



# Agenda

## Finance and Democracy Committee

Date:	Monday, 25 November 2019 at 18:30
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Karen Buckley (Chairman) Councillor Vince Settle (Vice-Chairman)</p> <p>Councillors Peter Anthony, Peter Collins, Ellie Gaunt, Linda Nulty, Liz Oades, David O'Rourke, Richard Redcliffe, Elaine Silverwood, John Singleton JP, Michael Withers.</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](#)

	PROCEDURAL ITEMS:	PAGE
1	<b>Declarations of Interest:</b> Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meeting held on <a href="#">23 September 2019</a> as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 23(c).	1
	<b>DECISION ITEMS:</b>	
4	<b>Financial Forecast Update (Including Revenue, Capital and Treasury Management) 2019/20 to 2023/24</b>	3-22
5	<b>Parish Council Election Recharges/ Local Election Feedback</b>	23-26
6	<b>Council Tax Reduction Scheme 2020/21</b>	27-37
7	<b>New Homes Bonus: Provision of Grants To Town and Parish Councils 2020/21</b>	38-49
8	<b>Community Housing Fund Phase 2 - Lindsay Court</b>	50-52
9	<b>Fylde Sand Dunes Improvement Scheme</b>	53-61

<b>10</b>	<b>Splash Park Toilet Facilities</b>	<b>62-70</b>
<b>11</b>	<b>Kirkham: Future High Street Fund</b>	<b>71-73</b>

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## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
FINANCE	FINANCE AND DEMOCRACY COMMITTEE	25 <sup>th</sup> NOVEMBER 2019	4
<b>FINANCIAL FORECAST UPDATE (INCLUDING REVENUE, CAPITAL &amp; TREASURY MANAGEMENT) 2019/20 TO 2023/24</b>			

### PUBLIC ITEM

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

### SUMMARY

The report provides Members with an update of the financial forecast for the Council for the five years 2019/20 to 2023/24. It includes changes arising since the Budget was set by Council in March 2019.

### RECOMMENDATIONS

#### The Committee is recommended:

1. To note the implications of this updated financial forecast.

### SUMMARY OF PREVIOUS DECISIONS

The Council set its budget for 2019/20 at its meeting of 5<sup>th</sup> March 2019. This report provides Members with an update of the financial position of the Council, including changes since that date.

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

## REPORT

### 1. PURPOSE OF THE FINANCIAL FORECAST UPDATE

- 1.1 This report is the mid-year and preliminary forecast of the Council's financial position and takes account of latest reserve balances, revenue and capital spending forecasts and treasury management issues. It also identifies and updates the financial risks and challenges facing the Council. The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information becomes available.
- 1.2 This latest financial forecast update is designed to:
- Present an updated five-year financial forecast for revenue and capital spending based upon the best information available at the time;
  - Review and update the currently identified risks and opportunities;
  - Alert Members to any new specific risks and opportunities;
  - Inform Members of any changes required to budgets due to external factors outside the Council's control; and,
  - Provide a basis on which Members can begin to make future spending decisions.

### 2. BACKGROUND TO THE FORECAST

- 2.1 In order to 'scene set', the current financial position of the Council is summarised for Members as follows:

(i) Original Budget 2019/20

At the Council meeting on the 5<sup>th</sup> March 2019 the budget for 2019/20 and the medium term financial forecast were agreed. The resolution included a 2.48% increase in the average Council Tax amounts and a total net budget requirement of £10.241m for 2019/20. The General Fund balance at that time was forecast at the end of 2022/23 to be £3.584m. In agreeing the Original Budget for 2019/20 a number of key high level financial risks and assumptions were highlighted.

(ii) General Fund Revenue Outturn Position 2018/19

The revenue outturn position for 2018/19 was reported to Members in June 2019. The impact of the outturn position, including slippage items in the total sum of £0.242m, has been reflected in this updated forecast.

The favourable outturn position for revenue for 2018/19 allowed for an additional contribution to be made into the Capital Investment Reserve in the sum of £0.530m.

(iii) Budget Right-sizing Exercise

During the autumn each year officers undertake a budget right-sizing exercise to identify any in-year budget variances and any future budget adjustments that might be appropriate. The exercise includes an analysis of budget variances which have occurred over the last 3 financial years in order to identify structural changes and trends in income and expenditure levels. This has become part of the annual budget process. As a result a number of budget adjustments are included within Appendix C of this report under the heading 'Budget Rightsizing'. The efficiencies and savings captured by the right-sizing exercise are a combination of one-year-only and recurring savings. It is anticipated that in future years the level of

efficiencies and savings that are achievable through the right-sizing exercise will be more limited.

(iv) Capital Outturn Position 2018/19

The latest approved expenditure budget in the capital programme for 2018/19 was £17.577m. After adjusting for slippage of £2.479m, the overall outturn position for 2018/19 was an in-year favourable variance of £0.011m against the latest updated estimate.

(v) General Fund Revenue Quarterly Budget Monitoring 2019/20

Revenue budget monitoring reports for the period to 31<sup>st</sup> July 2019 have been presented to each of the Programme Committees during the September cycle of meetings. These reports identified a number of budget areas for further consideration. As a result a number of changes have already been included in this latest forecast. These include revised fee income estimates and updated employee cost assumptions.

### **3. THE GENERAL FUND REVENUE FORECAST**

- 3.1 Appendix A of this report sets out the original revenue budget forecast as agreed at the Budget Council meeting on 5<sup>th</sup> March 2019.
- 3.2 Appendix B shows the general assumptions underpinning the base forecast, whilst Appendix C shows the financial impact of changes to general assumptions and the impact of other significant changes that have been identified since the budget was approved, including the impact of outturn 2018/19 and the budget right-sizing exercise. Appendix D sets out the narrative which explain the significant changes made to the forecast.
- 3.3 The impact of all these changes are summarised in Appendix E which details the latest updated financial forecast for the Council. The forecast needs to be considered carefully in the light of the identified risks which cannot be fully quantified at this time but may have an impact on the forecast at some future point.

The following updates provides details of the most significant changes reflected in the forecast since the Budget Council meeting on 5<sup>th</sup> March:

3.4 Business Rates: Membership of the Lancashire Business Rates Pool 2020/21 and Future Year Income Estimates

In 2018/19 the government announced plans to introduce '75% Business Rate Retention' for all authorities with effect from 2020/21. As part of the development of these revised arrangements the government invited bids from existing Business Rate Pools to act as 'pilots' for the proposed scheme. An analysis of the impact of the 'pilot' scheme arrangements for the Lancashire Business Rates Pool indicated that a significant net beneficial impact would result across Lancashire authorities. Consequently the Lancashire pool applied for inclusion in the pilot scheme and was subsequently accepted as a participant for 2019/20.

The implementation of the '75% Business Rate Retention' scheme is inextricably linked to the Local Government Spending Review which has now been delayed from 2019/20 to 2020/21 (see section 4 below)

Consequently, although there remains a degree of uncertainty at this stage, it is increasingly likely that the business rate regime that operates for 2020/21 will be a reversion to the arrangements that were in place for 2018/19 i.e. that the Lancashire Business Rate Pool would continue in a similar form for 2020/21 as at present, but without the further benefits of the '75% pilot' arrangements.

The latest in-year monitoring and future modelling strongly suggest that continued participation in a Lancashire Business Rate Pool for 2020/21 would be financially beneficial to Fylde Council. Consequently, the Finance and Democracy Committee of 23<sup>rd</sup> September 2019 approved:

1. The continuation of Fylde Council participation in the current Lancashire Business Rates Pool for 2020/21 on the assumption that the pool remains in existence; and
2. The continuation of Fylde Council participation in the '75% Business Rate Retention Pilot Scheme' arrangements for 2020/21 should that become an available option.

The nature of the Business Rate regime that will operate for 2020/21 will not be known definitively until the Local Government Financial Settlement for that year is announced in draft form, which has been delayed until after the December 2019 General Election.

Previously the Financial Forecast assumes that Fylde Council will participate in a Lancashire-wide pooling arrangement up to and including 2019/20 only. This has now been amended to assume continued participation in the arrangement for 2020/21.

Any amendments to the levels of forecast Business Rate income to be retained will be reflected in future updates to the Financial Forecast.

### 3.5 Income from the Sale of Sand

Sand extraction from St Annes beach has been discontinued pending the resolution of uncertainties arising concerning regulatory requirements. The council will assess the appetite and scope for resuming the activity once those uncertainties have been resolved.

### 3.6 The Budget Right-sizing Exercise and further Transfers to Ear-marked Reserves

The Council meeting of 5th March 2019 approved transfers to the Capital Investment Reserve in 2018/19 and 2019/20 equivalent to the balance of the revenue surplus for those years (after allowing for all approved transfers to other reserves), estimated at that time to be £1.399m for 2018/19 and £0.955m for 2019/20.

Following a favourable outturn position for 2018/19 and a review of the budget position for 2019/20 as part of the preparation of this Financial Forecast update, including the identification of fortuitous additional income for the year, costs-savings and the outcome of the budget right-sizing exercise, the revised forecast revenue surplus for 2019/20, currently stands at £0.721m as detailed at Appendix E. The revised forecast revenue surplus for 2020/21, also shown in Appendix E, is currently £1.109m.

## 4. **CENTRAL GOVERNMENT FUNDING AND THE LOCAL GOVERNMENT SPENDING REVIEW.**

Alongside the Local Government Finance Settlement for 2019/20, the Government had previously confirmed that it is looking to announce a multi-year financial settlement from April 2020 along with implementation of the Fair Funding Review, also with effect from April 2020. The review was designed to deliver a revised level of funding across local government from 2020/21 and was widely expected to result in shire district councils such as Fylde Council being regarded as requiring a reduced share of national resources.

However in August 2019 the government announced a single, one-year, spending review to give government departments "financial certainty" as they prepare for Brexit – which was at the time planned for October 31<sup>st</sup> 2019. A one-year settlement for 2020/21 is scheduled to be announced in the autumn of 2019 and the next multi-year Spending Review is now planned to be carried out in 2020 with implementation expected to be from 2021/22.

## **5. KEY AREAS OF FINANCIAL RISK TO THE GENERAL FUND REVENUE BUDGET FORECAST.**

- 5.1 In considering this forecast Members should note that there are a number of significant risks. In assessing each risk the following has been taken into account:-

### High Level Financial Impact Risk

- Potentially a significant sum, with the potential for impact over a number of years
- Relatively little mitigation available to spread or defer the impact
- The possibility of a significant financial impact on the council if the risk materialises
- Probable need for change to the forecast if it materialises

### Medium Level Financial Impact Risk

- Potentially a large sum, with the potential for impact over a number of years
- Some mitigation may be possible to spread or defer the impact
- The possibility of a sizeable financial impact on the council if the risk materialises
- Possible need for change to the forecast if it materialises

### Low Level Financial Impact Risk

- Potentially a less significant sum
- Some mitigation may be possible to spread or defer the impact
- Impact should be capable of being absorbed without major forecast changes

## **5.2 High Level Financial Impact Risks**

### **(i) Future Central Government Funding**

As detailed in Section 4 above there is a clear risk that the actual levels of central government funding beyond the current year (i.e. for 2019/2020 onwards) may differ from the amounts for those years that are reflected within this update.

In October 2019 the government published the 'Local Government Finance Settlement 2020-21: Technical Consultation'. Amongst a number of proposals the settlement consultation proposes a review of the New Homes Bonus scheme and the absence of legacy payments in respect of 2020/21 allocations i.e. the 2020/21 allocations will be for one year only and not annual allocations for a four year period as was the case for 2018/19 and 2019/20.

Given that New homes Bonus is a major source of funding for the Council this represents a significant risk to the overall level of future central government funding.

Currently we await the single year funding settlement for 2020/21 which is due to be announced in December 2019. It is likely that we will not have any certainty regarding funding beyond 2020/21 until the 2021/22 settlement is announced in late 2020, following the proposed Fair Funding Review (see below).

Until the conclusion of the Fair Funding Review, and notification of the Business Rates Retention and New Homes Bonus arrangements that will be in place following that review, there is a high degree of uncertainty as to the future levels of these sources of income for 2021/22 onwards. Consequently, as no further information is known regarding those future arrangements the projected levels of Retained Business Rates and New Homes Bonus for those years are shown within this Financial Forecast update at similar levels to those shown within the March MTFS report, adjusted for inflationary increases as appropriate.

Any amendments to the levels of central government funding levels within the Financial Forecast will be made as and when any revised allocations are provided and will be reflected in future updates to the Financial Forecast.

(ii) Announcement of a 'Fair Funding Review'

Linked to the risks as described above relating to future Central Government funding levels, the Government has also confirmed that it is now proposing to undertake the Fair Funding Review during 2020, with implementation of a revised funding mechanism being planned for 2021/22 (delayed from the intended review during 2019/20 and implementation from 2020/21).

The Government has previously issued a consultation document which focussed specifically on potential approaches that have been identified to measure the relative needs of local authorities. In particular, it:

- presents the idea of using a simple foundation formula to measure the relative needs of local authorities, based on a small number of common cost drivers ;
- considers a number of service areas where in addition, a more sophisticated approach to measuring relative needs may potentially be required; and
- outlines the statistical techniques that could be used to construct relative needs.

The consultation does not cover the relative resources adjustment, transition or other technical matters but these will be the subject of a later series of discussion papers.

Although no details are known at this stage it is possible that, given the financial pressures on upper-tier and unitary councils with responsibility for services with escalating costs such as adult social care, that the review could result in shire district councils being regarded as requiring a reduced share of national resources. Any implications arising from this review will be reported within future updates to the financial Forecast.

(iii) Retained Business Rates

The decision to continue membership of the Lancashire Business Rates Pool for 2020/21, assuming that it is confirmed to continue in place for that year, will provide for additional retained Business Rate income for 2020/21 as compared to the financial forecast approved by Council in March 2019.

Previously the Financial Forecast assumes that Fylde Council will participate in a Lancashire-wide pooling arrangement up to and including 2019/20 only. This has now been amended to assume continued participation in the arrangement for 2020/21.

Any amendments to the levels of forecast Business Rate income to be retained will be reflected in future updates to the Financial Forecast.

**5.3 Medium Level Financial Impact Risks**

(i) Borrowing Cost Assumptions

In light of the current level of reserves and balances held by the Council, the forecast currently assumes that additional external borrowing will not be required during the life of the Financial Forecast and that internal cash balances will be utilised to fund capital expenditure. This means that the base forecast contains no provision for external borrowing beyond that currently held.

There is a risk therefore that if circumstances change over the forecast period and it is necessary to take out further external borrowing to fund existing capital commitments, there is no budget cover for such an eventuality. It is not currently envisaged that such circumstances will occur during the life of the forecast, and the position will be monitored carefully on an ongoing basis.



(ii) Pay Award

The updated forecast assumes staff pay awards of 2% per annum throughout the life of the forecast. It is possible that pay awards may be agreed in excess of 2%, which will incur additional costs beyond those currently budgeted for. Each additional 1% increase in pay equates to an estimated £100k additional cost on the pay bill per annum.

(iii) Reduction in Housing Benefit Administration Grant

The Council receives an annual grant to support the cost of the administration of Housing Benefit and Council Tax. The grant that the Council receives for these purposes has reduced in recent years, particularly in respect of the Housing Benefit element, as the government moves away from a system of Housing Benefit payments and towards a Universal Credit Scheme. This financial forecast reflects the latest estimates of reduced grant levels for 2019/20 and for subsequent years.

As updated grant notifications are received in respect of future years it may be necessary to update the forecast accordingly.

(iv) Universal Credit

The Government has commenced the consolidation of a number of welfare benefit allowances into a revised Universal Credit Scheme. One of these is Housing Benefit which is currently administered by the Council through the shared service with Blackpool Council. The intention is that the new Universal Credit Scheme will be provided on-line and will be administered by Department of Work and Pensions. The roll-out of the new arrangements are gradual and began in Fylde in respect of a small number of the less-complex cases in November 2014. The timing and financial implications of future developments of the scheme remain uncertain.

(iv) Grounds Maintenance – External Contracts

Throughout the future life of the forecast a number of grounds maintenance contracts with external parties will come to an end or will be due for renewal/re-tender. At the same time other opportunities will arise for additional contract work and these will be actively pursued as appropriate. Income from contracts supports the work of the Parks and Leisure Service teams by way of a contribution to management costs and corporate overheads. Officers will endeavour to seek extensions to contracts as they become due for renewal/expiry and will continue to seek suitable alternative new work. Should this not be possible there may be an adverse impact on the forecast.

