



Agenda

Environment, Health and Housing Committee

Date:	Tuesday, 7 January 2020 at 18:30
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Ben Aitken (Chairman) Councillor Viv Willder (Vice-Chairman)</p> <p>Councillors Frank Andrews, Paula Brearley, Noreen Griffiths, Peter Hardy, Will Harris, Gavin Harrison, Karen Henshaw JP, Roger Lloyd, Michelle Morris, Bobby Rigby.</p>

Public Platform

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

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

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1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
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<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVOIRONNMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	4
BUDGET SETTING – PRIORITISATION OF CAPITAL BIDS 2020/21			

PUBLIC ITEM

SUMMARY

The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.

The consideration of capital bids for inclusion or otherwise within the Council's approved Capital Programme is a key component of the budget-setting process and contributes to the longer-term management of the Council's resources in an efficient and effective manner. This report requests that Members provide that consideration and prioritisation process in respect of the capitals bids for 2020/21 which fall within the terms of reference of this Committee.

RECOMMENDATIONS

The Committee is requested:

1. To consider and provide any feedback or comments on each of the capital bids relevant to this Committee's terms of reference as shown at Appendix A to this report; and
2. To provide a prioritised list of bids supported by the Committee for further consideration by the Budget Working Group.

SUMMARY OF PREVIOUS DECISIONS

The capital bids that are relevant to the terms of reference of this Committee are considered and prioritised each year as part of the annual budget-setting process. There have been no previous decisions in respect of these capital bids.

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

REPORT

1. The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.

2. The prioritisation of capital investment according to a well-defined and rational approach is especially important in helping to prioritise resources when the demand for such resources exceeds the total of the resources available. This process is defined within the Council's Capital Strategy, the latest revision of which was approved by Council on 11th April 2016.
3. A key element of the prioritisation process, as described within the Capital Strategy, is the consideration of capital bids by the Council's Programme Committees. The capital bids for 2020/21 which fall within the terms of reference of this committee are shown at Appendix A to this report. The Committee is requested to consider and prioritise the capital bids relevant to this Committee's terms of reference.
4. Once capital bids have been prioritised by each programme committees, the Budget Working Group will review the outcome of the deliberations of programme committees and will make recommendations to the Finance and Democracy Committee via an updated Medium Term Financial Strategy (MTFS) report on a proposed budget package which will include capital budget proposals.

IMPLICATIONS	
Finance	The consideration of capital bids for inclusion or otherwise within the Council's approved Capital Programme is a key component of the proper financial management of the Council's resources. This report requests that Members provide that consideration and prioritisation process in respect of the capitals bids for 2020/21 which fall within the remit of this Committee.
Legal	No implications arising from this report.
Community Safety	No implications arising from this report.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	No implications arising from this report.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Walker	Paul.walker@fylde.gov.uk	18 December 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Council Report - Approved Capital Strategy	11th April 2016	www.Fylde.gov.uk

Attached documents

Appendix A – Capital Bids for Consideration and Prioritisation:

1. Lytham Park Cemetery Infrastructure Improvements
2. Hydration Points

FBC – Capital Bid 2020/21

Prepared by/Bid Originator – Adam Sugden



No 1: Lytham Park Cemetery Infrastructure Improvements

Description of Scheme:

In 2013 the Council approved a phased approach to the investment in infrastructure at Lytham Park Cemetery. Phase 1, 2 and 3A of the original scheme have been completed and this report details the Phase 3B approach.

A report on phase 3a and 3b was presented to the Environment Health and Housing Committee on the 11th June 2019. The committee resolved –

‘To note that the proposed Phase 3b additional works, which would comprise the remaining main drainage works on the north east boundary, associated land drainage and headstone rafts for a further 618 burial plots, and the 2 car park areas; would be the subject of a future Environment Health and Housing capital bid for £271,000 to be included in the draft 2020/21 capital programme, funded from the capital investment reserve.’

In addition to these proposed works surface water management and drainage in the south east area of the site will be improved.

The original tender estimate for phase 3b was £271,000. The council received a very competitive tender for Phase 3a and as a result the phase 3 b work has been estimated using phase 3a rates resulting in a capital budget estimate of £194,000.

Capital cost plan:

Cost Heading	Total £
Drainage	£40,000
Concrete Rafts	£14,000
Car Parks	£120,000
Contingency	£20,000
Total Scheme Cost:	£194,000

Outputs (i.e. details of what the investment will specifically deliver):

The construction of the Lytham Crematorium Development works (Phase 3B) will complete the opening up of the burial ground to the rear of the site to allow additional burials to take place ensuring that the council can continue to offer burials for an estimated further 10 years. The improved drainage will ensure that burial plots in this area of the cemetery do not become waterlogged. The creation of additional car parking will improve traffic management and movement around the cemetery and customer experience.

Outcomes (i.e. details of the broader benefits achieved by the investment, for example community or environmental benefit, health and safety compliance, or statutory obligations):

- Improved Roadways and Footpaths will improve the Visitor experience by providing safe accessible access to all sections of the cemetery.
- Improved drainage will ensure that burial plots do not become waterlogged which currently causes unnecessary upset to relatives visiting the cemetery.
- Improved level of service to visitors leading to better customer satisfaction

- A well-managed and maintained cemetery will encourage people to be buried within the grounds.
- Ensure that burial plots are available in the Borough in the long term.
- Creation of a car park will improve traffic management and movement around the cemetery.

Contribution to corporate objectives (i.e. how does the project achieve or help deliver priorities within the corporate plan):

Value for Money

- Continuously review services and assets to improve efficiency and effectiveness
- Champion the quality and reputation of Fylde

Clean & Green

- Deliver high quality parks and open spaces

A Vibrant Economy

- Improve car parking

A Great Place to Live

- Work with partners to improve health and wellbeing of all residents

A Great Place to Visit

- Provide a positive impression of Fylde

Budget Resource Requirements

Breakdown of initial capital costs and future revenue implications

Estimated Total Capital costs of bid (£000's): £ 194,000

Annual additional Revenue costs arising from the bid (£000's): £ -

OR

Future Annual Revenue Savings achievable as a result of the bid: (£000's): £ -

Please provide any further details of revenue savings below:

Value and phasing of bid:

2019/20	2020/21	2021/22	2022/23	
£000	£194,000	£000	£000	Additional capital investment required (i.e. the value of the bid)

Existing resources in the Capital Programme relating to this scheme:

2019/20	2020/21	2021/22	2022/23	
£294,000	£000	£000	£000	Existing capital resources in the approved Capital Programme for previously agreed phases

Estimated timescales for the bid:

Start Date April 2020	Completion Date September 2020
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Project Risks (outline any risks to delivery of the project and how these will be mitigated)		
Risk	Impact	Mitigating Action
Disturbance to customers whilst work is undertaken.	Low Impact	Contractor to work with Cemetery and crematorium staff to ensure customers and visitors are fully informed. Undertake the works during the driest part of the year.
Inflated tender submissions	High Impact	Negotiate an extension to the current phase 3A using the same rates (with an allowance for inflation) with the current main contractor who has proved quality thus far and rates evaluated on award of phased 3A contract.

FBC – Capital Bid 2019/20

Prepared by – **Peter Downs, Building Surveyor**



No 2: Hydration Points

Description of Scheme: To install bottle filling points across Fylde and consider restoring the Council's historic drinking fountains.

Report Background

Fylde Council has no statutory duty to provide public drinking fountains/water points. However, in recent years there has been a rising concern regarding single-use plastics, particularly drinking bottles. As part of the development of the Plastics Conscious Fylde initiative it has been suggested that Fylde Council should consider whether new facilities could be provided for members of the public to refill drinking bottles and whether historic drinking fountains could be brought back into use.

Officers have reviewed options for the introduction of new stand-alone bottle fillers at key locations across the Borough. Please see photographs below. These units can be installed either discretely to the exterior of most public toilet blocks or as free standing units.

	
Stainless Steel Surface Mounted Bottle Filler, approximate installation cost per unit £890.	Stainless steel, Free Standing Outdoor Bottle Filler Push Button, approximate installation cost per unit £3,400.

Proposed locations, which is not exhaustive, would require the support of Town and Parish Councils where applicable. Further locations could be introduced and implemented subject to agreement with Fylde Council. The proposed locations include:

- St Annes Square, Promenade and Ashton Gardens
- Fairhaven Lake
- Lytham
- Kirkham
- Wesham
- Freckleton

The new bottle water fillers will require a daily cleaning schedule implemented. Discussions will be held with Danfo as to whether this can be added to their cleaning schedule for the public WCs.

Historic Drinking Fountains

There are 4 historic drinking fountains located in the Borough -

- Sparrow Park, Lytham
- Lytham Promenade, Lytham
- Ashton Garden's Rose Garden, St Annes
- South Promenade (near St Annes Swimming Pool), St Annes

Officers will investigate the feasibility of recommissioning these fountains. However these will all require new water supplies, extensive restoration and may not comply with statutory requirements for legionella management.

Officers propose to deliver this project in two phases. Phase 1 to introduce new bottle water fillers as proposed above. Phase 2 to recommission historic drinking fountains where feasible.

A breakdown of the funding strategy is detailed below –

Capital cost plan:

Cost Heading	Description	Total £
Option 1	Stand-alone bottle filler. Supply & install, price per unit.	£3,400 per unit
Option 2	Stand-alone Stainless Steel Surface Mounted Bottle Filler Supply & install, price per unit.	£890 per unit

Outputs (i.e. details of what the investment will specifically deliver):

As part of Plastics conscious Fylde these installations will help to top-up previously purchased plastic bottles and hydrate the general public, preventing the purchase of plastic bottled water throughout Fylde.

Outcomes (i.e. details of the broader benefits achieved by the investment, for example community or environmental benefit, health and safety compliance, or statutory obligations):

- Increased access to fresh free drinking water.
- Ability to top-up bottles / containers.
- Showcase Fylde as a Plastics Conscious Council.
- The provision of additional drinking water outlets across Fylde.

Contribution to corporate objectives (i.e. how does the project achieve or help deliver priorities within the corporate plan):

Value for Money

- Champion the quality and reputation of Fylde

Clean & Green

- Continue to deliver high standards of cleanliness
- Deliver high quality parks and open spaces
- Build on the achievements of the In Bloom Initiative

A Vibrant Economy

- Enhance and improve our town and village centres

A Great Place to Live

- Recognise the significance of our heritage assets
- Work with partners to improve health and wellbeing of all residents

A Great Place to Visit

- Maximise the natural assets of our coast and countryside by improving their facilities
- Provide a positive first impression of Fylde

Budget Resource Requirements

Breakdown of initial capital costs and future revenue implications

Estimated Total Capital costs of bid (£000's): £ 60,000

Annual additional Revenue costs arising from the bid (£000's): £

Any additional costs will be met from existing approved revenue budgets.

Value and phasing of bid:

2019/20	2020/21	2021/22	2022/23	Additional capital investment required (i.e. the value of the bid)
£000	£30,000	£30,000	£000	

Existing resources in the Capital Programme relating to this scheme:

2019/20	2020/21	2021/22	2022/23	Existing capital resources in the approved Capital Programme
£000	£000	£000	£000	

Estimated timescales for the bid:

Start Date: April 2020

Completion Date: March 2022

Project Risks (outline any risks to delivery of the project and how these will be mitigated)

Risk	Impact	Mitigating Action
Sites identified for new water bottle fillers incur additional costs to fit	Less budget available so fewer can be installed	Assess other potential sites
Legionella outbreak	Users of water sources become ill	Regular cleaning schedule established. Water sources from within buildings or underground to limit heating of stagnant water. Legal implications of outbreaks (eg

<p>Ongoing revenue implications to clean fixtures on a daily basis to avoid contamination risks</p> <p>The cost to refurbish the historical former drinking fountain may be increase due to unknown condition of the structure and whether it is suitable for refurbishment.</p>	<p>Strain on existing budgets</p> <p>Increase project costs beyond the amounts requested and limit the number of water bottle filling points available</p>	<p>Legionella) to be assessed.</p> <p>Requests Danfo clean as part of existing WC cleaning contract though additional costs are likely to be incurred.</p> <p>Phase the refurbishment of the drinking fountain to the end of the project to ensure new filling points are installed first.</p>
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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	5
BUDGET SETTING – CONSIDERATION OF REVENUE BID FYLDE CITIZENS ADVICE BUREAU			

PUBLIC ITEM

SUMMARY

At the March 2020 Budget Council meeting Members will be requested to approve a revenue budget for 2020/21. That budget must include sufficient resources both for existing activities and for any new areas of expenditure that have been recommended by the Finance and Democracy Committee, following earlier consideration by the appropriate programme committee i.e. items of revenue growth.

The consideration of revenue growth items is a key component of the budget-setting process and contributes to the longer-term management of the Council's resources in an efficient and effective manner. This report requests that Members provide that consideration in respect of the revenue bid for 2020/21 which falls within the terms of reference of this Committee.

RECOMMENDATIONS

The Committee is requested:

To consider and provide any feedback or comments on the revenue growth bid relevant to this Committee's terms of reference as shown at Appendix A to this report.

SUMMARY OF PREVIOUS DECISIONS

The revenue growth bids that are relevant to the terms of reference of each Programme Committee are considered each year by that Committee as part of the annual budget-setting process.

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

REPORT

1. The role of the Council's Programme Committees in the consideration of revenue growth bids is described within the Timetable for Developing Budget Proposals 2020/21 report which was approved by the Finance and Democracy Committee in the autumn. This provides the members of the programme committee with the opportunity to discuss all revenue growth bids and to indicate their support or otherwise for each bid.

2. Once revenue growth bids have been considered by the appropriate programme committee, the Budget Working Group will review the outcome of the deliberations of programme committees and will make recommendations to the Finance and Democracy Committee via an updated Medium Term Financial Strategy (MTFS) report on a proposed budget package which will include any revenue budget proposals.

IMPLICATIONS	
Finance	The consideration of revenue growth bids for inclusion or otherwise within the Council's approved Revenue Budget is a key component of the budget-setting process. This report requests that Members provide that consideration in respect of the revenue growth bid for 2019/20 which falls within the remit of this Committee.
Legal	No implications arising from this report.
Community Safety	No implications arising from this report.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	No implications arising from this report.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Manning	tracy.manning@fylde.gov.uk	9 th December 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Finance and Democracy Committee - Timetable for Developing Budget Proposals 2020/21	23 rd September 2019	www.Fylde.gov.uk

Attached documents

Appendix A – Revenue Growth Bid for Consideration:

1. Fylde Citizens Advice Bureau

Revenue Growth Bid – Fylde Citizens

Advice Bureau 2020/21

Prepared by/Bid Originator – Tracy Manning



Scheme Title: Fylde Citizens Advice Bureau

Description of Scheme:

1. Background

Fylde Council provides a grant to the Citizens Advice Fylde. This is done through a rolling three-yearly agreement on the basis that the CAB provides a range of free advice and support for Fylde residents for advice services including housing, benefits, health, education, consumer affairs, debt, employment, family and personal matters and taxation.

Each year the CAB provides a report to members on its activities through an annual report which is presented to the Environmental, Health and Housing Committee. The 2018/19 financial year will be made to the November committee meeting and this is attached for information. Representatives of the CAB would also like the opportunity to present their case to members of the committee at the same meeting for their revenue growth bid request.

Fylde Council provides a grant which covers the costs of employing core staff which comprises a Manager for the Service, who works three-days a week, together with two supervisors/trainers for the volunteers, one of whom works two-days per week and the other full-time and a part time finance and administration officer. The grant also covers travelling costs for the volunteers together with rent and utility costs for the building in which they are located in Kirkham.

The service operates Monday to Friday with facilities for appointments, drop-in visits and phone consultations. There is a strong volunteer base which has grown in recent years to accommodate an increase in service provision through a service being provided two-days per week from the Town Hall offices with one day allocated for appointments and the other for a drop-in service. The expanded use of the Moor Street offices has also allowed for a dedicated call centre to be introduced which has enhanced the service and also increased the requirement to grow the volunteer base.

The service from the Town Hall commenced in 2017, which enhanced the service offer in St Annes which was previously provided from the Age Concern offices for half a day per week. Councillor Aitken, Chairman of the Environment, Health and Housing Committee was keen to encourage the CAB to provide satellite service in St Annes on a more sustainable basis than the previous half a day per week basis.

During the last three years the caseload across the Fylde CAB has also risen significantly placing increased demands on the service.

The projected spend in 2020/21 for the bureau is £108,000 and the CAB is anticipating it will, in part, bridge the gap in its grant provision and current spend by drawing on some finance it has been able to release from reserves (a lesser amount of reserves is now required as set by its national body) and by improving processes to maximise effective use of available resources. For example, they have reallocated administration and finance duties from the Chief Officer to an Administration and Finance Officer. This reduces the Chief Officer role to three days and it will remain at this level for this financial year. However, in order to sustain the current service delivery across both Kirkham and St Annes, an increase in grant is being sought over the next three years which is outlined in Section 2.

2. Proposal

The grant provision built into in the base budget from 1 April 2020 is £91,846 per annum. This comprised a grant of £78,996 plus the rent which is met by the Council in the sum of £11,750 giving a total amount of £90,746 in 19/20. As the rent is set to increase to £12,250 in 20/21 the budget already incorporated within the base budget is £91,246 for the next financial year.

Fylde CAB are seeking an inflationary increase of 2 per cent on the grant amount together with an additional £6,000 in each year which results in a total increase in the amounts requested shown in the bracketed figures below) incorporating the rent.

A request for an increase in grant provision is being sought in the following sums:

2020/21 – £98,826 (£7,580 additional grant requested)

2021/22 - £100,438 (£9,192 additional grant requested)

2022/23 - £102,082 (£10,836 additional grant requested)

3. Outcomes (including details of the broader benefits achieved - for example community or environmental benefit, health and safety compliance, or statutory obligations)

The increase in grant would allow the Fylde CAB to sustain its current service delivery across both Kirkham and St Annes. It will provide for a range of free advice and support to be provided to the residents of Fylde for a range of services including housing, benefits, health, education, consumer affairs, debt advice, employment, family and personal matters and taxation.

4. Contribution to corporate objectives (how does the proposal achieve or help deliver priorities within the Corporate Plan?)

Value for Money – this maximises the council’s finances through an extensive advice service being provided predominantly through the use of volunteers and also champions the reputation of the Council by providing funding for this valuable service to the Fylde community

Summary of revenue costs

£000

Staff, salaries and volunteers	£77,230
Office and Premises *	£27,316
Governance	£ 3,373
Other	£ 650
Total cost per annum	£108,569

Any Other Information

CAB comments as follows. “The gap between the previous funds we received and our costs is approximately £14,000. Whilst we can manage some of this from reserves and our own resources, if we do not receive an increase we will not be able to expand our outreach service and will need to consider reducing the service we provide at the end of the next financial year”.

- Premises breakdown

Rent	£12,350
Water	£ 350
Heat & Light	£ 4,000
Insurance	£ 400
Cleaning, repairs and maintenance	£ 1,000
IT, equipment, support and depreciation	£ 2,180
Payroll, accting, consultancy	£ 2,236
Postage	£ 500
Printing and stationary	£ 1,000
Reference materials and subscriptions	£ 300
Telephone and comms	£ 2,500

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	6
BUDGET SETTING – FEES AND CHARGES 2020/21			

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 2020/21 is accessible at the link below:

<https://new.fylde.gov.uk/council/finance/draft-fees-and-charges-2020-21/>

RECOMMENDATIONS

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 2020/21; and
2. To note that the final fees and charges for 2020/21 will be approved by the Budget Council in March 2020.

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 2020/21.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	

REPORT

1. 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.
2. 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.
3. 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.
4. 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 2020.

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 2020.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Management Team		December 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
n/a	n/a	n/a

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
REVENUES AND BENEFITS SERVICE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	7
COUNCIL TAX PREMIUM 2020/21 AND 2021/22			

PUBLIC ITEM

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

SUMMARY

In 2013 the Government introduced legislation allowing local authorities the discretion to charge an additional 50% premium to the owners of properties left empty for over two years. The Council introduced this additional charge with effect from 1st April 2014.

In November 2018, government introduced further legislation allowing local authorities the discretion to increase the premium to 100% for properties left empty for over two years with effect from 1st April 2019.

That legislation also provided for further discretionary premium levels of:

- 200% in respect of properties left empty for over five years, effective from April 2020; and
- 300% in respect of properties left empty for over ten years, effective from April 2021.

At the meeting of 11th February 2019 the Council approved the introduction of a new Council Tax Premium level of 100% payable in respect of properties left empty for over two years, to be effective from 1st April 2019.

This report addresses the further discretionary premium levels available from 2020 and 2021.

RECOMMENDATIONS

The Committee is requested to:

Consider the options as set out in this report, and in the event that changes to the level of the premium are proposed, to make a recommendation to Council in respect of any such changes, to be applicable from 1st April 2020 in respect of properties that have been left empty for five years; and from 1st April 2021 in respect of properties that have been left empty for ten years.

SUMMARY OF PREVIOUS DECISIONS

On 27th January 2014 the Council approved the introduction of a new Council Tax Premium level of 50% payable in respect of properties that have remained empty for more than two years, effective from 1st April 2014.

At the meeting of 11th February 2019 the Council approved the introduction of an increased Council Tax Premium level of 100% payable in respect of such properties, to be effective from 1st April 2019.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	
Working with all partners (Vibrant Economy)	✓

To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

1.0 Background

- 1.1 Section 12 of the Local Government Finance Act (LGFA) 2012 (which amended s.11A of the LGFA 1992) allows billing authorities to have discretionary powers for a premium to be charged in cases where an owner has left a property unoccupied and unfurnished for over two years.
- 1.2 The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 provided for further discretionary premium amounts in respect of properties left empty for over five and ten years, effective from April 2020 and 2021 respectively.

2.0 Empty Homes Premium on Properties Remaining Empty

Properties Remaining Empty for in Excess of 2 years

With effect from 1st April 2019 dwellings which have remained empty and unfurnished for over 2 years are charged a premium of 100% - i.e. the property owners is charged 200% of (double) the normal Council Tax charge.

Further Options Available from April 2020 and April 2021:

1. Properties Remaining Empty for in Excess of 5 years

With effect from 1st April 2020 dwellings which have remained empty and unfurnished for over 5 years may be charged a premium of 200% - i.e. the property owners would be charged 300% of (3 times) the normal Council Tax charge.

The latest available data indicates that there are around 50 properties within the borough that have remained unoccupied for over 5 years.

2. Properties Remaining Empty for in Excess of 10 years

With effect from 1st April 2021 dwellings which have remained empty and unfurnished for over 10 years may be charged a premium of 300% - i.e. the property owners would be charged 400% of (4 times) the normal Council Tax charge.

The latest available data indicates that there are around 20 properties within the borough that have remained unoccupied for over 10 years.

The empty property premiums provide a strong incentive to owners to bring the property back into use and an increase in the premium to 200%, 300% or 400% of the normal Council Tax charge may encourage those owners that have not already done so to take action to ensure their property is brought back into use.

Since the introduction of the premium, the number of long-term empty properties has reduced from 710 in October 2013 (the point when the annual tax base is established) to 512 at October 2019 – a reduction of 198 properties (28%). For Council Tax purposes a property is classed as being a 'long-term empty' when it has been vacant for a period of over 6 months.

There remains a few national exemptions in respect of unoccupied and unfurnished properties and the premium does not apply in these cases. Full details are set out in section 3.0 of this report.

