

Agenda

Finance and Democracy Committee

Date:	Tuesday, 21 March 2023 at 6:30 pm
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	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 20 February 2023 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
	DECISION ITEMS:	
4	Council Tax Premiums 2024/25 – Report to Follow	To Follow
5	Write-Off of Uncollectable Debts 2022/23	4 - 11
6	Budget Working Group – Closure Report	12 - 13
7	St Annes Programme Board – Closure Report	14 - 15

8	Fully Funded New Capital Scheme Addition – Improvement to Sustainable Transport Facilities/Initiatives and Public Transport Facilities, Clifton Drive, St Annes	16 - 19
	INFORMATION ITEMS:	
9	Council Tax Support Fund 2023/24 – Note of Urgent Decision Taken	20 - 21
10	The Residents Survey 2022	22 - 30
11	Reports of the Various Outside Bodies	31 - 34

Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: democracy@fylde.gov.uk

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

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF REVENUES AND BENEFITS SHARED SERVICE	FINANCE AND DEMOCRACY COMMITTEE	21 MARCH 2023	4

COUNCIL TAX PREMIUMS 2024/25

PUBLIC ITEM

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

Please note that the Council Tax Premiums 2024/25 report is TO FOLLOW.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF SHARED REVENUES AND BENEFITS SERVICE	FINANCE AND DEMOCRACY COMMITTEE	21 MARCH 2023	5

WRITE-OFF OF UNCOLLECTABLE DEBTS 2022/23

PUBLIC ITEM

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

SUMMARY

This report details the proposed write-off of debts in relation to Business Rates, Council Tax, and the recovery of Housing Benefit overpayments.

Under this Council's Constitution the Head of Revenues, Benefits and Customer Services has delegated authority to write-off uncollectable Business Rate debts up to £10,000 and uncollectable Council Tax debts of up to £5,000.

Additionally, the Council's Constitution provides delegated authority to the Chief Financial Officer (Section 151 Officer) to write-off uncollectable debts in excess of those levels up to £25,000 per individual debt, such write offs to be subsequently reported to the Finance and Democracy Committee for information purposes.

The Chief Financial Officer has recently exercised this delegated power by writing-off two uncollectable Business Rate debts, two Housing Benefit overpayments and four Council Tax debts. To meet the requirement that the written-off sums are reported to the Finance and Democracy Committee details of the debts are provided at Appendix A.

The writing-off of debts in excess of £25,000 requires the approval of the Finance and Democracy Committee. There are two uncollectable Business Rates debts in excess of the £25,000 limit for which write-off is now requested. Details are provided at Appendix A. There are no uncollectable debts in excess of the £25,000 limit in respect of any other category of debt.

All of the uncollectable debts for which write-off is requested (or is being reported) relate to the period to 31st March 2023. The cost of writing off these debts will be met from the appropriate bad debt provision. In respect of Business Rates and Council Tax the provision is funded by contributions by all the recipients of Business Rate or Council Tax income (those being Lancashire County Council, the Lancashire Combined Fire Authority and the Police and Crime Commissioner for Lancashire, together with Fylde Council).

RECOMMENDATIONS

The Committee is recommended to:

1. Approve the write-off of the two uncollectable debts in excess of £25,000 details of which are provided at Appendix A this report; and
2. Note the write-off by the Chief Financial Officer under delegated powers of the eight uncollectable debts below £25,000, details of which is also set out in Appendix A to this report.

SUMMARY OF PREVIOUS DECISIONS

No previous decisions have been made in respect of these specific debts.

CORPORATE PRIORITIES

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

REPORT

Background

1. The Council is responsible for collecting substantial amounts of income each year in respect of Business Rates (NNDR), Council Tax and Sundry Debtors. In addition the Council seeks to recover any overpayment of Housing Benefit.
2. Historically, the Council's overall collection rate of income for Business Rates and Council Tax is high with approximately 98% of all income due to the Council eventually collected. Similarly, non-collection of sundry debts is at a low level.
3. Good recovery procedures are in place and the recovery teams within the Revenues and Benefits Shared Service and the Fylde Council Finance Administration team pursue all monies due with vigour and continue to explore new avenues of debt recovery in pursuit of challenging performance targets. Debt write-off is only considered in exceptional circumstances when other recovery options have been exhausted.
4. Where an amount outstanding has not been collected due to the debtor absconding, officers make enquiries of various agencies with a view to obtaining a forwarding address. Unfortunately, there are usually a small number of cases in each year for which it is not possible to trace the debtor and where the action taken has been unsuccessful in recovering the debt.
5. In respect of the debts in relation to Business Rates, Council Tax and the recovery of Housing Benefit overpayments the head of the Shared Service (The Head of Revenues, Benefits and Customer Services) has presented these debts for write-off and is satisfied that every effort has been made to recover the money owed to the Council. However, for absconders, should the Shared Service become aware of the debtor's location, the amount written-off will be re-instated and action taken to recover the amount outstanding.
6. In some cases where a debtor has been declared bankrupt, or a company has gone into liquidation, the Council has little control. However, the debt, or part of it, may be re-instated at a later date upon payment of a dividend. Further information in relation to bankruptcy and liquidation terminology is provided at Appendix B.

Implications

7. The collection of revenue is of vital importance to the financial management of the Council. Failure to collect debts, and in a timely manner, has adverse implications to the Council's finances and cash flow.
8. All of the debts for which write-off is requested (or is being reported) within this report relate to the period prior to 31st March 2023.
9. Although this report seeks approval to write-off a number of uncollectable debts, any debt that is written-off can be re-instated at a later date should there be a further opportunity to recover part or all of the debt.
10. The names of individual debtors and their address have not been published because to do so may infringe the Data Protection Act 2018.