5.4 **Low Level Financial Impact Risks**

(i) The Living Wage

In March 2015 the Council agreed a policy to adopt the Living Wage Foundation pay rates for all employees, excluding apprentices, with effect from 2015/16, such that the Council became a 'Living Wage Employer' from that point forward. Additionally, in the autumn of 2015, the government announced the introduction of a statutory National Living Wage to apply from April 2016 for all employees over the age of 25.

The revenue estimates include annual amounts for the estimated impact of the annual increases in the hourly rates for the Foundation Living Wage and the National Living Wage. In the event that actual future year increases are higher than the estimated levels such that the increases cannot be contained within the approved budgets future adjustments to the Financial Forecast may be necessary.

(ii) Community Infrastructure Levy (CIL)

The Community Infrastructure Levy (CIL) which came into operation nationally in April 2011 was intended to assume the role of the traditional Section 106 Agreement. A review of the operation of the CIL Regulations considered that the CIL process was too complex and uncertain and was acting as a barrier to the delivery of housing. Accordingly, on 1 September 2019, the Regulations that govern the introduction of CIL and its operation alongside Section 106 agreements were revised. Under the new arrangements, Section 106 Agreements will continue to have a role to play in securing essential infrastructure.

Fylde Council has commenced work on the introduction of a CIL, but this was placed on hold pending the adoption of the local plan and the publication of the updated Regulations. Now the revised Regulations have been published, work on a CIL for Fylde can recommence. However, this will have to await the partial revision of the local plan as a CIL will need to have regard to any revisions to, and a revised viability assessment of, the local plan. Until a CIL is adopted, Fylde will continue to utilise Sn 106 agreements in order to secure essential infrastructure.

Until the review of the Fylde Local Plan is completed, the financial implications are unknown.

## **6. GENERAL FUND RESERVE AND OTHER EARMARKED RESERVES & PROVISIONS**

6.1 The Council carries a General Fund Reserve (often referred to as General Reserves) and a number of other earmarked reserves and provisions. These are held for a number of purposes:

- As a working balance to help cushion the impact of uneven cash flows and avoid the need for temporary borrowing;
- As monies specifically set aside for future events or liabilities (known as earmarked reserves and provisions); and
- As a contingency to cushion the impact of unexpected events or emergencies.

6.2 The Council's General Fund Reserve Balance at 31st March 2019 was £3.927m.

6.3 The Council has a Useable Reserves and Balances Policy in place, which is reviewed and approved annually as part of the budget setting process. If any reserves can be released, proposals will be presented in a future financial forecast update.

## **7. CONCLUSIONS – GENERAL FUND REVENUE FORECAST**

7.1 The overall position on the Council's financial forecast is summarised in Appendix E of this report. The position for 2019/20 is similar to that shown in the MTFs report to Budget Council in March 2019, but shows a significant improvement for 2020/21 largely resulting from the expectation that the Lancashire Business Rates pooling arrangement will continue for that year following the delay in the implementation of the Local Government Funding Review to 2021/22.

7.2 In light of the potential for future reductions in central government funding and uncertainties around the level of retained business rates from 2021/22 onwards as detailed within this report, the Council needs to continue with the approach to delivering savings and efficiencies which have helped deliver balanced budgets and contribute to reserves over recent years. Through continued focus on the importance of financial stability the Council has delivered a significant savings programme since 2007 and has continued to 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 high quality frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period. For Fylde Council to continue to successfully meet the new challenges that it faces it is vital that this approach is re-doubled and that all reasonable opportunities for further cost-reduction measures and for the generation of additional income are seriously considered. Prudent financial management in previous years has provided a level of reserves which allows the necessary time to determine how this council can best respond to the increased challenges.

- 7.3 The assumptions that are contained within the Forecast Update are the latest best estimates and will be updated as and when further information is available. External pressures outside the Council's control are being experienced by many local authorities, and instructions remain in place that budget-holders should remain prudent and not commit to any unnecessary expenditure. This approach saves money and may result in an under-spend for the 2019/20 financial year.
- 7.4 Budget planning work for 2020/21 is well underway and further updates of the financial forecast will be brought before Members in due course.

## **8. COLLECTION FUND**

- 8.1 As a Council Tax and National Non-Domestic Rates (NNDR) Billing Authority, the Council is required by legislation to maintain a separate fund for the collection and distribution of amounts due in respect of Council Tax and NNDR, and to calculate the surplus or deficit for each financial year on the Collection Fund. Prior to 2013/14 the requirement was to maintain this for Council Tax only, however, as part of the Local Government Finance Act 2012 the Government implemented a Business Rates Retention Scheme from April 2013, whereby the collection and distribution of NNDR is also collected and distributed via the Collection Fund (the distribution of NNDR had previously been managed nationally).
- 8.2 For Council Tax only, there was a surplus on the fund as at 31st March 2019 of £234k. This will be shared between Fylde Council, the County Council, the Police Authority and the Fire & Rescue Authority in 2019/20 & 2020/21. Fylde Council's share of the surplus is £30k which is reflected within Appendix E.
- 8.3 For Non-Domestic Rates only, there was a deficit on the fund as at 31st March 2019 of £429k. The deficit will be shared between Central Government, Fylde Council, the County Council and the Fire & Rescue Authority in 2019/20 & 2020/21. Fylde Council's share of the deficit is £172k which is reflected within the Business rate income forecasts within Appendix E.

## **9. THE CAPITAL PROGRAMME**

- 9.1 The Capital Programme is updated continually for agreed changes and reported to Members during the financial year on a periodic basis.
- 9.2 The latest updated Capital Programme Summary for the years 2019/20 to 2023/24 is set out in Table 1 below. The Programme has been updated for changes to the end of October 2019. A prudent approach is taken in preparing the programme to ensure that financing resources are only recognised when there is reasonable certainty that they will be received.

**TABLE 1 - SUMMARY CAPITAL PROGRAMME**

	Estimate 2019/20 £000	Estimate 2020/21 £000	Estimate 2021/22 £000	Estimate 2022/23 £000	Estimate 2023/24 £000
<b>Committee:</b>					
Finance & Democracy Committee	38	0	0	0	0
Tourism & Leisure Committee	621	2,704	165	40	40
Operational Management Committee	11,291	640	197	366	1,001
Environment, Health & Housing Committee	1,780	1,130	1,130	1,130	1,130
Planning Committee	2,007	300	100	0	0
<b>Total Capital Payments</b>	<b>15,737</b>	<b>4,774</b>	<b>1,592</b>	<b>1,536</b>	<b>2,171</b>
<b>Financing:</b>					
Availability of Resources	<b>15,737</b>	<b>4,774</b>	<b>1,592</b>	<b>1,536</b>	<b>2,171</b>
<b>Total surplus (-) / shortfall in year</b>	0	0	0	0	0
<b>Cumulative surplus (-) / shortfall</b>	0	0	0	0	0

9.3 Capital schemes are directly linked with the Council's priorities. Major items of enhancement or renewal are identified via the Council's Asset Management Plan and work is underway to review and update this. The planned spend over the life of the programme is continuously reviewed. If any scheme profiling amendments are required these will be reflected in future periodic update reports.

#### 9.4 Financing the Capital Programme

The Council finances the Capital Programme from a variety of sources. These include:-

- (i) Specific Capital Grant Allocations;
- (ii) Disabled Facilities Grant;
- (iii) Capital Receipts;
- (iv) External Funding (such as Heritage Lottery Funding and the Environment Agency);
- (v) Prudential Borrowing/Leasing;
- (vi) Revenue Funding; and
- (vii) Capital Investment Reserve

9.5 Members are asked to note the current balanced position on the Capital Programme.

### 10. VEHICLE PURCHASES

10.1 The Council has adopted a Service Modernisation Strategy for Operational Services which includes a rolling programme of vehicle replacement that assumes the replacement of vehicles on a like-for-like basis at the end of their useful economic life. The approved capital programme includes significant capital expenditure for scheduled operational vehicle replacements during the life of the forecast. This expenditure has been reviewed and re-phased to reflect the currently expected profile of vehicle replacements.

### 11. KEY AREAS OF FINANCIAL RISK TO THE CAPITAL PROGRAMME

There are a number of financial risk areas within the Capital Programme for Members to be aware of:

#### 11.1 Medium Level Financial Impact Risks

(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.

Due to the significant value of scheme it is classified as a medium level financial risk

(ii) Vehicle Replacement Programme

The estimated vehicle replacement profile, to replace existing fleet at the end of its useful economic life from 2019/20 to 2023/24 within the Capital Programme totals £2.577m.

It is important to note that purchase prices will fluctuate with new models and technological/legislative changes and it is therefore necessary to reality check the costs associated with new vehicles on an annual basis and make any necessary adjustments to the capital programme to ensure that ongoing fleet replacement is accurately budgeted for in future years.

Due to the significant value of the vehicle replacement programme and the potential for changes in vehicle specifications and emissions regulations this scheme has been highlighted as a potential future risk.

## **11.2 Low Level Financial Impact Risks**

(i) Project Slippage

It is important that the Council monitors capital scheme slippage to ensure that no loss of external grant is imposed due to conditions associated within specified timescales.

(ii) Other Capital Receipts

The approved programme for 2019/20 onwards assumes “Right to Buy” receipts of £25k per annum and “General Asset Sales” of £45k per annum. Future receipts are dependent on prevailing market conditions and values cannot be predicted with certainty. This will be monitored and reviewed during the year and adjusted accordingly in future quarterly monitoring reports, along with the impact this may have on the financing of the programme.

(iii) Better Care Fund (Formerly Disabled Facilities Grants)

As the local housing authority, the Council has a statutory duty to provide disabled adaptations within the Borough. In order to fund these works the Council receives grant support which previously was provided by the Department for Communities and Local Government (DCLG). From 2015/16 the Government established the ‘Better Care Fund’, and under these new arrangements the funding for Disabled Facilities Grants transferred to the Department of Health, with funding being distributed to all Councils via the upper-tier authority for that area. As such, in Lancashire the fund is administered by Lancashire County Council. Each upper-tier authority then allocates the funding to their respective housing authorities (i.e. district councils within their area) to enable them to continue to meet this statutory responsibility.

The level of government funding has increased significantly under the 'Better Care Fund' arrangements and the updated budget for 2019/20 (including slippage from 2018/19) of £1.143m provides for the delivery of more disabled adaptations than has previously been possible. It is anticipated that for 2019/20 all identified need for disabled adaptations can be met from the existing resource.

## **12. CONCLUSIONS – CAPITAL PROGRAMME**

- 12.1 The current Capital Programme as updated is showing a balanced position for 2019/20 onwards.
- 12.2 The capital programme and the associated financing will be subject to discussion with Members during the coming months as part of the annual budget setting process for 2020/21.
- 12.3 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 31<sup>st</sup> 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 currently estimated as shown in Appendix E to this report 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.

## **13. TREASURY MANAGEMENT**

- 13.1 The Treasury Management Strategy and Prudential Indicators were approved by Council on 5<sup>th</sup> March 2019.
- 13.2 The regulatory framework for treasury management requires Councils to receive a mid-year Treasury Review report. This report will be presented to the Audit and Standards Committee for scrutiny on 14<sup>th</sup> November 2019 and subsequently will be presented to the next meeting of full Council.

## **14. KEY AREAS OF FINANCIAL RISKS FOR TREASURY MANAGEMENT**

- 14.1 There are a number of potential areas of risk associated with Treasury Management activities, the most significant of which are:
  - (i) Unexpected movements in cash flow;
  - (ii) Differences between the actual interest rate and interest rates used in the forecast; and,
  - (iii) The security of monies invested with counterparties

## 15. CONCLUSIONS – TREASURY

- 15.1 Investment rates available in the market continue to be at historically low levels. As a consequence of the voters' decision to exit the European Union ('Brexit') both bank base rate and investment return rates are expected to remain low for some time. A further consequence of the 'Brexit' vote has been an increased uncertainty in economic forecasts and financial markets. The Council will continue to aim to achieve the optimum return on investments commensurate with proper levels of security and liquidity that have been approved by Members.

## 16. OVERALL CONCLUSIONS ON THE LATEST FINANCIAL FIVE YEAR FORECAST UPDATE

- 16.1 The overall position on the Council's financial forecast, as summarised in Appendix E of this report, 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.
- 16.2 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. This work has yielded ongoing savings to help improve the Council's overall financial position over that period.
- 16.3 Although further challenges may be encountered in the future the finances the reserves and balances are at healthy levels as compared to earlier periods. Furthermore Fylde Council has a past record of taking actions in order to meet and overcome those challenges; the introduction of a chargeable green waste collection service being a recent and a prime example of such action, as was the decision to join a Business Rates pool from 2017/18. Fylde Council will continue to seek other such opportunities to maintain a robust financial position in the face of a challenging and changing financial environment. This approach will ensure that the Council continues to achieve and sustain a balanced budget position on an ongoing basis and is able to deliver the priorities set out in the Corporate Plan.
- 16.4 The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information becomes available. External pressures outside the Council's control are being experienced by all local authorities, and instructions remain in place that Officers should not commit to any unnecessary expenditure
- 16.5 **The financial position of the Council remains robust. Members should, however, continue to be cognisant of the risks that are detailed within this in order to maintain a sustainable financial position for the Council.**

IMPLICATIONS	
Finance	The financial implications are contained within the body of the report.
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
Paul O'Donoghue Chief Financial Officer	01253 658566	November 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2018/19 – 2022/2023	Budget Council meeting 5 <sup>th</sup> March 2019	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
MTFS – Outturn Position For 2018/19 (Including General Fund, Capital Programme & Treasury Management)	Finance and Democracy Committee meeting 24 <sup>th</sup> June 2019	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Revenue Budget Monitoring Report 2019/20 – to 31 <sup>st</sup> July 2019	Finance and Democracy Committee meeting 23 <sup>rd</sup> September 2019	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Capital Programme Monitoring Report 2019/20 – to 31 <sup>st</sup> July 2019	Finance and Democracy Committee meeting 23 <sup>rd</sup> September 2019	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>

Attached Documents:

1. Appendix A – Forecast approved at Council on 5<sup>th</sup> March 2019
2. Appendix B – Schedule of general assumptions underpinning the forecast
3. Appendix C – Schedule of changes to the forecast
4. Appendix D – Explanation of changes to the forecast
5. Appendix E – Updated latest forecast position



**General Fund Budget Forecast 2018/19 to 2022/23 - Approved at Budget Council March 2019**

	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	Adverse / Favourable
<b>Forecast approved at Council on 5th March 2018</b>	9,675	10,149	10,420	10,547	10,547	
Forecast Changes - per Appendix C of March 2019 MTFS report	- 193	26	- 320	- 180	45	Favourable
Budget Proposals - per Appendix F of March 2019 MTFS report		66	66	66	66	Adverse
<b>Forecast Budget Requirement</b>	<b>9,482</b>	<b>10,241</b>	<b>10,166</b>	<b>10,433</b>	<b>10,658</b>	
<b>Financed by:</b>						
<b>Council Tax Funding:</b>						
Council Tax - Precept	5,998	6,212	6,472	6,742	7,023	
Council Tax - Share of Previous Years Surplus/(Deficit)	- 35					
<b>Sub Total - Council Tax Income</b>	<b>5,963</b>	<b>6,212</b>	<b>6,472</b>	<b>6,742</b>	<b>7,023</b>	
<b>Business Rates Funding:</b>						
Retained Rates (including pooling benefit 2018/19 & pilot impact 2019/20)	3,591	3,641	2,200	2,200	2,200	
<b>Other Funding:</b>						
New Homes Bonus	1,349	1,412	1,508	1,431	1,380	
Less - NHB distribution to Town & Parish Councils	- 65	- 69				
Revenue Support Grant	47					
Less - Parish Element of Council Tax Support Funding	- 4					
<b>Sub Total - Other Income</b>	<b>1,327</b>	<b>1,343</b>	<b>1,508</b>	<b>1,431</b>	<b>1,380</b>	
<b>Forecast Financing</b>	<b>10,881</b>	<b>11,196</b>	<b>10,180</b>	<b>10,373</b>	<b>10,603</b>	
<b>Forecast surplus/deficit (-) for year from above:</b>	<b>1,399</b>	<b>955</b>	<b>14</b>	<b>- 60</b>	<b>- 55</b>	
Forecast surplus/deficit (-) for year from above:	1,399	955	14	- 60	- 55	
Less: Proposed Transfer to Capital Investment Reserve	- 1,399	- 955				
<b>Balance of surplus/deficit(-) remaining:</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>- 60</b>	<b>- 55</b>	
<b>Balance of General Fund Reserves b/f</b>	<b>3,685</b>	<b>3,685</b>	<b>3,685</b>	<b>3,699</b>	<b>3,639</b>	
Less transfer to/from(-) General Fund Reserves in year			14	- 60	- 55	
<b>Forecast Reserves at Year End</b>	<b>3,685</b>	<b>3,685</b>	<b>3,699</b>	<b>3,639</b>	<b>3,584</b>	
<b>Band D Council Tax (Excl Parish Precepts)</b>	<b>£201.61</b>	<b>£206.60</b>	<b>£212.77</b>	<b>£219.13</b>	<b>£225.68</b>	
<b>Band D Average Council Tax Increase</b>	<b>£5.85</b>	<b>£4.99</b>	<b>£6.17</b>	<b>£6.36</b>	<b>£6.55</b>	
<b>Band D Average Council Tax Increase</b>	<b>2.99%</b>	<b>2.48%</b>	<b>2.99%</b>	<b>2.99%</b>	<b>2.99%</b>	