The Private Sector Enforcement Policy adopted in June 2019, makes a commitment, subject to available resources, to work with owners of empty homes to bring them back into use. Over the past 12 months the Housing Service have not received any complaints in relation to empty homes in the borough.

A further consideration in support of continuing to apply the highest available premium charge links to Fylde Council Local Plan to 2032 which comments (paragraph 9.59) that the Council will identify and bring

back into use empty housing and building in line with local housing and empty homes strategies and, where appropriate, acquire properties under compulsory purchase powers. After two years of remaining empty, properties may start to deteriorate and impact negatively on neighbourhoods. After five and ten years of non-occupation this is likely to have further worsened.

Property owners are provided with advance notification that their property is approaching the dates when the premium charge will commence or will increase – some three to four months prior to that date. This provides an opportunity for property owners to take appropriate action to avoid the premium charge where such a course of action is available to them e.g. the letting of a vacant property.

The current premium charge would appear to be having the intended effect and it could be reasonably implied that any increase to the premium that is charged would incentivise owners even further to bring their property back into use.

3.0 Continuing Exemptions

- 3.1 For certain types of properties there are exemptions under current legislation which apply nationally and which therefore exclude properties from the impact of locally determined premiums. Examples of such exemptions include properties owned and last used by a charity, probate is in the process of being granted and the property is to be occupied by a minister of religion. These national exemptions would exclude them from the changes to the premium charge that is currently under consideration. The exemption in respect of properties in probate runs for a 6 month period following probate, and all other exemptions run for an indefinite period whilst the exemption applies.

4.0 Conclusions

- 4.1 Members are requested to consider the level of Council Tax Premium charge chargeable from 1st April 2020 in respect of properties that have been left empty for five years and from 1st April 2021 in respect of properties that have been left empty for ten years and to make a recommendation to Council in respect of the future levels of Council Tax Premium for properties remaining empty for such periods.

IMPLICATIONS	
Finance	If subsequently approved at full Council the introduction of an additional Council Tax premium on properties left empty for over five and ten years would generate additional income to Fylde Council of approximately £10,000 per annum (at current council tax Band D charge levels) if all of the properties that have remained empty for over 5 years were at Band D and remained vacant, thus incurring the full additional premium charge for such properties; and a further £4,000 per annum assuming that all of the properties that have remained empty for over 10 years were at Band D and remained vacant, thus incurring the full additional premium charge for those properties.
Legal	Section 12 of the Local Government Finance Act (LGFA) 2012 (which amended s.11A of the LGFA 1992) allows billing authorities to have discretionary powers for a premium to be charged in cases where an owner has left a property unoccupied and unfurnished for over two years. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 brought in further powers with effect from the 2019-20 financial year onwards to levy premiums of 200%, 300% and 400% in respect of properties remaining empty for 2,5 and 10 years respectively, and with effective dates from 2019, 2020 and 2021.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Andrew Turpin	01253 478850	December 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
n/a	n/a	n/a

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	8
FYLDE COUNCIL HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2020-2025			

PUBLIC ITEM

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

SUMMARY

There is a legal requirement for Local Authorities to have a five year homelessness and rough sleeping strategy that sets out information about; the scale and causes of homelessness and rough sleeping in the borough; how the local authority will prevent and tackle homelessness and rough sleeping; and the National and Local context.

Fylde Homelessness Strategy 2013-18 had three main priorities focussed on improving homelessness services within Fylde based on the **Making Every Contact Count – Gold Standard** 10 'local challenges' set out by the National Practitioner Support Services (NPSS). The introduction of the Homeless Reduction Act 2018 and changes to service delivery in 2018/19 has delayed the publication of the draft Homelessness and Rough Sleeping Strategy 2019-2024 for consultation.

This report presents the final version of Fylde Council's Homelessness and Rough Sleeping Strategy 2020-2025 for adoption. The new Strategy continues the work of the service to meet the NPSS 10 local challenges. The Strategy covers; an overview of homelessness legislation since The Housing (Homeless Persons) Act 1977 to current day and the introduction of the Homeless Reduction Act 2018; picture of homelessness in the borough and information on the make-up and needs of clients accessing the service; achievements under the 2013-18 Strategy; and funding programmes the service has accessed to develop in order to manage service changes under the Homelessness Reduction Act 2018.

The Strategy has three strategic priorities that are focussed on continuing to develop a service focussed on prevention and relief of homelessness and working in partnership with agencies in Fylde to achieve our vision and values for homelessness services. These values will ensure all clients facing homelessness have access to expertise needed to enable them to engage with a range of support service to resolve their housing situation and clients are empowered with the confidence to access and maintain tenancies with the skills required to ensure their home is affordable, settled and if they are facing difficulties who to approach for help.

RECOMMENDATION

The Committee is recommended to:

1. Note the contents of the report and outcomes of the consultation with partner agencies to inform the draft Homelessness and Rough Sleeping Strategy 2019-2024 and that the report is now to run for 5 years from 2020-2025;
2. Approve Fylde Council's Homelessness and Rough Sleeping Strategy 2020-2025 to direct the work of the Housing and Homelessness Service at Fylde;
3. Recommend to the Finance and Democracy Committee a fully-funded revenue budget increase in the total sum of £70,921 (£7,500 in 2019/20, £18,571 in 2020/21, £22,425 in 2021/22 and £22,425 in 2022/23) funded by £53,766 Flexible Homeless Grant and £17,155 by DCLG New Burdens Grant;
4. Recommend to the Finance and Democracy Committee a further fully-funded revenue budget increase in the total sum of £2,000 in 2020/21 funded by the DCLG Rapid Rehousing Personal Budgeting Support Grant.

SUMMARY OF PREVIOUS DECISIONS

[Policies on the Procurement and Allocation of Temporary Accommodation 23/02/2016](#)

[Lancashire Single Homelessness Initiative evaluation 06/09/2016](#)

[Fylde Coast Homeless Prevention Trailblazer 14/03/17](#)

[Homeless Reduction Act 2018](#)

[Fylde Coast Homelessness Trailblazer Evaluation 05/06/18](#)

[Final update on Fylde Homelessness Strategy 2013-18 06/11/2018](#)

[Fylde Council Homelessness and Rough Sleeping Strategy 2020-2015 draft for consultation 03/09/2019](#)

CORPORATE PRIORITIES

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

REPORT

INTRODUCTION

1. **Appendix 1 contains Fylde Council Final Fylde Homelessness and Rough Sleeping Strategy 2020-2025**
2. There is a legal requirement for Local Authorities to have a five year homelessness and rough sleeping strategy that sets out information about; the scale and causes of homelessness and rough sleeping in the borough; how the local authority will prevent and tackle homelessness and rough sleeping; and the National and Local context.

3. **The Homeless Reduction Act 2018 (HRA)** fundamentally changed the way local authorities support homeless people in their areas. From April 2018 **prevention and relief statutory duties** are available to any household vulnerable to homelessness in 56 rather than 28 days.
4. **Making Every Contact Count – Gold Standard.** As a follow up report to, 'Vision to end rough sleeping' the Government's Ministerial working group for homelessness introduced a range of challenges as set out in the report, 'Making Every Contact Count: A joint approach to preventing homelessness', published in August 2012.
5. Fylde Council's Homelessness strategy 2013-18 was focussed on meeting the 10 Local Authority Challenges and this approach has been adopted for the new Homelessness and Rough Sleeping Strategy 2020-2025.

Fylde Housing Service 2018/19

6. Within Fylde homeless presentations has increased by 155% from 89 in 2017/18, to 227 in 2018/19. However, the number of households to whom a statutory main duty has increased only slightly from 27 in 2018 from 89 presentations, to 30 in 2019 with 227 presentations. This is higher than previous years, but an explanation would be the introduction of the Homeless Reduction Act and customers facing homelessness being encouraged to approach local authorities for advice and assistance under prevention and relief duties.
7. Overall the service has seen a 170% increase in requests for housing assistance from 326 in 2017/18 to 802 in 2018/19. This has resulted in an overall increase in homeless presentations to the authority to whom either a prevention, relief duty or main housing duty is owed. Numbers of households assisted to remain in their own home has remained fairly static since 2016/17, but we have seen an increase in households being assisted into alternative accommodation during both prevention and relief duty stages.
8. In November 2019 the annual rough sleeper estimate was conducted in Fylde. This included contacting all partner agencies to identify rough sleepers in Fylde from midnight 14th November 2019 to 7am on the 15th November 2019. In 2017/18 and 2018/19 the rough sleeper counts were 2 known rough sleepers. In 2019/20 we have recorded 7 known rough sleepers, 2 females and 3 males all over 35 and known to the service. 6 out rough sleepers engage with the service regularly and have been offered B&B accommodation, and 4 have attended the tenancy training course.

Funding provided by Government to implement the Homeless Reduction Act 2018

9. The Flexible Homelessness Support Grant (FHSG) is a new source of funding announced by Government in 2017. Local authorities were initially awarded this grant for a two year period from 2017/18 and 2018/19 and a fully funded revenue budget increase was approved by this Committee on the 07/11/2017 and full Council on the 04/12/2017. Funding has been received for 2019/20 of £42,766 plus a top up for grant funding of £11,000 for 2018/19.
10. New Burdens Funding was announced by Government on the 16th October 2017. The funding is an additional national funding to support all housing authorities in England in acknowledgement of the transitional support required by local authorities in implementing and managing the new processes and systems required to meet data requirements of the HRA Act. Fylde Council have been allocated an additional £17,155.

Funding accessed to support service provision

11. Fylde Housing service has faced a number of challenges following the introduction of the new prevention and relief duties under the HRA 2018. In order to undertake this work and manage the increase in requests for housing assistance the local authority has been fortunate to access funding from a number of initiatives implemented by MHCLG by working in partnership with neighbouring authorities. This funding has enabled the service to improve and develop in order to meet the challenges placed.
12. The following is a brief summary of funding accessed and the changes brought about to the service.
 - a. MHCLG awarded a total sum of £504,000 across all Lancashire authorities in respect of the Lancashire Single Homeless Project. Local authorities were arranged in Clusters to take responsibility for delivery of the programme – East, Central and North. The North Cluster had a total initially of £102,517 to pilot approaches to support single households across Lancashire for a period of 12 months.
 - b. In December 2016 Fylde BC, working jointly with Blackpool Council and Wyre Council were awarded two year Homeless Trailblazer funding from MHCLG. The aim of the funding was to develop innovative approaches to preventing homelessness by carrying out prevention activity earlier and work with a wider group of people and reduce the number of people who face a homelessness crisis in the first place. Fylde were awarded £120,000 (£60,000 2017/18 and £60,000 2018/19).
 - c. In December 2018 Fylde BC, working jointly with Lancaster City and Wyre Council were awarded one year Rapid Re-housing funding from MHCLG. The funding was launched as part of MHCLG Rough Sleeping Strategy in August 2018 and the commitment under the Rough Sleeping Strategy August 2018, to half rough sleeping in the UK by 2022 and to end it by 2027. The pathway brings together 4 policy elements – somewhere safe to stay, supported lettings, navigators and local lettings agencies. The authorities were successful in the supported lettings and navigator policy elements. Fylde Council were awarded £30,000.
 - d. An additional figure of £2,000 has been awarded for Personal Budgeting Support under the Rapid Rehousing project. This is funding that will enable additional one to one support and can include access to training/education, furnishing costs and other miscellaneous items that encourages clients to engage with the service and support them to make lifestyle choice changes.

Fylde Homelessness and Rough Sleeping Strategy 2019-24

13. **Our vision** is to work to prevent and relieve homelessness in Fylde and provide homelessness services with our partners that are accessible, professional and make a difference. We will work to ensure all our clients facing homelessness have:
 - a. Access to expertise needed to enable clients to engage with a range services that will support them to resolve their housing situation and improve their health and well-being.
 - b. The confidence to access and maintain a tenancy with the skills required to ensure their home is affordable, settled and if they are facing difficulties know who to approach for help.
14. The Strategy has three strategic aims for Fylde Housing Services in order to achieve this vision and Appendix 1 contains an action plan that comments on how we will deliver these aims. Then action plan has been developed in partnership with Fylde Homeless Partnership group.

- a. **Priority One – Developing a service that is focussed on preventing homelessness**
- b. **Priority two – Developing a service that is focussed on relieving homelessness**
- c. **Priority three – Partnership working to achieve our vision and values**

15. The consultation period ran during September and October 2019 and to events were held to focus on the priorities within the action plan in November 2019:

- a. Links to document on website sent to all partner agencies – Home Start, Police, Probation, DWP, Key Floating support, Registered Providers, neighbouring local authorities, YMCA, Lancashire County Council, Supported Housing Providers, CAB, Community Mental Health Teams, drug and alcohol services, Children’s Social Care and Hospital Link Worker. No responses were received.
- b. The draft Strategy was taken to the Fylde Homeless Partnership Meeting in November 2019 for discussions. In attendance were the key partners Fylde work with to directly deliver the homelessness services within Fylde: Progress Housing, Key Floating Support, Human Kind and Fylde Coast YMCA.
- c. The draft Strategy was taken to Fylde Homeless Forum in November 2019 and a workshop was held where partner agencies discussed the actions under the three priority areas and made recommendations to amend the emerging action.

CONCLUSION

- 16. The Committee are requested to approve the Fylde Homelessness and Rough Sleeping Strategy to direct the work of the Housing and Homelessness Service at Fylde.
- 17. Recommend to the Finance and Democracy Committee a fully-funded revenue budget increase in the total sum of £70,921 (£7,500 in 2019/20, £18,571 in 2020/21, £22,425 in 2021/22 and £22,425 in 2022/23) funded by £53,766 Flexible Homeless Grant and £17,155 by DCLG New Burdens Grant.
- 18. The Committee is requested to recommend to the Finance and Democracy Committee a further fully-funded revenue budget increase in the total sum of £2,000 in 2020/21 funded by the DCLG Rapid Rehousing Personal Budgeting Support Grant.

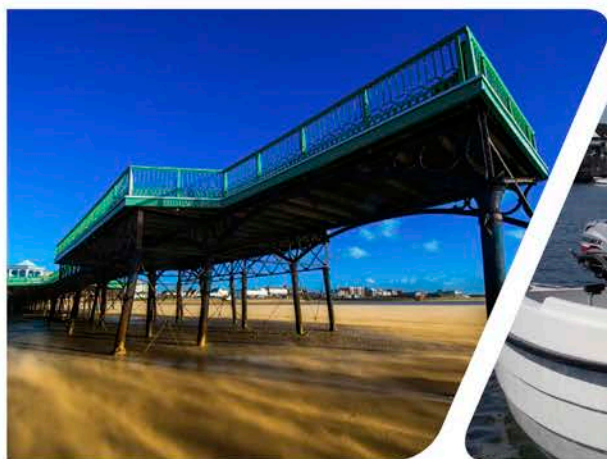
IMPLICATIONS	
Finance	This report requests approval to recommendations to the Finance and Democracy of fully-funded revenue budget increases in the total sum of £70,921 and £2,000 for the years 2019/20 to 2022/23 (as detailed within the report) in order to provide the required resource to deliver the Homelessness and Rough Sleeping Strategy as part of the continued implementation of the Homeless Reduction Act 2018 and the Rapid Rehousing project.
Legal	Legal requirement for local authorities to have a five year homelessness and rough sleeping strategy in place.
Community Safety	None
Human Rights and Equalities	Equality Impact Assessment on the 8 main characteristics required
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Kirstine Riding	Kirstine.riding@fylde.gov.uk & Tel 01253 658569	9 th December 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Fylde Homeless Strategy 2013-18 Fylde Rough Sleeping and Homelessness Strategy 2019-2024 Draft for consultation September 2019	2013 2019	www.fylde.gov.uk

Attached documents

Appendix 1 Final Homelessness and Rough Sleeping Strategy 2020-2025



Homelessness and Rough Sleeping Strategy 2020-2025 FINAL December 2019

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1. HOMELESSNESS LEGISLATION

There is a legal requirement for Local Authorities to have a five year homelessness and rough sleeping strategy that sets out information about:

- The scale and causes of homelessness and rough sleeping in the borough
- How we will prevent and tackle homelessness and rough sleeping
- National and Local context

A household is considered homeless if the local authority deems that they do not have a legal right to occupy accommodation that is accessible, physically available, which it would be reasonable for the household to continue to live in. **The Housing (Homeless persons) Act 1977, Housing Act 1996 and the Homelessness Act 2002** gave local authorities a statutory duty to provide advice and assistance to households who are homeless or threatened with homelessness. For households which are unintentionally homeless and in a **priority need** category (such as having dependent children) the local authority has a **main duty** to secure settled accommodation under Part 7 of the Homeless Act 1996. The local authority has a duty to ensure suitable temporary accommodation is provided until settled accommodation is available. These households are referred to as **statutorily homeless acceptances**.

The Homeless Reduction Act 2018 fundamentally changed the way local authorities support homeless people in their areas. From April 2018 **prevention and relief statutory duties** are available to any household vulnerable to homelessness in 56 rather than 28 days. This broader definition of homelessness beyond priority need groups means that local authorities are able to support households that are currently considered the hidden homeless and will provide greater assistance to single person households not in a priority need category.

Localism Act 2011 gave local authorities the ability to better manage housing demand and access to housing within the context of local circumstances. The key changes were that Local Authorities were given the power to end their homelessness duty with an offer of accommodation in the private rented sector, social landlords were given the ability to grant fixed term tenancies with the requirement for local authorities to set out their approach within a tenancy strategy and social housing allocations reform which allows local authorities to set allocation policies appropriate to the local area. The three local authorities of Blackpool, Fylde and Wyre set out in a single document the Fylde Coast Tenancy Strategy to make it simpler for affordable housing providers and the public to understand the approach across the whole area.

Vision to end rough sleeping: No Second Night Out nationwide 2011. Government has called on every local authority to adopt a No Second Night Out standard in order to identify new rough sleepers and helped off the streets immediately, the public can alert services if they see anyone rough sleeping and rough sleepers can go to a place of safety and have their needs assessed and can get help. Fylde Council have a No Second Night Out policy in operation for all new and entrenched rough sleepers.

Making Every Contact Count – Gold Standard. As a follow up report to, 'Vision to end rough sleeping' the Government's Ministerial working group for homelessness introduced a range of challenges as set out in the report, 'Making Every Contact Count: A joint approach to preventing homelessness', published in August 2012. The report aims to ensure that every contact local

authorities make with vulnerable people and families really counts and details the ten local challenges set by central Government. Fylde Council's Homelessness strategy 2013-18 was focussed on meeting the 10 Local Authority Challenges and this approach has been adopted for the Homelessness and Rough Sleeping Strategy 2020-2025.

The 10 Local Authority Gold Standard challenges

1. Adopt a corporate commitment to prevent homelessness which has buy in across all local authority services
2. Actively work in partnership with voluntary sector and other local partners to address support, education, employment and training needs
3. Offer a Housing Options prevention service, including written advice, to all clients
4. Adopt a *No Second Night Out* model or an effective local alternative
5. Have housing pathways agreed or in development with each key partner and client group that includes appropriate accommodation and support
6. Develop a suitable private rented sector offer for all client groups, including advice and support to both clients and landlords
7. Actively engage in preventing mortgage repossessions including through the Mortgage Rescue Scheme
8. Have a homelessness strategy which sets out a proactive approach to preventing homelessness and is reviewed annually so that it is responsive to emerging needs
9. Not place any young person aged 16 or 17 in Bed and Breakfast accommodation
10. Not place any families in Bed and Breakfast accommodation unless in an emergency and then for no longer than 6 weeks

The National Rough Sleeper Strategy 2018 was published in August 2018 and sets out the government's vision for halving rough sleeping by 2022 and ending it by 2027. It lays out the government's plans to help people who are sleeping rough now and to put in place the structures to end rough sleeping for good. The 2027 vision sets out a new 'rapid re-housing' response to rough sleeping and has three key elements: Prevent, Intervene and Recover.

Welfare Reform Act 2012 introduced a new Universal Credit which replaces most existing benefits. The transition from Live Service to Full Service was rolled out in the Fylde Coast on the 5th December 2018. From this date, all new claimants for means tested working age benefits administered by DWP need to claim UC. In UC full service, 18-21 year olds will have no automatic entitlement to the housing element of UC. In addition, those who are 22-24 are only entitled to the shared accommodation rate of the Local Housing Allowance (LHA) in the private sector. The Act also introduced a benefit cap on the total amount of benefits a household is entitled to, spare room subsidy that reduces benefit entitlement to social housing tenants under occupying their home, disability benefit changes and the replacement of council tax benefit with local council tax support.

2. THE NATIONAL AND LOCAL PICTURE

Following implementation of the **Homelessness Reduction Act 2017**, on **3rd April 2018**, the Ministry of Housing, Communities and Local Government (MHCLG) changed the way of collecting data from local authorities on statutory homelessness. New Homelessness Case Level Information Collection (H-CLIC) replaced the P1E aggregated data return. H-CLIC is a household level data collection.

It includes more information on the people in a homeless household, more detailed information on their support needs, reasons for becoming homeless, length of time in temporary accommodation (whilst still living there) and the outcomes of each prevention case whether successful or not. This data has been used to establish the context of homelessness in Fylde from 1st April 2018 to 30th June 2019.

Nationally between 1 January 2018 and March 2019 local authorities accepted 13,320 households as being statutorily homeless, down 2% from 13,640 from 14,610 on the same quarter of 2017. These are households that are owed a main homelessness duty to secure accommodation as a result of being unintentionally homeless and in priority need¹.

In Fylde 2017/ 2018, 89 households presented to Fylde Council as homeless and we accepted a statutory homeless duty to 27 households (30%). In 2018/19 following the introduction of the Homeless Reduction Act and the new prevention and relief duties, 227 households approached the local authority as homeless and of these we accepted a main housing duty to 30 households (13%).

Nationally on the 31st March 2018 the number of households in **temporary accommodation** was 80,720, up 5% from 77,220 on 31 March 2017, and up 68% on the low of 48,010 on 31 December 2010. In Fylde the number of households in temporary accommodation on the 31st March 2018 was 14 and at the same date in 2017 it was 8, a rise of 57%. In 2010 at year end 31 March 2010 it was 4, a rise to 31st March 2018 of 28%.

According to Shelter² nationally homelessness is on the increase with 320,000 being recorded as homeless across all UK local authorities in 2018. Within Fylde homeless presentations has increased by 155% from 89 in 2017/18, to 227 in 2018/19. However, the number of households to whom a statutory main duty has increased only slightly from 27 in 2018 from 89 presentations, to 30 in 2019 with 227 presentations. This is higher than previous years, but an explanation would be the introduction of the Homeless Reduction Act and customers facing homelessness being encouraged to approach local authorities for advice and assistance under prevention and relief duties.

Nationally local authorities took action to **prevent** and **relieve** homelessness for 56,660 households between 1 January and 31 March 2018, down less than 1% on 56,880 in the same quarter of 2017. In Fylde the local authority accepted a prevention duty to 104 households and a relief duty to 89 households.

¹ MHCLG Statutory homelessness and prevention and relief, January to March (Q1) 2018: England (Revised)

² [Homelessness in Great Britain](#) – Shelter, Nov 2018

PART 1 – FYLDE HOUSING SERVICE 2018/19

Table 1 details the number of households to whom the local authority has accepted a prevention or relief duty, main housing duty and the number of households whose homeless situation has been prevented and relieved either by assistance to remain in their own home or move into alternative accommodation.

