



## Meeting Agenda

**Cabinet**  
**Town Hall, St Annes**  
**Wednesday 21 September 2011, 7:00pm**

**The main doors to the Town Hall will be open to the public at 6:45pm**

**This meeting will be filmed for publication on the Council web site**



## **CABINET**

### **MEMBERSHIP**

#### **LEADER – COUNCILLOR DAVID EAVES**

<b>Councillor</b>	<b>Portfolio</b>
KAREN BUCKLEY	FINANCE & RESOURCES
SUSAN FAZACKERLEY	LEISURE & CULTURE
TREVOR FIDDLER	PLANNING & DEVELOPMENT
CHERYL LITTLE	SOCIAL WELLBEING
ALBERT POUNDER	CUSTOMER & OPERATIONAL SERVICES
THOMAS THRELFALL	ENVIRONMENT & PARTNERSHIPS

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## **Our Vision**

*Fylde Borough Council will work with partners to provide and maintain a welcoming, inclusive place with flourishing communities.*

## **Our Corporate Objectives**

- To Promote the Enhancement of the Natural & Built Environment
  - To Promote Cohesive Communities
  - To Promote a Thriving Economy
- To meet the Expectations of our Customers

## **The Principles we will adopt in delivering our objectives are:**

- To ensure our services provide value for money
- To work in partnership and develop joint working

## A G E N D A

<b>PUBLIC PLATFORM</b>	
To hear representations from members of the public in accordance with Cabinet procedure rules	
<b>PROCEDURAL ITEMS</b>	
<b>1. DECLARATIONS OF INTEREST:</b> If a member requires advice on Declarations of Interest he/she is advised to contact the Monitoring Officer in advance of the meeting. (For the assistance of Members an extract from the Councils Code of Conduct is attached).	4
<b>2. CONFIRMATION OF MINUTES:</b> To confirm as a correct record the Minutes of the Cabinet meeting held on 20 July 2011 attached at the end of the agenda.	4
<b>URGENT ITEMS</b>	
<b>3. URGENT ITEMS</b> (The Chairman will be requested to indicate whether or not he accepts that any additional item should be considered by the Cabinet as a matter of urgency, in accordance with section 100 of the Local Government Act 1972 (as amended)).	4
<b>4. COMMUNITY FOCUS SCRUTINY COMMITTEE – RECOMMENDATIONS</b>	8 – 18
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<b>9. RURAL HOUSING NEED SURVEY – SINGLETON PARISH</b>	44 – 95
<b>10.CORE STRATEGY TIMETABLE AND BUDGET</b>	96 - 103

<b>11. PLANNING APPEALS – FUNDED BUDGET INCREASE</b>	<b>104 – 107</b>
<b>12.SERVICE DELIVERY THROUGH AN ARMS-LENGTH COMPANY-FBC SOLUTIONS LTD</b>	<b>108 – 116</b>
<b>13.LCC LOCAL TRANSPORT IMPLEMENTATION PLAN</b>	<b>117 – 157</b>
<b>14. DISPOSAL OF THE FREEHOLD INTEREST IN TWO AREAS OF OPEN SPACE TO STAINING PARISH COUNCIL</b>	<b>158 - 166</b>
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**Personal interests**

8.—(1) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

- (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) any body—
  - (aa) exercising functions of a public nature;
  - (bb) directed to charitable purposes; or
  - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

- (i) any employment or business carried on by you;
  - (ii) any person or body who employs or has appointed you;
  - (iii) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
  - (iv) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
  - (v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
  - (vi) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
  - (vii) any land in your authority's area in which you have a beneficial interest;
  - (viii) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
  - (xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision;

(2) In sub-paragraph (1)(b), a relevant person is—

- (a) a member of your family or any person with whom you have a close association; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

**Disclosure of personal interests**

- 9.—(1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- (3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

- (5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- (6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- (7) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000(d).

#### **Prejudicial interest generally**

- 10.—**(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) You do not have a prejudicial interest in any business of the authority where that business—
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
  - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
  - (c) relates to the functions of your authority in respect of—
    - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
    - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
    - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
    - (iv) an allowance, payment or indemnity given to members;
    - (v) any ceremonial honour given to members; and
    - (vi) setting council tax or a precept under the Local Government Finance Act 1992.

#### **Prejudicial interests arising in relation to overview and scrutiny committees**

- 11.—** You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—
- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
  - (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

#### **Effect of prejudicial interests on participation**

- 12.—**(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—
- (a) you must withdraw from the room or chamber where a meeting considering the business is being held—
    - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
    - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;
 unless you have obtained a dispensation from your authority's standards committee;
  - (b) you must not exercise executive functions in relation to that business; and
  - (c) you must not seek improperly to influence a decision about that business.
- (2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

# REPORT

REPORT OF	MEETING	DATE	ITEM NO
GOVERNANCE AND PARTNERSHIPS DIRECTORATE - FOR CHAIRMAN OF THE COMMUNITY FOCUS SCRUTINY COMMITTEE	CABINET	21 SEPT 2011	4

## COMMUNITY FOCUS SCRUTINY COMMITTEE - RECOMMENDATIONS

### Public Item

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

### Summary

The Community Focus Scrutiny Committee met on 28 July 2011 and 8 September 2011 there were a number of recommendations made by the committee that Cabinet may wish to note. The minutes of the meeting are attached.

### Recommendation

To consider the recommendations of the Community Focus Scrutiny Committee of the 28 July 2011 (attached) and 8 September 2011 (To follow).

### Reasons for recommendation

To allow formal consideration of recommendations arising from the Community Focus Scrutiny Committee

### Alternative options considered and rejected

None applicable as the recommendations are coming forward from the scrutiny committee.

### Cabinet Portfolio(s)

The items fall within the following Cabinet portfolio(s):

Finance and Resources - Councillor Karen Buckley  
Environment and Partnerships - Councillor Thomas Threlfall



## **Report**

To consider endorsing the recommendations of the meeting of the Community Focus Scrutiny Committee which met on 28 July 2011 as detailed below and in the minutes attached and those of 8 September 2011 (To Follow).

### **1. Referral of Notice of Motion - Melton Grove**

#### *Recommended:*

1. To appoint a time limited task and finish group comprising the Chairman and Vice-Chairman of Committee and Councillors Tim Armit, Maxine Chew, Ken Hopwood, John Singleton and Peter Wood to undertake a detailed review of matters associated with the disposal of Melton Grove, Ansdell.
2. To report on the findings to the October 6 meeting of the committee.

### **2. Proposed in depth Review - Exploratory On Shore Shale Gas Drilling**

#### *Recommended:*

1. To agree to the scoping document.
2. To establish a task and finish group to conduct a review on shale gas drilling activities within the borough and that the group comprise: Chairman and Vice-Chairman of Committee and Councillors Tim Armit, Susan Ashton, Susanne Cunningham, Ken Hopwood, Richard Redcliffe and John Singleton.
3. To report on the findings by the December 1 meeting of the Committee.

Cabinet may like to note that Councillor Nigel Goodrich will replace Councillor John Singleton on the group following his interest in the matter.

### **3. Medium Term Financial Strategy (MTFS) Outturn Position 2010/11 (including General Fund, Capital Programme and Treasury Management)**

#### *Recommended:*

1. To note the report and convey the committee's thanks and appreciation to the finance team for the work done in a timely manner during a challenging period.

#### 4. Annual Report - Age UK Lancashire

*Recommended:*

1. To note the report and thank Mrs Kelday for the excellent presentation and her attendance at the meeting.

#### 5. Annual Report - Care and Repair (Fylde and Wyre)

*Recommended:*

1. To note the report
2. That Michelle Lee, Care and Repair Project Manager be thanked for attending and reporting to committee.
3. To recommend to Cabinet that the Council's financial support to the Fylde Care and Repair Service be considered for an extended period beyond the existing year by year arrangement.

#### Risk Assessment

This item makes no specific recommendations. Therefore there are no risks to address.

Report Author	Tel	Date	Doc ID
Lyndsey Lacey	(01253) 658504	August 2011	CFSC Recs

List of Background Papers		
Name of document	Date	Where available for inspection
Agenda and Minutes of Community Focus Scrutiny Committee	July 2011	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>

IMPLICATIONS	
Finance	None arising directly from this report
Legal	None arising directly from this report

Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

### **Attached documents**

28 July 2011 - Community Focus Scrutiny Committee minutes

8 September 2011 - Community Focus Scrutiny Committee minutes – To Follow

## Community Focus Scrutiny Committee



Date	Thursday, 28 July 2011
Venue	Town Hall, St Annes
Committee members	Councillor Kiran Mulholland (Chairman) Councillor Christine Akeroyd (Vice-Chairman)  Councillors Tim Armit, Susan Ashton, Maxine Chew, Susanne Cunningham, Tony Ford, Kathleen Harper, Paul Hodgson, Ken Hopwood, Linda Nulty, Dawn Prestwich, Richard Redcliffe, John Singleton, Viv Willder, Peter Wood
Officers	Joanna Scott, Paul O'Donoghue, David Gillett, Darren Bell, Lyndsey Lacey, Alan Royston
Other members	Councillor Cheryl Little (Portfolio Holder for Social Wellbeing)  Councillors Julie Brickles, Fabian Craig-Wilson
Other representatives	Heather Kelday - Age UK  Michelle Lee - Care and Repair (Fylde and Wyre)
Members of the public	3 members of the public were in attendance

### 1. Declarations of interest

Members were reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000. No members declared any interests.

### 2. Confirmation of minutes

RESOLVED: To approve the minutes of the Community Focus Scrutiny Committee held on 16 June 2011 as a correct record for signature by the Chairman.

### 3. Substitute members

The following substitutions were reported under council procedure rule 22.3:

Councillor Susan Ashton for Councillor Gail Goodman

Councillor Richard Redcliffe for Councillor Nigel Goodrich

### 4. Referral of Notice of Motion - Melton Grove

The Chairman indicated that the above item had been received after the publication the agenda and accepted that it should be considered by the committee as a matter of urgency (in accordance with Section 100 of the LGA 1972, as amended) by reason of the restricted time constraints set by Council.

The Chairman (Councillor Kiran Mulholland) reported that at the Council meeting held on 18 July 2011, a Notice of Motion (relating to the disposal of Melton Grove) was referred to the Scrutiny Committee for review. A subsequent meeting of the Scrutiny Management Board on 20 July 2011 elected the Community Focus Scrutiny Committee as the committee to undertake the review.

