



# Minutes

## TOURISM AND LEISURE COMMITTEE

<b>Date:</b>	Thursday, 22 June 2017
<b>Venue:</b>	Town Hall, St Annes
<b>Committee Members:</b>	Councillor Cheryl Little (Chairman) Councillor Vince Settle (Vice-Chairman)  Councillors Tim Ashton, Jan Barker, Brenda Blackshaw, Julie Brickles, Maxine Chew, Susan Fazackerley, Richard Fradley, Sandra Pitman, Raymond Thomas.
<b>Officers Present:</b>	Allan Oldfield, Paul Walker, Erin Coar, Tim Dixon, Lisa Foden, Lyndsey Lacey-Simone, Mark Wilde
<b>Other Members:</b>	Councillors Christine Akeroyd, Karen Buckley, Roger Lloyd
<b>External Representatives:</b>	Mr John Turner - Representative of the Heritage Trust for the North West
<b>Members of the public:</b>	Approx 18 members of the public were present

### Public Platform

There were no speakers under the Public Platform arrangements.

#### 1. Declarations of interest

Members were reminded that any disclosable pecuniary interests should be declared as required by the Localism Act 2011 and any personal or prejudicial interests should be declared as required by the Council's Code of Conduct for Members.

Councillor Tim Ashton declared a personal and prejudicial interest in item 4 relating to the Lytham Hall Restoration Project - Rebuilding the Project and left the meeting during the discussion and voting thereon.

#### 2. Confirmation of Minutes

RESOLVED: To approve the minutes of the Tourism and Leisure Committee held on 9 March 2017 as a correct record for signature by the Chairman.

#### 3. Substitute members

The following substitution was reported under Council procedure rule 24 (c):

Councillor Susan Fazackerley for Councillor Christine Akeroyd.

### Decision Items

#### 4. Lytham Hall Restoration Project - Rebuilding the Project

By way of introduction, the Chairman made reference to the recommendations made by the committee on 9 March 2017 (detailed in the report) in respect of the Lytham Hall restoration project and the subsequent findings of the independent audit report commissioned by the committee in November 2016. She then went on to invite Paul Walker (Director of Development Services) to provide a brief overview on the matter.

Mr John Turner (Trustee and representative of Heritage Trust for the North West) was in attendance at the meeting and was invited to the table to present an updated report on the Restoration Project and further address the matters raised at the March meeting of the committee. In doing so, he provided a brief overview to his professional background and the context to the restoration project. He advised members that he had been commissioned by the Heritage Trust for the North West (HTNW) to facilitate a new approach to the restoration project under new leadership ensuring appropriate and robust governance, financial and managerial arrangements.

Mr Turner then went onto report on the latest position with the project on behalf of HTNW. He further reported on the various recommendations made by the committee in March 2017 and the associated HTNW responses which were detailed in the report. Mr Turner stated that it was clear that there had been a breakdown in trust and confidence between Lytham Town Trust and HTNW and that this had resulted in an untenable landlord and tenant working relationship. He stated that his appointment was to try and resolve the many challenges and issues at the earliest opportunity. Mr Turner expanded on various specifics including the proposed restructuring/management arrangements and some unreserved commitments. He also put forward various constructive proposals to address some of the complex issues in an attempt to meet expectations.

At the conclusion of Mr Turner's presentation, the Chairman invited comments and questions from members of the committee. Various members commented on key aspects of the presentation including: the rationale behind the withdrawal of the LCC grant; methodology/accounting arrangements for the spending of the £300,000 FBC grant; make-up of HTNW and LTT; opportunities for future bids to the Heritage Lottery fund and the sourcing of key stakeholders funds generally; on-going issues regarding the management and operation/day to day running of Lytham Hall; proposals for the new project team; Trustee arrangements/appointments; confidence/trust/transparency issues; planned strategy; timelines for the delivery of the proposed new management structure and matters associated with the evidence regarding the non-compliance of various clauses of the Capital Grant Agreement. These questions were addressed in turn by Mr Turner.

In summing up, the Chairman acknowledged the concerns of members and the amount of work required to be undertaken by Mr Turner in the forthcoming months. She then went on to thank the committee for their on-going support and contribution to this matter.

Following detailed consideration of this matter it was RESOLVED:

1. To note the responses from Mr Turner on behalf of HTNW to the recommendations made by the committee on March 9th 2017.
2. To support the proposed establishment of the new project team with new leadership, governance and financial arrangements that are consistent with best practice and transparency.
3. To seek reassurance, with supporting evidence, from HTNW that the new team will have the capability and personnel to deliver a successful Lytham Hall restoration project, in order for the committee to have confidence in HTNW delivering the Lytham Hall Restoration Project.
4. To appoint Councillor Richard Fradley as the borough council's representative on the new Lytham Hall Restoration Project Team with the role and responsibility to be agreed in consultation with HTNW and reported back to the committee.