**General Base Budget Assumptions**

The forecast has been prepared on the basis of the following assumptions:

- General Prices Inflation – a freeze or cash-limiting of all general revenue expenditure budgets with the exception of pay budgets;
- Slippage - underspend items from 2018/19 agreed by the Finance and Democracy Committee in June 2019 have been slipped into 2019/20;
- Pay award - assumed to be 2% per annum for 2019/20 onwards;
- Employers Pension Contributions – the Council's contribution to the Lancashire pension fund scheme is set in accordance with the estimated outcome of the 2019 Triennial Pension Review at 17.9%, plus deficit recovery lump sum payments for the period to 2022/23; any amendments resulting from the final review will be reflected in later updates to the Financial Forecast;
- Employer's National Insurance contributions – the forecast reflects the statutory contribution rates currently in place, including a reduced contribution rate as a result of the Council being part of the pension scheme;
- Council tax increases – amended to 1.99% limit from 2020/21;
- Government Grant Support – the forecast for 2019/20 assumes central government funding is as notified in the 2019/20 funding settlement announced in January 2019, amended for known changes in respect of retained Business Rates and New Homes Bonus for 2019/20 onwards;
- Fees and Charges – The forecast takes account of the revised fee levels as approved by Budget Council in March 2018. For future years budget-holders have reviewed fee levels as appropriate and any proposed changes to fees & charges will be considered at the Budget Council in March 2020 following consideration by the appropriate programme committee;
- Vacancy Savings – the forecast assumes vacancy savings of £300k per annum from 2019/20 onwards;
- Localisation of Council Tax Benefit Scheme – the forecast assumes a fully funded scheme with no cost to the Council from 2019/20 onwards.

## Forecast changes since Budget Council March 2019

	2019/20	2020/21	2021/22	2022/23	2023/24	
	£000	£000	£000	£000	£000	<u>ADVERSE /</u> <u>FAVOURABLE /</u> <u>NEUTRAL</u>
<b>1 CHANGES AS A RESULT OF MEMBER APPROVALS:</b>						
Council - 25/03/19 - BBQ PSPO's	38	38	38	38	38	ADVERSE
F&D Committee - 24/06/19 - Slippage from 2018/19	242	0	0	0	0	ADVERSE
Council - 14/10/2019 - Increase in Members Allowances	0	16	16	16	16	ADVERSE
<b>2 BUDGET RIGHTSIZING EXERCISE:</b>						
Revenue impact of budget right-sizing across all budget areas of the Council	-35	-101	-165	-183	-117	FAVOURABLE
<b>3 UPDATED ESTIMATES OF INCOME BUDGETS:</b>						
Reduction in budgeted income from sandwinning	200	375	350	350	350	ADVERSE
Reduction in planning application revenue fee income	25	75	75	75	75	ADVERSE
Revised investment interest income	-91	-25	-17	-13	-11	FAVOURABLE
Reduction in Game Site Fee Income at Fairhaven - Coast protection Works	11	0	0	0	0	ADVERSE
Additional Income - green waste subscription service	-9	-10	-10	-10	-10	FAVOURABLE
Additional Income - Fylde Waste	-5	-5	-5	-5	-5	FAVOURABLE
Additional Income - Trade Waste service	-20	-20	-20	-20	-20	FAVOURABLE
Additional Income - Assets & Leases	-51	-53	-54	-54	-54	FAVOURABLE
Additional Income - Car Parking	-50	-50	-50	-50	-50	FAVOURABLE
Additional Income - Public Offices Car Park	-5	0	0	0	0	FAVOURABLE
<b>4 STAFFING COSTS:</b>						
Estimated 2% pay award for 2023/24	0	0	0	0	200	ADVERSE
<b>5 OTHER FORECAST CHANGES</b>						
Elections costs - Borough Council Election costs 2023/24	0	0	0	0	114	ADVERSE
Members Technology Allowance 2023/24	0	0	0	0	14	ADVERSE
Business Rates - FBC Sites	8	8	8	8	8	ADVERSE
Increase in insurance premiums	20	20	20	20	20	ADVERSE
Reduction in Housing Benefit and Council Tax Admin grants	0	4	8	12	31	ADVERSE
Additional Legal Fees budget requirement	40	0	0	0	0	ADVERSE
Additional Costs for Public Offices - delay in disposal	32	0	0	0	0	ADVERSE
Removal of contribution from Lancashire County Council for Lytham Institute	0	20	20	20	20	ADVERSE
Parks External Contracts - Cypress Point Contract Removal - 20/21 onwards	0	5	5	5	5	ADVERSE
<b>TOTAL</b>	<b>350</b>	<b>297</b>	<b>219</b>	<b>209</b>	<b>624</b>	

The following notes relate to specific adjustments made to the Forecast set out in Appendix C

**(1) Changes as a Result of Member Approvals**

The forecast that was approved at the Council meeting in March 2019 has been updated to reflect the financial impact of Member decisions made since then.

**(2) Impact of budget-right-sizing exercise across all budget areas of the Council**

Each year officers carry out a budget right-sizing exercise focussing on a review of budget variations across all budget areas. This exercise has yielded a level of favourable adjustments which have been reflected in the revised forecast.

**(3) Updated income forecasts**

The forecast has been updated to reflect revised income expectations arising from a number of budget areas as detailed in Appendix C following a review of income budgets in consultation with budget-holders. The main change is the loss of income from sand-winning which is detailed within the body of the report. Additionally, planning fee income levels are expected to reduce following a decline in the number of planning applications being received during the first part of the year.

**(4) Staffing Costs – Pay Awards**

The assumed 2% per annum pay award has been reflected in the final year of the forecast, 2023/24, in line with other years. This year is shown within the forecast for the first time as part of this November 2019 update.

**(5) Other Forecast Changes:**

Election Costs / Members Technology Allowance

The costs of holding the planned borough-wide Council elections in May 2023, along with the accompanying payment of technology allowances to Members, have been brought into the final year of the forecast (the financial year 2023/24 forms part of the financial forecast for the first time at the November update).

Business Rates

The Valuation Office Agency issued a revised rating list in 2017 that amended the rates payable for most properties, including a number of properties that are owned by the Council. This adjustment is necessary to ensure that there is sufficient budget resource for the revised level of rates payable across the Councils property holdings.

#### Insurance Premium Increase

A key determinant of the cost of the Council's numerous insurance policies is the annual payroll cost, which increases each year due to the annual pay award. This factor, together with a general increase in the cost of insurance across the industry, has led to a need to review and increase the insurance budget to ensure that the Council can continue to secure adequate levels of insurance cover.

#### Housing Benefit Administration Grant reduction

The level of grant that the Council receives from Central Government to administer the Housing Benefit system has been reducing year-on-year on the assumption that the phased introduction of Universal Credit will reduce caseload and consequently a lower level of reimbursement is required. Although only limited actual reduction in workload has yet been experienced within the Benefits Shared Service the level of government grant received for this purpose remains on a downward trajectory.

#### Additional Legal Fees

Additional legal costs have been incurred in meeting counsel's fees to defend the council's position in a claim for reimbursement of a significant amount of business rates monies previously paid to Fylde Council. A further element relates to counsel's fees in the 'Neighbourhood Plan Challenge case', which the Council has won at all stages so far, but which may yet be taken to the Supreme Court. It has been necessary to increase the budget for legal fees to address this additional financial requirement.

#### Former Public Offices building – Additional Costs

It was previously anticipated that the disposal of the former public offices building would have occurred during the 2019/20 financial year. Accordingly only a proportion of the annual maintenance costs for the empty building (business rates, security, insurance, etc.) were provided for in the original budget for 2019/20. Disposal is not now anticipated until towards the end of the financial year and it has been necessary, therefore, to increase the budget to provide for these costs.

#### Removal of Lancashire County Council (LCC) contribution – Lytham Institute

Under the previous user rights agreement with Lancashire County Council (LCC) for the use of part of the building as a public library, LCC were required to reimburse Fylde Council for a proportion of the costs for the running of the building. LCC have now terminated the agreement and as such will no longer be required to meet a proportion of the running costs of the building.

#### Cypress Pont Grounds Maintenance contract removal

After the current financial year the Council will no longer be delivering the Grounds Maintenance contract for the Cypress Point development. Consequently the contribution to overheads that previously arose from the contract have been removed from the budget from that point onwards.

**Latest General Fund Budget Forecast 2019/20 to 2023/24**

	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	Adverse / Favourable
<b>Forecast approved at Council on 5th March 2019</b>	10,241	10,166	10,433	10,658	10,658	<b>Adverse</b>
Forecast Changes - per Appendix C	350	297	219	209	624	
<b>Forecast Budget Requirement</b>	<b>10,591</b>	<b>10,463</b>	<b>10,652</b>	<b>10,867</b>	<b>11,282</b>	
<b>Financed by:</b>						
<b><u>Council Tax Funding:</u></b>						
Council Tax - Precept	6,212	6,420	6,623	6,832	7,046	
Council Tax - Share of Previous Years Surplus/(Deficit)						
<b>Sub Total - Council Tax Income</b>	<b>6,212</b>	<b>6,420</b>	<b>6,623</b>	<b>6,832</b>	<b>7,046</b>	
<b><u>Business Rates Funding:</u></b>						
Retained Rates (including pooling benefit & pilot impact 2019/20)	3,757	3,427	2,200	2,244	2,289	
<b>Sub Total - Business Rates Income</b>	<b>3,757</b>	<b>3,427</b>	<b>2,200</b>	<b>2,244</b>	<b>2,289</b>	
New Homes Bonus	1,412	1,801	1,431	1,380	1,380	<b>Adverse</b>
Less - NHB distribution to Town & Parish Councils	- 69	- 76				
<b>Sub Total - Other Income</b>	<b>1,343</b>	<b>1,725</b>	<b>1,431</b>	<b>1,380</b>	<b>1,380</b>	
<b>Forecast Financing</b>	<b>11,312</b>	<b>11,572</b>	<b>10,254</b>	<b>10,456</b>	<b>10,715</b>	
<b>Forecast surplus(-)/deficit for year</b>	<b>- 721</b>	<b>- 1,109</b>	<b>398</b>	<b>411</b>	<b>567</b>	
<b><u>Reserves</u></b>						
Forecast surplus/deficit (-) for year from above:	721	1,109	- 398	- 411	- 567	
Less: Proposed Transfer to Capital Investment Reserve	- 721	- 1,109				
<b>Balance of surplus/deficit(-) remaining:</b>	<b>0</b>	<b>0</b>	<b>- 398</b>	<b>- 411</b>	<b>- 567</b>	
<b>Balance of General Fund Reserves b/f</b>	<b>3,927</b>	<b>3,927</b>	<b>3,927</b>	<b>3,529</b>	<b>3,118</b>	
Less transfer to/from(-) General Fund Reserves in year			- 398	- 411	- 567	
<b>Forecast Reserves at Year End</b>	<b>3,927</b>	<b>3,927</b>	<b>3,529</b>	<b>3,118</b>	<b>2,551</b>	
<b>Band D Council Tax (Excl Parish Precepts)</b>	<b>£206.60</b>	<b>£210.71</b>	<b>£214.91</b>	<b>£219.19</b>	<b>£223.56</b>	<b>Adverse</b>
<b>Band D Average Council Tax Increase</b>	<b>£4.99</b>	<b>£4.11</b>	<b>£4.20</b>	<b>£4.28</b>	<b>£4.37</b>	
<b>Band D Average Council Tax Increase</b>	<b>2.48%</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 <sup>th</sup> NOVEMBER 2019	5
<b>PARISH COUNCIL ELECTION RECHARGES / LOCAL ELECTION FEEDBACK</b>			

### PUBLIC ITEM

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

### SUMMARY

Local Elections were held on Thursday 2 May 2019.

Members are reminded that a new charging method for Town and Parish Councils was to be piloted, and the related decision from the Finance and Democracy Committee held on 26 November 2018 is set out below:

- 1. Replace the present methodology for calculating recharges for parish council elections with the methodology based on the size of the eligible electorate, divided into bands being for the £500 for the first 1,000 electors on the electoral roll for the parish or parish ward plus £250 for each subsequent 500 Electors (or part thereof).*
- 2. Increase the fee, where an election is uncontested, to cover the known cost of the administration of the election to £100;*
- 3. Agree that the recharge methodology and the amended fee arrangements are piloted for the May 2019 elections and thereafter reviewed by the Democratic Services team with a report to committee on the Effectiveness of the pilot being presented to a subsequent meeting of this Committee.*

Invoices have now been issued and paid and the District Parish Liaison Group, together with Town and Parish Councils, have been asked for feedback which has been favourable with all invoices duly settled.

Tracy Manning, Returning Officer has also collated the post-election review feedback from candidates, agents and staff.

The report below gives an outline of feedback received and proposed recommendations.

### RECOMMENDATIONS

1. Continue to use the new methodology for calculating recharges for parish council elections.
2. To recharge the cost of unscheduled Parish and Town Council By-elections in full.
3. To action proposed recommendations for improvement for the next scheduled local elections in 2023.

## SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee, 26<sup>th</sup> November 2018.

### CORPORATE PRIORITIES

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

## REPORT

### Parish Council Recharges

1. Members are reminded that a new charging method for Town and Parish Councils was to be piloted for the 2019 local elections, and the related decision from the Finance and Democracy Committee held on 26 November 2018 is set out below:

*Replace the present methodology for calculating recharges for parish council elections with the methodology based on the size of the eligible electorate, divided into bands being for the £500 for the first 1,000 electors on the electoral roll for the parish or parish ward plus £250 for each subsequent 500 Electors (or part thereof).*

*Increase the fee, where an election is uncontested, to cover the known cost of the administration of the election to £100;*

*Agree that the recharge methodology and the amended fee arrangements are piloted for the May 2019 elections and thereafter reviewed by the Democratic Services team with a report to committee on the Effectiveness of the pilot being presented to a subsequent meeting of this Committee.*

2. The District Parish Liaison Group, together with Town and Parish Councils, have been asked for feedback which has been favourable with all invoices duly settled. It is therefore felt that the new charging methodology offers a more harmonious solution to recharging for election expenses for both contested, and uncontested, local elections for Town and Parish Councils.
3. It was noted that the original report did not include a methodology for re-charging the cost of by-elections held between the scheduled elections. It is proposed that Town and Parish Councils continue to be fully re-charged the cost of such elections as there is no ability for subsidy of such electoral events when they do not coincide with Borough elections.

### Local Election Feedback

1. Members will appreciate that much of the work associated with managing elections must comply with statutory requirements for which we are accountable to the Electoral Commission. The role of the Returning Officer must be impartial and the role is to ensure that the conduct of the elections is in accordance with the law. The Returning Officer's responsibility is one of a personal nature distinct from the duties of an employee of the Council as a reflection of this.
2. However, where the Returning Officer is able to make adjustments and improvements, he/she does so year-on-year. With this in mind, feedback was invited from candidates, agents and staff on the



effectiveness of the arrangements for the 2019 local elections and any suggested improvements were invited.

3. Workshops were held with the core election staff following which the feedback was overall positive. The announcement of the unscheduled European Election put additional pressure on the team whilst for a period of time, two electoral processes were in train. But staff rose to the challenge and the elections were administered without event.
4. In addition, a questionnaire was sent to all candidates and agents. The questionnaire gave opportunity to feedback on all processes including nominations, postal voting, polling Stations and the count.
5. 30% of questionnaires were completed. A summary of all feedback together with proposed suggested improvement for the next local elections are set out in the below.