Following consideration of this matter the committee RESOLVED:

1. To appoint a time limited task and finish group comprising the Chairman and Vice-Chairman of Committee and Councillors Tim Armit, Maxine Chew, Ken Hopwood, John Singleton and Peter Wood to undertake a detailed review of matters associated with the disposal of Melton Grove, Ansdell.
2. To report on the findings to the October 6 meeting of the committee.

(The Chairman dealt with the matter by a show of hands rather than by taking a recorded vote on it)

### 5. Proposed in Depth Review - Exploratory On Shore Shale Gas Drilling

Further to previous deliberations by the committee and at the request of the Scrutiny Management Board, the committee considered a report on a proposal to hold an in-depth scrutiny review of exploratory on shore shale gas drilling within the borough.

Included within the report was a proposed scoping document which sought to examine the social, economic and environmental impacts of the drilling activities within the borough.

Following a full discussion it was RESOLVED:

1. To agree to the scoping document.
2. To establish a task and finish group to conduct a review on shale gas drilling activities within the borough and that the group comprise: Chairman

and Vice-Chairman of Committee and Councillors Tim Armit, Susan Ashton, Susanne Cunningham, Ken Hopwood, Richard Redcliffe and John Singleton.

3. To report on the findings by the December 1 meeting of the Committee.

(The Chairman dealt with by a show of hands rather than by taking a recorded vote on it)

6. Medium Term Financial Strategy (MTFS) Outturn Position for 2010/11  
(including General Fund, Capital Programme and Treasury Management)

Joanna Scott (Section 151 Officer) and Paul O'Donoghue (Deputy Section 151 Officer) presented a comprehensive report on the General Fund outturn (including revenue, capital and treasury management) for 2010/11.

Mrs Scott explained that the basis for bringing the various financial reports to the Scrutiny meetings was to help train and improve the financial awareness of a wider audience of members to enable them to have a better understanding of the financial issues facing the Council so to be better informed at the annual Budget Council setting meetings. Mrs Scott explained that the outturn report for 2010/11 had been presented to Cabinet in June 2011 and Cabinet had accepted and approved the recommendations.

The report provided an overview of the major variations between the latest approved budget estimates and the actual expenditure and quantified the impact on the Council's reserves. The report also included details of the Treasury Management operations for the financial year.

Details of various recommendations proposed to Cabinet in relation to risks and contingency issues (concessionary fares scheme, replacement fleet vehicles, new additional government grants) and the budget variances arising from slippage including the associated adjustments were set out in the report.

Mrs Scott explained that, a revenue underspend (after proposed slippage was taken into account) of £592k had been achieved in 2010/11 against the latest estimate for the year. She advised that in summary, the revenue under spend had arisen in a number of key areas including Concessionary Fares (non controllable and risk area highlighted in MTFS), savings arising from the Modernisation Strategy and a number of income streams where the budget estimate had been exceeded

She advised that the revenue under spend should be regarded as a helpful one-off windfall given the financial challenges faced by the Council.

In addition to the above, Mrs Scott pointed out that there were still high risk financial pressures facing the council and these were also set out in the report.

In terms of the Capital Outturn, members were advised that the position was in line with the forecast and that the Council had fulfilled the Prudential Indicator requirements for Treasury Management.

Included as appendices to the report were: the General Fund Revenue Expenditure & Income Account; General Fund Outturn for 2010/11; Revenue Budget Slippage Items; Capital Outturn Variances and Prudential Indicators.

Councillor Armit enquired about the high budget costs associated with various items listed in Appendix B of the report. Mrs Scott explained that the report essentially concentrated on the outturn position and that such matters would normally be addressed at the budget stage.

Councillor Nulty commented on the underspend position and suggested key areas where she felt could benefit from an injection of such funds. Mrs Scott advised that the revenue underspend could act as a buffer for future financial challenges faced by the Council.

Councillor Mulholland asked for clarification on the ideal figure that the Council should have in reserves. Mrs Scott confirmed that a the recommended minimum level of revenue general balances is £750,000

Councillor Armit asked about the necessity for borrowing and the management of such matters and how the Council's borrowing levels compared to other local authorities within the region. Mrs Scott stated that the Council had borrowed for capital purposes and made reference to the Code of Practice which states that the council (when borrowing money) must demonstrate that it is financially prudent, efficient and affordable. In terms of comparisons with other local authorities, Mrs Scott indicated that it was difficult to make direct comparison as for example, some Councils still have housing stock so will have a higher debt position. The last research undertaken last year suggested that Fylde had one of the lowest borrowing levels.

Councillor Redcliffe asked about the relationship between the level of revenue balances resources and the amount of borrowing. This was addressed by Mrs Scott that the decision to borrow takes a number of factors into consideration including general affordability and the availability of other sources of capital finance such as capital receipts as well as direct revenue contributions. Annual Budget Council has to approve the capital programme and financing

Councillor Armit also enquired about matters associated with risk and the council arrangements for dealing with Investments and approved banks. Mrs Scott confirmed that the Council takes external Treasury advice as it is a specialist area and they advise and the Council is restricted as to where it could place its investments.

Councillor Singleton commented on the hard work undertaken by the finance team over the year and expressed his appreciation for presenting the position in a timely manner during a challenging period.

Following a detailed discussion, it was RESOLVED to note the report and convey the committee's thanks and appreciation to the finance team for the work done in a timely manner during a challenging period.

(The Chairman dealt with the matter by a show of hands rather than by taking a recorded vote on it)

#### 7. Annual Report - Age UK Lancashire

By way of introduction, David Gillett (Head of Housing Services) presented an overview of key aspects of the one year Service Level Agreement, which the Council has in place with Age UK Lancashire, to provide an information and advice service in Fylde. In doing so, he stated that as part of the agreement, the Council paid a grant of 12k per annum for the provision of key services.

Mrs Heather Kelday (Care Services Team Leader for Information and Advice of Age UK) attended the meeting to present key points arising from the report including details of performance over the previous year. In doing so, she made reference to the recent amalgamation of Age Concern and Help the Aged to become Age UK.

In brief, the presentation covered details of the range of information and advice service provided and a profile of service users within the Fylde area. In addition, it made reference to the work undertaken with key local partners, staffing/volunteer arrangements in place, details on the number of home visits made, training undertaken, an overview of comments received from the survey forms together with information on development plans in place.

A copy of the performance report of Age UK Lancashire and the Service Level Agreement together with a copy of an information leaflet produced by Age UK Lancashire was circulated with the agenda.

Councillor Singleton enquired about the profile of service users and the percentage of residents from the rural community using and/or having access to the service. In particular, he asked if in future years the profile of service users could be expanded to include details of areas accessing the service. In response, Mrs Kelday provided an overview of the services made available to the rural community via the Outreach Officer/Community Engagement Bus. In addition, she confirmed that the profile would be updated in future years to accommodate Councillor Singleton's request.

A number of members commented on issues associated with community bus and transport links. Issues associated with this matter were addressed by Mrs Kelday

Councillor Chew complimented Age Concern on their work and, in particular, suggested that it had greatly benefited the residents of her ward.

Councillor Harper asked how about the number of enquires made to Age UK during 2010/11 compared to previous years. Mrs Kelday addressed this matter.

Councillor Hopwood suggested that Age UK could benefit from advertising its services free of charge on the borough Council's website.



Following consideration of this matter it was RESOLVED to note the report and to thank Mrs Kelday for the excellent presentation and her attendance at the meeting.

(The Chairman dealt with the matter by a show of hands rather than by taking a recorded vote on it)

#### 8. Annual Report - Care and Repair (Fylde and Wyre)

David Gillett (Head of Housing Services) and Michelle Lee (Care and Repair-Project Manager) presented the annual progress report of the Care and Repair (Fylde and Wyre) Partnership.

For background purposes, Mr Gillett explained that the Care & Repair Service is administered from Wyre borough council on behalf of both districts. He added that the service is a "not for profit" home improvement agency which is available to older people and people with disabilities in the Wyre and Fylde area.

Mr Gillett further reported that the service is delivered in two distinct parts. The first is the "core" service which is designed to facilitate repairs and adaptations to enable someone to stay in their home. The second element is the "handyperson" scheme. He explained that the aim of this scheme is to keep people safe in their homes, to prevent the risk of trips and falls, and provide help with small jobs around the house. Members were advised that the cost to the householder is confined to the cost of materials (labour was provided free).

In brief, Ms Lee's presentation provided an overview of the performance of the care and repair service during 2010/11 and details of performance comparisons against target over a number of years. She explained that whilst the Council contribute a 30k grant to the core service neither Fylde nor Wyre contributed to the handyperson scheme, but qualifying residents from Fylde and Wyre were eligible to use it. She added that the service is funded by Lancashire County Council and North Lancs PCT. Her report also detailed the number of cases completed and in progress. It also included information on marketing and promotion arrangements, work undertaken with partners, staffing, quality assurance and monitoring and issues associated with the on-going funding arrangements.

Included as appendices to the report was an analysis of the customer satisfaction surveys, an analysis of handy person customer satisfaction questionnaires, handyperson data, small repairs handyperson data and care and repair service flowchart.

Councillor Mulholland commented that subsequent to the work of the 2007 task and finish group, there had been an increased awareness amongst residents of the Fylde of the service and acknowledged that the scheme appeared to represent value for money for Fylde.

Councillor Paul Hodgson asked about the take up of the service in the rural parts of the borough. Ms Lee confirmed that the majority of clients tended to

be based in the Lytham St Annes area but that the services had been promoted throughout the borough.

Councillor Little (Portfolio Holder for Social Well-being) stated that she acknowledged the importance of the service provided and was happy to support the on-going funding which was critical to the running of the care and repair service.

Following the presentation it was RESOLVED:

1. To note the report.
2. That Michelle Lee, Care and Repair Project Manager, be thanked for attending and reporting to the committee.
3. To recommend to Cabinet that the Council's financial support to Fylde Care and Repair service be considered for an extended period beyond the existing year by year arrangement.

(The Chairman dealt with the matter by a show of hands rather than by taking a recorded vote on it)

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# REPORT

REPORT OF	MEETING	DATE	ITEM NO
GOVERNANCE AND PARTNERSHIPS DIRECTORATE - FOR THE CHAIRMAN OF THE JOINT COMMUNITY FOCUS SCRUTINY COMMITTEE AND POLICY DEVELOPMENT SCRUTINY COMMITTEE	CABINET	21 SEPT 2011	5

## JOINT MEETING OF THE COMMUNITY FOCUS SCRUTINY COMMITTEE AND POLICY DEVELOPMENT SCRUTINY COMMITTEE - RECOMMENDATIONS

### Public Item

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

### Summary

The Joint meeting of the Community Focus Scrutiny Committee and Policy Development Scrutiny Committee met on 26 July 2011, and there were a number of recommendations which Cabinet may wish to consider.