Table 1

Fylde Council Housing Services prevention and relief activity 2015/16 to 2018/19

	2014/15	2015/16	2016/17	2017/18	2018/19
Housing Service Requests	Not recorded			326	802
Homeless presentations	102	92	84	89	227
Households under Prevention duty	Not recorded				104 (P)
Households under Relief duty					89 (R)
Prevented able to remain in own home	18	18	31	28	31 (P)
Prevented assisted into alternative accomm	26	38	31	26	73 (P)
Homelessness relieved assisted into alternative accomm	5	7	4	15	83 (R)
Main housing duty accepted	10	6	11	27	30 (M)

Note: Under the HRA 2018 households are awarded a prevention duty for 56 days (P), followed by a relief duty for 56 days (R) then a Main Housing duty (M) for households in a priority need.

The following data reflecting the work of Fylde housing service relates to 2018/19 following the introduction of the Homeless Reduction Act 2018. Data collected under the H-Click reporting requirements is more comprehensive and collects information around reasons for approach and support required.

Overall the service has seen a 170% increase in requests for housing assistance from 2017/18. This has resulted in an overall increase in homeless presentations to the authority to whom either a prevention, relief duty or main housing duty is owed. Numbers of households assisted to remain in their own home has remained fairly static since 2016/17, but we have seen an increase in households being assisted into alternative accommodation during both prevention and relief duty stages. The number of households to whom the main housing duty is owed has increased by 30% from 2016/17.

The age profile of households approaching the service is illustrated in Chart 1. 46% of households are between 19 and 35. Under the Welfare Reform Act 2012 households under 35 are only entitled to the shared room rate under the Local Housing Allowance. This is the maximum amount of housing benefit or universal credit housing costs households can claim if renting from a private landlord. The LHA rates in Fylde are detailed below and this is the age group we currently struggle

to source permanent accommodation for. Households over 35 we are usually able to source settled accommodation for within both the private and social rented sectors.

Number of bedrooms Fylde Coast weekly amount

Shared room rate	61.50
One bedroom	85.00
Two bedroom	113.92
Three bedroom	130.00

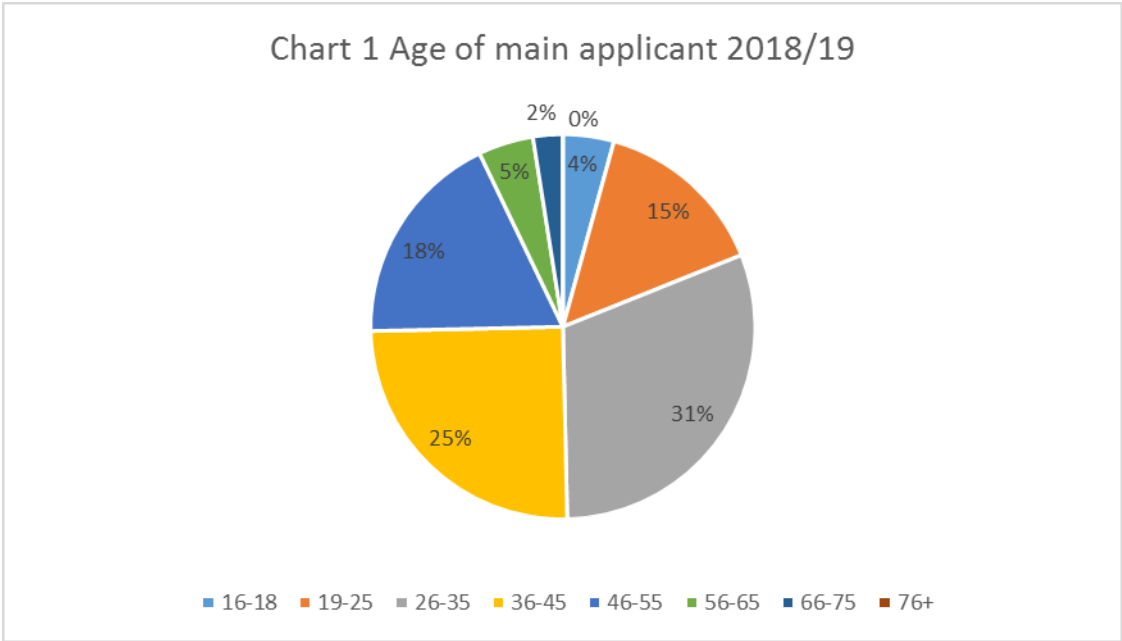
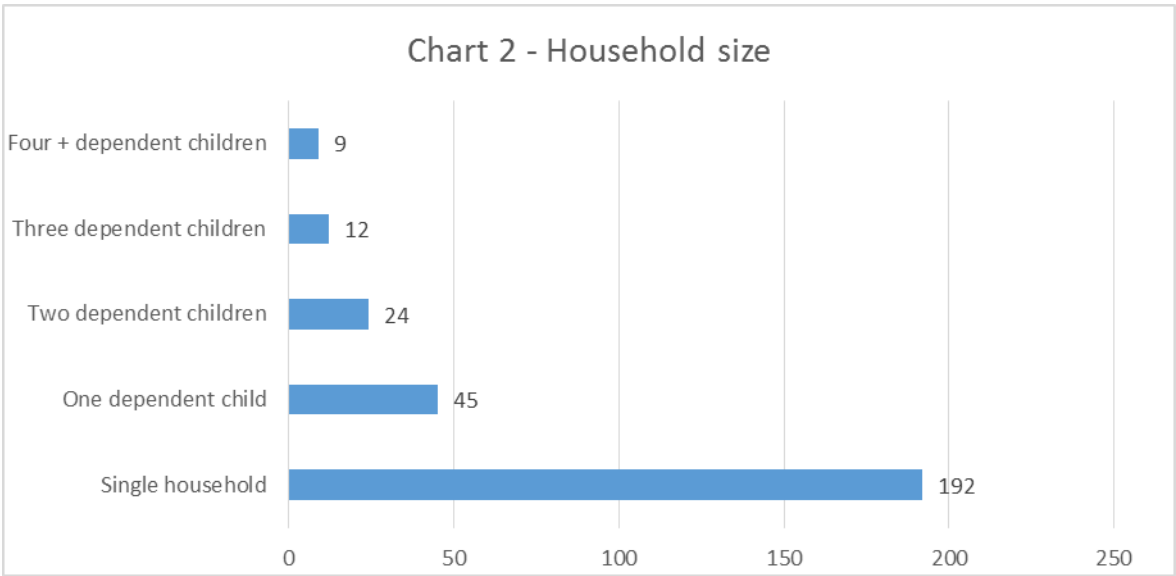


Chart 2 illustrates of the 282 households during 2018/19 who we directly assisted to resolve their housing situation the majority are single households. 45 households had one dependent child, 24 two dependent children and 12 households had three dependent children. 9 households have 4 dependent children.



The housing service has access to 10 units of temporary accommodation in Fylde leased from Progress Housing under a Homeless Partnership agreement. This consist of 1, three bed unit, 4 two bed units and 5 one bed units. If this accommodation is occupied we would provide B&B

accommodation out of area, until a unit becomes available. All households are provided with dedicated floating support service operated by Key.

To address supported housing needs in the borough for complex needs, single person households we have access to supported accommodation at Warrenhurst Court, Fleetwood managed by Creative Support and Oak Tree House, Lancaster managed by Adactus, part of Jigsaw Homes. These schemes and the support delivered are funded under Lancashire County Council complex needs service. We also have access to supported accommodation for young people at Harbour House, Lytham and Fleetwood Foyer, Fleetwood both schemes managed by the YMCA and provided under Lancashire County Council young person’s accommodation service.

Chart 3 looks at the main reasons for loss of settled home. The main reasons is loss of an Assured Shorthold Tenancy (AST). Other reasons can include households needing to move for affordability reasons, prior to formal legal action taking place. 39 households approached us where friend or family has formally asked them to leave and 30 households due to a relationship ending, with 25 households approaching the service due to domestic violence. Only 3 households approached the service with mortgage arrears.

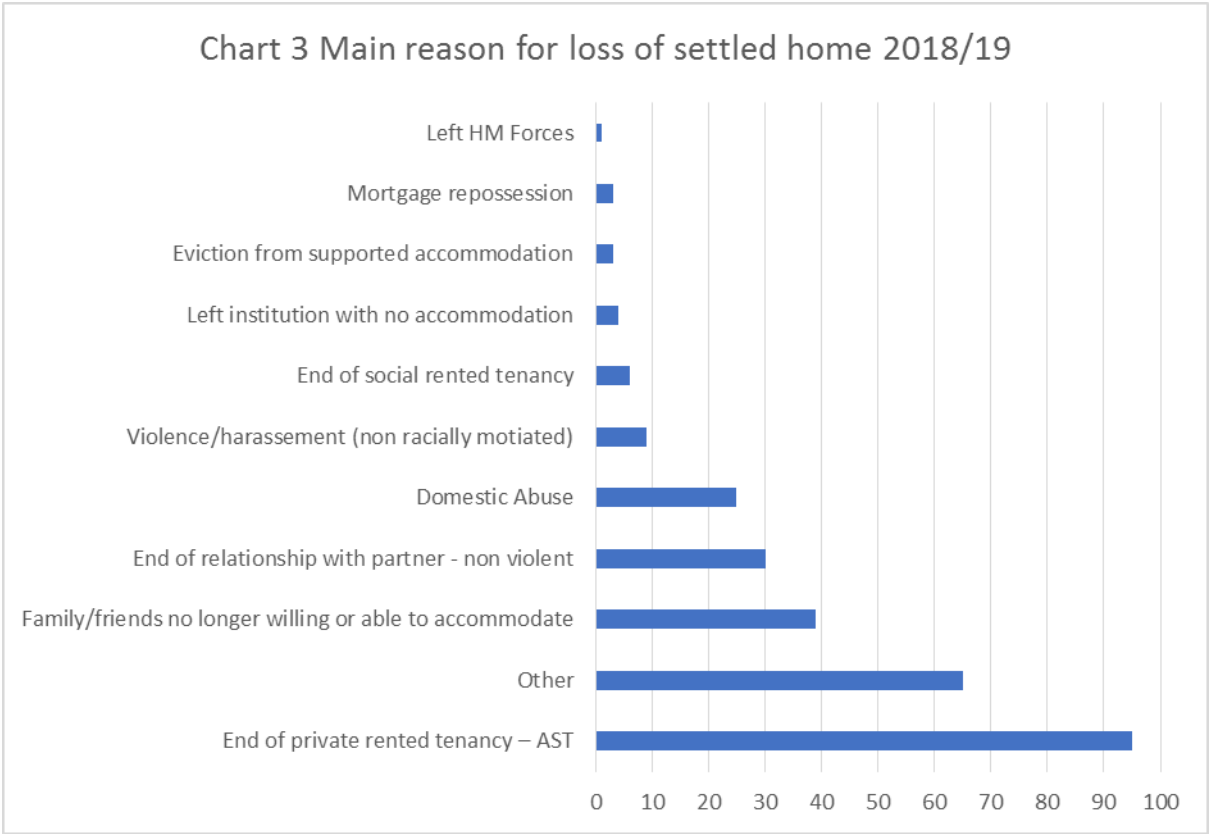


Table 2 notes the main reasons for loss of tenancy from private rented, social rented or supported accommodation for households approaching the housing services. Within the private sector the predominant reasons are rent arrears or landlord selling or re-letting the accommodation, with 7 households losing their accommodation due to a breach in the tenancy agreement which will include anti-social behaviour. Within social rented accommodation the main reason is rent arrears, but this only equates to 3 households. Illustrating the settled nature of social rented accommodation provided by housing associations in Fylde, as opposed to the private rented sector. The main reason for loss of supported accommodation is clients breaching the license/tenancy conditions.

Table 2 – Main reasons for loss of private, social and supported accommodation

	Breach of tenancy not rent arrears	Landlord selling or reletting tenancy	Rent arrears	Disrepair
Main reason for loss of private sector tenancy	7	12	47	4
Main reason for loss of social rented tenancy	0	0	3	0
Main reason for loss of supported accommodation	2	0	0	0

Chart 4 details the accommodation of households prior to approaching the housing service. Reflecting the data in Chart 1, the main accommodation was private rented accommodation or living with family or friends. We had 53 households approach us who had no fixed abode in addition to 16 households leaving institutional care, either custody, hospital or supported accommodation. During 2018/19 one household has approached us who we have formally identified as rough sleeping.

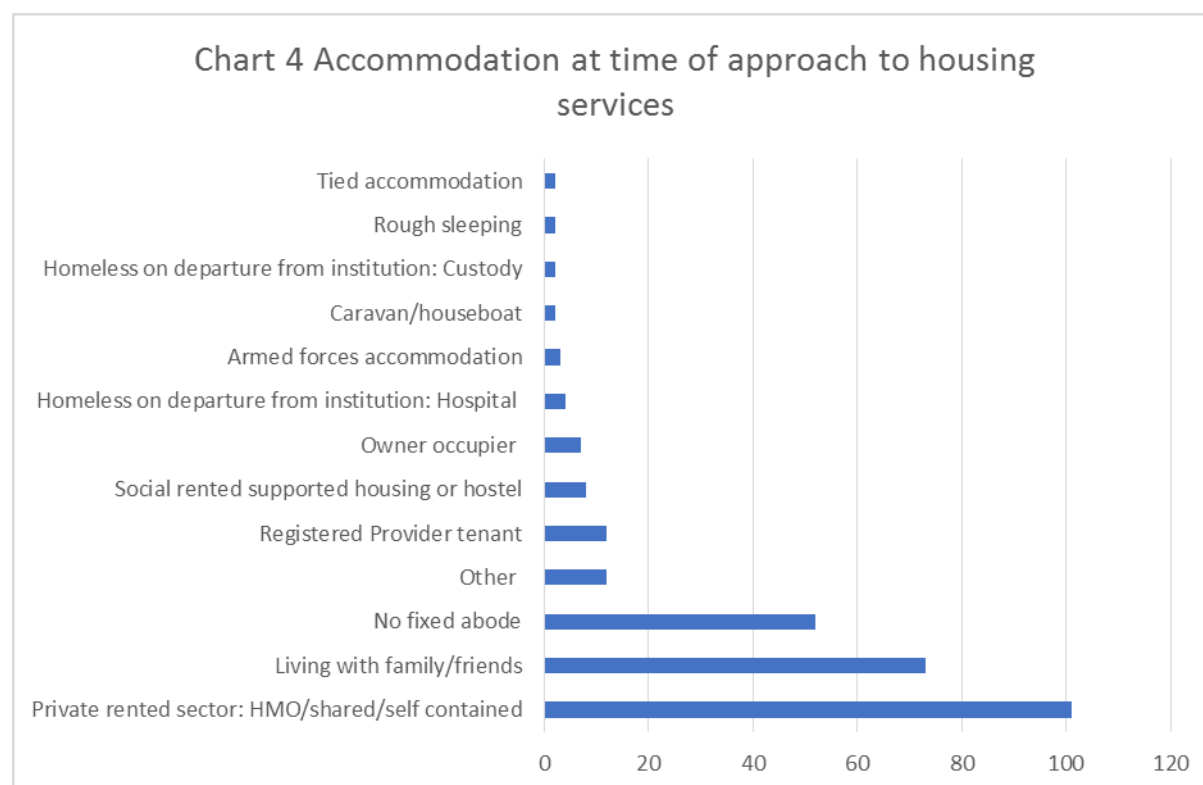
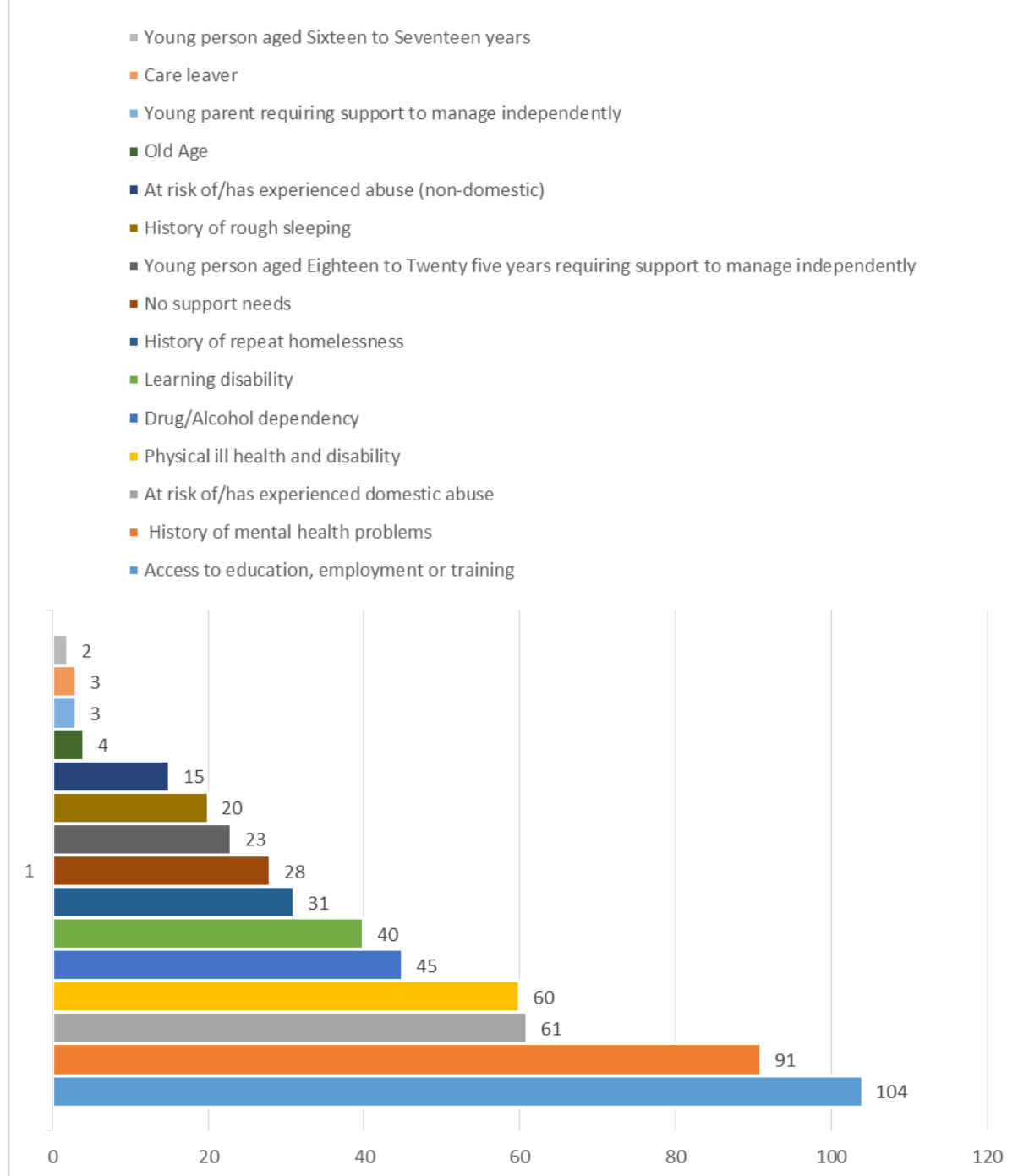


Chart 5 takes the information around housing circumstances to consider support required. Many applicants have multiple support needs and the data is set out to illustrate the main types of support required.

Chart 5 Identified support need 2018/19



The majority of households are identified as needing access to education, employment and training. As part of the offer to clients accessing the service, there is a requirement for a tenancy training course to be completed which includes either a classroom setting or e-learning course we have developed with the Charity Human Kind. We have also developed with the YMCA a training course specifically for 16-25 year olds which can be accessed from mobile devices. A history of mental health problems and drug/alcohol dependency are major support needs for clients accessing the service and we have strong partnership working with the Community Mental Health Team and Drug and Alcohol services in Fylde. Support due to Domestic violence reflects in Chart 2 the number of households approaching us where the main reason for the loss of their settled home in Domestic Violence. For 16/17 year olds and care leavers there is a protocol in place with Children's Social Care, where joint assessments are undertaken within 5 days of a young person

approaching either service to jointly deal with their housing and care needs. There is an undertaking across Lancashire where no 16/17 year old or care leaver will be placed in B&B accommodation.

PART 2 – FUNDING INITIATIVES TO SUPPORT SERVICE PROVISION WITHIN FYLDE

Part 2 illustrates the challenges facing the housing services in Fylde and the presenting issues and support needs of customers we are assisting. In order to undertake this work and manage the increase in requests for housing assistance the local authority has been fortunate to access funding from a number of initiatives implemented by MHCLG. This funding has enabled the service to improve and develop in order to meet the challenges placed. The following is a brief summary of funding accessed and the changes brought about to the service as a result of accessing the funding.

Lancashire Single Homeless Initiative 2012

Where from and who with:

MHCLG awarded a total sum of £504,000 across all Lancashire authorities in respect of the Lancashire Single Homeless Project. Chorley BC acted as the Lead Authority for the project. Local authorities were arranged in Clusters to take responsibility for delivery of the programme – East, Central and North. Fylde council is part of the North Cluster of authorities which also includes Lancaster and Wyre Councils. The North Cluster had a total initially of £102,517 to take forward the projects under the Lancashire Single Homelessness Initiative. The funding was to pilot approaches to support single households across Lancashire for a period of 12 months.

The three initiatives were:

- Project 1 - Shared housing for under 35 year olds
- Project 2 - Accommodation finding service including an enhanced rent bond scheme for under 35 year olds in Lancaster and Wyre
- Project 3 - Pre-tenancy training to single people who are seeking accommodation or are at risk of losing their existing accommodation

Changes to the service:

Project 1 the **shared housing initiative** had limited success in Fylde with one shared tenancy being set up. The majority of clients who were advised of the service, choose not to consider shared accommodation.

Project 2 the **accommodation finding service** was not undertaken in Fylde due to an existing arrangement with Face 2 Face Rent Bond Scheme.

Project 3, **Pre-tenancy training** has had a major impact in Fylde. The courses have been running on a monthly basis since 2012 and are available for all clients accessing the service. A certificate is awarded on completion which can act as a guarantee to future landlords that the clients has undertaken training which is focussed on accessing and managing accommodation. This course has developed into an e-learning module for clients who will struggle with child care, or are in training or employment and cannot attend the classroom settings. A separate course for 16-25 year olds has been developed in 2018/19 in partnership with the YMCA which is focussed on prevention and can be accessed using a mobile device.

Trailblazer funding 2016

Where from and who with:

In December 2016 Fylde BC, working jointly with Blackpool Council and Wyre Council were awarded two year Homeless Trailblazer funding from MHCLG. The aim of the funding was to develop innovative approaches to preventing homelessness by carrying out prevention activity earlier and work with a wider group of people and reduce the number of people who face a homelessness crisis in the first place. Fylde were awarded £120,000 (£60,000 2017/18 and £60,000 2018/19).

Changes to the service:

- **A Tenancy Support Worker** was appointed to support a case load of vulnerable tenants across all client groups who are at high risk of tenancy failure to maximise their independence and minimise the risk of tenancy breakdown within both the social and rented sectors and the homeless. The role continues within the team and provides a support service and coordinating packages of support for customers with complex needs such as mental health, drug or alcohol misuse issues, offenders and rough sleepers.
- A post was established within the **Customer Services Team** to provide a first point of contact, information and advice on Housing Options in respect of Fylde BC Homelessness, Housing Advice and Private Sector services, in a professional and courteous manner. The post has had a dramatic effect and had meant that every contact counts and all enquiries for housing advice and assistance are picked up at every opportunity. This approach has now spread across the Customer Services Team and the need for a dedicated post has decreased.
- A **Pre-Tenancy Training Service** was already established within Fylde and the Trailblazer funding was used to continue this service and develop an e-learning module for working households facing homelessness.
- A 12 month trail of **Mediation Services with Smile Mediation** was undertaken across Community Safety, Environmental Health Services and Housing Services with a purpose to prevent the causes of homelessness, for example landlord disputes and anti-social behaviour and provide individual mediation where individuals or households are struggling to engage with support services available to understand the barriers preventing engagement. The Community Safety Partnership provided a contribution of £3,000 towards the total costs of providing 100 units of mediation support. Training was provided for staff using the service to develop their skills in recognising when mediation could provide a solution and referring into the service. Take up was fairly limited due to a need for both parties to engage, however Fylde Housing Services still use Smile mediation services on an ad-hoc basis where it is felt their involvement would be worthwhile.