IMPLICATIONS	
Finance	The financial implications are detailed within the body of this report.
Legal	The Council's Constitution determines that the writing-off of debts in excess of £25,000 requires the prior approval by the Finance and Democracy Committee. Additionally, amounts above a specified level that have been written-off by the Chief Financial Officer under delegated powers are required to subsequently be reported to the Finance and Democracy Committee for information purposes. This report fulfils those requirements.
Community Safety	No implications arising from this report
Human Rights and Equalities	No implications arising from this report
Sustainability and Environmental Impact	No implications arising from this report
Health & Safety and Risk Management	No implications arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Louise Jones Head of Shared Revenues and Benefits Service	Louise.jones@blackpool.gov.uk	March 2023

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

Attached documents

Appendix A – Information on debts written-off and for which write-off is requested

Appendix B – Terminology

Section 1: Debts in excess of £25,000: (Authority sought to write off debt)

Business Rates		
Name	Amount (£)	Reason
Rural Inns Lancashire Ltd	51,819.75	No Prospect of Recovery
Address: The Black Valais, Fleetwood Road, Greenhalgh, Preston, PR4 3HE		
Property type – Public House and Premises		
This applies to the Black Valais bar for the period February 2019 to November 2020. The ratepayer was registered after the company was dissolved, meaning recovery was unable to take place as the company no longer existed in law. The company was dissolved via voluntary strike off on 10 November 2020.		

Business Rates		
Name	Amount (£)	Reason
The Birley Hotel Ltd	31,261.27	Insolvency
Address: Birley Arms, Bryning Lane, Warton, Preston, PR4 1TN		
Property type – Public House and Premises.		
This debt is for the Birley Arms pub and relates to a period between 2018 and 2020. The company was placed in creditors voluntary liquidation in March 2020. Prior to this the Council had instructed Enforcement Agent to recover the debt.		
The liquidators have determined there is no dividend for unsecured creditors, meaning the liquidation process is near completion. The final act will be the company dissolution, which is due to be take place in April 2023.		

Section 2: Debts under £25,000: (For information only)

Business Rates		
Name	Amount (£)	Reason
Safehands Group Ltd	13,270.81	Insolvency
Address: 2-3 Neptune Court, Whitehills Business Park, Whitehills Drive, Blackpool, FY4 5LZ		
Property type – Offices and Premises.		
This debt relates to a former company office on Whitehills Business Park for a period between 2019 and 2020. The company was placed in creditors voluntary liquidation during March 2020. The liquidation process is ongoing but a dividend is unlikely, owing to the scale of secured creditors – namely Clydesdale Bank who are owed more than £6m.		

Business Rates		
Name	Amount (£)	Reason
Individual – name not disclosed due to Data Protection	11,957.88	Insolvency
Address: Address not disclosed due to Data Protection		
Property type – Public House and Premises.		
This debt is for a rural pub and relates to a period between 2020 and 2022 where the liable person has since been declared bankrupt. Prior to bankruptcy the Council had obtained liability orders from the court and had passed the case to an Enforcement Agent for collection. Unfortunately, there is no prospect of a dividend.		

Council Tax		
Name	Amount (£)	Reason
Individual – name not disclosed due to Data Protection	10,773.04	Insolvency
Address: Address not disclosed due to Data Protection		
This is a debt for an individual who was declared bankrupt during March 2020. Prior to this the Council had obtained liability orders from the court and had pursued collection of the debt via an Enforcement Agent.		

Council Tax		
Name	Amount (£)	Reason
Individual – name not disclosed due to Data Protection	10,632.45	Debtor Absconded
Address: Address not disclosed due to Data Protection		
This is a debt for an individual who has absconded without trace. Despite their best efforts to trace the individual the recovery team have been unsuccessful and put the debt forward for write off, as their whereabouts is unknown. Prior to this the case had been pursued outside of the borough and collected via an Enforcement Agent.		

Housing Benefit		
Name	Amount (£)	Reason
Individual – name not disclosed due to Data Protection	7,955.21	Deceased
Address: Address not disclosed due to Data Protection		
This is a large overpayment raised 4 years ago which was being recovered from ongoing Housing Benefit payments until the claimant sadly passed away with no estate.		

Housing Benefit		
Name	Amount (£)	Reason
Individual – name not disclosed due to Data Protection	6,321.99	Deceased
Address: Address not disclosed due to Data Protection		
This is a large overpayment raised 14 years ago which was being recovered from ongoing Housing Benefit payments until the claimant sadly passed away with no estate.		

Council Tax		
Name	Amount (£)	Reason
Individual – name not disclosed due to Data Protection	5,802.39	Insolvency
Address: Address not disclosed due to Data Protection		
This is a debt for an individual who had obtained an Individual Voluntary Arrangement (IVA) during January 2023 to include their Council Tax debts. Prior to this the Council had obtained liability orders from the court and had pursued collection via an Enforcement Agent.		

Council Tax		
Name	Amount (£)	Reason
Individuals – name not disclosed due to Data Protection	5,720.60	Insolvency
Address: Address not disclosed due to Data Protection		
This is a debt for an individual who had obtained a Debt Relief Order during May 2022. Prior to this the Council had obtained liability orders from the court and had pursued collection via direct deduction from their Universal Credit.		

