to ensure they have current public and employers liability insurance. The cost of this measure will also be checked to ensure it is reasonable for the proposed works.
12. Fylde council will be required to report monthly on the costs and types of measures which have been installed to Lancashire County Council.
13. An application form has been sent to LCC confirming the works which will be covered by this project, the method of delivery (with regards contractors and HHCRO funding) and projected costings. This has been approved by LCC. See document two below.
14. The scheme is not tenure specific however private rented properties would be expected to firstly meet their obligations under the Housing Act 2004 in relation to heating and insulation without

grant assistance. Social housing would also be expected to meet this obligation. In addition contributions will be asked for from the housing provider prior to the approval of any affordable warmth funding. Therefore it is expected that the majority of funding will be directed towards owner occupied properties.

15. Funding will be paid by Lancashire County Council in two stages. An initial 60% £16,926 can be paid upfront with the remaining 40% £11,284 to be paid once 50% of the total grant amount has been spent £14,105.
16. The council will be permitted to carry over 40% of the funding into 2017/18 if necessary.

IMPLICATIONS	
Finance	<p>This report summarises the Lancashire County Council Affordable warmth scheme and requests that, following consideration of the initiative, the committee recommend to the Finance &amp; Democracy Committee:</p> <p>To recommend to the Finance and Democracy Committee the approval of a new fully funded capital scheme in the sum of £28,210 in 2016/17 and £28,210 2017/18 in relation to the initiative, fully funded by a grant from Lancashire County Council in the same sum and to authorise the scheme expenditure as detailed in the report subject to approval of the scheme from the Finance &amp; Democracy Committee.</p> <p>-Fylde Council would be required to administer the scheme from existing resources within the housing services section.</p>
Legal	Enabling and facilitating the improvement of the energy efficiency of dwellings in the council area is a requirement of The Home Energy Conservation Act
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability and Environmental Impact	Improving the energy efficiency of dwellings will contribute to sustainable communities and improve the environment
Health & Safety and Risk Management	None arising directly from this report

LEAD AUTHOR	TEL	DATE	DOC ID
Tom Birtwistle	01253 658561	14/12/2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Green Energy Fund: Strand 3, Supporting Domestic Energy Reduction	13/9/2016	<a href="http://council.lancashire.gov.uk/ieDecisionDetails.aspx?ID=9208">http://council.lancashire.gov.uk/ieDecisionDetails.aspx?ID=9208</a>
Funding Allocation 2016/17	28/9/2016	See Attached Document one.
Application form	9/12/2016	See Attached Document two.

**Document one:**

<b>ENDING ALLOCATIONS, 2016-17</b>								
TEST DECC STATISTICS FOR 2014, released 30th June 2016								
	All Households	Fuel Poor Households	Percent Fuel Poor	Percentage of Lancashire's Fuel poor households	Funds divided by number of fuel poor households assuming total fund £500,000 p.a	<b>PAYMENT 1</b> 60% upfront	When 50% of total amount spent can claim 2nd payment. 50% is:	<b>PAYMENT 2</b> 40%
Burnley	38195	5147	13.5	9.3	£46,613	£27,968	£23,306	£18,645
Chorley	45691	3968	8.7	7.2	£35,936	£21,561	£17,968	£14,374
Fylde	35470	3115	8.8	5.6	£28,210	£16,926	£14,105	£11,284
Hyndburn	34927	4544	13.0	8.2	£41,152	£24,691	£20,576	£16,461
Lancaster	58846	6970	11.8	12.6	£63,123	£37,874	£31,561	£25,249
Pendle	37985	5324	14.0	9.6	£48,216	£28,930	£24,108	£19,286
Preston	58542	7276	12.4	13.2	£65,894	£39,536	£32,947	£26,358
Ribble Valley	24481	2830	11.6	5.1	£25,629	£15,378	£12,815	£10,252
Rossendale	29549	3284	11.1	5.9	£29,741	£17,845	£14,870	£11,896
South Ribble	46904	3659	7.8	6.6	£33,137	£19,882	£16,569	£13,255
West Lancashire	46166	4607	10.0	8.3	£41,723	£25,034	£20,861	£16,689
Wyre	48092	4486	9.3	8.1	£40,627	£24,376	£20,313	£16,251
	504,848	55,210		100	£500,000.00	£300,000	£250,000.0	£200,000.00

Document two:

## Lancashire Affordable Warmth Funding 2016-17

<b>Name of Local Authority</b>	Fylde Council
<b>Contact Name</b>	Tom Birtwistle. Principal Housing Services Officer
<b>Address</b>	Housing Services, Town Hall, St. Anne's on sea, Lancashire, FY8 1LW
<b>Telephone Number of contact</b>	01253 658691
<b>Email address of contact</b>	Tom.Birtwistle@fylde.gov.uk

<b>Detail of the activity / intervention to be provided</b>	<b>Estimate of Proportion of budget (£)</b>	<b>Why is this needed?</b>	<b>Who will deliver it? (identify partners)</b>	<b>Please outline <u>how</u> you will target the groups listed in the guidance</b>
Boiler replacements	£15,000	To replace any defective or dangerous heating system	<p>Firefly Energi to determine any ECO contribution. Then a PAS2030 registered installer in line with the requirements for ECO funding.</p> <p>Contractors determined by the client or home owner. These will be checked to ensure they have current insurance certificates. Works will be checked to</p>	<p>Direct referrals</p> <p>From existing holding lists</p> <p>Persons previously identified as vulnerable.</p>

			ensure prices are reasonable.	
Boiler Repairs	£5,000	To remedy any defective heating systems identified from boiler inspection	“”	“”
Double glazing (to replace single glazing only to habitable rooms)	£4,000	To ensure thermal efficiency to habitable rooms such as bedroom and living room	“”	“”
Loft insulation (top up)	£4,210	Low cost measure with high energy saving impact	“”	“”

<b>Total funding requested (up to the amount shown): £28,210 in two payments as arrange by LCC</b>
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# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 JANUARY 2017	7
<b>KIRKHAM PUBLIC OFFICES BUILDING/RENEWAL OF SERVICE LEVEL AGREEMENT WITH CITIZEN'S ADVICE FYLDE</b>			

## PUBLIC ITEM

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

### SUMMARY

In March 2015 the Cabinet granted a new Service Level Agreement (SLA) with Fylde's Citizen's Advice Fylde to use the whole of the Kirkham Public Offices building, whilst paying a market rent under a corresponding lease, and take responsibility for the majority of the overheads. The new Service Level Agreement was for a period of two years and was granted on the basis that the Fylde CAB would expand the wider use of the building. This agreement will run its course on 31 March 2017 and the Fylde CAB are now seeking its continuation.

The March 2015 agreement has allowed the Fylde Foodbank to expand and create a permanent base on the ground floor of the building, whilst allowing the Citizen's Advice Fylde to extend the services they provide by providing a dedicated facility for phone enquiries by virtue of a mini call-centre arrangement.

The Fylde CAB is also striving to expand its services further, and to this end has requested some use of a private room facility in the newly refurbished Fylde Council Town Hall reception area for two days a week. Whilst officers are supportive of this request, this would have to be weighed against our own operational requirements once the transition to the new accommodation has settled.

### RECOMMENDATIONS

1. To renew the existing Service Level Agreement for a period of three years with a grant to reflect inflationary staffing costs, to be contained within existing budgets, as follows in the years as outlined;  
2017/18 - £88,084  
2018/19 - £89,405  
2019/20 - £90,746
2. To approve in principle the use of accommodation in the refurbished reception area subject to the Council's own operational needs being established post move.

### SUMMARY OF PREVIOUS DECISIONS

25 March 2015 – Cabinet decision

1. To approve the grant to Fylde Citizen's Advice Fylde of a 2 year lease of 3-5 Moor Street, Kirkham for 2015/16 and 2016/17, on the terms set out in the Heads of Terms, included in the report, under which it would pay a market rent and take on additional responsibilities.

2. To approve the surrender by Fylde Citizens Advice Fylde of its existing Service Level Agreement and the grant of a new 2 year Service Level Agreement on similar terms to the existing agreement except that the grant will be increased from £72,882 to £82,681 for 2015/16 and increased again to £86,782 for 2016/17. The cost would be met from savings in the cost of running the premises under the proposed new arrangements with CAB whereby responsibility for the payments for certain services transfer from Fylde Council to the CAB.
3. To note that the new arrangements will generate budget reductions for Fylde Council of £11,612 for 2015/16 and £7,519 for 2016/17.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services ( <b>Value for Money</b> )	√
Delivering the services that customers expect of an excellent council ( <b>Clean and Green</b> )	
Working with all partners ( <b>Vibrant Economy</b> )	√
To make sure Fylde continues to be one of the most desirable places to live ( <b>A Great Place to Live</b> )	
Promoting Fylde as a great destination to visit ( <b>A Great Place to Visit</b> )	

## REPORT

1. In 2015 Fylde Citizen's Advice Fylde (CAB) approached the Council with a proposal to utilise the whole of the former Kirkham Public Offices building. The proposal included the CAB paying a market rent and taking responsibility for some of the overheads. The proposal allowed the CAB to improve the provision of its services and reduce the Council's costs.
2. In addition the proposal allowed the Fylde Food Bank to expand to use the whole of the ground floor of the building and to make long term plans. Kirkham Town Council were also able to have continued use of the meeting room for their Council meetings.
3. Councillors will be aware that the CAB are keen to expand their services to Lytham St Annes, as they currently provide a drop-in service two mornings a week from Age Concern in St Annes.
4. The CAB are seeking to renew the Service Level Agreement for a period of three years with an inflationary increase to cover its staffing costs as has been custom and practice for a number of years. These costs have previously been contained within the base budget. These costs are projected in the table below:

<u>Citizens Advice SLA</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Latest Budget	86,782	86,782	86,782
Grant Requested	88,084	89,405	90,746
Budget Adjustment Required	1,302	2,623	3,964

5. In addition the CAB are requesting some use of one of the three small meeting/interview rooms in the refurbished Customer Services/Reception area of the Town Hall. This request is being viewed favourably subject to the Council's own operational needs being met post move. This request will therefore be subject of further review after a period of three months operation in

the new accommodation. Should this request not be possible to accommodate, CAB have pledged to find alternative means of expanding its Lytham St Annes satellite service.

IMPLICATIONS	
Finance	This report requests approval to the renewal of the Service Level Agreement between the Council and the Fylde Citizen's Advice Bureau (CAB) relating to the use of the Kirkham Public Offices building, and the associated grant from the Council to the CAB, for a period of three further years on similar terms to the existing agreement, other than for an increase in the level of the grant to reflect inflationary staffing costs, this additional expenditure be contained within existing approved budgets.
Legal	Covered in the report.
Community Safety	
Human Rights and Equalities	
Sustainability and Environmental Impact	
Health & Safety and Risk Management	

LEAD AUTHOR	TEL	DATE	DOC ID
Tracy Morrison	01253 658521	16 November 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

#### Attached documents

1. Citizens Advice Fylde – Update Report



## **Citizens Advice Fylde**

**1<sup>st</sup> April 2016 - 28<sup>th</sup> Sept 2016**

In April 2016 Citizens Advice Fylde took on the rental of the whole of the Moor Street premises. Our first initiative was to work to improve the provision of telephone advice to the whole of the Fylde. We submitted funding bids to provide for the installation of a new phone system and IT that was required for us to join the Citizens Advice Adviceline project. We obtained a grant to do that from ASDA and the service began running in November 2016 with four new phone lines.

Our Adviceline telephone service is operating successfully and we will be developing it further over the next few months to incorporate Service Scheduling which is the electronic booking of appointments which will make it both easier for volunteers and quicker for clients. Adviceline is enabling people from all over the Fylde to access us more easily and to therefore gain some assistance at the first point of contact - 87% of clients now use phone as their first point of contact, with follow up appointments arranged as required.

Our Moneyplan project began on the 3<sup>rd</sup> of August and will continue on the first Wednesday of each month. This project is where a financial advisor from a local agency gives confidential, impartial and free financial advice to our clients. The advisor is not allowed to sell products in any way, it is advice only.

We have one public use computer available in our new reception and we hope to increase this provision.

The increase of Outreach provision in St Annes is being explored in conjunction with Mr William Fisher from Fylde Borough Council as it is hoped we will be able to use a room in the Customer Services Area of the refurbished Town Hall for two mornings (or days) per week. Recruitment is continuing in order to ensure the outreach will be fully staffed.

At present the downstairs of the building is used by Fylde Foodbank as a food storage area, weighing area and distribution outlet. It is open to the public on a Monday and a Friday. The upstairs meeting room is rented by Kirkham Town council and is used for approximately two meetings a month.

## **Statistics for Q1 2016/17**

We have dealt with 203 full enquiries and 319 gateway enquiries. Of these enquiries, 33% have involved a benefit issue, 16% a debt issue, 11% a relationship/family issue with housing and employment both being 7%.

Of the gateway enquiries 278 out of the 319 have come through Adviceline.

Over 41% of all of our enquiries now come to us from clients living in wards in Lytham and St Annes indicating that good use is being made of the new phone system and that ALL residents are accessing our services.

## **Recruitment**

At present recruitment is a priority for us in order to fully staff Adviceline, to support those wishing to transfer from Adviceline to full Advice and to staff a further outreach in the Fylde. To support this a portion of our reserves is now being used to fund a one day a week Volunteer Development post.

As at the end of July we had 30 volunteers:

15 Full Advisers

6 Gateway/Telephone Assessors

2 IT/Reception assistants

7 Assessors in training

## **Training**

Citizens Advice has recently completed the redevelopment of its new Advice training program which has been streamlined and can be done either in paper form or online using Google Drive. The training modules themselves remain on the Training Pages of our Cablink Website. The external courses have also been modernised. Our temporary Volunteer Development coordinator has put a great deal of time into both recruitment and the implementation of the new program.

Also, we are continuing to 'roll out' the ask training to volunteers along with developing other in house courses to assist our volunteers in their work. A recent, in house, course was a refresher course on Safeguarding for both vulnerable adults and children.

## **Funding bids**

In order to maintain and develop Citizens Advice Fylde we have been putting together a number of funding bids. We must concentrate on bids where the indices of deprivation will not be a major criteria in the bidding process. Approximately 10 hours a week has been allocated to this task since the end of last year and our Operations Manager has also spent a considerable amount of time developing a 'Case for Support' which can be used to support any future bids that we submit.

So far Bids have been submitted to:

The Alan Lane Foundation/Henry Smith and Tudor Trust - For the specialist training and provision of a Domestic Violence caseworker for Fylde.

The Alan Lane Foundation has awarded us £7,700 which is being held by us whilst we wait to see if the other bids to provide matched funding are successful

in order for the full project to run. If they are not then we will redesign the project and contact The Alan Lane Foundation to ask if the money could be used to fund a more limited project.

The Big Lottery reaching Communities Fund - For a debt, benefit and housing caseworker along with training provision.

Comic Relief Core Strength - For a volunteer coordinator post

Martin Lewis Fund - For the development of a Digital Appointment APP

United Utilities - For the provision of a Home visiting service.

Along with these bids submitted by Citizens Advice Fylde we have also been exploring pan Lancashire bids as a member of the Advice Lancashire consortium. Advice Lancashire is a partner in a bid to ESF led by SELNET. The bid is for two streams of the Building Better Opportunities funding: Age of opportunity and Invest in youth. We have recently heard that this bid has been successful and as a partner Citizens Advice Fylde should receive approximately £12,000 spread over three years. The details are yet to be confirmed and there is some concern as this is European funding and BREXIT may play a part.

## Our Future

We have been asked by Fylde Borough Council to consider our future requirements and how we can continue to work closely with them. We have put together the following information:

### **Citizens Advice Fylde Outline Budget Projection to meet Business Plan Objectives for Core Service to 2020**

#### Assumptions

- 1- Fylde Borough Council (FBC) will grant a 3 year Service Level Agreement (SLA) to meet these costs to 31/3/2020.
- 2- FBC will extend our current lease on existing parameters for 3 years to 31/3/2020 with a 5% rent increase to £11,750 pa.
- 3- Citizens Advice Fylde will use Reserves to fund additional management capacity to assist in recruitment and training of an enlarged volunteer team in 16/17 and 17/18. Thereafter, the management team will return to a sustainable minimum. After 18/19 Reserves will have been reduced to the lowest necessary for 'winding up' obligations.
- 4- General Inflation figures for salaries and 'bought- in' services are:  
17/18 +3%  
18/19 +2%  
19/20 +2%
- 5- Accommodation costs for the expansion of outreach will be 'gratis'.

6- Budget projection and indication of Grant Request:

SLA Core Service	16/17	17/18	18/19	19/20
Outline Budget Expenditure	103,777	106,890	95,258 *	97,163
Sub-letting	2,000	2100	2,100	2,100
Donations	500	515	525	535
Net Budget	101,277	104, 275	92,633	94,528
Allocation from Reserves	14,495	14,890	1,460	1,532
FBC Grant Request	£86,782	£89,385	£91,173	£92,996

\*Staffing reduced by 0.4 FTE

**Citizens Advice Fylde - Extra possible services to assist Fylde Borough Council and Fylde Residents could include:**

The provision of public use computers in Kirkham for job searching, benefit form completion, Housing applications, viewing plans etc – this may be a priority should Kirkham Library close. We are investigation possible funding sources to facilitate this.

Use of the conference room and/or downstairs meeting area at Moor street to display plans etc or for ad hoc meetings.

Holding Council information and/or tourist information in Kirkham.

**Conclusion**

Citizens Advice Fylde aims to continue to develop and grow in order to meet the needs of all of Fylde's residents. We will strive to source new funding and partnership working in order to meet that aim.