Rapid re-housing funding 2018

Where from and who with:

In December 2018 Fylde BC, working jointly with Lancaster City and Wyre Council were awarded one year Rapid Re-housing funding from MHCLG. The funding was launched as part of MHCLG Rough Sleeping Strategy in August 2018 and the commitment under the Rough Sleeping Strategy August 2018, to half rough sleeping in the UK by 2022 and to end it by 2027. The pathway brings together 4 policy elements – somewhere safe to stay, supported lettings, navigators and local

lettings agencies. The authorities were successful in the supported lettings and navigator policy elements. Fylde Council were awarded £30,000.

Changes to the service:

In the Autumn of 2019 Navigator and Supported Lettings Officers are to be employed, within each authority, to work to support rough sleepers and people facing homelessness. Within Lancaster there will be 2 Supported Lettings Officer and 2 Navigator Officer posts. Within Fylde and Wyre there will be one post within each authority, where the two roles are merged into one full time position.

The roles will support rough sleepers and those at risk of rough sleeping, for example clients with a history of failed tenancies and leaving institutional care, throughout the process of locating and obtaining accommodation, support them in the transition from being susceptible of rough sleeping into managing and/or maintaining a tenancy.

Both roles will have similar responsibilities and duties, however the focus of each post is different depending on the stage the applicant is at in accessing housing:

- Navigator role— rough sleeping, at risk of becoming a rough sleeper, sourcing and access to health and substance misuse services and sourcing support accommodation;
- Supported letting role - establishing intensive support to manage and maintain a tenancy for those with a history of rough sleeping and failing tenancies, including continuation of support interventions from other agencies.

PART 3 – ACHIEVEMENTS UNDER THE HOMELESSNESS STRATEGY 2013-18

Fylde Homelessness Strategy 2013-18 had three main priorities focussed on improving homelessness services within Fylde based on the **Making Every Contact Count – Gold Standard 10** ‘local challenges’ set out by the National Practitioner Support Services (NPSS). The NPSS was established to support local authorities to meet the 10 local challenges set out in the ‘Making every contact count’ report, published in 2012 by a Ministerial Working Group on homelessness³. **The strategy had three main priorities:**

Priority one – maximise existing partnerships to effectively use current resources (both internally and externally).

- Achievements include developing a corporate commitment to prevent homelessness. There is corporate commitment within Fylde to reduce homelessness with regular updates to Environmental, Health and Housing Committee on the Homelessness Strategy, implementation of the Homeless Reduction Act and approval for grant funding awarded to improve homelessness services.
- We work actively in partnership with the voluntary and other local partners to address support, education, employment and training needs. Homeless Trailblazer funding was awarded in 2016 to improve homeless prevention services in partnership between Blackpool, Wyre and Fylde authorities and as a result a Fylde Homeless Forum was established that operated across the three authorities bringing all agencies together. The Trailblazer funding enabled cross boundary working across Fylde, Blackpool and Wyre authorities for vulnerable clients with complex needs.
- Fylde Council has had in operation a Homeless Partnership group where agencies within Fylde provide homeless services meet regularly to review homelessness services and case load within Fylde, agencies include Key Floating Support Services (dedicated floating support service for households in temporary accommodation in Fylde), Progress Housing (providers of 10 units of interim accommodation, YMCA Face 2 Face (operated on behalf of Fylde Council a paperless rent bond scheme and an e-learning tenancy training course for 16-24 year olds) and Human Kind (run a tenancy training programme for 18+ as an e-learning course and classroom setting).

Priority two – Developing a service that is focussed on preventing homelessness

- The introduction of the Homeless Reduction Act 2017 (HRA) that came into force on 3 April 2018 and made significant changes to Part 7 of the Housing Act 1996. As a result we have developed a housing options service that responds to the new duty to prevent and relieve homelessness for a period of 56 days.
- Under the Homeless Reduction Act a Duty to Refer process has been implemented for partner statutory and non- statutory agencies. The HRA introduced a duty on specified public authorities to refer service users who they think may be homeless or threatened

³ <https://npsservice.org.uk/>

with homelessness. The majority of referrals are from DWP and housing service staff regularly attend training sessions for DWP staff on the services available.

- A range of information leaflets are available to customers facing homelessness detailing support available that informs Personal Housing Plans.
- Working with the wide Fylde Coast Housing Providers Partnership a review has been undertaken of the choice based lettings scheme, MyHomeChoiceFylde Coast to bring in flexibility in the allocation of social landlord accommodation and alleviate delays.
- We have actively worked with partner agencies and client groups to have clear housing pathways in place.
 - Fylde Council operates No Second Night Out provision for new rough sleepers and entrenched rough sleepers to encourage engagement with support and services available.
 - In partnership with Lancashire Local Authorities via the Lancashire Homeless Forum and the Lancashire Reducing Reoffending Board⁴ a protocol has been developed for prison discharges.
 - Lancashire Local Authorities working with Children's Social Services have developed a 16/17 year old and care leavers protocol across Lancashire that ensures all young people are supported immediately and a joint assessment is completed within 5 days of a young person being placed into supported accommodation⁵. As a result no young person is placed in Bed and Breakfast accommodation.
 - The Homeless Trailblazer project has established a Hospital Link Worker that assesses applicants in hospital due to be discharged and facing homelessness, referrals are made direct to either Blackpool, Wyre or Fylde Housing Services.
 - Regular meetings are held between Fylde Council and Community Health and Drug and Alcohol Services to discuss vulnerable clients and housing with support services are in place.
- A debt advice service has been introduced by Fylde Council where debt issues are directly affecting a customer's ability to access secure and affordable accommodation. Initially the service had an in-house arrangement with Fylde CAB, but this has now evolved into a bespoke budgeting advice and specialist debt advice service provided by Blackpool Council, where staff attend Fylde Offices on a weekly basis.
- Fylde Council have supported Fylde CAB to run via the Trussel Trust the Fylde Foodbank that provides emergency food parcels to households in crisis⁶.

⁴ <https://www.lancashire-pcc.gov.uk/the-police-and-crime-plan/tackling-crime-and-reoffending/lancashire-reducing-reoffending-boards/>

⁵ <https://www.lancashire.gov.uk/youthzone/need-to-know/leaving-home/help-if-you-are-16-or-17-and-homeless-or-at-risk-of-becoming-homeless/>

⁶ <https://fylde.foodbank.org.uk/about/>

Priority three – Increasing the supply of settled accommodation including access into the private rented sector

- Fylde Council work in partnership with Face to Face YMCA to deliver a Bond Guarantee Scheme. The Bond replaces the cash bond normally required by a private landlord before he/she will grant a tenancy⁷.
- To support access into the private and social rented sectors we have worked with Human Kind to run classroom and an e-learning Tenancy Ready Training on behalf of Fylde Council⁸. The course provides information on the different housing options available and assists clients to consider the most appropriate and affordable option. The course over covers types of tenancy, moving in and how to effectively manage a tenancy.
- We have also worked with Fylde Coast YMCA to develop a Tenancy Ready Training Course specifically for young people 16-25⁹. The course is accessible via computer or portable device. The focus is on preventing homelessness, however if a young person does find themselves in that situation it enables customers to consider their housing options and suitability and affordability of accommodation.
- We have developed a tenancy support service within Fylde, predominately for clients with complex needs. Support includes access welfare benefits, support to access tenancy set up funding (Bond, Rent in Advance, Furniture and white goods) and on-going support at a 1 month, 3 month and 6 month basis to ensure the tenancy is sustaining and flag up emerging issues that could result in repeat homelessness for clients.

⁷ <https://ymcahousing.org.uk/our-services/rented-accommodation/>

⁸ <https://humankindcharity.org.uk/area-of-work/housing-related-support>

⁹ <https://ymcahousing.org.uk/tenancy-ready-training/>

PART 4 – FYLDE HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2020-2025

Our vision and values

Our vision is to work to prevent and relieve homelessness in Fylde and provide homelessness services with our partners that are accessible, professional and make a difference.

We will work to ensure all our clients facing homelessness have:

1. Access to expertise needed to enable clients to engage with a range services that will support them to resolve their housing situation and improve their health and well-being.
2. The confidence to access and maintain a tenancy with the skills required to ensure their home is affordable, settled and if they are facing difficulties know who to approach for help.

To support **this vision** we have the following **6 values** in the way we manage the housing service within Fylde Borough Council

We believe that everyone who is homeless should have a right to:

1. A **safe, secure** home, and if needed, an appropriate level of support to create a good quality of life
2. The **full protection of the law**, and not be subjected to violence, abuse, theft and discrimination
3. **Communication methods** website, leaflets and personal housing plans that give clients an understanding of the service they will receive and actions they need to take as they move between support services into accommodation
4. Be treated in a **courteous and respectful** manner
5. **All opportunities for contact are captured** and maximised to ensure engagement
6. People with **experience of homelessness have a voice**, their opinions matter and they are involved in determining the solutions to their own issues.

FYLDE HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2020-2025

ACTION PLAN

Priority One – Developing a service that is focussed on preventing homelessness

Priority two – Developing a service that is focussed on relieving homelessness

Priority three – Partnership working to achieve our vision and values

Priority One – Developing a service that is focussed on preventing homelessness

WHAT WILL WE DO?	HOW WILL WE DO IT?
<ul style="list-style-type: none"> Continue to ensure every contact with Fylde Council and partner agencies counts. Update at every Fylde Homeless Forum meeting to make sure contact details are correct. 	<ul style="list-style-type: none"> Attend regular briefing sessions with Fylde Council Customer Services Staff, DWP, CMHT.
<ul style="list-style-type: none"> Duty to Refer implemented with all statutory agencies including DWP, NHS, other Local Authorities, Police and Adult and Children Social Care Commitment to refer implemented with all providers of social housing operating within Fylde 	<ul style="list-style-type: none"> Ensure all partner agencies are fully aware of the duty to refer and commitment to refer process into the housing service in order to prevent homelessness where possible. Regular training sessions provided to staff within partner agencies of the support available.
<ul style="list-style-type: none"> Self-help housing services pages developed on Fylde Council website with customer Portal developed and embedded on Jigsaw for self-referrals and personal housing plan updates. 	<ul style="list-style-type: none"> Develop self-help housing services on Fylde Council website with access to partner agencies websites. Jigsaw is the portal Fylde Housing Service to capture customer journeys through the housing service, personal housing plans and HClick returns.
<ul style="list-style-type: none"> Self-help advice developed on the website for private landlords with links to websites that give advice on managing accommodation, for example service Section 21 and Section 8 notices 	<ul style="list-style-type: none"> The authority cannot provide landlord advice direct on managing accommodation, however we can provide signposting to relevant website to assist private landlords
<ul style="list-style-type: none"> Support clients to follow Personal Housing Plans that are meaningful and achievable 	<ul style="list-style-type: none"> Introduced under the HRA 2018, all clients under either a prevention or relief duty are provided with Personal Housing Plan that describes tasks the client and the local authority need to undertake. Work with clients to ensure the potential of this tool

	is maximised in all cases.
<ul style="list-style-type: none"> Support applicants to join the local Choice Based Letting Scheme (MyHomeChoiceFyldeCoast) and prioritise banding where applicable in homelessness cases in accordance with the Common Assessment Policy (CAP) 	<ul style="list-style-type: none"> Support applicants to ensure registered and advice on placing bids for accommodation. Continue to work with processing partner in Fylde, Progress Housing to fast track applicants in priority need
<ul style="list-style-type: none"> Early Notification Protocol written and embedded with Partner Agencies and Registered Social Landlords. 	<ul style="list-style-type: none"> For households at risk of losing their home due to rent arrears or other tenancy breaches, ensure early notification of support available is given to households.
<ul style="list-style-type: none"> Improved access to quality Private Rented Sector accommodation using Housing Health and Safety Rating System (HHSRS) checks for all tenancies enabled in the Private Rented Sector. 	<ul style="list-style-type: none"> Where tenancies being established in the private rented sector ensure properties meet HHSRS standards.
<ul style="list-style-type: none"> Work to deliver Fylde Council's private sector enforcement policy that provides a framework for private sector housing enforcement activity by the Council; to guide investigating officers and decision makers in carrying out their work; and helps residents and property owners understand the powers and duties of the Council in relation to private sector housing and how they will be implemented. 	<ul style="list-style-type: none"> Ensure clients approaching the service highlighting disrepair issues are referred into the Private Sector Team for further investigation.
<ul style="list-style-type: none"> Referrals into Supported Accommodation provided under the Complex Needs accommodation programme run by Lancashire County Council 	<ul style="list-style-type: none"> Where appropriate refer clients presenting with complex needs into any vacancies at Warren Hurst, Fleetwood or Oak Tree House, Lancaster and provide move on support when clients due to exit supported accommodation.
<ul style="list-style-type: none"> Collaborative Multi-Agency Working including referrals to Mental Health Services, Substance Misuse Services, Adult Social Care 	<ul style="list-style-type: none"> Continue to meet regularly with Mental Health Services, Substance misuse and Adult Social Care in Fylde to ensure the most vulnerable of households with complex lifestyles can be supported into and sustain secure accommodation.
<ul style="list-style-type: none"> Promote Pre-Tenancy Ready Training to all clients in need of advice and assistance provided through Human Kind for classroom and e-learning modules and 16-25 year olds through YMCA Fylde Coast via mobile devices. 	<ul style="list-style-type: none"> Secure funding for the life time of the strategy to ensure pre-tenancy training programmes remain in place. Evaluate Human Kind programme to ensure is meeting the training needs of households facing homelessness within both the

	classroom and e-learning programmes.
<ul style="list-style-type: none"> Continue to work with Children's social care (CSC) and YMCA towards the 16/17 year old homeless protocol 	<ul style="list-style-type: none"> All 16/17 year olds approaching either Fylde Council, CSC and YMCA as homeless are sourced immediate temporary accommodation in Fylde or Wyre and a joint assessment undertaken within 5 working days.
<ul style="list-style-type: none"> Continue as a service to provide tenancy support as reassurance for private landlords 	<ul style="list-style-type: none"> Where Fylde Council has assisted clients into accommodation and provided internal or external funding to set the tenancy up continue to provide support for the landlord and the tenant at 1 month, 3 months and 6 monthly periods to identify any issues arising.
<ul style="list-style-type: none"> Continue to offer Mediation as a method to prevent homelessness 	<ul style="list-style-type: none"> Appropriate referrals to Smile Mediation where both parties are looking to resolve a dispute and prevent homelessness
<ul style="list-style-type: none"> Support clients to access financial support that may be available to resolve their current housing situations 	<ul style="list-style-type: none"> Support will include; DHP applications, Invest to Save applications, repossession prevention applications, charitable applications and benefit entitlement.
<ul style="list-style-type: none"> In partnership with Blackpool Council continue to operate personal budgeting and debt advice support for clients that present in financial difficulties 	<ul style="list-style-type: none"> Budgeting support is available weekly within Fylde Council offices for clients in need of budgeting advice. Where client's debts are directly impacting on their ability to access to secure accommodation referrals made into debt advice service.

Priority Two – Developing a service that is focussed on relieving homelessness	
WHAT WILL WE DO?	HOW WILL WE DO IT?
<ul style="list-style-type: none"> Continue to ensure every contact with Fylde Council and partner agencies counts. 	<ul style="list-style-type: none"> Attend regular briefing sessions with Fylde Council Customer Services Staff, DWP, CMHT.
<ul style="list-style-type: none"> Duty to Refer implemented with all statutory agencies including DWP, NHS, other Local Authorities, Police and Adult and Children Social Care through Jigsaw. Commitment to refer implemented with all providers of social housing operating within Fylde. Fylde to monitor duty to refers received and report back at Fylde Homeless Forum 	<ul style="list-style-type: none"> Ensure all partner agencies are fully aware of the duty to refer and commitment to refer process into the housing service in order to prevent homelessness where possible. Regular training sessions provided to staff within partner agencies of the support available.
<ul style="list-style-type: none"> Continue to provide No Second Night Out (NSNO) provision for new and entrenched rough sleepers and Severe Weather Emergency Protocol (SWEP) 	<ul style="list-style-type: none"> NSNO and in severe weather SWEP enables the local authority to quickly support clients facing homelessness in an emergency situation. Current provision is within B&B accommodation out of borough and there is a need to establish what options for such provision would be available within Fylde, for example access to a Crisis Bed through supported housing providers.
<ul style="list-style-type: none"> Self-help housing services pages developed on Fylde Council website with customer Portal developed and embedded on Jigsaw for self- referrals and personal housing plan updates. Customer portal on Jigsaw promoted to ensure clients use it to update themselves following appointments with third sector partners. 	<ul style="list-style-type: none"> Develop self-help housing services on Fylde Council website with access to partner agencies websites. Jigsaw is the portal Fylde Housing Service to capture customer journeys through the housing service, personal housing plans and HClick returns.
<ul style="list-style-type: none"> Support applicants to join the local Choice Based Letting Scheme (MyHomeChoiceFyldeCoast) and prioritise banding where applicable in homelessness cases in accordance with the Common Assessment Policy (CAP) 	<ul style="list-style-type: none"> Support applicants to ensure registered and advice on placing bids for accommodation. Continue to work with processing partner in Fylde, Progress Housing to fast track applicants in priority need

<ul style="list-style-type: none"> Support clients to follow Personal Housing Plans that are meaningful and achievable 	<ul style="list-style-type: none"> Introduced under the HRA 2018, all clients under either a prevention or relief duty are provided with Personal Housing Plan that describes tasks the client and the local authority need to undertake. Work with clients to ensure the potential of this tool is maximised in all cases.
<ul style="list-style-type: none"> Improved access to quality Private Rented Sector accommodation using Housing Health and Safety Rating System (HHSRS) checks for all tenancies enabled in the Private Rented Sector. 	<ul style="list-style-type: none"> Where tenancies being established in the private rented sector ensure properties meet HHSRS standards.
<ul style="list-style-type: none"> Referrals into Supported Accommodation provided under the Complex Needs accommodation programme run by Lancashire County Council 	<ul style="list-style-type: none"> Where appropriate refer clients presenting with complex needs into any vacancies at Warren Hurst, Fleetwood or Oak Tree House, Lancaster and provide move on support when clients due to exit supported accommodation.
<ul style="list-style-type: none"> Collaborative Multi-Agency Working including referrals to Mental Health Services, Substance Misuse Services, Adult Social Care 	<ul style="list-style-type: none"> Continue to meet regularly with Mental Health Services, Substance misuse and Adult Social Care in Fylde to ensure the most vulnerable of households with complex lifestyles can be supported into and sustain secure accommodation.
<ul style="list-style-type: none"> Promote Pre-Tenancy Ready Training to all clients in need of advice and assistance provided through Human Kind for classroom and e-learning modules and 16-25 year olds through YMCA Fylde Coast via mobile devices. 	<ul style="list-style-type: none"> Secure funding for the life time of the strategy to ensure pre-tenancy training programmes remain in place. Evaluate Human Kind programme to ensure is meeting the training needs of households facing homelessness within both the classroom and e-learning programmes.
<ul style="list-style-type: none"> Continue to work with Children's social care (CSC) and YMCA towards the 16/17 year old homeless protocol 	<ul style="list-style-type: none"> All 16/17 year olds approaching either Fylde Council, CSC and YMCA as homeless are sourced immediate temporary accommodation in Fylde or Wyre and a joint assessment undertaken within 5 working days.
<ul style="list-style-type: none"> Continue as a service to provide tenancy support as reassurance for private landlords 	<ul style="list-style-type: none"> Where Fylde Council has assisted clients into accommodation and provided internal or external funding to set the tenancy up continue to provide support for the landlord and the tenant at 1 month, 3 months and 6 monthly periods to identify any issues arising.

<ul style="list-style-type: none"> Support clients to access financial support that may be available to resolve their current housing situations 	<ul style="list-style-type: none"> Support will include; DHP applications, Invest to Save applications, repossession prevention applications, charitable applications and benefit entitlement.
<ul style="list-style-type: none"> In partnership with Blackpool Council continue to operate personal budgeting and debt advice support for clients that present in financial difficulties 	<ul style="list-style-type: none"> Budgeting support is available weekly within Fylde Council offices for clients in need of budgeting advice. Where client's debts are directly impacting on their ability to access to secure accommodation referrals made into debt advice service.

Priority Three – Partnership working to achieve our vision and values	
WHAT WILL WE DO?	HOW WILL WE DO IT?
<ul style="list-style-type: none"> Explore ways to receive feedback from clients who have accessed the housing service at Fylde Develop customer satisfaction exit survey 	<ul style="list-style-type: none"> Clients do not generally complete survey forms giving feedback on service provision. There is a need to genuinely engage with clients to establish how they service worked for them and recommendations they would make to improve support. This could be via coffee morning with housed clients or e-survey on the website.
<ul style="list-style-type: none"> Explore opportunities for a shared apprenticeship scheme with Progress Housing Explore opportunities with Lancashire Volunteering Partnership – Mark Trent Liaise with DWP to enable clients to take up the Movement to Work Consider employment initiatives with M&S, Aldi Hold service user forums to establish the support required to enter employment 	<ul style="list-style-type: none"> Following LCC announced cuts to the Health and Wellbeing service in Lancashire, the withdrawal of the service will impact on support available for clients in both the social and rented sectors.
<ul style="list-style-type: none"> Explore incentives for clients to encourage engagement with the service and self-help. To avoid clients leaving the support and presenting when their situation is more critical we need to consider approaches to ensure continued engagement with the service. 	<ul style="list-style-type: none"> This could include Housing Coach – dedicated support with cooking, accessing benefits, utility bills - YMCA gymn membership to promote health and well-being, starter packs, nominal vouchers for successful completion of a 6 month tenancy or mentoring scheme with clients who have already resolved their

<ul style="list-style-type: none"> Fylde to explore funding for personal development courses for client and identify the course as a support need 	<p>housing situation.</p>
<ul style="list-style-type: none"> Facilitate Fylde Homeless Forum on a 6 monthly basis that brings all agencies that provide homeless support services in Fylde together. 	<ul style="list-style-type: none"> Under the Homeless Trailblazer project the Forum ran across three local authorities, however many organisations did not attend when held in neighbouring authorities. The Forum will be re-established with a focus for Fylde to update on work within organisations, discuss barriers to provision, funding and opportunities for joint working.
<ul style="list-style-type: none"> Continue to work with partners under the Homeless Partnership Agreement and facilitate regular quarterly meetings 	<ul style="list-style-type: none"> Agencies that work with Fylde to provide support for households facing homelessness include Progress Housing, Human Kind, Key Floating Support and Key. All partners meet regularly to discuss service provision and address issues as clients access support.
<ul style="list-style-type: none"> Undertake Equality Impact Assessment (EIA) of temporary accommodation provided in Fylde and identify gaps in service provision for household types and evaluate if provision is meeting client needs. 	<ul style="list-style-type: none"> EIA will provide reassurance that temporary accommodation available meets the numbers and make-up of clients presenting to the local authority or not under homeless legislation. An emerging need over the past 12 months has been a requirement for crisis bed accommodation for 5 nights to avoid B&B use out of borough.
<ul style="list-style-type: none"> Identify gaps in provision of temporary accommodation develop an approach to address the gaps to meet the needs of households facing homelessness 	<ul style="list-style-type: none"> Visits to local authorities and charities operating in a similar way as Fylde Council to see how they have developed their housing service following the introduction of the HRA 2018 and addressing their temporary accommodation needs.
<ul style="list-style-type: none"> Consider the future of Face to Face, YMCA rent bond scheme in light of the changes with local authority housing services as a result of the HRA 2018 	<ul style="list-style-type: none"> The number of clients sourcing accommodation through the Rent Bond Scheme run in partnership with YMCA has fallen since the introduction of the HRA 2018. The benefit of the scheme was more prominent prior to the HRA where they worked with clients to access tenancies enabled by a paper bond. The new prevention and relief duties placed on local authorities has resulted in these clients now being supported directly by the local authority into the private rented sector.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	9
APPOINTMENT TO WORKING GROUP – ARBORICULTURE AND LANDSCAPE STRATEGY			

PUBLIC ITEM

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

SUMMARY

This report seeks representatives for the Arboriculture and Landscaping Strategy Working Group.