TERMINOLOGY

Bankruptcy

Bankruptcy is the legal process involving an individual who is unable to repay outstanding debts when they become due. It is a legal procedure started either by the debtor (voluntary) or by creditors (involuntary) when the debtor is unable to make their payments.

A trustee is appointed by the court to measure, evaluate and dispose of the debtor's assets and distribute any proceeds to the creditors.

Liquidation

Where a limited liability company cannot repay their debts the Director(s) may call a creditors meeting to have the company voluntarily wound up. Also, a creditor who is owed outstanding sums may apply to the court to have the company wound up.

Once a company is wound up a liquidator is appointed to dispose of any assets and distribute any proceeds to the creditors.

Receivership & Administration

Administration is where a business is in danger of becoming insolvent and has an administrator appointed in order to try to improve the financial viability of the business to achieve a better outcome for creditors. This may include the sale of parts of the business or the continuation of trade whilst 'in administration'.

Receivership is where an individual or company cannot meet its debts and creditors, usually a debenture holder or a mortgagee, have applied to the court for the appointment of a receiver or administrator. Unlike liquidation, the business may not necessarily be wound up.

The task of the receiver or administrator is to protect the interest of the appointer, not the creditors as a whole. They will attempt to sell the business as a going concern, whether as a whole or in part, and any remaining proceeds from the sale will be distributed to the creditors after the debenture or mortgage has been paid.

Proposal to strike off - Dissolution

A company may apply to the Registrar of Companies House to be 'struck off' the register and dissolved. The company can do this if it is no longer needed. For example, the directors may wish to retire and there is no one to take over from them; or it is a subsidiary whose name is no longer needed; or it was set up to exploit an idea that turned out not to be feasible. Some companies who are dormant or non-trading choose to apply for strike off.

The registrar publishes a notice in the relevant Gazette stating his intention to strike the company off the register unless he is shown reason not to do so. Companies House records will show "action - proposal to Strike off" and this indicates there is dissolution pending.

If the registrar sees no reason to do otherwise, he will strike off the company not less than two months after the date of the notice. The company will be dissolved on publication of a further notice in the relevant Gazette.

In administering these cases, the outstanding debt is written off on systems but records at Companies House are continually checked to confirm that the dissolution of the company has been completed.

Voluntary Arrangements (IVA or CVA)

A Voluntary Arrangement is a formal proposal to creditors to pay part or all of the debt.

An individual will be subject to an Individual Voluntary Arrangement (IVA) and a company will be subject to a Company Voluntary Arrangement (CVA).

An insolvency practitioner will act as the supervisor and application is through the court for an "Interim Order" which prevents creditors from recovery proceedings against the debtor while the interim order is in force.

The supervisor tells the court the details of the proposal and whether in his opinion a meeting of creditors should be called to consider it. At the meeting, the creditors vote on whether to accept the proposals. If enough creditors (over 75% in value of the creditors present in person or by proxy, and voting on the resolution) vote in favour, the proposals are accepted. They are then binding on all creditors who had notice of, and were entitled to vote at, the meeting.

The supervisor pays the creditors in accordance with the accepted proposal.

The voluntary arrangements avoid the restrictions that apply to bankruptcy or liquidation and give the debtor more say in how his assets are dealt with and how payments are made to creditors.

Debt Relief Order (DRO)

The DRO is a cheaper, quicker and easier alternative to bankruptcy for individuals who have less than £2,000 in assets, aren't homeowners and have less than £75 in disposable income per month.

To qualify for a DRO individuals must have less than £30,000 in qualifying debts and haven't had an existing Bankruptcy Order, Individual Voluntary Arrangement or a Debt Relief Order in the last six years.

A DRO usually lasts for 12 months, and listed Creditors are not able to take action to recover the amounts owed, however normal expenses that fall due during the period, such as utility bills, council tax and rent, must be paid.

Arrangements to repay creditors must be made if the financial circumstances of the individual improve during the 12 month period.

The courts are not involved in the process and individuals contact an approved debt adviser like the Citizen's Advice Bureau who can check if the relevant conditions are met and assist in completing the relevant application.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHIEF EXECUTIVE	FINANCE AND DEMOCRACY COMMITTEE	21 MARCH 2023	6
BUDGET WORKING GROUP – CLOSURE REPORT			

PUBLIC ITEM

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

SUMMARY

The current term of office for the council will end in May 2023 with the Borough elections and the return of a new group of elected members. The Boundary Commission Review means that there will be a reduction in the number of elected members from 51 to 37 and the governance review undertaken in response to the reduced membership of the council will see the creation of an executive policy committee and scrutiny arrangements. The council from May 2023 will have new governance that will require different working arrangements. At the final meeting of each committee for the current term of office the working groups and boards that have been established and appointed by the committee will be formally closed and disbanded where appropriate to create the opportunity for the new council to review and determine the most appropriate arrangements under the new governance structure.

RECOMMENDATIONS

That the committee disband the Budget Working Group and acknowledges that the members of the Group appointed by the committee have fulfilled the intended objectives and aims set by the committee in delivering the budget for the Authority.

SUMMARY OF PREVIOUS DECISIONS

Finance & Democracy established the budget Working Group at the meeting on June 22nd, 2015 and has appointed members to the Budget Working Group on annual basis since 2015.

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

REPORT

1. The Budget Working Group was established in June 2015 by this committee. The terms of reference for the group are included below:

'To co-ordinate and oversee the budget setting process and to provide a strategic steer to programme committees on key elements of the budget setting process such as the level of growth or savings required in light of the overall financial position of the Council, capital bid expectations, fees and charges levels etc.'