### Recommendation

1. To consider the recommendations of the Joint meeting of the Community Focus Scrutiny Committee and Policy Development Scrutiny Committee (attached).

### Alternative options considered and rejected

None applicable as the recommendations are coming forward from the joint scrutiny committee.

### Cabinet Portfolio

The items fall within the following Cabinet portfolio(s):

Social Wellbeing - Councillor Cllr Cheryl Little

## **Report**

To consider the recommendations of the Joint meeting of the Community Focus Scrutiny Committee and Policy Development Scrutiny Committee meeting of 26 July 2011 (attached).

## **Risk Assessment**

There are no significant risks associated with the actions referred to in this report.

Report Author	Tel	Date	Doc ID
Paul Rogers	(01253) 658491	26 July 2011	CFSC and PDSC Recs

List of Background Papers		
Name of document	Date	Where available for inspection
Notes of Joint Community Focus Scrutiny Committee and Policy Development Scrutiny Committee	26 July 2011	

IMPLICATIONS	
Finance	None arising directly from this report
Legal	None arising directly from this report
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

## **Attached documents**

1. Joint Community Focus Scrutiny Committee and Policy Development Scrutiny Committee notes.

# Notes of an Informal Joint Community Focus Scrutiny Committee and Policy Development Scrutiny Committee



Date	Tuesday, 26 July 2011
Venue	United Reformed Church (The Annex) , St Annes
Committee members	<p>Councillor Kiran Mulholland (Chairman)</p> <p>Councillors Ben Aitken, Christine Akeroyd (Vice-Chairman, Community Focus Scrutiny Committee), Frank Roland Andrews, Tim Armit, Susan Ashton, Julie Brickles, David Chedd, Maxine Chew, Fabian Craig-Wilson ( Chairman, Policy and Development Committee), Susanne Cunningham, Leonard Davies (Vice-Chairman, Policy and Development Committee), David Donaldson, Charlie Duffy, Tony Ford, Gail Goodman, Kathleen Harper, Paul Hodgson, Ken Hopwood, Kiran Mulholland, Edward Nash, Linda Nulty, Elizabeth Oades, Dawn Prestwich, Richard Redcliffe, John Singleton and Viv Willder</p>
Officers	Tracy Scholes, Bryan Ward and Paul Rogers
Other members	Councillor Cheryl Little (Portfolio Holder for Social Wellbeing)
Other representatives	Chief Superintendent Richard Debicki and Inspector Keith Ogle

## 1. Declarations of interest

Members were reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000. No members declared any interests.

## 2. Impact of Policing Spending Reductions in Fylde and Front Counters and Estates Review Consultation

Councillor Kiran Mulholland welcomed Chief Superintendent Richard Debicki and Inspector Keith Ogle to the meeting to talk about the impact of police spending reductions in Fylde in respect of Front Counters and the Estates Organisational Review consultation. He emphasised that the consultation process was underway and would conclude at the end of September.

Chief Superintendent Debicki informed the meeting that he was the Divisional Commander for Blackpool and Fylde and Inspector Keith Ogle was the local policing Inspector and he would help answer any questions. He was grateful to be able to address Councillors in detail on the issues before them. He wanted to talk about recommendations from an Estate Organisational Review to close some police stations and/or closures of front desk facilities. He wanted to consult with the meeting and inform Councillors of the consultation process and take any views individually and collectively and to advise how Councillors could have their say in due course about the proposals. In addition, he would run through further issues as a result of the review programme as a consequence of the spending cuts across the constabulary and also information about reorganisation in Fylde.

In making the following points, Chief Superintendent Debicki made reference to the report attached to these Minutes as an Appendix. He informed the meeting that over the next four years the constabulary would need to find £42 million savings which was in line with other police forces and public sector organisations. The process to find savings looked at areas away from the front line, such as back office support roles, together with efficiencies. The review looked at the whole force and to date there had been £38 million savings identified over the next four years. Of that figure, there would be reductions of 29 per cent from back office, 18 per cent from middle office or operations support roles and 9 per cent from the front line.

The Constabulary took the view that the cuts were what the public and Councillors as elected representatives would expect (ie removing as much resource as possible from back office functions). In explaining how the cuts would affect Fylde he referred to police officers in the response role who were the officers who would respond to emergencies and to requests for assistance in slower time. These were officers either in vehicles or on foot and would respond in the first instance.

He also referred to Neighbourhood Policing Officers i.e. Community Beat Managers (CBMs) who performed the neighbourhood policing role and who were all affected by the cuts to some extent. He informed the meeting that in making the cuts they had scrutinised the service that was provided and they had restructured it so that a good service would still be provided with the potential to improve on that service. They had restructured response policing, moving to a model where different sets of officers performed different functions. Some would perform the immediate emergency response function and would be available in the community 24/7.

Alongside those officers there would be a set of officers who would perform a pre-planned response function where requests which were not urgent would be answered by appointment at a time and venue to suit that member of the public. This type of response was not currently in use in a widespread way. Some of the officers in the pre-planned function would be based in St Annes.

He then referred to CBMs and PCSOs. These were, he believed, very important to deliver very good community policing. There would however be a reduction from 14 CBMs down to 10. He emphasised that despite the reduction, all communities in Fylde would still have a CBM who would operate in the same way as the current CBM. It would mean that the CBM would cover wider areas in some cases as the spread of CBMs would be based on demand and need, based on risk. They would continue to attend PACT and Parish and Town Council meetings. PCSO numbers would be unchanged due to the fact that they were funded directly by the Home Office. He was confident that Fylde would continue to have a very good neighbourhood policing service.

Superintendent Debicki referred to the front counters issue and the estates review. He stressed the importance of obtaining the views from the meeting on the estates issue. The consultation on this was for 3 months from the 1 July. Various forums had been consulted to date, as well as some Parish and Town Councils. He informed the meeting that there were currently 38 front counters throughout Lancashire but that there were inconsistencies in their opening hours and the way they operated generally across the force. He emphasised that the footfall to each counter varied considerably. A review had been carried out in the light of that information and a series of recommendations had been made on which counters should be closed, but he stressed that these proposals were subject to consultation with the Council and the public and that the decisions would be made in the autumn. He gave details of the recommendations as they affect Fylde as follows:

- Closure of the counter at Bispham but maintain the police station
- Closure of the enquiry area at South Shore but maintain the police station
- Closure of the enquiry area at Kirkham but maintain the police station
- Closure of the enquiry area and close the police station in Lytham when the lease expires in 2015
- the sale of the police house in Freckleton, which was currently not open to the public.
- St Annes police station to be maintained with an enquiry area and police station
- Blackpool central to remain with an enquiry area and police station

He added that communications had evolved e.g. IT and telephony and as a consequence police stations were not used by the public as they used to be hence the reduction in footfalls. He understood the standing and reassurance that police stations had with the public but that unfortunately savings needed to be found fairly and with the concerns of the public in mind. He further emphasised that savings needed to be made and that there were potential savings of £1 million per year in running costs and £4 million from property sales. He informed the meeting that if savings were not found in the ways proposed then savings would need to be found in other ways with a likelihood of further staff reductions. The savings were a balanced way of achieving the cuts.

Chief Superintendent Debicki stated that as well as views being made at the meeting, views could be made by completing an online questionnaire, or written views by letter to the Constabulary. There would also be a random telephone survey of the public and

through various forums. He referred to the importance of the Community Safety Partnership with the local authority and the impact the Partnership had in crime reduction and detection and in respect of anti-social behaviour over the last few years, and that it was important to continue with that partnership.

The Partnership was supported by backroom staff and despite those roles being rationalised there would continue to be support for the partnership. The Anti-Social Behaviour post would be civilianised and would take on some additional work load. He concluded in making reference to the fact that the Constabulary should be judged on its achievements together with its partnerships with local authorities in an effort to reduce crime. He made the point that in the light of expenditure cuts, to reduce crime would become a greater challenge. Fylde would however still maintain the neighbourhood policing structure and would deal with local concerns even though they would be structured slightly differently.

Councillor Mulholland asked the meeting for questions and views with the purpose of putting together a response from both Scrutiny Committees to the Cabinet for Cabinet to make a formal response from Fylde to the Constabulary's proposals.

Councillor Maxine Chew representing Singleton and Greenhalgh Ward made two points. She drew attention to the fact that there would be one Police Constable or CBM and one PCSO dealing with 6 villages which were very spread apart. She made the point that there was £350,000 approximately, based on Band D, in Council Tax raised for the police authority and she had to justify to the electors how they were looked after and whether they received value for money. What concerned her was that Elswick and Staining villages would take the majority of the officers' time due to the problems they have but that the main problem was the horrendous traffic problems with congestion, speeding and traffic crime. In the previous 4 months there had been 350 speeding tickets given out in Staining. She emphasised that there was not enough support with this area of policing.

The second point related to the transfer of police officers dealing with those villages to other areas after a period of time just when they had established a rapport between local authority Councillors and the public. Also, that there was a need to provide the police support officers with appropriate transport. In the past PCSOs had not had a vehicle thereby wasting an awful amount of time in walking or using public transport. She questioned whether the police had the vehicles to utilise in the rural areas she represented to enable the CBM and PCSO to do the job.

Chief Superintendent Debicki acknowledged Councillor Chew's concern about the services provided across Lancashire in terms of value for money. He pointed out that services went beyond CBMs and PCSOs and made reference to examples in CID, Crime Scene Investigators, Public Protection and Response Officers, Roads Policing Officers, operational support and Counter Terrorism which emphasised the broad range of service. He appreciated that the officers she referred to would have larger areas and that they would be spread out but he assured Councillor Chew that it was his job to make sure that the response and the ways in which the officers work would still be effective. He reinforced the fair and equitable way in which the proposals have been made according to resources and need and they had tried to take as little as possible out of neighbourhood policing across Lancashire.