At its meeting on 13 November 2019, the Planning Committee considered the membership of the above working group.

The working group was formed in September 2017, to help steer the formulation of an Arboriculture and Landscape Strategy for the borough. The group met on a number of occasions, but following the election in May 2019, a number of the members of the original group are no longer serving councillors. It was suggested that the membership of the working group be refreshed in order to finalise the strategy and to identify suitable sites on which the council may plant trees as part of the strategy in line with previously approved budgets. As a number of the aims and objectives of this working group were shared with the Environment, Health and Housing Committee, it was also recommended that an invitation be extended to the committee to nominate two members to attend this working group.

RECOMMENDATIONS:

To nominate 2 members to join the Arboriculture and Landscape Strategy working group.

SUMMARY OF PREVIOUS DECISIONS

None at this committee

CORPORATE PRIORITIES

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

REPORT

1. To help in the formulation of the Council's Arboriculture and Landscape Strategy, a small working group of officers and members was established to guide the project. In September 2017, Planning Committee nominated a number of Councillors to work alongside officers in developing the strategy.
2. The group met on several occasions and provided valuable guidance in developing the strategy. Despite changes in staffing and a requirement to prioritise other work streams meaning that work in progressing the strategy slowed, the strategy has now progressed to the final stages. A number of the members of the original working group no longer sit on the council and so it was necessary to re-establish the working group and so Planning Committee was asked in November 2019 to nominate 3 members to the refreshed working group.
3. It has been suggested that the tree planting element of the emerging strategy has common links with the aims and objectives of the Environment, Health and Housing Committee. Accordingly, it has been suggested that the Environment, Health and Housing Committee be invited to nominate 2 members to attend the working group so that it becomes a cross committee working group.

IMPLICATIONS	
Finance	No implications arising from this report
Legal	No implications arising from this report
Community Safety	No implications arising from this report
Human Rights and Equalities	No implications arising from this report
Sustainability and Environmental Impact	No implications arising from this report
Health & Safety and Risk Management	No implications arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Manning	tracy.manning@fylde.gov.uk	18 December 2019

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	10
SYRIAN REFUGEE ACCOMMODATION PROJECT 2019			

PUBLIC ITEM

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

INFORMATION

Fylde Council, under the Lancashire Syrian Refugee Families and Vulnerable Children and their Families Resettlement Programmes agreed to accommodate 5 families in 2019/20. The families arrived on the 10th July 2019 and were accommodated in private sector and social landlord accommodation in Fylde in Kirkham and St Annes. Two families initially required temporary accommodation for a short period while works were completed on their properties.

The Home Office provide a budget of up to £30,000 per property sourced to carry out adaptations or approved works to properties to meet the required standards. Fylde Council were required to pay for these costs upfront and then claim the exact costs back from Lancashire County Council County Equality and Cohesion Team, who provide the direct liaison with the Home Office for the placement of refugee families.

A funded budget increase was approved in May 2019 for £50,000 to enable the sourcing of the accommodation, securing the accommodation and upgrade maintenance works required. A commitment was made to report back to Environment, Health and Housing on actual costs and to request approval of a final funded budget increase. Lancashire County Council has been invoiced for all associated costs.

Total project costs:

Project Officer – to source accommodation, manage upgrade maintenance works and liaison between Landlord and Lancashire County Council for the placement of families. £6,495.

Sourcing accommodation – funding to secure accommodation (rent in advance, rent bond and rent top up), provision of temporary accommodation, electrical inspections and required works, bathroom upgrade, decoration and carpets and blinds. £34,446.68

TOTAL COSTS - £40,942

SOURCE OF INFORMATION

Fylde Council Housing Team

LINK TO INFORMATION

[Environment Health and Housing Committee – 5th January 2016](#)

[Environment Health and Housing Committee – 10th January 2017](#)

[Environment Health and Housing Committee – 5th June 2018](#)

[Environment Health and Housing Committee – 5th November 2019](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To report on spend under the Syrian Refugee Accommodation Project and advise the project is now complete.

FURTHER INFORMATION

Contact Kirstine Riding, Housing Services Manager 01253 658569

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2019	11
PARK VIEW PLAYING FIELDS FLOOD INCIDENT			

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 following the incident of flooding at Park View Playing Fields in September 2019.

SOURCE OF INFORMATION

Technical Services, Fylde Council
United Utilities

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to provide the committee with the outcomes of the investigation following the flood incident.

FURTHER INFORMATION

Contact: Darren Bell Head of Technical Services

Tel: 01253 658465

INFORMATION NOTE

Park View Playing Field Flood Incident 5th November 2019

Introduction

- On the weekend of the 28th September 2019 the remnants of ex hurricane Lorenzo crossed the North of England bringing severe rainfall and high winds. The effect on the Fylde coast coincided with high tides to when the flood gates at Graving Dock Bridge naturally close due to tidal water pressure, to prevent coastal flooding. Prior to this the Fylde coast had experienced a series of rainfall events which had caused the land to be saturated.
- The Borough of Fylde is served predominantly by a combined (surface water and foul) sewerage system. This means that rainwater which doesn't need to be treated enters the sewerage system increasing the volume of combined sewerage which has to be pumped to the treatment facility at Clifton Marsh. This additional volume puts the network under further pressure and ultimately caused flooding of the field.

Background

- Queen Elizabeth II Park View Playing Fields is a public open space in Lytham St Annes and is owned by Fylde Council. The site is a natural flood plain for Lytham.
- The site is identified at a high risk of flooding on the Government's long term flood risk map of England.
- The site is low lying and is at risk of surface water flooding. In addition Liggard Brook which runs along the western boundary of the site flows into the River Ribble at Graving Dock Bridge. The flood gates at Graving Dock Bridge close during high tides to protect the coast from coastal flooding which can cause water running down Liggard Brook to back up onto Park View Playing Field.
- In September 2005 the Council leased an area of land at Park View playing fields to United Utilities for an underground detention tank with associated pumping station and associated accessory for a period of one hundred and twenty five years.
- Also in 2005 the Council installed a pipe and sand slit drainage system on Park View Playing field to drain 4 sports pitches.
- April 2015 – Liggard Brook burst its banks and flooded the area close to the bridge access from AXA Car Park
- August 2016 – The manhole cover located near the bmx track overflowed and flooded the site.

Flood Investigation

- The recent high level of rainfall meant an increased flow in Liggard Brook and other local water courses and an increased level of surface water ingressing into the sewer network system. This caused the combined sewer system to surcharge into Park View QEII playing field via a man hole located in the centre of the playing field.
- This was due to the very large volumes of water received by the United Utilities pumping station. When

the pumping station receives its maximum pass forward flow of 100 l/s, incoming flows are diverted into the available storage tank which can store approximately 9 Million litres of storm water. This reached capacity very quickly and then flows were diverted to a wet well where the flows are pumped into Liggard Brook via a screening system to a maximum of 500 l/s. In the event of these screens being blinded due to rags, wet wipes and other litter, flows are then diverted to bypass the screens. This is to reduce risk of flows backing up the system and flooding further upstream. It is worth noting that flows at this point are relatively diluted due to the amount of rainwater in the system. It is important to understand that the blinding of the screens would not have affected the flooding of the fields.

- In response United Utilities sent a clean-up team and Fylde Council assisted by providing appropriate warning signage and advising residents via social media. The clean-up campaign was hampered by additional rainfall events after which the clean-up continued. There remained a flooded area to the north of the playing fields which formed part of the area drained by the Council in 2005. Fylde Councils Technical Services team cleared any blockages and the water drained away. United Utilities guidelines were followed which advised that the recovery period in Autumn on a turf playing field was 13 days.
- These guidelines were followed and communicated via social media (see table detailing the recovery periods dependent upon ground/season below), by Fylde Councils Communications team.

Season	Turf/clay (days)	Soil/sand (days)
Spring	13	20
Summer	6	9
Autumn	13	20
Winter	18	11

Conclusion

- Upon further investigation the cause of the flooding can be attributed to severe rainfall in an area that was saturated, coinciding with a high tide. This resulted in large volumes of water being received at Ballam pumping station. The system dealt with 100l/s flow pumped to Lytham Pumping station after which the 9 million litre storm tank filled. 500 l/s are then pumped into Liggard Brook. The system reached over capacity and the manhole surcharged onto Park View Playing Field.
- With Climate Change surface water flooding is becoming an increasing problem. All the agencies, Lead Flood Authority, Environment Agency, United Utilities and Fylde Council are working in partnership to raise awareness and develop long term flood risk management plans.
- These measures involve the development of a cross agency asset management approach which will lead to the production of a mapping tool which will include assets from all the agencies showing how they interact with each other.
- There are also other aspects of flood risk management we can promote to our communities, use of water saving devices including water butts, education in the disposal of wet wipes and the effect of development on surface water/flood risk.

Actions

The following actions will be progressed:

- Fylde Council host a workshop with partnership agencies to discuss surface water flooding to develop a long term plan.
- Fylde Council work with the Environment Agency United Utilities and Lancashire Wildlife Trust to develop a project to improve water quality, the river environment and make Liggard Brook more resilient to flooding.
- The pipe and sand slit drainage system on Park View playing fields requires the outfall lifting and the original ditch line reinstating as a dry swale on the Northern boundary of the playing field.

FURTHER INFORMATION - Contact: Darren Bell Head of Technical Services

Tel: 01253 658465

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	12
QUALIFIED INFORMAL PROCEDURE – LINDSAY COURT PHASE 2A TESTING THE VIABILITY OF FUTURE FUNDING OPTIONS			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

A contract for £10,500 was let recently as an exempt contract under the qualified informal procedure. This item formally reports the letting of the contract and explains why the qualified informal procedure was used.

SOURCE OF INFORMATION

Fylde Council Contract Procedure Rule

LINK TO INFORMATION

<http://intra.fylde.gov.uk/resources/finance/procurement/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

When the qualified informal procedure has been used, the council's contract procedure rules require that the relevant director must report the circumstances to the next available meeting of the relevant committee.

A contract for Phase 1 Co-Designing a Deliverable Regeneration Solution for Lindsay Court, Squires Gate Lane was let in 2018/19 as an exempt contract under the qualified informal procedure to Regenda Regeneration Services and Cass Associates.

An extension of this project is now required for professional services from Cass Associates to undertake a full building survey of the units, continue to work with Lindsay Court Residents group to take forward options to regenerate Lindsay Court area and establish the group as a Community Interest Company. The expenditure under this contract will be £10,500.

FURTHER INFORMATION

Contact Kirstine Riding, Housing Services Manager 01253 658569

[Environment, Health and Housing Committee 5th November 2019 resolved to:](#)

Recommend to Finance and Democracy Committee approval of a fully-funded revenue budget increase in the total sum of £20,500 for 2019/20 to be funded by a proportion of the remaining Community Housing Fund, to enable the Lindsay Court Housing project to progress to Phase 2a as detailed within the report, leaving a balance of £241,000.

Finance and Democracy Committee 25th November 2019 resolved to:

It was RESOLVED to approve a fully-funded revenue budget increase in the total sum of £20,500 for 2019/20 to be funded by a proportion of the remaining Community Housing Fund grant, to enable the Lindsay Court Housing project to progress to Phase 2a as detailed within the report, leaving a balance of £241,000.

INFORMATION NOTE

Qualified Informal Procedure – Lindsay Court Phase 2a Testing the Viability of Future Funding Options

CONTRACT PROCEDURE RULES

- 1) The council's contract procedure rules normally require that contracts worth over £10,000 be let using a competitive procedure or be called off from a framework which has itself been subject to competition. However, in certain circumstances, a contract may be exempt from that requirement.
- 2) The rules set out the circumstances where a contract may be exempt. A contract is exempt if other procedures cannot practicably be followed and:
 - the contract is an extension of an existing contract;
 - the contract is for spot purchasing fuel or utilities;
 - the goods, materials or works desired are of a proprietary or special character or for other reasons there would be no genuine competition; or
 - in the opinion of the Chief Executive the need for the goods materials or works is urgent.
- 3) These exempt contracts are let using the qualified informal procedure, which simply requires that the relevant director be satisfied that the arrangements made secure the best available terms to the Council.
- 4) The qualified informal procedure also requires that the circumstances be reported to the next available meeting of the relevant committee.

USE OF THE QUALIFIED INFORMAL PROCEDURE

- 5) A contract for Phase 2a Lindsay Court Next Steps has recently been let as an exempt contract under the qualified informal procedure. The contract was an extension of Phase 1 and was for professional services from Cass Associates to undertake a full building survey of the units, continue to work with Lindsay Court Residents group to take forward options to regenerate Lindsay Court area and establish the group as a Community Interest Company. The expenditure under this contract will be £10,500.
- 6) Other procedures for letting the contract could not practicably have been followed because the contract is an extension of an existing contract and there is a need to provide continuity to the residents steering group to be supported by the established project team.
- 7) The contract falls within the first bullet point in paragraph 2 above, in that the contract is an extension of an existing contract.

FURTHER INFORMATION AVAILABLE FROM

Kirstine Riding, Housing Services Manager, 01253 658569.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	13
BUDGET SETTING – REVENUE BUDGET 2020/21 - FIRST DRAFT			

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 2020/21 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 2020/21 – First Draft

LINK TO INFORMATION –

<https://new.fylde.gov.uk/council/finance/revenue-budget-2020-21-first-draft/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision of a first draft of the 2020/21 Revenue Budget to the Council's Programme Committees 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 2020/21 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. At this stage the draft budget for 2020/21 does not include recharges in respect of support services and service management costs as these elements remain to be finalised. A further budget-rightsizing exercise will be carried out early in 2020 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2020/21 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 4th March 2020.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 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	7 JANUARY 2020	14
REVENUE BUDGET MONITORING REPORT 2019/20 – POSITION AS AT 30 NOVEMBER 2019			

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 30th November 2019 and specifically for those services under the Committee's remit.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2019.

LINK TO INFORMATION

General Fund Revenue Budget Monitoring Report 2019/20 as at 30th November 2019:

<http://www.fylde.gov.uk/council/finance/budget-monitoring>

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 services 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

Attachment

General Fund Revenue Budget Monitoring Report 2019/20 position as at 30 November 2019

GENERAL FUND REVENUE BUDGET MONITORING REPORT 2019/20

POSITION AS AT 30TH NOVEMBER 2019

Summary

The purpose of this report is to provide an update on the Council's General Fund Revenue Budget as at 30th November 2019. 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 30th November 2019.
- 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 2019/20 budget at its meeting on 5th March 2019. Subsequently on 24th June 2019 the Finance and Democracy Committee approved the Council's outturn position for 2018/19. The impact of those approvals, including savings and growth options approved at Council and slippage from 2018/19 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 2019 and the resulting changes to budgets were reflected in the revised Financial Forecast that was presented to the Council in December 2019. 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 Council in March 2019 assumes Employee Cost Savings (including vacancy savings arising from delays in the recruitment to vacant posts) of £300,000 per annum from 2019/20 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a level of savings in excess of this. This budget will be kept under review during the remainder of the financial year.

ii. Crematorium Income

The number of cremations held this year has been below that forecast and the level of income received has reduced accordingly. The income budget for cremations has been raised year-on-year as previous income forecasts have been exceeded, but there is a concern that the level may now be set too high. A review of future income forecasts will be undertaken to consider the appropriate levels of future income expectations. This budget will be kept under review during the remainder of the year and the service may yet recover the position if activity increases in the following months.

iii. Computer Services

An underspend is currently recorded against these budgets, however this period does not account for the renewal and ongoing services of our server operating system infrastructure licensing, Office 365, or desktop operating system licensing which are due calendar year end. Similarly, development works around the enhancement of user journeys on the website- from payment through to back office system and service fulfilment- which have completion delivery conditions upon them are also not accounted for in this period. With that in mind we do anticipate these variances to reduce significantly in the next period. Network improvement projects incorporating new technologies in the face of changing security compliance considerations are also planned for early 2020 which will require investment in the purchase of computer equipment. Due to the timing of these projects a proportion of the budgets may need to be rephased into 2020/21 as part of the next update to the Financial Forecast.

iv. Fleet and Plant Expenditure

There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 18 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next budget right-sizing exercise.

4. Conclusions

- 4.1 The updated financial forecast, as presented to the Finance and Democracy Committee in November 2019, shows projected surpluses for 2019/20 and 2020/21 followed by a period of uncertainty as the national framework for the financing of local government will be subject to review. In light of the uncertainties surrounding future national funding arrangements the Council needs to continue with the approach to delivering savings and efficiencies and maximising income 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 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.
- 4.2 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.
- 4.3 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 Council's website.

REVENUE MONITORING 2019/20 - Period 8 to November 30th November 2019 (Variances in excess of £5K)

Key

BLUE	Variance currently showing but expected to be on target at year end
GREEN	Favourable variance against latest budget
AMBER	Adverse variance against latest budget
RED	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	FAVOURABLE / ADVERSE	Alert	Budget Holder Comments
		£	£	£	£			

FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS

All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	9,197,862	6,245,617	6,202,559	-43,058	FAV	GREEN	The budget forecast which was approved by Council in March 2019 assumes Employee Cost Savings (including vacancy savings arising from delays in the recruitment to vacant posts) of £300,000 per annum from 2019/20 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a level of savings in excess of this. This budget will be kept under review during the remainder of the financial year.
Elections - Other/Referendum	Elections - Neighbourhood Plan Referenda	26,411	17,611	0	-17,611	FAV	GREEN	The Council is currently waiting to see if permission to appeal to the Supreme Court is granted against an earlier Court of Appeal decision which challenged the St Annes Neighbourhood Plan. However it is unlikely that a Neighbourhood Planning referendum will be required in 2019/20 and this funding may ultimately be rescheduled to 2020/21. This budget will be kept under review during the remainder of the year and re-phased as necessary.

OPERATIONAL MANAGEMENT COMMITTEE

Vehicles & Plant	FMS Materials Cost	145,670	97,211	71,362	-25,849	FAV	GREEN	There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 18 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next budget right-sizing exercise.
	Repairs by Commercial Garages	23,400	15,698	10,493	-5,205	FAV	GREEN	
	Fuel Costs	313,406	208,984	186,728	-22,256	FAV	GREEN	
	Tyres - Renewal	34,636	23,186	13,642	-9,544	FAV	GREEN	
Car Parks	Cash Collection - Pay and Display	11,000	7,336	18,052	10,716	ADV	AMBER	The cost of collecting cash from the pay and display machines, along with card-processing charges, have increased in recent years and it will be necessary to review this budget as part of the next budget right-sizing exercise.

Appendix A (Cont'd)

REVENUE MONITORING 2019/20 - Period 8 to November 30th November 2019 (Variances in excess of £5K)

Key

BLUE	Variance currently showing but expected to be on target at year end
GREEN	Favourable variance against latest budget
AMBER	Adverse variance against latest budget
RED	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	FAVOURABLE / ADVERSE	Alert	Budget Holder Comments
		£	£	£	£			

OPERATIONAL MANAGEMENT COMMITTEE (Cont'd)

Fylde Waste Schemes	Other Sales	-50,000	-33,340	-67,382	-34,042	FAV	GREEN	This is additional unbudgetted income arising from the increased sale of chargeable wheeled bins in respect of newly built properties. This additional income will be reflected in the next update to the Financial Forecast.
Computer Services	Purchase of Computer Equipment, Program Licence Charges, Development Costs, Miscellaneous.	448,372	298,979	113,311	-185,668	FAV	GREEN	An underspend is currently recorded against these budgets, however this period does not account for the renewal and ongoing services of our server operating system infrastructure licensing, Office 365, or desktop operating system licensing which are due calendar year end. Similarly, development works around the enhancement of user journeys on the website- from payment through to back office system and service fulfilment- which have completion delivery conditions upon them are also not accounted for in this period. With that in mind we do anticipate these variances to reduce significantly in the next period. Network improvement projects incorporating new technologies in the face of changing security compliance considerations are also planned for early 2020 which will require investment in the purchase of computer equipment. Due to the timing of these projects a proportion of the budgets may need to be rephased into 2020/21 as part of the next update to the Financial Forecast.

TOURISM AND LEISURE COMMITTEE

Parks Development - Lytham & St Annes	Parks Furniture	16,100	10,736	22,390	11,654	ADV	AMBER	The year to date has seen additional expenditure for the purchase of memorial benches. It is anticipated that this additional cost will be offset by increased income for commemorative benches during the remainder of the year. This budget will be kept under review during the remainder of the financial year and may require adjustment as part of the next update to the Financial Forecast.
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Appendix A (Cont'd)

REVENUE MONITORING 2019/20 - Period 8 to November 30th November 2019 (Variances in excess of £5K)

Key

BLUE	Variance currently showing but expected to be on target at year end
GREEN	Favourable variance against latest budget
AMBER	Adverse variance against latest budget
RED	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	FAVOURABLE / ADVERSE	Alert	Budget Holder Comments
		£	£	£	£			

ENVIRONMENT, HEALTH & HOUSING COMMITTEE

Cemetery & Crematorium	Cremations	-1,140,000	-760,152	-702,365	57,787	ADV	AMBER	The number of cremations held this year has been below that forecast and the level of income received has reduced accordingly. The income budget for cremations has been raised year-on-year as previous income forecasts have been exceeded, but there is a concern that the level may now be set too high. A review of future income forecasts will be undertaken to consider the appropriate levels of future income expectations. This budget will be kept under review during the remainder of the year and the service may yet recover the position if activity increases in the following months.
Taxi Licensing	Hackney Carriage Driver Licences	-16,094	-10,732	-20,749	-10,017	FAV	GREEN	A change in legislation 3 years ago introduced annual and 3 yearly licences. This year is the first renewal for the 3 yearly licence leading to an increase in income in the current year. The number of new application has also increased. As this is anticipated to be a recurring increase in income the budgets will be amended as appropriate as part of the next update to the financial forecast. Additionally, the number of applications for new and replacement vehicles has increased, leading to additional income from the issue of new licences.
	Private Hire Vehicle Licences	-25,296	-16,868	-26,811	-9,943	FAV	GREEN	

Appendix A (Cont'd)

REVENUE MONITORING 2019/20 - Period 8 to November 30th November 2019 (Variances in excess of £5K)

Key

BLUE	Variance currently showing but expected to be on target at year end
GREEN	Favourable variance against latest budget
AMBER	Adverse variance against latest budget
RED	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	FAVOURABLE / ADVERSE	Alert	Budget Holder Comments
		£	£	£	£			

PLANNING COMMITTEE

Development Management	Consultants Fees	25,000	16,668	5,910	-10,758	FAV	GREEN	The council employs external consultants in order to provide specialist advice on particular planning matters as and when necessary. Expenditure against this budget is very much dependant upon the nature of applications received. A number of applications currently before the Council for consideration will require specialist advice. This budget will continue to be carefully monitored and adjusted as necessary as part of the next update to the Financial Forecast.
Planning Appeals	Planning Appeal Hearing Costs	50,000	33,340	660	-32,680	FAV	GREEN	Since the local plan was adopted, the number of planning appeals considered following public inquiry, which is the most costly method to the council, has reduced. As the local plan is now 12 months old and cannot be regarded as 'recently adopted' for the purposes of applying national planning policy, it may be that developers will once again seek to challenge the decisions of the council. This budget will continue to be carefully monitored and adjusted as necessary as part of the next update to the Financial Forecast.
Planning Enforcement	Enforcement Costs	25,000	16,668	0	-16,668	FAV	BLUE	Legal action in regard to a number of sites is currently underway and it is likely that there will be a call on this budget during the remainder of the current financial year. This budget will continue to be carefully monitored and adjusted as necessary as part of the next update to the Financial Forecast.
Planning Policy	Local Development Framework Costs	15,000	10,004	0	-10,004	FAV	BLUE	The local plan is currently under review and costs will be incurred in the latter part of the financial year as this process continues. This budget will continue to be carefully monitored and adjusted as necessary as part of the next update to the Financial Forecast.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	15
CAPITAL PROGRAMME MONITORING REPORT 2019/20 – POSITION AS AT 30 NOVEMBER 2019			

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 on the approved Capital Programme of the Council as at 30th November 2019 and specifically for those schemes under the remit of the Committee.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2019.