2. Membership of the Budget Working Group was reviewed and confirmed on an annual basis determined by the agreed criteria to qualify for membership. The group had representation from each of the main programme committees to ensure a corporate cross-cutting approach to budget setting.
3. The Budget Working Group had a set pattern of meetings based on the budget setting timetable working closely with senior officers to provide elected member input into every aspect of the budget. The group has been integral in successfully delivering the council budget including major projects over the last 8 years.
4. The Finance and Democracy committee has received numerous reports with recommendations from the Budget Working Group that have informed and supported the decisions made by this committee and the Full Council.
5. The Budget Working Group has fulfilled the remit set by this committee and members of the group over the last 8 years and are thanked for their hard work, dedication, and contribution. Programme committees including the Finance & Democracy committee will not be part of the new committee governance arrangements from May 2023. It is therefore recommended that the Budget Working Group is disbanded and that arrangements for budget setting input under the new governance arrangements are determined by the new council.

IMPLICATIONS	
Finance	There are no financial implications arising directly from this report.
Legal	There are no legal implications
Community Safety	There are no community safety implications
Human Rights and Equalities	There are no human rights or equalities implications
Sustainability and Environmental Impact	There are no sustainability or environmental implications
Health & Safety and Risk Management	There are no health & safety or risk management implications

LEAD AUTHOR	CONTACT DETAILS	DATE
Allan Oldfield	Allan.oldfield@fylde.gov.uk	February 7 th 2023

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Finance & Democracy Committee	Various dates / most meetings	www.fylde.gov.uk

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PROJECTS AND REGENERATION	FINANCE AND DEMOCRACY COMMITTEE	21 MARCH 2023	7

ST ANNES PROGRAMME BOARD – CLOSURE REPORT

PUBLIC ITEM

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

SUMMARY

The current term of office for the council will end in May 2023 with the Borough elections and the return of a new group of elected members. The Boundary Commission Review means that there will be a reduction in the number of elected members from 51 to 37 and the governance review undertaken in response to the reduced membership of the council will see the creation of an executive policy committee and scrutiny arrangements. The council from May 2023 will have new governance that will require different working arrangements. At the final meeting of each committee for the current term of office the working groups and boards that have been established and appointed by the committee will be formally closed and disbanded where appropriate to create the opportunity for the new council to review and determine the most appropriate arrangements under the new governance structure.

RECOMMENDATIONS

That the committee disband the St Annes Programme Board and acknowledges the work of the members of the Board has undertaken to establish a long-term vision for the regeneration of St Annes.

SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy established the St Annes Programme Board by decision item in June 2021. The Programme Board superseded the previously established 'Island Regeneration Working Group'.

CORPORATE PRIORITIES

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

REPORT

- The St Annes Programme Board was established in June 2021 by this committee. The purpose of the group as referred to in the agreed terms of reference are:
 - Provide a strategic approach to the development of the St Anne's Town Centre and Island Masterplan.

- Ensure that a strategic approach is taken to the development of the Island site masterplan to incorporate the new hard sea defences in a sympathetic manner with regards to the wider landscaping and public realm, whilst maximising the opportunities the replacement sea defences present to the development of the site and facilities on offer.
 - Provide strategic direction to the St Anne's Seawall project board on key facilities e.g. lake, RNLI building, swimming pool, car park and additional facilities that will add to south promenade, for example shelters, kiosk, toilets, outdoor shower, etc.
2. Since June 2021, the Programme Board has been instrumental in sponsoring and steering the preparation of the St Annes Masterplan. This includes the successful application to Lancashire County Council for a £120,000 grant via the Lancashire Economic Recovery Grant scheme, to part fund the commission.
 3. The Programme Board has since provided vital input and strategic leadership through the consultation process, resulting in the completion of the Masterplan in June 2022, leading to a £14.6m application to Government for Round 2 Levelling Up Funding in Summer 2022. Although the bid was ultimately unsuccessful, the agreed Masterplan provides a key strategic document that is available to use as the basis for any available funding opportunities in the future.
 4. The St Annes Programme Board are thanked for their hard work, dedication, and contribution to the regeneration of St Annes. In summary it is recommended that the St Annes Programme Board is disbanded and that governance arrangements for the regeneration programme are considered and agreed under the new administration.

IMPLICATIONS	
Finance	There are no financial implications arising directly from this report.
Legal	There are no legal implications
Community Safety	There are no community safety implications
Human Rights and Equalities	There are no human rights or equalities implications
Sustainability and Environmental Impact	There are no sustainability or environmental implications
Health & Safety and Risk Management	There are no health & safety or risk management implications

LEAD AUTHOR	CONTACT DETAILS	DATE
Charlie Richards	charlie.richards@fylde.gov.uk	7 th March 2023

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Finance and Democracy Committees	Various dates / most meetings	www.fylde.gov.uk

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	FINANCE AND DEMOCRACY COMMITTEE	21 MARCH 2023	8
FULLY FUNDED NEW CAPITAL SCHEME ADDITION – IMPROVEMENT TO SUSTAINABLE TRANSPORT FACILITIES/INITIATIVES AND PUBLIC TRANSPORT FACILITIES, CLIFTON DRIVE, ST ANNES			

PUBLIC ITEM

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

SUMMARY

At the Planning Committee meeting held on 8 March 2023 a report was received requesting the release of Section 106 developer funds originally paid to Fylde Borough Council as a contribution towards 'improvements of bus services/facilities in the vicinity of the site' (development site at Crossacres) and 'improvement of public transport facilities and sustainable transport initiatives' (development site at Orchid Court). Lancashire County Council in their role as highways authority have requested the money that has been paid the Fylde Council by the developers of the 2 sites, be paid to fund the provision of additional refuge islands on Clifton Drive North to aid pedestrians in crossing the highway.