In respect of transport and vehicles, he felt that the issue of vehicle fleet was a fair point to raise and this was already being examined. The vehicle fleet might therefore need to be reviewed, but more vehicles equate to more cost. This would ensure that the officers were in the right place at the right time. He understood the frustration for the public of officers being moved from an area after a short period, and the Constabulary always tried to maintain that officers remain in an area for 2 years. There would, from time to time, however be the inevitability of staffing movements for various personal and organisational reasons interrupting the 2 year period. On the traffic problems this was an issue which could be directed towards the Road Traffic Police and he would take the problems raised by the Councillor to them, addressing those traffic issues.

Councillor Linda Nulty representing Medlar with Wesham Ward asked how the cuts added up to the remaining 44 per cent. She referred to the planned response being from St Annes and how this would cover the whole of Fylde. She suggested that a distribution map showing all the front counters in Fylde displayed in the local media would be useful to the public. She was also of the view that the public needed to be made aware of the police telephone numbers available for non emergencies.

Inspector Keith Ogle informed the Councillor that the Planned Response non emergency work, would be based in St Annes and the Immediate Response (emergencies), would be based at Kirkham, the two response teams would cover Fylde.

Chief Superintendent Debicki informed Councillor Nulty that he would take the distribution map issue forward with a view to considering that issue. With regard to the cuts, some had already taken immediate effect and some would be brought into being over the next 4 years. To achieve the £38 million cuts, the percentages referred to were, for example, 29 per cent of the total back office staff was being cut and similarly with the other percentages given.

Councillor John Singleton representing Staining and the Weeton Ward expressed surprise that the transport situation had not been addressed at the time the current proposals were made, bearing in mind the fact that there was only one van in the rural areas in Fylde which was supplied by New Fylde Housing. He wanted to encourage the police to improve the transport in the rural areas over and above the one van currently in place.

Chief Superintendent Debicki acknowledged the point made and stated that the issue of transport was being considered prior to the cuts taking place. He also emphasised that from a practical viewpoint there was a balance issue about the need for officers on the beat, engaging with the public, as well as officers in vehicles.

Councillor Frank Andrews representing Ribby with Wrea Ward asked if Kirkham Police Station would remain operational despite the front counter being closed and would a phone call be answered at that station.

Chief Superintendent Debicki informed the Councillor that where a call was made from the yellow phone outside the police station or from a personal phone then this would be answered by one of the Contact Management Centres in Lancashire. It would however still be possible to meet officers at Kirkham and it would be possible to have a conversation with an officer at the station by appointment.

Councillor Tim Armit referred to the 350 members of the public that use the police stations and that as a consequence of the proposed closures, it was his view that some of that number would revert to 999 calls. He hoped that the call centres would be able to cope with the additional public calls. Also, he made reference to the need for an advertising campaign to promote awareness of police contact numbers, particularly the 101 phone number to reduce the need to use the 999 number. He asked if the St Annes police station would be open 365 days and would immediate and slower response times alter due the number of police in areas being reduced.

He also asked what proposals were in place to enable the public to contact the pre-planned response officers as it would not be possible to contact those officers via police stations. He acknowledged that in terms of saving costs the report contained a large amount of good proposals but he suggested that some savings could be made by combining police stations or buildings thereby bringing together responders into one building and also asked did the review look at different ways in which primary services could be cut to the public by reducing higher cost policing areas. He made a further point about the costs involved in magistracy and in the administration and counselling of the victims of minor crimes and could the bureaucracy of such matters be reduced, thereby reducing costs and allowing the response officers more time to tackle crime.

Chief Superintendent Debicki re-emphasised the point that the public would need to see a strong marketing response from the police in terms of how contact with the police can be made through contact numbers. Quick and effective response times would be maintained. He informed the meeting that the review looked at all areas, from staffing which was the largest cost area, to other non-pay costs, to achieve the proposed cuts. He emphasised that he would always be looking to find innovative ways to reduce costs. The maximum cost savings possible had been made from non pay costs and services away from the front line, but this still left a deficit which needed to be found. They were trying to promote an integrated management approach to crimes and the way that offenders are dealt with. The magistracy was an independent area although the police were working closely with the courts and how offenders are dealt with. They would also investigate the possibility of shared buildings to house front counters should a building in one area be closed and this could be with another emergency service or indeed other types of building and should that time arise in the future, he would value local authority responses to such measures.

Councillor Charlie Duffy representing Clifton Ward referred to the savings proposed and in particular the lease on Lytham police station which would run out in 4 years. He asked that as the police station was an important facility in the community could the closure of the police station be put on hold until it was found to be absolutely necessary to close it. Also if it was necessary to close it, could the adjacent library or the fire station be utilised jointly with the authorities concerned.

Chief Superintendent Debicki acknowledged the Councillor's views and stated that the closure of Lytham police station was one of the ways in which a reduction in costs could be achieved and that they would further review the necessity for that closure in due course together with the possibility of sharing buildings.

Councillor Leonard Davies asked how would the police operation be reviewed after 4 years. He also made reference to the fact that car parking in the centre of Lytham was

becoming very difficult due the fact that it was not monitored enough and with cutbacks it would make the problem worse.

Chief Superintendent Debicki informed the meeting that any need for further cost cuts after 4 years would be dependent on the future budget settlement and the budget would need to be managed accordingly. The second point regarding car parking he had dealt with earlier.

Councillor Edward Nash questioned whether as a result of the proposed cuts, could a police career in Lancashire constabulary still be recommended to people.

Chief Superintendent Debicki informed the meeting that budget provision would allow further recruitment of staff in the future and that Lancashire constabulary would still have a worthwhile career structure.

Councillor Ken Hopwood representing Clifton Ward referred to the less dense rural population of Fylde, the number of households and the holiday population and that most people would find the proposed closure of Lytham police station unacceptable. The elderly people found the police station reassuring and he asked whether the holiday population had been taken into account. There was no indication of the length of time that the foot fall at police stations were monitored. He also referred to the lack of signage to point people in the direction of the police station. Also, as Lytham did not have a Town Council would he be prepared to hold a public meeting so that the public could express their views.

Chief Superintendent Debicki informed the meeting that he would be willing to have the public meeting and also that the residents' views in general would be taken into account in the consultation process. Decisions had been made around total footfall rather than numbers of residents or visiting population. He acknowledged the signage point which would be looked into.

Councillor Richard Redcliffe asked how he had arrived at the 9 per cent reduction in cuts in the front line and was the possibility of a nil reduction in that area thought about. Also what did that mean in numbers of staff.

Chief Superintendent Debicki stated that in carrying out the review and the proposed cuts, Her Majesty's Inspectorate of the constabulary had scrutinised the review and had said that the constabulary had done well in arriving at the proposals and that the approach taken was good. The nil per cent was not considered achievable. He stated that one third of the back line staff had been taken out in the review, which was very sizeable and significant.

Councillor Angela Jacques asked if the categories of the subjects that the foot fall of people who went into the police stations were made known, that it would be more palatable to Councillors.

Chief Superintendent Debicki stated that the subjects could be for a minor crime or directions or driving documents so they were varied.

Councillor Kiran Mulholland referred to the Manchester review where they had achieved a nil per cent reduction in front line services. He was also of the view that the review should have kept the front line services at a nil per cent reduction. He was of the view

that the reductions in front line staff were retrograde in view of the achievements made in the past with the current staffing levels. He suggested that if neighbourhood policing had been taken at nil per cent that would have reduced concerns and that he considered this area of reduction a major setback.

In answer to the Councillor's question, Chief Superintendent Debicki informed the meeting that PCSOs were ring fenced for the next 2 years. Different forces receive funding in different ways depending on the proportions of Council Tax versus Government grant and therefore it is not possible to directly compare the approach to cuts taken by different organisations.

Chief Superintendent Debicki reiterated that the vast majority of staff would be kept in Fylde and would still be giving a good service. He was of the view that the decisions that had been taken had been arrived at in the right ways and he was optimistic for the future.

Councillor Mulholland thanked Chief Superintendent Debicki and Inspector Keith Ogle for their time in attending the meeting.

At this point Chief Superintendent Debicki and Inspector Keith Ogle left the meeting.

Councillor Cheryl Little, Portfolio Holder for Social Wellbeing, stated that the Lancashire Safety Partnership, in recognising the level of cuts in funding facing the police in Lancashire, had resolved:

*'that the Community Safety Partnership are supportive of the proposals regarding front desk and closure reviews in so far as they affect the Fylde area providing that the police promote alternative methods of communication and that there are no further reductions in the front line services'*

Tracy Scholes reminded members that only the Estates and Front Counter review was the subject of consultation and many of the other changes outlined by the Chief Superintendent were for the information of Councillors and were already in train for implementation. Any recommendations made by the informal Committee would be put forward to the Portfolio Holder and /or Cabinet for consideration.

Councillor Mulholland referred the meeting to the recommendations contained in the report and to the concerns he had given about the reduction in neighbourhood policing levels.

The meeting agreed that the following views be put forward to the Portfolio Holder and/or Cabinet for consideration:

## **1. Front Counter and Estates Review Consultation**

Not content with the closures but accepting changes are likely to occur would ask :

- that communications are improved in terms of promoting to the public how they should contact the police in terms of emergencies and non emergencies
- that the decision to close Lytham Police Station be deferred until 2014 when the current lease is due for review to assess at that time whether the need for the savings is still warranted

-

## **2. Policing spending reductions**

Would like to comment that the proposed changes to neighbourhood policing reductions are not accepted and ideally the Council would like to see no reductions in front line policing delivery.

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
FINANCE	CABINET	21 <sup>ST</sup> SEPTEMBER 2011	6

## CABINET'S TIMETABLE FOR DEVELOPING BUDGET PROPOSALS 2012/13

### Public Item

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

### Summary

A budget timetable needs to be adopted by Cabinet which will comply with the budget and policy framework rules, statutory deadlines, and if possible facilitate early billing for Council Tax.

Attached at Appendix A is a draft timetable for the period October 2011 to March 2012 for consideration. The timetable may need further consideration if there are any significant changes i.e. precepting authorities.

### Recommendation

1. That Cabinet accepts and adopts the Budget Timetable for 2012/13 .

### Alternative options considered and rejected

None applicable. The above proposal represents the most prudent Budget Timetable complying with both the Council's constitution and statutory requirements.

