



# Agenda

## Finance and Democracy Committee

Date:	Thursday, 23 June 2022 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	<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="#">28 March 2022</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
	DECISION ITEMS:	
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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
CHIEF FINANCIAL OFFICER	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	4
<b>MEDIUM TERM FINANCIAL STRATEGY (MTFS) - GENERAL FUND REVENUE, CAPITAL PROGRAMME &amp; TREASURY MANAGEMENT OUTTURN POSITION FOR 2021/22</b>			

### PUBLIC ITEM

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

Please note that the Medium Term Financial Strategy (MTFS) - General Fund Revenue, Capital Programme & Treasury Management Outturn Position for 2021/22 report is TO FOLLOW.

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF REVENUES AND BENEFITS (SHARED SERVICE)	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	5
<b>ENERGY REBATE - DISCRETIONARY SCHEME</b>			

### PUBLIC ITEM

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

### SUMMARY

On 3<sup>rd</sup> February 2022, the government announced a package of support for rising energy costs. This included a main scheme allocating £150 to most households in Council Tax Bands A to D together with a Discretionary Fund.

It is for Local Authorities to determine how best to utilise these discretionary funds by 30<sup>th</sup> November 2022; Fylde Council have received an allocation of £181,350.

### RECOMMENDATIONS

1. That members approve a fully funded revenue budget increase of £181,350 in 2022/23 and approve the proposed recommendations for the distribution of the funding based on the information in the main body of the report.

### SUMMARY OF PREVIOUS DECISIONS

None

### 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. On 3<sup>rd</sup> February 2022, the government announced a package of support for rising energy costs. This included a main scheme allocating £150 to most households in Council Tax Bands A to D and a Discretionary Fund.
2. Most main scheme payments of £150 have now been issued to households in Council Tax Bands A to D, and the discretionary scheme is now being considered with £181,350 allocated to Fylde Council. Allocations from the Discretionary Fund must be spent by 30 November 2022. Any remaining funding will be required to be repaid to government.
3. Whilst it is up to each authority to determine how they allocate the monies, the guidance and frequently asked questions issued by government have suggested that billing authorities may wish to provide support to other energy bill payers who are not eligible under the terms of the main scheme, or to provide carefully targeted 'top-up' payments to the most vulnerable households and to support those suffering financial hardship because of the rising cost of living.
4. Since the guidance and frequently asked questions for the Discretionary Fund were issued, a further package of national support has been announced by Government, which will see the following households and people given additional financial support:
  - All households with a domestic electricity connection will be automatically eligible for a £400 grant, including those with pre-payment meters.
  - Households in receipt of Universal Credit, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Income Support, Working Tax Credit, Child Tax Credit, and Pension Credit will also receive a one-off £650 cost of living payment. This payment will be made in two instalments—one in July and the second in the autumn.
  - Households who receive the Winter Fuel Payment will be eligible for £300.
  - People receiving Disability Living Allowance, Personal Independence Payment, Attendance Allowance, Armed Forces Independence Payment, Constant Attendance Allowance, and War Pension Mobility Supplement will receive £150.
5. Considering the guidance and the package of national support measures detailed above, it is proposed that the Discretionary Fund for Fylde should be allocated are shown below:
  - 1) A payment of £150 to households that are in Council tax bands E to H who are in receipt of Council Tax Reduction.
  - 2) A payment of £150 to households that are in Council Tax bands F to H where a Disabled Council Tax band reduction has been applied.
  - 3) A payment of £150 to each household living in properties that are recorded as Houses of Multiple Occupation for Council Tax purposes where the occupants are responsible for the direct payment of energy costs i.e. they receive a bill (evidence of occupation and direct payment of energy costs will be required).
  - 4) A payment of £150 to households that are in Council Tax bands E to H who have a disregarded person for Council Tax purposes i.e. Severely Mentally Impaired or Carer disregards or are classed as exempt from Council tax due to a Severe Mental Impairment.
  - 5) A payment of £150 to new build properties where a decision is made that it is in Council Tax Bands A to D as at 1<sup>st</sup> April 2022.
  - 6) A payment of £150 where an appeal against a Council Tax banding was made before 3<sup>rd</sup> February 2022 and the band is reduced to Band D, backdated to before 1<sup>st</sup> April 2022.
  - 7) A payment to all residents in Council Tax Band E properties, amount to be determined once the above categories have been dealt with. If there is maximum take-up of proposals 1-6 then the amount would be around £14.49 per household. This option will not be able to be properly costed until proposals 1-6 have been paid.

**Table 1 : Costs associated with the above combination of allocations are currently:**

Proposal	Number of households	Total cost
1	302	£45,300
2	132	£19,800
3	Maximum of 76 households according to Council Tax records, assuming 2 payments per household	£22,800
4	79	£11,850
5	Estimate of 20 properties	£3,000
6	Estimate of 20 properties	£3,000
7	5219	£75,600
	<b>TOTAL:</b>	<b>£181,350</b>

NB. These costings are based on system data extracted as at 1<sup>st</sup> June 2022.

6. Residents will not need to make an application to receive these payments, they will be automatically awarded, either via a payment to their bank account where details are held or by a Post Office Payout voucher. Where Houses of Multiple Occupation for Council Tax purposes are involved, the Council will make direct contact to determine whether they are eligible for support.
7. Support from the Discretionary Fund does not have to be provided in relation to the position as at 1<sup>st</sup> April 2022, as was the case for the main scheme, therefore it is proposed that an eligible date of 1<sup>st</sup> September 2022 is used.
8. Where a Post Office Payout voucher is not cashed then a payment will be credited to the Council Tax account prior to the payment deadline of 30<sup>th</sup> November 2022.
9. The Committee is requested to approve the proposal for the allocation of the energy rebate Discretionary Fund.

IMPLICATIONS	
Finance	The report recommends that members approve a fully funded revenue budget increase of £181,350 in 2022/23 and approve the proposed recommendations for the distribution of the funding based on the information in the main 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
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BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Support for Energy Bills - Council Tax Rebate 2022-23 guidance	16/03/2022	<a href="#">Support for energy bills - the council tax rebate 2022-23: billing authority guidance - GOV.UK (www.gov.uk)</a>
Council Tax Rebate Frequently Asked Questions	16/03/2022	<a href="#">7/2022: Council Tax information letter - 16 March 2022 - GOV.UK (www.gov.uk)</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF GOVERNANCE	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	6
<b>COMMUNITY GOVERNANCE REVIEW</b>			

### PUBLIC ITEM

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

#### SUMMARY

Legislation allows the council to review the pattern of community governance in its area. A review can recommend the establishment or abolition of parish councils, re-align boundaries between them and change the number of parish councillors.

A community governance review was recently undertaken, with terms of reference comprising the whole of the council's district with a focus on the unparished areas of Lytham and Ansdell. The review recommends establishing parish councils for each of the unparished areas of Ansdell and Lytham and making four minor boundary adjustments affecting existing parishes.

Finance and Democracy Committee is asked to endorse the recommendations of the community governance review for adoption by full Council.

#### RECOMMENDATIONS

1. Endorse the recommendations of the community governance review as set out in pages 33-36 of the review report for adoption and implementation by full council.
2. Recommend to council that the order establishing the new parishes of Ansdell and Lytham includes the provisions for interim councillors and anticipated precepts set out in this report.

#### SUMMARY OF PREVIOUS DECISIONS

Community Outlook Overview and Scrutiny Committee, 14 May 2009: received a report recommending a community governance review of the whole of the council's district. Recommended that a review be not carried out.

Council, 27 July 2009: Commissioned a review of the whole of the council's district.

Council, 26 July 2010: Received the review; deferred consideration until further consultation had taken place.

Council, 27 September 2010: Accepted the recommendation of the review to increase the council size of St Annes on the Sea Town Council; declined to go ahead with the remaining recommendations.

Finance & Democracy Committee, 28 September 2020: Recommended a community governance review be undertaken of the whole district with a focus on the unparished areas of Lytham and Ansdell and areas of high development.

Council, 19 October 2020: Commissioned the review with an amended indicative timetable to take into account the Local Government Boundary Commission for England's electoral review of the council.



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

### BACKGROUND

1. On 28 September 2020 the Finance and Democracy Committee recommended that a review be undertaken of the pattern of community governance across the borough, and in doing so asked that initial attention be given to the unparished areas and areas undergoing significant growth.
2. As Fylde was then undergoing a Local Government Boundary Commission review of borough electoral arrangements, Council agreed on 19 October 2020 that the timetable for the community governance review would be moved back, so that the review started on completion of the Boundary Commission review. Because of this change in timetabling, the community governance review considered the whole of the borough in tandem, rather than reporting in tranches.
3. A community governance review is a review of the pattern of parishes and parish councils in the whole or part of a district. The legal framework for reviews is set out in part 4 of the Local Government and Public Involvement in Health Act 2007. The terms of reference for the review in Fylde were to consider whether to create a parish council or councils to cover the unparished area of the district, and to recommend changes to boundaries of existing parishes having regard to the government guidance that reviews should “*put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries*”.

### THE REVIEW PROCESS

4. The review has so far consisted of four stages: initiation, stakeholder consultation, community consultation, and writing the report and recommendations. The final stage, if any or all the recommendations are accepted, would be implementation.
5. Initiation was the process of considering what proposed changes should be taken forward for consultation. This drew on the unimplemented recommendations of an earlier community governance review which reported in 2010.
6. Stakeholder consultation was by direct engagement with parish councils and borough councillors whose wards would be affected by proposed changes. Community consultation was by an online questionnaire<sup>1</sup> which was publicised through social media and other council communications channels.
7. The report sets out the proposals details the consultation responses and makes recommendations. It is appended to this report. The recommendations are the establishment of new parish councils for Lytham and Ansdell and four other minor boundary changes. None of the other changes affects more than one household. In summary, the recommendations made by the review the review are:
  - [Proposal A1](#): A new parish council for Ansdell.
  - [Proposal BW3](#): A boundary change between Bryning with Warton and Westby with Plumpton.
  - [Proposal E1](#): A boundary change between Elswick and Little Eccleston with Larbreck.
  - [Proposal L1](#): A new parish council for Lytham.
  - [Proposal RW1](#): A boundary change between Ribby with Wrea and Westby with Plumpton.
  - [Proposal WP4](#): A boundary change between Westby with Plumpton and the presently unparished area.

<sup>1</sup> It was also possible to reply to the consultation by post or email, but no responses were received through those channels.

8. The Finance and Democracy Committee is now asked to accept the formal recommendations made in pages 33 to 36 of the review report and to recommend them to the council.

## IMPLEMENTATION

9. If the council accepts the recommendations in the review report, they would be implemented by an order made by the council. The order would be based on the relevant parts of the [model community governance reorganisation order](#) published by the Government.
10. The order would provide for the two new parishes to come into existence on 1 April 2023, and for elections to be held on 4 May 2023 and then every fourth year. This is the same pattern of elections as for other parish councils in the borough. In the short period between the councils coming into existence and the newly elected councillors coming into office, the order would provide for the borough councillors for the area covered by each new parish to be interim councillors<sup>2</sup>.
11. The order would not automatically transfer any property or assets to the new parish councils, except for allotments. Any property or asset transfer would need to be negotiated and agreed between the borough council and the parish council concerned, after parish councillors have been elected.
12. District councils and parish councils are both allotment authorities. But a district council cannot exercise its powers as an allotment authority in an area that has a parish council<sup>3</sup>. Consequently, responsibility for the allotments at Mythop Road and Moss Hall Lane would transfer<sup>4</sup> to the new Lytham and Ansdell parish councils when the new councils are established.

## FINANCIAL PROVISION

13. Parish councils are financed by a parish precept, which is collected by the borough council as part of the council tax in the relevant parish area. The parish council decides on the amount of the precept. Because any new parish councils would not be in existence in time to decide on their precepts for 2023-24, legislation<sup>5</sup> provides for the borough council to anticipate a precept.
14. The amount of the anticipated precept would be set out in the order establishing the new parish councils. The council tax calculation for each newly-parished area would treat the anticipated precept as if it were a precept issued by the new parish council. Detailed regulations provide for the transfer of the “precepted” funds to the new parish council, for the parish council to issue a precept by October of an amount not more than the anticipated precept, and for consequential adjustments.
15. It is suggested that the anticipated precepts for the new parish councils recommended by the review be as follows:
- Ansdell: £95,936.42
  - Lytham: £111,868.098

The figures above are based on the parish precept set by St Annes on the Sea Town Council for 2022-23, adjusted by 15% to allow for inflation and the costs of setting up a new structure and further adjusted to be pro-rata to the respective populations of Lytham and Ansdell.

## CONCLUSION

16. The community governance review recommends the establishment of new parish councils in Lytham and Ansdell, along with four minor adjustments in the boundaries of existing parishes. The committee is asked to endorse those recommendations and the consequential matters set out under “implementation” and “finance” above for actioning by the council.

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<sup>2</sup> The borough councillors for the wards of Clifton and St Johns would be the interim councillors for Lytham Parish Council and the borough councillors for the wards of Park, Fairhaven and Ansdell would be the interim councillors for Ansdell Parish Council.

<sup>3</sup> See paragraph 9 of schedule 29 to the Local Government Act 1972

<sup>4</sup> In practice, the borough council would continue to manage the allotments on behalf of the parish councils until the parish councils put in place their own arrangements.

<sup>5</sup> See the Local Government Finance (New Parishes) (England) Regulations 2008

IMPLICATIONS	
Finance	The financial provisions including the mechanism for anticipating and charging precepts for the newly established parish councils are set out in the body of the report. There may be some software costs associated with setting up the new parishes in the council tax system and allocating the relevant properties to their respective new parishes. It is anticipated that these costs can be met from existing budget provision.
Legal	The legal provisions governing community governance reviews are contained in the Local Government and Public Involvement in Health Act 2007.
Community Safety	None arising directly from this report.
Human Rights and Equalities	There are no direct human rights or equalities implications.
Sustainability and Environmental Impact	New parish councils will be able to contribute to achieving environmental sustainability at a local and community level.
Health & Safety and Risk Management	No implications.

LEAD AUTHOR	CONTACT DETAILS	DATE
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BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Community governance review report	May 2022	Appended
Community questionnaire responses	Open March – April 2022	Town Hall, Lytham St Annes
Community governance reviews: Guidance and model reorganisation order	Updated 2010	<a href="http://www.gov.uk/government/publications/community-governance-reviews-guidance">www.gov.uk/government/publications/community-governance-reviews-guidance</a>

Attached documents  
Community Governance Review



# Community Governance Review

May 2022

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# Introduction and context

## Terms used in this report

1. “Parish council” includes a parish council which has the status of a town council, or which uses the style “village council”, “community council” or “neighbourhood council”<sup>1</sup>.
2. “Guidance” is used to mean the government guidance on community governance reviews issued in 2008 and most recently revised in 2010.
3. When this report refers to new borough wards, it means the revised wards for Fylde Council recommended by the Local Government Boundary Commission for England in 2021 and which are due to take effect in 2023.
4. In this report, ‘adjustment’ is used to refer to a possible change that has come under consideration at some time during the review process, ‘proposal’ is used to refer to an adjustment that was put to the community consultation and ‘recommendation’ is used to refer to a change that is recommended to the council by this report.
5. Where the context allows, “review” is used to mean this community governance review, and “the 2010 review” means the community governance review carried out by the council in 2010.

## The 2007 act and the guidance

6. A community governance review is a review of the pattern of parishes and parish councils in the whole or part of a district. A community governance review can consider matters such as creating, merging, altering or abolishing parishes; names of new parishes; electoral arrangements; and the grouping or de-grouping of parishes. The legal framework for reviews is set out in part 4 of the Local Government and Public Involvement in Health Act 2007. A review cannot make changes that would affect the external boundaries of the district. Nothing in a review can change the electoral arrangements of the district or county council.
7. The Secretary of State has published guidance on how community governance reviews should be carried out, in conjunction with the Local Government Boundary Commission for England. The guidance, though not revised since 2010, represents the current thinking of the Government about the role and importance of parish councils. The guidance makes it clear that the Government intends parish councils to play an important and increasing role in community governance. Parish councils are seen as pivotal in enabling communities to express

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<sup>1</sup> All references to parishes are to civil, not ecclesiastical, parishes. The review does not affect ecclesiastical parishes.



their views and aspirations. The guidance also envisages parish councils playing an increasing part in providing services in their areas. However, the guidance recognises that smaller parish councils would be unlikely to be able to take on the burden of service provision.

### **The Fylde Review**

8. District councils undertake community governance reviews and decide whether to give effect to recommendations made in them. This review was directed by a decision of Fylde's council meeting on 19 October 2020. The terms of reference of the review were to consider whether to create a parish council or councils to cover the unparished area of the district, and to recommend changes to boundaries of existing parishes having regard to the guidance to *"put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries"*<sup>2</sup>.
9. The previous review was in 2010. That review recommended increasing the number of councillors for St Annes on the Sea Town Council, setting up parish councils in Lytham and Ansdell, and making fifteen other boundary adjustments between existing parishes. Only the first of these recommendations was progressed.
10. Neither the statutory background nor the guidance has changed since the 2010 review. This review therefore revisited the unprogressed recommendations from the 2010 review, as well as considering a small number of possible changes that were not part of the 2010 review. The focus of the review has been on the reflection of local identity and aspiration and the correction of anomalous boundaries as supported by the guidance.
11. The terms of reference for the review did not include merger or abolition of parish councils, so that possibility was not actively considered. However, there is reason to be concerned about the continued viability and sustainability of some parish councils in the borough.
12. Parish councils rely heavily on the time, commitment and energy of their councillors. Contested elections to parish councils in Fylde are the exception rather than the norm. At the 2019 parish elections, seats were only contested at three out of the fifteen parish councils. This compares with seven in 2015 and just one in 2011. This means that seats are routinely filled by co-option (that is, councillors are chosen by existing councillors), or remain unfilled.
13. Parish councils are intended to be representative of their communities. It is difficult to argue

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<sup>2</sup> See paragraph 85 of the Guidance

that a parish council where no seat has been contested for at least fifteen years (as is the case at seven parish councils in Fylde) fulfils that representative role. There is also additional pressure on parish councillors where seats are unfilled. A future review (which should be in ten to ten to fifteen years' time) might usefully consider whether community governance could be strengthened by combining parishes which routinely struggle to attract candidates for election.

## **The process of the review**

### **Review stages**

14. The review was carried out in three stages. The first stage was identifying adjustments for stakeholder consultation. The second stage was the stakeholder consultation with parish councils and borough councillors. The third stage was community consultation.
15. Twenty adjustments were identified before the stakeholder consultation. However, not all of these were taken forward to the stakeholder consultation. This was because of the review of electoral arrangements for Fylde Borough Council carried out by the Local Government Boundary Commission for England ('LGBCE') in 2021. The LGBCE review will result in new wards and ward boundaries applying to elections to Fylde Borough Council from 2023. Parish boundaries do not need to follow borough council ward boundaries. But it would be undesirable to make changes to parish boundaries which would take effect at the same time as changes to borough council ward boundaries and which would be inconsistent with those changes. Ten of the adjustments to parish boundaries identified in the first stage of the review process would have resulted in such inconsistencies and were not taken forward to the stakeholder consultation.<sup>3</sup>

### **Stakeholder consultation**

16. The stakeholder consultation was carried out by email with all parish councils and borough councillors whose areas were affected by proposed changes. Nine adjustments were included in the stakeholder consultation. Two of the adjustments were not taken forward after considering the responses to the stakeholder consultation. Seven adjustments went forward as proposals to the community consultation.

### **Community consultation**

17. The community consultation was open between 10 March and 8 April 2022. The consultation was publicised by social media and on the council's website. Available channels for responses were by email to a dedicated mailbox, by post and by completion of a on online questionnaire prepared using Microsoft Forms. 97 responses were received through the

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<sup>3</sup> The changes not taken forward because of inconsistency with the borough council ward boundaries that will apply from 2023 are recommended for consideration in a future community governance review and are listed in appendix 1. Any changes made by a future community governance review (which would be expected to take place in ten to fifteen years' time) could then be taken into account by LGBCE in any subsequent review by them of borough council ward boundaries.

online questionnaire. No responses were received by email or by post.