Our website is [www.fyldecab.org.uk](http://www.fyldecab.org.uk) and we are also on facebook and twitter. If anyone would like to contact me for a chat about what we do and volunteering opportunities they would be very welcome to do so. I can be contacted on 01772 673014.

Kim Cook

Chief Executive Officer 2016

Supported by:



# DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 JANUARY 2017	8
<b>BUDGET SETTING – FEES AND CHARGES 2017/18</b>			

## PUBLIC ITEM

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

## SUMMARY

Each year, as part of the budget-setting process, the schedule of fees and charges for the coming year (for each of the services that the Council provides) is reviewed by budget-holders prior to that schedule being considered by the relevant Programme Committee and finally being approved at the March Budget Council meeting.

Each Programme Committee is required to recommend to the Council for approval a schedule of fees and charges for those activities within the remit of the Committee.

This report requests that Members consider the proposed schedule of fees and charges for those services within the remit of this committee as detailed at Appendix A to this report and provide a recommendation to Council in this regard.

Note: A full schedule of proposed fees and charges for all Council services for 2017/18 is accessible at the link below:

<http://www.fylde.gov.uk/council/finance/fees-charges/>

## RECOMMENDATION

**The Committee is requested to consider the schedule of fees and charges for those activities within the remit of this committee as detailed in Appendix A to this report and:**

1. To recommend to Council a proposed schedule of fees and charges applicable for 2017/18; and
2. To note that the final fees and charges for 2017/18 will be approved by the Budget Council in March 2017.

## SUMMARY OF PREVIOUS DECISIONS

The proposed fees and charges for services that are within the terms of reference of each programme committee are recommended to Council for approval as part of the annual budget-setting process. There have been no previous decisions in respect of these fees and charges for 2017/18.



CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services ( <b>Value for Money</b> )	√
Delivering the services that customers expect of an excellent council ( <b>Clean and Green</b> )	√
Working with all partners ( <b>Vibrant Economy</b> )	√
To make sure Fylde continues to be one of the most desirable places to live ( <b>A Great Place to Live</b> )	√
Promoting Fylde as a great destination to visit ( <b>A Great Place to Visit</b> )	√

## REPORT

- Each year, as part of the budget-setting process for the coming financial year, budget-holders are required to review the fees and charges that the Council applies to the range of services which it delivers.
- There are different considerations for assessing changes to the level of fees and charges depending upon the nature of the service. This is explained below:
  - For certain activities, for example some environmental health-related activities, fee levels are set by statute at a prescribed level. In respect of these types of activity the review of fees and charges is restricted to ensuring that the correct amount is approved by Council and is correctly applied for the forthcoming year;
  - For other types of charges in respect of services for which the Council has statutory responsibilities (for example in relation to licensing matters) fee levels must be set at an appropriate level such that only eligible costs are recovered. In respect of these types of activity the review of fees and charges comprises a review of costs and the adjustment of fees where necessary to avoid the under or over-recovery of costs. Where only minor discrepancies are found between costs and fee levels the charges may be left unchanged until the next review to avoid the costs associated with more regular leaflet re-printing etc.; and
  - For other activities which are not set by statute and for which the Council is not acting under statutory powers (e.g. games site fees) fee levels may be set at levels that are determined by the Council itself. In respect of these types of activity the review of fees and charges comprises a review of costs, a review of the fee levels of competitor providers and after a consideration of the likely effect on demand for the services and the total income that would be received at different fee levels.
- Fee levels for all services have been reviewed according to the differing criteria as described above and the Programme Committee is invited to consider and provide comments as appropriate.
- The role of the Council's Programme Committees in providing a recommendation to Council of a schedule of fees and charges for services within the remit of that committee is a key part of the budget-setting process for the coming year. The final schedule of fees and charges for all Council services will be considered by the Budget Council in March.

IMPLICATIONS	
Finance	The recommendation to Council of a schedule of proposed fees and charges for services within the remit of each Programme Committee is a key part of the budget-setting process for the coming year. This report requests that Members consider the schedule of fees and charges as detailed at Appendix A and provide a recommendation to Council as appropriate. Any financial implications from proposed changes to fees and charges will be quantified and reflected in the financial forecast contained in the final Medium Term Financial Strategy report to be considered by Budget Council in March 2017.
Legal	None arising directly from this report
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability and Environmental Impact	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

LEAD AUTHOR	TEL	DATE	DOC ID
Management Team		December 2016	

#### Attached documents

Appendix A – Fees and Charges Schedule – Environment, Health and Housing Committee

ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	<b>DRAFT</b> <b>2017/18</b> <b>Fees &amp; Charges £</b>
-----------------------------------------	-------------	----------------	--------------------------------------------------------	------------------------------------------------	---------------------------------------------------------------

<p><b><u>Cemetery &amp; Crematorium</u></b></p> <p>The fees for a 'resident' apply where the deceased, immediately before their death was an inhabitant of the Borough of Fylde or a parishioner of any Parish comprised therein.</p> <p><b>Interments:</b></p> <p>For the Interment of:</p> <ul style="list-style-type: none"> <li>- The body of a stillborn child, or a child whose age at the time of death did not exceed 17 years. In a child's grave allocated by the Authority</li> <li>- The body of a non-resident whose age exceeded 17 years at the time of death</li> <li>- The body of a resident whose age exceeded 17 years at the time of death</li> <li>- For interment in a vault of a non-resident (exclusive of the charges for brickwork)</li> <li>- For the interment in a vault of a resident (exclusive of the charges for brickwork)</li> <li>- Construction of a vault</li> <li>- For the interment of cremated remains in a grave for a non-resident</li> <li>- For the interment of cremated remains in a grave for a resident</li> </ul> <p><b>For the purchase of exclusive right of burial in:</b></p> <ul style="list-style-type: none"> <li>- An earth grave, for 100 years for a non-resident</li> <li>- An earth grave, for 100 years for a resident</li> <li>- An earth grave non-standard size for cremated remains, for 100 years for a non-resident</li> <li>- An earth grave non-standard size for cremated remains, for 100 years for a resident</li> </ul>					
	d	Per Interment	D	0.00	<b>0.00</b>
	d	Per Interment	D	777.00	<b>816.00</b>
	d	Per Interment	D	518.00	<b>544.00</b>
	d	Per Interment	D	777.00	<b>816.00</b>
	d	Per Interment	D	518.00	<b>544.00</b>
	d	Per Vault	D	Cost + 10%	<b>Cost + 10%</b>
	d	Per Interment	D	198.00	<b>207.00</b>
	d	Per Interment	D	132.00	<b>138.00</b>
	d	Per Grave	D	1026.00	<b>1077.00</b>
	d	Per Grave	D	684.00	<b>718.00</b>
	d	Per Grave	D	726.00	<b>763.00</b>
	d	Per Grave	D	484.00	<b>408.00</b>

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	DRAFT 2017/18 Fees & Charges £
<b><u>Cemetery &amp; Crematorium Continued:</u></b>					
<b>Removal &amp; Re-fix of Memorials:</b>					
- For removal and re-fix of memorials	d	Per Memorial	D	Cost + 10%	<b>Cost + 10%</b>
<b>Memorials</b>					
For the right to erect:					
- A headstone not exceeding 3ft	c	Per Memorial	D	74.00	<b>79.00</b>
- A headstone on Foundation	c	Per Memorial	D	134.00	<b>141.00</b>
- Kerbings on permitted graves	c	Per Memorial	D	65.00	<b>68.00</b>
- For each extra inscription (Inc. VAT)	a	Per Inscription	D	32.00	<b>34.00</b>
<b>Cremations:</b>					
For the cremation:					
- Of the body of a stillborn child or of a child whose age at the time of death exceeded one month but did not exceed 17 years.	c	Per Cremation	D	0.00	<b>0.00</b>
- Of the body of a person whose age at the time of death exceeded 17 years	c	Per Cremation	D	625.00	<b>656.00</b>
- Early morning & adult simplicity cremations by appointment with the Crematorium Registrar	c	Per Cremation	D	420.00	<b>440.00</b>
- Saturday morning service traditional cremations	c	Per Cremation	D	937.50	<b>984.00</b>
<b>Memorial Wall Plaques:</b>					
- Single wall plaque including inscription to 70 characters.	a	Per Plaque	D	217.00	<b>224.00</b>
- Double wall plaque including 2 inscriptions to 140 characters.	a	Per Plaque	D	434.00	<b>448.00</b>
- Double wall plaque including reserved section to 70 characters.	a	Per Plaque	D	319.50	<b>330.00</b>
- Second inscription on existing plaque	a	Per Plaque	D	114.50	<b>118.00</b>

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ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	DRAFT 2017/18 Fees & Charges £
<b><u>Cremations Continued:</u></b>					
<b>Memorial Niche:</b>					
- For a purchase of a new niche to include interment of first casket.	c	Per Niche	D	375.00	<b>386.00</b>
- For the purchase of a refurbished niche to include first casket.	c	Per Niche	D	215.00	<b>221.50</b>
- For the interment of a second casket in an existing niche.	c	Per Internment	D	48.00	<b>49.50</b>
- Single inscription on niche cover	a	Per Inscription	D	93.00	<b>96.00</b>
<b>Extra Letters on Existing Memorial Stone:</b>					
- Extra Lettering on existing kerbstones	a	Per Inscription	D	114.50	<b>118.00</b>
- For cleaning and re-blackening original inscription (per section)	a	Per Section	D	47.00	<b>48.50</b>
- For other types of memorial works	a	Per Occasion	D	Cost + 50%	<b>Cost + 50%</b>
<b>Book of Remembrance:</b>					
- For a two line entry	a	Per entry	D	44.00	<b>45.00</b>
- For an entry up to five lines	a	Per entry	D	88.00	<b>90.00</b>
- For an entry up to eight lines	a	Per entry	D	132.00	<b>135.00</b>
- For an entry up to five lines to include a floral emblem, badge, crest or other design	a	Per entry	D	155.00	<b>160.00</b>
- For an entry up to eight lines to include a floral emblem, badge, crest or other design	a	Per entry	D	199.00	<b>204.00</b>
<b>Copies of Book Entries on Folded Memorial Card:</b>					
- For a two line entry	a	Per Card	D	28.50	<b>29.00</b>
- For an entry up to five lines	a	Per Card	D	42.00	<b>43.00</b>
- For an entry up to eight lines	a	Per Card	D	68.50	<b>70.00</b>
- For an entry up to five lines to include a floral emblem, badge, crest, or other design	a	Per Card	D	112.00	<b>115.00</b>
- For an entry up to eight lines to include a floral emblem, badge, crest, or other design	a	Per Card	D	139.50	<b>144.00</b>

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ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	<b>DRAFT</b> 2017/18 <b>Fees &amp; Charges £</b>
<b>Resources</b>					
<b><u>Private Sector Housing</u></b>					
- Enforcement Notice (Housing Act 204)	d	Per Notice	D	419.00	<b>419.00</b>
- HMO Licence (Housing Act 204)	d	Per Application	D	919.00	<b>919.00</b>
- HMO Licence Renewal (Housing Act 2004)	d	Per Application	D	303.00	<b>303.00</b>
- Immigration housing inspection	d	Per Inspection	D	130.00	<b>130.00</b>
<b><u>Environmental Health, Rodent &amp; Pest Control Charges</u></b>					
<b>Domestic Premises:</b>					
- Rodents and insects which present a risk to public health: (Mice, Rats, Cockroaches and bed bugs). (The fee includes up to 2 revisits if needed.)	a	Up to 3 visits	D	45.00	<b>45.00</b>
- Pests (Excluding Wasps) which do not present a risk to public health. (The fee is per treatment although includes a revisit within 1 month if needed.)	a	Per Treatment	D	70.00	<b>70.00</b>
- Pests (Including Wasps) which do not present a risk to public health (The Fee is per treatment although includes a revisit within 1 month if needed.)	a	Per Treatment	D	65.00	<b>65.00</b>
Call out fee – if Officer visits but no treatment required	a	Per Visit	D	20.00	<b>20.00</b>
<b>Non Domestic Premises:</b>					
<b>All Pests</b>					
- Call out and treatment minimum charge	a	Per Visit	D	90.00	<b>90.00</b>
- Subsequent visits	a	Per Visit	D	45.00	<b>45.00</b>
- Advisory visit to customers premises	a	Per Visit	D	20.00	<b>20.00</b>
- Contract Work		Individual Price Per Contract			
- Moles – Up to 3 visits (Domestic and non-domestic)	a	Per Treatment	D	60.00	<b>60.00</b>
- Subsequent visits	a	Per Additional Visit	D	30.00	<b>30.00</b>

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## DRAFT - Fees and Charges Schedule for 2017/18

## Appendix A

ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	DRAFT 2017/18 Fees & Charges £
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<b>Drainage Services</b>					
- Clearance of blocked drain	a	Per Clearance	D	110.00	<b>110.00</b>
- CCTV drain investigation	a	Per investigations	D	110.00	<b>110.00</b>
- Combined clearance and CCTV investigation	a	Per Clearance / Investigation	D	210.00	<b>210.00</b>
<b>Removal of Illegal Traveller Encampments:</b>					
- Work associated with illegal encampments up to removal order stage	a	Per Encampment	D	350.00	<b>350.00</b>
- Should the encampment remain, then work associated with execution of removal order – per hour	a	Per hour	D	120.00	<b>120.00</b>
- Legal costs and removal to be charged in addition to the above		Per Encampment	D	At Cost	<b>At Cost</b>
<b>Air Pollution Control (Environment Protection Act 1990) – Fees are set by Statute</b>					
<b>Application Fees:</b>					
- Standard Process	d	Per Application	P	1579.00	<b>1579.00</b>
- Additional fee for the operating without a permit	d	Per Application	P	1137.00	<b>1137.00</b>
- Reduced fee activities: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW	d	Per Application	P	148.00	<b>148.00</b>
- PVR I & II	d	Per Application	P	246.00	<b>246.00</b>
- Vehicle Refinishers	d	Per Application	P	346.00	<b>346.00</b>
- Reduced Fee activities: Additional Fee for operating without a permit	d	Per Application	P	68.00	<b>68.00</b>
- Mobile Screening & Crushing Plants	d	Per Application	P	1579.00	<b>1579.00</b>
- For 3 <sup>rd</sup> to 7 <sup>th</sup> applications	d	Per Application	P	943.00	<b>943.00</b>
- For 8 <sup>th</sup> and subsequent applications	d	Per Application	P	477.00	<b>477.00</b>
<b>Note: Where the application for any of the above is for combined Part B and waste application add £297 to the amounts above.</b>					

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ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	<b>DRAFT</b> 2017/18 <b>Fees &amp; Charges £</b>
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<b>Annual Subsistence Charge:</b>					
- Standard Process LOW risk	d	Per Process	P	739 (+99)*	<b>739 (+99)*</b>
- Standard LOW risk (including £36 fee for payment by instalments)	d	Per Process	P	775 (+99)*	<b>775 (+99)*</b>
- Standard Process MEDIUM risk	d	Per Process	P	1,111 (+149)*	<b>1,111 (+149)*</b>
- Standard Process MEDIUM risk (including £36 fee for payments by instalments)	d	Per Process	P	1,147 (+149)*	<b>1,147 (+149)*</b>
- Standard Process HIGH risk	d	Per Process	P	1,672 (+198)*	<b>1,672 (+198)*</b>
- Standard Process HIGH risk (including £36 fee for payment by instalments)	d	Per Process	P	1,708 (+198)	<b>1,708 (+198)</b>
<b>*Note: Additional amount in brackets is charge where permit is for combined Part B and waste installation. Where a Part B installation is subject to reporting under the E-PRTR add an extra £99 to the above amounts</b>					
- Reduced fee activities: LOW risk	d	Per Process	P	76.00	<b>76.00</b>
- Reduced fee activities: LOW risk (including £36 fee for payment by instalments)	d	Per Process	P	112.00	<b>112.00</b>
- Reduced fee activities: MEDIUM risk	d	Per Process	P	151.00	<b>151.00</b>
- Reduced fee activities: MEDIUM risk (including £36 fee for payment by instalments)	d	Per Process	P	187.00	<b>187.00</b>
- Reduced fee activities: HIGH risk	d	Per Process	P	227.00	<b>227.00</b>
- Reduced fee activities: HIGH risk (Including £36 fee for payment by instalments)	d	Per Process	P	450.00	<b>450.00</b>
- PVR I & II combined LOW risk	d	Per Process	P	108.00	<b>108.00</b>
- PVR I & II combined LOW risk (including £36 fee for payment by instalments)	d	Per Process	P	144.00	<b>144.00</b>
- PVR I & II combined MEDIUM risk	d	Per Process	P	216.00	<b>216.00</b>
- PVR I & II combined MEDIUM risk (including £36 fee for payment by instalments)	d	Per Process	P	252.00	<b>252.00</b>
- PVR I & II combined HIGH risk	d	Per Process	P	326.00	<b>326.00</b>
- PVR I & II combined HIGH risk (including £36 fee for payment by instalments)	d	Per Process	P	362.00	<b>362.00</b>

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# **DRAFT - Fees and Charges Schedule for 2017/18**