## **Cabinet Portfolio**

The item falls within the following Cabinet portfolio:  
Finance & Resources - Councillor Karen Buckley

### **Report**

#### **1. INFORMATION**

- 1.1 The setting of the composite Council Tax can only be agreed after Lancashire County Council (LCC), Lancashire Police Authority (LPA) and the Lancashire Combined Fire Authority (LCFA) have arrived at their respective Band D requirements.
- 1.2 The statutory deadline by which all the precepting authorities have to determine their requirements is 28<sup>th</sup> February 2012. Currently the dates proposed for the relevant meetings are:  
  
8<sup>th</sup> February 2012 for the Lancashire Police Authority;  
13<sup>th</sup> February 2012 for the Lancashire Combined Fire Authority; and  
16<sup>th</sup> February 2012 for Lancashire County Council
- 1.3 As Preston City Council are providing the financial services management contract, the proposed dates are to ensure that access to senior finance officers is available to Fylde Borough Council to advise during the budget process.
- 1.4 The timetable set out in Appendix A includes key critical budget decision dates and proposed timescales for a wider budget consultation process to be undertaken. Dates for budget briefings with the Opposition Group are yet to be determined.
- 1.5 In light of the above it is proposed that:
  - (i) If all information on precepts is available, the Budget decision will be taken at Budget Council on 1<sup>st</sup> March 2012. Please note that this meeting will commence at 5:00pm.
- 1.6 If the budget cannot be set and Council Tax charges determined by 1<sup>st</sup> March 2012, it is likely that a Council Tax instalment date of 1<sup>st</sup> April, 2012 may not be achieved with a resultant financial loss to the Council. The statutory deadline to set Council Tax is 11<sup>th</sup> March 2012.

#### **2. IMPACT STATEMENT**

- 2.1 The subject matter of this report does not lend itself directly to furthering any or all of the Council's main policies.

#### **3. REASONS FOR DECISION**

- 3.1 To satisfy statutory and practical requirements for Members in the budget process.
- 3.2 To adhere to relevant requirements of the Council's Constitution.

- 3.3 To continue to facilitate early billing and collection of Council Tax where possible and thus maximise cash flow to the Council.

Report Author	Tel	Date	Doc ID
Joanna Scott – Section 151 Officer for Fylde Borough Council	(01772) 906059	September 2010	

List of Background Papers		
Name of document	Date	Where available for inspection
Document name		N/A

#### **Attached documents**

1. Appendix A – Meeting Dates

IMPLICATIONS	
Finance	Contained within the report
Legal	Contained within the report
Community Safety	N/A
Human Rights and Equalities	N/A
Sustainability and Environmental Impact	N/A
Health & Safety and Risk Management	Timetable in place to ensure annual budget for 2011/12 is set with statutory and legislative guidelines



**CABINET'S TIMETABLE FOR DEVELOPING BUDGET PROPOSALS 2012/13**

<b>Meeting Dates</b>	<b>Detail</b>
Sept – Dec 11	Public consultation on budget (including Fylde matters)
9 Nov 11	To present updated Financial Forecast 2011/12 to 2015/16 (7pm)
28 Nov 11	Council –To receive updated Financial Forecast (7pm)
Nov 11 –Feb 12	Opposition Briefings to be arranged
Nov/Dec 11	Consultation with Town & Parish Councils
Nov 11/Dec 11	Business Rate Payers Consultation
14 Dec 11	Forecast update to Cabinet (if needed) (7pm)
Jan 12	Scrutiny Meetings – Budget Consultation
18 Jan 12	Forecast update to Cabinet (7pm)
15 Feb 12	Cabinet Budget Meeting expected publication date of Budget & Policy Proposals
1 Mar 12	Council Budget Meeting (5pm start)
11 Mar 12	Statutory Date set Council Tax

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
GOVERNANCE AND PARTNERSHIPS	CABINET	21 SEPTEMBER 2011	7

## THREE TIER FORUM

### Public Item

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

**Summary** The Council has been invited to participate in a three tier forum for Fylde by the Lancashire County Council. . This would be a vehicle for the six County Councillors, matched by six Borough councillors, and one Town/Parish representative (John Rowe with Barbara McKenzie as Deputy) to come together to develop a shared sense of direction and priorities within the District.

This provides the opportunity to evaluate how the Borough Council liaises not only with the County Council but also its fifteen Town and Parish Councils. It is proposed that in future liaison takes place via the Fylde Branch of the Lancashire Association of Local Councils.

### Recommendations

1. To agree to participate in the Three Tier Forum for Fylde and seek the appointment of six Borough representatives at the Council meeting
2. To continue the Borough Council's commitment to partnership working with the Town and Parish Councils and suggest that this takes place via the Fylde LALC to ensure that a more targeted three tier dialogue is entered into and to consult with the Fylde LALC thereon
3. To review the effectiveness of the Three Tier Forum after a 12 month period to ensure that value is being achieved through membership thereof

### Reasons for recommendation

To derive benefits from all three levels of local government working collectively together for the benefit of Fylde residents

#### **Alternative options considered and rejected**

To not participate in the Three Tier Forum. This is rejected as the Council would be unable to benefit from partnership working with the County Council and Town and Parish Council in its truest sense. In addition, a review of the arrangements is recommended at a 12 month period to ensure that tangible benefits are accruing.

#### **Cabinet Portfolio**

The item falls within the following Cabinet portfolio:

Portfolio Title: Environment and Partnerships

Councillor Thomas Threlfall

#### **Report**

1. The Council has been invited to participate in a three tier forum for Fylde by the Lancashire County Council. . This would be a vehicle for the six County Councillors, matched by six Borough councillors, and one Town/Parish representative (John Rowe with Barbara McKenzie as Deputy) to come together to develop a shared sense of direction and priorities within the District.

2. Initial discussions with the County Council identified a number of potential areas where the three tier forum could add value. These are set out below. The Forum could also be used as a vehicle for discussing other important issues such as the future allocation of second homes council tax funding provided from the County Council to the Fylde Local Strategic Partnership.

*Back office synergies and savings*

*Public realm*

*Tourism/cultural offer*

*Lytham Library building*

*Open Golf Championship*

*Development of local youth offer*

3. Six Borough representatives would be sought - it is up to the Borough Council to determine the selection of the representatives, although it is recommended that they do not hold dual positions i.e. Borough and Parish representatives

4. The County Council intends to liaise with the Town and Parish Councils within the areas through the Fylde Branch of the Lancashire Association of Local Councils (LALC), in addition to the representative on the three tier forum. Although not all Town and Parish Councils are represented on the Fylde Branch of LALC there has been a commitment by LALC to ensure that there will be a mechanism for those Town and Parish Councils who are not members to be engaged in the three tier process.

At present, the Borough Council has a separate mechanism to the County Council for its engagement with Town and Parish Councils through its District-Parish Liaison Committee. This is captured within the District-Parish Charter as follows:

*The Borough Council will host 6 District-Parish Liaison meetings with all the Parish Councils to discuss corporate aims and other matters of mutual concern*

In order to ensure that the maximum benefit is derived through joint working with respect to the three tier forum it would be pragmatic for the Borough Council's engagement with Town and Parish Councils to be the same as that of the County Council. In this way, Borough officers and members as appropriate, could attend the meetings of the Fylde Branch LALC alongside County Council colleagues to discuss corporate aims and other matters of mutual concern, but from a three way dialogue perspective, thereby building on the sense of shared direction and priorities envisaged by three tier working.

There is to be an open forum at the beginning of each Fylde LALC meeting to allow those Parishes who are not members to engage. At present Kirkham, Elswick, Singleton, Treales, Roseacre and Wharles and Medlar-With-Wesham Councils are not members of LALC. Although, the District-Parish Liaison Committee has attracted a broad spectrum of members over the years, as with the Fylde LALC, it has not had a complete membership. As the Fylde LALC also meets six times a year, the Borough's commitment to partnership working with its Town and Parish Councils would be maintained, albeit through a more targeted three tier dialogue.

Report Author	Tel	Date	Doc ID
Tracy Scholes	(01253) 658521	Date of report	1 September 2011

List of Background Papers		
Name of document	Date	Where available for inspection
Document name		Council office or website address

IMPLICATIONS	
Finance	No direct implications
Legal	No direct implications
Community Safety	No direct implications
Human Rights and Equalities	No direct implications
Sustainability and Environmental Impact	No direct implications
Health & Safety and Risk Management	No direct implications

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
STRATEGIC DEVELOPMENT SERVICES AND COMMUNITY SERVICES	CABINET	21 SEPTEMBER 2011	8

## SUPPORTING THE HOME BUYER MARKET – LOCAL AUTHORITY MORTGAGE SCHEME

### Public Item

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

### Summary

The purpose of the report is to consider the Council's participation in a scheme to assist first time buyers. The report outlines the initial work undertaken to date and seeks approval to undertake further work to facilitate an informed decision about participation in the scheme at a later date.

### Recommendations

1. To approve in principle participation in the LAMS scheme and undertake further work as required.
2. To approve a revenue budget virement of £3,000 to finance the initial expenditure as outlined in the report.
3. To report back to Cabinet on the outcome of the further work to facilitate an informed decision about participation in the scheme at a later date.

### Reasons for recommendation

To seek approval in principle to participate in the LAMS scheme

## **Alternative options considered and rejected**

No alternatives suggested at this stage.

### **Cabinet Portfolio**

The item falls within the following Cabinet portfolios:

Planning and Development  
Social Wellbeing

Councillor Dr. Trevor Fiddler  
Councillor Cheryl Little

### **Report**

#### **Background**

1. A Local Authority Mortgage Scheme (LAMS), aimed at first time buyers, has been devised by Sector, a firm of specialist treasury advisors to local authorities, as a means by which they may support and stimulate the housing market. Sector then secured support with mortgage lenders and the scheme known as LAMS evolved.
2. A pilot group of 10 local authorities each committed to the scheme and in March 2011 the scheme was launched. To date, Sector have advised that 130 local authorities have expressed interest in the scheme.
3. A research fund was set up to facilitate the design of the Scheme; in particular, specialist legal advice was sought to determine the legal framework under which LAMS would operate. Advice was also obtained on accounting issues, risk assessments were carried out, and various templates were produced. Importantly, advice was taken on issues of state aid which were raised by lenders at an early stage.
4. All these reports are available to any local authorities who wish to join the scheme in principle, for a one-off contribution of £3,000.

#### **Purpose of the Scheme**

5. LAMS enables local authorities to stimulate their local housing market by involving themselves in the provision of mortgage process for first time buyers. In a typical case, the first time buyer will provide a deposit of 5%, the local authority will indemnify the mortgage provider, a bank or building society, with 20%, and the bank will provide the remaining 75% - although the bank will effectively be advancing 95% on the back of the local authority indemnity.
6. The interest rate charged to the first time buyer will be more favourable, reflecting a 25% deposit rather than a 5% deposit, which will increase the likelihood of first time buyers obtaining a foothold on the housing ownership ladder. It is thought that each sale to a first time buyer will generate multiple transactions as the bottom of a chain is freed-up, thereby stimulating the local housing market further.