18. Responders to the questionnaire were asked whether they lived in Fylde and, if so, in which part. 96 responders (99%) stated that they lived in the borough. Of these, 51 (53%) said that they lived in Lytham and 35 (36%) identified as living in Ansdell or Fairhaven. Only eight responders (8%) said that they lived in a part of the borough outside Lytham, Ansdell or Fairhaven. This reflects the fact that the proposals covered by the community consultation included only minor boundary changes to areas outside Lytham and Ansdell.
19. The questionnaire allowed responders to choose which one or more of the proposals they wanted to engage with. 92 responders (95%) engaged with the proposals to establish a parish council or councils to cover the presently unparished area. By contrast, no other proposal attracted more than four responses.
20. The next section of this report will analyse the responses to the seven proposals that were specifically consulted on in the community consultation.
21. Responders were also asked if they thought that the review should make any other changes to parish boundaries or community governance arrangements (an example was given of the boundary between Kirkham and Newton with Clifton which a stakeholder had suggested should be moved to bring new housing at Dowbridge into the area of Kirkham Town Council.) Most respondents who answered the question thought that no other changes should be made, or indicated they had no view. Other comments were:

*“Parish Councils only want more revenue from residents, rates are high enough already.”*

*“Probably just keep an eye on how far towards Lytham the new housing developments in Warton come, ie will the Birchwood development be classed as Lytham?”*

*“The St Anne's area is getting bigger with developments at Queensway and Clifton Dr Nth so perhaps more councillors are needed.”*

*“Can Fylde council be removed too, with the things it covers managed at Lancashire level (which they seem to for the important things, bins, schools, roads). There must be plenty of savings there.”*

*“As long as you don't inflict a parish council on me I don't care.”*

*“Do not allow stub standard houses to be built. We need more quality affordable housing for sale or rent!”*

*“That is up to the residents of that area”*

*“What a load of cobblers about nothing. Stop wasting your time with this trash and get the rubbish off my street and clear up the waste and fix the roads instead of messing around with this nonsense” [Response edited for offensiveness]*

## Overview of proposals

22. The following sections of the report set out the proposals which were the subject of the community consultation. They set out the details of each proposal, the consultation responses and the conclusions reached in relation to them. The formal recommendations that flow from those conclusions are drawn together [later in the report](#).
23. Each proposal is given a unique identifier (for example, “A1”) and, where appropriate, is illustrated with a map.

## Proposal A1: A new parish council for Ansdell and Fairhaven

### Details of proposal

24. The proposal is for the creation of a new parish of Ansdell and a new parish council for that parish.
25. The part of the urban area of Lytham St Annes not included in the parish of St Annes on the Sea is Fylde's only unparished area. The unparished area consists of the connected communities of Lytham and Ansdell (including Fairhaven). The population of Ansdell is 7,756<sup>4</sup>.
26. Ansdell is, by any measurement, a large enough community to be able to sustain a parish council. A parish council covering nearly 8,000 people would be one of the largest in the borough by population. A parish council for Ansdell would be "effective and convenient" in that it would be viable in terms of providing at least some local services, and easy to reach and accessible to local people<sup>5</sup>.
27. Ansdell is mainly Victorian in origin. It has a distinct local centre focused on Woodlands Road, serving the locality. Though undoubtedly part of the wider urban area of Lytham St Annes, Ansdell has its own distinct sense of place. The revitalised Ansdell Institute, as well as other local institutions like churches and youth organisations, underpin the local community and show that Ansdell has an identity that is complementary to, but separate from, its neighbours.
28. Despite this, without a parish council Ansdell does not have a permanent, democratically accountable voice that represents the specific interests of the community. This stands in contrast with nearly all of the rest of the borough, including neighbouring St Annes. There does not seem to be a good reason why Ansdell should be at this relative disadvantage in terms of representation. A separate parish council for Ansdell would be the best way of representing its interests and providing a focus for community life in the locality.
29. Proposals elsewhere in this community governance review recommend the formation of a new Lytham parish comprising the new borough wards of Lytham East and Lytham West (see [proposal L1](#)). The remaining unparished part of the borough would comprise the new

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<sup>4</sup> ONS Population estimates for 2020

<sup>5</sup> See paragraph 63 of the DLUHC Guidance.

borough wards of Ansdell & Fairhaven and Park. The proposal would create a new parish of Ansdell comprising those two new borough wards<sup>6</sup>, except as noted in the paragraph below.

30. The exception is the most northerly part of the unparished area, bounded by Moss Sluice. That very rural area has little in common with the urban and suburban character of most of the unparished area and much more similarity to the scattered rural character of neighbouring Westby with Plumpton. This area would be excluded from the new Ansdell parish and incorporated into Westby with Plumpton (see [proposal WS4/1](#)).

31. The new Ansdell parish would therefore consist of the new borough ward of Ansdell & Fairhaven, together with the new borough ward of Park except for the part to the north of Moss Sluice.

32. A new parish council for Ansdell would represent a population of approximately 8,000. Most parish councils representing a population in the range 2,501 to 10,000 have a council size of between 9 to 16 councillors<sup>7</sup>. In Fylde, the closest three existing parish councils by population size to the proposed new council are:

Council	Population <sup>8</sup>	Number of councillors
Kirkham	8,000	10
Freckleton	6,000	12
Bryning-with-Warton	4,000	9

33. Advice from the National Association of Local Councils, endorsed in the guidance, says that the minimum size for a parish council should be seven, with a maximum of 25. Having regard to this guidance and the size of existing parish councils in Fylde, the new parish council is recommended to have a council size of ten and to be divided into two parish wards, based on the new borough wards, with each electing five parish councillors.

34. The review must recommend a name for each new parish. The new parish could be called “Ansdell” to reflect the name of the most populous and central part of the parish where most services are concentrated. An alternative would be for the new parish to be called “Ansdell and Fairhaven”. The latter would reflect the name of the railway station and

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<sup>6</sup> It is noted that there is an incongruity between a borough ward called “Ansdell & Fairhaven” forming part of a parish called “Ansdell”, but the naming of borough wards is outside the scope of this review.

<sup>7</sup> See paragraph 63 of the DLUHC Guidance

<sup>8</sup> 2020 population as estimated by the Office of National Statistics, to the nearest thousand



acknowledge that parts of the new parish are commonly referred to as “Fairhaven” and that places like Fairhaven Lake and the Fairhaven pub are important within the new parish. On balance, the shorter name “Ansdell” is considered to be preferable. The new parish council could resolve after its formation to change its name if it preferred the longer name.

35. The review is also required to recommend whether a new parish council should have one of the alternative styles of “neighbourhood council”, “village council” or “community council”. The alternative styles were introduced by the Local Government and Public Involvement in Health Act 2007. No existing parish council in Fylde has taken up any of the alternative styles. Anecdotal evidence suggests that the alternative styles have had minimal use across the country.
36. It is not proposed that the new parish council for Ansdell should have one of the alternative styles. This means that the new council would be known as “Ansdell Parish Council”<sup>9</sup>.

#### **Stakeholder consultation**

37. Ward councillors whose wards include the area and who responded to the consultation were in favour of the creation of a parish council for Ansdell. One borough councillor felt that the new Ansdell parish should comprise only the new borough council ward of Ansdell and Fairhaven, with Park ward (excluding the part north of Moss Sluice) instead forming part of a new Lytham parish. Alternatively, the councillor suggested that only the part of Park ward to the west of Blackpool Road should fall within the new Ansdell parish, with the rest of Park ward (except as above) forming part of a new Lytham parish. These suggestions were taken forward into the community consultation as alternatives to the main proposal.

#### **Community consultation**

38. The consultation asked:

*Do you think that there should be parish councils for Lytham and Ansdell?*

92 responders answered that question. Of those:

65 (71%) answered “Yes, there should be separate parish councils for Ansdell and Lytham”.

6 (7%) answered “Yes, there should be one parish council to cover Lytham

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<sup>9</sup> The new council could decide itself to adopt one of the alternative styles. It could also pass a resolution under section 245 of the Local Government Act 1972 to have the status of a town and would then be known as “Ansdell Town Council”.

and Ansdell”

19 (21%) answered “No, there should not be parish councils for Lytham and Ansdell”

1 (1%) answered “I don’t know”

1 (1%) ticked “other” and wrote: *“I remain to be convinced of the need for an extra level of bureaucracy, but do feel we need our voices to be heard. My concern is it becomes a costly talking shop with precious little to show for it”*

**39. The consultation asked:**

*If there were to be separate parish councils for Ansdell and Lytham, do you agree that Lytham East and Lytham West wards should be in Lytham parish and Park and Ansdell and Fairhaven wards should be in Ansdell parish?*

88 responders answered that question. Of those:

57 (65%) answered “Yes”

13 (15%) answered “No, it would be better if Park ward was also in Lytham parish instead of being in Ansdell”

16 (18%) answered: “No, it would be better if the part of Park ward east of Blackpool Road was also in Lytham parish instead of being in Ansdell”

2 (2%) ticked “other”.

One wrote *“As an expatriate I don’t feel it is appropriate for me to comment, but from the map St Cuthbert’s, Lytham’s Parish Church, seems to be located in Ansdell. This is obviously ridiculous, but I wasn’t certain as the map was a little indistinct when I tried to zoom in. If it is located in your definition of Ansdell then that needs correcting, if not then fine.”* [N.B. St Cuthbert’s Church lies in the new Lytham West ward, so would fall within a Lytham Parish, not Ansdell.]

Another wrote: *“No parish councils.”*

**40. The consultation asked:**

*Is ten the right number of councillors for a new Ansdell parish council?*

31 responders answered that question. Of those:

47% answered: About right"

43% answered "Too many"

3% answered "Don't know"

41. The consultation asked:

*Is there anything else that you want to say about the proposal to establish new parish councils in Lytham and Ansdell?*

Several responders did want to say something else. They said:

Long overdue as Lytham seems to dominate discussion at the moment
More money for the residents to find for Parish Councils. Unnecessary expenditure.
Duplication or expanding the number of parish representatives is a poor idea in the current financial climate.
Duplication or expanding the number of parish representatives is a poor idea in the current financial climate.
Hope all the money raised by extra rates for this does not get spend on high wages for the 10
I think it's a great idea. They both need representation.
What will this cost the ratepayer? We already pay enough rates.
Park is part of Lytham not Ansdell. Don't want to be part of Ansdell.
Given that Ansdell and Fairhaven have developed a strong local community promoting the locality, its only right that the area should be properly recognised.
This is a good idea and depending upon the powers the council was given would allow local people to make decisions on local issues
I would like to know how information from the parish council would be fed into the town council. Would it have its own budget and, if so, who would decide the level of that budget separate to the town council - and indeed county council.
Guidance says pop of 10k should have 16 council but as A&F have a population of 8k you are only suggesting 10 seats ?
I think this is a terrible idea, more councils and councillors equals more council tax which is already high enough. I don't see why we need more bureaucracy when budgets are tight enough and the expense of a small council is already being covered through Fylde which seems local enough for me. I'd be interested to understand who came up with this notion and the rationale behind it. Count me out.
As a parish clerk and responsible financial officer for a parish in the south Lakes I've seen first hand the usefulness of a tier of government closer to the community it serves. We have 7 councillors and any more than that would, in my opinion, reduce efficiency. Also, they need to work in utmost transparency to ensure they don't abuse the fact that a parish precept can't be capped - I've seen examples of increases of over 100% - in a year when many people will find it hard to meet basic bills - just to fund pet projects.
Resources need to be allocated to support local initiatives rather than concentrating on tourist attractions
Under no circumstances should we add an extra level of government at cost to the residents. It should be made clear in the consultation, and it isn't, that there will be an additional cost to the taxpayer for funding this.
Do not want this to happen if this causes an increase to council tax. This is not the right time to make an increase to the cost of living
I have lived in Ansdell for over 80 years where I have been in retail and otherwise involved in the

community. In my opinion the village has survived well, mainly because of its community working selectively towards that, for instance in supporting its businesses, schools and churches. We have managed to do this with just three borough councillors who presumably will continue to exist in any new local arrangement.

Question will the 5 new councillors be paid a fee and expenses because the last thing folk need right now is additional unnecessary costs.

Where i lived before we had a Parish Council, it was invaluable. It was the voice we needed when building work threatened the village., campaigned for necessary traffic calming etc. The parish councillors were known to everyone and more approachable making it feel that everyone had a louder voice.

I think this is much needed.

I do not think that party politics should be allowed in local councils

In reality how much difference would having an Ansdell parish make and how much would it cost per Ansdell household? Will it drive council tax up even higher? We want to unite the local community not divide it with unnecessary geographical and monetary boundaries

It would be a waste of time. We don't need another layer of local government. The local councillors in Ansdell are bad enough at replying to requests for help as it is.

N.B. These were the comments of those who answered the question with reference to Ansdell and Fairhaven. The answers of those who answered the same question with reference to Lytham are below: see [paragraph 53](#).

## **Conclusions**

42. A significant majority of the community consultation responses endorse the principle of parish governance in the Ansdell area. Most responders prefer separate parish councils for Ansdell and Lytham to a single parish council for the combined area. While 33% of responders would prefer some or all of Park ward to be in Lytham instead of Ansdell, 65% were happy with the whole of urban Park ward being included in Ansdell.
43. Views were evenly split about the number of parish councillors that should comprise the new parish council. While about half of the respondents felt that ten was about the right number, an almost equal number felt it was too many.
44. The community consultation responses support the conclusion that a parish council for Ansdell should be set up comprising the two new borough council wards of Park (except for the most northerly part) and Ansdell and Fairhaven and, on balance, that ten would be a suitable number of councillors for the new council. The review therefore recommends the establishment of a parish council for Ansdell as described. The formal recommendations are later in the report.

## Proposal L1: A new parish council for Lytham

### Details of proposal

45. The proposal is for the creation of a new parish of Lytham and a new parish council for that parish.
46. The part of the urban area of Lytham St Anne's not included in the parish of St Anne's on the Sea is Fylde's only unparished area. The unparished area consists of the connected communities of Lytham and Ansdell (including Fairhaven). The population of Lytham is 9,044<sup>10</sup>.
47. Lytham, like Ansdell, is comfortably a large enough community to be able to sustain a parish council. A parish council covering more than 9,000 people would be the second largest in the borough by population. A parish council for Lytham would be "effective and convenient" in that it would be viable in terms of providing at least some local services, and easy to reach and accessible to local people<sup>11</sup>.
48. People in Lytham are proud of their local area. Local groups such as the Civic Society work to preserve and maintain the built environment and heritage. Others like Park View 4U have engaged and energised the local community to provide public amenities. Campaign groups have mobilised the local population in opposition to development proposals that have been perceived as threatening to the character of the area.
49. Despite the successes and commitment of local groups and campaigns such as these, without a parish council Lytham does not have a permanent, democratically accountable voice that represents the specific interests of the town. This stands in contrast with nearly all of the rest of the borough, including St Annes, which forms part of the same contiguous urban area. There does not seem to be a good reason why Lytham should be at this relative disadvantage in terms of representation. A parish council would fill this democratic deficit.
50. The unparished area presently comprises the new borough wards of Lytham East and Lytham West, together with Ansdell & Fairhaven and Park. It is notable that, apart from a very small-scale change around Church Road, the western boundary of the new Lytham West borough ward has been left unchanged by the 2021 review of borough wards. This is unsurprising, as the boundary runs for the most part through open land dividing Lytham from surrounding

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<sup>10</sup> ONS population estimates for 2020.

<sup>11</sup> See paragraph 63 of the guidance

communities. It is recommended that the western boundary of Lytham parish should reflect that pattern and be coterminous with the boundary of the new Lytham West borough ward, The new Lytham parish would therefore comprise the new Lytham East and Lytham West borough wards.

51. A new parish council for Lytham would represent a population of approximately 9,000. The matters discussed in [paragraphs 29](#) and 30 in relation to Ansdell apply equally to Lytham. The proposal is therefore that the new parish council should have a council size of ten, that it be divided into two parish wards, coterminous with the new borough wards and with each parish ward electing five parish councillors.

52. For the same reasons as set out in [paragraph 32](#), it is not proposed that the new parish council for Lytham should have one of the alternative styles. This means that the new council would be known as “Lytham Parish Council”<sup>12</sup>.

### **Stakeholder consultation**

53. Ward councillors whose wards include the area and who responded to the consultation were in favour of the creation of a parish council for Lytham. As noted in [paragraph 34](#), one councillor put forward two alternative suggestions for the boundary between the proposed new Lytham and Ansdell parishes, which were taken forward as alternatives into the community consultation.

### **Community consultation**

54. As set out in [paragraphs 35](#) and 36, most responders thought that there should be new and separate parish councils for Lytham and Ansdell, and that the boundary between them should be the western boundary of the new Lytham West ward.

55. The consultation also asked:

*Is ten the right number of councillors for a new Lytham parish council?*

91 responders answered that question. Of those:

55% answered: About right”

23% answered “Too many”

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<sup>12</sup> The new council could pass a resolution under section 245 of the Local Government Act 1972 to have the status of a town and would then be known as “Lytham Town Council”.

21% answered "Don't know"

56. The consultation asked:

*Is there anything else that you want to say about the proposal to establish new parish councils in Lytham and Ansdell ?*

Several responders did want to say something else. They said:

No thank you
Good if local decisions can be made in a timely manner
Well over due, a parish council can look more closely on the area it covers, things should improve .
Great we are having a PC and can keep a eye on things. We need more lytham people to be involved with its town . We will have more control over maintenance especially
Just that I think it needs to be kept separate from Ansdell and Fairhaven otherwise it becomes unmanageable.
A great idea,I feel that there is not enough active representation or consultation with residents.
A vote would be better as a lot of people are not computer literate
Lytham to have there own
I think separate parish councils is a great idea. Decisions can be made on local issues by local people and hopefully residents can give their input.
Ansdell council could be called Ansdell & Fairhaven to cover both?
I don't agree with the parish councils as this will incur additional costs for council tax payments at a time when inflation and people are facing substantially increased cost of living changes for very little if any benefit to the borough of fylde council.
In favour
[Comments made about an individual councillor]
About time that Lytham had its own Parish / Town Council
Lytham Green and other amenities need to be in the hands of Kygham people!
Lytham badly needs its own parish council to speak for us, the residents. Our voices are often shouted down by voices from Con leadership outside Lytham. St Annes has had its own town council for some years. Why try to split the rest of LSA into 2 parishes? I've lived here since 1953 and, to me, Fairhaven and Ansdell are part of Lytham. The biggest problem today is political bias voting and lack of "people" care from "local" cllrs driven by leadership from St Annes. We need a strong Lytham parish council to stand up for us.
I think 10 would be too unwieldy for such a small area, decisions could be slow to be implemented. Good idea as would give local people a better say in local issues rather than leaving it to a vocal minority such as Heritage Groups (of which I am a member). I think it should be called Community Council.
A Town Council will be of great benefit to the community ,it will enable the community to focus on local projects and local needs...and it will be able to react quickly to events that would affect the community
A lytham parish council would be able to make and solve any problems or changes in the Lytham and the residents would be able to be involved with decisions.
Please have new local election for Lytham, as residents are not happy with current councillors, who seem to represent the needs of Lytham Festival, rather than the residents of Lytham. We've had enough.
There does not appear to be any information here with regard to: How this would be funded How governance/accountability would be achieved
Not sure where Moss Side Lytham FY8 4NY sits in parish council terms?
Publish boundary maps that are clear online

Yes, I see no need for another level of bureaucracy that will cost us more money, don't you think we pay enough money out to you councillors, with the economy in free fall and fuel prices going through the roof ,the last thing we need is to more money out. Running the town is your job, what are you going to be doing when you pass on that responsibility . Just do the job we pay you for and we will not need a extra town council
I do not support the proposal. It is another tier of unwanted government.
Don't want them
About time

N.B. These were the comments of those who answered the question with reference to Lytham. The answers of those who answered the same question with reference to Ansdell and Fairhaven are above: see [paragraph 38](#).