LINK TO INFORMATION

Capital Programme monitoring Report to 30th November 2019:

<http://www.fylde.gov.uk/council/finance/budget-monitoring/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise the Capital Programme monitoring reports for those schemes under the remit of the Committee.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566 e-mail: paul.o'donoghue@fylde.gov.uk

Attachment

Capital Programme Monitoring Report 2019/20 – Position as at 30th November 2019

CAPITAL PROGRAMME MONITORING REPORT 2019/20 –

POSITION AS AT 30TH NOVEMBER 2019

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 2019/20, together with an update on the overall Five Year Capital Programme of the Council. This report includes a narrative description of some of the more significant schemes within the Capital Programme and details any risks and the actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2019/20. 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 5th March 2019. That update showed a balanced capital programme position from 2019/20 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 2019. The Programme has also been rolled forward to include the year 2023/24.

2. Notes on Specific Schemes

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

i) Coast Protection Scheme

The Fairhaven and Church Scar Coast Protection Scheme budget is £21.8m, being funded by Flood Defence Grant-in-Aid (which is an Environment Agency eligible cost reimbursable grant) of up to £21.4m; alongside a contribution from Fylde Council of £0.4m.

Work started on site in December 2017 and has progressed well. The revised Contract Completion Date is December 2020, but it is anticipated that contract Completion will be closer to summer 2020.

In addition to the core sea defence works a range of public realm enhancements to the scheme have been added with a budget of £360k (plus an extra £50k for an automated car park barrier system), funded by Fylde Council from the Capital Investment Reserve.

ii) Fairhaven Lake & Promenade Gardens Restoration including the Adventure Golf Scheme

The main building and landscape works contract will now be undertaken between September 2020 and April 2021. Consequently this supplementary scheme has now been re-phased into 2020/21 to reflect this as part of the latest update to the Financial Forecast. Events and Activities at the lake and gardens will continue throughout this period.

The Adventure Golf scheme has been delayed from the original dates set out within the Committee reports due to physical constraints arising from the Heritage Lottery Fund works at the location. The Adventure Golf works has now be rescheduled into 2020/21 as part of the latest update to the Financial Forecast. The proposed start date for physical works is April 2020 with a completion target of summer 2020.

iii) Disabled Facilities Grants

The grant allocation has been increased for 2019/20 to a total of £1,090k which, together with slippage of £13k from 2018/19 and a further £40k from New Fylde Housing in relation to DFG works on properties that they own, provides total funding for 2019/20 of £1,143k. This revised allocation will be reflected in the next update of the Financial Forecast. Grant awards are progressing well and it is anticipated that the majority of the grant allocation will be spent in 2019/20.

iv) St Annes Regeneration Schemes

The next phase of regeneration works in St Annes was agreed to be Wood Street, subject to agreement with landowners following the usual model. However, despite several meetings with tenants and owners there remain difficulties in securing authority to carry out works to all forecourts for implementation of the easterly side of the works. As a result it is now recommended that the westerly side (The Council's car park side) be finalised initially with a view to commencement in the spring of 2020. In addition it is proposed to extend the Pier link scheme/ Clifton Drive South to include other elements of the town centre regeneration plan as set out in the 2020 Vision document. It is anticipated that works will commence in February 2020, with an element of the scheme now being rescheduled into 2020/2021 as part of the next update to the Financial Forecast.

v) Lytham Regeneration Schemes

In respect of the major capital scheme for Lytham Town Centre, a number of suggestions have been made from the Business Group and other parties. Some of which require careful consideration with agencies such as Lancashire County Council. Options are being considered involving local members and a draft plan drawn together. This will have a phased programme of works to be considered by planning committee. It is envisaged that the first phase will be commenced this financial year.

3 Conclusions

- 3.1 Actual expenditure to 30th November 2019 is £7.521m against an updated full year budget of £15.872m. This equates to 47% of the latest budget. Certain schemes will be adjusted or re-phased into 2020/21 as part of future Financial Forecast updates that are reported to Members during the year.
- 3.2 The current Capital Programme as updated is showing a balanced position for 2019/20 onward. 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 2020/21.
- 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 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure.

The balance of this reserve at 31st March 2019 was £4.385m. Of this, £3.398m is committed to deliver existing approved capital schemes in future years, leaving an unallocated balance on the reserve of £0.987m.

Further transfers into the reserve in the total sum of £1.830m (£0.721m for 2019/20 and £1.109m for 2020/21) are estimated in the November update to the financial forecast as presented to the Finance and Democracy Committee, which would result in a revised unallocated balance on the reserve of £2.817m. These estimated transfers into the reserve are, of course, subject to change as actual expenditure and income levels will undoubtedly differ to the forecast amounts over the next two financial years.

Additional future projects will be subject to further consideration as part of the budget setting process for 2020/21. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required in order to maintain a sustainable funding source for future years.

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/19

Appendix A

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 30/11/19 £000	Variance £000	Comments
<u>FINANCE & DEMOCRACY COMMITTEE</u>								
Accommodation Project - Phase 8 - Town Hall Car Park	General asset disposal receipts	0	33	0	33	17	16	This scheme (the final element of the Accommodation Project) has now been completed. The only outstanding element of the scheme relates to the final invoices and the retention amounts, which are expected to be finalised during 2019/20.
Purchase of Land Adjacent to Squires Gate Station	Capital Investment Reserve	0	0	5	5	0	5	Negotiations with the landowner have commenced for the Council to purchase a small parcel of land to facilitate the creation of an accessible route to Squires Gate Railway Station platform. Once purchased the Council will grant a long ground lease of this land to Network Rail to include the transference of responsibility for management and maintenance of the land.
Sub total		0	33	5	38	17	21	
<u>TOURISM & LEISURE COMMITTEE</u>								
St Annes Pool	No external finance - funded by borrowing / general asset disposal receipts	93	0	-93	0	0	0	No expenditure is currently planned. This budget has been removed and any further updates will be reflected in future reports to Committee.
Fairhaven Lake & Promenade Gardens Restoration	Capital Investment Reserve	120	0	148	268	135	133	The main building and landscape works contract will now be undertaken between September 2020 and April 2021. Consequently this supplementary scheme has now been re-phased into 2020/21 to reflect this as part of the latest update to the Financial Forecast. Events and Activities at the lake and gardens will continue throughout this period.
Promenade Footways	No external finance - funded by borrowing / general asset disposal receipts	40	-5	40	75	0	75	A scheme is being developed to utilise this funding to complement the 'St Annes Road West – Square to Pier Link and Gateway' capital scheme. It is anticipated that the proposed scheme will be submitted to the Tourism and Leisure Committee for consideration in March 2020 for delivery in 2020/21. Consequently this scheme will be re-phased as part of the next update to the financial forecast.
Staining Playing Fields Development Scheme	Capital Investment Reserve	129	151	-94	186	168	18	Phases 1 and 2 of the scheme commenced in April 2019 and the works are due to be complete by March 2020 within the budget of £186,000. Whilst the contractor was 'on site' to undertake these phases it became apparent that the secondary drainage works and additional levelling of the site (phase 3 of the scheme) needed to be undertaken at the same time to ensure best value for money and a fully competent drainage scheme. The remaining budget for Phase 3 is £94,000 and a scheme for these works are being designed in consultation with the parish council and community groups. It is expected that physical works will start in March/April 2020 with an anticipated finish date of May 2020. Therefore the £94,000 budget for phase 3 of the scheme has been re-phased into 2020/21 to reflect this as part of the latest update to the Financial Forecast.

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/19

Appendix A (cont'd.)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 30/11/19 £000	Variance £000	Comments
TOURISM & LEISURE COMMITTEE (cont'd.)								
Ashton Gardens Play Area	Capital Investment Reserve	20	0	0	20	0	20	This project is expected to be completed in December 2019 within budget.
Ashton Gardens Nursery Improvements	Capital Investment Reserve	30	0	0	30	0	30	The works for this scheme have been tendered and are planned to be undertaken during January 2020 with the scheme expected to be completed within budget during 2019/20.
Coastal Signage Improvements	Capital Investment Reserve	60	0	-60	0	0	0	A proposed scheme is currently being developed. It is intended that the scheme will be presented to the Tourism and Leisure Committee for consideration in March 2020. As the scheme will no longer commence in 2019/20 it has been re-phased into 2020/21 as part of the latest update to the Financial Forecast.
Open Space access control measures	Capital Investment Reserve	15	0	0	15	0	15	Further consultation has been undertaken with ward members and residents to establish the exact need of access controls at King George V Playing Fields and Blackpool Road Playing Fields This consultation has not proved decisive in establishing public need for access controls at the site. Officers will monitor the situation and a report will be presented at a future meeting of the Tourism and Leisure Committee and any changes will be reflected in the next update to the Financial Forecast.
Coastal Explorers	Capital Investment Reserve	20	0	0	20	0	20	Officers are developing external funding bids to support this project. An 'expression of interest' to the 'Big Lottery' fund has been submitted which, if successful, will require a full funding bid to be prepared and submitted. This would be for a grant in the sum of £150,000. A further funding bid will be submitted to Arts Council England in 2020 in the sum of £50,000. As the outcome of these bids will not be known by the end of the financial year it is anticipated that the £20,000 Council contribution will not now be required until 2021. Consequently the scheme will be re-phased as part of the next update to the Financial Forecast.
Weeton Village Hall - public open space improvements	S106 Developer Contributions	0	0	7	7	7	0	A Service Level agreement has been prepared between Fylde and Weeton Parish Council. The scheme is expected to be completed within budget during 2019/20.
Fylde Sand Dunes Improvement Scheme	S106 Developer Contributions / Specific Grants	0	0	52	52	0	0	A proposed scheme was presented to the Tourism & Leisure Committee in November 2019, and subsequently approved by the Finance & Democracy Committee, with funding in the sum of £25,000 being provided by developer s106 contributions. In December 2019 it was announced that the grant application to the Lancashire Wildlife Trust in the sum of £27,000 had been successful, and consequently all of the required funding for the scheme has now been secured.
Sub total		527	146	0	673	310	311	

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/19

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 30/11/19 £000	Variance £000	Comments
<u>OPERATIONAL MANAGEMENT COMMITTEE</u>								
Replacement Vehicles	Capital Investment Reserve / Borrowing	471	148	0	619	376	243	It is anticipated that all vehicle purchases will be completed to budget in 2019/20. If any vehicle orders are delayed due to specific build time this may lead to the re-phasing of a proportion of the budget into 2020/21.
Car Park Improvements	No external finance - funded by borrowing / general asset disposal receipts	30	0	0	30	0	30	A proposed scheme will be presented for consideration to the Operational Management Committee at either the January or March 2020 meeting of the committee for delivery in 2020/21. Consequently this scheme will be re-phased into 2020/21 as part of the next update to the financial forecast.
Public Transport Improvements	S106 Developer Contributions	48	30	13	91	31	60	This funding is being spent as projects are developed. To date £13,200 has been allocated to Staining Parish Council to support a free local bus service. A number of other schemes are being developed and negotiations with Lancashire County Council, as the commissioning body for bus services for the borough, are continuing in order to assess the viability of each scheme. Not all of this funding may be expended in 2019/20 and it may be necessary to re-phase the unspent element into 2020/21 as part of the next update to the financial forecast.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	7,330	2,276	0	9,606	5,573	4,033	Delivery of the scheme remains on schedule, with further information provided within the body of this report. Any changes or re-phasing will be reflected in future updates to the financial forecast.
Fairhaven and Church Scar Coast Public Realm Works	Capital Investment Reserve	260	100	0	360	0	360	A report on this scheme is being presented to special meetings of the Operational Management and the Finance and Democracy Committees in December 2019. Any changes to the scheme arising from the deliberations of those committees will be reflected in the next update to the financial forecast.
Accommodation/ facilities at Snowdon Rd Depot	Capital Investment Reserve	200	0	0	200	0	200	An updated and enhanced scheme will be proposed to the January meeting of the Operational Management Committee requesting support for a capital growth bid for 2020/21 in respect of the additional funding required. Consequently this scheme will be not now be commenced in 2019/20 and will therefore be re-phased into 2020/21 as part of the next update to the financial forecast.
North Beach Car Park: Development of Toilet Facilities	Capital Investment Reserve	185	0	-185	0	0	0	In November 2019 the Finance and Democracy Committee approved the virement of the funding for this scheme into an alternative scheme for toilet provision at the Splash Park facility.
Toilet facilities and perimeter fencing at the Splash Park facility	Capital Investment Reserve	0	0	185	185	0	185	In November 2019 the Finance and Democracy Committee approved the virement of the funding from the North Beach Car Park Toilet Facilities to an alternative scheme for toilet provision and the installation of perimeter fencing at the Splash Park facility in the same amount. The works are expected to commence in 2019/20 with completion anticipated before the main 2020 tourist season.

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/19

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 30/11/19 £000	Variance £000	Comments
OPERATIONAL MANAGEMENT COMMITTEE (cont'd)								
Stanner Bank car park - barrier scheme	Capital Investment Reserve	50	0	0	50	0	50	This scheme will be delivered alongside the Fairhaven and Church Scar Public Realm Works scheme, a report on which is being presented to special meetings of the Operational Management and the Finance and Democracy Committees in December 2019. Any changes to the scheme arising from the deliberations of those committees will be reflected in the next update to the financial forecast.
Charging Infrastructure for Electric Taxis	Specific Government Grant	0	0	150	150	0	150	A scheme is currently being developed to provide electricity charging points for taxis. Four Rapid Charging points are proposed to be installed across the Fylde Borough to provide suitable locations at key hubs that taxis stop or pass. The Car Park Working Group supported the installation of one of the charging points on Lytham Station car park. The contract is to be issued in December with new chargers to be installed from March to August 2020. Consequently as this scheme will not now be delivered in 2019/20 it will be re-phased into 2020/21 as part of the next update to the financial forecast.
Sub total		8,574	2,554	163	11,291	5,980	5,311	

ENVIRONMENT, HEALTH & HOUSING COMMITTEE

Disabled Facilities Grants (DFG) Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	1,050	13	80	1,143	818	325	The grant allocation has been increased for 2019/20 to a total of £1,090k which, together with slippage of £13k from 2018/19 and a further £40k from New Fylde Housing in relation to DFG works on properties that they own, provides total funding for 2019/20 of £1,143k. This revised allocation has been reflected in the latest update of the Financial Forecast. Grant awards are progressing well and It is anticipated that the majority of the grant allocation will be spent in 2019/20.
Housing Needs Grant	DFG Grant Repayments	0	16	25	41	2	39	The income from returned DFG grants is intended to be used for incidental costs relating to abortive DFG works e.g. architect fees. As this requirement is unplanned it is not readily predictable as to when costs will be incurred. It is anticipated that not all expenditure will be spent this financial year and any remaining monies will be requested for slippage to 2020/21.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460	-460	0	0	0	0	This scheme was completed to budget in March 2019.
Church Road Methodist Church, St Annes	S106 Developer Contributions	275	0	0	275	275	0	This scheme was completed to budget in August 2019.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	0	8	0	8	1	7	This funding is intended to provide financial support for means-tested affordable warmth measures undertaken by CHiL (Cosy homes in Lancashire) Scheme as and when required. It is anticipated that not all expenditure will be spent this financial year and any remaining monies will be requested for slippage to 2020/21.

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/19

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 30/11/19 £000	Variance £000	Comments
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ENVIRONMENT, HEALTH & HOUSING COMMITTEE (cont'd)

CCTV Replacement Schemes	Specific Grant (LSP Performance Reward Grant)	0	27		27		27	It has been agreed by the Environment, Health and Housing Committee that capital expenditure will only be made on essential work or replacement CCTV when necessary and subject to approval. It is anticipated that not all expenditure will be spent this financial year and any remaining monies will be requested for slippage to 2020/21.
Cemetery and Crematorium - Infrastructure Works	Capital Investment Reserve	294			294	75	219	This scheme is currently being delivered and it is expected to be completed by the end of January 2020.
Sub total		2,079	-396	105	1,788	1,171	617	

PLANNING COMMITTEE

St Annes Regeneration Schemes	S106 Developer Contributions / Capital Investment Reserve	315	0	0	315	10	305	The next phase of regeneration works in St Annes was agreed to be Wood Street, subject to agreement with landowners following the usual model. However, despite several meetings with tenants and owners there remain difficulties in securing authority to carry out works to all forecourts for implementation of the easterly side of the works. As a result it is now recommended that the westerly side (The Council's car park side) be finalised initially with a view to commencement in the spring of 2020. In addition it is proposed to extend the Pier link scheme/ Clifton Drive South to include other elements of the town centre regeneration plan as set out in the 2020 Vision document. It is anticipated that works will commence in February 2020, with an element of the scheme now being rescheduled into 2020/2021 as part of the next update to the Financial Forecast. #
St Annes Road West – Square to Pier link and Gateway	Capital Investment Reserve	110	0	0	110	0	110	This scheme is being progressed in consultation with various agencies including Lancashire County Council and the owners of adjoining land. The works are expected to commence in April 2020. The scheme will be re-phased into 2020/21 as part of the next update to the Financial Forecast.
Lytham Regeneration Schemes	S106 Developer Contributions / Capital Investment Reserve	400	0	0	400	0	400	In respect of the major capital scheme for Lytham Town Centre, a number of suggestions have been made from the Business Group and other parties. Some of which require careful consideration with agencies such as Lancashire County Council. Options are being considered involving local members and a draft plan drawn together. This will have a phased programme of works to be considered by planning committee. It is envisaged that the first phase will be commenced this financial year.
Kirkham Public Realm Improvements	S106 Developer Contributions / Capital Investment Reserve	0	5	0	5	0	5	It is expected that this scheme will be delivered within budget during this financial year.
M55 Link Road	S106 Developer Contributions / M55 Link Road Reserve	0	103	1,000	1,103	20	1,083	Discussions are ongoing with the developer of the residential land at Queensway and other public bodies to secure funding to enable the accelerated delivery of the M55 link road. Given deadlines attached to other funding streams that have been secured to accelerate the delivery of the link road, it is expected that a decision on the accelerated delivery of the road will be made this financial year.
Ansdell / Fairhaven - Public Realm Scheme	Capital Investment Reserve	0	10	0	10	0	10	It is expected that this scheme will be delivered within budget during this financial year.