#### **The Local Authority Indemnity**

7. Under LAMS, the local authority will provide a mortgage indemnity which will remain in place for the first five years of the mortgage. As stated above, the maximum indemnity

is 20% of the property value. The indemnity may be cash backed or non-cash backed, dependant on the terms and conditions of the specific mortgage provider.

8. Cash backed indemnities mean that the local authority will deposit cash with the lender up to the value of the indemnities it is prepared to offer and will earn a fixed rate of interest for the five year period, including a risk premium.
9. Non-cash backed indemnities mean the local authority will enter into a guarantee for each individual case up to the total value it is prepared to commit to the scheme, and will receive a guarantee premium of £500 per guarantee offered. At the end of the 5-year period, providing that no call has been exercised, the local authority's liability to the mortgage provider will have ceased, unless any extensions have been agreed.
10. Methods of financing the indemnity need to be fully explored and an analysis undertaken on the impact and implications for the Council of the various options for financing the indemnity.
11. The three key criteria to be agreed by each participating local authority are as follows:
  - the overall maximum value of the indemnity 'pot'
  - the maximum mortgage per property
  - the area(s) targeted for assistance
12. The first mortgage provider signed up to the scheme is Lloyds TSB Bank, and they require cash-backed commitments from local authorities in the £1m-£2m range.
13. The Lloyds TSB maximum mortgage per property is £375,000, but it is expected that most local authorities will set lower figures. The normal maximum range so far under the scheme is around £140,000 to £150,000 per property.
14. As regards target areas, the local authority can open up its whole area to LAMS, target specific post codes, or target 'hot spots',
15. Under the scheme, a master indemnity agreement would be drawn up with the mortgage provider by each local authority and monthly progress reporting would be instigated.
16. The local authority would not be involved in applicant vetting, the process being left entirely to the mortgage providers - so local authority administration would be kept to the minimum.
17. Sector is seeking assurances from all potential mortgage providers that they will not relax their normal lending criteria on the basis that they have a third party indemnity to 'bail them out'. All mortgages will be repayment mortgages – i.e. there will be no interest-only mortgages.



18. Some initial financial modelling has been undertaken and the table below identifies the scope for assistance from the scheme, based on a £1m maximum indemnity limit.

<b>Total Scheme Indemnity Maximum Limit</b>	<b>Maximum Property Mortgage</b>	<b>Max House Price based on 95% Mortgage</b>	<b>Customer Deposit (5%)</b>	<b>Indemnity Value (20%)</b>	<b>Minimum Number of Cases</b>
£1,000,000	£100,000	£105,263	£5,263	£21,053	47
£1,000,000	£125,000	£131,579	£6,579	£26,316	38
£1,000,000	£150,000	£157,895	£7,895	£31,579	31

19. It is envisaged that, under the scheme, the majority of advances will be based on three-year fixed rate mortgages, reviewed thereafter. Should any defaults arise, a participating local authority would become liable under its indemnity.
20. The normal indemnity deposit is for five years. However, there is a proviso that, should the mortgage be more than three months in arrears at the end of the 5-year period, the scheme may be extended for a further two years

## **Risks**

21. Under the scheme a participating local authority is exposed to the risk of lenders repossessing properties and then calling on the local authority to honour its indemnity. A major part of the ongoing work will be to assess the extent to which the local authority may be at risk from this eventuality, and how that risk compares with the financial benefit which it receives from lenders as a consequence of entering into the indemnities. This benefit is called the 'risk premium'.
22. The national average mortgage default rate, based on the Council of Mortgage lenders published 2010 statistics, is 0.3% of all advances made. In monetary terms, this could be expressed as £15,000 bad debt for every £5m advanced by lenders, requiring indemnities to the value of £1m (i.e. 20% of monies advanced) to be entered into by the local authority.
23. For cash-backed deposits, the authority will receive an additional interest rate (the 'risk premium') on the cash deposit backing the indemnity, at 0.7%. So on £1m deposited (as suggested in paragraph 18 above) the total benefit to the authority is £35,000 over 5 years, which could cover the potential bad debts outlined above.
24. For non-cash-backed guarantees, the total benefit to the authority will depend on the number of individual guarantees signed, within the overall facility agreed. The benefit is £500 per guarantee (the risk premium), so for an agreed facility of £1m, and average guarantees of £20,000 (i.e. average mortgages of £100,000), the risk return will be £500 x 50, i.e. £25,000 – considerably less than in above, but again, utilising the example, the £15,000 bad debts would still be covered.
25. Paragraphs 22 to 24 are for illustrative purposes only based on the current national average default rate of 0.3%. This average requires further analysis in relation to the local market to assess the potential financial risk to the authority.

26. It should be emphasised that, in extremis, should the Council proceed with full participation at a later date, the whole of the resources (i.e. the £1m in the table above) committed could be at risk, however remote that possibility may be. These risks would be fully identified at that stage before a final decision was made.

### **Risk Assessment**

27. There are financial risks which are yet to be fully assessed as a major part of the ongoing work into this scheme. However, there are no direct risks associated with the recommendations in this report. A full risk assessment would be undertaken before final approval and full participation in the scheme as outlined in paragraph 26.

### **Conclusions**

28. The scheme provides a vehicle for a local authority to stimulate its local housing market by kick-starting the first time buyer housing market. For cash-backed indemnities there are ways of minimising the initial outlay. Furthermore, the operation of the scheme has been kept relatively administrative-free from the local authority's perspective.

29. The rate of return offered on cash-backed indemnity deposits compares favourably with other rates currently on offer, but remains fixed for the full 5 years of the scheme. For non-cash-backed guarantees, there is no initial outlay, but dependant on the individual number of guarantees signed, the total financial benefit may be lower. It will however be defined up-front, and its 'perceived value' will not be dependent on future interest rate changes. More administrative work will be required, but Sector will provide assistance and relevant reports.

30. The scheme has risks related to the potential for default; however the likelihood of this happening needs to be weighed alongside the potential advantages of assisting some first time buyers to get on the housing ladder.

31. The scheme has significant attractions given the difficulties in the housing market and specifically in Fylde for first time buyers who have difficulty accessing any form of affordable housing.

32. The scheme is worthy of further exploration in particular to undertake a full financial, legal and technical appraisal.

Report Author	Tel	Date	Doc ID
David Gillett	(01253) 658689	21.09.11	

List of Background Papers		
Name of document	Date	Where available for inspection

#### Attached documents

None

IMPLICATIONS	
Finance	Financial research and resource time will need to be committed and as a new area of work the level of resource commitment required is not known at this stage.
Legal	The full legal implications will be assessed as part of the review of the scheme.
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

# REPORT

REPORT OF	MEETING	DATE	ITEM NO
STRATEGIC DEVELOPMENT SERVICES AND COMMUNITY SERVICES	CABINET	21 SEPTEMBER 2011	9

## RURAL HOUSING NEED SURVEY – SINGLETON PARISH

### Public Item

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

### Summary

The purpose of this report is to present the final report of the rural housing need survey undertaken in Singleton Parish earlier this year. The report is the first rural housing needs survey to be completed. It is the intention to complete a further survey in a second parish in 2011 and develop a programme for all parishes for the completion of similar surveys in future years.

The survey and its conclusions form a vital piece of evidence when considering the future housing needs of Singleton Parish and helps inform the wider picture in relation to housing need in rural areas and in the Borough.

### Recommendations

1. To approve the Singleton Housing Need Survey and recommendations.
2. To recognise the work and support of Singleton Parish Council in the production of the survey report.
3. To endorse further work with the relevant town / parish councils to undertake local housing need surveys across the Borough.
4. That the findings of the survey be used, as appropriate, as evidence to support and inform future work in connection conservation area/ management planning work for Singleton and in the context of future potential discussions with other interested parties, including the Village Trust.

### **Reasons for recommendation**

To endorse the findings of the Singleton Housing Need Survey and work with the town / parish councils to develop further local housing need surveys.

### **Alternative options considered and rejected**

There are no alternatives to consider

## **Cabinet Portfolio**

The item falls within the following Cabinet portfolio:

Planning and Development: Cllr. Dr. Trevor Fiddler

## **Report**

### **Background**

1. In mid 2010, a meeting was held with senior officers in respect of future development proposals within the village of Singleton, at the request of The Singleton Trust, which has various responsibilities for the management of certain lands and property within the village. These were exploratory discussions and no specific development proposals were put forward. It was explained that any plans for the village would have to be the subject of the processes and procedures set out in the development plan and furthermore, any proposals should be the subject of public consultation and Council approval.
2. It will be noted that Singleton Village is recognised as a rural settlement within the current local plan, being located within a designated 'Countryside Area', where development is severely curtailed. It is also a designated conservation area and potential development should be small in scale, related to specific development needs and in be character with the conservation area.
3. It was suggested that one possible approach could be the preparation of a village design statement but, in undertaking this exercise, it would be appropriate to identify any future development needs, to be taken into account, in any future planning policy for the village.
4. Around this time, the Parish Council had made enquiries of the Regeneration Team about the preparation of a Conservation Area Appraisal and Management Plan for the village and a meeting took place to discuss how this might be done. During this discussion, reference was made, by officers, to the meeting with the Trust and that a joined up approach made eminent sense. It was the opinion of officers that it would be essential to identify any small scale development needs so that these matters could be taken into account in the preparation of a plan for the village.
5. Subsequently, a meeting was held between the Trust, Parish Council and Officers and it was agreed that any development needs should be identified, as these findings would need to be taken into account in the preparation of a village plan.

6. In essence, and in the context of Singleton, a Village Plan and a Conservation Area Appraisal/Management Plan would be one and the same, both requiring an assessment of the village character, to take account of any development needs and then prepare a Management Plan (Village Design Statement). This process would need public engagement and the appropriate Council resolutions.
7. A key element of identifying development needs for Singleton would be one of identifying housing requirements and it was agreed by all the parties that this was an essential piece of research. To facilitate this process, it was agreed that this work should be undertaken in-house, by the Borough Council, working closely with the Parish Council.
8. At the present time no further work has been undertaken in the preparation of a Conservation Area Appraisal/Management Plan although the results of this survey work will be important in the context of further work in this regard. It should be pointed out, however, that the Parish Council are keen to press ahead with the conservation area work.