### **Conclusions**

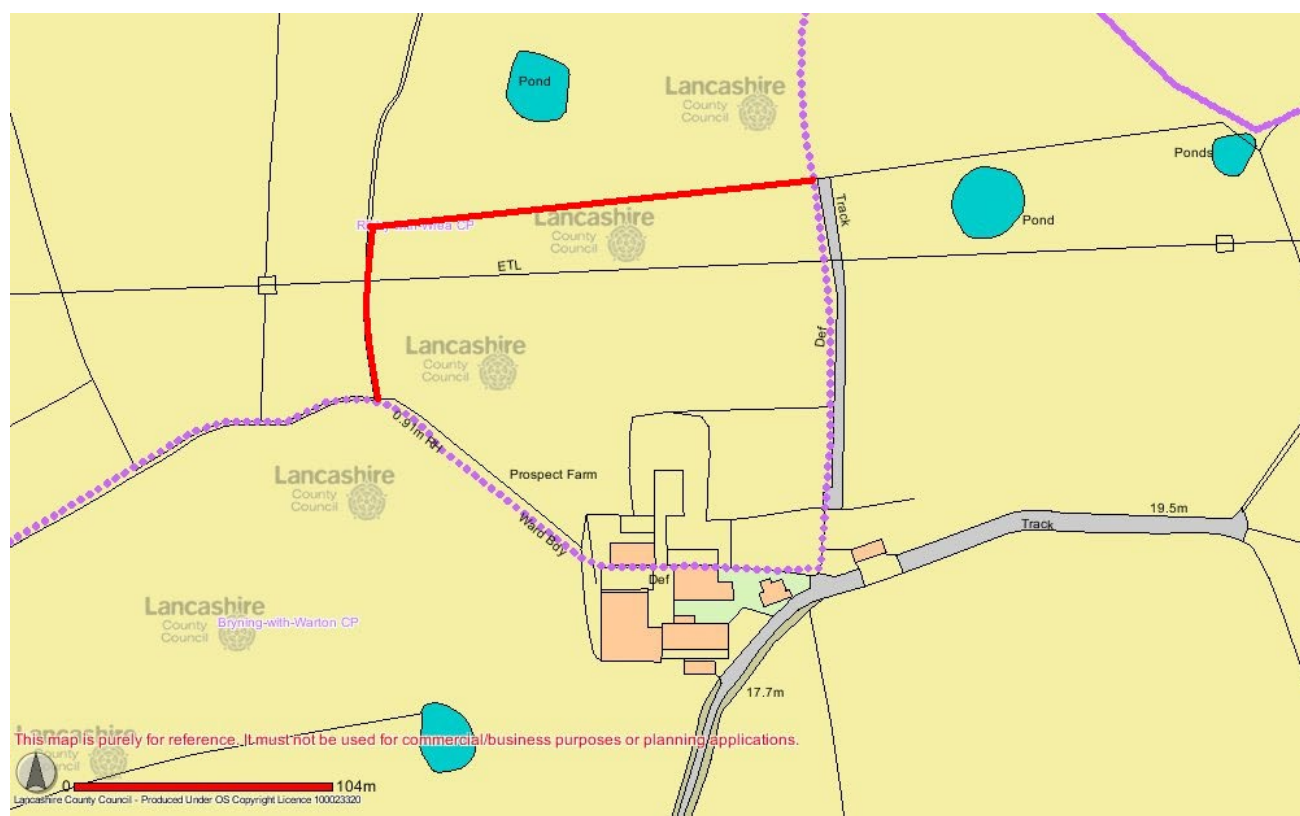
57. A significant majority of the community consultation responses endorse the principle of parish governance in the Lytham area. Most responders prefer separate parish councils for Lytham and Ansdell to a single parish council for the combined area. While 33% of responders would prefer a Lytham parish to include some or all of Park ward, 65% were happy with the whole of urban Park ward being included in Ansdell.
58. A clear majority of those who expressed a view felt that ten was about the right number of parish councillors that should make up the new parish council.
59. The community consultation responses support the conclusion that a parish council for Lytham should be set up comprising the two new borough wards of Lytham East and Lytham West and that ten would be a suitable number of councillors for the new council. The review therefore recommends the establishment of a parish council for Lytham as described. The formal recommendations are [later in the report](#).



## Proposal BW2: Adjust the boundary between Bryning with Warton and Ribby with Wrea at Prospect Farm

### Details of proposal

60. The proposal was to adjust the boundary between the parish of Bryning with Warton and the parish of Ribby with Wrea to move the boundary to the north of the farm buildings at Prospect Farm. The plan below shows the effect of the proposal, with the current boundary in purple and the proposed boundary in red.



61. The group of farm buildings at Prospect Farm is presently bisected by the parish boundary, which means that they lie partly in Bryning with Warton and partly in Ribby with Wrea. Moving the boundary to the north would bring the whole of the group of buildings into Bryning with Warton.

### Stakeholder consultation

62. Neither Bryning with Warton Parish Council nor Ribby with Wrea Parish Council expressed an objection to the proposed change. No adverse comments were received from borough councillors.

### Community Consultation

63. Four responders to the community consultation expressed a view on the proposal. All four responders indicated that they were not happy with the proposed change. Three of the responders added further comments, which are set out below:

*I presume the farm owners knew of the boundaries when they bought/inherited them, so I would expect them to remain comfortable with the existing boundary.*

*In line with previous decisions taken regarding new building work against public views why should the council take any notice of our views on these boundary changes?*

*We are not happy with the way this is being dealt with- As the owner of Prospect farm we feel we should of been consulted of this proposed change before seeing it on social media- it doesn't take much to write a letter and post it or email personally to us as it effects our farm on the idea of a boundary move.*

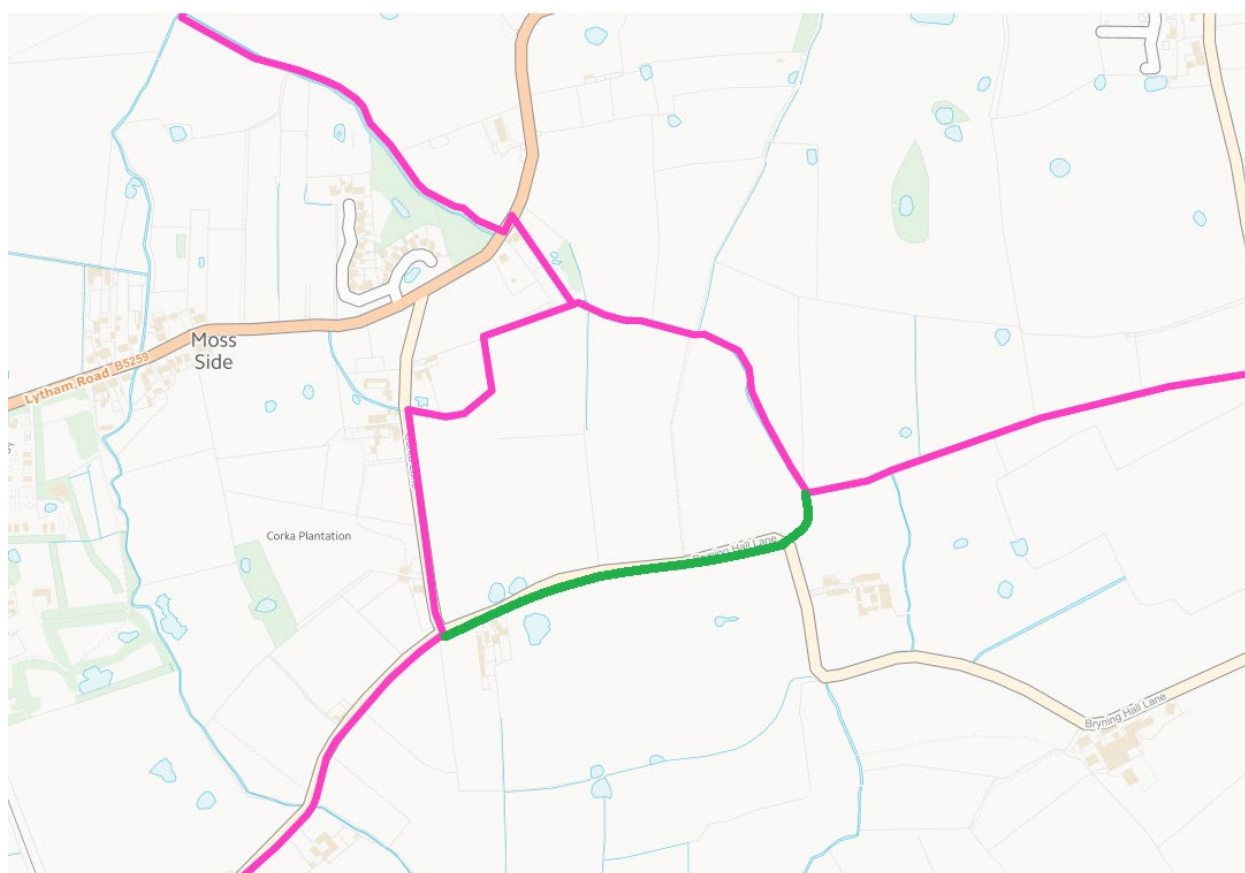
### **Conclusion**

64. In the light of the community consultation responses, the review recommends that the proposal is not proceeded with, and that the boundary stays unchanged.

## Proposal BW3: Adjust the boundary between Bryning with Warton and Westby with Plumpton at Bryning Hall Lane

### Details of proposal

65. The proposal is to adjust the boundary between the parish of Bryning with Warton and the parish of Westby with Plumpton to align the boundary with Bryning Hall Lane immediately to the west of Corka Lane. The plan below shows the effect of the proposal, with the current boundary in magenta and the proposed boundary in green.



66. The boundary presently follows the line of Bryning Hall Lane before swinging northward along Corka Lane, turning eastward again and then southward. This creates a northward bulge in the boundary, which is anomalous, and which does not reflect any strong ground feature. Making the change would mean that the line of the boundary would be identifiable along the line of Bryning Hall Lane and move the boundary slightly further from the settlement of Moss Side.

### Stakeholder consultation

67. Neither Bryning with Warton Parish Council nor Westby with Plumpton Parish Council expressed an objection to the proposed change. No adverse comments were received from Community Governance Review 2022

borough councillors.

### **Community consultation**

68. Only one responder in the community consultation expressed a view on the proposal. That responder indicated that they were happy with the proposed change and did not add any further comment.

### **Conclusion**

69. The review recommends that the boundary between Bryning with Warton and Ribby with Wrea is adjusted as proposed. There are no consequential recommendations such as changes to council size or warding.

## Proposal E1: Adjust the boundary between Elswick and Little Eccleston with Larbreck at Meagles Farm

### Details of proposal

70. The proposal is to adjust the boundary between the parish of Elswick and the parish of Little Eccleston with Larbreck. The boundary would move to the north of the curtilage of the farm buildings of Meagles Farm. The plan below shows the effect of the proposal, with the current boundary in purple and the proposed boundary in red.



71. The curtilage of the farm buildings at Meagles Farm is presently bisected by the parish boundary, which means that it lies partly in Elswick and partly in Little Eccleston with Larbreck. Moving the boundary to the north would bring the whole of the curtilage into Elswick.

### Stakeholder consultation

72. Neither Elswick Parish Council nor Little Eccleston with Larbreck Parish Council expressed an

objection to the proposed change. No adverse comments were received from borough councillors.

### **Community consultation**

73. Two responders to the community consultation expressed a view on the proposal. One responder indicated that they were happy with the proposed change, and one indicated that they were not happy with it. One responder added a further comment, which was: *“Leave them as they have been – it seems to be change for change sake”*.

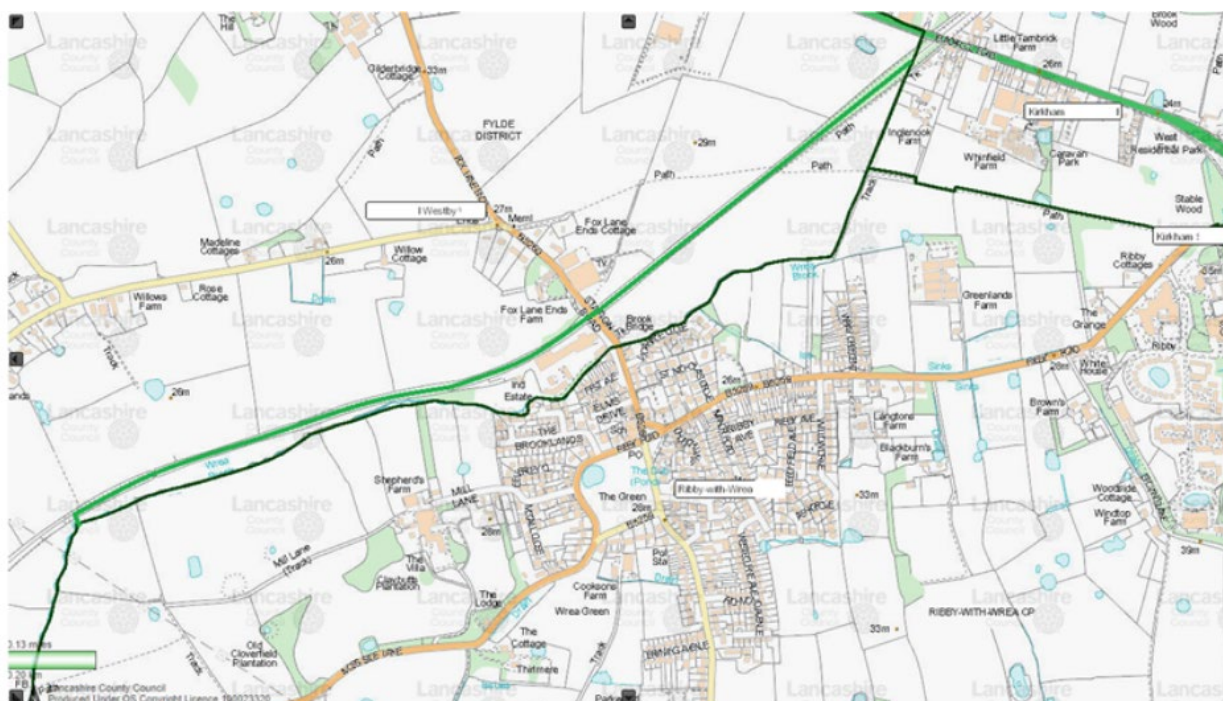
### **Conclusion**

74. The review recommends that the boundary between Elswick and Little Eccleston with Larbreck is adjusted as proposed. There are no consequential recommendations such as changes to council size or warding.

## Proposal RW1: Adjust the boundary between Ribby with Wrea and Westby with Plumpton to the north of Wrea Green

### Details of proposal

75. The proposal is to adjust the boundary between Ribby with Wrea and Westby with Plumpton. The boundary would move north-westwards to run along the Preston – Blackpool South railway line instead of along a minor watercourse. The plan below shows the effect of the proposal, with the current boundary in black and the proposed boundary in green.



76. Aligning the boundary to the railway line would tie it to a substantial physical feature which forms a strong, identifiable boundary. It would also bring the industrial buildings to the west of the railway bridge, which are functionally part of the village of Wrea Green, into the parish of Ribby-with-Wrea.

### Stakeholder consultation

77. Neither Ribby with Wrea Parish Council nor Westby with Plumpton Parish Council expressed an objection to the proposed change. No adverse comments were received from borough councillors.

### Community consultation

78. Two responders to the community consultation expressed a view on the proposal. One responder indicated that they were happy with the proposed change, and one indicated that they were not happy with it. Neither added any further comment.

### **Conclusion**

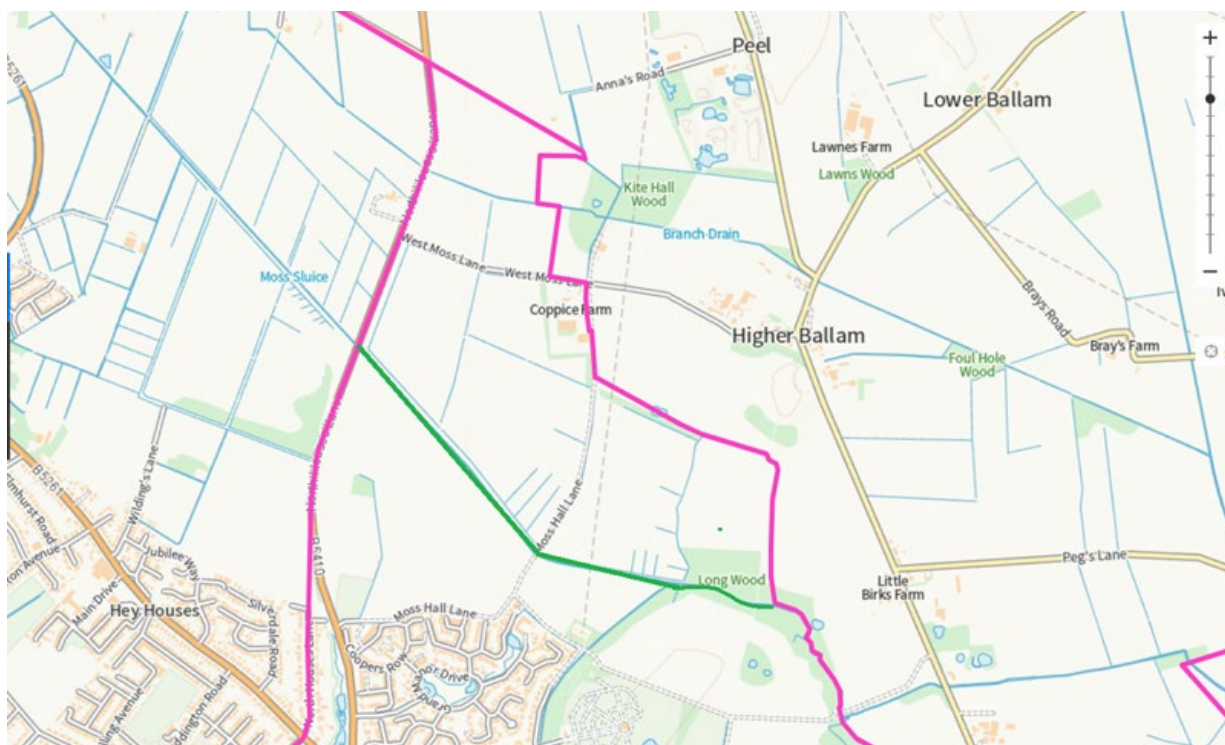
79. The review recommends that the boundary between Ribby with Wrea and Westby with Plumpton is adjusted as proposed. There are no consequential recommendations such as changes to council size or warding.



## Proposal WS4/1: Adjust the boundary of Westby with Plumpton to include part of the presently unparished area

### Details of proposal

80. The proposal is to adjust the boundary of Westby with Plumpton where it adjoins the presently unparished area. The boundary would move southwards to run along the line of Moss Sluice instead of along field boundaries as at present. The plan below shows the effect of the proposal, with the current boundary in magenta and the proposed boundary in green.



81. The present boundary does not relate to any strong physical feature. The proposed new boundary would be much easier to define on the ground. If the proposals to form new parish councils for [Ansdell](#) and [Lytham](#) are accepted, if the boundary is not adjusted the land between the current boundary and Moss Sluice would either become a small exclave of unparished land or become part of the new parish of Ansdell.

82. Having a small island of unparished land in an otherwise fully-parished borough would be undesirable. The area concerned has much more in common with the rural communities of Westby-with- Plumpton than with the urban and suburban areas covered by the proposed new Ansdell parish.

83. The proposal would result in an inconsistency between the parish council boundary and the boundary between the new borough wards of Park and Wrea Green with Westby. As

discussed [elsewhere in this report](#), it is normally preferable for both sets of boundaries to be consistent for the present. However, in this case that preference must be balanced against the undesirability of the new Ansdell parish including at its outset land that is not a natural part of its area and which would be likely to be removed in a future community governance review.

84. In any event, a mechanism exists whereby a request can be made to the Commission for a consequential change to a borough ward boundary to tie it in with a changed parish boundary. The Commission would consider any impact on electoral equality in deciding whether to make a consequential change. In this case, the effect on electoral equality would be almost nothing, as only one dwelling would be affected.

### **Stakeholder consultation**

85. The adjustment as originally put forward would have moved the boundary to the line of West Moss Lane. Westby with Plumpton Parish Council suggested that moving the boundary further south to the line of Moss Sluice would be a better option. No adverse comments on the original proposal were received from borough councillors.

### **Community consultation**

86. Five responders to the community consultation expressed a view on the proposal. Three responders indicated that they were happy with the proposed change and two indicated that they were not sure about it. One responder added a further comment, which was: *"The implications have not been explained"*.

### **Conclusion**

87. On balance, the review concludes that the boundary of Westby with Plumpton should be adjusted as proposed, and that the Commission be asked to change the boundary between the new borough wards of Park and Wrea Green with Westby to tie in with the new parish boundary. There are no consequential recommendations such as changes to council size or warding.

## Formal recommendations

### Requirement for formal recommendations

88. A community governance review must recommend what new parishes (if any) should be created<sup>13</sup> in the area covered by the review. If new parishes are to be created, the review must, recommend the names of the new parishes<sup>14</sup>, whether they should have a parish council<sup>15</sup>, and whether the parish council should have any of the alternative styles (village council, community council or neighbourhood council)<sup>16</sup>.
89. Where a new parish council is recommended to be created, the review must recommend electoral arrangements for the new council<sup>17</sup>: this means the number of councillors, whether there should be parish wards, and the areas of, and number of councillors to be returned from, each parish ward.
90. For each existing parish in the review area, the review must recommend whether the parish is to be kept, altered or abolished<sup>18</sup>, whether its name should be changed<sup>19</sup>, and whether it should continue to have a parish council<sup>20</sup>.
91. The formal recommendations of the review are set out below. They either flow from the proposals discussed in the first part of the review report or represent the present position where either no changes have been proposed, or changes proposed have not been proceeded with.

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<sup>13</sup> Local Government and Public Involvement in Health Act 2007, s.87(1).

<sup>14</sup> LGPHA 2007, s.87(5).

<sup>15</sup> LGPHA 2007, s.87(6): The review must recommend that a new parish is to have a parish council if the parish comprises 1,000 or more electors (s.94).

<sup>16</sup> LGPHA, s.87(7).

<sup>17</sup> LGPHA s.89(2).

<sup>18</sup> LGPHA, s.88(2).

<sup>19</sup> LGPHA, s. 88(3).