## **Appendix A**

ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	DRAFT 2017/18 Fees & Charges £
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- Vehicle Refinishers LOW risk	d	Per Process	P	218.00	<b>218.00</b>
- Vehicle Refinishers LOW risk (including £36 fee for payment by instalments)	d	Per Process	P	254.00	<b>254.00</b>
- Vehicle Refinishers MEDIUM risk	d	Per Process	P	349.00	<b>349.00</b>
- Vehicle Refinishers MEDIUM risk (including £36 fee for payment by instalments)	d	Per Process	P	385.00	<b>385.00</b>
- Vehicle Refinishers HIGH risk	d	Per Process	P	524.00	<b>524.00</b>
- Vehicle Refinishers HIGH risk (including £36 fee for payment by instalments)	d	Per Process	P	560.00	<b>560.00</b>
- Mobile Screen & Crushing Plants LOW risk	d	Per Process	P	618.00	<b>618.00</b>
- Mobile Screen & Crushing Plants LOW risk (including £36 fee for payment by instalments)	d	Per Process	P	1,025.00	<b>1,025.00</b>
- Mobile Screen & Crushing Plants MEDIUM	d	Per Process	P	654.00	<b>654.00</b>
- Mobile Screen & Crushing Plants MEDIUM risk (including £36 fee for payment by instalments)	d	Per Process	P	1,484.00	<b>1,484.00</b>
- Mobile Screen & Crushing Plants HIGH	d	Per Process	P	989.00	<b>989.00</b>
- Mobile Screen & Crushing Plants HIGH risk (including £36 fee for payment by instalments)	d	Per Process	P	1,520.00	<b>1,520.00</b>
<b>For 3<sup>rd</sup> to 7<sup>th</sup> Authorisations</b>					
- Mobile Screening & Crushing Plants LOW risk	d	Per Process	P	368.00	<b>368.00</b>
- Mobile Screening & Crushing Plants MEDIUM risk	d	Per Process	P	590.00	<b>590.00</b>
- Mobile Screening & Crushing Plants HIGH risk	d	Per Process	P	884.00	<b>884.00</b>
<b>For 3<sup>rd</sup> to 7<sup>th</sup> Authorisations (Including £36 fee for payment by instalments)</b>					
- Mobile Screening & Crushing Plants LOW risk (including £36 fee for payment by instalments)	d	Per Process	P	404.00	<b>404.00</b>
- Mobile Screening & Crushing Plants MEDIUM risk (including £36 fee for payment by instalments)	d	Per Process	P	626.00	<b>626.00</b>
- Mobile Screening & Crushing Plants HIGH risk (including £36 fee for payment by instalments)	d	Per Process	P	920.00	<b>920.00</b>

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# **Appendix A**

ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	DRAFT 2017/18 Fees & Charges £
<b>For 8<sup>th</sup> and subsequent Authorisations</b>					
- Mobile Screening & Crushing Plants LOW risk	d	Per Process	P	189.00	<b>189.00</b>
- Mobile Screening & Crushing Plants MEDIUM risk	d	Per Process	P	302.00	<b>302.00</b>
- Mobile Screening & Crushing Plants HIGH risk	d	Per Process	P	453.00	<b>453.00</b>
<b>For 8<sup>th</sup> and Subsequent Authorisations (Including £36 fee for payment by instalments)</b>					
- Mobile Screening & Crushing Plants LOW risk (including £36 fee for payment by instalments)	d	Per Process	P	225.00	<b>225.00</b>
- Mobile Screening & Crushing Plants MEDIUM risk (including £36 fee for payment by instalments)	d	Per Process	P	338.00	<b>338.00</b>
- Mobile Screening & Crushing Plants HIGH risk (including £36 fee for payment by instalments)	d	Per Process	P	489.00	<b>489.00</b>
<b>Transfer &amp; Surrender:</b>					
- Standard Process Transfer	d	Per Process	P	162.00	<b>162.00</b>
- Standard Process Partial Transfer	d	Per Process	P	476.00	<b>476.00</b>
- New Operator at Low Risk reduced fee activity	d	Per Process	P	75.00	<b>75.00</b>
- Surrender (all Part B activities)	d	Per Process	P	0.00	<b>0.00</b>
- Reduced fee activities: Transfer	d	Per Process	P	0.00	<b>0.00</b>
- Reduced fee activities: Partial Transfer	d	Per Process	P	45.00	<b>45.00</b>
<b>Temporary Transfer for mobile</b>					
- First Transfer	d	Per Process	P	51.00	<b>51.00</b>
- Repeat Transfer following enforcement or warning	d	Per Process	P	51.00	<b>51.00</b>
<b>Substantial Changes (s10 &amp; s11):</b>					
- Standard Process	d	Per Process	P	1,005.00	<b>1,005.00</b>
- Standard Process where substantial change results in a new PPC activity	d	Per Process	P	1,579.00	<b>1,579.00</b>
- Reduced Fee activities	d	Per Process	P	98.00	<b>98.00</b>
<b>Note: All the prescribed licensing fees above are awaiting DEFRA notification of the new prescribed charges for 2017/18</b>					

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## DRAFT - Fees and Charges Schedule for 2017/18

## Appendix A

ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	DRAFT 2017/18 Fees & Charges £
<b>List of Authorised Processes:</b>					
- Commercial Interest	a	Per Property / Site Per Hour	D	75.00	<b>75.00</b>
- Fylde Residents / Students (Academic Research)	d	Per Property / Site Per Hour	D	Free	<b>Free</b>
<b>Public Register Entries:</b>					
- Commercial Interest – per hour	a	Per Property / Site Per Hour	D	110.00	<b>110.00</b>
- Fylde Residents / students (Academic Research)	d	Per Property / Site Per Hour	D	Free	<b>Free</b>
<b>Contaminated Land Enquiries:</b>					
- Contaminated Land Enquiries: Desk top study – records /search and basic written response where no more than one site identified - per hour	a	Per Property / Site Per Hour	D	110.00	<b>110.00</b>
- Contaminated Land Enquiries: Where in addition to above, basic written response detailed landfill gas or chemical data is requested or the enquiry covers more than one site.	d	Per Property / Site Per Hour	D	Individual Costs to be negotiated	<b>Individual Costs to be negotiated</b>
<b>Other Environmental Information:</b>					
- Commercial Interest – Per Hour	a	Per Hour	D	110.00	<b>110.00</b>
- Fylde Residents / Students (Academic Research)	d	Per Session	D	Free	<b>Free</b>
<b>Street Trading Consents:</b>					
- Class 1: Commercial – Annual	d	Per Application	D	440.00	<b>440.00</b>
- Class 1: Commercial – Renewal	d	Per Application	D	410.00	<b>410.00</b>
- Class 2 : Charitable Organisations (no more than one day duration)	d	Per Application	D	0.00	<b>0.00</b>
<b>Volunteer Surrender of food:</b>					
- Documentation / Certification (Per Hour – minimum 1 hour)	d	Per Application	D	105.00	<b>105.00</b>
<b>Food Hygiene Rating Scheme:</b>					
- FBO Request for Food Hygiene Rating Revisit	d	Per Revisit	D	-	<b>120.00</b>
<b>Export Certificates:</b>					
- Export Certificate	d	Per Certificate	D	60.00	<b>60.00</b>

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ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	<b>DRAFT</b> 2017/18 <b>Fees &amp; Charges £</b>
<b>General Fees &amp; Charges:</b>					
- Work carried out in default of a notice (Initial Costs)	a	Per Investigation	D	120.00	<b>120.00</b>
- Plus cost per premises / Site Visit	a	Per Site / Premises	D	65.00	<b>65.00</b>
<b>Private Water Supplies Regulations 2009</b>					
- Risk Assessment	a	Per Assessment	P	500.00 (MAX)	<b>500.00 (MAX)</b>
- Sampling	a	Each Visit	P	100.00 (MAX)	<b>100.00 (MAX)</b>
- Investigation	a	Each Investigation	P	100.00 (MAX)	<b>100.00 (MAX)</b>
- Granting an authorisation	a	Each Authorisation	P	100.00 (MAX)	<b>100.00 (MAX)</b>
- Analysing a sample (reg 10)	a	Each Sample	P	25.00 (Max)	<b>25.00 (Max)</b>
- Analysing a sample taken during check monitoring	a	Each Sample	P	100.00 (Max)	<b>100.00 (Max)</b>
- Analysing a sample taken during audit monitoring	a	Each Sample	P	500.00 (Max)	<b>500.00 (Max)</b>

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<b><u>Licenses</u></b>					
<b>Site Licensing Fees – The Mobiles Homes Act 2013:</b>					
- New Site Application	d	Per Application	D	320.00	<b>320.00</b>
- Transfer Existing Site Licence	d	Per Application	D	190.00	<b>190.00</b>
- Alteration of Conditions	d	Per Application	D	375.00	<b>375.00</b>
- Depositing Site Rules	d	Per Application	D	80.00	<b>80.00</b>
- Annual Licence Fee – Per Site	d	Per Site	D	250.00	<b>250.00</b>
- Annual Licence Fee - Pitch Fee	d	Per Pitch	D	5.00	<b>5.00</b>
<b>Street Café:</b>					
- Grant	d	Per Application	D	300.00	<b>300.00</b>
- Renewal	d	Per Application	D	220.00	<b>220.00</b>
<b>Sex Shop:</b>					
- Grant	d	Per Application	D	1,640.00	<b>1,640.00</b>
<b>Public/Private Hire:</b>					
- Vehicle	d	Per Application	D	180.00	<b>180.00</b>
- Hackney Carriage Vehicle Licences	d	Per Application	D	180.00	<b>180.00</b>
- Hackney Carriage Drivers Licences	d	Per Application	D	90.00	<b>90.00</b>

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# **DRAFT - Fees and Charges Schedule for 2017/18**

# **Appendix A**

ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	<b>DRAFT</b> 2017/18 <b>Fees &amp; Charges £</b>
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<b>Plate Charges</b>					
- Full Set	d	Per Application	D	18.50	<b>18.50</b>
- Rear Plate & Mount	d	Per Application	D	10.25	<b>10.25</b>
- Rear Plate Only	d	Per Application	D	5.00	<b>5.00</b>
- Rear Mount Only	d	Per Application	D	5.25	<b>5.25</b>
- Front Plate & Mount	d	Per Application	D	5.25	<b>5.25</b>
- Front Plate Only	d	Per Application	D	2.50	<b>2.50</b>
- Front Mount Only	d	Per Application	D	2.75	<b>2.75</b>
- Button & Keys	d	Per Application	D	1.25	<b>1.25</b>
- Pouch	d	Per Application	D	1.25	<b>1.25</b>
- Private Hire Door Stickers	d	Per Pair	D	6.15	<b>6.15</b>
<b>Drivers</b>					
- New (annual)	d	Per Application	D	90.00	<b>90.00</b>
- New (3 yearly)	d	Per Application	D	225.00	<b>225.00</b>
- Private Hire Operators 1-5 Vehicles (5 yearly)	d	Per Application	D	300.00	<b>300.00</b>
- Private Hire Operators 6-10 Vehicles (5 yearly)	d	Per Application	D	320.00	<b>320.00</b>
- Private Hire Operators 11 Vehicles (5 yearly)	d	Per Application	D	345.00	<b>345.00</b>
- Replacement Driver Badges	d	Per Application	D	10.50	<b>10.50</b>
- Driver Licence Renewals (Private Hire or Hackney)	d	Per Application	D	75.00	<b>75.00</b>
- Driver Licence Renewals (Private Hire or Hackney 3 yearly)	d	Per Application	D	175.00	<b>175.00</b>
- Drivers Combined New	d	Per Application	D	125.00	<b>125.00</b>
- Drivers Combined New (3 yearly)	d	Per Application	D	225.00	<b>225.00</b>

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## **DRAFT - Fees and Charges Schedule for 2017/18**

## **Appendix A**

<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>	<b>VAT Code</b>	<b>Unit Of Charge</b>	<b>Variable Charge Discretionary (D) Prescribed (P)</b>	<b><u>Approved</u> 2016/17 Fees &amp; Charges £</b>	<b><u>DRAFT</u> 2017/18 Fees &amp; Charges £</b>
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- Driver Combined Existing	d	Per Application	D	80.00	<b>80.00</b>
- Driver Combined Existing (3 yearly)	d	Per Application	D	175.00	<b>175.00</b>
- Transfer Licence Fee	d	Per Application	D	35.25	<b>35.25</b>
<b>Notes: We do not issue refunds with respect to Taxi/PHV Licences</b>					
- Fare Cards	d	Per Application	D	2.60	<b>2.60</b>
- Knowledge Test	d	Per Test	D	18.20	<b>18.20</b>
<b>Licensing &amp; Registration:</b>					
- Animal Boarding Establishment	d	Per Application	D	125.00	<b>125.00</b>
- Dog Breeding Establishment Licence	d	Per Application	D	125.00	<b>125.00</b>
- Dangerous Wild animal Licence	d	Per Application	D	220.00	<b>220.00</b>
- Pet Shop Licence	d	Per Application	D	125.00	<b>125.00</b>
- Riding Establishment Licence	d	Per Application	D	220.00	<b>220.00</b>
- Riding Establishment Licence Renewal	d	Per Application	D	195.00	<b>195.00</b>
- Scrap Metal Collectors	d	Per Application	D	330.00	<b>330.00</b>
- Scrap Metal Site	d	Per Application	D	335.00	<b>335.00</b>
- Second Hand Dealer Registration	d	Per Application	D	120.00	<b>120.00</b>
- Skin Piercing Registration – Premises	d	Per Application	D	160.00	<b>160.00</b>
- Skin Piercing Registration - Persons	d	Per Application	D	160.00	<b>160.00</b>
<b>Notes:</b> Skin piercers include acupuncturists, tattooists, ear piercers and electrologists'. Both skin piercers and their premises have to be registered with an Authority. Normally there is one registered proprietor for each premises, although there may be a number of practitioners. Each and every additional practitioner will be required to register.					

### **VAT Codes:**

**a** = Standard Rate    **c** = Exempt    **d** = Outside Scope    **e** = Zero Rated

ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	DRAFT 2017/18 Fees & Charges £
<p><b>General:</b> Alterations or additions to the above licences, registrations and consents, which result in the need to visit premises and issue documentation will be charged at half the standard fee.</p> <ul style="list-style-type: none"> <li>- Many of the Licences are issued from the 1<sup>st</sup> January each year. Where application is made part way through a year, 1/12 of the standard fee will be charged for each full month remaining plus an administration fee of £54.00</li> <li>- Where a licence is surrendered part way through a year a 1/12 refund of the standard fee will be charged for each full calendar month remaining, less an administration fee of £54.00</li> <li>- Licence fee levels for 2016/17 have been assessed to ensure the fee equates to no more than the cost of providing the licence.</li> </ul> <p><b><u>Gambling Act 2005 – Premises Licence Fees</u></b></p> <p><b>Casino Premises Licence:</b></p> <ul style="list-style-type: none"> <li>- <b>Annual Fee</b></li> <li>- Variation Fee</li> <li>- Transfer Fee</li> <li>- Reinstatement of Licence</li> </ul> <p><b>Bingo Premises Licence:</b></p> <ul style="list-style-type: none"> <li>- New Application</li> <li>- Annual Fee</li> <li>- Provisional Statement Fee</li> <li>- Premises Licence fee holder of provisional statements</li> <li>- Variation Fee</li> <li>- Transfer Fee</li> <li>- Reinstatement of Licence</li> </ul>					
	d	Per Application	D to P max	260.00	<b>260.00</b>
	d	Per Application	D to P max	185.00	<b>185.00</b>
	d	Per Application	D to P max	150.00	<b>150.00</b>
	d	Per Application	D to P max	150.00	<b>150.00</b>
	d	Per Application	D to P max	190.00	<b>190.00</b>
	d	Per Application	D to P max	235.00	<b>235.00</b>
	d	Per Application	D to P max	150.00	<b>150.00</b>
	d	Per Application	D to P max	30.00	<b>30.00</b>
	d	Per Application	D to P max	180.00	<b>180.00</b>
	d	Per Application	D to P max	150.00	<b>150.00</b>
	d	Per Application	D to P max	150.00	<b>150.00</b>

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated



ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	DRAFT 2017/18 Fees & Charges £
<b>Bingo Premises (Other) Licence:</b>					
- New Application	d	Per Application	D to P max	185.00	<b>185.00</b>
- Annual Fee	d	Per Application	D to P max	235.00	<b>235.00</b>
- Provisional Statement Fee	d	Per Application	D to P max	150.00	<b>150.00</b>
- Provisional Licence fee for holders of provisional statements	d	Per Application	D to P max	30.00	<b>30.00</b>
- Variation Fee	d	Per Application	D to P max	185.00	<b>185.00</b>
- Transfer Fee	d	Per Application	D to P max	150.00	<b>150.00</b>
- Reinstatement of Licence	d	Per Application	D to P max	150.00	<b>150.00</b>
<b>Adult Gaming Centre Premises Licences:</b>					
- New Application	d	Per Application	D to P max	190.00	<b>190.00</b>
- Annual Fee	d	Per Application	D to P max	235.00	<b>235.00</b>
- Provisional Statement Fee	d	Per Application	D to P max	150.00	<b>150.00</b>
- Premises Licence fee for holders of provisional statements	d	Per Application	D to P max	30.00	<b>30.00</b>
- Variation Fee	d	Per Application	D to P max	185.00	<b>185.00</b>
- Transfer Fee	d	Per Application	D to P max	150.00	<b>150.00</b>
- Reinstatement of Licence	d	Per Application	D to P max	150.00	<b>150.00</b>
<b>Family Entertainment Centre Premises Licence:</b>					
- New Application	d	Per Application	D to P max	190.00	<b>190.00</b>
- Annual Fee	d	Per Application	D to P max	235.00	<b>235.00</b>