5. That the nominated member (Richard Fradley) work with the Director of Development Services and other appropriate officers to monitor the progress of the actions agreed by HTNW and provide a progress report to the committee on September 7th 2017.

6. To request that HTNW produce an immediate action plan with timescales to ensure the achievement of the input improvements pledged over the next few months.

7. That if it is clear to the nominated elected member (Richard Fradley) over the summer period that satisfactory progress is not being made against the action plan, or with the establishment of a new project team, or the financial, governance and leadership arrangements, ahead of the September committee, the Chairman of the committee be notified to consider any appropriate action.

8. That the committee withhold but retain the option to take such action as may be open to it (including legal action) to recover whole or part of the grant, and to seek the intervention of the Charity Commission to review the overall financial management and governance arrangements of Heritage Trust North West and its respective trading companies, subject to satisfactory progress with the new leadership, governance and financial arrangements outlined by HTNW in this report.

(Councillor Julie Brickles left the meeting after the consideration and voting on the above item)

#### 5. Fairhaven Heritage Lottery Project

Mark Wilde (Head of Parks, Leisure and Cultural Services) was invited by the Chairman to present the report.

In summary, the report provided an overview of the background to the unsuccessful grant applications made the Heritage Lottery Fund (HLF) in 2011 and 2014 for the restoration of Fairhaven Lake and Gardens and the associated commitment of capital funding set aside for this purpose. The report also highlighted the recent success in securing a development grant from the Heritage Lottery Fund of £165,500 for the project. Members were advised that the grant had been awarded on the condition that match funding of £54,866 is provided by Fylde council, through internal and external financial contributions, providing a total capital budget of £220,366.

It was reported that the approved Capital Programme for 2017/18 includes part funding of the scheme in the sum of £20,000 funded from the Capital Investment Reserve. The total capital budget for the development stage of the project will be £220,366 and the sources of funding were detailed within this report.

Mr Wilde indicated that the successful application for a development grant from the Heritage Lottery provided the opportunity to develop a detailed second round bid which is to be submitted in August 2018. He explained that if the second round bid to the Heritage Lottery Fund is successful, it will secure a further capital grant of around £1.5 million to provide for the full restoration of Fairhaven Lake & Gardens.

The report included the scheme details and the associated costs breakdown. It also described the 'approved purposes' which needed to be achieved from the grant funding specified by the Heritage Lottery.

Members asked about the key milestones relating to the project and the associated funding arrangements/procurement rules. In addition, members enquired about the lead consultation /project team and the reporting arrangements. Clarity was also sought on the local community/ Friends of Fairhaven's involvement in such matters and the need to update/ brief elected members on the topic. Mr Wilde addressed these points.

In summing up, the Chairman asked that the committee's thanks and appreciation be conveyed to the team for their contribution to the project.

After consideration IT WAS RESOLVED to recommend to Full Council:

1. To approve a fully-funded increase in the total scheme value within the Capital Programme for 2017/18 in the sum of £200,336 in respect of the Fairhaven Lake & Gardens Restoration Project, to be met in full as detailed in the report.

2. To authorise the proposed expenditure in respect of the scheme in the total sum of £220,366 as detailed within this report, subject to the approval by Council to the increase in the scheme value (as set out at 1 above). The funding will be used to recruit the two officers, lead consultant and quantity surveyor to develop and to submit a second round capital bid to the Heritage Lottery Fund as detailed in the report.

#### 6. The Fylde Sand Dunes Project Update

Lisa Foden (Parks and Coastal Services Manager) and Mark Wilde (Head of Parks, Leisure and Cultural Services) were invited to present an updated report on the Fylde Sand Dunes Project. In doing so, members were advised that Fylde Council has successfully led a partnership with Blackpool Council and Lancashire Wildlife Trust in the management of the Fylde Sand Dunes since 2008, ensuring the protection and improvement of the dune habitat in its role as soft sea defence and nationally significant conservation area.

In her report, Ms Foden made reference to the Environment Agency grant funding in the sum of £717,000 which had been secured in December 2016 (to continue the project for a further five years) and associated staff and operational costs. She explained that the funding would be utilised to fund the project team as well as manage and improve over 80 hectares of dune estate which included a designated Site of Special Scientific Interest, County Biological Heritage Sites and Local Nature Reserve. The project staff are currently employed by Lancashire Wildlife Trust.

Ms Foden reported that further to an operational and service review carried out by the partnership in January 2017, it had been agreed that Fylde Council are best to deliver the operational elements of the project directly, and therefore, the project staff would be best employed directly by Fylde Council. Blackpool Council, Lancashire Wildlife Trust and Fylde Council will now co-lead on the wider strategy, policy and development of the project.