<sup>20</sup> LGPHA, s.88(4). If the parish does not have a parish council, the review must recommend whether it ought to have one.

## The formal recommendations of the review

### Ansdell

No.	Recommendation									
1	Establish a parish comprising the new borough ward of Ansdell and Fairhaven and that part of the new borough ward of Park to the south of Moss Sluice									
2	The new parish should have the name “Ansdell”.									
3	The new parish should have a parish council									
4	The new parish council should not have any of the alternative styles									
5	The council size of the new parish council should be ten councillors									
6	The new parish council should be divided into two parish wards as follows: <table><tr><th>Name of parish ward</th><th>Description</th><th>No. of councillors</th></tr><tr><td>Ansdell and Fairhaven</td><td>The new borough ward of Ansdell and Fairhaven</td><td>Five</td></tr><tr><td>Park</td><td>The part of the new borough ward of Park that falls within the new parish</td><td>Five</td></tr></table>	Name of parish ward	Description	No. of councillors	Ansdell and Fairhaven	The new borough ward of Ansdell and Fairhaven	Five	Park	The part of the new borough ward of Park that falls within the new parish	Five
Name of parish ward	Description	No. of councillors								
Ansdell and Fairhaven	The new borough ward of Ansdell and Fairhaven	Five								
Park	The part of the new borough ward of Park that falls within the new parish	Five								

### Lytham

No.	Recommendation									
1	Establish a parish comprising the new borough wards of Lytham East and Lytham West									
2	The new parish should have the name “Lytham”.									
3	The new parish should have a parish council									
4	The new parish council should not have any of the alternative styles									
5	The council size of the new parish council should be ten councillors									
6	The new parish council should be divided into two parish wards as follows: <table><tr><th>Name of parish ward</th><th>Description</th><th>No. of councillors</th></tr><tr><td>Lytham East</td><td>The new borough ward of Lytham East</td><td>Five</td></tr><tr><td>Lytham West</td><td>The new borough ward of Lytham West</td><td>Five</td></tr></table>	Name of parish ward	Description	No. of councillors	Lytham East	The new borough ward of Lytham East	Five	Lytham West	The new borough ward of Lytham West	Five
Name of parish ward	Description	No. of councillors								
Lytham East	The new borough ward of Lytham East	Five								
Lytham West	The new borough ward of Lytham West	Five								

### Bryning with Warton

No.	Recommendation
1	Alter the area of the parish by adjusting its boundary with the parish of Westby with Plumpton to align the boundary with Bryning Hall Lane immediately to the west of Corka Lane, as described in proposal <a href="#">BW3</a>
2	Make no change to the name of the parish.
3	The parish should continue to have a parish council

### Elswick

No.	Recommendation
1	Alter the area of the parish by adjusting its boundary with the parish of Little Eccleston with Larbreck to move the boundary to the north of the curtilage of the farm buildings at Meagles Farm, as described in proposal <a href="#">E1</a>
2	Make no change to the name of the parish.
3	The parish should continue to have a parish council

#### **Freckleton**

No.	Recommendation
1	The parish should not be abolished, and its area should not be altered
2	Make no change to the name of the parish.
3	The parish should continue to have a parish council

#### **Greenhalgh with Thistleton**

No.	Recommendation
1	The parish should not be abolished, and its area should not be altered
2	Make no change to the name of the parish
3	The parish should continue to have a parish council

#### **Kirkham**

No.	Recommendation
1	The parish should not be abolished, and its area should not be altered
2	Make no change to the name of the parish
3	The parish should continue to have a parish council

#### **Little Eccleston with Larbreck**

No.	Recommendation
1	Alter the area of the parish by adjusting its boundary with the parish of Elswick to move the boundary to the north of the curtilage of the farm buildings at Meagles Farm, as described in proposal <a href="#">E1</a>
2	Make no change to the name of the parish
3	The parish should continue to have a parish council

#### **Medlar with Wesham**

No.	Recommendation
1	The parish should not be abolished, and its area should not be altered
2	Make no change to the name of the parish.
3	The parish should continue to have a parish council

#### **Newton with Clifton**

No.	Recommendation
1	The parish should not be abolished, and its area should not be altered

2	Make no change to the name of the parish
3	The parish should continue to have a parish council

### **Ribby with Wrea**

No.	Recommendation
1	Alter the area of the parish by adjusting its boundary with the parish of Westby with Plumpton to align the boundary to the north of Wrea Green, as described in proposal <a href="#">RW1</a>
2	Make no change to the name of the parish
3	The parish should continue to have a parish council

### **St Annes on the Sea**

No.	Recommendation
1	The parish should not be abolished, and its area should not be altered
2	Make no change to the name of the parish
3	The parish should continue to have a parish council

### **Singleton**

No.	Recommendation
1	The parish should not be abolished, and its area should not be altered
2	Make no change to the name of the parish.
3	The parish should continue to have a parish council

### **Staining**

No.	Recommendation
1	The parish should not be abolished, and its area should not be altered
2	Make no change to the name of the parish
3	The parish should continue to have a parish council

### **Treales, Roseacre and Wharles**

No.	Recommendation
1	The parish should not be abolished, and its area should not be altered
2	Make no change to the name of the parish
3	The parish should continue to have a parish council

### **Weeton with Preese**

No.	Recommendation
1	The parish should not be abolished, and its area should not be altered
2	Make no change to the name of the parish
3	The parish should continue to have a parish council

### **Westby with Plumpton**

No.	Recommendation
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1	Alter the area of the parish by adjusting its boundary with the parish of Bryning with Warton to align the boundary with Bryning Hall Lane immediately to the west of Corka Lane, as described in proposal <a href="#">BW3</a>
2	Alter the area of the parish by adjusting its boundary with the parish of Ribby with Wrea to align the boundary to the north of Wrea Green, as described in proposal <a href="#">RW1</a>
3	Alter the area of the parish by incorporating the area of land to the south of the present boundary and north of Moss Sluice, as described in proposal <a href="#">WS4/1</a>
4	Request the Local Government Boundary Commission for England to adjust the boundary between the new borough council wards of Park and Wrea Green with Westby to tie in with the alteration in 3 above.
5	Make no change to the name of the parish
6	The parish should continue to have a parish council

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## Appendix: Adjustments not taken forward

92. The review considered several other adjustments, which did not become proposals for the community consultation. Most of those adjustments were not taken forward because of their inconsistency with the new borough ward boundaries, as discussed in [paragraph 12](#). Those adjustments should be considered at a future review.

93. The table below briefly lists and describes the adjustments that were not taken forward into the community consultation. Where the reason for not taking forward the adjustment was other than inconsistency with new ward boundaries, the reason is noted.

Ref	Parishes	Details	Remarks
F1	Kirkham Freckleton	Re-align the boundary to include the Mede in Kirkham instead of Freckleton.	
GT1	Greenhalgh with Thistleton Medlar with Wesham	Align the boundary to the motorway, so Greenhalgh with Thistleton is wholly to the north and Medlar with Wesham wholly to the south of the M55.	
K1	Kirkham Ribby with Wrea	Include the whole of the Ribby Hall complex in Ribby with Wrea, instead of part being in Kirkham.	
K2	Kirkham Newton with Clifton	Include the residential development at Dowbridge in Kirkham instead of Newton with Clifton.	
MW 1	Medlar with Wesham Weeton with Preese	Regularise a zigzag where the boundary crosses Weeton Road three times in a few metres.	
NC1	Newton with Clifton Treales, Roseacre and Wharles	Realign the boundary to the Lancaster Canal.	Strong opposition from one of the parish councils concerned.
SA1	St Annes on the Sea	Create a new parish for the Squires Gate Lane area.	All stakeholders opposed.
SG1	Staining Weeton with Preese	Realign the boundary to the railway line.	
SN1	Singleton Staining	Realign the boundary to the railway line.	
WS1	Weeton with Preese Westby with Plumpton	Include the land at Whyndyke Farm in Weeton with Preese instead of Westby with Plumpton.	Would be inconsistent with new ward boundaries. When Whyndyke Farm is developed out, there may be a need to consider a new parish.
WS2	Weeton with Preese Westby with	Realign the boundary to the motorway	



	Plumpton		
WS3	Weeton with Preese Westby with Plumpton	Realign the boundary to the railway line	
WS4	Westby with Plumpton	Move boundary to West Moss Lane	Superseded by WS4/1

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	7
<b>FULLY FUNDED REVENUE BUDGET INCREASE - HOLIDAY, ACTIVITY AND FOOD PROGRAMME (HAF)</b>			

### PUBLIC ITEM

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

### SUMMARY

As part of the government's commitment to tackling child hunger and poverty, central government funding has been made available to deliver a school holiday program of physical and enrichment activities, together with a healthy meal for children in receipt of free school meals. The objectives of the programme are for attendees to:

- eat more healthily over the school holidays
- be more active during the school holidays
- take part in engaging and enriching activities which support the development of resilience, character, and wellbeing, along with their wider educational attainment
- be safe and not to be socially isolated
- have a greater knowledge of health and nutrition
- be more engaged with school and other local service

Fylde has been provided with a budget allocation of £160,216 to deliver a scheme in 2022/23.

### RECOMMENDATION

1. The Finance & Democracy Committee is requested to approve a fully funded revenue budget increase of £160,216, from the HAF grant for the delivery of the HAF programme in Fylde in 2022/23 that the EHH committee approved 29 March 2022.

### SUMMARY OF PREVIOUS DECISIONS

Environment, Health & Housing Committee – 29<sup>th</sup> March 2022 Resolved:

1. That the Committee approve delivery of the HAF project as set out in the report; and
2. That the Committee request that Finance and Democracy Committee approve a revenue budget increase of £160,216, fully funded from specific HAF grant, for the delivery of the HAF programme in Fylde in 2022.

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

### Background

1. On 8 November 2020, the government announced that the holiday activities and food programme will be expanded across the whole of England in 2021-2023. The programme provides healthy food and enrichment activities to disadvantaged children. The Government is making £220 million available to local authorities in England to coordinate the programme.
2. School holidays can be particular pressure points for some families because of increased costs (such as food and childcare) and reduced incomes, with children from disadvantaged families less likely to access organised out-of-school activities; more likely to experience 'unhealthy holidays' in terms of nutrition and physical health; and more likely to experience social isolation. Free holiday clubs are a response to this issue, with the aim to make free places available to eligible children for the equivalent of at least 4 hours a day, 4 days a week, 7 weeks a year.
3. Local authorities are asked to ensure that the offer of free holiday club provision is available for all children eligible for and in receipt of free school meals in their area, on a voluntary basis. Places may also be made available to other children who can pay to attend.
4. The aims of this programme are for children who attend this provision to eat more healthily over the school holidays; be more active during the school holidays; take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider educational attainment; be safe and not to be socially isolated; have a greater knowledge of health and nutrition; be more engaged with school and other local services; and for the wider family to develop their understanding of nutrition and food budgeting.

### Scheme Details

5. Local authorities may coordinate the programme themselves or work with another organisation to coordinate the provision on their behalf. LAs are encouraged to work with a wide range of community and voluntary partners in the delivery of this programme.
6. The role of coordinating this holiday provision involves mapping the holiday provision to ensure that holiday provision exists and is supporting the areas of greatest need; establishing a steering group of local representatives to support implementation and delivery; drawing in wider support to enhance the local programme i.e. sponsors, food/activity providers and local businesses etc.; developing a local plan for provision in the area; ensuring that sufficient, adequate provision is available across the area for children with SEND or additional needs; awarding funding to holiday club providers to ensure there is enough provision to meet demand; supporting all providers to meet the framework of minimum standards including safeguarding requirements and maintaining food standards; supporting all providers to improve the quality of their provision; working with families to reduce dependency by educating families around purchasing and preparing healthy meals on a sustainable basis; promoting and advertising provision to encourage the most at-need children to attend; working with other local services or agencies to ensure a joined-up and efficient approach; and building local partnerships and sharing learning and good practice among local partners.
7. Local authorities will receive grant funding based on predicted participation levels and the numbers of children eligible for and in receipt of free school meals in the area. The funding will cover the provision of free holiday places and the coordination of the programme locally. Administrative costs must not exceed 10% of the total funding allocated on the costs associated with running the programme. The remaining 90% can be used flexibly to support setting up new provision where needed; paying for additional staff to expand existing provision; paying for additional staff to meet additional needs; bringing in activity providers such as sports coaches; or establishing partnerships with catering organisations. Funding can also be used to purchase equipment for the programme but should be limited to 2% of the overall programme expenditure.
8. Holiday clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families, such as Citizen's Advice; healthcare practitioners; family support services or children's services; housing support officers; Jobcentre Plus; and organisations providing financial advice.

9. All organisations and individuals (including volunteers) involved in the delivery of the holiday activities and food programme and must have relevant and appropriate policies and procedures for safeguarding; health and safety; relevant insurance policies; and accessibility and inclusiveness.

#### **Local Provision (Fylde)**

10. £3.16 million has been made available for distribution across Lancashire districts on a pro rated basis. Fylde has 1401 registered children in receipt of free school meals (FSM) representing 3.9% of the total allocation across the county. A 30% reach represents 420 children; a 35% reach represents 490 children.
11. Fylde has been provided with an indicative budget allocation of £161,216.00 based on FSM numbers.
12. In Fylde, we will be working with several partners that already run successful school holiday provision, including Streetwise, YMCA, Fylde Rugby Club and AFC Fylde, as well as some smaller providers. Places will be purchased at these holiday clubs using the funding provided, assigning the available places via a booking system.
13. Smaller satellite clubs will also be established in areas of greater need in Freckleton, Kirkham and Central St Annes, making use of community buildings and schools to deliver the sessions. Enquiries are being made with commercial recreational ventures in the area to see if discounted fees can be negotiated for families in need, as part of the HAF programme.
14. Several afternoon sessions will be arranged for older children (12 – 16), working with outreach workers already active in the community, in Memorial Park, Parkview and Ashton Gardens.
15. The Fylde coordinator will be working closely with the coastal coordinator from Streetwise, providing 1:1 support, who has experience delivering the scheme as part of the government pilot program.
16. Weekly progress meetings will be scheduled with the LCC Early Help Partnership officer for this region; Biweekly meetings will also take place with LCC and Street games, a national charity providing sport programmes for disadvantaged communities. Street games have extensive experience in this area and were commissioned by LCC to deliver an online program of support over Easter, during lockdown.

<b>IMPLICATIONS</b>	
Finance	The report sets out details of grant funding received by the council to deliver the HAF project, and requests that Finance and Democracy Committee approve a funded revenue budget increase of £160,216,00, fully funded from the specific HAF grant, for the delivery of the programme in Fylde in 2022/23 as detailed in the report.
Legal	No legal implications arising because of this report
Community Safety	No Community Safety implications arising because of this report
Human Rights and Equalities	No Human Rights and Equalities implications arising because of this report
Sustainability and Environmental Impact	No Sustainability and Environmental impact implications arising because of this report
Health & Safety and Risk Management	No Health & Safety and Risk Management implications arising because of this report

<b>LEAD AUTHOR</b>	<b>CONTACT DETAILS</b>	<b>DATE</b>
Edyta Paxton	edyta.paxton@fylde.gov.uk	9 <sup>th</sup> June 2022

<b>BACKGROUND PAPERS</b>		
Name of document	Date	Where available for inspection
NA		

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF TECHNICAL SERVICES	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	8
<b>FULLY FUNDED CAPITAL INCREASE - NORTH BEACH WINDSPORTS CENTRE</b>			

### PUBLIC ITEM

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

### SUMMARY

A report was presented to the Tourism and Leisure committee, held on 9<sup>th</sup> June 2022, detailing the latest financial implications for the North Beach Windsports Centre scheme.

The Estates & Asset Management team, in liaison with external consultants and contractors, have built up information on the structure of the property and the utility services that serve it. Tenders have been sought for a main contractor and separately, quotes for other requirements such as the Changing Places Toilet fit-out, shutters, bifold doors and a replacement fire & intruder alarm etc have been obtained.

In summary, the largest impact on the budget has been from the main contractor works, which came in over £60,000 than budgeted, coupled with the requirement to install a new efficient boiler to address the combined property's needs which can be later connected to PV panels for solar power if wished.

The main contractor will commence works on site on 30 May which is 1 week later than planned, with an 8 week schedule for landlord only works. They and the incoming tenant have agreed that they will be working together on their works and fit-out to shorten the combined works to deliver a new windsports centre and café.

### RECOMMENDATION

1. To approve a fully funded capital budget increase in respect of the Windsports Centre within the existing approved Capital Programme for 2022/23 in the sum of £50,000, to be met in full from the capital investment reserve.

### SUMMARY OF PREVIOUS DECISIONS

#### Tourism & Leisure Committee – 9 June 2022

1. Recommend to the Finance and Democracy Committee approval of a fully funded capital budget increase in respect of the Windsports Centre within the existing approved Capital Programme for 2022/23 in the sum of £50,000, to be met in full from the capital investment reserve;
2. Subject to approval of the Finance and Democracy Committee approve the drawdown of £250,000 of the total funding for the Windsports centre within the 2022/23 capital programme.
3. Approve the engagement of Singleton and Smart at a contract value of £197,000 to undertake the proposed construction works as detailed in the report with the works being funded from the 2022/23 Councils Capital Programme.
4. Note the procurement approach proposed to deliver the various elements of this project as detailed in

sections 8 to 11 of this report. The informal procedure has been used for letting these small contracts, in line with the contract procedure rules.

Council - 25 April 2022

**It was unanimously RESOLVED** to:

1. Approve a new fully funded capital scheme 'Changing Places' within the Council's Capital Programme for the sum of £120,000 (2022/23 - £40,000 and 2023/24 - £80,000) to be fully funded by Changing Places Grant funding of £108,000 and £12,000 to be funded from the Capital Investment Reserve.
2. Authorise the drawdown of expenditure of £40,000 in 2022/23 to install one Changing Places facility within the North Beach Windsports building as part of a proposed refurbishment works as detailed within the body of the report and note that a further drawdown report would be presented to the Operational Management Committee for the remaining £80,000.

Finance & Democracy Committee - 27 Jan 2022

**It was RESOLVED:** To approve a funded addition to the Council's Capital Programme in 2021/22 in the sum of £200,000 to the 'North Beach Windsports Centre' scheme, to be met from the Capital Investment Reserve.

Tourism & Leisure Committee - 6 Jan 2022

**To recommend** to Finance & Democracy Committee, approval of a funded addition to the Council's Capital Programme in 2021/22 in the sum of £200,000 to the 'North Beach Wind Sports Centre' scheme, to be met from the Capital Investment Reserve.

Tourism & Leisure Committee - 9 Sept 2021

**RESOLVED:**

1. To note the terms of the Court Order in resolution of the breach of the terms of the lease of the tenant of the former Sand Yacht Club building.
2. To agree to officers working up a scheme to redevelop the former Sand Yacht Club building and yard as a wind sports centre as set out in the report and bring a further report on proposals for the creation of a wind sports centre to a future meeting.

Director of Development Services - 7 August 2019

To commence legal proceedings to seek forfeiture of the lease and underlease of the Sand Yacht Club building.

Finance and Democracy Committee – 22 July 2019

**RESOLVED** to delegate authority to the Director of Development Services to forfeit the lease and underlease (either by proceedings or by peaceable re-entry) should officers consider the Tenant unable/unwilling to remedy the breaches identified.

Ground lease of Sand Yacht Club building - Portfolio Holder Decision - 2009/012

That the Portfolio Holder authorises the grant of a new ground lease to Trax on the terms set out in the report.

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

### Tender and Estimated Quotes

1. From the outset, due to the lack of information held for the property, it was crucial for the project, to understand the building and its service connections before the final requirements could be collated and detailed in layout plans, technical drawing and tender documents.
2. By undertaking investigative groundwork, a number of unforeseen items were identified which included:
  - Blocked and broken external drainage connections to the foul sewer
  - A boiler which would be inadequate to serve the property's needs
  - Fire & intruder alarm system for which we have no contract or operating manuals
  - Higher than expected costs for 3 phase electricity required for a commercial kitchen
3. Invitations to Tender for the main contract works were issued to 6 companies who had expressed an interest in submitting bids. In all, there were 2 compliant tenders received with tenders ranging from £197,000 to £215,000. The contract was offered to the lowest tenderer at £197,000.
4. Owing to the long lead in times for bifold doors, it was decided to exclude this element of the refurbishment from the main contract works. Lead in times alone are 6-8 weeks and the contracted programme is only 8 weeks. Quotes were invited from different parties, to date we have received one at £19.8k (subject to final survey) and are imminently awaiting another as other installers have declined due to the current demand from the domestic market. It is proposed that lower bid of the 2 who have taken up the offer will be instructed.