### **General feedback**

- The staff were a credit to the council during this busy period
- Transparent and efficiently run
- The count was well organised with no major issues arising
- Layout of the YMCA worked well
- Everything went extremely smoothly with knowledgeable and dedicated staff  
The polling station staff and the count personnel were professional and helpful and fair.
- The nomination forms were difficult to complete and confusing for candidates and agents particularly the new Home Address Form (statutory requirement)
- Expenses forms are confusing and difficult to complete (statutory requirement)
- Communication with agents once nominations were accepted as well as candidates would aid communication
- Postal votes were considered by some to be sent out too early (within statutory requirements)
- Turnout figures were given at some polling stations and not at others

### **Count**

- Speed up the process
- Better amplification of results
- Uniform methods across all count supervisors
- Provide refreshments
- Improve website results

### **Proposed Actions**

- Run a drop-in / surgery for nomination advice giving extra support on how to complete nomination forms including the Home Address Form
- Simplify nomination forms and create bespoke Fylde nomination forms as far as possible within statutory requirements
- Provide clear explanation as to why the elections office cannot advice on expense forms at the drop-in surgeries, briefings and in general communications.
- Keep agents informed at all stages.
- Communicate with candidates and agents regarding dispatch of postal votes.
- Train polling station staff to be consistent with the provision of turnout figures.

### **Count**

- Hire specialist microphone company to ensure better sound quality
- Arrange for an outside caterer if the venue café remains closed.
- Have a time schedule for counting the Town / Parish votes and / or look at alternative venue to concentrate on these counts.

- Keep layout under review to consider if any opportunities for additional count team
- Train staff to ensure counting methods are consistent.
- Review website result pages

6. To conclude, the local elections were an overall success, and the revised charging arranging for Town and Parish Councils has been well received. The feedback and suggested areas for improvements have been welcomed and improvements will be made for the next local elections to be held in 2023.

IMPLICATIONS	
Finance	This report presents the revised methodology for the recharging of election costs to parish councils. The overall cost of Borough and Parish elections for 2019 was contained within existing approved budgets. However, future costs will depend on the number of Parishes contested and Borough future warding arrangements.
Legal	The parish councils are obliged to pay the recharge decided by the council though there is no legal requirement to set a charge.
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
Tracy Manning	01253 658521 Tracy.manning@fylde.gov.uk	22 October 2019

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
FINANCE	FINANCE AND DEMOCRACY COMMITTEE	25 NOVEMBER 2019	6
<b>COUNCIL TAX REDUCTION SCHEME 2020/21</b>			

### PUBLIC ITEM

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

### SUMMARY

From April 2013 the local Council Tax Reduction Scheme (CTRS) replaced the previous national scheme of Council Tax Benefit. The scheme that operates within Fylde borough for 2019/20 was approved by this Council in December 2018 for 2019/20 only.

This report sets out the proposals in respect of the scheme for 2020/21. At the next full Council meeting Members will be requested to agree the details of a CTRS for 2020/21.

### RECOMMENDATIONS

Having due regard to the Equality Analysis as detailed in section 5 of this report the Committee is requested to:

1. Recommend to Council the continuation of the existing CTRS scheme for 2020/21 as set out in section 3 of this report;
2. Recommend to Council the continuation of Discretionary Hardship Relief for 2020/21 to provide additional support for claimants in exceptional circumstances;
3. Recommend that Council approve, as necessary, that the financial implications are reflected in the Council's Revenue Budget and Financial forecast for 2020/21 onwards; and
4. Authorise the Director of Resources to make any necessary final amendments to the scheme arising from changes in the Ministry of Housing, Communities and Local Government's guidance or elsewhere and to bring any such changes to the next full Council meeting for approval.

### SUMMARY OF PREVIOUS DECISIONS

The Council Tax Reduction Scheme in operation for 2019/20 was approved at the Council meeting of 10th December 2018. The full scheme is available on the Fylde Borough Council website at:

<https://new.fylde.gov.uk/council-tax-reduction-scheme/>

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

## REPORT

### 1. Background to the CTRS Introduction and the adopted schemes for 2013/14 to 2019/20

- 1.1 As part of the 2012 Welfare Reform Act the national Council Tax Benefit (CTB) scheme was abolished and individual local authorities were instead required to introduce a local Council Tax Reduction Scheme (CTRS) with effect from 1<sup>st</sup> April 2013. The Council introduced such a scheme from that date and has updated the scheme annually since that date.
- 1.2 In December 2018 the Council approved a scheme for 2019/20. For working-age claimants (i.e. those not protected by the national scheme for pension-age claimants) there would be a means-tested assessment to establish entitlement and a maximum percentage reduction in the level of support at the end of that assessment of 22.7%. This is the same maximum percentage reduction in the level of support has operated since the commencement of the scheme in 2014/15.

### 2. Key points arising from implementation of the local CTRS to date

- 2.1 No evidence has emerged to suggest that the scheme is in need of fundamental revision. The scheme has embedded well with no formal legal challenge to the principle of the scheme.
- 2.2 Experience to date indicates that 22.7% maximum reduction in the level of support is the correct level at which the scheme becomes self-funding.
- 2.3 For 2019/20 as at 30<sup>th</sup> September 2019 a total of 5 hardship awards have been made in a total sum of £323.

### 3. Proposed CTRS for 2020/21

- 3.1 It is proposed that the 22.7% maximum reduction in the level of support is retained for the 2020/21 CTRS.
- 3.2 It is further proposed that the scheme for 2020/21 will continue to provide for an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

The full details of the proposed scheme for 2020/21 is available on the Fylde Borough Council website at:

<https://new.fylde.gov.uk/council-tax-reduction-scheme/>

- 3.3 A consultation paper was distributed to the Major Preceptors - Lancashire County Council, Lancashire Fire and Rescue Service and the Lancashire Police and Crime Commissioner in October 2019 seeking their views on the proposed scheme for 2020/21. The consultation and a summary of the responses of each are set out in the appendices to this report. In summary, all of the major preceptors are supportive of the proposals for the 2020/21 CTRS set out in this report.
- 3.4 Although there are no changes to the scheme proposed for 2020/21, the Equality Analysis that has been carried out in previous years for the CTRS scheme has been reviewed. This aims to mitigate the impact on protected groups. **As part of their consideration of the CTRS scheme for 2020/21 Members must read the Equality Analysis which is available on the Fylde Council website at:**

<https://new.fylde.gov.uk/council-tax-reduction-scheme/>

### 4. Hardship Relief

- 4.1 The provision of Discretionary Hardship Relief to provide support for claimants in exceptional circumstances, and who are unable to increase their income from other means, is a key element of the operation of the scheme. Section 76 of the Local Government Act 2003 in respect of Council Tax (as amended by section 13A of the Local Government Finance Act 2012) empowers a billing authority to reduce the amount of Council Tax as it thinks fit. Funding for such reductions must be provided by the Council and major preceptors as necessary.
- 4.2 In order to mitigate part of the impact of the CTRS on the most vulnerable households, the Council has adopted a Discretionary Discount Policy under the above powers. Strict criteria are used to determine if any

additional relief is appropriate and the level of any such award. Awards are made only in exceptional circumstances to those unable to increase their income. The Council's Discretionary Discount Policy is available on the Fylde Borough Council website at:

[Fylde-CT-and-BR-Discretionary-Discount-2019-20-v1.9.pdf](#)

- 4.3 It is proposed that for 2020/21 the Council Tax Reduction Scheme will continue to provide for additional discretionary awards which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

## **5. Equality Analysis**

- 5.1 The Council has carried out a detailed and robust Equality Analysis which is available on the Council's website as described in paragraph 3.4. The impact of CTRS has been considered on people based on the following characteristics:

- Age
- Disability
- Sex and sexual orientation
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief

The analysis also contains a detailed action plan showing how the issues identified will be addressed and the monitoring arrangements that have been put in place.

## **6. Conclusion**

- 6.1 At the next full Council meeting Members will be requested to agree a local Council Tax Reduction Scheme for 2020/21 which (as is the case for the scheme currently in operation) will incorporate a reduction in awards to working age claimants at the same level as has been in operation for previous years.
- 6.2 The Council will be presented with the proposals for the 2020/21 scheme as described in this report, subject to any required changes in the intervening period as a consequence of new government regulations or other announcements. For 2020/21 it is proposed that the percentage reduction made at the end of the assessment for working age claimants shall remain as for previous years at 22.7%.
- 6.3 Schedule 6 of the Council Tax Reduction Scheme will detail the percentage reduction in support to working age claimants once the scheme design has been determined by Council and following any final minor adjustments to the calculation of costs for 2020/21. That Schedule forms part of the adopted scheme.
- 6.4 A review of the Scheme (including the percentage reduction in support detailed within Schedule 6 of the Scheme) is carried out annually to ensure it remains fit for purpose taking account of ongoing changes in legislation, caseload and financial requirements. Therefore any decision with regard to changes to the CTRS will be in respect of 2020/21 only.

IMPLICATIONS	
Finance	The financial implications are contained within the body of the report.
Legal	As part of the 2012 Welfare Reform Act the national Council Tax Benefit (CTB) scheme was abolished after 2012/13, with individual local authorities instead being required to introduce a local Council Tax Reduction Scheme (CTRS) with effect from 2013/14 and subsequent years.
Community Safety	None
Human Rights and Equalities	An Equality Analysis has been carried out and is available on the Council's website as detailed in the report.
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	The elements of the working age scheme will need to be reviewed annually to avoid increased financial risk to the Council.

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul O'Donoghue, Chief Financial Officer	01253 658566	November 2019

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

Attached documents

Appendix A - Consultation and responses from major preceptors

**Preceptor Consultation Letter – sent to LCC, Police and Fire Authorities – October 2019**

**Fylde Borough Council - Council Tax Reduction Scheme 2020/21 – Consultation with major preceptors on the design of the local scheme.**

**Summary:**

This paper sets out the proposed Council Tax Reduction Scheme (CTRS) that will operate in Fylde borough for the year 2020/21.

**Introduction:**

The scheme that currently operates within Fylde borough was approved by this Council in December 2018.

That Scheme, in summary, is one which:

- maintains most of the previous council tax benefit rules but reduces the award by a standard percentage at the end of the calculation for working age claimants such that the CTRS is self-funding ie. That the scheme does not result in the loss of Council Tax income to Fylde Council or the major preceptors. The claimant has to pay this amount to the Council as their contribution to Council Tax.
- in 2019/20 the maximum percentage reduction in support in respect of working-age claimants is 22.7%.
- includes the national scheme which protects claimants of pensionable age from any reductions.
- provides a Discretionary Hardship Fund to support claimants in exceptional circumstances who are unable to increase their income from other means.

The full Scheme is available on the Fylde Borough Council website at

<https://new.fylde.gov.uk/council-tax-reduction-scheme/>

**The proposed 2020/21 Scheme:**

It is proposed that for 2020/21 the scheme be one which maintains most of the previous council tax benefit rules but reduces the level of the award by a standard percentage at the end of the calculation for working age claimants. Each of the adopted local schemes since 2013/14 have been in accordance with this principle. It is not intended to change this element of the design in respect of 2020/21.

Council Members will be asked to agree a scheme of Council Tax Support in December 2019. The principles for the 2020/21 scheme will remain that it needs to:

- be affordable in terms of grant received, revenue loss and costs to operate
- be as fair as possible and a detailed 'map' of those affected is required; a detailed Equality Analysis is required
- be transparent, understandable to customers and practical to operate
- be feasible to implement within the constraints of the timescales and available software
- be simple in design avoiding unnecessary complexity

- avoid the costs and risks associated with collecting additional data

### **Changes to the Scheme for 2020/21**

It is proposed that the 2020/21 scheme will have the same design principles as that currently in operation and no changes are proposed.

### **It is proposed that the scheme for 2020/21 will:**

- Maintain the current council tax support rules and reduce the level of support by a specified percentage level at the end of the calculation (bottom slice) such that the CTRS is self-funding. It is estimated that for working-age recipients the maximum reduction in the level of support will be between 20% - 25%.
- Provide for an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.
- Include the national scheme for pension age claimants for whom there is no reduction in the level of support.

### **Hardship Fund**

The existence of a Discretionary Hardship Fund to provide support for claimants in exceptional circumstances who are unable to increase their income from other means is a key element of the operation of the scheme.

It is proposed that for 2020/21 the Council Tax Reduction Scheme will provide for an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

### **Consultation Questions**

1. Do you agree or disagree that the 2020/21 Fylde Council Tax Reduction Scheme should be based on the existing rules with the final award made to a working age claimant being reduced so that the maximum reduction in the level of support is between 20% - 25%? (note: the maximum reduction in the level of support under the scheme for 2019/20 is 22.7%).
2. Do you agree or disagree that the 2020/21 Fylde Council Tax Reduction Scheme should remain the same as the scheme in operation for 2019/20?
3. Do you have any suggested changes to the 2020/21 Fylde Council Tax Reduction Scheme?
4. Hardship Fund – Please provide your views on the proposal to continued operation of a Hardship Fund alongside the CTRS scheme to provide support in exceptional circumstances to the most vulnerable claimants.
5. Hardship Fund – Please provide your views on the inclusion of a hardship fund as an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.
6. Do you have any other comments to make about the proposed 2020/21 Fylde Council Tax Reduction Scheme?

The Council appreciates the potential impact of the final scheme on its own finances and those of other preceptors. However, at the same time it needs to balance this against the impact it will have in respect of low income Council Tax payers of the Borough. The Council recognises that other preceptors may have



strong opinions in respect of the final scheme that is adopted. It is important therefore that the opinion of all interested parties is reported and forms part of the consideration by the elected members in making a final decision.

### **Responses**

Please provide your responses by e-mail / hard copy at the contact points shown above by **31<sup>st</sup> October 2019**.

## Summary of Responses from Major Preceptors

### A. Neil Kissock, Director of Financial Services, Lancashire County Council

Mr P O'Donoghue  
Chief Financial Officer  
Fylde Borough Council  
Town Hall  
LYTHAM ST ANNES  
Lancashire

Phone: (01772) 536154  
Email: [neil.kissock@lancashire.gov.uk](mailto:neil.kissock@lancashire.gov.uk)

Your ref  
Our ref NK/JR  
Date: 22<sup>nd</sup> October, 2019

Dear Paul

#### **COUNCIL TAX REDUCTION SCHEME CONSULTATION 2020/21**

Thank you for your letter of 11<sup>th</sup> October 2019 consulting Lancashire County Council on the approach that Fylde Borough Council intends to adopt in continuing its scheme for Council Tax Support. We very much welcome the opportunity to provide our views on the proposals.

It remains the strong view of Lancashire County Council that the proposed scheme for Council Tax Support must:

- Be affordable in terms of grant received, revenue loss and costs to operate;
- Be as fair as possible
- Be transparent, understandable to customers and practical to operate;
- Be feasible to implement within the constraints of the timescales and available software;
- Be simple in design, avoiding unnecessary complexity;
- Avoid the costs and risks associated with collecting additional data.

In response to your questions I would submit the following:

1. Do you agree or disagree that the 2020/21 Fylde Council Tax Reduction Scheme should be based on the existing rules with the final award made to a working age claimant being reduced so that the maximum reduction in the level of support is between 20% - 25%? (Note: the maximum reduction in the level of support under the scheme for 2019/20 is 22.7%).

*We agree that the existing rules should continue and that the maximum reduction in support should remain between 20%-25%.*

2. Do you agree or disagree that the 2020/21 Fylde Council Tax Reduction Scheme should remain the same as the scheme in operation for 2019/20?

*We agree that the 2020/21 scheme should remain the same as the current 2019/20 scheme.*

3. Do you have any other suggested changes to the 2020/21 Fylde Council Tax Reduction Scheme?

*None*

4. Hardship Fund – Please provide your views on the proposal to continued operation of a Hardship Fund alongside the CTRS scheme to provide support in exceptional circumstances to the most vulnerable claimants.

*We agree with the continued operation of the Hardship Fund to provide support in exceptional circumstances.*

5. Hardship Fund – Please provide your views on the inclusion of a hardship fund as an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

*We do not object to the additional discretionary award. However we feel that it is fair and appropriate that Fylde Borough Council should maintain a cost neutral scheme. At a time when resources are extremely limited, it is vital that the operation of the scheme does not pass on additional costs to precepting authorities.*

6. Do you have any other comments to make about the proposed 2020/21 Fylde Council Tax Reduction Scheme?

*We have no further comments to make about the proposed scheme.*

We thank you for the opportunity to take part in the consultation and are happy to discuss our response with you further should you wish.