The improvements to the public transport facilities would make crossing Clifton Drive North easier for residents accessing the bus stop in either direction and provide improved, safer pedestrian routes to local community facilities.

RECOMMENDATION

1. That Finance and Democracy Committee are recommended to approve a fully funded new capital scheme addition in the sum of £35,732 in 2022/23 to be met by Section 106 monies held by the Council, towards the provision of refuge islands on Clifton Drive North, to provide improved links to a greater area for the residents.
2. That conditional upon receiving approval as above, that the sum of £35,732 be paid to Lancashire County Council, for the provision of 2 refuge islands (this could increase to 3 refuge islands if it can be delivered as part of a larger scheme).

SUMMARY OF PREVIOUS DECISIONS

Operational Management Committee 15 September to install 2 additional bus shelters to Leach Lane from the Crossacres section 106 contributions – application 05/0535 & 06/1189.

[Planning Committee – 8 March 2023](#) resolved

1. to recommend to Finance and Democracy Committee to approve a fully funded new capital scheme addition in the sum of £35,732 in 2022/23 to be met by Section 106 monies held by the Council, towards the provision of refuge islands on Clifton Drive North, to provide improved links to a greater area for the residents. and

2. That conditional upon receiving approval as above, that the sum of £35,732 be paid to Lancashire County Council, for the provision of 2 refuge islands (this could increase to 3 refuge islands if it can be delivered as part of a larger scheme).

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

REPORT

1. Planning permission was granted for a residential development on the former Crossacres site, Highbury Road, St Annes under references 05/0535 & 06/1189, subject to a section 106 agreement which included a contribution of £20,000 to secure improvements to the bus services/facilities in the vicinity of the site, part of this contribution has been spent on additional bus shelters to Leach Lane, this leaves a balance of £13,411.77. There is no deadline by which this money must be spent contained within the agreement.
2. Planning permission was granted for a separate residential development at Orchid Court, 35-37 South Promenade, St Annes, subject to a section 106 contribution of £22,320, to be used for the improvement of public transport facilities and sustainable transport initiatives, this money must be spent by 3rd October 2026 or returned to the developer.
3. The financial contributions have been received by Fylde Council in accordance with the triggers set out in the agreements and Lancashire County Council (LCC) have requested that the funds held by Fylde Council be transferred to them in order to deliver two additional pedestrian refuge islands on Clifton Drive South to allow safer crossing of the highway. Lancashire County Council are currently seeking additional funding approval that would allow a further refuge to be provided as part of a wider project. If this is successful, the projects would be delivered together, with the economies of scale enabling a 3rd island to be delivered.
4. The Sn 106 agreement for the applications at Crossacres, Highbury Road (05/0535 and 06/1189) required a transport and travel contribution to be paid before the occupation of the 100th dwelling on site. The agreement wording is

The sum of £20,000 payable the money to be used for the improvement of bus services/facilities in the vicinity of the site.
5. The Sn 106 agreement for the application at Orchid Court, South Promenade (14/0327) required a transport and travel contribution to be paid before the occupation of the 100th dwelling on site. The agreement wording is

The sum of...£22,320...to be applied towards the improvement of public transport facilities and sustainable transport initiatives within the vicinity of the Land.
6. Both agreements indicate the allocation towards the improvement of bus/public transport facilities in the vicinity of the site. The proposed refuge islands are to be located at Bentinck Road, Devonshire Road and the 3rd, if this can be delivered, would be at Beach Road. It is considered that the proposed locations for the pedestrian refuges would allow safer crossing of the highway to access bus services travelling on the opposite side of the road to the developments and help improve the general viability of bus routes and access to rail and trams therefore helping with the ongoing provision of sustainable public transport.
7. The contribution relating to 05/0535 and 06/1189 has been with Fylde for a number of years and although there is no payback requirement this is not delivering the intended improvement, planning permission 14/0327 requires monies to be spent by 3 October 2026. To date LCC have not suggested any alternative schemes to deliver the expected improvements with all bus stops in the area having been upgraded to the current quality bus stop standard. Accordingly, the delivery of the proposed improvements appears an appropriate use of the contributions.

IMPLICATIONS	
Finance	Finance and Democracy Committee are recommended to approve a fully funded new capital scheme addition in the sum of £35,732 in 2022/23 to be met by Section 106 monies held by the Council. Subject to this approval the £35,732 Sn 106 funds held by this council would be transferred to LCC to deliver the pedestrian refuge islands on Clifton Drive South.
Legal	The council is obliged to use the contributions for the purposes set out in the agreement, failing which they would (if the agreement requires it) fall to be repaid to the developer.
Community Safety	There are no implications
Human Rights and Equalities	There are no implications
Sustainability and Environmental Impact	The scheme of improvements assists in making the site more sustainable through promoting walking and improving connections to public transport
Health & Safety and Risk Management	There are no implications

LEAD AUTHOR	CONTACT DETAILS	DATE
Karen Hodgkiss	karenh@fylde.gov.uk & Tel 01253 658515	8/3/2023

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Planning application 05/0535, 06/1189 and 14/0327	14/12/2005, 21/02/2007 and 01/10/2014	www.fylde.gov.uk