### Financial Implications

5. The total capital cost for the whole scheme is estimated at £290,000. There is currently £200,000 within the Council's 2022/23 capital programme and £40,000 within the Changing Places Capital scheme. The report seeks a fully funded additional budget to the Council's 2022/23 capital programme of £50,000.
6. The breakdown of the updated budget cost is shown in Table 1 below including the £40,000 Changing Places facility within the North Beach Windsports building that has already been approved by Council on the 25<sup>th</sup> April 2022.

Cost Heading	Total
Construction costs (Main Contract)	£197,000*
Construction (Other)	£54,613
Building Control & Planning fee	£1,329
Professional Fees	£14,000
Sub-Total Capital Cost	£266,942
Contingency	£23,058
<b>Total Capital Cost</b>	<b>£290,000</b>

7. In addition, there will be some costs within the main contract sum to be passed onto the incoming tenant as they solely relate to their requirements for the café, such as the removal and making good of a wall to open up the accommodation.
8. A breakdown of the capital funding strategy is included below in Table 2:

**Table 2 -Capital Funding Strategy**

Funder	Total £
Changing Places	£40,000
Fylde Council contribution (2022/2023)	£200,000
Funded budget increase	£50,000
<b>Total Capital Cost</b>	<b>£290,000</b>

9. The ongoing revenue costs to maintain the Windsports Centre will be met from existing revenue budgets and additional income generated from the letting of the facility.

### Overall Budget Increase

10. In summary, the budget costs have increased owing to additional unforeseen elements of works, the rising costs of materials and highly likely, contractor demand.
11. It was initially anticipated that main contractor costs would be closer to £130k. Unfortunately, it is an ongoing challenge to estimate construction prices at this time.
12. With an over project outturn cost of £290,000 with grant and revenue funding to set off against the capital expenditure required, coupled with a tenant contribution as set out at point 13, an uplift of a further £50k is required to cover the shortfall.

### Project Timeline

13. The tenant will be engaging the main contractor to undertake their fit-out works to compress the project delivery timeline:
- 30 May – contract start date
  - 22 July – end of 8 week contract
  - Tenant Final Fit Out – 2 weeks
  - w/c 8 August – café opening

IMPLICATIONS	
Finance	The report recommends to Finance and Democracy Committee approval of a fully funded capital budget increase in respect of the Windsports Centre within the existing approved Capital Programme for 2022/23 in the sum of £50,000, to be met in full from the capital investment reserve. Subject to Finance and Democracy Committee approval described above, authorise the drawdown expenditure of £250,000 and approve the engagement of Singleton and Smart at a contract value of £197,000 to undertake the proposed construction works as detailed in the body of the report.
Legal	No implications arising from this report.
Community Safety	No implications arising from this report.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	No implications arising from this report.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Marie Percival	marie.percival@fylde.gov.uk 01253 658462	20 May 2022

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



## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF TECHNICAL SERVICES	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	9
<b>FULLY FUNDED CAPITAL INCREASE - PARK VIEW DRAINAGE IMPROVEMENTS</b>			

### PUBLIC ITEM

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

### SUMMARY

A report was presented to the Tourism and Leisure committee meeting, held on 9 June 2022, with progress on the drainage improvements at Park View.

As part of the scheme, it is proposed to re-construct the submersible pumping station, increasing the size of the wet well, providing pumps of greater capacity, providing a new valve chamber with an auxiliary suction, and providing a new raised outfall into Liggard Brook. The existing pumps are over 14 years old and approaching the end of their design life.

The approved capital programme includes a total budget of £40,000 (profiled 2021/22 - £1,000 and 2022/23 - £39,000).

### RECOMMENDATION

1. To approve a fully funded capital budget increase in respect of the Park View Drainage Improvement Scheme within the existing approved Capital Programme for 2022/23 in the sum of £25,000, to be met in full from the capital investment reserve.

### SUMMARY OF PREVIOUS DECISIONS

#### Tourism and Leisure, 9<sup>th</sup> June 2022

1. Recommend to the Finance and Democracy Committee approval of a fully funded capital budget increase in respect of the Park View Drainage Improvement Scheme within the existing approved Capital Programme for 2022/23 in the sum of £25,000, to be met in full from the capital investment reserve;
2. Subject to approval of the Finance and Democracy Committee approve the expenditure drawdown of £25,000 for the Park View Drainage Improvement Scheme within the 2022/23 capital programme as detailed within the body of the report.

#### Tourism and Leisure, 10<sup>th</sup> March 2022

#### RESOLVED:

1. To authorise expenditure of up to £40,000 for the Park View Drainage Improvement scheme which is included within the Councils Capital Programme (budget profiled as follows: 2021/22 - £1,000 and 2022/23 - £39,000).
2. To delegate the engagement of the contractor to the Head of Technical Services based on using the Council's request for quotation tender procedure. The contractor with the most economically advantageous tender to the

council will be appointed based on price and quality.

3. To approve the procurement approach with the use of quotations through the Chest procurement hub.

Full Council, 4<sup>th</sup> March 2021

Resolved that approval be given to the updated Five-Year Capital Programme which included Park View Drainage Improvements £40,000.

#### 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

##### SCHEME DETAILS

1. The project involves improvements to the existing drainage system at Park View playing fields. The football pitches are served by a series of land drains which drain into a submersible pumping station, which in turn, pumps the surface water into Liggard Brook.
2. The football pitches nearest at the periphery site (north end nearest the school) frequently flood, with the remainder being frequently boggy, and unplayable. The pumping station frequently cannot cope with the volume of surface water. The outfall from the pumping station becomes frequently compromised or blocked by high water levels in Liggard Brook. There is no facility in the valve chamber for an auxiliary suction. The existing pumps are over 14 years old and approaching the end of their design life.
3. Therefore, it was proposed to re-construct the submersible pumping station, increasing the size of the wet well, providing pumps of greater capacity, providing a new valve chamber with an auxiliary suction, and providing a new raised outfall into Liggard Brook, following recent cost increases for mechanical components such as pumps and the need to provide higher capacity pumps to deal more effectively with the sludge accumulating in the wet well an increased level funding is required.
4. Some of the drainage problems have been compounded by a backfilled ditch at the north end of the site boundary, and higher adjacent ground levels. It is proposed to construct a swale in this location and use the backfill as a bund, on the line of the old ditch, to provide additional storage capacity during periods of prolonged heavy rainfall.

##### PROCUREMENT

5. Officers from the Technical Services team have detailed the scheme and the works are currently being tendered on the CHEST procurement portal in line with the Councils contract procedure rules for mid-range contracts. The contractor with the most economically advantageous tender to the council will be appointed based on price and quality.

##### FINANCIAL IMPLICATIONS

6. The approved Capital Programme included a sum of £40,000 for Park View Drainage Improvements and the recommended Funded Budget increase from the Capital Investment Reserve profiled as follows:

Description	Budget
21/22 Capital Budget	£1,000
22/23 Capital Budget	£39,000
22/23 Funded Budget Increase	£25,000
<b>Total Capital Budget</b>	<b>£65,000</b>

**Figure 1 Budget**

Cost Heading	Description	Total £
Swale and bund	Creation of a natural looking seeded hollow and bank	10,000
New wet well	Increase size of circular wet well	10,000
New pumps	Replace 2 no. pumps of greater output	20,000
New valve chamber & associated pipework	Demolish and rebuild a larger surface level chamber	5,000
New outfall & associated pipework	Demolish and build new higher level outfall headwall	10,000
Preliminaries	Site offices, welfare, fencing 15%	5,000
Contingencies	5%	5,000
Total Scheme Cost:		<b><u>£65,000</u></b>

**Figure 2 Cost Breakdown**

## MAINTENANCE

7. The infrastructure works proposed will be maintained by staff currently employed at the Park and existing budgets.

## PROGRAMME

8. The following programme for delivery of the project is proposed:

- Award of Contract Week 4 June 2022
- Confirmation of Acceptance Week 1 July 2022
- Commence on Site Week 3 July 2022
- Completion Week 4 August 2022

9. The works will be carried out during the football off-season to minimise disruption to football fixtures and training.

## CONCLUSION

10. The improved drainage will improve the drainage efficiency of the playing field in the park and help mitigate flood risk to the wider area. The works will thus improve customer experience to Queen Elizabeth II Park View Playing Fields.

IMPLICATIONS	
Finance	This report recommends to the Finance and Democracy Committee approval of a fully funded capital budget increase in respect of the Park View Drainage Improvement Scheme within the existing approved Capital Programme for 2022/23 in the sum of £25,000, to be met in full from the capital investment reserve;
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Darren Bell	Darren.bell@fylde.gov.uk 01253 658465	26 May 2022

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

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF CULTURAL SERVICES	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	10
<b>FULLY FUNDED CAPITAL ADDITION - LYTHAM ST ANNES ART COLLECTION DISPLAY OPTIONS</b>			

### PUBLIC ITEM

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

### SUMMARY

The Tourism and Leisure committee, on 9<sup>th</sup> June 2022, received a report requesting funding to create a dedicated gallery space within the Long Gallery at Lytham Hall, a Grade 1 listed building. This dedicated gallery space would be used to display part of the Lytham St Anne's Art Collection that is currently on display and stored at Fylde Town Hall in St Annes. The scheme includes a series of measures to create a safe and secure dedicated space in line with Spectrum standards to enable Fylde Council in its ambition to achieve Arts Council England (ACE) accreditation of the Lytham St Anne's Art Collection.

Additional management resource would be required to facilitate the additional display of the Collection at Lytham Hall. The Committee are requested to support a fully funded capital budget increase to the value of £65,000 to be met in full from the Capital Investment Reserve to deliver the scheme in-line with a specification prepared by officers and a recurring annual unfunded revenue budget increase for management costs of £10,000 to support this initiative for appropriate staff resourcing and facilitation of invigilators.

### RECOMMENDATION

1. To approve a new fully funded addition to the council's Capital Programme in 2022/23 in the sum of £65,000 to the 'Lytham Hall Long Gallery', to be met in full from the Capital Investment Reserve.

### SUMMARY OF PREVIOUS DECISIONS

#### Tourism & Leisure Committee – 9 June 2022

1. To recommend to the Finance and Democracy Committee approval of a new fully funded addition to the Councils Capital Programme in 2022/23 in the sum of £65,000 to the 'Lytham Hall Long Gallery', to be met in full from the Capital Investment Reserve.
2. Subject to approval by Finance & Democracy Committee, the committee is requested to authorise the drawdown expenditure of £65,000 in 2022/23 as detailed within the report.
3. To recommend to Council approval of an unfunded revenue budget increase of £10,000 per annum to allow for appropriate resourcing / facilitation of the project. This would be a recurring cost.
4. That authority be delegated to the Head of Cultural Services to agree suitable arrangements with the operators of Lytham Hall.

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. Two corporate priorities within Fylde Council's Corporate Plan 2020 / 2024 are - the provision of high-quality arts, pursuing museum accreditation of the Lytham St Annes Art Collection, and to explore options for the display of the Collection with partners.
2. The corporate plan also states that working in partnership with Lytham Hall to enhance and preserve the Grade I listed asset is a priority.
3. An evaluation of potential venues to display the Collection in Fylde was undertaken specifically in the Lytham St Annes area. This evaluation included the Town Hall, Lytham Institute, Booth's, Lytham Heritage Centre and Lytham Hall.
4. Lytham Hall scored highest and upon further exploration presented the best opportunity for: creating a gallery space that complies with Spectrum and Arts Council England (ACE) accreditation requirements; developing an ambitious exhibition programme that complies with accreditation; and achieving audience development targets set by Arts Council England.
5. On detailed inspection of the Long Gallery and its environs, it was evident that some display and security works would be required to house and display the Collection safely and securely.
6. This project proposal was presented to the Member Arts Working Group including the remedial works to the Long Gallery at Lytham Hall to create a dedicated fit for purpose gallery that would serve as the primary exhibition space for the Collection, thus satisfying three distinct corporate priorities listed on the current corporate plan.
7. Appropriate documentation between Fylde Council and Heritage Trust for the North West to establish responsibilities for the operation of the Long Gallery at Lytham Hall and responsibilities regarding items on display and factors such as image rights will be agreed.

## PROCUREMENT PROCESS

8. The Collections Development Officer has provided an estimated cost with support from the Grundy Art Gallery, Blackpool for the remedial works in the Long Gallery. The works would be undertaken during the 2022/23 financial year in agreement with HTNW.
9. Request for quotation procedure will be undertaken through the Procontract portal. This procedure is compliant for mid-range contracts between £25,000 - £100,000. At least three contractors will be invited through the portal and their bids will be evaluated to determine the most economically advantageous offer. The specified deadline for the completion of the works will be March 2023.

## METHOD AND COST OF FINANCING THE PROJECT

10. A budget increase to the value of £65,000, fully funded from the Capital Investment Reserve, is requested to complete this scheme.

Table 1: Cost Plan

Cost Heading	Description	Total £
Sheet materials for stud wall	(33x) 2440mm x 1220mm sheets ply @ 12mm (sub)	1,000
	(33x) 2440mm x 1220mm MDF	1,500
Timber for framework	(35x) 80cm length top and bottom framework 2440mm 3inch x 2inch	200
	(82x) 2440MM uprights and centres	500
Labour	Installation of stud walls	5,000
Hardware, ironmongery, fittings	Screws and bolts	600
Painting and decorating	Paint, filler, equipment	500
Dehumidification	Dehumidifier x 4	2,000
Internal CCTV	2 cameras, monitor, NVR	6,000
Floors	Removal of carpet and sub floor, sanding and finishing by specialist contractor	10,000
Ceiling survey		1,000
Ceiling repair	Patch, plaster, re-paint	2,000
IKON lighting	Track lighting	15,000
Locks	Windows and doors	2,000
Wifi booster	Unit	200
Welcome desk	Desk and chair	1,500
Chimney inspection and cleaning		1,000
Ke EMu	Cataloguing system	7,000
Contingency		8,000
<b>TOTAL</b>		<b>65,000</b>

## CONCLUSION

11. The report details an opportunity to display the Lytham St Annes Art Collection within Lytham Hall, a Grade 1 listed historic attraction. This proposal is supported by Heritage Trust North West and Lytham Town Trust. It would be a good cultural fit and make the collection far more accessible to the public. The conditions to exhibit the collection in the long gallery would meet Spectrum standards, if the works listed in the report are carried out and management of the collection would strengthen the partnership working between Fylde Council, Heritage Trust North West and Lytham Town Trust.

IMPLICATIONS	
Finance	The report requests approval of a new fully funded addition to the Councils Capital Programme in 2022/23 in the sum of £65,000 for the 'Lytham Hall Long Gallery', to be met in full from the Capital Investment Reserve.
Legal	A Service Level Agreement between Fylde Council and Lytham Hall will be prepared. A loan agreement will also be prepared.
Community Safety	None.
Human Rights and Equalities	The scheme will improve access to the Collection
Sustainability and Environmental Impact	The scheme seeks to incorporate sustainable materials. Lifecycle costs will be considered during the tender process.
Health & Safety and Risk Management	The tender specification will stipulate health and safety requirements in the design and construction of the scheme.

LEAD AUTHOR	CONTACT DETAILS	DATE
Tim Dixon	<a href="mailto:tim.dixon@fylde.gov.uk">tim.dixon@fylde.gov.uk</a>	26 <sup>th</sup> May 2022

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



## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF TECHNICAL SERVICES	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	11
<b>FULLY FUNDED CAPITAL INCREASE - STANNER BANK TOILET REFURBISHMENT</b>			

### PUBLIC ITEM

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

### SUMMARY

A report presented to the Operational Management Committee, held on 15 June 2022, proposed a recommendation to the Finance and Democracy Committee for approval of an increase in the cost of the Stanner Bank Toilet Refurbishment scheme in the sum of £20,000. The additional £20,000 would enable the creation of an ambulant stepped approach, utilising the grassed sloped area to the rear of the toilets and join the lakeside through the centre of the two buildings with feature landscaping. The area around the toilet block would be retarmacked.

A disability access audit had been undertaken for the Fairhaven site and a new disabled access would be created adjacent to the lake from the middle car park adjacent to the Tennis Club. The path from the car park to the lake would be improved to cater for disabled access.

The approved 2022/23 Capital Programme included a total budget of £58,000 which is not sufficient to create the stepped approach to the toilet block, create a disabled access adjacent to the lake from the middle car park and tarmac the area around Stanner Bank toilets therefore an additional £20,000 fully funded budget increase was being requested.

### RECOMMENDATIONS

#### The committee is recommended:

1. To approve a fully funded capital budget increase in the sum of £20,000 to the Stanner Bank Toilet Refurbishment within the approved Capital Programme for 2022/23, to be met in full from the Capital Investment Reserve.

### SUMMARY OF PREVIOUS DECISIONS

#### Operational Management 11<sup>th</sup> January 2022

Resolved: To support the capital bid for the Stanner Bank Toilet Refurbishment

#### Operational Management 15 June 2022

Committee are recommended-

1. To recommend to the Finance and Democracy Committee approval of a fully funded increase in the sum of £20,000 to the Stanner Bank Toilet Refurbishment within the approved Capital Programme for 2022/23, to be met in full from the Capital Investment Reserve.
2. To approve the draw-down of £20,000, in addition to the £58,000 already approved in the Council's 2022/23 Capital Programme, subject to the approval of the increase to the Stanner Bank Toilet Refurbishment

scheme by the Finance and Democracy Committee: and

3. To note the procurement route as detailed in the procurement section of this report.

## 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

### BACKGROUND

1. The Stanner Bank toilet block and immediate area has been identified as an area for improvement. The buildings are notably dated and have very little architectural or aesthetic value. This has become more noticeable as other buildings within the heritage park receive improvements and renovations.
2. To the side of the toilets a path runs down from the roadside and Stanner Bank Car Park, providing a main entry point to the lake. Access reports conducted as part of the HLF process identified improvements needed to all entry points to the park including the Stanner Bank entrance. Issues were highlighted with the ramp down to the lake due to its incline which is considered steep for wheelchair users and those with reduced mobility, walking aids, partially sighted members of the public and families with prams, pushchairs, and toddlers.
3. Park users have given feedback on the toilet block and surrounding area via social media and elected members have questioned how the building and area will be addressed considering the overall improvements to Fairhaven Park and Gardens.

### SCHEME DETAIL

4. The proposal includes the creation of an ambulant stepped approach, utilising the grassed sloped area to the rear of the toilets and joining the lakeside through the centre of the two buildings. A disability access audit has been undertaken for the Fairhaven site and access will be created from the middle car park adjacent to the Tennis Club. The path from the car park to the lake will be improved to cater for disabled access. The creation of route will involve the removal of the covered seating area and erecting of a new wooden pagoda. This will provide park users with a welcoming entry point in keeping with the rest of the park. The viewpoint across the lake framed between the two buildings is quite spectacular and will serve as a fitting first impression of this picturesque site. Creating this entry will also allow wall space for advertisement of lake activities such as water sports courses and promotion of other park facilities like Adventure Golf and Sports offerings. The proposal addresses the current lack of landscaping by the creation of planted borders surrounding the new ramped path. Consultation with the Council's landscaping experts and studying of recently planted beds on site will determine planting species which can thrive in this environment.

### FINANCIAL IMPLICATIONS

5. The approved Capital Programme included a sum of £58,000 for the Stanner Bank toilet refurbishment and the recommended Funded Budget increase from the Capital Investment Reserve profiled as follows:

Description	Budget
22/23 Capital Budget	£58,000
22/23 Funded Budget Increase	£20,000
<b>Total Capital Budget</b>	<b>£78,000</b>

**Figure 1 Budget**

Summary of cost	£
Buildings	£33,500
Pergola	£4,000
Landscape and pathway	£25,000
Preliminaries 10%	£6,250
Contingency	£9,250
<b>Overall total for revised budget</b>	<b>£78,000</b>

**Figure 2 Cost Breakdown**

## CONCLUSION

6. The report proposes a recommendation to approve an increase in the cost of the scheme in the sum of £20,000. The additional £20,000 would enable the creation of an ambulant stepped approach, utilising the grassed sloped area to the rear of the toilets and join the lakeside through the centre of the two buildings with feature landscaping. The area around the toilet block to be retarmacked and a new disabled access to be created adjacent to the lake from the middle car park.

IMPLICATIONS	
Finance	This report recommends to the Finance and Democracy Committee approval of a fully funded capital budget increase in respect of the Stanner Bank Toilet Improvement Scheme within the existing approved Capital Programme for 2022/23 in the sum of £20,000, to be met in full from the capital investment reserve.
Legal	None
Community Safety	There are no implications arising directly from the report
Human Rights and Equalities	None
Sustainability and Environmental Impact	There are no implications arising directly from the report
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Darren Bell	01253 658	1 <sup>st</sup> June 2022

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

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	12
<b>REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2022</b>			

### PUBLIC ITEM

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

#### SUMMARY OF INFORMATION

In accordance with The Representation of the People Act 1983 each local authority is required to carry out a review of Polling Districts and Polling Places in its area. Fylde Borough Council's next review will be carried out from **1 July 2022**.

#### SOURCE OF INFORMATION

Returning Officer.