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	<b>DRAFT</b> 2017/18 Fees & Charges £
<b>Family Entertainment Centre Premises Licence Continued:</b>					
- Provisional Statement Fee	d	Per Application	D to P max	150.00	<b>150.00</b>
- Premises Licence fee for holders of provisional Statement	d	Per Application	D to P max	30.00	<b>30.00</b>
- Variation Fee	d	Per Application	D to P max	185.00	<b>185.00</b>
- Transfer Fee	d	Per Application	D to P max	150.00	<b>150.00</b>
- Reinstatement of Licence	d	Per Application	D to P max	150.00	<b>150.00</b>
<b>Tracks:</b>					
- New Application	d	Per Application	D to P max	190.00	<b>190.00</b>
- Annual Fee	d	Per Application	D to P max	235.00	<b>235.00</b>
- Provisional Statement fee	d	Per Application	D to P max	150.00	<b>150.00</b>
- Premises licence fee for holder of provisional Statement	d	Per Application	D to P max	30.00	<b>30.00</b>
- Variation Fee	d	Per Application	D to P max	185.00	<b>185.00</b>
- Transfer Fee	d	Per Application	D to P max	140.00	<b>140.00</b>
- Reinstatement of licence	d	Per Application	D to P max	150.00	<b>150.00</b>
- Fee for notification of change of circumstance	d	Per Application	P	50.00	<b>50.00</b>
- Fee for copy of licence	d	Per Application	P	25.00	<b>25.00</b>

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	<b>DRAFT</b> 2017/18 <b>Fees &amp; Charges £</b>
<b>Licensing Act Charges</b> <b>Licensed Premises Fees:</b> Non-Domestic Rateable Value <b>Application / Initial Fee</b>  Band A: 0 - 4300  Band B: 4301 - 3300  Band C: 33001 - 87000  Band D: 87001 - 125000  Band E: 125001 and Over  <b>Annual / Renewal Charge</b>  Band A: 0 - 4300  Band B: 4301 - 3300  Band C: 33001 - 87000  Band D: 87001 - 125000  Band E: 125001 and Over  <b>Note:</b> Where the premises are in Band D or Band E, and where the primary or exclusive function is to supply alcohol for consumption on the premises the fees will be as follows.  <b>Annual / Renewal Charge</b> Band D: 87001 - 125000  Band E: 125000 and Over  Personal Licence: Renewable after 10 years					
	d	Per Application	P	100.00	<b>100.00</b>
	d	Per Application	P	190.00	<b>190.00</b>
	d	Per Application	P	315.00	<b>315.00</b>
	d	Per Application	P	450.00	<b>450.00</b>
	d	Per Application	P	635.00	<b>635.00</b>
	d	Per Application	P	70.00	<b>70.00</b>
	d	Per Application	P	180.00	<b>180.00</b>
	d	Per Application	P	295.00	<b>295.00</b>
	d	Per Application	P	320.00	<b>320.00</b>
	d	Per Application	P	350.00	<b>350.00</b>
	d	Per Application	P	640.00	<b>640.00</b>
	d	Per Application	P	1,050.00	<b>1,050.00</b>
	d	Per Application	P	37.00	<b>37.00</b>

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

ENVIRONMENT, HEALTH & HOUSING COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	<b>DRAFT 2017/18 Fees &amp; Charges £</b>
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<b>Other Fees &amp; Charges:</b> Application for copy of licence or summary on theft, loss etc. of premises licence or summary Notification of Change of name or address (holder of premises licence) Application to vary to specify individual as premises supervisor Application to transfer premises licence Interim authority notice Application for making a provisional licence Application for a copy certificate or summary on theft, loss of certificate or summary Notification of change of name or alteration of club rules Change of relevant registered address of club Temporary event notices Application of copy of notice on theft, loss etc. of temporary event notice Application for copy of licence on theft, loss etc. of personal licence Notification of change of name or address (personal licence) Notice of interest in any premises  Note: All the prescribed Licensing Act 2003 fees are currently prescribed in regulations to the act. New legislation is anticipated whereby such fees shall be locally set but the date for this currently unknown.	d	Per Application	P	10.50	<b>10.50</b>
	d	Per Application	P	10.50	<b>10.50</b>
	d	Per Application	P	10.50	<b>10.50</b>
	d	Per Application	P	23.00	<b>23.00</b>
	d	Per Application	P	23.00	<b>23.00</b>
	d	Per Application	P	23.00	<b>23.00</b>
	d	Per Application	P	315.00	<b>315.00</b>
	d	Per Application	P	10.50	<b>10.50</b>
	d	Per Application	P	10.50	<b>10.50</b>
	d	Per Application	P	10.50	<b>10.50</b>
	d	Per Application	P	21.00	<b>21.00</b>
	d	Per Application	P	10.50	<b>10.50</b>
	d	Per Application	P	10.50	<b>10.50</b>
	d	Per Application	P	21.00	<b>21.00</b>

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 JANUARY 2017	9
<b>BUDGET SETTING – REVENUE BUDGET 2017/18 - FIRST DRAFT</b>			

## PUBLIC ITEM

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

## SUMMARY OF INFORMATION

The first draft of the revenue budget for 2017/18 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

**SOURCE OF INFORMATION:** Revenue Budget Book 2017/18 – First Draft

## LINK TO INFORMATION

<http://www.fylde.gov.uk/council/finance/first-draft-budget-book-2017-18/>

## WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision of a first draft of the 2017/18 Revenue Budget to the Council's Programme Committees is referenced within the Timetable for Developing Budget Proposals 2017/18 report which was approved by the Finance and Democracy Committee at the meeting of 26th September 2016.

This allows members of each Programme Committee to review the draft revenue budget for the services within the Committee's terms of reference and to provide any comments or feedback as appropriate to the committee lead officer, service Director or budget holders.

This first draft does not reflect any changes to fees and charges for 2017/18 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. A further budget-rightsizing exercise will be carried out early in 2017 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2017/18 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 2<sup>nd</sup> March 2017.

**FURTHER INFORMATION:** Contact: Paul O'Donoghue, Chief Financial Officer.

Telephone: 01253 658566

e-mail: paul.o'donoghue@fylde.gov.uk

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 JANUARY 2017	10
GENERAL FUND REVENUE BUDGET MONITORING REPORT 2016/17 - POSITION AS AT 30 <sup>th</sup> NOVEMBER 2016			

## PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's General Fund (GF) Revenue Budget as at 30<sup>th</sup> November 2016 and specifically for those areas under the Committee's remit.

### SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the Council's financial ledger system for the period to 30<sup>th</sup> November 2016.

### LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 30<sup>th</sup> November 2016:

<https://www.fylde.gov.uk/revenuenovember2016/>

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise periodic revenue budget monitoring reports for those areas under the committee's remit.

### FURTHER INFORMATION

Contact: Paul O'Donoghue (Chief Financial Officer)

Tel: 01253 658566

e-mail: paul.o'donoghue@fylde.gov.uk

# GENERAL FUND REVENUE BUDGET MONITORING REPORT 2016/17 –

## POSITION AS AT 30<sup>TH</sup> NOVEMBER 2016

### Summary

The purpose of this report is to provide an update on the Council's General Fund Revenue Budget as at 30<sup>th</sup> November 2016. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

### 1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 30<sup>th</sup> November 2016.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2016/17 budget at its meeting on 2<sup>nd</sup> March 2016. Subsequently on 20<sup>th</sup> June 2016 the Finance and Democracy Committee approved the Council's outturn position for 2015/16. The impact of those approvals, including savings and growth options approved at Council and slippage from 2015/16 approved by the Finance and Democracy Committee, are now reflected in the Council's financial ledger.

### 2. Budget Rightsizing Exercise

- 2.1 Since 2011 an annual budget rightsizing exercise has been undertaken to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process was undertaken during the autumn of 2016 and the resulting changes to budgets were reflected in the revised Financial Forecast that was presented to the Council in December 2016. These amendments have also now been reflected in the Council's financial ledger. Therefore this report monitors expenditure and income against the updated approved budgets.

### 3. Budget Areas to Note

As would be expected, because monitoring is being undertaken as a comparison to recently revised budgets, there are only a small number of variances from that revised position to note. The main variances are described below:

#### i. Employee Costs

The budget forecast which was approved by Budget Council in March 2016 assumed reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200k per annum from 2016/17 onwards. The actual savings achieved in relation to direct employee costs for the current year are significantly in excess of this level and consequently the target for the current year was increased to £310k as part of the revised Financial Forecast that was presented to the Council in December 2016. As compared to this revised target the position as at November 30<sup>th</sup> is a further favourable variance of £39k. This budget will be kept under review during the remainder of the financial year.

#### ii. Council Tax Costs Recovered

Income is in excess of the budget due to additional court summonses being issued in the first part of the year in respect of Council Tax debts. In 2015/16 there was a reduction in the number of such cases whilst

a legal challenge (to Haringey Council specifically but by extension to all councils in this matter) was resolved. A favourable outturn variance is anticipated.

### **iii. Planning Application Fee Income**

The authority has continued to receive a number of large scale planning applications that have attracted significant application fees. The number of individual planning applications received this year is also notably higher than recent years. This budget will be kept under review during the remainder of the financial year. At this stage a favourable outturn variance is anticipated.

### **iv. Planning Appeal Hearing Costs**

The number of planning inquiries expected in the year has reduced as a result of the method of hearing the appeal being revised or a revised application being approved thereby removing the need for the appeal to proceed. A number of appeals have been delayed and will be heard later in 2017. This budget will be kept under review during the remainder of the financial year. At this stage a favourable outturn variance is anticipated.

### **v. Car Parking Income**

Income levels across most car parks are in excess of the budget, and are also higher than in previous years, as a result of mostly favourable weather during key periods of the season. A favourable outturn variance is anticipated and the budgets in respect of future years will be adjusted to reflect increased income expectations.

## **4. Conclusions**

- 4.1 The updated financial forecast as presented to the Council in December 2016 is an improved position from that considered by the Budget Council in March 2016. The current position is a forecast surplus in the current year and in 2017/18, with deficits in 2018/19 and beyond, albeit at a reduced level since the budget was set. A significant factor in the improved position is the forecast increase in funding receivable from the Business Rate Retention Scheme, including the impact of joining the Lancashire Business Rate Pool in 2017/18.
- 4.2 In light of the budget challenges that will need to be addressed in the later years of the forecast, the Council needs to continue with the approach to delivering savings and efficiencies which have helped deliver balanced budgets and contribute to reserves over recent years. Through continued focus on the importance of financial stability the Council has delivered a significant savings programme since 2007 and has continued to significantly reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period.
- 4.3 Finance staff work continuously with budget holders across the Council, and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.
- 4.4 Regular budget monitoring reports such as this one are an integral part of the Council's financial monitoring framework. These are made available on the Councils website.



**REVENUE MONITORING 2016/17 - Period 8 to November 30th 2016 (Variances in excess of £5k)**

Key

<b>BLUE</b>	Variance currently showing but expected to be on target at year end
<b>GREEN</b>	Possible Favourable Outturn Variance
<b>AMBER</b>	Possible Adverse Outturn Variance
<b>RED</b>	Projected Adverse Outturn Variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 8	Actual & Commitments as at Period 8	Variance as at Period 8	FAV / ADV	Variance	Alert	Budget Holder Comments
		£	£	£	£		%		
<b>FINANCE &amp; DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS</b>									
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	8,275,520	5,447,616	5,408,307	-39,309	FAVOURABLE	-0.7%	<b>GREEN</b>	The budget forecast which was approved by Budget Council in March 2016 assumed reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200k per annum from 2016/17 onwards. The actual of savings achieved in relation to direct employee costs for the current year to date is in excess of this level and consequently the target for the current year was increased to £310k as part of the revised Financial Forecast that was presented to the Council in December 2016. As compared to this revised target the position as at November 30th is a further favourable variance of £39k. This budget will be kept under review during the remainder of the financial year. At this stage a favourable outturn variance is anticipated.
Council Tax Collection Costs	Council Tax Costs Recovered	-150,000	-100,020	-167,303	-67,283	FAVOURABLE	-67.3%	<b>GREEN</b>	Income is in excess of the budget due to additional court summonses being issued in the first part of the year in respect of Council Tax debts. In 2015/16 there was a reduction in the number of such cases whilst a legal challenge (to Haringey Council specifically but by extension to all councils in this matter) was resolved. A favourable outturn variance is anticipated.
<b>DEVELOPMENT MANAGEMENT COMMITTEE</b>									
Development Management	Planning Application Fees	-700,000	-613,400	-625,533	-12,133	FAVOURABLE	-2.0%	<b>GREEN</b>	The authority has continued to receive a number of large scale planning applications that have attracted significant application fees. The number of individual planning applications received this year is also notably higher than recent years. This budget will be kept under review during the remainder of the financial year. At this stage a favourable outturn variance is anticipated.
Planning Appeals	Planning Appeal Hearing Costs	100,000	42,922	30,020	-12,902	FAVOURABLE	-30.1%	<b>GREEN</b>	The number of planning inquiries expected in the year has reduced as a result of the method of hearing the appeal being revised or a revised application being approved thereby removing the need for the appeal to proceed. A number of appeals have been delayed and will be heard later in 2017. This budget will be kept under review during the remainder of the financial year. At this stage a favourable outturn variance is anticipated.

**REVENUE MONITORING 2016/17 - Period 8 to November 30th 2016 (Variances in excess of £5k)**
**Key**

<b>BLUE</b>	Variance currently showing but expected to be on target at year end
<b>GREEN</b>	Possible Favourable Outturn Variance
<b>AMBER</b>	Possible Adverse Outturn Variance
<b>RED</b>	Projected Adverse Outturn Variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 8	Actual & Commitments as at Period 8	Variance as at Period 8	FAV / ADV	Variance	Alert	Budget Holder Comments
		£	£	£	£		%		
<b>ENVIRONMENT HEALTH &amp; HOUSING COMMITTEE</b>									
Residential Park Homes Licensing	Mobile Homes - Annual Licence Fee	-	-	-6,315	-6,315	FAVOURABLE		<b>GREEN</b>	This income arising from the introduction of a new fee new fee for this licence from 2016/17. A favourable outturn variance is anticipated and the budget in respect of future years will be adjusted to reflect this income.
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>									
Car Parks	Car Parking Fees	-544,852	-414,096	-478,230	-64,134	FAVOURABLE	-15.5%	<b>GREEN</b>	Income levels across most car parks are in excess of the budget, and are also higher than in previous years, as a result of mostly favourable weather during key periods of the season. A favourable outturn variance is anticipated and the budgets in respect of future years will be adjusted to reflect increased income expectations.
Computer Services	Purchase of Computer Equipment	108,432	70,136	59,878	-10,258	FAVOURABLE	-14.6%	<b>BLUE</b>	The IT team have had a number of staffing vacancies during the year which has resulted in the rescheduling of expenditure into the latter part of the financial year. It is currently anticipated that the remaining budget will be fully spent by year end in delivering corporate priorities around IT.
	Computer - Other Expenditure	53,644	35,768	16,482	-19,286	FAVOURABLE	-53.9%		

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 JANUARY 2017	11
<b>CAPITAL PROGRAMME MONITORING REPORT 2016/17 - POSITION AS AT 30<sup>th</sup> NOVEMBER 2016</b>			

## PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's approved Capital Programme as at 30<sup>th</sup> November 2016 and specifically for those schemes under the Committee's remit.

### SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system for the period to 30<sup>th</sup> November 2016.

### LINK TO INFORMATION

Capital Programme Monitoring 2016/17 as at 30<sup>th</sup> November 2016:

<https://www.fylde.gov.uk/capitalnovember2016/>

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise the latest position on the Council's approved Capital Programme for those schemes under the committee's remit.

### FURTHER INFORMATION

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## **CAPITAL PROGRAMME MONITORING REPORT 2016/17 –**

### **POSITION AS AT 30<sup>TH</sup> NOVEMBER 2016**

#### **Summary**

The purpose of this report is to provide an in-year progress update in respect of those schemes within the Capital Programme that have been approved for delivery in 2016/17, together with an update on the Council's overall Five Year Capital Programme. This report includes a narrative description of the most significant risks to the Capital Programme and details any actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2016/17. Appendix B provides a summary of the latest position for the 5 year Capital Programme and Appendix C provides details of the financing of the programme.

#### **1. Background**

The Council approved the Capital Programme on 2<sup>nd</sup> March 2016. That update showed a balanced capital programme position from 2016/17 onwards. This report includes year to date expenditure and sets out the latest phasing of the programme and any additions or changes since the capital programme was presented to Council in March 2016. The Programme has also been rolled forward to include the year 2020/21.

#### **2. Notes on Specific Schemes**

There are a number of schemes for which further information is provided below:

##### **(i) Accommodation Project**

Phase 3 of the project (the east wing refurbishment) was completed during the summer of 2016. Phases 4 and 5 (the Chaseley Link Bridge and One Stop Shop) were completed in November 2016. The new one stop shop and call centre are now operational.

A report was approved by Finance & Democracy on 26th September 2016 for a £194,000 fully funded budget increase to Phases 6 & 7 to the capital programme in 2016/17 and also recommended to Council that monies from earmarked reserves totalling £518k (Land Charges New Burdens - £28k, Vehicle Maintenance Reserve - £127k, Vehicle Replacement Financing Reserve - £212k and General Fund Reserves - £151k) fund all of Phase 6 (£363k) and part of Phase 7 (£155k of the total £475k).

In December 2016 Council approved a further transfer to the Accommodation Project Reserve of £320k to be funded from favourable in-year budget variances, such that there would then be sufficient funds for the completion of the project up to phase 7.

Regular update reports on the project will continue to be provided to Members. Phases 6 and 7a works have commenced. The project is due for completion up to phase 7 during the early part of 2017/18.