Clifton Drive North

Bentinck Road

Devonshire Road



Start of Phase 2, continuing bi-directional segregated cycleway. Junction improvements at Highbury Road West to include crossing facilities

230m extension of cycle-way concrete cycleway units proposed for segregation

Priority crossing

Land desired to increase visibility

Start of One-way proposal after Summerfields entrance

End of proposals, with cycle exit points at Todmorden Rd where National Cycle Route 62 continues on carriageway

Parallel crossing with No Entry from Clifton Drive North

Refuge island prior to right turn pocket

Double yellow lines (no waiting at any time) to prevent obstructive parking

Double yellow lines (no waiting at any time) to prevent obstructive parking

Refuge island after right turn pocket

Beach Road

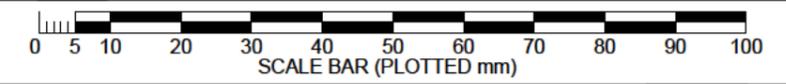
Refuge island prior to right turn pocket

Extend existing double yellow lines (no waiting at any time) to prevent obstructive parking

No.	DATE	AMENDMENT DETAILS	CHECKED BY	DRAWN BY
REVISIONS				

Lancashire
County Council

Design and Construction



PROJECT TITLE				Clifton Drive North Segregated Cycleway	
DRAWING TITLE				Phase 2 Concept Layout	
DRAWN BY		CHECKED BY			
W.Thackeray		G.Summers			
PPMS No.		DATE			
'X'		November 22			
DRAWING No.		SHEET No.		REVISION	
0100-01		1 of 1			
SCALE @ A3		ISSUE PURPOSE			
1:1000		Engagement			

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF REVENUES AND BENEFITS SHARED SERVICE	FINANCE AND DEMOCRACY COMMITTEE	21 MARCH 2023	9
COUNCIL TAX SUPPORT FUND 2023/24 – NOTE OF URGENT DECISION TAKEN			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

1. Background

This report sets out details of an urgent decision taken in order to allocate Council Tax Support Funding for 2023/24. The power to make an emergency (urgent) decision rests with the Chief Executive in consultation with the relevant committee chairman (or vice-chairman in their absence) together with the Leader of the Council. Accordingly, the Chief Executive, having consulted with Councillor Karen Buckley, approved the decision as set out in this report.

In the Autumn Statement 2022, the Government announced its intention to increase referendum principles to 3% for core Council Tax and up to 2% for the Adult Social Care precept, with additional flexibilities for some other authority types for both 2023-24 and 2024-25.

Recognising the impact of rising bills, the Government also announced £100m of additional funding for Local Authorities to support the most economically vulnerable households in England with Council Tax payments.

Funding has been allocated to councils based on their share of local council tax reduction claimants. The Government expected Local Authorities to use the majority of their funding allocations to reduce bills for current working age and pension age Council Tax Reduction (CTR) claimants by up to £25.

Fylde’s allocation of funding for this initiative was £135,015.

The discount had to be applied to current CTR claimants who have an outstanding council tax liability for the 2023-24 financial year. Government expected Councils to deliver this using their discretionary powers under s13A(1)(c) of the Local Government Finance Act 1992.

It was the Government’s intention that these funds were allocated onto Council Tax bills with the amount reflected in the bills issued in March 2023 for the next financial year.

Allocation of funding

Some elderly claimants on passported benefits e.g. Guarantee Credit receive full CTR and have nothing to pay therefore did not require an award. This therefore created an additional fund, which could be used as the Council wishes e.g. to increase the amount awarded onto Council Tax accounts by more than the £25 mandated.

To allocate these monies prior to the main bills being issued it was necessary to request an urgent decision rather than send the report to the Finance and Democracy committee in late March 2023, by which time the bills would have been sent.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF CORPORATE SERVICES	FINANCE AND DEMOCRACY COMMITTEE	21 MARCH 2023	10
THE RESIDENTS SURVEY 2022			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The report provides details of the background to the Residents Survey combined with the 2022 data set which was parked during covid pandemic. Satisfaction with services, the Council and the local community is compared against previous data sets as well as the cumulative outcomes. The report includes any proposal to learn from the process or take action in response to the findings.

SOURCE OF INFORMATION

Resident survey questionnaire: www.fylde.gov.uk/haveyoursay

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The outcome of the Resident Survey is reported to the Committee which has the remit for customer services. The information is relevant to almost all council services.

FURTHER INFORMATION

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

Alex Scrivens, Performance & Engagement Manager, alex.scrivens@fylde.gov.uk, 01253 658543

Information

1. The Resident's Survey was introduced in 2012, it is simple with short questions and can be completed in as little as 30 seconds. The survey provides a quick and easy means for customers to have their say on the services they pay for.
2. The questionnaire can be completed online at any time with the results reported annually based on the number of completed questionnaires during the year. The questions focus on primary front-end services as well as the resident's experience, perception, and knowledge of the local authority. It is possible for any resident to provide an informed response to most of the questions without having had direct contact with the Council e.g. a valued judgment on parks, refuse, street cleansing and value for money from the Council.
3. The objective is to obtain a general overview of satisfaction levels with services and the Council that can be used to identify areas for improvement and allow comparison over time. In many cases the high-level overview that the survey provides supplements service-based customer research carried out in several areas. The survey

is live gathering feedback all the time and it is possible to view at any time the latest results, the data set is automatically updated so cumulative results are live.

- The table in Appendix 2 includes 10 years of individual data and cumulative results of 6199 responses to date. The 2022 data set with 353 responses in the year is included in Table 1.