#### LINK TO INFORMATION

From 1 July 2022 – [www.fylde.gov.uk](http://www.fylde.gov.uk)

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

To make the committee aware that a public consultation will begin on 1-31 July to seek views on the proposed polling districts and polling places ahead of the 2023 Elections.

#### FURTHER INFORMATION

Hazel McNicoll, Electoral Services Manager, [hazel.mcnicoll@fylde.gov.uk](mailto:hazel.mcnicoll@fylde.gov.uk) 01253 658516

1. A public consultation will begin on 1 July on the proposed Polling districts and polling places for 1 month. Any feedback will be published throughout the review together with comments from the Returning Officer.
2. The "Notice of Review" and "Schedule of proposed polling districts" are attached to this report for information. Ward maps and street indexes can be viewed on the Council's website at [www.fylde.gov.uk](http://www.fylde.gov.uk) from 1 July.
3. The Council has powers to change polling places and polling district boundaries but not ward boundaries. These are defined as follows:

A **Polling District** is the geographical sub division of an electoral ward. The Council is responsible for dividing its area into polling districts for UK Parliamentary elections and for keeping polling districts under review.

When designating polling districts, the Council must:

- Seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances
- Seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who have disabilities.

A **polling place** is the building in which a polling station is located.

A **polling station** is the actual area where the process of voting takes place and must be located in the polling place designated for the particular polling district.

4. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election. Any suggestions will be welcomed by the RO.
5. Representations are particularly being sought from individuals/groups with an interest/knowledge of the accessibility needs of disabled persons. Such as Age concern, Society for the blind, Society for the deaf, Disability centre Councillors, Parish Councillors, MP and Libraries. Feedback from the 2021 elections will also be considered.
6. The consultation will end on **31 July 2022**.
7. Following the consultation period, the Returning Officer will publish any representations throughout the review and proposed changes in August 2022. Final recommendations will be submitted to F&D on 3 October and then to the Council for adoption on 12 October 2022 and will be in place for the local elections to be held on 4 May 2023.



## **Notice of Review of Polling Districts and Polling Places**

In accordance with The Representation of the People Act 1983 each local authority is required to carry out a review of Polling Districts and Polling Places in its area. Fylde Borough Council's next review will be carried out from **1 July 2022**.

We are looking for feedback on any aspect of polling districts and polling places currently used and invite representation and comments from interested persons ahead of the 2023 elections.

Local political parties and Councillors will be consulted and views are invited from electors within the Borough of Fylde as well as such persons as may have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

The consultation period for the review will commence on 1 July 2022 and end on 31 July 2022.

Unlike polling districts and polling places, which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election. Anyone wishing to make representations, should, if proposing alternative polling stations, provide details of alternative premises that may be used as a polling place.

Information on the proposed polling districts and polling places can be found on the Council's website at [www.fylde.gov.uk](http://www.fylde.gov.uk) or from the Town Hall at the address provided below from the 1 July 2022.

Representations should be sent to the Electoral Services Manager by 31 July 2022 to the address below:

Electoral Services Manager  
Fylde Borough Council  
Town Hall  
Lytham St Annes  
FY8 1LW

E-mail - [electoral@fylde.gov.uk](mailto:electoral@fylde.gov.uk)

Representations are particularly being sought from individuals/groups with an interest/knowledge of the accessibility needs of disabled persons.

If you have any queries or require further information on this review, please contact the Electoral Services Team on 01253 658658.

Tracy Manning  
Returning Officer

Dated 1 July 2022

Polling District letters	Polling District Name & Polling Place (together with column E)	Ward	Parish	Polling Station	No of PS	Electorate at Jan 22	Returning Officers Comments and Recommendations	Consultation & Final Comments
XA	Ansdell	Ansdell and Fairhaven	Ansdell - Ansdell* <i>(subject to CGR)</i>	Ansdell County Primary School	1	1443	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XB	Ansdell	Ansdell and Fairhaven	Ansdell - Ansdell* <i>(subject to CGR)</i>	St Paul's Church Hall	1	1179	*New polling district* which runs along the railway line, in line with the Lytham polling districts. Change to polling station which is conveniently situated within the new polling district.	
XC	Fairhaven	Ansdell and Fairhaven	Ansdell - Fairhaven* <i>(subject to CGR)</i>	St Paul's Church Hall	1	1148	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XD	Park	Park	Ansdell - Park* <i>(subject to CGR)</i>	Fylde Rugby Club	1	768	Change due to previous polling station (Lytham Hall Park School) being out of new ward and Fylde Rugby Club was used for the elections in 2021 therefore is familiar to electors.	
XE	Park	Park	Ansdell - Park* <i>(subject to CGR)</i>	Fylde Rugby Club	2	2592	Change due to previous polling station (Clifton Primary School) being out of new ward. Fylde Rugby club is familiar to electors.	
XF	Ashton North	Ashton	Saint Annes on the Sea - Ashton North	Parish Rooms, Headroomgate Road	1	1902	No change to polling place for the majority of electors (with the exception of those previously in Kilnhouse ward) and it is conveniently situated on the edge* (Ashton ward) of the polling district.	
XG	Ashton North	Ashton	Saint Annes on the Sea - Ashton North	St Annes Cricket Club	1	1171	No change to polling place and it is conveniently situated on the edge* (Kilnhouse ward) of the polling district and is well known to electors.	
XH	Ashton South	Ashton	Saint Annes on the Sea - Ashton South	Church Road Methodist Hall	1	1776	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XI	Carnegie	Carnegie	Saint Annes on the Sea - Carnegie	The Drive Methodist School Room	1	1571	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XJ	Carnegie	Carnegie	Saint Annes on the Sea - Carnegie	St Thomas Parish Centre, St Thomas Road	1	2283	New polling district and polling place due to change of wards. Although polling station will be combined with AK-Heyhouses each polling station will have a separate entrance.	
XK	Heyhouses	Heyhouses	Saint Annes on the Sea - Heyhouses	The Hope Street Park Community Pavilion	1	1770	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XL	Heyhouses	Heyhouses	Saint Annes on the Sea - Heyhouses	St Thomas Parish Centre, St Thomas Road	1	1515	New polling place due to change of wards which is based on the edge* of the polling district. Although polling station will be combined with AJ-Carnegie each polling station will have a separate entrance.	
XM	Heyhouses Park	Heyhouses	Saint Annes on the Sea - Park	Clifton Primary School	1	1468	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XN	Kilgrimol	Kilgrimal	Saint Annes on the Sea - Kilgrimol	St. Annes United Reformed	2	2033	No change to polling place for the majority of electors (with exception of those previously in St Leonards ward) and it is conveniently situated in the polling district.	
XO	Kilgrimol	Kilgrimal	Saint Annes on the Sea - Kilgrimol	Princess Alexandra House	1	1347	No change to polling place and it is conveniently situated on the edge* (Blackpool) of the polling district and is well known to electors. Although this polling station is shared with Blackpool, no alternative venue can be found within polling district and when possible a separate room will be used.	
XP	Kilnhouse East	Kilnhouse	Saint Annes on the Sea - Kilnhouse East	Fylde District Scout Headquarters	1	821	New polling district and polling place due to change of wards. The polling station has been used in the past and has suitable access.	
XQ	Kilnhouse West	Kilnhouse	Saint Annes on the Sea - Kilnhouse West	St Albans Church Hall	1	1554	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XR	Kilnhouse West	Kilnhouse	Saint Annes on the Sea - Kilnhouse West	Eco pod Heyhouses C.E. (Jnr) School	1	1438	No change to polling place and it is conveniently situated on the edge* (Ashton ward) of the polling district and is well known to electors.	
XS	Kilnhouse West	Kilnhouse	Saint Annes on the Sea - Kilnhouse West	St Annes Cricket Club	1	1121	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XT	Lytham East	Lytham East	Lytham - Lytham East* <i>(subject to CGR)</i>	Hope Church (Lytham Christian Centre)	1	1841	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XU	Lytham East	Lytham East	Lytham - Lytham East* <i>(subject to CGR)</i>	Lytham C of E Primary School	1	1744	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XV	Lytham West	Lytham West	Lytham - Lytham West * <i>(subject to CGR)</i>	Lytham Hall Park	1	1303	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XW	Lytham West	Lytham West	Lytham - Lytham West * <i>(subject to CGR)</i>	Lytham Methodist Church	2	2065	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XX	Kirkham North	Kirkham	Kirkham - Kirkham North	St Michaels Church, Church Street	2	3590	Change to polling station due to previous issues with St Michaels School. No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
XY	Kirkham South	Kirkham	Kirkham - Kirkham South	Kirkham Community Centre	2	2032	No change to polling place and it is conveniently situated on the edge* (Kirkham North) of the polling district and is well known to electors.	
XZ	Medlar with Wesham	Medlar with Wesham	Medlar with Wesham	Community Centre	2	3185	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZA	Freckleton East	Freckleton Village	Freckleton - Freckleton East	Freckleton Community Centre	1	1612	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZB	Freckleton West	Freckleton Village	Freckleton - Freckleton West	Freckleton Community Centre	2	2185	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZC	Freckleton Outer	Rural East Fylde	Freckleton - Freckleton Outer	Freckleton Community Centre	1	861	No change to polling place and it is conveniently situated on the edge* (Freckleton Village) of the polling district and is well known to electors.	
ZD	Clifton	Rural East Fylde	Newton-with-Clifton - Clifton	Lund Church Hall	1	881	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZE	Newton	Rural East Fylde	Newton-with-Clifton - Newton	Newton Bluecoat School	1	1295	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZF	Treales	Rural East Fylde	Treales	Treales C.E. School	1	405	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZG	Elswick	Rural North Fylde	Elswick	Elswick Village Hall	1	843	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZH	Little Eccleston	Rural North Fylde	Little Eccleston-with-Larbreck	Merlewood Country Park	1	454	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZI	Greenhalgh	Rural North Fylde	Greenhalgh-with-Thistleton	Singleton Village Hall	1	368	Change to polling place due to no alternative venue. Electorate is low and alternative is well known to electors located on the edge* (Singleton ward) of the polling district.	
ZJ	Singleton	Rural North Fylde	Singleton	Singleton Village Hall	1	763	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZK	Weeton	Rural North Fylde	Weeton-with-Preese	Weeton Village Hall	1	566	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZL	Staining	Staining	Staining	Staining Village Hall	1	1887	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZM	Warton	Warton	Bryning with Warton - Warton	Bryning with Warton Village Hall	2	3285	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZN	Bryning	Wrea Green with Westby	Bryning with Warton - Bryning	Bryning with Warton Village Hall	1	229	New polling district and polling place due to change of wards. Polling station well known to electors.	
ZO	Wrea Green	Wrea Green with Westby	Ribby-with-Wrea	St Nicholas Church Community Centre	1	1496	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	
ZP	Westby	Wrea Green with Westby	Westby-with-Plumptions	St Matthews Church (Former Ballam School)	1	1533	No change to polling place and it is conveniently situated within the polling district and is well known to electors.	

\*Community Governance Review (CGR)

\* Where a polling station is located on the edge of the polling district this can be agreed under special circumstances when no other option is available.

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHIEF EXECUTIVE	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	13
<b>COVID BUSINESS GRANTS</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The report provides details of the COVID-19 business grants that have been administered by the Council on behalf of the Department for Business, Energy, and Industrial Strategy (BEIS) during the pandemic.

### SOURCE OF INFORMATION

- Fylde Council COVID Business Grants Team
- Department for Business, Energy & Industrial Strategy (BEIS)

### LINK TO INFORMATION

COVID-19 business grant funding schemes - guidance for local authorities:

<https://www.gov.uk/government/publications/local-restrictions-support-grants-lrsg-and-additional-restrictions-grant-arg-guidance-for-local-authorities>

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

This information is provided to enable the committee to consider and scrutinise the COVID-19 Business Grants schemes under the remit of the committee.

### Information

Since March 2020, local authorities have received and distributed funding to support small and medium businesses in England during coronavirus with the final deadline for payments of COVID business grants being 31 March 2022.

All the schemes administered by Fylde Council have been in accordance with the guidance provided by BEIS, the final drafts of the guidance documents can be found [at this link](#). Bespoke teams were set up to administer the various grant schemes with employees from service areas across the council working together to deliver the grants programme.

Fylde Council has awarded over £33million in central government grants to 1600+ businesses, and over £4million in discretionary awards to 800+ local organisations. BEIS are in the process of auditing each scheme, it is expected that this process will continue throughout the current year.



## 1. Notes on Specific Schemes

The following schemes were administered by Fylde Council on behalf of BEIS, full details on any of the schemes including exclusions can be found on the Government website included on this report.

**i. Small Business Grants Fund (SBGF) and Retail, Hospitality and Leisure Business Grants Fund (RHLGF):** £18,375,000.00 paid to 1578 businesses

The grant was announced at Budget on 11 March 2020, and the level of funding was increased in a statement from the Chancellor on 17 March 2020. The grant was intended to offer a lifeline to businesses 'struggling to survive' due to the COVID lockdown. Businesses on the Valuation Office Agency (VOA) ratings list and in receipt of either Small Business Rates Relief (SBRR) or Rural Rates Relief (RRR) were eligible for a payment of £10,000 via the SBGF. All businesses that would have been in receipt of the Expanded Retail Discount (covering retail, hospitality, and leisure) on 11 March 2020 with a rateable value less than £15,001 would receive a grant of £10,000, and those with a rateable value of between £15,001 and £51,000 would receive £25,000.

**ii. Local Authority Discretionary Grants Fund (LADGF):** £1,011,250.00 paid to 180 businesses

The grant was announced by Government on 1 May 2020 and closed in August 2020. It was aimed at small and micro businesses who were struggling because of the COVID lockdown but were not eligible for the SBFG or RHLGF. Fylde received a limited budget of £1,011,250 for the scheme - Government provided an estimate of businesses eligible for SBRG and RHLG which was then multiplied by 5% to arrive at £1,011,250. The fund was administered at the discretion of the local authority, within national guidelines with some qualifying criteria. Applications to the Fylde scheme were invited from local businesses and the appropriate level of grant was determined by considering the level of fixed costs, the number of employees, whether businesses had to close completely and the consequent scale of impact of COVID-19 losses.

**iii. Local Restrictions Support Grants (LRSB) Closed:** £5,390,299.83 paid to 732 business

The grant was first announced by Government on 9 September 2020, and the level of funding was increased in a statement on 9 October 2020. Fylde was placed under Local Restrictions COVID Alert Level 'Very High' (LCAL 3) on 17 October 2020 and funding was dispersed on a rolling basis to eligible businesses to cover the period to 31 March 2021 when all local and national closure restrictions were lifted. Businesses that offered in-person services at fixed VOA-rated premises who were mandated to close by Government, including non-essential retail, leisure, personal care, sports facilities, and hospitality businesses, were eligible and invited to apply.

The grant amount was based on the rateable value of the premises as follows:

Rateable value of premises	Rolling pro-rata 28-day payment
£15,000 or under	£1,334
£15,001-£50,999	£2,000
£51,000 or over	£3,000

**iv. Local Restrictions Support Grants (LRSB) Open:** £586,216.37 paid to 229 businesses

The grant was announced on 22 October 2020 and applied retrospectively to the date that local restrictions were enforced, for Fylde this covered the period from 22 September 2020. This scheme was aimed at VOA-rated hospitality, hotel, bed & breakfast, and leisure businesses that had not been legally required to close but which were severely impacted by restrictions. Precise eligibility and funding were at the local authority's discretion. Fylde received a limited pot of £586,340 for the scheme from central Government and it was initially administered as per the BEIS recommendation:

Rateable value of premises	Rolling pro-rata 28-day payment
£15,000 or under	£934
£15,001-£50,999	£1,400
£51,000 or over	£2,100

With funds remaining from the allocation after the above awards were made, an additional one-off support payment of between £1,500 and £2,500 dependant on the rateable value of the premises, was made to 82 of the existing recipients of LRSG (Open) scheme who offered in-person hospitality. The aim of this award was to provide support towards the cost of COVID protection measures that the businesses were required to put in place to operate within the national restrictions.

**v. Christmas Support Payment for wet-led pubs (CSP): £28,000.00 paid to 28 businesses**

The grant was announced on 1 December 2020. One-off grants of £1,000 were made available to support wet-led pubs (the definition of 'wet-led' was set in the guidance) in areas under Tier 2 or 3 restrictions who would miss out on much needed business during the busy Christmas period. Eligible wet-led pubs who under normal circumstances were open to the public, allowed free entry other than when occasional entertainment was provided, allowed drinking without requiring food to be consumed and permitted drinks to be purchased at a bar, were invited to apply.

**vi. Closed Business Lockdown Payment (CBLP): £3,431,000.00 paid to 730 businesses**

The grant was announced on 5 January 2021. The scheme provided a one-off top-up grant for businesses that offered in-person services at fixed VOA-rated premises who were mandated to close by Government, including non-essential retail, leisure, personal care, sports facilities, and hospitality businesses.

The grant amount was based on the rateable value of the premises as follows:

Rateable value of premises	One-off payment
£15,000 or under	£4,000
£15,001-£50,999	£6,000
£51,000 or over	£9,000

**vii. Restart Grant (RG): £5,137,394.00 paid to 704 businesses**

The grant was announced on 3 March 2021 and was a one-off grant payment. The scheme aimed to support VOA-rated business that were predominantly reliant on delivering in-person services for the public in the sectors of non-essential retail, hospitality, accommodation, leisure, personal care, and gym businesses.

The grant amount was based on the rateable value of the premises as follows:

Rateable value of premises	Strand 1: Non-essential retail	Strand 2: Hospitality, accommodation, leisure, personal care, and gym businesses
£15,000 or under	£2,667	£8,000
£15,001-£50,999	£4,000	£12,000
£51,000 or over	£6,000	£18,000

**viii. Omicron Hospitality and Leisure Grant: £837,389.00 paid to 254 businesses**

The grant was announced on 21 December 2021 by the chancellor and was a one-off grant payment. The scheme aimed to support VOA-rated businesses who offered in-person services in the hospitality, leisure, and accommodation sectors.

The grant amount was based on the rateable value of the premises as follows:

Rateable value of premises	One-off Omicron grant payment
£15,000 or under	£2,667
£15,001-£50,999	£4,000
£51,000 or over	£6,000

**ix. Additional Restrictions Support Grant (ARG): £3,057,239.56 paid to ~880 businesses**

The grant was first announced by Government on 31 October 2020, formalising and enhancing the discretionary business support settlements that areas had negotiated with Government on their entry into Local Restrictions. In October 2020 Fylde received the first round of funding of £1,615,600.00 followed by another £717,573.00 in January 2021 in response to the third lockdown. There was the opportunity for a further allocation from Government provided that the local authority could demonstrate that the previous funding had been spent in accordance with the guidance by 30 June 2021. Fylde successfully administered all the previous ARG grant funding by 10 June 2021, qualifying for a further allocation of £583,161.00. In response to the Omicron variant in late 2021, an additional £140,960.39 was made available to Fylde. In total the Council received £3,057,294.39 to operate 'discretionary' grant schemes in accordance with the guidance provided by BEIS. It should be noted that the guidance was updated on a regular basis in response to enquiries and challenges as the scheme was implemented which resulted in changes to eligibility criteria and the required evidence to be awarded the grant. The objectives of the Fylde ARG scheme were based on the guidance issued by BEIS and included the following:

- a. To offer financial assistance to a priority range of local businesses operating in the hospitality, leisure, and accommodation sector that had been severely impacted by COVID related restrictions; and
- b. To provide strategic financial assistance to larger businesses or community-based organisations critical to the economic recovery of the local economy in 2021/2022; and
- c. To communicate advice and support (financial and non-financial) to all businesses affected by COVID-related trading restrictions.

Fylde Council developed and delivered several ARG schemes within the BEIS framework and through applying local discretion based on priority for the local economy. The objective was to support to as many local businesses as possible that were most adversely affected by COVID measures, which were unable to access any other funding (or insufficient grants from elsewhere) and were in the priority sectors in accordance with BEIS guidance. ARG has also been used to support the recovery of the local economy as the nation moves towards post-pandemic. Appendix 1 to this report includes details of the various ARG schemes that have been administered at Fylde.

## **2. Conclusions**

The key message to local authorities from the Secretary of State in respect to all business support funding was to get grants paid to the eligible businesses as soon as practical because of the immediate impact of COVID measures on businesses. A significant amount of employee resource was required to ensure that every scheme was administered correctly and at the same time as quickly as possible. The extensive reconciliation and post-assurance processes on all schemes continue to be completed as per BEIS requirements and it is expected external scrutiny will have ended by March 2023. The employees who came together to deliver the schemes operated with integrity, enthusiasm, passion, and commitment to support the Fylde economy.

## ARG Schemes

All ARG support schemes were administered on behalf of BEIS and developed in accordance with the published guidance – the final draft of the guidance can be found [at this link](#).