It was proposed that the Environment Agency grant of £717,000 would be split accordingly between Blackpool Council, Fylde Council and Lancashire Wildlife Trust. Fylde Council will receive an operational grant of £238,000 (split between the years 2017/18 to 2021/22).

Members were advised that the funding would be used to employ a fixed term Area Conservation Ranger and Conservation Operative, who will continue to deliver the actions and objectives defined in the grant condition from the Environment Agency and Fylde Sand Dunes Management Action Plan. This report provided details of the project background and process for delivery as well as a cost breakdown for the scheme.

Members enquired about the extent and remit of the project team and whether their role would involve reactive and proactive enforcement responsibilities including the PSPOs. In addition, further information was sought on the replanting arrangements for some of the vandalised dunes. These were addressed in turn by Ms Foden.

The Chairman on behalf of the committee thanked and congratulated the team for their hard work and contribution to the successful project.

After consideration IT WAS RESOLVED:

1. To recommend to Full Council approval of a fully-funded revenue budget increase in the sum of £238,256 (split between the years 2017/18 to 2021/22) to be met from the Environmental Agency grant relating to the Fylde Sand Dunes Project; and
2. To authorise the proposed expenditure in respect of the project in the total sum of £238,256 as detailed within this report, subject to the subsequent approval by Council of the fully-funded revenue budget increase for the scheme as detailed at 1 above.

#### 7. Area Conservation Ranger Post and Coastal Improvements – Section 106 Funding

The Chairman invited Lisa Foden (Parks and Coastal Services Manager) to present the report. The report described a scheme where a total of £225,000 of Section 106 monies had been secured with Persimmon Homes with regard to planning application 16/0062 to develop 353 residential properties at the former Pontins holiday site, St Annes.

Ms Foden indicated that during the application assessment stage, the proposed development was ruled significant in terms of Regulation 61 of the Conservation of Habitats and Species Regulations 2010, as it was likely to have impact on the Ribble and Alt Estuary Special Protection Area (SPA), RAMSAR site and Site of Special Scientific Interest, located along Fylde's coastline.

Ms Foden further reported that planning permission had been issued on the 28<sup>th</sup> March, 2017 on the agreement that the developer would make a Section 106 payment to fund a series of agreed measures to mitigate the increased ecological and recreational pressures on the SPA zone. These measures were detailed within a mitigation report, produced by the Parks and Coastal Services Manager.

Ms Foden explained that two key measures were proposed. Firstly, the appointment of a new 5 year fixed-term Area Conservation Ranger post. Secondly, the delivery of coastal improvement schemes focussed on habitat management, visitor management and community engagement. The proposals were subject to consultation and were approved by Natural England, Environment Agency, Lancashire Wildlife Trust and Blackpool Council, forming part of the final Section 106 Agreement.

The report provided details of the project background and process for delivery as well as a cost breakdown for the scheme.

Members enquired about the amount of time the Ranger service would be spent on the conservation and education side of things. In response, Ms Foden suggested that on average the Ranger service spend about 20/30% of the time on enforcement/patrolling and the remaining 70/80% on proactive work such as education. Sustainability and funding issues were also discussed.

After consideration IT WAS RESOLVED:

1. To recommend to Full Council approval of a fully-funded revenue budget increase in the sum of £214,000 (split between the years 2017/18 to 2021/22) to be met in full from the Section 106 developer contribution relating to the former Pontins holiday park site in the same amount;
2. To recommend to Full Council approval of a fully-funded increase to the Capital Programme scheme for vehicle replacement for 2017/18 in the sum of £11,000 to be met in full from the Section 106 developer contribution relating to the former Pontins holiday park site in the same amount in respect of the Area Conservation Ranger vehicle purchase costs; and
3. To authorise the proposed expenditure in respect of the scheme in the total sum of £225,000 as detailed within this report. The funding will be used to recruit a fixed term Area Conservation Ranger, vehicle purchase, on-going transport costs and environmental project costs to facilitate the delivery of a range of coastal improvements as detailed in the SPA Mitigation report.

#### 8. Prohibition of Barbeques, Outdoor Cooking and Other Forms of Fire on Council Owned Land

The Chairman, Councillor Cheryl Little introduced the report. The report outlined a proposal to prohibit or control the use of barbeques, outdoor temporary cooking facilities and other forms of fire on council owned land in an attempt to mitigate risk to the public and damage to council property.

Paul Walker (Director of Development Services) reported that the proposals were in response to a number of complaints that had been received by the council. Mr Walker made reference to problems associated with barbeques and overview of the Public Space Protection Order controls that could be put in place together with the associated consultation arrangements.