Yours sincerely



Neil Kissock  
Director of Finance

**B. Steve Freeman, Chief Finance Officer, Police and Crime Commissioner for Lancashire**



Paul O'Donoghue

Phone: 01772 535259

Fax:

Email: [Steve.freeman@lancashire-pcc.gov.uk](mailto:Steve.freeman@lancashire-pcc.gov.uk)

BY EMAIL

Your ref: P O'Donoghue

Our ref: SF

Date: 25 October 2019

Dear Paul

**Fylde Borough Council - Council Tax Reduction Scheme 2020/21 – Consultation with major preceptors on the design of the local scheme.**

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Thank you for your letter consulting the Police and Crime Commissioner for Lancashire on the approach that Fylde Borough Council intends to adopt in continuing its scheme for Council Tax Support from April next year. We very much welcome the opportunity to provide our views on the proposals.

It remains the strong view of the Commissioner that the proposed scheme for council tax support must:

- Be affordable in terms of grant received, revenue loss and costs to operate;
- Be as fair as possible
- Be transparent, understandable to customers and practical to operate;
- Be feasible to administer within the constraints of the timescales and available software;
- Be simple in design, avoiding unnecessary complexity;
- Avoid the costs and risks associated with collecting additional data.

In respect of your scheme for 2020/21 the Commissioner agrees that the proposed approach is appropriate as it offers protection to the most vulnerable individuals as identified within the existing Council Tax system and offers no additional costs to the Billing and Precepting authorities.

At a time when resources are extremely limited and will continue to reduce in future years it is vital that the operation of the scheme does not pass on additional costs to precepting authorities.

In response to your specific consultation questions please see the following:

1. Do you agree or disagree that the 2020/21 Fylde Council Tax Reduction Scheme should be based on the existing rules with the final award made to a working age claimant being reduced so that the maximum reduction in the level of support is between 20% - 25%? (note: the maximum reduction in the level of support under the scheme for 2019/20 is 22.7%).

*Agree*

2. Do you agree or disagree that the 2020/21 Fylde Council Tax Reduction Scheme should remain the same as the scheme in operation for 2019/20?

*Agree*

3. Do you have any other suggested changes to the 2020/21 Fylde Council Tax Reduction Scheme?

*None*

4. Hardship Fund – Please provide your views on the proposal to continued operation of a Hardship Fund alongside the CTRS scheme to provide support in exceptional circumstances to the most vulnerable claimants.

*We agree this arrangement should remain in place*

5. Hardship Fund – Please provide your views on the inclusion of a hardship fund as an additional discretionary award which may also be granted in accordance with S13A (1) (a) or S13A (1) (c) of the Local Government Finance Act 2012.

*We agree this should be in place provided decision making on such awards is the responsibility of elected members*

6. Do you have any other comments to make about the proposed 2020/21 Fylde Council Tax Reduction Scheme?

*None*

We thank you for the opportunity to take part in the consultation and are happy to discuss any of the responses we have provided with you further.

Yours sincerely

Steve Freeman  
Chief Finance Officer  
The Office of the Police and Crime Commissioner for Lancashire

**C. Keith Mattinson, Director of Corporate Services, Lancashire Fire & Rescue Service  
(by e-mail)**

1. Yes
2. Yes
3. No
4. We support this, subject to no significant increase in costs
5. We support this, subject to no significant increase in costs
6. No

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
FINANCE	FINANCE AND DEMOCRACY COMMITTEE	25 NOVEMBER 2018	7
<b>NEW HOMES BONUS: PROVISION OF GRANTS TO TOWN AND PARISH COUNCILS 2020/21</b>			

### PUBLIC ITEM

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

### SUMMARY

This report provides a review of the effectiveness of the policy on the provision of grants to town and parish councils, funded from a portion of the New Homes Bonus, and recommends a continuation of the scheme in 2020/21.

### RECOMMENDATIONS

The Committee are requested to:

1. Approve a funded revenue budget increase for 2020/21 in the sum of £75,500 for the provision of grants to town and parish councils to reflect housing growth, funded by a proportion of the overall New Homes Bonus grant that is received by Fylde Council from central government, the individual allocations being as set out at Appendix B to the report.

### SUMMARY OF PREVIOUS DECISIONS

The policy on the provision of grants to town and parish councils, to be funded from a portion of the New Homes Bonus, was first approved by Council in December 2017 in respect of the 2018/19 financial year. Subsequently the continuation of the policy for 2019/20 was approved by Council in December 2018.

### CORPORATE PRIORITIES

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

### REPORT

#### 1. Background

- 1.1 At the meeting of 5<sup>th</sup> December 2018, the Council approved the continuation of the policy on the provision of grants to town and parish councils funded from a portion of the New Homes Bonus, including allocation of such grants for 2019/20 in the total sum of £68,950.

## 2. Review of the policy on the provision of grants to town and parish councils.

- 2.1 In accordance with the grant policy a mid-year review statement has been requested from each grant recipient under the scheme in 2019/20. These are shown at Appendix A to this report.
- 2.2 Although the information provided varies considerably in the level of detail provided it is evident that the mid-year review statements generally confirm that the grants are being utilised in accordance with the terms under which they were awarded, and are consistent with the grant criteria as defined within the policy.
- 2.3 Consequently it is proposed that the scheme will continue for the 2020/21 financial year on similar terms to those for 2019/20.
- 2.4 For 2020/21 the total grant funding to be distributed will again be a figure equivalent to 5% of the latest estimate of the total New Homes Bonus income receivable by Fylde council for that year i.e. a sum of £75,500 in 2020/21. Grants will only be issued following receipt of a statement outlining how the grant is to be used. This must be in compliance with the approved scheme requirements as set out in the policy. The proposed grant allocations for 2020/21 are shown in the table at Appendix B.
- 2.5 The operation of the scheme for subsequent years will again be determined by a review of the effectiveness of the arrangements in delivering the intended outcomes. That review will be undertaken during 2020/21 and will be reported to this Committee during that year.

IMPLICATIONS	
Finance	Financial implications are contained within the body of the report.
Legal	None arising from this report
Community Safety	None
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul O'Donoghue, Chief Financial Officer	01253 658566	November 2019

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

### Attached documents

Appendix A – Mid-year Review returns from grant recipients in 2019/20

Appendix B – Proposed New Homes Bonus grant allocations for 2020/21

## New Homes Bonus: Grants to Town and Parish Councils 2019/20 – Mid-Year Update Report

**Town / Parish Council:** St Annes Town Council

**Grant Allocation for 2019/20** £21,437

**Proposed Grant Use (from grant usage declaration):**

1. *Community facilities: rainwater harvesting & Christmas lights*
2. *Road nameplates & notice boards*
3. *Travel/transport: display boards, planters, foundation stone contribution at St Annes railway station*

**Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.**

1. Rainwater harvesting

Not commenced yet.

Christmas lights

This portion has not been spent yet however £6k is still allocated for this year's display.

2. Road nameplates (signs)

£1k has been allocated towards these nameplates. The first of the new-look signs has been installed (Albert Road). More will follow throughout the year.

Noticeboards

After a visit to areas where new housing has been provided, Westgate Road has been identified as being suitable, due to being on the fringes of the parish and suffering from an "identity crisis" in terms of being within St. Anne's but its residents feeling that they are part of Blackpool.

A site has been identified which is on Lidl's land and Lidl have given consent as long as planning permission is given. Diagrams of local services have been obtained with the help of Fylde but planning permission has not yet been applied for. A contractor also has to be sought to install the noticeboard. This is a complex project as we have to involve many organisations in achieving this.

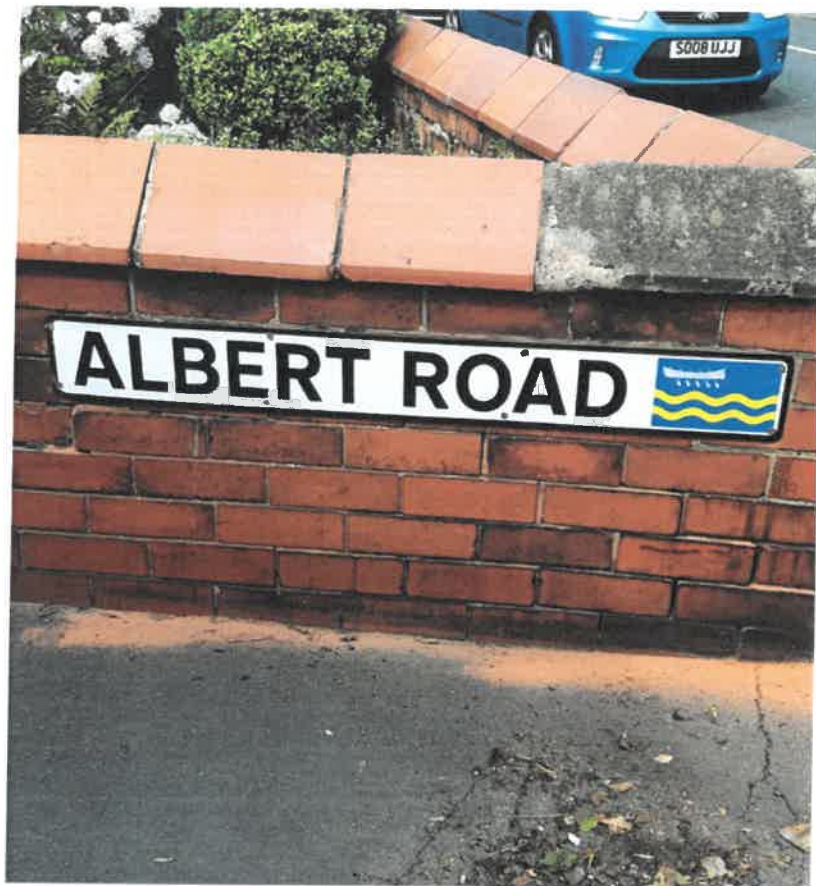
3. Display board

A new display board was installed in June 2019. See photo on next page. Cost £1944.

Planters originally requested for Squires Gate station were funded by other means.

**Completed on behalf of St. Anne's on The Sea Town Council by Mrs Sarah Dunn, Deputy Town Clerk**





## **New Homes Bonus: Grants to Town and Parish Councils 2019/20 –**

### **Mid-Year Update Report**

**Town / Parish Council:** Kirkham TC

**Grant Allocation for 2019/20** £11,358

**Proposed Grant Use (from grant usage declaration):**

*Kirkham Town Council resolved that the New Homes Bonus will be allocated to a Sports feasibility study and used as match funding for the sports/changing room development.*

**Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.**

Kirkham Town Council resolved that the New Homes Bonus will be allocated to a Sports feasibility study and used as match funding for the sports/changing room development.

Unfortunately the feasibility study has not yet been carried out due to the election and new Councillors being brought up to speed on the development.

A new "development committee" has now been set up and have instructed me to action the study as soon as possible.

**Completed on behalf of .....Town/Parish Council by:.....**

## **New Homes Bonus: Grants to Town and Parish Councils 2019/20 –**

### **Mid-Year Update Report**

**Town / Parish Council:** Medlar with Wesham Council

**Grant Allocation for 2019/20** £8,959

**Proposed Grant Use (from grant usage declaration):**

*The project that the Town Council hope that the New Homes Bonus will form part of the funding of is the Wesham re-generation project.*

*The aim of the project is to make the area around the outside the Community Centre more user friendly with better parking including specific disabled parking, easier access to the Community Centre, green areas and trees.*

**Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.**

The Town Council are working with Fylde BC Officers to ensure that the plans and costing are suitable and affordable.

Costings have been provided by Lancashire County Council. These require amendments in relation to road works and welfare facilities.

The current time-line requires both plans and costings to be complete by 30<sup>th</sup> September 2019 to meet deadlines to access Public Realm funding from Fylde BC.

**Completed on behalf of Medlar-with-Wesham Town Council by: Jean Priestley (Town Clerk)**

## **New Homes Bonus: Grants to Town and Parish Councils 2019/20**

**Town / Parish Council: Bryning with Warton Parish Council**

**Grant Allocation for 2019/20 £8,639**

**Approved Grant Criteria (extract from approved New Homes Bonus allocation policy):**

Projects to be funded under this initiative should meet one of the following criteria:

- Schemes that develop community facilities;
- Schemes that address particular issues associated with housing growth;
- Parks and green space development schemes;
- Schemes to improve travel, public transport or car parks.

**Please state in the box below how your grant allocation will be used to meet one or more of the objectives as stated above. Grant allocation payments will be made following confirmation that the planned use of the grant is in accordance with the approved criteria.**

### **Scheme One**

**Streetwise Outreach Program.**

Building on the successes of the previous year and similar in nature it is proposed to fund the provision of two community outreach workers two evenings a week from April through till September 2019 for specific activities in open spaces. This further develops the youth club, Streetwise community facilities. Free use of the Parish Council sports facilities at the Blackburn Pavilion and Bridges playing fields Sports as well as the Streetwise community facilities at Butlers Meadow assisted in progressing the scheme to meet several criteria of the Grant.

The objectives being.

- To create and nurture sustainable youth provision in Warton
- To engage and generate a positive environment with 'dis-engaged' Youth
- To educate value of assets and promote social inclusion
- To promote and utilise positive activities in open spaces

Last year's scheme was hailed as a success by the Police Commissioner, Lancashire Constabulary and local MP addressing particular individuals in the community and in regard to some Anti-social behavior. The operators felt that objectives have been achieved, in part, and it is hoped that by resuming the scheme throughout the 'Spring/Summer months' for 2019 the progress to date can be maintained and extended to be inclusive of those newer to the area from housing growth.

Projected Grant Funding costs £4.800

## **Scheme Two**

### **Community Wellness Program.**

The purpose of this scheme is to provide access to local facilities particularly in the Village Centre, Warton Village Hall, Book Exchange and the Blackburn Pavilion by those that do not have access to their own forms of transport with particular consideration toward the elderly, infirmed, handicapped etc., but not exclusively, and are reluctant to travel from their homes for whatever reason.

The intention to fund organised regular Hire of Mini Bus Transport type provision, to enable travel both to and from events, specific day events organised at the Village Hall or the Blackburn Pavilion, where provision of some sort of refreshment is offered. Building on the Community atmosphere for local residents and filling a void left by previous schemes that have ceased to operate due to lack of funding. Dependent on the success of the program transport for social visits to local parks or organised shopping trips to neighbouring towns such as Lytham or St Annes etc. may also be incorporated.

#### **Objectives being:**

- To improve the development of local community facilities
- To engage and promote positive social inclusion
- Promote activities in the local community

**Projected Grant funding costs £3,839**

**Planned use of this grant is in accordance with the approved criteria**

**Completed on behalf of Bryning with Warton Parish Council by:**

**Mr A.J. Wood**

**Clerk to the Parish Council**

## **New Homes Bonus: Grants to Town and Parish Councils 2019/20 –**

### **Mid-Year Update Report**

**Town / Parish Council:** Westby w Plumptions PC

**Grant Allocation for 2019/20** £7,839

**Proposed Grant Use (from grant usage declaration):**

- *Continuation of community bus service*

- *finger-post' sign restoration*

**Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.**

With respect to the above New Homes Bonus, the parish council has so far utilized the funding to renovate the parish fingerpost signage and will be applying for heritage status listing with FBC.

Additionally the remaining balance of £5200 has been allocated in a restricted reserve to further continue the successful Community Bus Service scheme – now running for over 12 months as a result of the NHB.

**Completed on behalf of Westby with Plumptions Parish Council by David kirkham (clerk)**

## **New Homes Bonus: Grants to Town and Parish Councils 2019/20 –**

### **Mid-Year Update Report**

**Town / Parish Council:** Ribby w Wrea PC

**Grant Allocation for 2019/20** £6,719

**Proposed Grant Use (from grant usage declaration):**

*Development of Conservation Area*

**Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.**

With regards to the above New Homes Bonus, as per 2018/19, the full amount has been replaced within a restricted reserve account to be used on a scheme to enhance the Conservation Area. The parish council are awaiting Paul Drinnan's input for the finalized scheme and has applied for transfer of 106 monies from FBC to expedite this scheme

**Completed on behalf of Ribby with Wrea Parish Council by David Kirkham (clerk)**

**New Homes Bonus: Grants to Town and Parish Councils 2019/20 –  
Mid-Year Update Report**

**Town / Parish Council:** Staining

**Grant Allocation for 2019/20** £3,200

**Proposed Grant Use (from grant usage declaration):**

- *dog waste dispenser & bags*
- *defibrillator battery pack*
- *Street furniture and waste bins*
- *bus shelter improvements/storage container*

**Please state in the box below how your grant allocation has been used to date to deliver the proposed objectives and/or what future plans are in place to utilise the grant within the current financial year.**

With respect to the above New Homes Bonus, the parish council has so far utilized the funding to further expand the number of dog waste-bag dispensers and re-stock them. Additionally, a secondary replacement battery pack for one of the defibrillators has been purchased. The PC also purchased and replaced 5 waste bins within the village and has commissioned and received a mural for one of the bus shelters.