##### **ii) Coast Protection Scheme**

The Strategic Appraisal Report for the Fylde Shoreline Strategy was approved by the Environment Agency's Large Project Review Group (LRPG) in January 2014 and included the replacement of sea defences at Fairhaven and Church Scar. Following this approval further funding was released by DEFRA and Cabinet approved spend for a Coastal Headland Study Project Appraisal Report (PAR) in the sum of £175k with a further £95k awarded in August 2016, fully funded from DEFRA resources. The PAR report was submitted for approval by the Environment Agency's LRPG on the 6th August 2015. Following a number of queries and points of clarification the Project Appraisal report has been approved.

The next stage is the preliminary detailed, customer led design of the new sea walls and involves gaining the necessary approval for the work to progress, planning permission, Marine Management Organisation licence,

environmental impact assessment and appropriate assessment with regards to the potential to disturb overwintering birds during construction. Once these approval are obtained it will unlock funding for both Fairhaven Lake and Church Scar sea defence construction schemes.

The overall cost of the Fairhaven and Church Scar Coast Protection Scheme within the Capital Budget is £16.5m including a contribution from Fylde Council of £400k. The DEFRA funding spans the years 2016/17 to 2018/19. Fylde Council's contribution of £400k towards sea wall development works is fully-funded from the Capital Investment Reserve. Following annual review of the Environment Agency's Medium Term Plan (MTP) the project funding has been reviewed and re-phased as follows 2016/17 £1.4m, 2017/18 £13m, 2018/19 £5.825m. The total project cost is now calculated as £20.225m, including the contribution from Fylde Council of £400K. We have now received confirmation of these revised scheme costings and consequently this will be reflected in a future updated MTFS. Further re-phasing of the expenditure profile between the years is likely to be required as the scheme progresses and the capital programme will be updated accordingly and reported to members.

### **(iii) Disabled Facilities Grants (DFGs)**

As local housing authority, the Council has a statutory duty to provide disabled adaptations within the Borough. In order to fund these works the Council receives grant support which previously was provided by the Department for Communities and Local Government (DCLG).

As part of the 2013 Spending Round review the Government established the 'Better Care Fund', with the intention of "providing an opportunity to transform local services so that people are provided with better integrated care and support". Under these new arrangements from 2015/16 onwards the funding for Disabled Facilities Grants (DFGs) transferred to the Department of Health, with funding being distributed to all Councils via the upper-tier authority for that area. As such, in Lancashire the fund will be administered by Lancashire County Council. Each upper-tier authority then allocates the funding to their respective housing authorities (i.e. district councils within their area) to enable them to continue to meet this statutory responsibility.

This Council has previously made a decision to limit DFG expenditure to the level of the funding received for this purpose. In order to monitor the level of demand upon this resource the number of applications on the various categories of waiting lists and the periods of waiting time for DFG's are closely monitored and are reported to Members as appropriate.

The Capital Programme includes annual provision for DFG's at the level of the 2015/16 grant allocation from 2017/18 onwards - £468k. However for this year 2016/17 the allocation has been confirmed and a report was presented to Council 4th July 2016 due to a significant increased DFG allocation via the Better Care Fund totalling £849k. For 2017/18 onwards the figures in the programme are estimates and will only be confirmed in the year they are due. For as long as DFG works remains a statutory obligation the grant is unlikely to be withdrawn by the Government but could be reduced.

Following the review of processes for delivering DFG's and the significant increase in funding it has been possible to make progress with reducing the waiting list to 8 cases (Dec 16), from a high of 80 cases (April 2015). Whilst the significant increase in grant is to be welcomed it is unlikely to be fully spent within this financial year due to the backlog in assessments by the Occupational Therapy Service. The OT Service has pledged to appoint additional resources over the coming months to reduce the backlog of cases. Once further cases are processed by the OT Service this will likely lead to higher demand for DFG's than currently.

Any changes in DFG income received by the Council will have a direct impact on the level of works that can be undertaken. There is also a direct revenue implication on DFG fees which would also have to be adjusted.

### **(iv) Project Slippage**

Areas of slippage must be addressed in future years to ensure that no loss of external grant is imposed due to conditions associated within specified timescales.

### **(v) Other Capital Receipts**

The approved programme for 2016/17 onwards assumes “Right to Buy” receipts of £25k per annum and “General Asset Sales” of £45k per annum. Future receipts are dependent on prevailing market conditions and values cannot be predicted with certainty. This will be monitored and reviewed during the year and adjusted accordingly in future monitoring reports, along with the impact this may have on the financing of the programme.

**(vi) Capital Investment in St. Annes Pool**

As part of the arrangement with the YMCA for the operation of the pool, the Council undertook to provide Capital support in the event of major works, repair or breakdown and a provision of £153k was included in the programme for this eventuality. There is now a remaining capital resource of £93k in 2016/17. The plant and equipment at St Annes Swimming Pool is in need of replacement and a 5 year replacement programme is currently being developed which will be presented to committee in 2017/18. There is a risk that this remaining resource is insufficient to meet future capital expenditure needs for the facility.

### **3 Conclusions**

- 3.1 Actual expenditure to 30<sup>th</sup> November 2016 is £2.305m against an updated full year budget of £9.355m. This equates to approximately 25% of the full year budget. The expenditure on a number of schemes is phased later during the financial year and there is usually a period of time that elapses between the completion of schemes and the final settlement of all invoices.
- 3.2 The current Capital Programme as updated is showing a balanced position for 2016/17 onwards. The Capital Programme and the associated financing will be subject to discussion with Members during the months in the lead up to the annual budget setting process for 2017/18.
- 3.3 Any additional expenditure which is not fully funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4<sup>th</sup> March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31<sup>st</sup> March 2016 was £2.275m. However all of this is committed to deliver approved schemes in the years 2016/17 to 2019/20 and there is presently no funding available within this reserve for additional future projects. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme in future years, additional contributions to the reserve would be required in order to create such a funding source.

**CAPITAL PROGRAMME - 2016/17 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/16**
**Appendix A**

APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/11/16 £000	Variance £000	Comments
<b><u>FINANCE &amp; DEMOCRACY COMMITTEE</u></b>								
Accommodation Project - Phase 3, 4 & 5 - East Wing Inc. Lift, Chaseley Link Bridge and One Stop Shop	Proceeds from the sale of surplus Council Assets, and the Accommodation Project Reserve	784	19		803	750	53	Phase 3 of the project (the east wing refurbishment) was completed during the summer of 2016. Phases 4 and 5 (the Chaseley Link Bridge and One Stop Shop) were completed in November 2016. The new one stop shop and call centre are now operational.
Accommodation Project - Phase 6 - Council Chamber & Ground Floor		296		67	363	16	347	These phases of the project have progressed during 2016/17. Some elements will continue into the early part of 2017/18 and budgets may need to be re-phased to reflect this. Further details are provided at section 2(i) of the accompanying report.
Accommodation Project - Phase 7a - Internal Refurb / Services - First Floor		348		127	155		155	
Accommodation Project - Phase 7a - Internal Refurb / Services - 2nd Floor		0			320		320	
Accommodation Project - Phase 8 - Car Park & External Works		0			0		0	
<b>Sub total</b>		<b>1,428</b>	<b>19</b>	<b>194</b>	<b>1,641</b>	<b>766</b>	<b>875</b>	
<b><u>TOURISM &amp; LEISURE COMMITTEE</u></b>								
Ashton Gardens Depot	Proceeds from the sale of surplus Council Assets	63			63		63	The scheme is currently on hold pending the disposal of the Public offices site (the works will need to be completed prior to that disposal). The scheme may be re-phased into 2017/18 as the disposal of that site is now not expected to take place until later in 2017/18.
St Annes Pool	No external finance - funded by borrowing/general asset disposal receipts	93			93		93	This represents the balance of the maintenance scheme resource which will be retained and drawn upon when required. The scheme may be re-phased into 2017/18. The plant and equipment at St Annes Swimming Pool is in need of replacement. A 5 year replacement programme is currently being developed which will be presented to committee in 2017/18.
St Annes Pool - External Works	Capital Investment Reserve/ Arts Council Grant	120			120		120	A scheme has been proposed which will be designed in-house subject to the delivery of other priority projects. Once designed there will need to be consultation with stakeholders and then dialogue with the Arts Council over match funding. This scheme may be re-phased into 2017/18. A report will be presented to Committee prior to any spend.

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/11/16 £000	Variance £000	Comments
<b>TOURISM &amp; LEISURE COMMITTEE (CONT)</b>								
Fairhaven Lake & Promenade Gardens - First round	Capital Investment Reserve	20			20		20	The Council has submitted a bid to the Heritage Lottery Fund in August 2016 for development funding to restore Fairhaven Lake and Gardens historic buildings ,structures and landscapes. An update on the bid will be given to the Tourism and Lesiure Committee at its meeting in January 2017. If successful the match funding will be required in 2017/18. A report will be presented to committee prior to any spend. This scheme is to be re-phased into 2017/18.
Promenade Footways	No external finance - funded by borrowing/general asset disposal receipts	40	7		47		47	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. A report was presented to the Tourism and Leisure Committee on the 8th September 2016 and authorisation was granted for the expenditure works in 2016/17. The works are now substantially complete and will be fully completed during 2016/17.
Hope Street Footways	Capital Investment Reserve	24			24	24	0	A report was presented to The Tourism and Leisure Committee to authorise the expenditure for resurfacing works to Hope Street Park footpaths in 2016/17. This scheme has been completed to budget.
Lowther Pavilion Roof	Capital Investment Reserve	115	3		118	11	107	The scheme was planned to be delivered by Lowther Gardens Trust during the summer of 2016. Unfortunately the scheme has been delayed and is proposed to be delivered in January 2017. The grant is still to be paid when the works have been completed.
Sand Dunes re-modelling at North Beach Car Park / Summerfields	Capital Investment Reserve	15	2		17		17	Surveys have been undertaken and a scheme design prepared. The scheme has been consulted upon and tendered. A report is due to be presented to the Tourism and Leisure Committee at its meeting in January 2017. The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. The scheme is expected to be completed to budget during 2016/17.
Freckleton Memorial Park	Capital Investment Reserve / S106 Monies / External grants and contributions	50		122	172	141	31	Finance & Democracy Committee in June 2016 approved the Council to act as accountable body and approved a fully funded capital budget increase to the 2016/17 capital programme of £122k to be fully funded from various external grants and Section 106 contributions to give a total capital budget of £172k. Letting of the contract was agreed and awarded to Wicksteed playgrounds and the scheme is expected to be completed to budget during 2016/17.
Warton-with-Westby Parish Council Play Area	Capital Investment Reserve	50			50		50	Officers are working with the Friends group and taking account of the results of the consultation by the Town Council. Progress meeting are on going and a Report will be presented to Committee prior to any spend. The scheme may be re-phased into 2017/18.
Improvements to Children's Play Area - Derby Road, Wesham	S106 Developer Contributions	0		24	24		24	On 26th September 2016 the Finance & Democracy Commitnittee approved a fully-funded addition to the capital programme of £24k in 2016/17 to be met from a S106 developer contribution. The scheme is expected to be completed in line with the budget during 2016/17.
<b>Sub total</b>		<b>590</b>	<b>12</b>	<b>146</b>	<b>748</b>	<b>176</b>	<b>572</b>	



**Appendix A (Cont'd)**

APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/11/16 £000	Variance £000	Comments
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>								
Replacement Vehicles	Capital Investment Reserve / Borrowing	346	60	56	462	365	97	The budget for this scheme has been adjusted to reflect the slippage and fully funded capital budget increase for a weed removal vehicle as approved by the Finance and Democracy Committee of 20th June 2016. All vehicle acquisitions are expected to be completed in line with the budget during 2016/17.
Vehicle Wash-down Facility - Snowdon Rd Depot	Capital Investment Reserve	25			25		25	The scheme has been tendered, a report presented to the Operational Management Committee in November 2016 and the contract has now been awarded. Completion is expected during 2016/17.
North Promenade Toilets Refurbishment	Capital Investment Reserve	84			84		84	The scheme has been completed to budget in 2016/17.
Bus Shelter Replacement Programme	Capital Investment Reserve	30			30		30	In November 2016 the Operational Management Committee authorised commencement of the works which are expected to be completed during in 2016/17.
Car Park Improvements	no external finance - funded by borrowing/general asset disposal	30			30	29	1	The scheme has been completed to budget in 2016/17.
Fylde Headlands Preliminary Work	Specific Government Grant (Environment Agency)	0	38	95	133	85	48	Preliminary design work completed. Marine Management Organisation application submitted and planning application submitted during December 2016. Natural England consent to be sought through the planning process.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	3,600			3,600		3,600	The current year budget of £3.6m is based upon the original expenditure profile for the scheme, as provided by the Environment Agency. An updated expenditure profile has now been provided by the EA as detailed within the body of the report. Work is currently ongoing with Blackpool Council with regards to project delivery and a further report will be presented to Committee to update and propose the best options available for Fylde on the delivery of this scheme.
Repair & Renewal - Flood Defences	Specific Government Grant (Environment Agency)	0	33		33	1	32	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. Any unused grant will be returned to the Environment Agency.
<b>Sub total</b>		<b>4,115</b>	<b>131</b>	<b>151</b>	<b>4,397</b>	<b>480</b>	<b>3,917</b>	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/11/16 £000	Variance £000	Comments
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	468	46	381	895	355	540	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. A report was also approved by Council on 4th July 2016 for a £380,621 fully funded capital budget increase due to an increased DFG allocation via the Better Care Fund. A review of how DFGs are delivered has recently been agreed by the EH&H Committee which together with increased funding has seen the waiting list reduce from 80 to 8 within two years. Whilst the significant increase in grant is to be welcomed it is unlikely to be fully spent within this financial year due to the backlog in assessments by the Occupational Therapy (OT) Service. The OT Service has pledged to appoint additional resources over the coming months to reduce the backlog of cases.
93 St Albans Road - Compulsory Purchase Order	S106 Developer Contributions	0	105		105	4	101	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. A detailed scheme is currently being designed and costed and a report will be considered by the Environment, Health & Housing Committee at a later date.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	0		460	460	0	460	A report was approved by Council on 4th July 2016 for a £920,000 fully funded addition to the capital programme, phased over two financial years (£460,000 payable in 2016/17 and £460,000 payable in 2017/18) to be met from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose totalling £865,155.44, and a further £54,844.56 when funds become available, totalling £920,000. The programme is expected to be completed in line with the budget during 2016/17.
Rapid Deployment CCTV Replacement Projects	Specific Grant (LSP Performance Reward Grant)	0	38		38		38	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. The budget for CCTV camera replacement is planned to be spent on the revised CCTV project as approved by Council. Any remaining monies are to be earmarked and allocated to replacement cameras as and when they are required (subject to a community impact assessment and approval by committee) as also previously agreed by Council. A Working Group has been established to consider Rapid Deployment Cameras and their replacement and will report back to the Environment, Health and Housing Committee in due course.
Lytham Park Cemetery - Windbreak Canopy	Capital Investment Reserve	60			60		60	An initial scheme has been designed in partnership with Blackpool Council involving a fully glazed extension. Consultation with relevant staff, members and users of the facility resulted in the initial proposals being rejected. Revised proposals have been drafted and informally consulted upon involving a large pergola feature. Initial feedback indicates a number of issues with the revised proposals meaning it does not deliver the intended outcomes of the project. New ideas and proposals are being generated to result in an alternative scheme. If this is acceptable the scheme will be presented to committee in February to approve the scheme and seek authorisation for the expenditure with the scheme completed in 2016/17."
New memorial garden - Lytham Park Cemetery	Capital Investment Reserve	33			33		33	A new boundary fence has been installed. A report was presented to the November 2015 meeting of the Environment, Health & Housing Committee approving the location, draw down of funding and the procurement route of the various elements of the scheme. The scheme was re-phased into 2016/17 and is expected to be completed to budget during the year.
<b>Sub total</b>		<b>561</b>	<b>189</b>	<b>841</b>	<b>1,594</b>	<b>359</b>	<b>1,232</b>	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/11/16 £000	Variance £000	Comments
<b>DEVELOPMENT MANAGEMENT COMMITTEE</b>								
Woodlands Road Regeneration Scheme - Town Centre Phase 3	Capital Investment Reserve / S106 Developer Contributions	0	19		19		19	A report was presented to Development Management Committee in November 2015 approving commencement of the works. The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. The scheme has been completed to budget in 2016/17. A small amount of residual funding will slightly extend the scheme to a sum of £5,000 and a Funded Budget Increase will be requested in due course. This will allow for the extension of the street lighting scheme subject to match funding by Lancashire County Council and as such the scheme will finally be completed in May 2017. The residual amount will therefore need to be carried over in to the next financial year.
St Annes Regeneration Schemes	S106 Developer Contributions	274			274	39	235	This funding is earmarked for the next phase of St Annes Town Centre including St Andrews Road North/South and The Crescent. A draft plan has been prepared and discussions are on going, since August 2016 with property owners in the locality. The first element of the scheme, relating to the new street lighting scheme for The Crescent and St Andrews Road North has been commissioned and will be completed early into the calendar year 2017. The timeframe for delivery of the remainder of the scheme is proposed to be in the Spring of 2017. In view of the delays caused by the initial problems of building owner engagement (absent landlords and the like) the scheme may be re-phased into the financial year 2017/18.
Lytham Regeneration Schemes	S106 Developer Contributions	130			130		130	Design work on the scheme was planned to commence in April 2016 for delivery of the scheme being later in the 2016/17 financial year. However, local community groups have indicated that this funding could also be used to match fund further funding from other bodies. As a result, the scheme content is to be widened to incorporate a public art component and a project group established to work towards a fully integrated scheme. A revised scheme is to be developed over the next few months and it may be necessary to re-phase delivery of the project as a consequence. Any changes to the scheme and delivery timeframe will be reported to Members and the Capital Programme will be updated accordingly. The scheme may be re-phased into the financial year 2017/18, subject to further match funding being identified.
Staining Regeneration Schemes	S106 Developer Contributions	0	40		40		40	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. This project is subject to ongoing discussions with Staining Parish Council. A draft scheme has been prepared based on the outcome of those discussions and the Parish Council has also suggested some features to be included. The plans are to be amended and a further report to Members will follow in due course.
Kirkham Public Realm Improvements	S106 Developer Contributions	0		90	90	60	30	A report was approved by Finance & Democracy on 26th September 2016 for a £90,000 fully funded addition to the capital programme in 2016/17 to be met from a S106 developer contribution. The programme is expected to be completed in line with the budget during 2016/17.