### **The Housing Needs Survey**

9. One of the identified priorities in the Fylde Coast Housing Strategy 2009 is 'Maintaining a sustainable community life in rural settlements'. To support that priority an identified action in the Fylde Housing Action Plan 2010 is to undertake housing need surveys in rural parishes.
10. To deliver that priority and the Fylde specific objective, consultations began in 2010 with Parish Councils to determine the interest and support for participation from the Parish Councils.
11. The Council's information base on which housing need is assessed is primarily through the borough wide housing need survey undertaken in 2002 and refreshed in 2007. This survey provided broad information on housing need but did not drill down to assess need at an individual parish level.
12. A significant gap in information therefore existed, which was particularly unhelpful when consideration was being given to proposals for development in the rural areas.
13. It is vital that in order for the Council to fulfil its strategic housing role in relation to the identification of housing need in rural areas, that robust and up to date is available on which to make informed decisions and set out a strategic direction.
14. It was decided to undertake the research work 'in-house' i.e. within the existing resources of the housing team. As resources are limited it was clear that this approach meant that the full support of a participating parish would be needed and the programme of surveys and reports would take a number of years to complete for all parishes.
15. It was felt that this collaborative and consultative approach would be a jointly owned outcome and facilitate agreement on the future strategic direction, encompassing the parish's own aspirations and plans.
16. In January 2011 officers from housing services and regeneration services met with the Singleton Parish Council as they had indicated interest in participation in a housing need survey for the Parish. The Parish Council approved participation in the survey.

## **Survey Process and Conclusions**

17. Following agreement with Singleton Parish Council a timetable was established for the joint development and completion of the survey. The timetable ran from January 2011 through to March 2011. The survey itself being undertaken in early February and a draft report available in March 2011.
18. The Parish Council positively supported the process throughout, including publicising the survey on their website and in Parish newsletters. A letter of support signed by the chair of the Parish Council accompanied the survey forms to all households in the parish.
19. A total of 431 surveys were sent out and a total of 140 returned which is return rate of 32%. This good return rate enabled an accurate analysis to be undertaken and robust conclusions to be identified.
20. A copy of the final draft report which incorporates copies of the survey forms and associated letters/explanatory leaflets attached at Appendix 1.
21. Following completion of the survey a report was drafted for consideration by the Parish Council. Although there was a delay due to the intervening election, on the 21<sup>st</sup> July the Parish council received the report and endorsed its conclusions and recommendations.
22. The conclusions from the survey were:
  - It provides an indication of the housing needs in Singleton. A total of 31 households identified a housing need. These results would require further assessment but represent an early indication of housing need in the parish.
  - Although an overall response rate of 32% was achieved and is an acceptable indicator of need in the parish, 68% of residents did not respond to the survey.
  - Even though there were properties for sale in Singleton at the time the survey was completed, they are expensive and are inaccessible to those on average incomes.
  - For those in housing need, there is a preference to purchase property at a discount rather than rent.
  - Of those people stating they are in housing need, just two respondents were on the waiting list for a housing association property. This could be an indication of the low expectations that people may have for any affordable housing being developed and/or qualifying for any such housing.
  - 41% of those in housing need are families.
  - Just under half of respondents in housing need indicate they will need to move 2-5 years from now.
  - 86% of respondents in housing need are working and 37% of respondents in housing need are retired.
  - The survey highlights a need at both ends of the housing spectrum – families and young people setting up home and older people looking for smaller more manageable accommodation including sheltered housing.

23. The recommendations arising from the survey were:

- It is noted that the survey represents a snapshot in time. Personal circumstances are constantly evolving and any future development should take this into account
- The conclusions of the report are agreed, and in particular it is noted that the survey highlighted greater housing need in Little Singleton (as opposed to Singleton village) which should be considered in future plans.
- That the housing and planning services at Fylde BC continue to work with the Parish Council, local community, housing associations, landowners and developers to identify suitable buildings and sites which could be developed to meet the needs of local people as identified in this survey
- That the findings and conclusions of the survey be used to inform future planning strategies for the village and the wider parish.

24. The findings of the survey now need to inform the Council's evidence base on housing need in the Borough, and the Council's wider work on determining future housing development in the Borough.

25. From the Parish Council's point of view the survey and report will be an important element in their consideration of a village/parish plan.

### **Risk Assessment**

26. There are no risks associated with the actions referred to in this report.

### **Conclusion**

27. The undertaking of a rural housing need survey in Singleton Parish has been successful.

28. The support of the Parish Council was a key element in the success of the work and similar support would be required in all parishes for the work to be as successful.

29. The conclusion and recommendations from the survey can now be embedded in the wider work being undertaken on housing need and housing requirement for the Borough.



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Paul Drinnan	(01253) 658434		

List of Background Papers		
Name of document	Date	Where available for inspection

### Attached documents

1. Singleton Parish Housing Need Survey ( Appendix 1)

IMPLICATIONS	
Finance	There are no direct financial implications. The work is within existing resources of the housing budget
Legal	The undertaking of these surveys enables the Council to fulfil its obligation to assess housing needs of the Borough
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

# **SINGLETON HOUSING NEEDS SURVEY**

**Report prepared by  
Lucy Wright  
March 2011**

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# 1. Introduction

The Fylde Coast Strategic Housing Market Housing Assessment 2008 identifies a continued growth in the population across the Fylde Coast over the next 20 years. Future projections suggest that between 2006 and 2016 an additional 2,000 households a year will form across the Fylde Coast and a number of these additional households will be drawn to the attractiveness of rural areas on the Fylde Coast. It is important that within rural areas there is an appropriate supply of housing that meets the needs of local people and supports the sustainability of existing villages.

Taking this into account the Council has identified a gap in the level of up to date information held regarding housing need in the rural areas of the borough. It was decided to resolve this by completing a rolling programme of rural housing needs surveys, which is now an identified action in the Fylde Housing Strategy Action Plan.

The Housing Team in partnership with Singleton Parish Council undertook a Housing Needs Survey in February 2011.

The survey covers the Parish of Singleton as shown in Figure 1.

The survey aims to provide a 'picture' of the Parish including an indication of the number, type and cost of housing that is required within the parish over the next five years. It has to be recognised that any survey of this kind has its limitations:

- People's responses express their aspirations as well as need. Whilst it is necessary to take account of these when considering need, affordable housing is based on actual need. For example although a single person may state a preference to live in a two or three bedroom property, in reality they may only qualify for a one bedroom unit.
- Further work is required to explore the needs of those requiring support and care.

The survey also gives the views of respondents on any future housing development in the parish.

## 1.1 Singleton

Singleton is a village and civil parish in Lancashire and is situated on the coastal plain The Fylde. It is located south-east of Poulton Le Fylde and as of the 2001 census had a population of 877.

Singleton is termed the 'model village of Fylde'. Mentioned in the doomsday book the settlement was remodelled as an estate village in the late 19<sup>th</sup> century by Preston cotton magnate Thomas Miller of Horrocks Miller.

Singleton's parish church is St Annes designed by Lancaster architect Edward Graham Paley and completed in 1861. It has been designated a Grade II listed building along with the fire engine house. Singleton is said to have been the residence of one of the more famous Lancashire witches Meg Shelton.

Singleton is surrounded by farmland and has maintained its village identity.