The report included a plan of the area within which prohibition on council owned land would be applicable together with details of the locations at which temporary advisory signs would be located. Members sought clarification on the costs and weight attached to advisory signs and matters associated with any changes required to the current policy. On-going concerns were also raised about potential damage to council owned land if the arrangements were allowed to continue. This was addressed by Mr Walker.

Following consideration of this matter it was RESOLVED:

1. That the committee approve the carrying out of consultation on the introduction of a public space protection order to prohibit or control the use of barbeques, outdoor cooking on gas or charcoal fuelled facilities and other forms of fire on council owned land within the coastal tourism area of Lytham and St Annes identified in Appendix 1 of the report.
2. To approve the erection of temporary advisory signage preventing the use of barbeques, outdoor cooking facilities and other forms of fire at key locations as set out in Appendix 2 of the report until the legislation can be put in place.

#### 9. Filming Charges

In response to a suggestion put forward by the Council's internal Self Sufficient Working Group, Paul Walker (Director of Development Services) reported on a proposal to introduce charges for professional media production companies to have permission to film in the Fylde Borough. Mr Walker explained that this commercial approach is common place in most other local authorities where there is demand from professional media companies to film. The report outlined the proposed benefits from introducing fees and changes for filming and having in place a supporting policy.

Erin Coar (Public Relations and Communications Officer) was in attendance at the meeting to address any questions in relation to this matter.

Included as an appendix to the report was a copy of proposed filming guidelines 2017.

Members asked about the policing/charging arrangements and challenges regarding the use of busy council owned car parks for filming purposes. In addition, clarification regarding future arrangements for communicating such matters with elected members was sought. s. These points were addressed by Erin Coar.

An undertaking was given to include on the Events List press releases, details of permitted uses on council owned car parks and to update the website with information how individuals/companies/bodies could apply for permission.

Following consideration of this matter it was RESOLVED that the committee approve the policy for professional media production companies to have permission to film in the Borough.

#### 10. Tourism Information Weekend Opening

The Chairman, Councillor Cheryl Little indicated that this report had been produced following a request from elected members to explore options regarding the opening of the Tourist Information Centre (TIC) at St Annes Town Hall at weekends and bank holidays in addition to its current Monday to Friday operation.

Tim Dixon (Tourism Officer) was invited by the Chairman to provide an overview to the background and function of the TIC and the current staffing /volunteer arrangements. In his report Mr Dixon also provided details of statistics of persons visiting the TIC and other sources of digital information/other reference material on tourism within the borough and Lancashire. He also made

reference to two new brochures (Summer Guide and Rural Fylde) that had been published and were being made available in the TIC. Copies were made available for members at the meeting.

Included within the report for members' consideration were our options regarding the proposal, including potential costings.

Members commented further on the positive aspects of the volunteer arrangements; rural Fylde initiatives; the proposed opening arrangements of the TIC when Easter falls early; signage; income generating ideas/ selling of various gifts at the TIC and matters associated with the booking arrangements for hotels.

At this juncture, Councillor Karen Buckley (Chairman of the Finance & Democracy Committee) who was in attendance at the meeting was invited by the Chairman to comment on this matter. In doing so, Councillor Buckley advised that she would be happy for the committee to progress this matter at the earliest opportunity rather than wait for another budget round. She added that if the committee was minded to proceed on that basis then officers should be asked if funds could be found from within existing budgets. Councillor Buckley also asked whether officers would bring back to a future meeting of the committee forecasts of any income likely to be generated.

After consideration of this matter it was RESOLVED:

1. To agree to Option 4 as set out in the report for the TIC to open weekends and bank holidays May to September (19 weekends) and where Easter falls early, to include appropriate provision.
2. To ask officers to investigate if funding (estimated cost of £4,000 for one member of staff and £8,000 for two members of staff) could be found from within existing budgets to enable the new arrangements to be progressed at the earliest opportunity.

(Councillor Maxine Chew left the meeting after the consideration of the above items)

#### Information Items

##### 11. Easter Tourism and Leisure Hoteliers Briefing

This information report provided an overview of a pre-Easter tourism briefing that was held at the Chadwick Hotel, St Annes, on 10th April to an audience of approximately 70 guests. It was suggested that members of the T & L committee be invited to future briefings.

##### 12. Year End Performance Exception Report 2016/17

This information report provided details of the key performance outcomes (relevant to the remit of the committee) for the financial year end 2016/17. Performance was reported against the targets set for the year and commentary was also provided by performance exception.

##### 13. Capital Programme Monitoring Report 2016/17 – Outturn Position as at 31<sup>st</sup> March 2017

This information report provided details of expenditure on schemes within the Council's approved capital programme (relevant to the remit of the committee) for the financial year 2016/17.

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