**Appendix A (Cont'd)**

APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/11/16 £000	Variance £000	Comments
M55 Link Road	S106 Developer Contributions	0		425	425	425	0	A report was approved by Council on 4th July 2016 for a £424,765 fully funded addition to the capital programme in 2016/17 to be met from a S106 developer contribution with an in principle contribution of up to £1m towards the cost of construction of the M55 link road up to 2019, the establishment of a specific 'M55 link-road Reserve' a transfer of £196k from the Capital Investment Reserve into the M55 Link-road Reserve with a further report detailing how the remainder of the contribution may be identified. The timing of these transactions is yet to be finalised and the budget may be re-phased into 2017/18 at a later date.
<b>Sub total</b>		<b>404</b>	<b>59</b>	<b>515</b>	<b>978</b>	<b>524</b>	<b>454</b>	
<b>Total Expenditure</b>		<b>7,098</b>	<b>410</b>	<b>1,847</b>	<b>9,355</b>	<b>2,305</b>	<b>7,050</b>	

**UPDATED 5 YEAR CAPITAL PROGRAMME 2015/16 TO 2019/20 - BY SCHEME**

	Updated Estimate 2016/17 £000	Estimate 2017/18 £000	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000
<b>FINANCE &amp; DEMOCRACY COMMITTEE</b>					
Accommodation Project - Phase 4 - Chaseley Link Bridge	501				
Accommodation Project - Phase 5 - One Stop Shop	302				
Accommodation Project - Phase 6 - Council Chamber	363				
Accommodation Project - Phase 7 - Internal Refurb / Services	475				
Accommodation Project - Phase 8 - Car Park & External Works	0				
<b>Sub total</b>	<b>1,641</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOURISM &amp; LEISURE COMMITTEE</b>					
Ashton Gardens Depot	63				
St Annes Pool	93				
St Annes Pool - External Works	120				
Fairhaven Lake & Promenade Gardens - First Round	20				
Promenade Gardens Water Play Facility	0	100			
Promenade Footways	47	40	40	40	40
Hope Street Footways	24				
Lowther Pavilion Roof	118				
Sand Dunes re-modelling at North Beach Car Park / Summerfields	17				
Freckleton Memorial Park	172				
Warton-with-Westby Parish Council Play Area	50				
Improvements to Children's Play Area - Derby Road, Wesham	24				
<b>Sub total</b>	<b>748</b>	<b>140</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>					
Replacement Vehicles	462	1,212	1,262	471	547
Vehicle Wash-down Facility - Snowdon Rd Depot	25				
North Promenade Toilets Refurbishment	84				
Bus Shelter Replacement Programme	30				
Car Park Improvements	30	30	30	30	30
Fylde Headlands Preliminary Work	133				
Fairhaven and Church Scar Coast Protection Scheme	3,600	7,300	5,600		
Repair & Renewal - Flood Defences	33				
<b>Sub total</b>	<b>4,397</b>	<b>8,542</b>	<b>6,892</b>	<b>501</b>	<b>577</b>
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>					
Disabled Facilities Programme	895	468	468	468	468
93 St Albans Road - Compulsory Purchase Order	105				
Affordable Housing Scheme Sunnybank Mill, Kirkham	460	460			
Church Road Methodist Church, St Annes		550			
Rapid Deployment CCTV Replacement Projects	38				
Cemetery and Crematorium - Infrastructure Works	0	294			
Lytham Park Cemetery - Windbreak Canopy	60				
New memorial garden - Lytham Park Cemetery	33				
<b>Sub total</b>	<b>1,591</b>	<b>1,772</b>	<b>468</b>	<b>468</b>	<b>468</b>
<b>DEVELOPMENT MANAGEMENT COMMITTEE</b>					
Woodlands Road Regeneration Scheme - Town Centre Phase 3	19				
St Annes Regeneration Schemes	274				
Lytham Regeneration Schemes	130				
Staining Regeneration Schemes	40				
Kirkham Public Realm Improvements	90				
M55 Link Road	425				
<b>Sub total</b>	<b>978</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditure</b>	<b>9,355</b>	<b>10,454</b>	<b>7,400</b>	<b>1,009</b>	<b>1,085</b>

**UPDATED 5 YEAR CAPITAL PROGRAMME 2016/17 TO 2020/21 - FINANCING**

	Updated Estimate 2016/17 £000	Estimate 2017/18 £000	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000
<b>FINANCING:</b>					
Capital Receipts - General Asset Sales	45	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Capital Receipts - (Accommodation Project)	682				
Capital Receipts - Vehicle Sales					
Leasing					
Better Care Fund / Disabled Facilities Grant	895	468	468	468	468
Section 106 Monies - St Annes	274				
Section 106 Monies - Lytham	130				
Section 106 Monies - Staining	40				
Section 106 Monies - Kirkham	90				
Section 106 Monies - Freckleton Memorial Garden	15				
Section 106 Monies - Play Area - Derby Road, Wesham	24				
Section 106 Monies - 93 St Albans Road CPO	105				
Section 106 Monies - Affordable Housing, Sunnybank Mill	460	460			
Section 106 Monies - Church Road Methodist Church, St Annes		550			
Section 106 Monies - M55 Link-Road	425				
Capital Grant - Repayments					
Capital Investment Reserve	1,324	493	78	182	
M55 Link-Road Reserve					
Accommodation Project Reserve	1,022				
Other External Finance (see analysis below )	3,601	7,300	5,600		
Direct Revenue Finance	56				
Prudential Borrowing	142	1,113	1,184	289	547
<b>Total Financing</b>	<b>9,355</b>	<b>10,454</b>	<b>7,400</b>	<b>1,009</b>	<b>1,085</b>
<b>Total surplus (-) / shortfall in year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cumulative surplus (-) / shortfall</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

See note below for external funding available to finance the above schemes:

**Other External Finance: Analysis**

LSP Performance Reward Grant	38				
Environment Agency - Fylde Coastal Preliminaries	3,295	7,300	5,600		
Environment Agency - Flood Defence	71				
Arts Council - St Annes Pool	90				
Freckleton Parish Council	20				
British Aerospace	10				
Friends of Freckleton Memorial Garden	9				
Lancashire County Council	6				
Lancashire Environment Fund	30				
Veolia	32				
New Fylde Housing - DFG Contribution					
	3,601	7,300	5,600	0	0

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 JANUARY 2017	12
AGE UK LANCASHIRE– ANNUAL REPORT			

## PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The Council has a Service Level Agreement in place with Age UK Lancashire to provide an information and advice service in Fylde. As part of this agreement, Age UK provides a report to committee each year, summarising its performance over the previous year.

### SOURCE OF INFORMATION

<http://www.ageuk.org.uk/lancashire>

### LINK TO INFORMATION

[AGE UK LANCASHIRE ANNUAL REPORT](#)

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Age UK Lancashire is identified as one of the Council's key formal partnerships. There is a service level agreement in place where the Council pays a grant of £12,000 per annum for the information and advice service. The annual report produced by Age UK Lancashire provides an opportunity for councillors to ensure that the council is receiving value for money.

### FURTHER INFORMATION

Contact Tracy Morrison (658521) or Alison Read, Age UK Lancashire (01257 479017)

**AGE UK LANCASHIRE**  
**FYLDE INFORMATION AND ADVICE SERVICE**  
**ANNUAL REPORT APRIL 2015– MARCH 2016**

## INTRODUCTION

Established in 1941, Age UK Lancashire has been celebrating its 75th anniversary this year of working with and for the older people of Lancashire and their carers.

We have a vision for Lancashire where those in later life can make positive contributions to the communities they live in, make informed choices and retain their independence and wellbeing. We will achieve this by:

- positively engaging with people in later life, their families and carers;
- providing high quality responsive services to meet their needs;
- campaigning and awareness raising around the issues and challenges faced in later life and by:
- loving later life and encouraging others to love and value those in later life too.

Our three year aims are to:

- 1) Engage more people in later life in our services, with relevant, sustainable, integrated and inclusive provision available across the diversity of Lancashire communities.
- 2) Offer high quality, innovative and responsive services, an organisation with a culture of continuous improvement.
- 3) Develop and retain highly skilled and resilient leadership and management, ensuring that we develop and sustain the capability and capacity to enable us to operate effectively and efficiently across the County

Age UK Lancashire (AUKL) is the leading organisation in the county providing support & services to enable vulnerable people and their carers to live independently in the way they choose. We promote & facilitate social inclusion and improve health and wellbeing through a variety of delivery models. These include group and peer activities befriending and mentoring and one-to-one tailored and person-centred support. Services vary across areas according to local need.

In Fylde Borough we have the following services:

- Information & Advice including case work
- Personal Advisor Service – providing holistic assessments to older people
- Discharge Aftercare – practical support for people discharged from hospital
- Community Links – befriending scheme
- Rural Outreach social groups and lunch clubs
- Exercise groups – including walking football, gentle exercise and walking groups
- Home Help service

**Age UK Lancashire**  
61-63 St Thomas's Rd  
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**www.ageuklancs.org.uk**





## Information & Advice Service

Information and Advice is Age UK's flagship service and we are proud to be delivering this service to older people across Fylde borough.

Age UK Lancashire provides a comprehensive Information & Advice service to older people and their carers throughout the Fylde area. This is a free, one-to-one service supporting, informing and advising older people and their carers, often at the most vulnerable times in their life. Our services include: signposting and referral to other agencies, providing information and advice, form filling and casework. There is high need for the home visiting element of our service, particularly to support older people who are housebound to claim their welfare benefit entitlements and we endeavour to assist with this wherever possible using both staff and trained volunteers.

We support all enquiries that are within our area of expertise and actively refer to other specialist advice services where appropriate such as Citizen's Advice Bureau for debt advice and Welfare Rights for benefit appeals. We work in close partnership with other advice agencies to ensure that we are providing cohesive, seamless, high quality services for older people across the borough. We are active members of the Advice Network steering group that co-ordinates I&A activity across Fylde, Wyre and Blackpool.

Our most common enquiries are focused on:

- Welfare Benefits
- Consumer
- Health and managing long term conditions
- Housing
- Legal issues
- Community care
- Loneliness and Isolation
- Travel and leisure
- Money Matters
- Local Services
- Residential care

The service can be accessed by calling in to the Age UK Lancashire office in St George's Rd, St Annes, telephone, email, letter, referral from other community services or via one of Age UK Lancashire's outreach services. Home visits are provided for people unable to access the office, complex cases and lengthy form-filling. The office is open Monday to Friday 9.30am – 3.30pm with a telephone and email service operating Monday to Friday 9am – 5pm (via our 0300 303 1234 number) with an out of hours answerphone facility.

The service works in partnership with a number of local key partners, including the Department for Work and Pensions, Police, Welfare Rights, Citizens Advice Bureau, Disability Information, Advice Link, Community Mental Health Team, CCG, New Fylde Housing, Fylde CAB, Care & Repair, Lancashire Fire and Rescue Service, Hospital Discharge Team, Trinity Hospice, Rosemere Cancer

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Unit, Social Services, Stroke Association, Alzheimer’s Association, Parkinson’s Society and Lytham Hospital Dementia services.

## Eligibility criteria

People aged 65+ and their carers living in the Fylde Borough area.

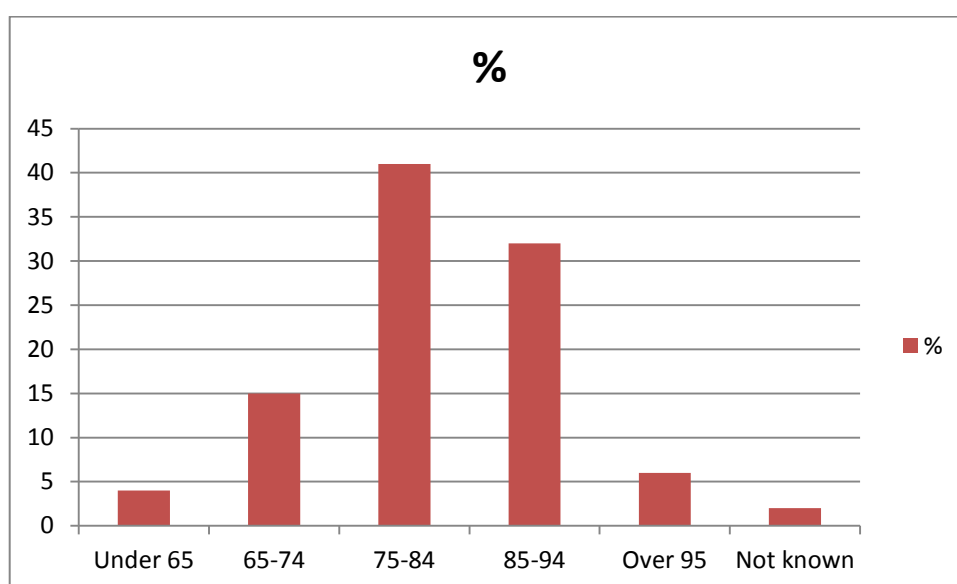
## PROFILE OF SERVICE USERS

### Total number of contacts and issues presented:



Total number of contacts	1,341
Total number of issues presented	869

### Age Group:



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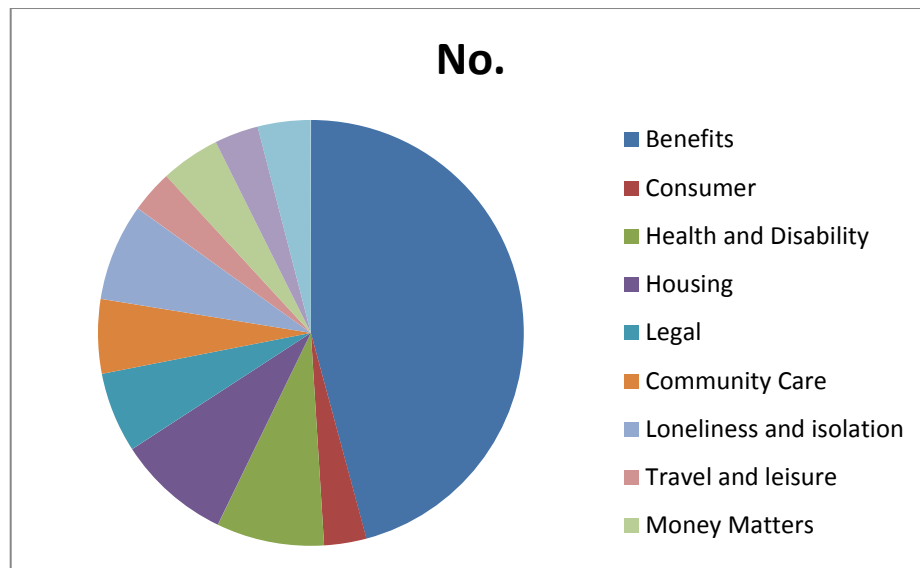


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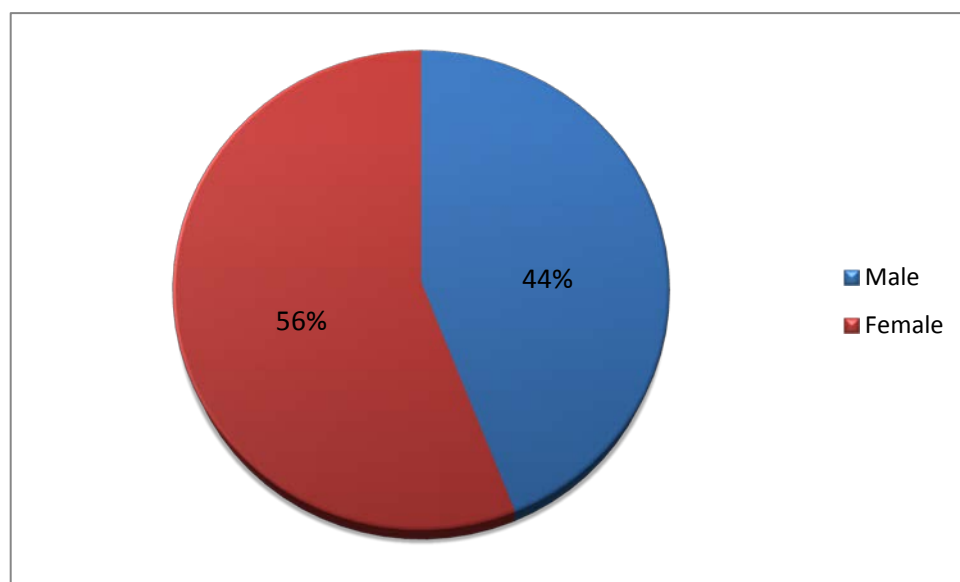


## Topic of enquiry:



Topic	No.
Benefits	398
Consumer	28
Health and Disability	71
Housing	75
Legal	53
Community Care	49
Loneliness	64
Travel & leisure	28
Money Matters	39
Local Services	29
Residential Care	35