### 1. ARG DISCRETIONARY AWARD SCHEME: £1,081,000.00 awarded to 213 businesses

The local discretionary grant scheme set up in November 2020 was operated by every local authority. It was aimed at businesses that did not have business rate accounts or were not in the economic sectors that made them eligible for other grants. The first round of the scheme closed to applications in December 2020 but because of the National Lockdown in January 2021, a second round of applications was opened for new applicants and further awards made to businesses that had already successfully received a payment in round one. Following the continued restrictions and the additional support offered in the form of the Restart Grant in April 2021 to VOA-rated businesses forced to close by restrictions, a final payment was made to successful ARG applicants in priority business sectors based on the severity of the impact from ongoing COVID restrictions.

### 2. ARG LICENCED DRIVERS SCHEME: £212,480.00 awarded to 317 businesses

This scheme was set up in December 2020 targeted at taxi drivers licenced with Fylde Council. The impact from reduced tourism footfall across the Fylde coast had adversely affected licenced drivers that have had limited or no other means of support from other local or national schemes and ongoing business costs that still needed to be met. The initial scheme was open to drivers with a valid licence from Fylde Council on 16 October 2020. As a result of the National Lockdown in January 2021 National lockdown and the continued lack of demand for taxi services due to the restrictions, a second round of the award was made.

### 3. ARG CLOSED PREMISES SUPPLEMENTARY SCHEME: £320,500.00 awarded to 196 businesses

An additional one-off payment was made for December 2020 to businesses forced to close and already in receipt of either LRS (Closed) or ARG Discretionary who are a customer-facing business in the hospitality, accommodation and leisure sector of the economy that could not deliver the normal level of service by online means. The businesses included restaurants, bars, public houses, cafes, entertainment venues and accommodation outlets (hotels and B&B's) with the restrictions requiring closure during what would be the busiest period of the year. To compensate for this additional period of closure at a crucial time for the hospitality and leisure sector a single supplementary award was made on the following basis for eligible businesses:

Rateable value of premises	One-off Omicron grant payment
£15,000 or under	£1,500
£15,001-£50,999	£2,000
£51,000 or over	£3,000
Premises without a business rate valuation	£500

### 4. ARG SUPPLEMENTARY – ANIMAL BOARDING FACILITIES: £142,000.00 awarded to 15 businesses

In March 2021, the Council allocated funding for a discretionary award to kennels and catteries in the Borough that were unable to access the LRS (Closed)/CBLP grant schemes, or any other national grant scheme made available over the two-year period but were adversely impacted by the COVID pandemic regulations that restricted international travel and guidance restricting domestic travel, both reducing demand for animal boarding facilities during the pandemic. The award was based on the nature and size of the business as well as the ongoing cost of the business premises. Following the continued restrictions and the additional support offered in the form of the Restart Grant to businesses forced to close by restrictions, a further award was made to these businesses to support their recovery.

### 5. ARG SUPPLEMENTARY - WEDDINGS TRAVEL LIVE EVENTS: £147,000.00 awarded to 52 businesses

With the announcement of the National Road Map to Recovery in early 2021 and continued ongoing COVID measures, a discretionary award was made in May 2021 to businesses involved with weddings, live events, travel

or where gatherings were required to take place. Businesses in these sectors were significantly adversely impacted by COVID related restrictions, measures, and the period to full recovery for these sectors was long-term. The award was based on the nature and size of the business as well as the ongoing cost of the business premises.

**6. ARG EXCEPTIONS SCHEME: £424,633.86 awarded to 17 businesses**

This scheme was set up in January 2021 to address exceptional circumstances where local businesses were unable to secure enough (or any) support from other grant schemes (including other elements of the ARG). The scheme supported priority businesses in the local economy where there was evidence of significant and exceptional or unique circumstances that placed the business at risk as a direct result of local or national COVID restrictions. Almost every business had challenges under the COVID regulations and there are grants available, however some businesses have circumstances that led to a far more adverse impact by the COVID regulations and required additional support.

**7. ARG VACANT PREMISES GRANT: £223,505.70 awarded to 28 businesses**

This scheme was established in April 2021 to support start-up costs for small local businesses that moved into vacant premises from 1 March 2021. This scheme aimed to stimulate new business in the defined areas of the town centres of St Annes, Lytham and Kirkham that would encourage footfall to the areas. The grant supported new businesses with ground floor shop frontage on the high street who offer an in-person service by contributing towards the initial investment for shop fitting and set-ups costs. Applicants were able to claim for up to 50% of the setup, shop fitting, refit, or branding cost of the business to a maximum of £10,000.

**8. ARG SEVERELY IMPACTED SECTOR AWARD: £86,500.00 awarded to 37 businesses**

Discretionary awards were made in June 2021 to support sectors that have been severely adversely impacted by COVID related restrictions, measures, and the period to full recovery but who were able to access the national grant schemes. The sectors included independent travel businesses and suppliers for wedding and events. Further awards were made in July 2021 to those businesses that were 'most significantly' impacted by the four-week extension of the COVID measures in Step 3 of the National Road Map to Recovery. The sectors awarded included animal boarding, locally owned travel, wet-led night-time venues, locally owned theatre, and coach travel. The business had to have already been awarded an LRSG (Closed) or ARG Discretionary award for it to have been considered for the Step 3 July payment.

**9. ARG EVENTS SUPPORT GRANT: £80,636.00 awarded to 13 businesses**

The ARG Event Support Scheme was established in July 2021 to support the recovery of the tourism and culture economy in Fylde in the post-pandemic period. The ARG Event Support Scheme contributed towards additional costs of an event resulting from measures put in place to manage COVID infection and other costs associated to the delivery of the event attributed to the pandemic. The grant assisted the post-pandemic recovery by supporting events in the Autumn and Winter months of 2021 that extended the traditional event season and attracted additional footfall. The grant funding was available to any formal established organisation, private sector business, or recognised charity that held an event from 1 July 2021, support was available to returning events, new events, and one-off events.

**10. ARG SHOPFRONT IMPROVEMENT SCHEME: £73,312.00 awarded to 30 businesses**

The ARG Shopfront Improvement Scheme was established in August 2021 to contribute to the post-pandemic recovery of high streets in Fylde by supporting businesses offering in-person services which during the pandemic were mandated to close for extended periods or could only operate under certain restrictions that have impacted the ability to trade and generate income to support shopfront maintenance or improvements. The scheme also offered support where commercial properties are struggling to attract tenants or achieve full occupation of a property because of the post-pandemic climate or outdated frontage. The scheme is advancing the growth of local businesses, improving the local environment, enhancing local heritage, and raising the aesthetic appearance of the borough for all stakeholders. High quality shopfronts provide desirability making an area feel more welcoming, providing a strong sense of identity, encouraging a greater number of shopping visits and enhancing commercial value.

**11. ARG WELCOME BACK GRANT: £26,500.00 awarded to In Bloom Groups across Fylde**

As part of the support to assist the recovery of the local economy awards were made to every In Bloom group in Fylde to assist the return to pre-COVID activity and competition. The impact that In Bloom initiatives have on leisure, culture, and retail because of the increased footfall from visitors and residents is significant, it was a local priority and important to the community that the groups were able to return after a period of inactivity during which it was not possible or very difficult to raise funds for the planting and the competition.

**12. ARG YOUTH ACTIVITY SCHEME: £52,000.00 awarded to 7 organisations**

The ARG Youth Activity Scheme was established in March 2021 to contribute to the post-pandemic recovery of charitable organisations and community-based businesses that provide vital support to young people across Fylde by offering a funding opportunity to allow for the establishment of new youth activity provision. During the pandemic, not-for-profit organisations operating in-person youth activities experienced restrictions and closures that limited income generation and fundraising opportunities, as well as restrictions to the services they were able to offer young people. The recovery of this sector is crucial to ensuring that Fylde remains an attractive area for businesses to start-up, develop and recruit, whilst also developing the potential of individuals who will use these services. The fund supported organisations that deliver projects with a long-term plan and sustainability beyond the initial provision of funding.

**13. ARG ST ANNES TOWN CENTRE GROWTH SCHEME: £43,000.00 paid to 5 businesses**

This scheme was established in February 2022 when it was clear that funding provisionally allocated for other initiatives would become available. Any ARG funds that were not spent and paid over by 31 March, 2022, would be returned to BEIS, and the local economy would not benefit. It was necessary to consider awards based on identified priority and need, the Corporate Plan priorities include the requirement for support to St Annes town centre which has the greatest percentage of vacant business premises as well the highest turnover rate for business premises in Fylde. The council has made a commitment to support the recovery of the local economy after the challenges faced during the COVID pandemic and an essential element of this is supporting small independent businesses and the balanced growth of the three town centres in Fylde. The scheme aimed to support existing and new local independent businesses that offer in-person services at a commercial property with ground floor shop frontage in St Annes town centre. The scheme will help increase footfall to the high street in St Annes, advance growth, stimulate new business, and raise the aesthetic appearance and profile of St Annes for all stakeholders.

**14. ARG OMICRON: £144,172.00 paid to 86 businesses**

In December 2021 it was announced by Government that a limited amount of additional ARG funding was to be provided to local authorities to support businesses most severely impacted by the Omicron variant of COVID-19. The criteria required the council to prioritise eligibility and the amount to be awarded from the limited discretionary fund based on the 'severity of impact' on a business sector from the Omicron virus during November and December 2021. Businesses eligible for the Omicron Hospitality and Leisure Grant were not eligible for the ARG Omicron grant.

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	14
<b>COMMUNITY PROJECTS FUND</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The Fylde Community Projects Funds awards grants between £300 to £2000 for groups which are based in Fylde or work exclusively with people who live in the Borough. The fund supports projects which promote or enhance the environment, encourage cohesive communities, or promote the economy.

£20k per annum is provided each year for this fund as a part of the annual budget setting process. Each year a summary report is made to this committee outlining the awards made in the previous financial year. This report outlines awards made during 2021/22.

### SOURCE OF INFORMATION

Deputy Chief Executive, Tracy Manning

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

The Committee, at its November 2018 meeting, resolved to receive an annual report in awards made from the fund.

### FURTHER INFORMATION

Contact Tracy Manning, [tracy.manning@fylde.gov.uk](mailto:tracy.manning@fylde.gov.uk)

# INFORMATION NOTE

## COMMUNITY PROJECTS FUND 2021/22

1. In 2021/22 the council allocated £20k to the Community Projects Fund.
2. The Community Projects Fund comprises two amounts, a larger fund for bids from £300-£2000, with bidding usually split over three rounds and a smaller fund with bids up to £300.
3. Bids from the larger fund are usually awarded following a meeting of a Panel comprising the Mayor of Fylde with police and community representatives together with the Deputy Chief Executive. The smaller fund is determined through electronic discussion and agreement. However, during the coronavirus pandemic all bids received were reviewed electronically which had the advantage of a freer flowing process for applications, and as a result has continued.
4. Of the £20,000, £11,302 was allocated to the larger fund against a projected budget of £16,500 and £3,254 was allocated to the smaller fund against a projected budget of £3,500. However, there is flexibility across both funds to ensure that as many organisations as possible are offered support and if the smaller fund proves to be more popular again in the current financial year, there may be an adjustment of the allocation across both funds with a lesser amount allocated to the larger fund, and an increased amount to the smaller fund. All applications must provide an equal amount of match funding in cash or in-kind.
5. There will be a publicity campaigns to promote the fund during the year including more generic promotions and also others focusing on successful applicants to generate interest from other community organisations. The Community Development Officer will also promote the fund to organisations within the community.
6. The successful bids for the larger fund in 2021/22 are shown below:

Name of Group	Project	Amount
Mythop Road Allotment	Wooden bridge across Donkey Dyke	1,000.00
St Annes Parish Church	Floodlighting for church	1,328.00
Laugh Live Love	New mini bus	2,000.00
AFC Fylde Community Foundation	Equipment for teams at Kirkham and Weeton	1,800.00
Friends of Fairhaven Lake	2 gazebos	534.97
Freckleton Platinum Jubilee Event	Fun day	640.00
Friends of Lytham Hall	Car park improvements	2,000.00
Park View	Repairs to decking	2,000.00
<b>Total</b>		<b>£11,302.97</b>

7. The successful bids for the smaller fund in 2021/22 are shown below:

Name of Group	Project	Amount
Well Church	Laptop	300.00
Friends of Queen Victoria's Diamond Jubilee Garden	Production of interpretation signage	300.00
Streetwise	Go-pro camera	300.00



2nd Kirkham Scout Group	Equipment for wildlife group	286.87
Fairhaven Lawn Tennis Club	Windbreaks (Two x 18m x 2m) £60 – Printing and design of A5 advertising leaflet /	300.00
GFS Wrea Green	PPE and marketing, equipment for Covid safe sessions	300.00
Friends of Newton Community Park	Planters for sensory garden	300.00
Connect Community Choir	Equipment for the choir, song sheets and binders	288.00
Staining Toddler Group	Toys, first aid kit, insurance and refreshments	290.00
Friends of St Annes Station	Nursery bed, raised planter	290.00
Rossall Road Street Party for the Queen's Jubilee	Jubilee party	300.00
<b>Total</b>		<b>£3,254.87</b>

8. For the larger fund, monitoring forms are sent out after 6 months asking for feedback on how the money was spent and what difference it has made. For the vast majority of the projects, it is too early to have heard back from the groups, however historically many of the comments received is that the funding makes a big difference to the community groups in achieving delivery of their projects.

**FURTHER INFORMATION AVAILABLE FROM**

Contact Jo Collins, joanne.collins@fylde.gov.uk

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHIEF EXECUTIVE	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	15
<b>CORPORATE PLAN ACTION UPDATE</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The purpose of the report is to provide the committee with the latest progress against the corporate actions relevant to the committee that are scheduled for completion at the time of the meeting.

### SOURCE OF INFORMATION

Relevant officers responsible for delivery of the Corporate Plan action / outcome.

### LINK TO INFORMATION

[The 2020-2024 Corporate Plan](#)

<http://fyldeperformance.inphase.com>

[Corporate Plan 2020/24 Prioritisation Log](#)

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

This information is provided to inform the committee about progress against the key strategic objectives the council has set out in the corporate plan.

### FURTHER INFORMATION

Contact: Alex Scrivens [alex.scrivens@fylde.gov.uk](mailto:alex.scrivens@fylde.gov.uk)

**Actions / Outcomes due for completion by 31<sup>st</sup> March 2022.**

***Develop the Enterprise Zone through the Fylde Coast partnership attracting employment and new industry (Outcome: Annual report against the EZ performance in terms of tenants and jobs)***

**Action Complete** – The annual report was presented to the F&D Committee on Thursday June 23<sup>rd</sup>, 2022 (this agenda). The report confirmed the contribution and support made by Fylde Council and outlined the successful progress being made at the Enterprise Zone in terms of attracting new business and employment.

***Apply the Commercial Strategy to council assets and future investment to secure best value (Annual asset management plan reported to committee)***

**Action Ongoing** – The Asset Management Plan has been delayed because of circumstances outside of the control of the service including, the pandemic impact on resources, priorities and external agencies, the review of services post pandemic and new working arrangements. Work is now in progress with the valuation of all assets having been commissioned through procurement. It is expected that the review of the Asset Management Plan will be completed in the Autumn. The completion date has been revised to quarter 3 (31 December 2022).

***Explore income generating opportunities and maximise return from assets in line with the commercial policy (Revised commercial strategy that includes process for income generating proposals and asset use)***

**Action Complete** – Work on the revised Commercial Strategy by the cross-party member working group set up through the F&D committee was completed and reported to the committee on March 28<sup>th</sup>. The action for the Corporate Plan has been completed however the approach outlined and agreed in the Commercial Strategy will be applied in the Asset Management review, budget right sizing, fees and charges and the consideration of revenue and capital budget proposals.

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHIEF EXECUTIVE	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	16
<b>PERFORMANCE REPORTING 2021/22</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the financial year end 2021/22. Performance is reported against the targets set for the year and commentary is provided by performance exception.

### SOURCE OF INFORMATION

Corporate, Finance, ICT, Communications, Revenues & Benefits teams have input data into the corporate online system (called InPhase) for service-based performance data.

### LINK TO INFORMATION

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

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

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

### FURTHER INFORMATION

Contact: Alex Scrivens, Performance & Improvement Manager ([alex.scrivens@fylde.gov.uk](mailto:alex.scrivens@fylde.gov.uk)).

## Year-end 1st April 2021 to 31st March 2022 Commentary by Performance Exception

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

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

PM162: Number of news releases, statements and letters issued is 136 and last year's comparison figure was 98, the target is 100.

*The recruitment of a Press Officer has increased the capacity to produce more regular press releases, particularly following committee meetings.*

PM169: Percentage of Fylde Council email newsletters viewed is 57 and last year's comparison figure was 61, the target is 50.

*The newsletter has seen a steady increase in subscribers over the last 2 years, resulting in a higher percentage of the open rates. The team continues to try to increase the number of subscribers to the newsletter, explaining it is the easiest and fastest way for residents to keep up to date with what is happening at the Council.*

PM47: The number of unique hits on the Council's website [www.fylde.gov.uk](http://www.fylde.gov.uk) is 451073 and last year's comparison figure was 494393, the target is 400000.

*During the pandemic, most people were working from home and those who had previously relied on other forms of interaction with the council (e.g. telephone or face to face) then had to start using digital interaction instead. As things have begun to return to 'normal', the stats have dropped slightly, but are still an improvement on previous years, which shows that this form of interaction has become the new norm for a lot of people.*

PM64: % satisfaction with IT service overall is 100 and last year's comparison figure was 100, the target is 95.

*Closer interaction with staff and the inclusion of the ability to supply feedback on every closed helpdesk call has allowed staff using the service to provide better and more detailed feedback. This is maintained by continuing to monitor how we react to helpdesk calls and continued refresher training on customer care as well as technical training to meet our customer satisfaction expectations. In addition, on system issues, we ensure that ITIL Problem Management and root cause analysis is followed to avoid recurring issues.*

PM66a: Average days for processing New Claims for Housing Benefit is 9.83 and last year's comparison figure was 8.57, the target is 12.

*Every effort is made to process claims as quickly as possible to help those seeking help with their housing costs to receive payments as soon as possible. Those of working age will usually claim Universal Credit rather than housing benefit but the number of new claims from those of pension age is expected to rise in the coming year as more people become affected by the increased cost of living.*

PM66b: Average days processing new claims for Council Tax Reduction is 9.88 and last year's comparison figure was 11.72, the target is 12.

*Every effort is made to process claims as quickly as possible to help those seeking help with their council tax to receive assistance as soon as possible. The number of new claims is expected to rise in the coming year as more people become affected by the increased cost of living.*

PM67a: Average days processing changes in circumstances for Housing Benefit is 4.7 and last year's comparison figure was 3.7, the target is 7.

*Every effort is made to process changes of circumstances as quickly as possible in order to ensure that people know any amount of housing benefit they are awarded reflects their latest circumstances and that any assistance provided with their housing costs is maximised.*

PM67b: Average days processing changes in circumstances for Council Tax Reduction is 4.19 and last year's comparison figure was 4.11, the target is 7.

*Every effort is made to process changes of circumstances as quickly as possible to ensure that people know that any amount of help provided with their council tax reflects their latest circumstances and that any assistance provided with their council tax is maximised.*

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

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

PM02: Average number of days sickness per Full Time Employee) is 8.14 and last available comparison figure was 9.03, the target is 5.5.

*The target is the pre pandemic level and was not reset during the pandemic with the focus on pandemic related work rather than performance management. The reduction in sickness absence from the 20/21 pandemic year represents an improvement. To have sickness absence levels below 10 working days per employee during the pandemic is better than expected given the infection rates. The target of 5.5 days will be retained for 22/23 to set a challenging return post pandemic.*

PM03: PM03: Number of complaints received (Corporate) is 317 and last available comparison figure was 181, the target is 120.

*During the pandemic the resources were not available to determine whether an enquiry submitted online was a complaint consistent with the agreed definition in the policy (<https://new.fylde.gov.uk/complaints/>). Stakeholders regularly submit enquiries using the complaints system e.g. reports of littering, fly tipping, dog fouling, noise nuisance, fires or an illegal structure which are not complaints in that the council has done something wrong, badly or failed to do something that we promised to do. Officers would review the enquiries to identify the ones that meet the definition of a complaint and remove the enquiries. It was not possible to do this during the pandemic the focus was on dealing with the enquiry whether it was a complaint or not alongside the additional responsibilities that came with the pandemic. Pre pandemic the corporate Reputation Management Group would analyse the complaints to establish whether there are any patterns or trends that would trigger the need for a review in the service, this process, along with the identification of complaints has been re-introduced from April 1<sup>st</sup>, 2022.*

PM07: Number of complaints not responded to within five working days is 60 and last available comparison figure was 14, the target is 0.