Table 1: The 2022 Residents Survey Results

QUESTIONS (Percentages figures are of those who rated as satisfied, good or excellent)	2022 Response
How would you rate the refuse collection service at Fylde	98%
How would you the household recycling service at Fylde	93%
How would you like the parks and open spaces in Fylde	95%
How would you the cleanliness of the streets in Fylde	75%
How would you the planning service at Fylde*	60%
How would you the building control service at Fylde*	67%
How would you the Environmental Protection Control service at Fylde*	74%
How would you the benefits service at Fylde*	80%
How would you the Cemetery and Crematorium service at Fylde*	95%
How would you the housing service at Fylde*	85%
How would you the customer service at Fylde*	87%
Overall, I would rate the Fylde as a place to visit	96%
Overall, I would rate Fylde as a place to live	95%
How would you the value of the money I receive from Fylde Council	79%
Overall and taking everything into account, would rate Fylde Council	89%

**Percentage of respondents that had used the service or visited.*

- The survey includes an open-ended question allowing residents to provide any comment about the services or the council. The feedback is analysed and where appropriate used to drive service improvements. Residents also can provide an email address to be included in the weekly e-newsletter circulation.
- The 2022 data set show high levels of satisfaction consistent with the previous year's data. The levels of satisfaction from the Residents Survey are exceptional with many services over 80% which would be top quartile in comparable data for any service provider.
- Research indicates there is always a lower level of satisfaction with regulatory and enforcement services because of the nature of the decisions that must be made, the expectations of the customer and the negative outcome for several customers. Two questions refer directly to the Council, about value for money and overall performance both of which have high levels of satisfaction.

Attached documents:

- Appendix 1 – The Resident Survey Questionnaire
- Appendix 2 – The Resident Survey Results



Fylde Council Resident Survey

We understand it's important that our customers have their chance to rate the services they pay for and provide feedback to help improve.

The results will be monitored to review how as a Council we are performing and the results of the questionnaire may prompt further investigation with our customers and staff.

You can have your say and help make a difference to the services you pay for (more details can be found at www.fylde.gov.uk/resident) simply by completing this short questionnaire below. The survey takes no more than two minutes to complete.

Thank you in advance for your support.

*We take your privacy very seriously and will ensure that your data is kept secure and only used for the purpose set out above. For more information, please view the council's privacy notice available on this link - (<https://new.fylde.gov.uk/council/transparency/website-privacy-notice>)

1. I would rate the refuse collection service at Fylde as

- Excellent
- Good
- Satisfactory
- Poor
- Very poor

2. I would rate the household recycling service at Fylde as

- Excellent
- Good
- Satisfactory
- Poor
- Very poor

3. I would rate the parks and open spaces in Fylde as

- Excellent
- Good
- Satisfactory
- Poor
- Very poor

4. I would rate the cleanliness of the streets in Fylde as

- Excellent
- Good
- Satisfactory
- Poor
- Very poor

5. I would rate the Planning service at Fylde as

- Excellent
- Good
- Satisfactory
- Poor
- Very poor
- Not used in the last 2 years

6. I would rate the Building Control service at Fylde as

- Excellent
- Good
- Satisfactory
- Poor
- Very poor
- Not used in the last 2 years

7. I would rate the Environmental Protection Control service at Fylde as

- Excellent
- Good
- Satisfactory
- Poor
- Very poor
- Not used in the last 2 years

8. I would rate the Customer service at Fylde as

Excellent

Good

Satisfactory

Poor

Very poor

Not used in the last 2 years

9. I would rate the Benefits service at Fylde as

Excellent

Good

Satisfactory

Poor

Very poor

Not used in the last 2 years

10. I would rate the Cemetery and Crematorium service at Fylde as

Excellent

Good

Satisfactory

Poor

Very poor

Not used in the last 2 years

11. I would rate the Housing service at Fylde as

Excellent

Good

Satisfactory

Poor

Very poor

Not used in the last 2 years

12. Overall I would rate the Fylde as a place to visit as

Excellent

Good

Satisfactory

Poor

Very poor

13. Overall I would rate Fylde as a place to live as

- Excellent
- Good
- Satisfactory
- Poor
- Very poor

14. I would rate the value for money I receive from Fylde Council as

- Excellent
- Good
- Satisfactory
- Poor
- Very poor

15. Overall and taking everything into account, I would rate Fylde Council as

- Excellent
- Good
- Satisfactory
- Poor
- Very poor

16. Please use this box to explain why you've selected Excellent or Very Poor on any questions above as this will help us maintain or improve our services

Thank you for your valuable feedback.

If interested to hear about the latest Fylde Council news then please sign up for our free weekly newsletter by visiting [http://www.fylde.gov.uk/sign up to our newsletter](http://www.fylde.gov.uk/sign_up_to_our_newsletter)

Data Usage

To see how we may use your data, please visit www.fylde.gov.uk/council/transparency/privacy_policy

Appendix 2: The Resident Survey Results Table 2022.