## Gender:



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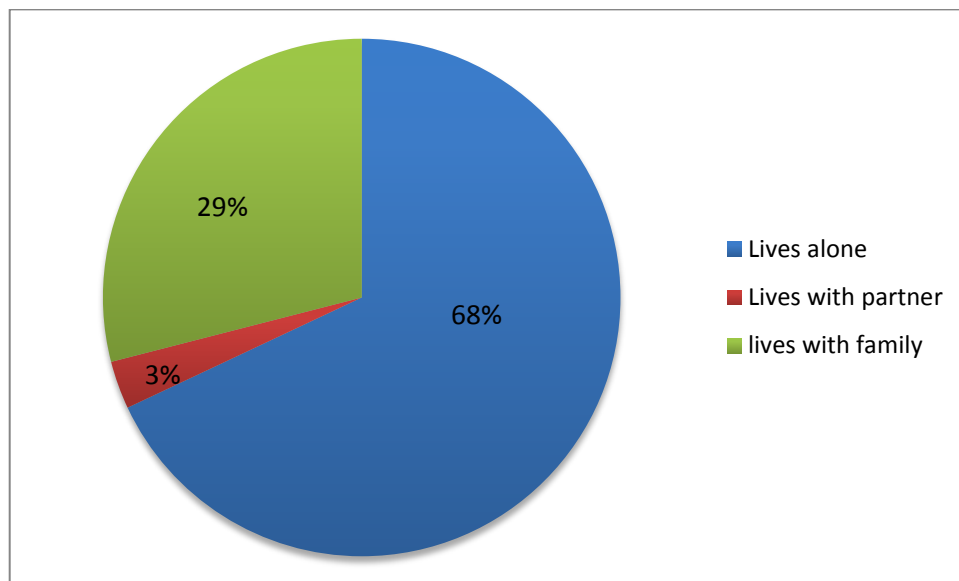


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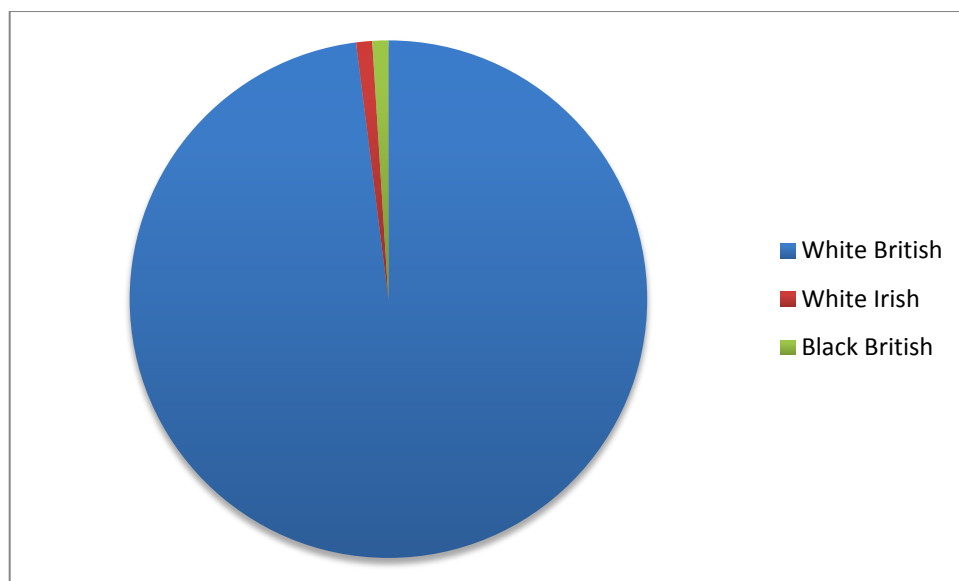
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## Living situation:



## Ethnicity:



**320** people attended Information and advice surgeries

**115** home visits were provided throughout the Fylde area

**The service provided by Age UK Lancashire has led to an increase in older peoples' incomes of over £305,000 per annum in successful benefit applications.**

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## STAFFING/VOLUNTEERS

The team consists of:

- 1 Part Time Information & Advice Officer - *providing office appointments and home visits for those clients who are unable to come to us [information and advice is available outside the core hours by ringing Age UK Lancashire's 0300 303 1234 number]*
- 3 I&A Volunteers - *supporting the information and advice officer to undertake home visits and complete welfare benefit claim forms, particularly attendance allowance.*
- 5 Volunteer Meeters and Greeters - *these volunteers cover most of the office opening hours and deal with callers coming in to the office by signposting, providing information or active referral appropriate to the client's enquiry.*

## STAFF/VOLUNTEER TRAINING

Age UK Lancashire has a comprehensive mandatory training plan for both staff and volunteers. This year we have invested in a high quality online training resource via ME Learning which is meaning that many more staff and volunteers can access up-to-date training and can undertake courses at their convenience.

The Information and Advice officer has attended training courses on:

- Older people's benefits
- Safeguarding Adults and children
- Housing options for older people
- Mental Capacity Act
- Information Governance
- Basic Life Support
- The Care Act

Regular meetings are held with all the volunteers to update them and provide general support.

## QUALITY

Quality is a high priority for the organisation and we strive to continually improve our service provision. We have recently achieved the bronze Investors in People Award, alongside maintaining our ISO quality standards and the Age UK organisational standard. We are currently working towards achieving the Age UK Information and Advice standard (IAQP) and are implementing the procedures and systems necessary to achieve this early in the New Year.

## PROMOTION AND ENGAGEMENT

Our promotions and engagement work has gone from strength to strength during 2015-16. We continue to use our charitable funds to support community groups of older people, actively promote our services to older people through a variety of media, social media and events. In the current economic climate we increasingly work to help older people's groups to self sustain by helping them to access independent funds, giving advice on governance arrangements and helping to find practical solutions to sustainability (such as finding volunteers, affordable venues, etc).

Some of the Fylde groups that we have supported over the last year include:

- Warton Friendship group
- Fylde walking football
- Fylde older peoples forum
- FAB group
- Just good friends
- St Anne's Soroptimists
- Andsell WI
- Drive Methodist Church

## CAMPAIGNS

Age UK Lancashire has supported the following national campaigns:

- Dying Matters
- Winter Warmth and Winter Health
- Attendance Allowance
- No one should have no one at Christmas

## DEVELOPMENT PLANS for 2016-17

- Successfully applied for funding from Eon and Prudential, through Age UK nationally, to deliver welfare benefit checks for older people and to start to develop an information and advice telephone service for older people in Lancashire (this funding will commence Jan 2017)
- Recruit, train, maintain and manage more I&A and Meet and Greet volunteers to support the service and manage the high demand for home visits to complete welfare benefits claim forms.
- To continue to be actively involved in the Advice Network steering group for Fylde, Wyre and Blackpool
- To continue to develop our range of wrap around services to support the older population in Fylde, based on demand and need.



## CASE STUDY 1: CLIENT P

Mr P is 77 and lives with his wife in a static home in Fylde borough. He came in to our St Anne's office for assistance with a Carer's Allowance application as he was a full time carer for his wife. Mr P was supporting his wife with all aspects of personal care and even needed to carry her from her bed to the bathroom at times, because her mobility was so limited.

During our welfare benefits assessment it transpired that both the client and his wife were receiving Attendance Allowance and Pension Credit. The Information and Advice Worker informed Mr P that he would lose his Senior Disability premium if he applied for Carers Allowance as they were overlapping benefits. It transpired that Mr P and his wife had never been awarded the Senior Disability premium, which they were both entitled to, as they were on the higher rate of Attendance Allowance. The Information & Advice Worker asked permission to contact DWP, who confirmed this omission.

A claim for Senior Disability premium was immediately submitted for both Mr and Mrs P and DWP confirmed that they would receive back pay for the last two years (the length of time that they had been receiving Attendance Allowance). Two weeks later Mr and Mrs P received a cheque from DWP for over £10,000 in backpay. The client was delighted, but was very concerned about the large amounts and didn't want to cash the cheque in case DWP had made a mistake. He asked us to confirm this for him with DWP, which we did. Apart from the back pay, Mr P's Pension Credit payments had also risen by over £100 per week, which has had a huge impact on the quality of life for himself and his wife.

Mr P recommended Age UK Lancashire to all the other residents where he lives as he thinks we are 'marvellous' and that the service we provided to him and his wife was 'life-changing'.

Outcomes/Values Achieved for Client			
Identify which of the following outcomes have been achieved for/by this client.			
Identified Outcome/Value	Please ✓	Identified Outcome/Value	Please ✓
1. Improved health and emotional well-being	x	2. Improved quality of life	x
3. Making a positive contribution		4. Choice and control	x
5. Freedom from discrimination		6. Economic well-being	x
7. Personal dignity			

# INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 JANUARY 2017	13
ST ANNES BATHING WATERS 2016			

## PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the water quality at the two St Annes Bathing Waters.

### SOURCE OF INFORMATION

Environment Agency Bathing Water data.

Directive 2006/7/EC of the European Parliament and of the Council 15<sup>th</sup> February 2006.

Concerning the management of bathing water quality.

Statutory Instrument 2013 No 1675, Water Resources. The Bathing Water Regulations 2013.

### LINK TO INFORMATION

- **United Utilities Bathing Waters Map**  
<http://www.unitedutilities.com/Bathing-Waters-Map.aspx>
- **Environment Agency Bathing Water Data**  
[Information Note – St Annes Bathing Waters 2016](#)
- **2015 Bathing Water Profile for St Annes**  
<http://environment.data.gov.uk/bwq/profiles/profile.html?site=ukd4303-41800>
- **2015 Bathing Water Profile for St Annes North**  
<http://environment.data.gov.uk/bwq/profiles/profile.html?site=ukd4303-41900>

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise the latest position on Bathing Water quality.

### FURTHER INFORMATION

Contact: Andrew Dickson Head of Technical Services

Tel: 01253 658675



# INFORMATION NOTE



## ST ANNES BATHING WATERS 2016

1. The Environment Agency are responsible for implementation of the bathing waters directives, monitoring and reporting on water quality and insuring action is taken to meet the appropriate standards for the directives throughout the UK. They also regulate discharges to the aquatic environment.
2. Fylde Borough Council operates two controlled bathing waters one at St Anne's Pier and the other is St Anne's North adjacent to North beach car park. During the bathing season 1<sup>st</sup> May to 30<sup>th</sup> September the Council are responsible for the provision of public information about the bathing waters being displayed in an easily acceptable place in the vicinity of the bathing waters. This includes the provision of public information to prevent exposure to pollution during short term incidents and advise against bathing where the bathing water does not meet the sufficient standard.
3. Changes were made from 2012 with the introduction of the revised Bathing Water Directive. Under the new regulations the revised directive sets guideline standards for Escherichia coli and intestinal enterococci.
4. The standards used at the end of the 2016 bathing season give an overall assessment of all water quality taken over a three years period (2014 to 2016) 60 samples, 20 per year. The new standard has four classifications:-

**Excellent, Good, Sufficient, Poor.**

The EU directive requires member states to ensure that, by the end of the 2015 bathing season, all bathing waters are a least **sufficient** each year.

The table below indicates the different parameters for bathing water quality.

Parameter	Excellent	Good	Sufficient
Escherichia coli (cfu/100ml)	<250 (*)	<500 (*)	<500 (**)
Intestinal enterococci (cfu/100ml)	<100 (*)	<200 (*)	<185 (**)
(*) Based upon a 95-percentile evaluation			
(**) Based upon a 90-percentile evaluation			

cfu = colony-forming unit

E.coil should not exceed 500cfu per 100ml based upon a 90-percentile evaluation of samples.

Intestinal enterococci should not exceed 185cfu per 100ml based upon a 90-percentile evaluation of samples.

5. The Environment Agency has been working with Fylde Council again this year to make daily

predictions of pollution risks at our bathing waters during the 2016 bathing season. These inform the public of increased pollution risk through signs displayed at bathing waters. These warnings are short term pollution events that have clearly identifiable causes which are not normally expected to affect bathing water quality for more than approximately 72 hours. Where pollution risk forecasts have coincided with statutory bathing water sampling and if all conditions are met there is a potential for discounting samples at the end of the season. No more than three samples can be discounted in a bathing season. Two samples have been discounted at St Annes Pier in accordance with Article 3(6) of the bathing water directive during the 2016 season and no samples were discounted at St Annes North bathing water.

6. The Fylde coast has eight bathing waters and the table below indicates this year's results, showing their improvement over the last four years.

Bathing water area	2013 projection	2014 projection	2015 results	2016 results
Fleetwood	Poor	Poor	Excellent	Excellent
Cleveleys	Poor	Poor	Poor	Good
Bispham	Sufficient	Sufficient	Sufficient	Good
Blackpool North	Poor	Poor	Good	Sufficient
Blackpool Central	Poor	Poor	Sufficient	Good
Blackpool South	Poor	Good	Excellent (Blue Flag status)	Excellent
St Annes North	Poor	Good	Excellent	Good
St Annes Pier	Poor	Good	Good	Good



7. The Bathing Water classification for St Annes Pier and St Annes North are both classed as good for 2016. It is the first time that all Fylde coast bathing waters have passed the tougher standards that were introduced last year, and proves a huge improvement in sea water quality across the Fylde Coast. The tables in the appendix shows the results for 2014-2016
8. This year's classifications are the result of a remarkable turnaround for the Fylde coast resort's beaches, where heavy investment coupled alongside work with businesses, communities and public sector partners has contributed to making sure we have a coastline to be proud of.

#### FURTHER INFORMATION

Contact: Andrew Dickson Head of Technical Services

Tel: 01253 658675

## Appendix 1

### St Annes Pier Bathing Water 2014

No	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
41	12/05/2014 10:40	220	10
42	16/05/2014 13:10	10	10
43	25/05/2014 11:20	10	10
44	30/05/2014 13:20	10	10
45	04/06/2014 16:45	18	10
46	11/06/2014 10:50	27	18
47	16/06/2014 15:10	10	10
48	25/06/2014 11:00	18	18
49	01/07/2014 14:10	10	10
50	10/07/2014 10:25	10	27
51	14/07/2014 13:10	1000	300
52	24/07/2014 10:50	10	10
53	29/07/2014 13:40	27	18
54	08/08/2014 10:20	145	27
55	13/08/2014 14:35	873	680
56	21/08/2014 10:05	36	10
57	28/08/2014 13:55	390	36
58	07/09/2014 11:00	109	73
59	11/09/2014 14:10	127	145
60	15/09/2014 15:50	55	36

### St Annes Pier Bathing Water 2015

No	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
61	07/05/2015 13:35	64	27
62	15/05/2015 10:25	18	10
63	22/05/2015 14:35	18	10
64	31/05/2015 10:40	10	10
65	04/06/2015 13:40	18	10
66	14/06/2015 13:50	10	10
67	22/06/2015 15:00	10	10
68	30/06/2015 11:15	10	10
69	03/07/2015 13:20	10	1500
70	14/07/2015 11:10	55	36
71	17/07/2015 13:15	36	18
72	20/07/2015 14:50	10	73
73	28/07/2015 11:25	109	10
74	04/08/2015 16:07	620	250
75	11/08/2015 10:18	64	18
76	14/08/2015 12:45	164	27
77	18/08/2015 14:09	10	10
78	28/08/2015 11:05	127	80
79	10/09/2015 11:10	10	64
80	18/09/2015 14:15	10	10

### St Annes Pier Bathing Water 2016

No	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
81	03/05/2016 09:40	10	27
82	19/05/2016 11:05	10	10
83	23/05/2016 12:10	10	10
84	25/05/2016 13:30	10	18
85	02/06/2016 10:16	109	10
86	08/06/2016 14:10	45	280
87	17/06/2016 10:25	36	10
88	21/06/2016 12:45	18	82
89	24/06/2016 14:10	10	10
90	03/07/2016 10:45	340	64
91	06/07/2016 14:00	127	55
92	18/07/2016 11:30	45	109
93	22/07/2016 13:10	800	90
94	01/08/2016 12:00	10	27
95	05/08/2016 14:00	10	36
96	15/08/2016 10:10	100	10
97	18/08/2016 13:00	64	27
98	30/08/2016 10:45	240	27
99	04/09/2016 15:00	109	10
100	15/09/2016 11:10	360	400

### St Annes North Bathing Water 2014

No	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
41	12/05/2014 10:30	64	36
42	16/05/2014 13:00	55	10
43	25/05/2014 11:05	10	10
44	30/05/2014 13:00	10	27
45	04/06/2014 16:35	27	10
46	11/06/2014 10:40	64	18
47	16/06/2014 14:53	18	10
48	25/06/2014 10:50	27	18
49	01/07/2014 14:00	82	10
50	10/07/2014 10:10	27	27
51	14/07/2014 13:00	700	480
52	24/07/2014 10:40	10	27
53	29/07/2014 13:25	64	27
54	08/08/2014 10:15	55	10
55	13/08/2014 14:20	700	140
56	21/08/2014 09:45	173	45
57	28/08/2014 13:45	230	82
58	07/09/2014 10:45	55	45
59	11/09/2014 13:55	91	100
60	15/09/2014 15:40	10	10

### St Annes North Bathing Water 2015

No	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
61	07/05/2015 13:23	100	18
62	15/05/2015 10:15	18	10
63	22/05/2015 14:25	18	10
64	31/05/2015 11:00	64	36
65	04/06/2015 13:25	136	10
66	14/06/2015 11:13	45	27
67	22/06/2015 14:50	27	10
68	30/06/2015 11:10	10	10
69	03/07/2015 13:00	45	10
70	14/07/2015 11:00	55	27
71	17/07/2015 13:10	91	10
72	20/07/2015 14:45	18	10
73	28/07/2015 11:17	64	36
74	04/08/2015 16:38	700	270
75	11/08/2015 10:39	27	10
76	14/08/2015 12:57	590	164
77	18/08/2015 14:00	10	10
78	28/08/2015 10:50	155	18
79	10/09/2015 11:00	36	10
80	18/09/2015 14:10	10	10

### St Annes North Bathing Water 2016

No	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
81	03/05/2016 09:30	10	10
82	19/05/2016 11:19	10	10
83	23/05/2016 12:20	10	10
84	25/05/2016 13:40	10	18
85	02/06/2016 10:20	10	10
86	08/06/2016 14:20	27	10
87	17/06/2016 10:35	55	55
88	21/06/2016 12:55	18	10
89	24/06/2016 14:20	580	100
90	03/07/2016 10:55	490	118
91	06/07/2016 14:05	45	27
92	18/07/2016 11:40	91	10
93	22/07/2016 13:00	200	370
94	01/08/2016 11:45	64	45
95	05/08/2016 13:50	64	91
96	15/08/2016 10:25	45	10
97	18/08/2016 12:45	36	36
98	30/08/2016 11:05	720	122
99	04/09/2016 15:15	118	18
100	15/09/2016 11:20	1100	200

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 JANUARY 2017	14
<b>MID-YEAR PERFORMANCE 2016/17</b>			

## PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the first half of the financial year 2016/17. Performance is reported against the targets set for the year and commentary is provided by performance exception.