**Completed on behalf of Staining Parish Council by David Kirkham (clerk)**



## Appendix B

### Town and Parish Council Total Property Numbers - Sept 2018 - Oct 2019

Town/Parish Council	Property numbers as at Oct 2018	Property numbers as at Oct 2019	Property numbers - change Oct 2018 to Oct 2019	Baseline level - 0.4% of taxbase	Property growth above baseline level	Grant Allocation to reflect property growth above baseline £
Kirkham	3,263	3,387	124	13.1	111	19,134
St.Annes	14,425	14,591	166	57.7	108	18,616
Bryning-with-Warton	1,914	1,972	58	7.7	50	8,619
Ribby-with Wrea	771	817	46	3.1	43	7,412
Medlar-with-Wesham	1,850	1,897	47	7.4	40	6,895
Westby-with-Plumpton	806	847	41	3.2	38	6,550
Newton-with-Clifton	1,135	1,158	23	4.5	18	3,103
Little Eccleston-with-Larbreck	228	244	16	0.9	15	2,586
Singleton	459	468	9	1.8	7	1,207
Staining	1,098	1,106	8	4.4	4	689
Freckleton	2,771	2,785	14	11.1	3	517
Treales, Roseacre & Wharles	193	195	2	0.8	1	172
Sub-total - property growth excl. reductions					<b>438</b>	
Greenhalgh-with-Thistleton	187	188	1	0.7	0	
Weeton-with-Preese	364	364	0	1.5	-1	
Elswick	463	463	0	1.9	-2	
Unparished areas - Lytham	8,879	8,887	8	35.5	-28	
<b>Total</b>	<b>38,806</b>	<b>39,369</b>	<b>563</b>	<b>155</b>	<b>407</b>	<b>75,500</b>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES	FINANCE AND DEMOCRACY COMMITTEE	25 NOVEMBER 2019	8
<b>COMMUNITY HOUSING FUND PHASE 2 – LINDSAY COURT</b>			

### PUBLIC ITEM

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

### SUMMARY

At the meeting of the Environment and Housing Committee held on 5 November, 2019 consideration to an updated report on the Community Housing Fund project.

The Committee resolved to seek the approval of the Finance and Democracy Committee for a fully-funded revenue budget increase in the total sum of £20,500 for 2019/20 in respect of Phase 2 Community Housing Grant Funding to continue the work with residents from Lindsay Court Steering group.

The funding will support the appointment of professional partners; Cass Associates and ForHousing to carry out extensive feasibility work, with a view to find a workable solution for the regeneration of the site.

Details with regard to the project were included in the report Environment and Housing Committee meeting and are also included as background papers to this report for information purposes.

### RECOMMENDATIONS

#### The Committee is requested to:

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.

### SUMMARY OF PREVIOUS DECISIONS

Minutes of Environment Health and Housing Committee 5 November 2019

Minutes of Environment Health and Housing Committee 4<sup>th</sup> March 2019

Minutes of Environmental, Health and Housing Committee 13th March 2018

Minutes of Council 17th July 2017

Minutes of Environmental, Health and Housing Committee 20th June 2017

Minutes of Council 17th October 2016

### 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 ( <b>Vibrant Economy</b> )	
To make sure Fylde continues to be one of the most desirable places to live ( <b>A Great Place to Live</b> )	√
Promoting Fylde as a great destination to visit ( <b>A Great Place to Visit</b> )	

## REPORT

1. The Environment Health and Housing Committee were advised that the Community Housing Fund was announced in December 2016 by MHCLG and provided nationally £60 million per year of revenue grant funding to enable community led housing (CLH) schemes. In year 1 Fylde BC were awarded £440,381. Subsequent years funding have been transferred to Homes England to run a capital Community Housing Funding programme that provides capital funding for community led housing schemes. Revenue funding is now provided via Power for Change.
2. Within Fylde, community-led opportunities do not present on Greenfield sites with existing communities to drive new build 100% affordable housing units. Opportunities within the borough present on brownfield sites with potential to regenerate area, with a community-led approach in partnership with registered providers.
3. In 2018 the Community Housing Fund Officer began working with residents from Lindsay Court, New Road, St Anne's to establish a project to co-design a deliverable solution to establish options to improve the housing stock in the area.
4. Phase 1 of the project included supporting the group to access Fylde Council Community Housing Grant Funding to formalise their group status and facilitate partnership working with a project team, (Regenda Regeneration and Cass Associates), appointed in the Autumn of 2018. The purpose of the project team was to consider a fresh approach to effect the refurbishment of the 96 mixed-tenure apartments at Lindsay Court and to work with the residents to undertake co-designing a deliverable regeneration solution/s and test of the preferred options.
5. In brief, the Phase 2 project proposal and timeframe has been developed and agreed by the Project Team (Cass Associates, For Housing and Fylde Council) with associated costs. This report is requesting the initial funding required to begin Phase 2a be provided from Fylde Council Community Housing Fund.
6. Phase 2a is required initially to clarify the viability as to whether to project can proceed further. Phase 2b will not progress without freeholder cooperation or clarity on the implications of the Land Tribunal decision. On completion of Phase 2, the project will progress to Phase 3 which will result in a capital funding bid to Homes England undertaken by the Registered Provider who will lead the project from then on.
7. To enable the project to progress to stages Phase 2b and Phase 3 a request is being made to draw additional resources from the Community Housing Fund held by Fylde Council for the total sum of £20,500 to ensure Phase 2a can be undertaken to inform the viability of Phase 2b and ultimately Phase 3.
8. The Environment Health and Housing Committee resolved to seek approval of the Finance and Democracy Committee for 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

IMPLICATIONS	
Finance	This report recommends that the Finance and Democracy approve a fully-funded revenue budget increase in the total sum of £20,500 for 2019/20 in respect of the Lindsay Court Housing project, to be funded by a proportion of the remaining Community Housing Fund grant.
Legal	None
Community Safety	Community led initiative for affordable housing provision

Human Rights and Equalities	None
Sustainability and Environmental Impact	Community led initiative for sustainable, affordable housing and an impact on place based regeneration.
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Kate Astley	<a href="mailto:Kate.astley@fylde.gov.uk">Kate.astley@fylde.gov.uk</a> Tel 01253 658420	Nov2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Power to Change	23/10/2019	<a href="https://www.powertochange.org.uk/">https://www.powertochange.org.uk/</a>
Homes England Community Housing Fund	23/10/2019	<a href="https://www.gov.uk/government/publications/community-housing-fund-prospectus">https://www.gov.uk/government/publications/community-housing-fund-prospectus</a>
Lindsay Court –Co designing a deliverable regeneration solution	01/09/2019	<a href="https://new.fylde.gov.uk/wp-content/uploads/2019/10/Lindsay-Court-Report-Final-Sept-2019.pdf">https://new.fylde.gov.uk/wp-content/uploads/2019/10/Lindsay-Court-Report-Final-Sept-2019.pdf</a>
Lindsay Court Project Stages	05/11/2019	<a href="https://new.fylde.gov.uk/wp-content/uploads/2019/10/Phase-2-and-Phase-3-Lindsay-Court-project-flowchart.pdf">https://new.fylde.gov.uk/wp-content/uploads/2019/10/Phase-2-and-Phase-3-Lindsay-Court-project-flowchart.pdf</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 NOVEMBER 2019	9
<b>FYLDE SAND DUNES IMPROVEMENT SCHEME</b>			

### PUBLIC ITEM

#### SUMMARY

At the meeting of the Tourism and Leisure Committee held on 4 November 2019, consideration was given to the open space improvement scheme which is broken down into three elements and covers the Fylde Sand Dunes Site of Special Scientific Interest/Local Nature Reserve. The scheme includes dune re-profiling and stabilisation works; design and installation of dune signage; and the design and installation of attractive dune entrance features.

This report provides further details on the scheme. The Tourism and Leisure Committee resolved to seek the approval of the Finance and Democracy Committee for a fully-funded addition to the Capital Programme for 2019/20 in the sum of £52,000 and approval for the Council to act as the accountable body for the Fylde Sand Dunes improvement scheme.

#### RECOMMENDATIONS

##### The Committee is requested:

1. To approve that the Council act as the accountable body for the Fylde Sand Dunes Improvement Scheme in the total sum of £52,000; and
2. To approve a fully-funded addition to the Capital Programme for 2019/20 in the sum of £52,000 in respect of the Fylde Sand Dunes Improvement Scheme to be met from a combination of external grants and Section 106 contributions received for this purpose as detailed within the report.

#### SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure Committee – 4 November 2019

#### CORPORATE PRIORITIES

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

## SCHEME DETAILS

1. Fylde Council has successfully led a partnership with Blackpool Council and Lancashire Wildlife Trust in the management of the Fylde Sand Dunes Project since 2008, ensuring the protection and improvement of the dune habitat in its role as soft sea defence and nationally significant conservation area. Environment Agency grant funding to the total value of £717,000 was secured in December 2016 by the partnership to continue the project until 2021. The funding is utilised to fund the project team as well as maintain 80 hectares of dune estate which includes a designated Site of Special Scientific Interest, County Biological Heritage Sites and Local Nature Reserve.
2. The aims and objectives for the project are detailed in the Fylde Sand Dunes Management Plan 2017 – 2022 and include habitat management, improved interpretation, access management and programmes for volunteering, events and environmental education. The improvement scheme proposed within this report contributes to fulfilling the plan objectives within the agreed timeframe.
3. The first scheme element will focus on improving the interpretation and way-marking of the Fylde Sand Dunes in line with the Council's Coastal Signage Strategy. The dunes do not presently contain public signage. The Fylde Sand Dunes Project Team have developed a comprehensive signage plan including the design and location of interpretation boards and way-marking posts. The signage will serve to promote the national value of the dunes as well as guide visitors to the beach along defined trails, thus reducing trampling of sensitive dune habitat. All signage will meet visitor needs as well as the historic, aesthetic and environmental sensitivities of the site.
4. The second scheme element will focus on improving visitor access to and through the dunes. Despite its open aspect character, Fylde's dune entrances should present possibilities and opportunity for passers-by and provide a visitor with their first impression of the site. It is therefore paramount that entrances are welcoming, attractive and safe. Defined entrances guide visitors on a defined path or route, reducing uncontrolled trampling and disturbance of dune habitat and associated wildlife. The Fylde Sand Dunes Project Team have designed new dune entrance features which complement the character of the site and make use of attractive timber of rope fencing.
5. The third scheme element involves re-profiling and stabilisation works to the dunes on Clifton Drive North, opposite the Persimmon Homes development. This will reduce the volume of windblown sand lost from the dune system onto the adjacent highway and Persimmon Homes development. Operations involve lowering the roadside dunes, creating a stable and reduced height profile. The re-profiled dunes will then be stabilised utilising eco matting and Marram Grass plug plants. The design and operational delivery of project is being undertaken by staff from Fylde Council, Lancashire Wildlife Trust and Blackpool Council.
6. The dune re-profiling and stabilisation works are subject to planning approval. A planning application has been submitted by the Fylde Sand Dunes Project Team and the allocated application number is 19/0829. It is anticipated that the application will be considered by the Planning Committee in December.
7. The overall cost breakdown for the three elements are shown in the table below:

Cost Heading	Description	Total £
New dune signage	Includes the design and installation of interpretation boards and way-marking posts.	21,561
New dune entrances	Includes the procurement and installation of new dune entrance fencing.	19,724
Dune re-profiling works	Includes the hire of machinery and the procurement of eco-matting and Marram Grass plug plants.	10,715
<b>Total Project Costs</b>		<b>52,000</b>

## METHOD AND COST OF FINANCING THE SCHEME

8. Lancashire Wildlife Trust have submitted a grant application for £27,000 to the Lancashire Environment Fund to contribute to the Fylde Sand Dunes improvement scheme. The Trust will receive confirmation if the grant application has been successful in 11<sup>th</sup> December, 2019. If it is not successful then a request will be made in January 2020 for a fully funded increase of £27,000 to the capital programme from the Capital Investment Reserve to cover the shortfall which will be the subject of a subsequent report.
9. The two existing S106 contributions below have been 'ring-fenced' to the project. The total of S106 contribution is £25,000, relating to two developments in St Anne's. The developments and contributions are listed below.
10. The terms of the Planning Agreement 16/0194 for development at Rear 23 – 63 Westgate Road, St Anne's in relation to the public open space contribution states "To be used towards the coastal dunes improvement scheme".
11. The terms of the Planning Agreement 13/0231 for development at South of Bridgeside/Hornsey Avenue, St Anne's in relation to the public open space contribution states "To improve or facilitate the provision of public open space to benefit the occupiers".

Application Number	Development	106 Contribution
16/0194	Rear 23 - 63 Westgate Road, St. Annes	£10,000
13/0231	South of Bridgeside/ Hornsey Avenue, St. Annes	£15,000
<b>Total</b>		<b>£25,000</b>

12. The total budget available for the three elements of the project is summarised in the below table:

Source	Amount
Section 106 contributions	£25,000
LEF Grant	£27,000
<b>Total</b>	<b>£52,000</b>

## CONCLUSION

13. It is recommended that the Finance and Democracy Committee support the recommendations of the Tourism and Leisure Committee as described in the report.

IMPLICATIONS	
Finance	The Committee is recommend to approve a fully-funded addition to the Capital Programme for 2019/20 in the sum of £52,000 in respect of the Fylde Sand Dunes improvement scheme as detailed within the report.
Legal	The proposed dune re-profiling and stabilisation works are subject to planning approval. In addition, S106 contributions are made by developers under specific planning agreements relating to each new development. The planning agreement will specify how the monies are to be spent in terms of geographical location and scope. A developer can usually require repayment of Section 106 if they have not been spent within 10 years of the agreement.
Community Safety	Improving the quality of open spaces provides an opportunity to increase public use and reduce nuisance behaviour.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	The dune re-profiling works require planning permission from Fylde Council as the Planning Authority. A stipulation of the planning application will involve the production of a Habitats Regulations Assessment (HRA) report for Natural England. The HRA will describe how the project will impact the dune habitat as well as mitigations to reduce disturbance to wildlife.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Lisa Foden	<a href="mailto:lisa.foden@fylde.gov.uk">lisa.foden@fylde.gov.uk</a> / 01253 658468	6 <sup>th</sup> November, 2019

### Attached Documents

Appendix 1 - Signage and access control design proposals.

Appendix 2 - Dune re-profiling and stabilisation works profile plans.



The Fylde Sand Dunes Project's 'Coastal Access and Interpretation' strategy will create 11 new obvious access routes through the Fylde sand dunes to the beach along with accompanying interpretation. The new access points and interpretation will be placed at various points along the Fylde coast and will be within the 79 hectare project area from Squires Gate (in Blackpool) to the mouth of the Ribble Estuary (Lytham). The coastal access and interpretation strategy will be split into 6 defined zones.





# DUNES ACCESS STORYBOARD

## Access

### 11 new access points created

#### Wooden posts and rope used at each entrance point:

- **Posts** — 250 x softwood posts —2.1m / 150mm, planed, including 50mm diameter pre-drilled hole
- **Rope**— 500m of Manila (40mm diameter) rope



Access points will create 1198.86 metres of new or improved public footpaths

#### Waymarkers -

20 x waymarkers (Includes routed numbers/colour ring and a wildlife image on one face of each post)



#### Finger posts (one finger) -

18 x Finger posts in total:

- 4 x beach (double-sided) text,
- 6 x dunes (double-sided) text,
- 7 x road (double-sided) text,
- 1 x Nature Reserve (double-sided) text



## Interpretation

### 6 new interpretation boards designed, created and installed

#### Interpretation boards –

6 x A0, wooden oak lectern-style frame with snap panels for changeable information



The content for each interpretation board will have a slightly different focus.