CAPITAL PROGRAMME - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/19

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 30/11/19 £000	Variance £000	Comments
PLANNING COMMITTEE (cont'd)								
St Annes Pier - Coastal Revival Fund	Specific Grant	0	24	0	24	13	11	It is expected that this scheme will be delivered within budget during this financial year. This project has been tied to the phasing of a wider scheme of works by the Pier Company.
Tree Planting	Capital Investment Reserve	25	0	0	25	0	25	It is expected that this scheme will be delivered within budget during this financial year.
Kirkham and Wesham Station	S106 Developer Contributions	0	0	15	15	0	15	The procurement of a feasibility study to examine the options available to deliver a park and ride facility at Kirkham and Wesham Station is currently underway. It is expected that the study will be completed during the current financial year.
Future High Street Fund: Kirkham	Specific Grant	0	0	75	75	0	75	The initial confirmed allocation of £75,000 provides the resource for the development of a substantive full bid under the Future High Street Fund (FHSF) programme - the substantive bids are expected to be in the £5m - £10m range. A further application has been made for an additional £75,000 funding to develop the full bid which is expected to be confirmed or otherwise in early 2020. The Planning Committee in November 2019 approved the broad approach to the development of the Future High Street Fund Business Case, which will also form part of a longer term regeneration strategy for the town centre, and agreed to adopt the Future High Street Consultants Brief for the purposes of commissioning the appropriate consultants to assist with the preparation of the Business Case.
Sub total		850	142	1,090	2,082	43	2,039	
Total Expenditure		12,030	2,479	1,363	15,872	7,521	8,299	

UPDATED 5 YEAR CAPITAL PROGRAMME 2019/20 TO 2023/24 - BY SCHEME

	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000	Estimate 2023/2024 £000
FINANCE & DEMOCRACY COMMITTEE					
Accommodation Project - Phase 8 - Town Hall Car Park	33				
Purchase of Land Adjacent to Squires Gate Station	5				
Sub total	38	0	0	0	0
TOURISM & LEISURE COMMITTEE					
Fairhaven Lake & Promenade Gardens Restoration	268	2,045	125		
Fairhaven Adventure Golf	0	505			
Promenade Footways	75	0	40	40	40
Staining Playing Fields Development Scheme	186	94			
Ashton Gardens Play Area	20				
Ashton Gardens Nursery Improvements	30				
Coastal Signage Improvements	0	60			
Open Space access control measures	15				
Coastal Explorers	20				
Weeton Village Hall	7				
Fylde Sand Dunes Improvement Scheme	52				
Sub total	673	2,704	165	40	40
OPERATIONAL MANAGEMENT COMMITTEE					
Replacement Vehicles	619	562	119	306	971
Car Park Improvements	30	30	30	30	30
Public Transport Improvements	91	48	48	30	
Fairhaven and Church Scar Coast Protection Scheme	9,606				
Fairhaven and Church Scar Coast Public Realm Works	360				
Accommodation/ facilities at Snowdon Rd Depot	200				
North Beach Car Park: Development of Toilet Facilities	185				
Stanner Bank car park - barrier scheme	50				
Charging Infrastructure for Electric Taxis	150				
Sub total	11,291	640	197	366	1,001
ENVIRONMENT, HEALTH & HOUSING COMMITTEE					
Disabled Facilities Programme	1,143	1,130	1,130	1,130	1,130
Housing Needs Grant	41				
Affordable Housing Scheme - Sunnybank Mill, Kirkham	0				
Church Road Methodist Church, St Annes	275				
Affordable Warmth Scheme	8				
Rapid Deployment CCTV Replacement Projects	27				
Cemetery and Crematorium - Infrastructure Works	294				
Sub total	1,788	1,130	1,130	1,130	1,130
PLANNING COMMITTEE					
St Annes Regeneration Schemes	315				
St Annes Road West – Square to Pier link and Gateway	110				
Lytham Regeneration Schemes	400	300	100		
Kirkham Public Realm Improvements	5				
M55 Link Road - S106 monies for design work	1,103				
Ansdell / Fairhaven - Public Realm scheme	10				
St Annes Pier - Coastal Revival Fund	24				
Tree Planting	25				
Kirkham and Wesham Station	15				
Future High Street Fund: Kirkham	75	75			
Sub total	2,082	375	100	0	0
Total Expenditure	15,872	4,849	1,592	1,536	2,171

UPDATED 5 YEAR CAPITAL PROGRAMME 2019/20 TO 2023/24 - FINANCING

	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000	Estimate 2023/2024 £000
FINANCING:					
Capital Receipts - General Asset Sales	45	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Better Care Fund / Disabled Facilities Grant	1,103	1,090	1,090	1,090	1,090
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	41				
Section 106 Monies - St Annes	265				
Section 106 Monies - Lytham	130				
Section 106 Monies - Church Road Methodist Church, St Annes	275				
Section 106 Monies - M55 Link-Road	103				
Section 106 Monies - Public Transport Improvements	91	48	48	30	
Section 106 Monies - Staining Chain Lane Playing Fields	174				
Section 106 Monies - Kirkham and Wesham Station	15				
Section 106 Monies - Weeton Village Hall	7				
Section 106 Monies - Fylde Sand Dunes Improvement Scheme	25				
Capital Investment Reserve	1,356	625			
Capital Investment Reserve	875	410	100		
Capital Investment Reserve - Underwriting max £343k - Fairhaven	0	32			
M55 Link-Road Reserve	1,000				
Funding Volatility Reserve - Fairhaven Restoration Project	0	400			
Other External Finance (see analysis below)	9,837	1,652	165	40	40
Direct Revenue Finance					
Prudential Borrowing	505	522	119	306	971
Total Financing	15,872	4,849	1,592	1,536	2,171

Total surplus (-) / shortfall in year	0	0	0	0	0
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Cumulative surplus (-) / shortfall	0	0	0	0	0
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See note below for external funding available to finance the above schemes:

Other External Finance: Analysis

LSP Performance Reward Grant	27				
Environment Agency - Fylde Coastal Preliminaries	9,206				
Lancashire County Council - Affordable Warmth Scheme	8				
Coastal Revival Fund - St Annes Pier	24				
Central Government Grant - Future High Street Fund: Kirkham	75	75			
Staining Parish Council	11	14			
Friends of Staining Open Spaces	1				
John Lees Charitable Trust	0	30			
New Fylde Housing - DFG Contribution	40	40	40	40	40
Lancashire Environmental Fund - Fylde Sand Dunes Imp't Scheme	27				
Heritage Lottery Fund - Fairhaven Restoration Project	268	1,084	125		
Sport England - Fairhaven Restoration Project - confirmed	0	100			
United Utilities - Fairhaven Restoration Project	0	60			
Lytham Schools Foundation - Fairhaven Restoration Project	0	15			
RSPB - Fairhaven Restoration Project	0	8			
Coastal Communities Fund - Fairhaven Restoration Project	0	130			
Lawn Tennis Association - Fairhaven Restoration Project	0	51			
Lancashire Environmental Fund - Fairhaven Restoration Project	0	30			
Café Tenant Contribution - Fairhaven Restoration Project	0	15			
Central Government - Charging Infrastructure for Electric Taxis	150				
	9,837	1,652	165	40	40

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	16
MID-YEAR PERFORMANCE 2019/20			

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 2019/20. Performance is reported against the targets set for the year and commentary is provided by performance exception.

SOURCE OF INFORMATION

Environment, Health & Housing team input data into the InPhase corporate online system from service based performance data

LINK TO INFORMATION

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

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 (01253 658543 or alex.scrivens@fylde.gov.uk).

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

***** PERFORMANCE ABOVE TARGET *****

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

PM108 % of the total DFG Budget committed is 65.5% compared to last year's 60%, the current target is 50%.

There has been an increase of the number of referrals for DFGs in the current financial year. It is important that the budget is not overspent, so an amendment to the Housing Assistance Policy has been introduced, approved by the Housing Health and Environment Committee which introduces a test of resources which should ensure that the DFG spend remains within budget.

PM111: % of customers who agree that the adaptation has increased their independence is 98% compared to last year's 95%.

DFG customers are offered the opportunity to comment on the service they have received once the adaptation is complete and most of the responses indicate that the service has increased their independence.

PM112: % of customer rating the DFG service as either good or excellent is 98.5% and the current target is 95%.

It is anticipated that satisfaction with the DFG service will continue as the grants process is very customer focussed and targeted to meet customer needs.

PM113: Number of households to whom a relief duty is owed is 65 and the current target is 50.

The service has seen an increase in applicants presenting already homeless, therefore an automatic relief duty is owed. The service is responsive depending on the clients approaching the service.

PM114: Number of households with relief duty is owed who have been assisted to source accommodation is 34 and the current target is 20.

This reflects the increase recorded under PM113 and the number of households, whom already homeless and a relief duty is owed have been assisted to source accommodation for at least 6 months.

PM25: % of premises scoring 3 or higher on the food hygiene rating scheme is 95 and last year's comparison figure was 91, the current target is 75.

A "3" hygiene rating (Satisfactory) is the minimum rating acceptable in terms of public health. The Council work closely with business to ensure that hygiene standards are being met or improved. For businesses failing to meet these requirements a graduated approach to enforcement is in place. The Council will not hesitate to take risk based and proportionate action whenever necessary.

***** PERFORMANCE BELOW TARGET *****

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

PM109 Percentage of food hygiene interventions completed (Category A to D) is 35% compared to last year's 47, the current target is 90.

The team have been involved in some unplanned enforcement activity that has inevitably resulted in a temporary shift of resource. The current position is being kept closely under Management review so as to ensure that service delivery continues in line with the requirements of the (Food Standards Agency) Food Law Code of Practice.






PM116: Number of households with prevention duty owed been assisted to remain in their own home is 10 the current target is 20.

We have recently had a number of households present under prevention with high levels of rent arrears and it has been impossible to resolve the issue due to historical over payments of housing benefit or the housing element of Universal Credit. Therefore our only option is to assist households into alternative accommodation and if in priority need provide temporary accommodation.

















PM28: Number of households living in temporary accommodation at the end of the quarter is 33 compared to last year's 18, the current target is 26.

We recorded a high figure of 20 households in temporary accommodation in Qtr1, which will affect the years reporting. The quarterly target is 13, and the actual figure for Qtr 2 was 13. Therefore quarterly we are meeting the target, however we are above the year to date target due, to the Qtr 1 figure.

PERFORMANCE KEY ICON STATUS

	Over Performance – the indicator is over performing against target
	On Track – the indicator is performing within tolerance of target.
	Cautionary Under Performance – 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.
	Under Performance – the indicator is under performing against target.
	Missing Data – 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.
N/A	Not Applicable – no comparable data available. This could be due to the methodology being change or being a new measure created.

APPENDIX 1: Performance Measures mid-year performance (1st April 2019 - 30th September 2019)

Environment, Health and Housing						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2018 SEP 2018	APR 2019 SEP 2019	Mid-Year Target	Performance Status
PM108 % of the total DFG Budget committed	Quarterly	Bigger is Better	60	65.5	50	
PM109 Percentage of food hygiene interventions completed (Category A to D)	Quarterly	Bigger is Better	47	35	90	
PM111: % of customers who agree that the adaptation has increased their independence	Quarterly	Bigger is Better	NEW	98	95	
PM112: % of customer rating the DFG service as either good or excellent	Quarterly	Bigger is Better	NEW	98.5	95	
PM113: Number of households to whom a relief duty is owed	Quarterly	Bigger is Better	NEW	65	50	
PM114: Number of households with relief duty is owed who have been assisted to source accommodation	Quarterly	Bigger is Better	NEW	34	20	
PM115: Number of households to whom a prevention duty is owed	Quarterly	Bigger is Better	NEW	51	50	
PM116: Number of households with prevention duty owed been assisted to remain in their own home	Quarterly	Bigger is Better	NEW	10	20	
PM117: Number of households with prevention duty assisted to source alternative accommodation	Quarterly	Bigger is Better	NEW	17	20	
PM25: % of premises scoring 3 or higher on the food hygiene rating scheme	Quarterly	Bigger is Better	91	95	75	
PM28: Number of households living in temporary accommodation at the end of the quarter	Quarterly	Smaller is Better	18	33	26	
PM29a: Total number of housing advice cases	Quarterly	Bigger is Better	394	388	400	
PM70: % of Licensing Act 2003 certificates issued within 3 working days of statutory time scale (Q)	Annual	Bigger is Better	100	100	100	
PM71c: Total % of hackney carriage/private hire vehicle & driver licenses issued within 3 days	Annual	Bigger is Better	100	100	100	
PM72: Percentage of statutory EPA Permitted process inspections completed (quarterly)	Annual	Bigger is Better	100	100	100	
PM73: Percentage of high risk "A" rated health and safety premise inspections completed (quarterly)	Annual	Bigger is Better	100	100	100	

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2019	17
ST ANNES BATHING WATERS 2018			

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 15th 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>

- **2019 Bathing Water Profile for St Annes**

<http://environment.data.gov.uk/bwq/profiles/profile.html?site=ukd4303-41800>

- **2019 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: Darren Bell Head of Technical Services

Tel: 01253 658465

INFORMATION NOTE

St Annes Bathing Waters 2019

1. The Environment Agency are responsible for implementation of the Bathing Waters Directives, monitoring and reporting on water quality and ensuring 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 1st May to 30th 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 2019 bathing season give an overall assessment of all water quality taken over a four year period (2016 to 2019) 80* samples, 20 per year. *may be lower due to samples being discounted from the classification due to predicted poor water quality through Pollution Risk Forecasting.
5. 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 at 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.coli 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.

6. 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 2019 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. A

maximum of 3 samples can be discounted per bathing season. Three samples have been discounted at St Annes Pier in accordance with Article 3(6) of the bathing water directive during the 2019 season and three samples were discounted at St Annes North bathing water. One high result (taken on 31/07/2019) was not able to be discounted at St Annes North because no signage was displayed at the bathing water when the sample was taken. The correct PRF warning information has to be displayed at the bathing water when the statutory sample is taken in order for it to be discounted. This high result had a negative impact on the overall percentiles although the classification would have still been sufficient had this result been eligible for discounting.

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

Bathing water area	2014 results	2015 results	2016 results	2017 results	2018 results	2019 results
Fleetwood	Poor	Excellent	Good	Good	Good	Good
Cleveleys	Poor	Poor	Good	Good	Good	Good
Bispham	Sufficient	Sufficient	Good	Good	Good	Excellent
Blackpool North	Poor	Good	Sufficient	Good	Sufficient	Good
Blackpool Central	Poor	Sufficient	Good	Good	Good	Good
Blackpool South	Good	Excellent (Blue Flag status)	Excellent (Blue Flag status)	Excellent (Blue Flag status)	Good	Good
St Annes North	Good	Excellent	Good	Good	Good	Sufficient
St Annes Pier	Good	Good	Good	Good	Good	Good



8. The Bathing Water classification for St Annes Pier is classed as good for 2019 however the classification for St Annes North has been classified as sufficient. The deterioration of the water quality at St Annes North is of concern to the Council and the Environment Agency.
9. The classification between good and sufficient is minimal – there was a deterioration in E-Coli at both sites and a deterioration in IE at St Annes North but the IE result slightly improved at St Annes from 2018 to 2019.

Name	2019		2018		E-Coli Change in %ile	IE Change in %ile
	E_Coli 90%ile	IE 90%ile	E_Coli 90%ile	IE 90%ile		
St Annes	243.26	93.64	184.43	99.20	+58.83	-5.56
St Annes North	345.83	116.45	240.51	83.28	+105.32	+33.17

10. The Environment Agency has identified St Annes North as a priority bathing water. In the New Year officers from the Council will meet with representatives from the Environment Agency, Ribble Rivers Trust and United Utilities to draw up an action plan for the 2020 bathing season.

Appendix 1

St Annes North Bathing Water 2019

NO	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
141	02/05/2019 10:40	36	10
142	16/05/2019 10:20	10	10
143	19/05/2019 11:05	82	45
144	22/05/2019 13:21	10	10
145	31/05/2019 10:01	10	36
146	04/06/2019 12:20	10	18
147	14/06/2019 10:10	1400	490
148	17/06/2019 11:35	420	55
149	21/06/2019 13:40	27	10
150	30/06/2019 11:16	220	45
151	02/07/2019 11:10	18	27
152	15/07/2019 10:17	36	10
153	18/07/2019 13:00	10	18
154	31/07/2019 10:30	2600	380
155	06/08/2019 15:40	300	150
156	12/08/2019 10:01	420	170
157	20/08/2019 15:10	240	36
158	30/08/2019 10:15	300	82
159	02/09/2019 12:41	520	410
160	04/09/2019 13:51	160	82

St Annes North Bathing Water 2018

NO	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
121	01/05/2018 12:40	10	10
122	15/05/2018 11:35	18	45
123	27/05/2018 11:15	10	18
124	31/05/2018 11:45	18	10
125	04/06/2018 15:05	18	10
126	12/06/2018 10:50	36	27
127	18/06/2018 15:30	45	18
128	24/06/2018 10:45	10	10
129	27/06/2018 11:45	10	10
130	03/07/2018 13:10	10	18
131	11/07/2018 10:15	18	10
132	24/07/2018 09:40	118	18
133	27/07/2018 11:10	18	10
134	01/08/2018 14:48	55	36
135	10/08/2018 11:05	370	64
136	16/08/2018 14:04	410	73
137	23/08/2018 11:15	27	36
138	29/08/2018 13:50	82	10
139	07/09/2018 10:30	1000	909
140	11/09/2018 12:20	2200	2700

St Annes Pier Bathing Water 2019

NO	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
141	02/05/2019 10:50	10	10
142	16/05/2019 10:35	10	10
143	19/05/2019 11:15	18	10
144	22/05/2019 13:36	10	10
145	31/05/2019 10:20	27	27
146	04/06/2019 12:35	10	10
147	14/06/2019 10:00	73	200
148	17/06/2019 11:15	45	27
149	21/06/2019 13:30	27	10
150	30/06/2019 11:47	18	10
151	02/07/2019 11:25	10	10
152	15/07/2019 10:05	10	10
153	18/07/2019 13:45	10	10
154	31/07/2019 10:50	3000	400
155	06/08/2019 15:20	320	100
156	12/08/2019 10:21	520	120
157	20/08/2019 15:20	82	10
158	30/08/2019 10:35	830	550
159	02/09/2019 13:01	210	530
160	04/09/2019 14:20	130	36

St Annes Pier Bathing Water 2018

NO	Sample taken	escherichia coli colonies/100ml	intestinal enterococci colonies/100ml
121	01/05/2018 14:40	55	27
122	15/05/2018 11:35	82	164
123	27/05/2018 11:15	10	10
124	31/05/2018 11:45	10	10
125	04/06/2018 15:05	10	10
126	12/06/2018 10:50	27	10
127	18/06/2018 15:30	10	27
128	24/06/2018 10:45	10	10
129	27/06/2018 11:45	10	10
130	03/07/2018 13:10	10	10
131	11/07/2018 10:15	18	10
132	24/07/2018 09:40	73	10
133	27/07/2018 11:10	10	10
134	01/08/2018 14:48	64	64
135	10/08/2018 11:05	64	27
136	16/08/2018 14:04	270	109
137	23/08/2018 11:15	230	45
138	29/08/2018 13:50	91	18
139	07/09/2018 10:30	290	936
140	11/09/2018 12:20	1200	3200

FURTHER INFORMATION - Contact: Darren Bell Head of Technical Services

Tel: 01253 658465

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	18

REPORTS OF THE VARIOUS OUTSIDE BODIES

PUBLIC ITEM

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

SUMMARY OF INFORMATION

On 15 July 2019, Council made a number of appointments to outside bodies. These appointments followed from recommendations from the programme committees for appointments from within their respective memberships.

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

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

SOURCE OF INFORMATION

Elected member representatives to the Outside Bodies

INFORMATION ATTACHED

Outside Bodies Reports and Summary

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

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

Outside Body		Councillor	Report Status
Environment, Health & Housing Committee, 07/01/20 meeting			
	Children's Partnership Board (formally the Children's Trust)	Will Harris	Attached
	Citizens Advice Fylde	Noreen Griffiths	Attached
	Citizens Advice Fylde	John Singleton	Attached
	Citizens Advice Fylde	Linda Nulty	No report
	Community Safety Partnership	Ben Aitken	Attached
	Council for Voluntary Services, BWF	Gavin Harrison	Nil report – no meetings
	East Lytham Working Group	Roger Lloyd	Nil report – no meetings
	Fylde & Wyre Health & Wellbeing Partnership	Viv Willder	Attached
	Fylde Coast LGBT Strategic Partnership	Shirley Green	Nil report – no meetings
	Fylde Coast Women's Aid	Viv Willder	Nil report
	Fylde Peninsular Water Management Group	Ben Aitken	Attached
	Just Good Friends	Viv Willder	Nil report
	Lancashire Health & Wellbeing Board	Viv Willder	Attached
	LCC Health & Scrutiny Committee	Viv Willder	Attached
	Local Liaison Committee Springfield Works	Roger Lloyd	No report
	Local Liaison Committee Springfield Works	Ben Aitken	Attached
	MATAC	Roger Lloyd	Attached
	OneFylde	Angela Jacques	Attached
	Police and Crime Commissioners Panel	Ben Aitken	Attached
	Registered Providers Partnership(RSO) (formerly RSL)	Ben Aitken	Attached
	YMCA Housing (Face to Face)	Viv Willder	Attached

From: no-reply@fylde.gov.uk
Sent: 17 December 2019 19:01
To: Democracy
Subject: Fylde Borough Council - A new Outside Bodies - Member Reporting Form report has been submitted - 4820477



Hello Fylde Borough Council,

This email has been sent to you from Fylde Council by one of your customers. They have reported the incident and captured all the details in an aid to help you resolve the issue quickly:

Number4820477

Type Outside Bodies - Member Reporting Form

Customer Details

Name
Mobile 1234567890
Phone
Home -
Phone
Email anonymous@mycouncilservices.com
Address
Address England, United Kingdom

Information

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

Councillor Will Harris - Member of Children's Partnership Board; Fylde, Lancaster and Wyre

Email
cllr.wharris@fylde.gov.uk

Period this report covers (date)
May - November 2019

Name of Outside Body
Children's Partnership Board; Fylde, Lancaster and Wyre

How often does the organisation meet?

Quarterly

How often have you attended?

I have attended all meetings linked to this board

What are the key issues arising for Fylde Borough Council

Children and Family Well being Service: - Number of new early help episodes started in the month: 64 - % New Early Help episodes that had a previous episode in the last 6 months: 19% - % of Early Help episodes closed in the month "all needs met": 68% - Average total duration of episodes closed "all needs met": 14.4 weeks Project 6 & Project 7 Children and Family Wellbeing Service have been working in partnership with primary and secondary Schools to identify year 6 children who may struggle with the transition into high school or those year 7 students struggling with their first term in high school. They offer a 6 week programme to deliver a range of activities over 6 sessions to build resilience, improve confidence, self-esteem and to support wellbeing and mindfulness. Youth Clubs Numbers of attendees have been great in Fylde, up to 30 young people in Youth Clubs and up to 6 young people have been speaking with mental health practitioners at each session. Early intervention/support to reduce the burden on CAMHS & GP's which has proved a great success. Young people have a place where they can attend, feel safe and have someone impartial to talk to on a range of issues such as healthy relationships, consequences of actions, safe social media usage, employment, post 16 options or whatever it is that is relevant to them. And of course they can "chill" and have fun listening to music, playing pool, table tennis or table football.

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

N/A

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

Data above provided by LCC

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

Yes

Any further comments?

No

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The Fylde Council Team

From: no-reply@fylde.gov.uk
Sent: 10 December 2019 14:25
To: Democracy
Subject: Fylde Borough Council - A new Outside Bodies - Member Reporting Form report has been submitted - 4790843



Hello Fylde Borough Council,

This email has been sent to you from Fylde Council by one of your customers. They have reported the incident and captured all the details in an aid to help you resolve the issue quickly:

Number4790843

Type Outside Bodies - Member Reporting Form

Customer Details

Name
Mobile 1234567890
Phone
Home -
Phone
Email anonymous@mycouncilservices.com
Address
Address England, United Kingdom

Information

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

Noreen Griffiths Committee Member

Email
cllr.ngriffiths@fylde.gov.uk

Period this report covers (date)
October 2019

Name of Outside Body
Fylde Citizens Advice Kirkham

How often does the organisation meet?
Every 3 months

How often have you attended?
AGM followed by Committee Meeting (Once)

What are the key issues arising for Fylde Borough Council
Continued funding for CAB

Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
None

Who did you inform of these issues within Fylde Borough Council?
None

In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?
Good information provided at meeting which can be passed onto residents. Yes.

Any further comments?
Very impressed with professional manner and reports given at AGM.

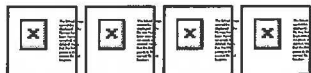
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Citizens Advice-Fylde Outside body report- Cllr John Singleton JP

Board meeting 10th October 2019

Stats:-

Age profile

0-34 -24% 35-59 - 6% 60-100 -30%

Gender Female -59% Male -41%

Disability Disabled -9% Long Term health condition – 40% none -51%

Ethnicity Asian -1% Black -1% Mixed -1% White - 96%

Client contact Face to face 50% Telephone 50%

Main Client Issues:-

Benefits and Tax credits - Top benefit issues- Initial claims/ PIP./E.S.A

Benefits and universal credit -Top benefit issues --initial claim

Debt - Top debt issues credit cards / debt relief orders/ Council tax arrears

Consumer goods and services

Discrimination

Education

Employment

Staff

At the end of August there were 26 advice volunteers including 12 advice line assessors. 8 full advisors and 6 volunteers in various stages of training.

The CAB also has other volunteers in admin, IT and housekeeping.

Funding

The CAB Kirkham are looking to Fylde Council for a rise in grant funding from £89,405 in 2019/20 to £92,823 in 2020/21

And £94,422 in 2021/2022 followed by £96,053 in 2022/2023

Business Plan

The CAB is fully prepared with a Business plan covering 2019 to 2023

Aims of the plan

To secure continued funding from Fylde Council.

To increase the volunteer team by 25% by improving the recruitment strategy.

To expand the outreach provision to include Lytham

To secure continued funding from U.U. for the 'At Home' service for advice in the home for disabled clients.

Management structure

The Kirkham CAB has a very enthusiastic and capable chairman in Mr Allan Curphey. He is a person who impressed me.

The CEO is Ms Natalie Reeves who is fairly new to the post.

Clients by ward

The CAB has a matrix showing clients by electoral wards.