### SOURCE OF INFORMATION

Environment, Health and Housing teams input data into the InPhase corporate online system from service based performance data.

### LINK TO INFORMATION

<http://fyldeperformance.inphase.com> - Full Corporate Performance for Fylde Council

<http://www.fylde.gov.uk/assets/files/7077/The-Corporate-Plan-2016-2020.pdf> - Full details of the Corporate Plan 2016-20

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE

The performance information is relevant to the committee terms of reference and the responsibility of the committee to monitor performance of the services within its remit.

### FURTHER INFORMATION

Contact Alex Scrivens, Performance Improvement Manager.

## Mid-Year Commentary by Performance Exception for the Environment, Health and Housing Committee

### \*\*\*\*\*PERFORMANCE BELOW TARGET\*\*\*\*\*

*Commentary is provided to explain why performance is currently not on target, with details of any corrective action.*

PM109: Percentage of high risk food hygiene inspections completed - Category A to C (quarterly) was 38, target is 45.

*Officer comment: The team's resource is allocated as necessary to enable a risk based approach towards tackling non-compliance. Performance is constantly monitored to track potential short falls with the view to completion of all necessary interventions by the end of the Councils financial year.*

PM28: Number of households living in temporary accommodation was 18, the target is 12, and last year's comparison figure was 15.

*The Housing Service has seen a slight increase in homelessness, especially from single households. There is limited availability of move on one bedroom accommodation within the social rented sector for single households and within the private rented sector we need to ensure future tenancies are affordable. This leads to households remaining in temporary accommodation for longer periods.*

PM29a: Total number of housing advice cases was 208, the target is 560, and last year's comparison figure was 151.

*The target is 280 for the year. 560 is a miscalculated target of Qtr 1 of 280 plus Qtr 2 of 280. The quarterly target should be 70. Total number of housing advice cases taking a two quarter cumulative target of 140 is performance above target. The Housing Service has for a number of years experienced a high number of housing advice cases and this trend continues into 2016/17.*

### \*\*\*\*\*PERFORMANCE ABOVE TARGET\*\*\*\*\*

*Commentary is provided to explain why progress has exceeded target, with details of how this will be maintained.*






PM105 Total cases homelessness prevented, assisted to obtain alternative accommodation was 18, the target was 12.

*The role of the Housing Service is to prevent homelessness and one way to do this is to assist households to obtain alternative accommodation prior to them becoming within 28 days of homeless. The invest to save budget mentioned in PM99 is one of the ways this is achieved by assisting households into the private rented sector with rent in advance or rent bond.*

PM99: Number households received financial assistance from the council to prevent repossession was 10, the target was 2, and last year's comparison figure was 0.
















*PM99 was renamed in 2016/17 to pick up both the repossession prevention fund and invest to save fund that is used to prevent homelessness. The comparison figure for 2015/16 is solely for the repossession prevention fund which is only used occasionally where households are demonstrating they are helping themselves to prevent repossession either due to mortgage or rent arrears. The new target reflects all households who receive financial assistance and includes the invest to save budget which covers rent in advance and rent bond grants.*

## PERFORMANCE KEY ICON STATUS

	<b>Over Performance</b> – the indicator is over performing against target
	<b>On Track</b> – the indicator is performing within tolerance of target.
	<b>Cautionary Under Performance</b> – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	<b>Under Performance</b> – the indicator is under performing against target.
<b>N/A</b>	<b>Not Applicable</b> – no comparable data available. This could be due to the methodology being change or being a new measure created.
	<b>Missing Data</b> – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.



**APPENDIX 1: Performance Measures mid-year performance (1st April 2016 - 30th September 2016)**

Environment, Health and Housing						
Local Key Performance Indicators	Frequency	Good Performance Is	APR'15-SEP'15	APR'16-SEP'16	Target To Date	Status
PM104 Total cases homelessness prevented, able to remain in own home	Quarterly	Bigger is Better	24	<b>25</b>	12	
PM105 Total cases homelessness prevented, assisted to obtain alternative accommodation	Quarterly	Bigger is Better	New	<b>18</b>	14	
PM106 Homelessness relieved (decision made assisted to find accommodation)	Quarterly	Bigger is Better	New	<b>1</b>	2	
PM108 % of the total DFG Budget committed	Quarterly	Bigger is Better	New	<b>42</b>	50	
PM109 Percentage of food hygiene interventions completed (Category A to D)	Quarterly	Bigger is Better	New	<b>38</b>	45	
PM25: % of premises scoring 3 or higher on the food hygiene rating scheme	Quarterly	Bigger is Better	73	<b>76</b>	75	
PM28: Number of households living in temporary accommodation at the end of the quarter	Quarterly	Smaller is Better	15	<b>18</b>	12	
PM29a: Total number of housing advice cases	Quarterly	Bigger is Better	151	<b>208</b>	560	
PM29c Total number of homeless presentations	Quarterly	Bigger is Better	New	<b>44</b>	40	
PM70: % of Licensing Act 2003 certificates issued within 3 working days of statutory time scale (Q)	Annual	Bigger is Better	100	<b>100</b>	100	
PM71c: Total % of hackney carriage/private hire vehicle & driver licenses issued within 3 days	Annual	Bigger is Better	100	<b>100</b>	100	
PM72: Percentage of statutory EPA Permitted process inspections completed (quarterly)	Annual	Bigger is Better	100	<b>100</b>	100	
PM73: Percentage of high risk "A" rated health and safety premise inspections completed (quarterly)	Annual	Bigger is Better	100	<b>100</b>	100	
PM97a: The length of time for applicants on the waiting list for a Disabled facility grant (weeks)	Quarterly	Smaller is Better	78	<b>20</b>	0	
PM99: Number households received financial assistance from the council to prevent repossession	Quarterly	Bigger is Better	0	<b>10</b>	2	

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF CHIEF EXECUTIVE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	10 JANUARY 2017	15
<b>CORPORATE PLAN 2016-2020 PROGRESS UPDATE</b>			

## PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The report provides an update on the council's Corporate Plan 2016-2020.

The Corporate Plan is developed through consultation and feedback with stakeholders and takes into consideration emerging legislation, policy and changes in resources and responsibilities, it is also informed by partners, elected members and external organizations.

The Corporate Plan is a strategic document that forms part of the Council's budget and policy framework, it is presented as a single sided 'poster' style matrix with long term outcomes and specific actions. The plan is part of a wider performance management framework and links with the Directorate Service Plans developed each year.

The report outlines the progress to date against Corporate Plan actions that were due to be delivered or progressed between April 2016 and October 2016.

As part of the annual service planning cycle, each of the two directorates have separate dedicated service plans. The service plans are refreshed each year which contain operational improvement activities, these all contribute towards the council five priorities. There are an additional 47 improvement activities for 2016/16 on top of the 41 Corporate Plan 2016-20 actions. All activities are captured within the council's performance management system called [InPhase](#), these are then reported and monitored during monthly senior management meetings.

### SOURCE OF INFORMATION

Officers responsible for actions input data into the InPhase corporate online system from service based performance data.

### LINK TO INFORMATION

<http://fyldeperformance.inphase.com> - Full Corporate Performance for Fylde Council

<http://www.fylde.gov.uk/assets/files/7077/The-Corporate-Plan-2016-2020.pdf> - Full details of the Corporate Plan 2016-20

<http://intra.fylde.gov.uk/resources/performance/service-planning> - further information regarding Directorate Service Plans 2016/17

## WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE






The information is being included on the agenda of every committee in the current cycle of meetings to ensure all elected members are aware of the opportunity to provide comment, suggestion and seek clarification on the proposed Corporate Plan.

## FURTHER INFORMATION



Alex Scrivens, [alexs@fylde.gov.uk](mailto:alexs@fylde.gov.uk) 01253 658543

Allan Oldfield, [allano@fylde.gov.uk](mailto:allano@fylde.gov.uk) 01253 658500

## PERFORMANCE KEY ICON STATUS



	<b>Over Performance</b> – the indicator is over performing against target
	<b>On Track</b> – the indicator is performing within tolerance of target.
	<b>Cautionary Under Performance</b> – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
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	<b>Missing Data</b> – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.

## APPENDIX 1: Corporate Plan 2016-20 actions to date (1st April 2016 – 31<sup>st</sup> October 2016)


A VIBRANT ECONOMY			
Reference	Corporate Plan Action	Due Date	Status
<u>OIP:IA:D:30</u>	Progress the re-opening of the M55 / Moss Road link. The preferred option is to deliver a new road but as a minimum to see its re-opening	30/09/2016	
The council has pledged up to £1m towards the cost of an accelerated single contract to build the new link road. Regular meetings are facilitated by the council between all parties to secure the design of the link road and the letting of a contract for its construction. It is hoped that work will commence mid 2017 with completion during 2019.			
<u>OIP:IA:R:23</u>	Assess the benefits of becoming a member of the Combined Authority.	30/04/2016	
<p>The following benefits should be realised from the Lancashire Combined Authority:</p> <ul style="list-style-type: none"> <li>• A single voice for Lancashire in the debate that will shape the future of the 'Northern Powerhouse'. Lancashire needs a strong voice and a clear understanding of what it wants to achieve to influence the debate and ensure communities are not 'left behind' the rest of the North when securing the freedoms, flexibilities and economies of scale that can only be realised on a regional footprint.</li> <li>• A joint focus for driving economic growth. When new funding arrangements for Local Government are fully implemented, councils will be reliant on business rates to fund services.</li> <li>• An opportunity for all district councils to influence, shape and have accountability for the work of the LEP and the major funding streams that Government distributes through the LEP.</li> <li>• An opportunity to influence and contribute the Fylde coast requirements in a 'Lancashire Plan' focused on economy, skills and development.</li> <li>• The ability to share and access, capacity; expertise; resources; skills; and experience across Lancashire through formal arrangements in a co-ordinated and planned manner.</li> <li>• The ability to work collectively on the common challenge of delivering sustainable public services, every local authority faces ongoing austerity, grant reductions, budget cuts and service reviews</li> <li>• The opportunity to be 'at the table' through formal and transparent engagement in transport decisions providing a strong voice for Lancashire in shaping the priorities in Transport for the North</li> <li>• A structured and transparent governance framework for Lancashire Leaders to meet with voting rights, minutes and agendas that provide increased accountability.</li> </ul> <p>✓ A Devolution Deal is separate from a Combined Authority, the Lancashire Combined Authority will consider a Devolution Deal but does not need to have one</p> <p>✓ A Devolution Deal for Lancashire will focus on the five themes that the Combined Authority is dedicated to dealing with</p>			

- ✓ A Devolution Deal almost always includes the requirement to have a directly elected mayor for the Combined Authority
- ✓ Any devolution proposals will need to be approved by Full Council, it cannot be approved by the Combined Authority
- ✓ An overview and scrutiny committee will be established made up of at least one councillor from each authority who is not a member of the combined authority
- ✓ No additional resources have been required to operate and govern the Lancashire Combined Authority, existing resources are being used
- ✓ In the event any additional resources are required it will require a unanimous vote of the Combined Authority
- ✓ Combined Authority meetings will be held in public and include published minutes and agendas after April 2017, this offers transparency to the Lancashire regional governance arrangements

### CLEAN & GREEN


Reference	Corporate Plan Action	Due Date	Status
<u>OIP:IA:R:32</u>	Focus resources on the reduction of seasonal litter.	31/10/2016	
Officers have been investigating options for the provision of larger litter bins along the promenade from Starr Gate to Lytham Windmill to increase provision and reduce emptying frequency, they have met with suppliers and are in the process of compiling a report with costings and recommendations.			
<u>OIP:IA:D:45</u>	Support community groups throughout the borough to maximise success in the regional and national 'In Bloom' initiative.	31/10/2016	
In 2016 the various community led In Bloom groups have won 20 national and regional awards working with the local authority to differing degrees. The current working relationships are effective and being developed further in consultation with the community groups, some of which require more support and assistance from the team than others.			

### VALUE FOR MONEY

Reference	Corporate Plan Action	Due Date	Status
<u>OIP:IA:D:01</u>	Set a timetable with reporting milestones for the accommodation project.	30/06/2016	
A timetable and reporting milestones for the accommodation project has been prepared and presented to the Accommodation Working Group in June 2016. A report was considered by the Finance & Democracy Committee on 26th September which agreed funding of the remaining phases. Good			

progress has been made on the approved phases and it is expected that the scheme will be fully completed during 2017.

#### A GREAT PLACE TO LIVE

Reference	Corporate Plan Action	Due Date	Status
<u>OIP:IA:R:38</u>	Take enforcement action on illegal encampments.	30/06/2016	
Nine of the pitches on the illegal encampment at Hardhorn have been cleared with the remaining six having received planning permission on appeal, officers are working with the travellers on this site to agree and discharge the conditions. A number of other unlawful encampments on public land have been moved on by way of legal proceedings in the minimum of time allowed by law, an established procedure is in place to both prevent and react to illegal encampments.			

Priority H/M/L	Description of Improvement Action	Corporate Priority	Progress Update Due
L	Increase online service and information provision – the only process	Value For Money	May 2017
L	Review and develop social media and online information	Value For Money	Jan 2017
M	Review the waste service to deliver savings through changes	Value For Money	Feb 2017
M	Carry out resident & employee surveys and act upon the findings	Value For Money	Dec 2016
M	Promote initiatives to reduce dog fouling (PSPO's)	Clean & Green	Mar 2017
M	Improve signage across the borough to deter dog fouling and promote dogs on leads	Clean & Green	Mar 2017
M	Produce and implement a commercial investment strategy	Value For Money	Feb 2017
M	Further reduce the requirement for paper & print through the use of technology and behaviour change	Value For Money	Mar 2020
H	Explore and initiate new income streams – a more commercial approach	Value For Money	April 2017
M	Identify and target fly tipping hotspots to reduce incidents	Clean & Green	May 2017
M	Channel business rates funding opportunities to economic development	Vibrant Economy	Mar 2017
M	Review public information systems for residents	Great Place To Live	June 2017
M	Tackle social isolation and health inequalities working with Public Health	Great Place To Live	Mar 2017
M	Work with partners to improve the quality of the bathing water	Clean & Green	Nov 2016
H	Deliver the coastal defence project at Fairhaven and Church Scar with the Environment Agency	Clean & Green	Mar 2017
M	Enforce car parking regulations and review car parking options	Vibrant Economy	Dec 2016
M	Build on the success of the Residents' Car Parking Scheme	Great Place To Live	Mar 2017
M	Review and improve bus shelter provision	Great Place To Live	Jan 2017
M	Engage effectively with the Local Enterprise Partnership	Vibrant Economy	Mar 2017
H	Support the Fylde Coast Highways and Transport Masterplan projects (junction 2)	Vibrant Economy	Mar 2017

M	Investigate the potential of developing the digital high street	Vibrant Economy	May 2017
M	Engage positively in the Duty to Co-operate on planning initiatives	Vibrant Economy	Mar 2017
M	Facilitate and support Town Centre Partnerships	Vibrant Economy	Mar 2017
H	Implement the timetable for the Local Plan delivery (see separate project plan timetable)	Great Place To Live	Jan 2017
M	Provide appropriate provision for Travellers	Great Place To Live	Mar 2017
M	Develop and implement a policy to protect our heritage (see detailed strategy/action plan)	Great Place To Live	Mar 2017
M	Improve entrance signage and welcome points	Great Place To Visit	Mar 2017
M	Strive to achieve Blue Flag status for the beaches	Clean & Green	Mar 2017
M	Improve information in and about tourist areas	Great Place To Visit	Feb 2017
M	Develop and promote rural tourism	Great Place To Visit	Feb 2017
M	Decide the most effective way to market Fylde as a holiday destination	Great Place To Visit	Feb 2017
M	Carry out visitor surveys and act upon the results	Great Place To Visit	Oct 2017
M	Maximise the natural assets of our coast and countryside by improving their facilities	Great Place To Visit	May 2017
H	Revisit the strategy for the development of Fairhaven Lake	Great Place To Visit	May 2017
M	Develop a policy on events including Club Days, festivals and concerts – Tourism	Great Place To Visit	Feb 2017
M	Maintain and increase Green Flag status for parks and open spaces	Clean & Green	Jan 2017

**\*A number of the progress updates are due by March 2017 which is the first year completed of the four year plan**