Interpretation boards will be placed in the following locations (North > South):

**Interpretation board 1:** On the second access point opposite the new Persimmon Homes 'Coastal Dunes' housing development

**Interpretation board 2:** On the Local Nature Reserve

**Interpretation board 3:** On North Promenade car park

**Interpretation board 4:** Beach access at Beach Terrace (Fairhaven Rd Car Park)

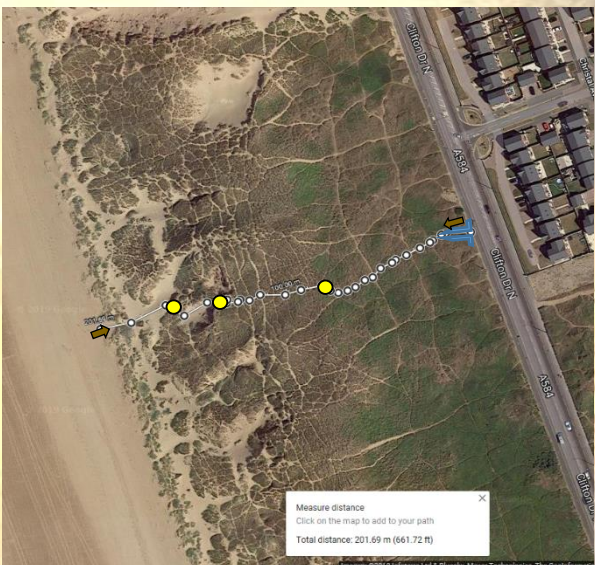
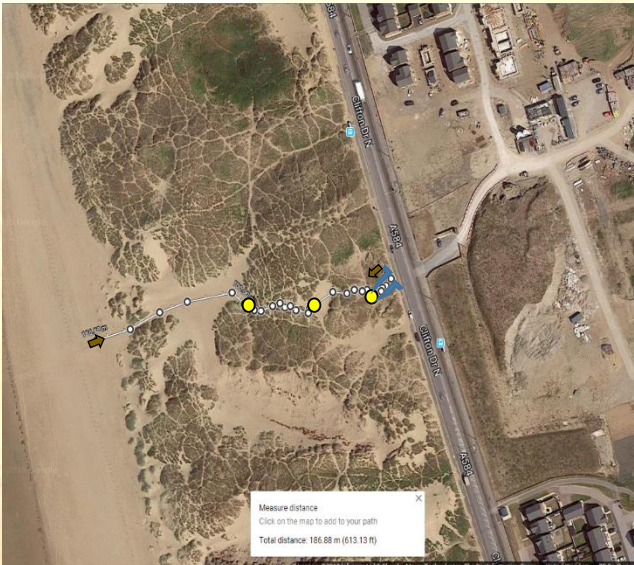
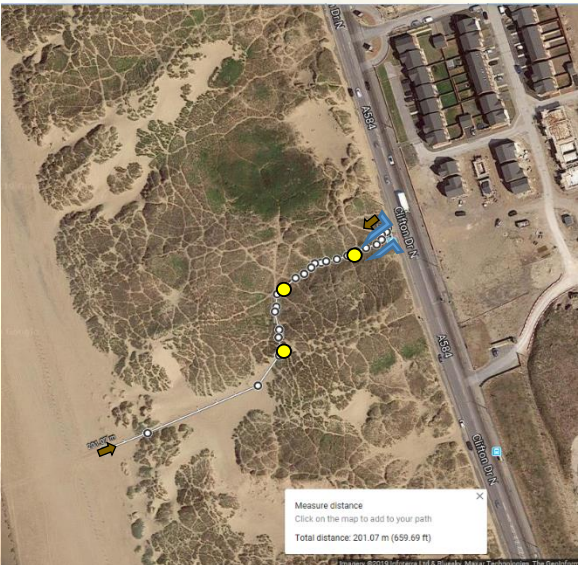
**Interpretation board 5:** Granny's Bay

**Interpretation board 6:** On Lytham Promenade



Maps

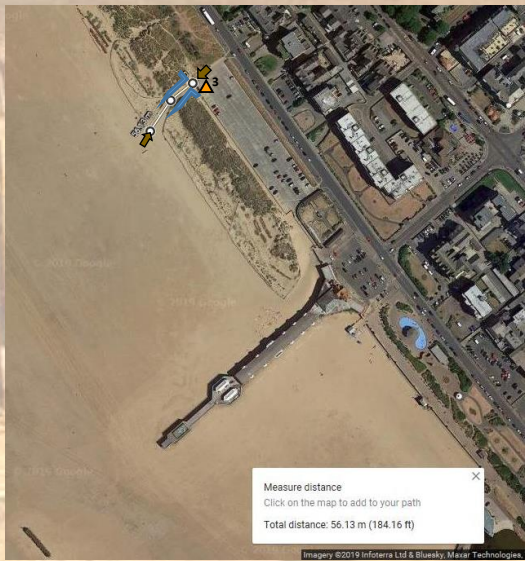
Zone 1: Dunes Opposite Persimmon including the Local Nature Reserve (LNR)



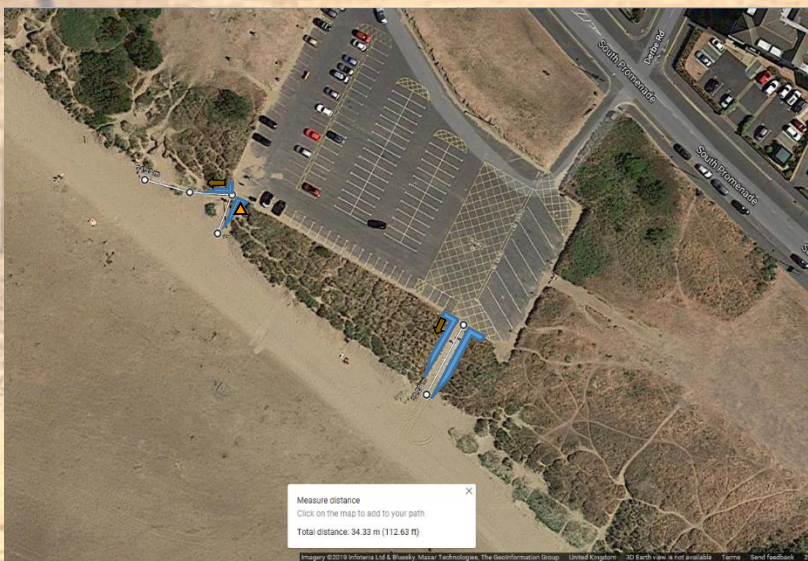
Zone 2: North Beach



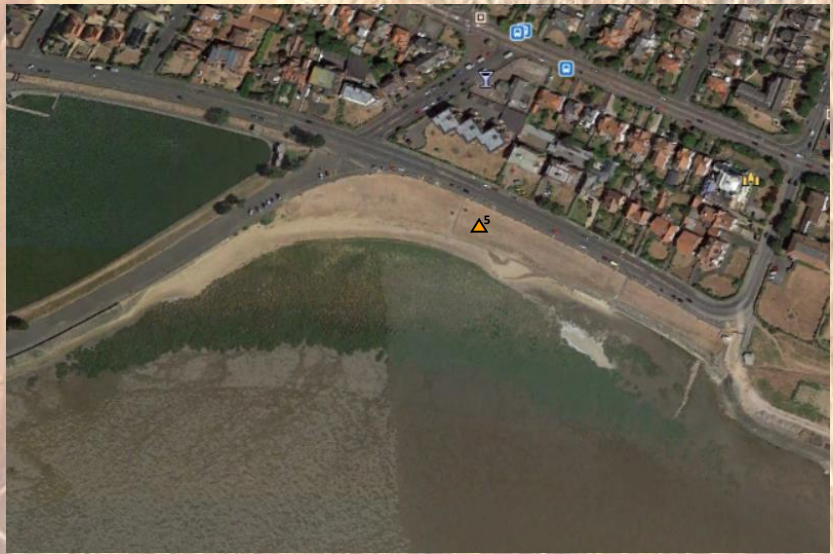
Zone 3: North Promenade Car Park



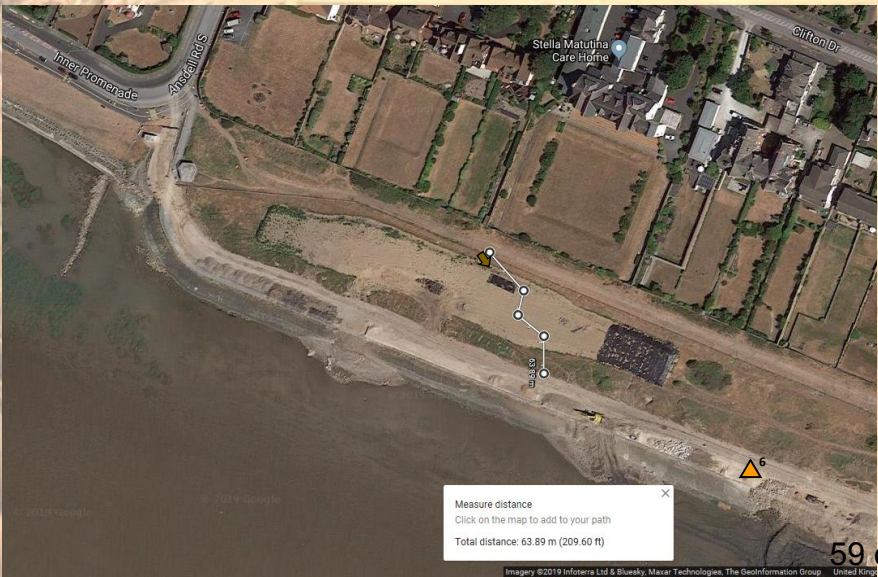
Zone 4: Beach Terrace (Fairhaven Rd Car Park)






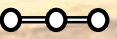

Zone 5: Granny's Bay



Zone 6: Church Scar/Lytham Promenade



**Key**

-  = Post and rope fence entrance point
-  = Finger post (Directional—Beach/Dunes/Road/Nature Reserve)
-  = Interpretation board
-  = Distance measurement
-  = Waymarker

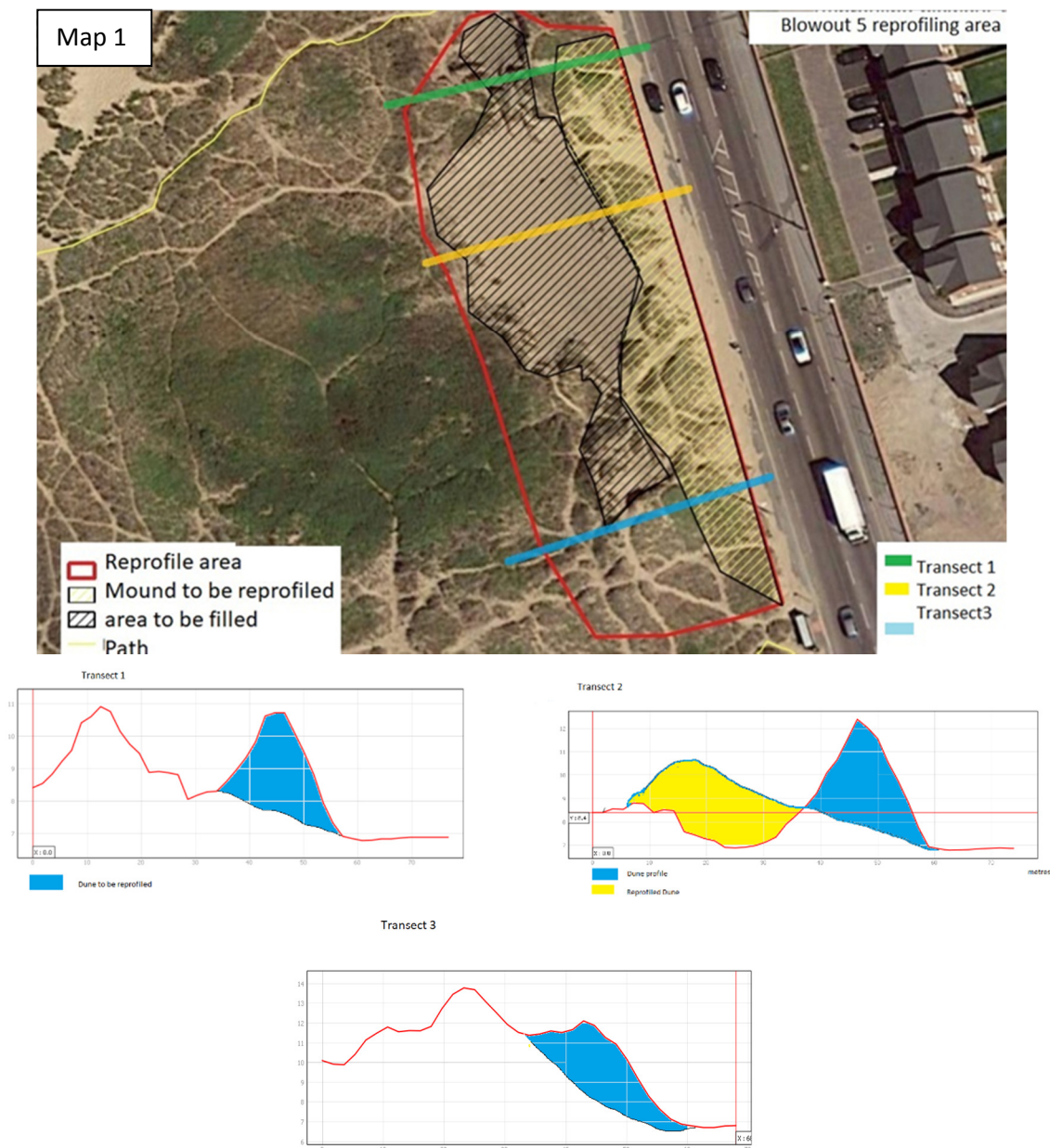


### Blowout 5 reprofiling

#### Equipment

- Barriers – 200m heras fencing, potentially plastic interlocking bollards to stop sand movement if needed
- 12 tonne excavator with over 6m reach
- Large dumper and JCB (JCB - Blackpool council beach cleansing team)
- Canes and hazard tape for boundaries
- Eco-matting
- Marram grass

#### Work area



*Map1. Map shows area of blowout 5, mound to be reprofiled and areas to be filled.*

*Transects. Each transect depicts a cross section of blowout 5 marked clearly on the map key.*

## Method

**Start period, subject to planning approval: February 2020**

The area of bare sand shown in Picture 1 will be used as access to the blowout. Once machinery and tools are in-situ the sand wall will be rebuilt to reduce windblown sand on to the road whilst work commences. The project may require the short term closure of one road lane to allow for safe machinery access.



*Picture 1. Highlighted area shows access point to the blowout from Clifton Drive North, opposite the new Persimmon homes build.*

Work will begin from inside the blowout, pulling sand back away from the road into the blowout. Sand will be piled on the area dominated by bramble. Current rabbit warrens will be marked with canes so that no sand is dumped in these areas.

Once the steep roadside dunes have been lowered to a suitable height, work will focus on redistributing the sand to fill the blow out and create a smooth shallower slope no more than 30 degrees. If possible any vegetation from the top of the dunes will be placed to one side and then added to the reprofiled slope later.

Once the area has been reprofiled eco-matting will be placed on top of the bare sand and planted up with marram grass plug plants. Some marram grass translocation will also happen in this area.

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
TECHNICAL SERVICES	FINANCE AND DEMOCRACY COMMITTEE	NOVEMBER 25 <sup>TH</sup> 2019	10
<b>SPLASH PARK TOILET FACILITIES &amp; PERIMETER FENCING</b>			

### PUBLIC ITEM

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

### SUMMARY

At the meeting of the Operational Management Committee held on 12 November 2019, consideration was given to a proposed capital scheme to provide essential improvements at the Splash Park facility located in the St Anne's Promenade Gardens.

The Operational Management Committee resolved to seek the approval of the Finance and Democracy Committee to fund the scheme in the current 2019/2020 capital programme.

The report outlines the details of the project considered by the Operational Management committee.

### RECOMMENDATIONS

#### The Committee is requested to:

1. Approve an addition to the Capital Programme for 2019/20 in the sum of £185,000 in relation to the provision of toilet facilities and perimeter fencing at the Splash Park facility, that scheme replacing the existing scheme within the approved Capital Programme for 2019/20, in the same amount, in relation to the provision of toilet facilities at North Beach Car Park, with funding for the new scheme being by way of a virement in the sum of £185,000 from the previously-approved scheme for the provision of toilet facilities at North Beach Car Park.