End

Cllr John Singleton

From: no-reply@fylde.gov.uk
Sent: 21 November 2019 10:03
To: Democracy
Subject: Fylde Borough Council - A new Outside Bodies - Member Reporting Form report has been submitted - 4707897



Hello Fylde Borough Council,

This email has been sent to you from Fylde Council by one of your customers. They have reported the incident and captured all the details in an aid to help you resolve the issue quickly:

Number 4707897
Type Outside Bodies - Member Reporting Form

Customer Details

Name
Mobile 1234567890
Phone
Home Phone -
Email anonymous@mycouncilservices.com
Address
Address England, United Kingdom

Information

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

Ben Aitken

Email
cldr.baitken@fylde.gov.uk

Period this report covers (date)
-September

Name of Outside Body
Safety Partnership

How often does the organisation meet?
Every three months

How often have you attended?
Regular

What are the key issues arising for Fylde Borough Council

Crime analysis Anti Social Behaviour Repeat Offences, Absconding from Hospital including mental issues and Police time. The need to lobby the NHS over the Police waiting with patients at hospital. £1m has been given to Lancashire Police for knife crime issues. Problems in Local Childrens' Homes Was discussed. Fire Brigade reported few incidents. The meeting was generally routine.

Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
None

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

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

Any further comments?
-

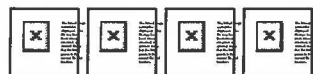
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From: no-reply@fylde.gov.uk
Sent: 13 December 2019 15:03
To: Democracy
Subject: Fylde Borough Council - A new Outside Bodies - Member Reporting Form report has been submitted - 4805878



Hello Fylde Borough Council,

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Number4805878

Type Outside Bodies - Member Reporting Form

Customer Details

Name
Mobile 1234567890
Phone
Home -
Phone
Email anonymous@mycouncilservices.com
Address
Address England, United Kingdom

Information

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

Cllr.Vivienne M Willder Member

Email
Cllr.vwillder@fylde.gov.uk

Period this report covers (date)

From May to December 2019

Name of Outside Body

Fylde and Wyre Health and Wellbeing Partnership

How often does the organisation meet?

About 4 times a year

How often have you attended?

All.....December one next week,

What are the key issues arising for Fylde Borough Council

This is a group of members who are all involved with NHS and services for both Councils. It is a get together of what has/is happening in the areas . . .

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

I personally think that more information/ ideas should be discussedthat then go to the relevant bodies in NHS. We also need to move on "our" Healthy Town!

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

Kathy Winstanley is a member and works extremely hard on this partnership.

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

Yes as I also can bring up bits and pieces from the LCC committees I attend if needed.

Any further comments?

-

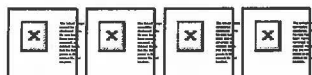
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From: no-reply@fylde.gov.uk
Sent: 13 December 2019 13:01
To: Democracy
Subject: Fylde Borough Council - A new Outside Bodies - Member Reporting Form report has been submitted - 4805054



Hello Fylde Borough Council,

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Number4805054

Type Outside Bodies - Member Reporting Form

Customer Details

Name

Mobile 1234567890

Phone

Home -

Phone

Email anonymous@mycouncilservices.com

Address

Address England, United Kingdom

Information

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

Cllr. Vivienne M Willder Member

Email

Cllr.vwillder@fylde.gov.uk

Period this report covers (date)

From May 2019 to December 2019

Name of Outside Body

Lancashire Health and Wellbeing Board

How often does the organisation meet?

Usually 4 to 5 times a year

How often have you attended?

4 times

What are the key issues arising for Fylde Borough Council

The possibility of the 6 CCG'S working as one unit! (Clinical Commissioning Groups) They are...Chorley and South Ribble, Fylde and Wyre, Greater Preston, East Lancs, Morecambe Bay, West Lancashire. Healthwatch England have been out to groups and people in these areas, to find out their ideas, concerns etc and a full report will be given in the New Year.

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

Making sure that any monies for the areas of Heath and Wellbeing are distributed fairly .

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

Kathy Winstanley

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

Yes as these reports are all on going....

Any further comments?

The CCG,s are all Dr's that are working together for their patients in their practises. To alleviate hospital intakes that are not necessary,....and to be looked after in their own homes

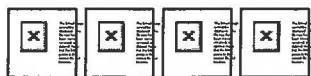
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From: no-reply@fylde.gov.uk
Sent: 13 December 2019 13:15
To: Democracy
Subject: Fylde Borough Council - A new Outside Bodies - Member Reporting Form report has been submitted - 4805155



Hello Fylde Borough Council,

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Number4805155

Type Outside Bodies - Member Reporting Form

Customer Details

Name
Mobile 1234567890
Phone
Home -
Phone
Email anonymous@mycouncilservices.com
Address
Address England, United Kingdom

Information

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director):-
Cllr.Vivienne M Willder Coopted Member

Email
Cllr.vwillder@fylde.gov.uk

Period this report covers (date)
From May to December 2019

Name of Outside Body
Lancashire Health Scrutiny Committee

How often does the organisation meet?
6 times and extras accordingly

How often have you attended?

5 and had my Chair to go in my place to one of them.

What are the key issues arising for Fylde Borough Council

This Board is to make sure that ALL the reports from any of the NHS areas are thoroughly workable.....and I can give a report or idea to this Board.....but I cannot vote! This can restrict any serious decisions for Fylde and Wyre. The Chair of Scrutiny has been asked if coopted members can vote! Will be looked into in the New Year.

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

As above! Because this Board are all LCC Councillors.

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

Kathy Winstanley

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

Yes. As a member or substitute from each local council body could (if granted) a vote!

Any further comments?

-

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Tara Walsh

From: no-reply@fylde.gov.uk
Sent: 20 November 2019 16:10
To: Democracy
Subject: Fylde Borough Council - A new Outside Bodies - Member Reporting Form report has been submitted - 4705725



Hello Fylde Borough Council,

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Number 4705725
Type Outside Bodies - Member Reporting Form

Customer Details

Name
Mobile 1234567890
Phone
Home Phone -
Email anonymous@mycouncilservices.com
Address
Address England, United Kingdom

Information

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

Email
CLLR.baitken@fylde.gov.uk

Period this report covers (date)
April to November

Name of Outside Body
Local Liaison Springfield Works

How often does the organisation meet?
Every six months

How often have you attended?
I missed the April meeting

What are the key issues arising for Fylde Borough Council

There is a fundamental change being undertaken by the Westinghouse Team, due to the drastic reduction in Nuclear activity in the UK. A recent decommissioning event has resulted in two huge buildings being demolished, leaving a metre thick base covering the site of each. The management have been given the challenge of reducing costs by \$30m in three years. The present number of employees numbers 800. This is expected to be reduced to 650, although 20 apprenticeships have been added. These are of various types. The company is being extremely ambitious in its great challenge, aiming for world status. The usual safety issues were also discussed.

Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
None

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

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

Yes although all membership is being considered in the April meeting.

Any further comments?

-

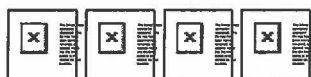
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Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	ROGER LLOYD OBSERVER
Period this report covers (date):	JULY/AUG/SEP
Name of Outside Body:	HAFAAC
How often does the organisation meet? And how often have you attended?	USUALLY ONCE A MONTH
Key issues arising for Fylde Borough Council <i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i> (continue on a separate sheet if necessary).	<p>NOT A GREAT DEAL TO REPORT, THE LAURASHIRE HATE CRIME strategy is being updated for 2020.</p> <p>By next meeting it is hoped that figures will be available for police time spent on patient absconding from the vic/Harbour.</p> <p>Cathy Winstanley is the Liaison officer for the refugees (Syrian) on F.B.C.</p> <p>Unfortunately Mick Jones couldn't attend to meeting</p>
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	YES.
Any further comments? (continue on a separate sheet if necessary)	

Outside Bodies - Member Reporting Form

Details

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

Cllr Roger LLOYD

Email

Cllr.rlloyd@fylde.gov.uk

Period this report covers (date):

February 2019

Name of Outside Body:

Task and coordination

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

Usually once a month

Key issues arising for Fylde
Borough Council

The police and other interested parties including FBC and fire and rescue social services are developing an integrated early action team to coordinate actions with individuals or events There are 2 wifi cameras in lythamone showing Henry Street the other Dicconson Terrace. The national Integrated crime system "connect" that was introduced by the government late last year has seen teething problems . It was designed amongst other things to compile statistics..however it has not as yet provided any.. There has been a speit of ex offenders selling door to door in the area ,their techniques can be very persuasive and seem to be targeting the elderly...they use a white transit van ..if you see them please report to the police. Lowther Gardens was the scene of a recent robbery where the safe was removed and money taken Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc

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

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

Yes

Any further comments?

Outside Bodies - Member Reporting Form

Details

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

Angela Jacques Trustee.

Email:- ellajacques@fylde.gov.uk.

Period this report covers (date):- March to end of Oct 2019

Name of Outside Body:- Orma Fylde.

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

has had 10 meetings I have attended 8.

Key issues arising for Fylde Borough Council:-

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

None

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

N/A.

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

Yes.

Any further comments?:-

No.

From: no-reply@fylde.gov.uk
Sent: 21 November 2019 10:14
To: Democracy
Subject: Fylde Borough Council - A new Outside Bodies - Member Reporting Form report has been submitted - 4708004



Hello Fylde Borough Council,

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Number 4708004
Type Outside Bodies - Member Reporting Form

Customer Details

Name
Mobile 1234567890
Phone
Home Phone -
Email anonymous@mycouncilservices.com
Address
Address England, United Kingdom

Information

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

Ben Aitken

Email
cllr.baitken@fylde.gov.uk

Period this report covers (date)
-September

Name of Outside Body
Police and Crime Commissioner

How often does the organisation meet?
Every two/months months

How often have you attended?
Regular however CLLR Viv Wilder substituted for me due to holiday.

What are the key issues arising for Fylde Borough Council

The Commissioner presented his Annual Report (copy available) The force management statement and performance reports were also presented. The problem of political numbers appears to have been settled.

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

None

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

Committee

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

Yes

Any further comments?

-

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From: no-reply@fylde.gov.uk
Sent: 20 November 2019 16:40
To: Democracy
Subject: Fylde Borough Council - A new Outside Bodies - Member Reporting Form report has been submitted - 4705928



Hello Fylde Borough Council,
This email has been sent to you from Fylde Council by one of your customers.
They have reported the incident and captured all the details in an aid to help you resolve the issue quickly:

Number 4705928
Type Outside Bodies - Member Reporting Form

Customer Details

Name
Mobile 1234567890
Phone
Home Phone -
Email anonymous@mycouncilservices.com
Address
Address England, United Kingdom

Information

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

Email
cldr.baitken@fylde.gov.uk

Period this report covers (date)
April to November

Name of Outside Body
Registered Providers Group

How often does the organisation meet?
Every six months

How often have you attended?
Regularly

What are the key issues arising for Fylde Borough Council

A routine meeting discussing affordable house building programmes. The unattached situations, without RPs were also discussed. A presentation was given on the Affordable Housing Consultation document, asking for comments from those present, as well as other relevant groups. One important issue within the document is the need for Building companies to legally sign up to affordable provision on the site prior to commencement of building any dwelling. There followed an open event for Councillors and Officers.

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

-

**Who did you inform of these issues within Fylde Borough Council?
Committee**

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

It may be necessary to consider an annual meeting with statistics being sent out on a more regular basis.

Any further comments?

-

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From: no-reply@fylde.gov.uk
Sent: 20 November 2019 16:49
To: Democracy
Subject: Fylde Borough Council - A new Outside Bodies - Member Reporting Form report has been submitted - 4706034



Hello Fylde Borough Council,
This email has been sent to you from Fylde Council by one of your customers.
They have reported the incident and captured all the details in an aid to help you resolve the issue quickly:

Number 4706034
Type Outside Bodies - Member Reporting Form

Customer Details

Name
Mobile 1234567890
Phone
Home Phone -
Email anonymous@mycouncilservices.com
Address
Address England, United Kingdom

Information

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

Email
cllr.baitken@fylde.gov.uk

Period this report covers (date)
April to November

Name of Outside Body
Water Management Group

How often does the organisation meet?
Every three months?

How often have you attended?
Regular

What are the key issues arising for Fylde Borough Council

The Group reports on any water issues, however it met days prior to the release of the bathing water quality statistics. Later ST.Annes North was downgraded to sufficient from good. South maintained Good. We also discussed the inadequacies of the SUDS in building. It was pointed out to the Group that action rather than discussion should be the key theme in the meeting and questions should be asked as to why no NW beach has a top bathing water standard.

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

None

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

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

Yes but we must inform this group that talking shops do not achieve anything

Any further comments?

-

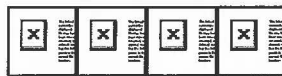
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From: no-reply@fylde.gov.uk
Sent: 20 November 2019 16:10
To: Democracy
Subject: Fylde Borough Council - A new Outside Bodies - Member Reporting Form report has been submitted - 4705725



Hello Fylde Borough Council,
This email has been sent to you from Fylde Council by one of your customers.
They have reported the incident and captured all the details in an aid to help you resolve the issue quickly:

Number 4705725
Type Outside Bodies - Member Reporting Form

Customer Details

Name
Mobile 1234567890
Phone
Home Phone -
Email anonymous@mycouncilservices.com
Address
Address England, United Kingdom

Information

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

Ben Aitken

Email
CLLR.baitken@fylde.gov.uk

Period this report covers (date)
April to November

Name of Outside Body
Local Liaison Springfield Works

How often does the organisation meet?
Every six months

How often have you attended?
I missed the April meeting

What are the key issues arising for Fylde Borough Council

There is a fundamental change being undertaken by the Westinghouse Team, due to the drastic reduction in Nuclear activity in the UK. A recent decommissioning event has resulted in two huge buildings being demolished, leaving a metre thick base covering the site of each. The management have Ben given the challenge of reducing costs by \$30m in three years. The present number of employees numbers 800. This is expected to be reduced to 650, although 20 apprenticeships have been added. These are of various types. The company is being extremely ambitious in its great challenge, aiming for world status. The usual safety issues were also discussed.

Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
None

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

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

Yes although all membership is being considered in the April meeting.

Any further comments?

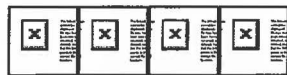
-

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From: no-reply@fylde.gov.uk
Sent: 13 December 2019 14:51
To: Democracy
Subject: Fylde Borough Council - A new Outside Bodies - Member Reporting Form report has been submitted - 4805782



Hello Fylde Borough Council,

This email has been sent to you from Fylde Council by one of your customers. They have reported the incident and captured all the details in an aid to help you resolve the issue quickly:

Number 4805782

Type Outside Bodies - Member Reporting Form

Customer Details

Name

Mobile 1234567890

Phone

Home -

Phone

Email anonymous@mycouncilservices.com

Address

Address England, United Kingdom

Information

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

Cllr. Vivienne M Willder Member

Email

Cllr.vwillder@fylde.gov.uk

Period this report covers (date)

May to December 2019

Name of Outside Body

YMCA Housing (face to face)

How often does the organisation meet?

About 4 times a year. The last meeting this November was cancelled

How often have you attended?
All this year

What are the key issues arising for Fylde Borough Council

Housing for younger people 18 to 25 that need urgent homes are needed. The ones that YMCA have are full of working or at college etc. After that age....there is not enough housing that is suitable for their needs....too expensive (private landlords) or affordable waiting list too long (no flats etc).

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

Housing is a big issue among the younger generation.....for whatever reason they leave their "birth" home.....nothing available in Fylde.....land that could be used to build housing for young people or even olderis in a minority.

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

Kristine Riding and the Planning Department

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

Yes.....monies have been used to build lovely apartments.....and possibly more working together to utilise areasabove shops for example.

Any further comments?

-

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INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF THE CHIEF EXECUTIVE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	7 JANUARY 2020	19
THE CORPORATE PLAN 2020-2024			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The draft of the emerging Corporate Plan 2020-2024 can be accessed using the link included in this report. The Corporate Plan outlines the key strategic objectives and aims of the council for the period 2020-2024. The plan is renewed every four years with annual progress reports and reviews, the strategic objectives and aims in the plan inform the operational business plans for each service area.

This is the first draft of the 2020-2024 plan that is currently subject to consultation feedback from all stakeholders. The draft plan is available on the council web site with details on how to provide feedback. The draft plan considers the statutory responsibilities of the council focusing on the strategic initiatives that are pertinent to Fylde which are additional to the day to day operation of the council. The Plan takes into consideration emerging legislation, policy and changes in resources and responsibilities and is informed by partners, elected members and external organisations.

The Corporate Plan is a key strategic document that forms part of the Council's budget and policy framework. The plan is presented as a one page 'poster' that presents the longer-term objectives and the key actions / commitments that will be delivered to achieve the objectives. The plan is part of the performance management framework linking with the Directorate Service Plans developed each year which include more detail on actions required to deliver the strategic objectives.

The current Corporate Plan comes to its conclusion on 1st April 2020. For the new Corporate Plan 2020-24, a consultation period will be held externally from 2nd January 2020 to 17th February 2020 allowing for partnership and public feedback. Members can also submit comments, suggestions or feedback by emailing alex.scrivens@fylde.gov.uk or using the online facility on the website that all stakeholders have access to. The consultation will be promoted via Social Media and a press release produced for the local press. The final draft of the Corporate Plan 2020-2024 will be presented to Full Council on April 20th, 2020.

SOURCE OF INFORMATION

- Current legislation in all service areas
- Local Government Association guidance
- District Council Network advice, initiatives and projects
- Directorate Service Plans
- Partner consultation, research and feedback
- Medium Term Financial Forecast
- Resident Survey and other customer feedback

LINK TO INFORMATION

Appendix 1: Corporate Plan 2020-24 DRAFT 271119 (Attached)

Appendix 2: [Corporate Plan 2020-24 Consultation LINK](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The information is being included on the agenda of every committee in the January 2020 cycle of meetings to ensure that all elected members are aware of the opportunity to provide comment, suggestion, feedback and ideas as well as seek clarification on the emerging Corporate Plan 2020-2024.

FURTHER INFORMATION

Allan Oldfield, allan.oldfield@fylde.gov.uk 01253 658500

Alex Scrivens, alex.scrivens@fylde.gov.uk 01253 658543

DRAFT: CORPORATE PLAN 2020/24

Economy

Environment

Efficiency

Tourism

AMBITIONS

To create a vibrant and healthy economy we will:

- Develop & deliver Master Plans for the town centres
- Support and promote appropriate development
- Facilitate improved transport infrastructure and connectivity
- Maximise the use of all council owned assets
- Work with partners to attract new employment and create vibrant economic communities
- Retain and enhance the identity of our local communities

To deliver services customers expect we will:

- Reduce the use of plastics & increase recycling
- Enhance the natural environment
- Improve coast and countryside accessibility
- Address anti-social behaviour
- Create clean, safe and healthy communities
- Provide high quality parks and open spaces
- Provide safe, clean and accessible coast and countryside facilities
- Provide coastal defences and drainage infrastructure to protect against flooding
- Implement energy efficient initiatives

By spending money in the most efficient way we will:

- Keep council tax as low as possible whilst delivering first class services
- Adopt a 'Customer First Attitude'
- Actively seek feedback to improve service delivery
- Apply technology to deliver services in the most efficient way possible
- Continuously review every service to meet changing customer expectation
- Champion and enhance the reputation of the council
- Keep customers informed through open and transparent communication

To create a great place to live and visit we will:

- Provide high quality leisure, tourism, arts, sports and recreation facilities
- Deliver and support a diverse programme of events across the Fylde coast and countryside
- Develop and promote unique destination points across the coast and countryside
- Maintain public swimming provision
- Provide parking solutions that meet the needs of residents, workers and visitors
- Support and facilitate heritage and arts

ACTIONS

- Develop policy to protect the character of communities i.e. heritage assets, listed features, town centre markets
- Implement means of influencing legislation for leasehold arrangements on residential dwellings
- Work with partners to deliver the M55 Link Road and other transport infrastructure i.e. rural bus routes
- Deliver enough housing of appropriate type, tenure, design, density and mix to meet local need
- Work with partners in town centres to:
 - increase shopping footfall and the retail offer
 - encourage activity after 6pm
 - implement a zero-tolerance litter policy
 - provide car parking to attract customers
- Consult with interested parties and agree the future use of Lytham Institute in accordance with the terms of the Trust
- Develop the Enterprise Zone through the Fylde Coast partnership attracting employment and new industry
- Support the regeneration of our towns and villages
- Deliver next phase of St Anne's regeneration
- Deliver Kirkham High Street regeneration project
- Progress Lytham regeneration programme
- Apply the Commercial Strategy to council assets and future investment to secure best value
- Work with local business and partners to improve town centre shopping experiences and markets
- Explore opportunities for income generation from use of natural assets i.e. location filming, event hire
- Channel business rates funding opportunities to economic development.
- Review leases and Service Level Agreements

- Implement carbon reduction policies including: plastics reduction, tree planting, energy efficiency and recycling
- Design education and awareness programmes to support carbon reduction policies and actions
- Work with partners to deliver the carbon reduction policy actions i.e. reduce, re-use, recycle, tree planting
- Identify priority locations for tree planting to include numbers and types of trees
- Develop coast & countryside walks and pathways, improving signage and incorporating ranger events
- Educate and enforce to prevent littering, fly tipping, illegal signage, dog fouling and anti-social activity
- Develop the cemetery & crematorium project to address parking, green energy efficiency and long-term expansion
- Work with partners on flood prevention measures and drainage infrastructure to protect properties
- Engage with partners on health & wellbeing issues in the community and assist residents with accessing support
- Further reduce the number of empty homes and encourage the development of quality energy efficient affordable homes to rent or buy
- Create and maintain high quality parks and open spaces working with volunteer groups to achieve Green Flags
- Maintain our seaside award and work toward Blue Flag status
- Explore opportunities to introduce electric car charging points
- Proactively enforce against illegal encampments
- Deliver a regeneration programme for St Anne's coastal strip including sea defences
- Deliver public realm and drainage infrastructure to enhance rural areas

- Implement measures to seek grant funding, sponsorship, advertising and partnership working
- Explore income generating opportunities and maximise return from assets in line with the commercial policy
- Develop innovative ways of using signage, including advertising, use of digital screens to communicate with customers
- Promote the resident's car parking permit and simplify the offer
- Provide access to council services through all possible means with particular focus on the most vulnerable
- Enable customers to provide feedback on service at the point of delivery and use it to improve the service
- Review all emergency plans and incorporate measures for responding to incidents
- Use bin stickers and vehicles to promote council services
- Review the Public Space Protection Orders as means of enforcement
- Implement a code of conduct scheme for professional / multiple dog walkers
- Implement the signage strategy to create greater awareness of what is available, how we perform and enhance our reputation
- Support the Boundary Commission with the review of Fylde for 2023
- Review bus shelter provision and maintenance including income generating opportunities
- Implement new toilet provision at locations based on demand and investigate income opportunities

- Deliver an events programme that covers the coast and countryside including:
 - Strengthening our existing events
 - Investigating new opportunities
 - Marketing and promoting events
 - Supporting galas, club days and carnivals
- Represent the council on Lowther Trust ensuring the purpose of the Trust is achieved and the council's interests are protected
- Deliver the Fairhaven Lake project to include:
 - Completing the HLF bid
 - Introduce Adventure Golf and other activities
 - Improve facilities i.e. café, car parking, kiosk
- Promote the Parks Development approach to partnerships across the Borough on parks and open space
- Work in partnership with Lytham Hall to enhance and preserve the Grade 1 listed asset
- Pursue registration of LSA art collection and options available for display with partners
- Work with LCC to develop car parking options for the coastal promenades and manage overnight parking provision
- Develop leisure offer along the coast to cater for residents and visitors all year round eg, pier, Island, Fairhaven
- Review motor home parking provision