QUESTIONS	2022	2020-21	2019	2018	2017	2016	2015	2014	2013	2012	Overall
<i>(Percentages figures are the percentage satisfied, good and excellent)</i>	(353 responses)	(721 responses)	(467 responses)	(431 responses)	(610 responses)	(136 responses)	(461 responses)	(608 responses)	(829 responses)	(1583 responses)	2012-22 (responses 6199)
How would you rate the refuse collection service at Fylde	98%	97%	97%	94%	90%	92%	97%	94%	95%	93%	94%
How would you the household recycling service at Fylde	93%	89%	92%	89%	86%	87%	93%	92%	93%	91%	90%
How would you the parks and open spaces in Fylde	95%	95%	95%	96%	93%	98%	95%	94%	94%	93%	95%
How would you the cleanliness of the streets in Fylde	75%	80%	79%	78%	73%	83%	85%	83%	83%	81%	81%
How would you the planning service at Fylde*	60%	73%	72%	68%	60%	79%	69%	63%	70%	71%	69%

How would you rate the building control service at Fylde**	67%	75%	New question added November 2021								71%
How would you rate the Environmental Protection Control service at Fylde**	74%	71%	New question added in November 2021								73%
How would you rate the benefits service at Fylde**	80%	82%	New question added November 2021								81%
How would you rate the Cemetery and Crematorium service at Fylde**	95%	99%	New question added November 2021								97%
How would you rate the housing service at Fylde**	61%	85%	New question added November 2021								73%
How would you rate the customer service at Fylde*	87%	90%	90%	87%	74%	89%	89%	89%	88%	90%	87%
Overall, I would rate the	96%	97%	98%	97%	95%	90%	97%	97%	97%	95%	96%

Fylde as a place to visit												
Overall, I would rate Fylde as a place to live	95%	95%	96%	95%	94%	99%	97%	97%	97%	95%	96%	
How would you rate the value for money I receive from Fylde Council	79%	80%	81%	78%	70%	82%	84%	85%	85%	81%	79%	
Overall and taking everything into account, would rate Fylde Council	89%	89%	90%	86%	76%	87%	92%	90%	90%	88%	88%	

*Only includes percentage of the respondents that have used the service.

**New questions added in November 2021.

Key

	Current year level is higher than cumulative
	Current year level is same as cumulative
	Current year level is less than cumulative

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEMOCRATIC SERVICES	FINANCE AND DEMOCRACY COMMITTEE	21 MARCH 2023	11
REPORTS OF THE VARIOUS OUTSIDE BODIES			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

On 25th April 2022, Council made appointments to the various outside bodies. These appointments followed recommendations from the various programme committees.

In line with the Protocol for Members on Outside Bodies (Part 5f of the Council's Constitution), every member serving on an outside body is required to complete a reporting form every six months, which is submitted to the relevant programme committee to which the external partnership relates. This report deals with appointments within the remit of this committee. The last reports were submitted to the November 2022 cycle of meetings.

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

Appointments to outside bodies are usually undertaken at the last Council business meeting of the municipal year apart from in an election year. In an election year, appointments must be made at the annual meeting.

As the Council has operated a committee system, appointments have been made following nominations by the programme committees. From May 2023 the committee structure will change and it is proposed that nominations will now be considered at the first available Executive Committee meeting and appointments made at the first available Council meeting following the annual meeting. In the meantime, existing appointments would remain in place.

SOURCE OF INFORMATION

Elected member representatives to the Outside Bodies

INFORMATION ATTACHED

Outside Bodies Reports and Summary

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact: democracy@fylde.gov.uk

Finance & Democracy Committee**Meeting date 20th March 2023**

Blackpool Airport and Hillhouse Enterprise Zone Project Board	Deputy Leader – Roger Small	Nil report
Fylde Community Projects Fund	The Mayor – Ben Aitken	Attached
Growth Lancashire Ltd	Leader of the Council – Karen Buckley	Attached
Local Government Association (LGA)	Leader of the Council – Karen Buckley	Nil report
North West Employers Organisation	Chair F&D – Karen Buckley (named substitute Vince Settle)	Nil report
NW of England & Isle of Man Reserve Forces & Cadets Association	Ed Nash	Nil report
South Fylde Line Community Rail Partnership	Vince Settle	Nil report

Type Outside Bodies - Member Reporting Form

Community Projects Fund

Information

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

Councillor Ben Aitken - Panel Member

Email

joanne.collins@fylde.gov.uk

Period this report covers (date)

Mayoral year - May to May

Name of Outside Body

Community Projects Fund

How often does the organisation meet?

The panel don't currently meet - the applications are reviewed electronically

How often have you attended?

n/a

What are the key issues arising for Fylde Borough Council

None

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

n/a

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

n/a

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

Yes

Any further comments?

The Community Projects Fund ensures that community groups can continue their work for the benefit of Fylde residents.

Hello Fylde Borough Council,

A new service request has been submitted. Please review the below information.

Number 16490606
Type Outside Bodies - Member Reporting Form

Customer Details

Name Karen Buckley
Mobile
Phone
Home Phone -
Email
Address
Address

Information

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

CLlr Karen Buckley

Email

cllr.kbuckley@fylde.gov.uk

Period this report covers (date)

Up to 7 March 2023

Name of Outside Body

Growth Lancashire

How often does the organisation meet?

Quarterly

How often have you attended?

All since joining, save one.

What are the key issues arising for Fylde Borough Council

Growth Lancashire were commissioned to undertake a mid-project review of Kirkham Futures with a particular emphasis on the heritage aspects of the project in relation to the use of the heritage assets purchased. Their conclusions regarding Hillside will inform the funders and the Kirkham Futures Project Board, such that alternative end uses are now being explored. As a condition of commissioning work, FBC were required to have a representative on the board, hence the Leader joined Growth Lancashire. This organisation delivers Boost (support for business programme) and does bespoke work for local authorities. We have allocated some of our UKSPF monies to Boost and will be monitoring delivery.

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

See above

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

Relevant officers/members

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

It is a recent appointment and so is a little early to judge.

Any further comments?

-