### SUMMARY OF PREVIOUS DECISIONS

Capital Programme Approval for 2019/20 – Budget Council March 5<sup>th</sup> 2019

Minutes – Operational Management Committee – 12 November 2019

### CORPORATE PRIORITIES

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

## REPORT

1. The first season of operating the Splash Park in St Anne's Promenade Gardens has been a success, attracting over 13,000 users despite being closed for 50 days during the season due to inclement weather. A review of the facility and the experience of the first season has been carried out based on feedback from customers and the employees operating the facility. It was evident from the customer feedback, as well as observing the Splash Park in operation and social media that there is an urgent need for toilet provision as part of, or near to, the Splash Park. The nearest toilet facilities were between 350m to 400m from the facility after arrangements to use facilities at Salters Wharf proved not to be practical. Parents with more than one child would have to dress their children to go to the toilet facilities and at busy periods queue up to return to the facility. It was common place for children to relieve themselves in the nearby gardens and / or behind the utility unit at the Splash Park.
2. The customer demand and feedback were such that the Splash Park location has become the priority location for the provision of new toilet facilities that would also benefit customers using the concentration of other visitor attractions in the immediate area. There is no statutory requirement to provide public conveniences, however, the Public Health Act 1936 allows local authorities to "provide sanitary conveniences in proper and convenient situations".
3. The toilet facility would be included in the current service arrangements with Danfo under which the Council pays for the ongoing cleaning and maintenance of the public conveniences. A fee of 20 pence is charged for use of the facilities and the income is retained by the Council it is estimated that the net revenue cost of the facility will be approximately £2,500 per annum. This figure is based on forecast use of the facility all year round with the additional revenue cost to be met through service efficiencies within the council, the facility is in a new location with only one seasons experience to draw from, a report will be brought before the committee at the end of the 2020/21 financial year to provide details of the actual income received.
4. The review identified an issue regarding the control of numbers within the Splash Park for safety reasons user numbers are capped at 120, the demand at times far exceeded this and a queuing system was deployed, albeit ad hoc and controlled by a gate at the entrance. The facility at ground level is flanked in part by green bow-top fencing so an additional member of staff had to be located on the perimeter to restrict entry when the facility reached capacity. However, this was circumvented by going over the rear and sides of the terrace seating at the higher levels that surround the Splash Park. Additional shrubs have been planted to try to restrict this, but it will take some time until the shrubs reach maturity to create an adequate barrier. The addition of perimeter fencing to the rear of the terraced seating will mitigate access to the Splash Park from locations other than the designated gate.
5. The capital programme for the current year 2019/20 includes approved funding of £185,000 for toilet facilities at North Beach Car Park. However, it will not be possible to deliver this capital project in the current year because alternative options have arisen that could present the opportunity to develop an improved revised scheme incorporated into existing premises that border the car park, and which may offer better value for money. Officers are collating the necessary information to develop the possible alternative options however, there are third parties involved that have current arrangements to address before a scheme can be proposed. This means will be early 2020 when the logistical and financial implications of the options can be confirmed. It would not be considered best value for the public purse if the current scheme was progressed in the knowledge that alternative options are possible that could deliver better value for money.
6. It is recommended that the funding for the North Beach Car Park scheme that is currently included within the 2019/20 approved Capital Programme is instead used to finance the Splash Park toilets and perimeter fencing to allow those works to be completed ahead of the 2020 summer season. The approved capital sum of £185,000 for the North Beach Car Park toilet facilities scheme in the 2019/20 programme is enough to fund the proposed capital scheme for the Splash Park facilities as detailed in Table 1 below.



7. Appendix 1 to this report is the quote for the toilet block at the Splash Park site, the proposal is to locate the block opposite the entrance to the Splash Park next to the existing pump house so that it is accessible for none users of the park all year round whilst being in close proximity and sightline of the facility. The quote included at Appendix 1 is for a flat metal roof the recommendation is to have a pitched roof, as per the image, for an additional £4,000. The scheme includes the construction of a concrete base with appropriate utilities (electric, water and sewerage) fitted, the supply and fitting of a pre-manufactured public convenience unit consisting of one disabled and two standard WC cubicles. The design of the public convenience is at the feasibility stage and may require a different facade to match in with the existing buildings and landscape. The facade of the current splash park plant room may be reviewed as part of this process.
8. The proposed new fencing to surround the sides and rear of the Splash Park will be attached to the top tier of the amphitheatre, a total of 118m long and 1.8m high in the same style as the current fence to the front of the facility.

## PROCUREMENT

9. The Operational Management Committee require the Technical Services team to deliver this scheme before the start of the 2020 season, the committee agreed to not apply Contract Procedure Rules on this occasion and award direct to Danfo, the existing partner, for supply and installation of the toilets as described in Appendix 1. There is a lead time of 14 weeks which would delay the delivery and impact on the opening of the facility. The benefits to this approach are that the facilities are delivered before the 2020 season and maintenance and cleaning can be incorporated into the existing contract with Danfo allowing Fylde Council to benefit from economies of scale and maintaining one service provider.
10. All other aspects of this scheme will follow the Contract Procedure rules and the procurement process will vary depending on the value of the goods, services or works.

**Table 1: Itemised Capital Cost**

Cost Heading	Description	Total £
Fencing	118.4m x 1.8m Blythe Bow Top Fencing in Juniper Green supplied and fitted	20,310
WC Foundation/base slab		7,000
Electric supply		12,000
Water supply		11,000
Foul Sewer and connection		15,000
Danfo Tetragon 120	Tetragon 121: 1 x DDA compliant unisex toilet with baby change, 2 x unisex toilets. Brick façade, a pitched roof, and coin entry. Cost plus delivery	81,500
Danfo installation		15,000
Building Control		450
	<b>Sub-total</b>	<b>162,260</b>
Contingency (5%) (WCs only)		8,113
Project Management (8%) (WCs only)		12,980
<b>Total Scheme Cost:</b>		<b>183,353</b>

IMPLICATIONS	
Finance	This report proposes the deletion from the approved Capital Programme for 2019/20 of the scheme for the provision of toilet facilities at North Beach Car Park in the sum of £185,000, and its



	replacement with a new scheme in 2019/20 relating to the provision of toilet facilities and perimeter fencing at the Splash Park facility in the same amount.
Legal	There are no implications arising directly from the report
Community Safety	There are no implications arising directly from the report
Human Rights and Equalities	There are no implications arising directly from the report
Sustainability and Environmental Impact	There are no implications arising directly from the report
Health & Safety and Risk Management	There are no implications arising directly from the report

LEAD AUTHOR	CONTACT DETAILS	DATE
Kathy Winstanley	<a href="mailto:Kathy.winstanley@fylde.gov.uk">Kathy.winstanley@fylde.gov.uk</a> / 01253 658634	22 <sup>nd</sup> October 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
N/A		

#### Attached documents

Appendix 1: Splash Park Toilet Block Design



## Fylde Borough Council

### Quotation for a Danfo 120 Tetragon

1 x DDA Compliant unisex toilet with baby change facilities plus 2 x additional unisex toilets, a brick slip façade and coin box entry system.



## Introduction

For the attention of: Andrew Loynd Technical Support Manager Fylde BC

Email: andrew.loynd@fylde.gov.uk

Andrew has instructed Danfo to quote for a Tetragon 120 – 1 x DDA Compliant unisex toilet with baby change facilities plus 2 x additional unisex toilets with brick façade, flat steel roof and coin entry system.

The cubicles will have timed opening and closing, heating and ventilation, tiled R13 floor tiles, laminated walls and ceiling which are guaranteed for life against wet rot, non-touch handwashing unit for hygiene purposes and all parts are guaranteed for 1 year against any defects.

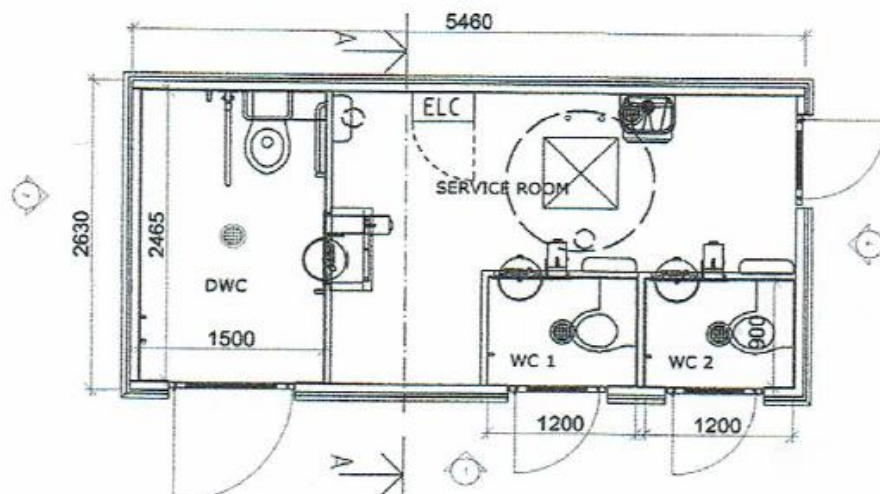
## Job Specification:

Supply only of a Tetragon120. Danfo will make all the internal connections of electric, water, sewer and full commissioning. We will also offer full cooperation with appointed contractors.

A Tetragon 120 with a pitched roof and brick façade.



Proposed Tetragon 120 Construction Drawing



Items/Details	Total Cost
1 x DDA Compliant unisex toilet with baby change facilities plus 2 x Additional unisex toilets with brick façade, steel roof and coin entry system.	£77,500.00
Foundation	By others
Installation	By others
Utilities – Sewer / Water / Electric	By others
Commissioning/Internal connections	INC
	<p><b><u>£77,500.00</u></b></p> <p><b>+ V.A.T</b></p>

Please note a lead time can only be confirmed upon receipt of an official purchase order. Typical lead times are approximately 14 weeks.

30% of the initial £77,500.00 is payable on receipt of an official purchase order. 50% of the initial £77,500.00 is payable on delivery of the building/parts. 20% of the initial £77,500.00 is payable upon project sign off.

Prices quoted are fixed for a period of 3 months from the date of this quote.

Mr. Claudio Catino (Projects & Maintenance Manager) will oversee this project from start to handover and will be your contact for any queries or questions you may have.

We value and thank you for placing your trust in us and assure you of the best service possible.

Please do not hesitate to contact me at any time if there is anything else you need to discuss.

Kind Regards

**Claudio Catino** Projects & Maintenance Manager

**Danfo (UK) Ltd**

Unit C10 Prologis Park  
Heathrow Corporate Park  
Green Lane  
Hounslow  
Middlesex  
TW4 6ER  
Mobile: 07920788531

Email: ClaudioCatino@danfo.co.uk

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 NOVEMBER 2018	11
<b>KIRKHAM : FUTURE HIGH STREET FUND FULLY FUNDED INCREASE WITHIN THE CAPITAL PROGRAMME FOR 2019/20</b>			

### PUBLIC ITEM

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

#### SUMMARY

Planning Committee resolved at its meeting of 13 February 2019 to put forward a bid into the Governments initiative known as the Future High Street Fund, both the main part of the bid and that aspect relating to heritage restoration and promotion (Heritage Action Zone). The bid for the main High Street element proved to be successful in that the Council has now been invited to make a further submission, developing a fully detailed business case for final submission by the 30<sup>th</sup> June 2020. The full business case will need to be very detailed and, to ensure that it is comprehensive in all aspects, meet with the guidance of the Prospectus.

Government acknowledges that local authorities will not have the personnel capacity to meet the requirements. Thus, the grant has been made available on the basis of that requested at the 'Expression of Interest' stage, namely £75,000, which was an estimate at the time. On reflection the scope of the consultants brief put together by officers of the Regeneration Team suggests a higher figure will be required to undertake all aspects now considered desirable and so a further application has been made to the Ministry for an additional £75,000 support.

#### RECOMMENDATIONS

##### The Committee are requested to:

1. Approve an addition to the Capital Programme in the total sum of £150,000 (£75,000 in 2019/20 and £75,000 in 2020/21) in respect of the Kirkham Future High Street Fund Scheme, to be met in full by a central government grant for this purpose. The initial £75,000 has been confirmed, with the second allocation of £75,000 expected to be confirmed in early 2020. If the second allocation is not granted the value of the capital scheme will be reduced to the value of the initial allocation, such that only expenditure that will be met by the total grant allocation will be committed.

#### SUMMARY OF PREVIOUS DECISIONS

None

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

## REPORT

### Background

1. The Future High Street Fund (FHSF) is a national initiative launched by the H.M. Government, in October 2018. Initially, the fund was £675m with a smaller part of that, some £42m, to be directed at the Heritage Action Zone initiative (HAZ), for the revitalisation of town centres that have historic value. The Prospectus set out the aims of the fund, its objectives and eligibility criteria. The FHSF is a competitive process.
2. Planning Committee resolved to apply to the fund for schemes within Kirkham and following that decision, officers drew together an 'Expression of Interest', which was submitted within the deadline. The announcement early in 2019 of 50 'shortlisted' towns did not include Kirkham although the Council, in receiving feedback, were encouraged to bid again in 2020 (Round 2).
3. On the 26<sup>th</sup> August, H.M. Government announced that the fund had been increased by a further £325m. Shortly afterwards, it was announced that the Council would be invited to progress to the next stage for Kirkham (shortlisted) and in doing so, would be asked to make a fully detailed business case. In addition, on the 14<sup>th</sup> September, it was also announced that the bid for the HAZ had also been successful, again the Council being invited to develop a programme for delivery.
4. The FHSF can be used for a variety of interventions ranging from traffic management to property development, although the thrust of it is aimed at repurposing commercial areas, primarily dealing with long standing vacancy and problematical sites. The detailed bid will look at a range of issues and it will be vital that property interests work alongside the Council for the bid to succeed. The fund will allow authorities to bid for up to £25m, but it is anticipated that most successful bids will be of the £5m - £10m range. The financial 'match funding' for the FHSF bid will be based on private sector investment.
5. A fully developed business case will require a great deal of research and the costing of projects and, as such, will require elements of expertise in commercial property processes and accounting procedures that this Council does not readily have available in sufficient quantity. This fact is acknowledged by Government and as a result is offering grant assistance to allow local authorities to employ the appropriate consultant(s) to assist with the development of the case. A detailed brief is nearing completion (prepared by the Regeneration officers) and will be the subject of the Council's procurement procedures.
6. As part of the initial Expression of Interest, local authorities were asked to estimate the level of support required. A figure of £75k was included, which has now been agreed. However, with the base level of information low, and as the ideas are emerging, a full range of economic and other data would be helpful, allowing for a full economic appraisal and business case to be developed, covering a range of issues as well as longer term planning. To

that end, officers have applied to MHCLG for a 'top up' of a further £75k which the process allows for. This is not guaranteed and so a developed case has been made as to why this additional funding is required. If further funding was not forthcoming the brief being prepared is set out as a series of 'topics' and so could be prioritised such that it would fall within the current £75,000 grant.

7. The initial £75,000 has been confirmed, with the second allocation of £75,000 expected to be confirmed in early 2020. If the second allocation is not granted the value of the capital scheme will be reduced to the value of the initial allocation, such that only expenditure that will be met by the total grant allocation will be committed.
8. The FHSF bid is the subject of various interim stages and the appropriate Committees will be kept informed of progress as well as the content of the bid as it progresses. The final bid is due for submission by the 30<sup>th</sup> June, with a decision in early autumn. The HAZ bid, if successful, will commence in April 2020 and again updates will be given.
9. The Future High Street Fund essentially covers both the larger fund but also the HAZ. The HAZ is to be supported by Historic England and applies to work in the conservation area only. However, the FHSF can provide funding across the whole town centre area as defined in the bid and so in reality the two should work seamlessly, seeking to develop one coordinated strategy. It is, of course, possible that the FHSF may not be successful but the HAZ scheme approved. If this were the case, any interventions would be with the town centre conservation area only, which is why a well argued, comprehensive business case is required and the joint expertise of suitable qualified consultants needs to be engaged.
10. As a technicality, the inclusion of Kirkham means that it is part of the second 'cohort' of Round 1. There will be a second round of FHSF, probably in 2020, which will allow for another bid to be made in another town centre within the Borough, should the Council be minded to do so.
11. Both the FHSF and HAZ seek to deliver regeneration schemes over a four year timescale.

IMPLICATIONS	
Finance	This report proposes an addition to the Capital Programme in the total sum of £150,000 (£75,000 in 2019/20 and £75,000 in 2020/21) in respect of the Kirkham Future High Street Scheme, to be met in full by a central government grant for this purpose. The initial £75,000 has been confirmed, with the second allocation of £75,000 expected to be confirmed in early 2020. If the second allocation is not granted the value of the capital scheme will be reduced to the value of the initial allocation, such that only expenditure that will be met by the total grant allocation will be committed.
Legal	The funding is to be used specifically for the development of the bid. Its use will not be monitored by Government but the consultant's reports and the inclusion of proposed actions should be clear within the bid.
Community Safety	Not relevant.
Human Rights and Equalities	No specific issues. The scheme is aimed at benefitting all sections of the community.
Sustainability and Environmental Impact	Scheme aimed at sustaining and enhancing the role of Kirkham as an important service centre and market town
Health & Safety and Risk Management	Dealt with as part of the contractual arrangements.



LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Drinnan	01253 658434	23 October 2019.