*Limited resources, different working patterns, absences, additional responsibilities, and other priorities during the pandemic have contributed to delays in responses to complaints and enquiries (see explanation in PM03 for reason why all 60 are unlikely to be complaints). Most of the enquiries / complaints were only a couple of days over the five-day response target and the feedback from the customer has been positive and understanding when there was delay.*

PM140: Total number of online transactions made using digital services is 21935 and last year's comparison figure was 32526, the target is 30000.

*There was an increase during the first 12 month of the pandemic with many people working from home turning to online transaction, therefore the targets were increased. With the return to 'normal', the interactions have dropped slightly, but are still an improvement on pre pandemic years.*

PM164: Total number of Facebook engagements is 186737 and last year's comparison figure was 487900, the target is 400000.

PM167: Total number of Twitter impressions is 917400 and last year's comparison figure was 1379100, the target is 1300000.






PM168: Total number of Twitter mentions is 1990 and last year's comparison figure was 2881, the target is 25000.

**Commentary for all three social media performance measures** - There was an increase during the first 12 month of the pandemic with many people working from home turning to online transaction, therefore the targets were increased. With the return to 'normal', the interactions have dropped slightly, but are still an improvement on pre pandemic years.















PM86: Percentage of FOIs responded to within the statutory deadline of 20 days is 92.86% and last year's comparison figure was 93.67%, the target is 100%.

*It is acknowledged that the Council as a public body must respond to a written request promptly, and in any case within twenty working days. Each FOI request presents differently. Occasionally, problems arise when because of challenges of workload in particular teams or the complex nature/ detail involved in the request, very occasionally, deadlines are missed, as noted above. Neglecting to respond, or not providing full information, brings the possibility of internal review and reference to the Information Commissioner. Because of this, the Council does have a robust reminder system in place.*

#### PERFORMANCE KEY ICON STATUS

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

# APPENDIX 1: Performance Measures year-end performance (1<sup>st</sup> April 202 – 31<sup>st</sup> March 2022)

Finance and Democracy						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2020 MAR 2021	APR 2021 MAR 2022	Year-end Target	Performance Status
<a href="#">PM02: Average number of days sickness per Full Time Employee</a>	Monthly	Smaller is Better	9.03	<b>8.14</b>	5.5	
<a href="#">PM03: Number of complaints received (Corporate)</a>	Monthly	Smaller is Better	181	<b>317</b>	120	
<a href="#">PM05: Percentage of sickness absence as a result of long-term sickness</a>	Quarterly	Smaller is Better	48.8	<b>39.87</b>	30	
<a href="#">PM07: Number of complaints not responded to within five working days</a>	Monthly	Smaller is Better	14	<b>60</b>	0	
<a href="#">PM14: Percentage of invoices paid within 30 days or within agreed payment terms (Corporate)</a>	Quarterly	Bigger is Better	99	<b>95.95</b>	95	
<a href="#">PM140: Total number of online transactions made using digital services</a>	Monthly	Bigger is Better	32526	<b>21935</b>	30000	
<a href="#">PM141: Number of online transactions made independently by the customer</a>	Monthly	Bigger is Better	24755	<b>17738</b>	20000	
<a href="#">PM142: Number of online payments made independently by the customer</a>	Monthly	Bigger is Better	22167	<b>22390</b>	22000	
<a href="#">PM160: Number of Twitter tweets updates</a>	Monthly	Bigger is Better	1047	<b>840</b>	800	
<a href="#">PM161: Number of Facebook updates</a>	Monthly	Bigger is Better	794	<b>860</b>	800	
<a href="#">PM162: Number of news releases, statements and letters issued</a>	Monthly	Bigger is Better	98	<b>136</b>	100	
<a href="#">PM163: Total number of Facebook followers</a>	Monthly	Bigger is Better	8642	<b>10978</b>	10000	
<a href="#">PM164: Total number of Facebook engagement</a>	Monthly	Bigger is Better	487900	<b>186737</b>	400000	
<a href="#">PM165: Total number of Facebook reach</a>	Monthly	Bigger is Better	3735700	<b>2665671</b>	3000000	



<a href="#">PM166: Total number of Twitter followers</a>	Monthly	Bigger is Better	11487	<b>11984</b>	11000	
<a href="#">PM167: Total number of Twitter impressions</a>	Monthly	Bigger is Better	1379100	<b>917400</b>	1300000	
<a href="#">PM168: Total number of Twitter mentions</a>	Monthly	Bigger is Better	2881	<b>1990</b>	2500	
<a href="#">PM169: Percentage of Fylde Council email newsletters viewed</a>	Monthly	Bigger is Better	61	<b>57</b>	50	
<a href="#">PM47: The number of unique hits on the Council's website <a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a></a>	Monthly	Bigger is Better	494393	<b>451073</b>	400000	
<a href="#">PM49: Percentage of phone calls to 01253 658658 answered</a>	Monthly	Bigger is Better	93.75	<b>92.42</b>	90	
<a href="#">PM64: % satisfaction with IT service overall</a>	Monthly	Bigger is Better	100	<b>100</b>	95	
<a href="#">PM66a: Average days for processing New Claims for Housing Benefit</a>	Quarterly	Smaller is Better	8.57	<b>9.83</b>	12	
<a href="#">PM66b: Average days processing new claims for Council Tax Reduction</a>	Quarterly	Smaller is Better	11.72	<b>9.88</b>	12	
<a href="#">PM67a: Average days processing changes in circumstances for Housing Benefit</a>	Quarterly	Smaller is Better	3.7	<b>4.7</b>	7	
<a href="#">PM67b: Average days processing changes in circumstances for Council Tax Reduction</a>	Quarterly	Smaller is Better	4.11	<b>4.19</b>	7	
<a href="#">PM68: Proportion of Council Tax collected</a>	Quarterly	Bigger is Better	95.15	<b>95.98</b>	99	
<a href="#">PM69: Percentage of Business Rates, which should have been received, received</a>	Quarterly	Bigger is Better	93.16	<b>94.37</b>	98	
<a href="#">PM86: Percentage of FOIs responded to within the statutory deadline of 20 days</a>	Monthly	Bigger is Better	93.67	<b>92.86</b>	100	
<a href="#">PM95: Percentage of ICT Service delivery available during core times</a>	Monthly	Bigger is Better	100	<b>99.68</b>	99	

# INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHIEF FINANCIAL OFFICER	FINANCE AND DEMOCRACY COMMITTEE	23 JUNE 2022	17
<b>CAPITAL PROGRAMME MONITORING REPORT 2021/22 – OUTTURN POSITION AS AT 31<sup>st</sup> MARCH 2022</b>			

## PUBLIC ITEM

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

## SUMMARY OF INFORMATION

This report sets out details of expenditure on schemes within the Council's approved capital programme for the financial year 2021/22.

## SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information on capital programme expenditure on a scheme by scheme basis extracted from the Council's financial ledger system for the period to 31<sup>st</sup> March 2022 and feedback received from budget holders.

## LINK TO INFORMATION

Capital Programme Monitoring Report 2021/22 – Outturn Position as at 31<sup>st</sup> March 2022:

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

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

The purpose of this report is to provide an update of the Council's approved Capital Programme as at the financial year-end, 31<sup>st</sup> March 2022. The Committee is directed to take particular note of those schemes which are under the Committee's remit.




Further information on the financial outturn position for 2021/22 will be contained within the MTFs Outturn Report to the Finance and Democracy Committee in June 2022.
















## FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

e-mail: [paul.o'donoghue@fylde.gov.uk](mailto:paul.o'donoghue@fylde.gov.uk)

**CAPITAL OUTTURN 2021/22**

	SCHEME DELIVERED TO BUDGET DURING THE YEAR
	SCHEME UNDERSPENT AGAINST BUDGET
	SCHEME OVERSPENT AGAINST BUDGET

APPROVED SCHEMES	Head of Service / Budget Holder	Latest Budget 2021/22 £000	Actual Outturn £000	Variance £000	Variance	See key	Slippage required into 2022/23 £000	Budget Holder Comments
<b>FINANCE &amp; DEMOCRACY COMMITTEE</b>								
Purchase of Land Adjacent to Squires Gate Station	Darren Bell	6	0	6	Underspent		6	This project is ongoing. As agreed at Full Council, the compulsory purchase of the land will now be initiated which could take 12 months to complete.
<b>Sub total</b>		<b>6</b>	<b>0</b>	<b>6</b>			<b>6</b>	
<b>TOURISM &amp; LEISURE COMMITTEE</b>								
Fairhaven Lake & Promenade Gardens Restoration	Mark Wilde	1,433	1,183	250	Underspent		250	Building and Landscaping works are scheduled to be completed during 2022/23.
Staining Playing Fields Development Scheme	Mark Wilde	43	0	43	Underspent		43	Plans for landscaping works are currently being developed with project completion anticipated to be during 2022/23.
Coastal Signage Improvements	Darren Bell	68	7	61	Underspent		61	Phases 1, 2 and 3 (Consolidation / Rationalisation, Digital Beach Signs and Beach Safety Signs) have been completed. Phases 3 and 5 (Waymarking & Directional and Heritage & Interpretation) are currently being modelled. Remaining scheme delivery completion is anticipated to be during 2022/23.
Fylde Sand Dunes Improvement Scheme	Mark Wilde	46	35	11	Underspent		11	The first phase of the scheme to regrade the dunes opposite the Persimmon Homes development has now been successfully completed. A tendering exercise has been completed for the second and third phases of the scheme - which include new dune entrance ways and signage. Draft artwork has been produced by a graphic designer for the signs and is ready for completion. A contractor has been selected for the entranceway installation and the project will be completed by the end of May 2022.
Blackpool Road North Playing Fields Drainage	Darren Bell	145	119	26	Underspent		26	Works are substantially complete. Additional works on the maintenance of football pitches are to be completed during 2022.
Additional Parks Access Control Measures	Mark Wilde	16	16	0	On target			This scheme has been delivered and completed within budget.
Ashton Gardens Lighting Improvement Scheme	Darren Bell	25	21	4	Underspent			This scheme has been delivered and completed £4k under budget.
Park View Drainage Improvement Scheme	Darren Bell	1	1	0	On target			A drawdown report was presented to Committee in March 2022 and work is anticipated to start in Spring/Summer 2022.
Fairhaven Boathouse - Remodelling and Refurbishment Scheme	Darren Bell	7	7	0	On target			The majority of the scheme has been re-phased for delivery into 2022/23.
Play Area Improvements	Mark Wilde	100	57	43	Underspent		43	Following a tender process, a drawdown report was presented and approved at the January 2022 Tourism & Leisure Committee. A contract has been issued to the successful tenderer and works are due to be completed by the end of May 2022.
Friends of Newton Community Park Improvement Scheme - Fylde Council Contribution	Mark Wilde	100	100	0	On target			This scheme has been delivered and completed within budget.
Fairhaven Kiosk / Ice Cream Bar Project	Darren Bell	20	15	5	Underspent		5	The project works are scheduled to be completed during 2022/23.
Boating Pool Safety Improvements	Mark Wilde	60	9	51	Underspent		51	The project works are scheduled to be completed by the end of May 2022.
North Beach Windsports Centre	Darren Bell	200	0	200	Underspent		200	The project works are scheduled to be completed during 2022/23.
<b>Sub total</b>		<b>2,264</b>	<b>1,570</b>	<b>694</b>			<b>690</b>	

Appendix (Cont'd)

APPROVED SCHEMES		Latest Budget 2021/22 £000	Actual Outturn £000	Variance £000	Variance	See key	Slippage required into 2022/23 £000	Budget Holder Comments
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>								
Replacement Vehicles	Kathy Winstanley	486	164	322	Underspent	▲	322	A number of operational vehicles of a bespoke specification and with long build times have been commissioned but were not delivered to the Council by the year-end. Slippage is requested in this regard and the vehicles are now expected to be received during 2022/23.
Car Park Improvements	Darren Bell	70	40	30	Underspent	▲	30	The improvement of the interface between Stanner Bank car park and Inner Promenade was completed. The remaining budget will be used in 2022/23 to contribute to the resurfacing of Fairhaven Road and/or Swimming Pool Car Parks.
Public Transport Improvements	Darren Bell	138	18	120	Underspent	▲	120	This scheme relates to developer contributions (£106) funding that is paid to Lancashire County Council (LCC). The funding will contribute to the delivery of improved public transport services where an enhanced public transport requirement is identified as a result of increased housing development. These payments may be made over a period of several years and in this instance the £106 agreement allows for payments to be made up until 2028. Slippage of the unspent amount of £120k is requested in order that the full amount may be paid to LCC in later years at the appropriate point in time.
Fairhaven and Church Scar Coast Protection Scheme	Darren Bell	10	0	10	Underspent	▲	10	This is the residual Sand Dune improvement works on the Dunes North of Fairhaven Lake. This was an outstanding condition of the Fairhaven Coastal Defence scheme which Environment Agency Grant in Aid can be claimed.
St Annes Sea Wall	Darren Bell	190	161	29	Underspent	▲	29	In 2020 the council were awarded £300k Pipeline acceleration funding to develop the St Annes Seawall Outline Business Case. This has now been completed. Following this a bid was submitted to the Environment Agency which was approved at a total cost of £12.1m. The planning phase has now commenced. Following the planning phase it is proposed to start the construction phase Autumn 2023.
Accommodation/ facilities at Snowdon Road Depot - Welfare Improvements	Darren Bell	206	206	0	On target	😊		This scheme has been delivered and completed within budget.
Charging Infrastructure for Electric Taxis	Darren Bell	105	78	27	Underspent	▲	27	Charging units now installed and an invoice for the majority of the costs has been paid. Remainder to be paid once the units are commissioned by end April 2022. Scheme to be completed during 2022/23.
Cemetery and Crematorium - Infrastructure Phase 3b	Darren Bell	35	0	35	Underspent	▲	35	The main project is now complete. Additional landscaping, surfacing and drainage works will be completed during 2022/23.
Outdoor Digital Signage	Mark Evans	52	32	20	Underspent	▲	20	The outdoor digital signage proposal has been referred to the Town Centres Working Group in order to consider alternative siting proposals that will be more suitable in the conservation area location in which they are proposed. Various options are currently being examined and it is expected that the projects will be delivered during 2022/23.
South Fylde Line Study	Darren Bell	70	60	10	Underspent	▲		The study was completed within timescale and £10k under budget.
<b>Sub total</b>		<b>1,362</b>	<b>759</b>	<b>603</b>			<b>593</b>	

APPROVED SCHEMES		Latest Budget 2021/22 £000	Actual Outturn £000	Variance £000	Variance	See key	Slippage required into 2022/23 £000	Budget Holder Comments
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>								
Disabled Facilities Grants (DFG) Programme	Mark Evans	1,467	1,281	186	Underspent	▲	186	Following earlier delays of reduced activity due to previous Covid restrictions the grant programme is now progressing as normal and £186k is requested to be slipped into 2022/23.
Housing Needs Grant	Mark Evans	55	0	55	Underspent	▲	55	Housing Needs grant awards are dependent on the repayments received by the sale of properties where DFG grant has previously been provided. The funding to be used where professional services have been provided, such as architectural fees, but the DFG grant has not gone ahead in 2021/22. No expenditure has been incurred in 2021/22. Funding has been used in previous years for specific community information events. Planning of a 2022/23 programme of events is underway as part of the HMO Inspection project and slippage is requested.
Progress Housing Buy Backs	Mark Evans	58	58	0	On target	😊		This scheme has been delivered and completed within budget.
CCTV Replacement Schemes	Ian Curtis	27	26	1	Underspent	▲	1	4 WCCTV deployable cameras have been purchased with accessories. £1k residual funding remains.
Hydration Points	Darren Bell	60	0	60	Underspent	▲	60	The project was delayed due to Covid restrictions which would have stopped the points being used. A drawdown request for a small number of hydration points was submitted to committee in March 2022 for installation prior to the summer season of 2022.
Fylde Affordable Housing Delivery Programme	Mark Evans	60	19	41	Underspent	▲	41	This funding had been allocated to deliver an affordable housing survey which requires community engagement that could not be carried out within the previous social distancing restrictions that had to be observed. As a result the project has been delayed. The contract has been awarded and it is anticipated that the survey will be completed during 2022/23.
Affordable Housing Scheme, Lytham Road, Warton	Mark Evans	260	0	260	Underspent	▲	260	Council (19/10/20) approved a scheme for affordable housing on Lytham Road Warton, utilising S106 funding. phased equally over two financial years (2020/21 and 2021/22), the sum of £260,000 to be fully funded from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose (from Agreement ref: 12/0717 - Moss Farm, Cropper Road, Westby). Negotiations are still underway to approve the Affordable Housing Statement for the site, in line with the conditions for the grant.
<b>Sub total</b>		<b>1,987</b>	<b>1,384</b>	<b>603</b>			<b>603</b>	

Appendix (Cont'd)

APPROVED SCHEMES		Latest Budget 2021/22 £000	Actual Outturn £000	Variance £000	Variance	See key	Slippage required into 2022/23 £000	Budget Holder Comments
<b>PLANNING COMMITTEE</b>								
St Annes Regeneration Schemes	Mark Evans	124	1	123	Underspent	▲	123	The funding was specifically aimed at delivering the Wood Street (Phase 3) Scheme. Works commenced but, despite being suspended due to the covid situation, have now been completed on phase 3a (north side). There are some works that have not yet been invoiced, which are currently undergoing a snagging process prior to final sign off. Any residual amounts unspent will be directed towards the implementation of an enhanced Pier Link project in accordance with the decision made by Planning Committee on 22 June 2020.
Kirkham Public Realm Improvements	Mark Evans	3	1	2	Underspent	▲	2	This is a residual amount from the last phase of regeneration works allocated for signage which will now be delivered as part of the Kirkham Future High Street Fund / Heritage Action Zone programme in 2022/23.
M55 Link Road (Inc. S106 monies for design work)	Mark Evans	122	1	121	Underspent	▲	121	The accelerated delivery of the £27m M55 Heyhouses Link Road is subject to a funding package made up from a number of sources. This funding is now in place and work has started on site with the earthworks being the first phase. The road will then be constructed by Lancashire County Council's in-house team and is due for completion in early 2024. It is expected that LCC will require the funding to be transferred to them during the latter stages of the project and so is likely to be spent during 2022/23.
St Annes Pier - Coastal Revival Fund	Mark Evans	5	0	5	Underspent	▲	5	This scheme is funded by a specific grant from MHCLG for which Fylde Council is acting as the accountable body. The spend of the remaining funds rests with the owners of the Pier, but is anticipated to be completed during 2022/23.
Kirkham and Wesham Station	Mark Evans	15	15	0	On target	😊		This funding was identified to allow a feasibility study to be carried out which would examine the alternative proposals available to deliver off street parking at Kirkham and Wesham Station. Following an initial delay as a result of changes to the rail franchise operating on the Preston-Blackpool Line, the feasibility study has now been completed and an invoice is awaited.
Future High Street Fund: Kirkham	Mark Evans	1,207	656	551	Underspent	▲	551	This is a government-funded scheme to deliver a number of schemes across the whole of the town centre including the re-purposing of buildings, traffic management measures, building reuse and enhancement and public realm projects with delivery phased over a number of years. Funding is being utilised on a staged basis. During the year the Council has purchased 2 properties within Kirkham Town Centre for restoration alongside the Kirkham Heritage Action Zone scheme.
Wesham Community Centre	Mark Evans	92	85	7	Underspent	▲		This scheme was programmed to commence in early October 2020, following initial delays due to the Covid pandemic this scheme has been successfully delivered £7k under budget.
Elswick Village Green	Mark Evans	115	0	115	Underspent	▲	115	A report was presented to Planning Committee in April 2022 to authorise transferring the funds to enable the Parish Council to take responsibility for the delivery of the project under a legal agreement to ensure funds are spent in a timely manner and on the agreed project. The Capital Programme will be updated accordingly.
Kirkham Heritage Action Zone	Mark Evans	1,352	636	716	Underspent	▲	716	This is a 4 year programme (2020-2024) with spend being spread across the programme period. Delays have resulted from the Coronavirus pandemic and officers have been working with Historic England to agree a reprofiling of the spend to minimise any loss of grant. Historic England have confirmed that £224k has been removed from the scheme funding and the programme has been adjusted for this reduction in grant and the related expenditure.
Tree Planting Scheme	Mark Evans	25	6	19	Underspent	▲	19	Take up of trees for the "15 Trees for 15 Parishes" scheme was not as high as envisaged. The Carbon Neutral Working Group has asked that the funds be slipped to allow planting during the 2022/23 planting season.
25 Victoria Road St Annes Y-Pad Scheme	Mark Evans	50	50	0	On target	😊		This scheme has been successfully delivered.
<b>Sub total</b>		<b>3,110</b>	<b>1,451</b>	<b>1,659</b>			<b>1,652</b>	
<b>Total Expenditure</b>		<b>8,729</b>	<b>5,164</b>	<b>3,565</b>			<b>3,544</b>	