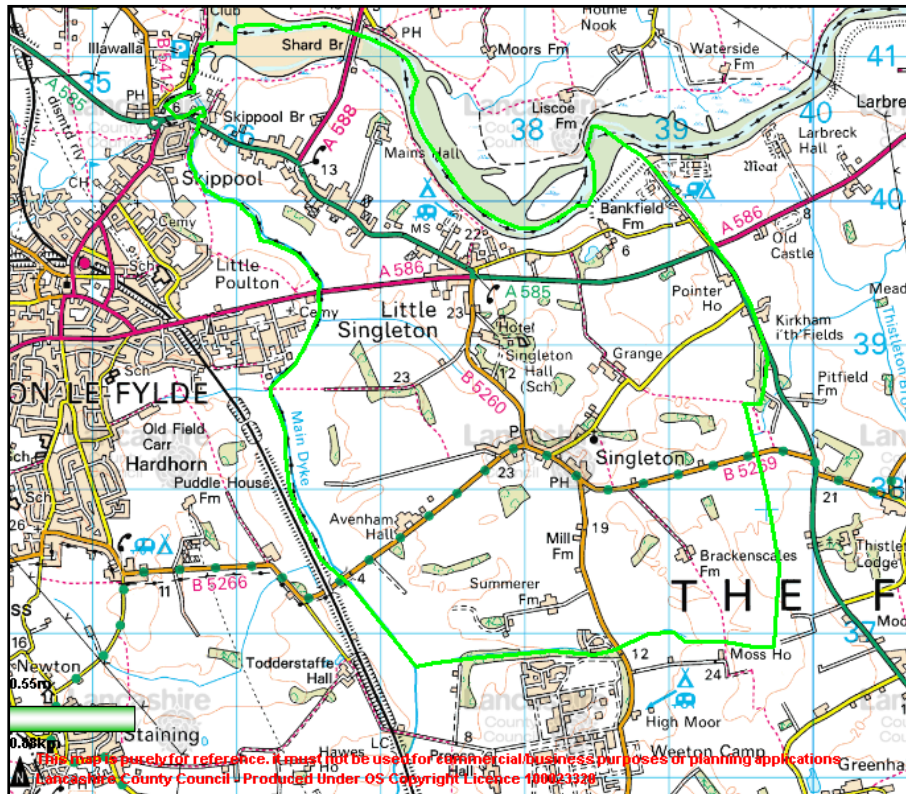


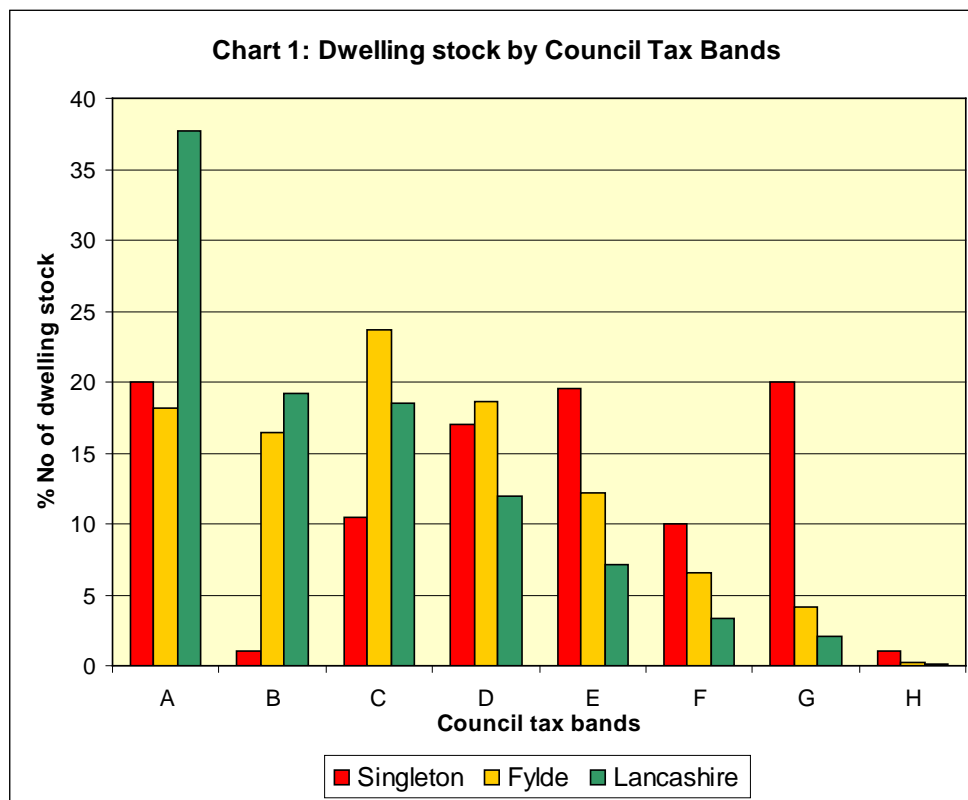
Figure 1: Singleton Parish

## 2. Housing market and context

### 2.1 Council Tax Bands

Council Tax bands provide an overall profile of the relative value of housing in Singleton. The following chart details the number of properties in Singleton in each band compared to Fylde and Lancashire as a whole.

The chart shows a slightly higher number of band A properties compared to Fylde as a whole. It should be noted that it is likely a large number of properties in Band A are located on the mobile home parks in the parish. However there is less housing stock in bands B, C and D compared to Fylde and Lancashire as a whole. A large percentage of the housing stock is in bands E, F and G. This profile indicates a possible lack of affordable housing stock in the Parish.



## 2.2 Housing Market

### 2.2.1 Owner occupied sector

On the 20<sup>th</sup> January 2011 the web site Rightmove was consulted for currently advertised properties and sale prices for Singleton. A total of 14 properties were advertised for sale with a mixture of houses, flats and bungalows ranging from 5 bed to 2 bed properties. The highest sale price was £995,000 for a 5 bed house. The lowest sale price was £185,000 for a 3 bed bungalow; however the lowest price for a 2 bed house was £210,000. The 2 bed flats were luxury apartments advertised for between £450,000 and £410,000. Overall the average price was £482,428.

Also advertised were 5 park homes for sale with a mixture of 1bed and 2bed homes. The lowest price was £48,000 for a 2bed home and the highest price was £74,950. While these prices are considerably less and more affordable than bricks and mortar properties park homes are not classed as a dwelling under the Housing Act. It is important to note that park homes only have a 20 year life span. The average price of the 5 park homes advertised was £64,370.

### **2.2.2 Private rented sector**

Rightmove was also used to identify any private rented property advertised. At the time two properties were available to rent, both were 4 bed properties and were available at £1,250 per calendar month. It should be noted that this is considerably more than the current local housing allowance rate for a 4 bed property. The February Local housing allowance rate for a 4 bed was £794.99 per month.

### **2.2.3 Affordable housing sector**

There is some affordable housing provision in the village. A total of 28 houses are owned and managed by a charitable trust – The Richard Dumbreck Singleton Trust. The Trust was created to give effect to the wishes of the late Richard Dumbreck who died in 2003. He owned the greater part of the village of Singleton together with the park of Singleton Hall, two farms and other parcels of agricultural land adjoining the village. In 2006/07 a successful application was made by the Trust to Fylde Borough Council to bid for Commuted Sums to convert Worsicks Farm to form 4x2 bed dwellings and 2x3bed dwellings increasing the number of dwellings from 22 to 28 units.

There are just three social rented properties owned by New Fylde Housing 2x2bed house and 1x3bed house.

## **3. Survey Methodology**

### **3.1 Methodology**

The Housing Team attended a number of Singleton Parish Council meetings where approval was sought to conduct the survey and the questionnaire form and other documentation including a letter and frequently asked questions leaflet was developed and agreed, see Appendix one onwards.

To advertise the survey an article was included in the Parish newsletter and a number of posters were displayed at key locations around the village.

All surveys were mailed out on the 3<sup>rd</sup> February and respondents were given until the 24<sup>th</sup> February to return their completed survey in the freepost envelope provided. All surveys were logged as they were returned to the Council. A total of four telephone calls were received by the Housing Team covering general enquiries by residents who were completing their survey form.

#### **3.1.2 Response rate**

A total of 431 surveys were sent out this included 419 to residential addresses and a further 12 sent to local businesses. A total of 140 completed surveys were returned, a further three surveys were returned by Royal Mail detailing there was no such address. One survey was returned detailing that their property was in Staining. A further three surveys were received on the 4<sup>th</sup> March; unfortunately these are not included in the analysis as the forms were received too late. None of these surveys



received on the 4<sup>th</sup> March had completed a part 2 of the survey form. Therefore the 140 completed surveys achieved a 32% response rate.

## 4. Analysis of results Part One: Existing Households

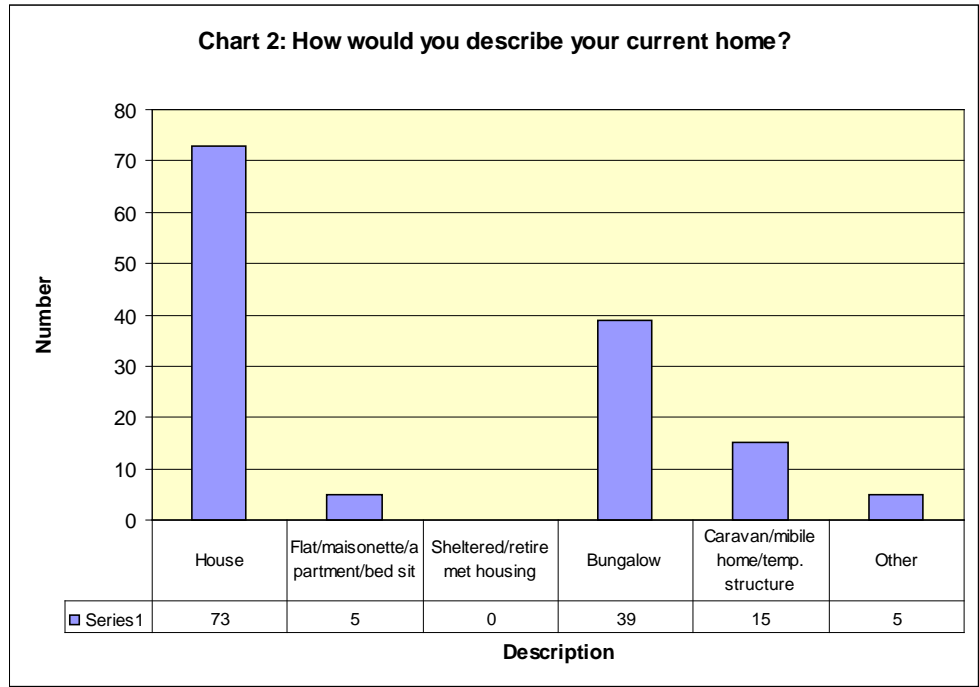
### 4.1 Location and main residence

Respondents were asked if the property was their main home, 95% (133) answered yes and 1% (2) answered no it was their second home; 4% (5) of respondents did not answer this question.

Respondents were asked which part of Singleton they lived in, 67% (94) live in Little Singleton and 25% (35) live in Singleton Village. A total of 8% (11) respondents did not answer this question.

In both Little Singleton and Singleton Village just one property in each location was classed as a second home.

### 4.2 Existing Property Type



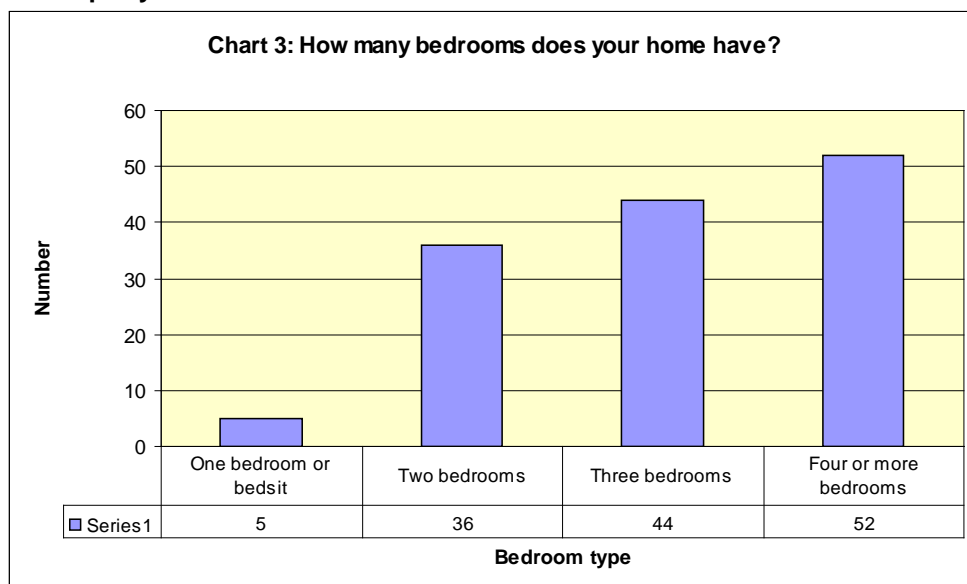
The majority of respondents (73) live in a house and (39) respondents live in a bungalow. Of those who described their home as a caravan or mobile home this also includes a number of respondents who described their property as a chalet or park home.

Further analysis below details the different property types in Singleton Village and Little Singleton.

Table 1: Analysis of current home and location in Singleton Village

	Little Singleton	Singleton Village	No reply
House	44	25	4
Flat/maisonette/apartment/bedsit	2	3	0
Sheltered/retirement housing	0	0	0
Bungalow	32	3	4
Caravan/mobile home/temp. structure	13	0	2
Other	2	3	0

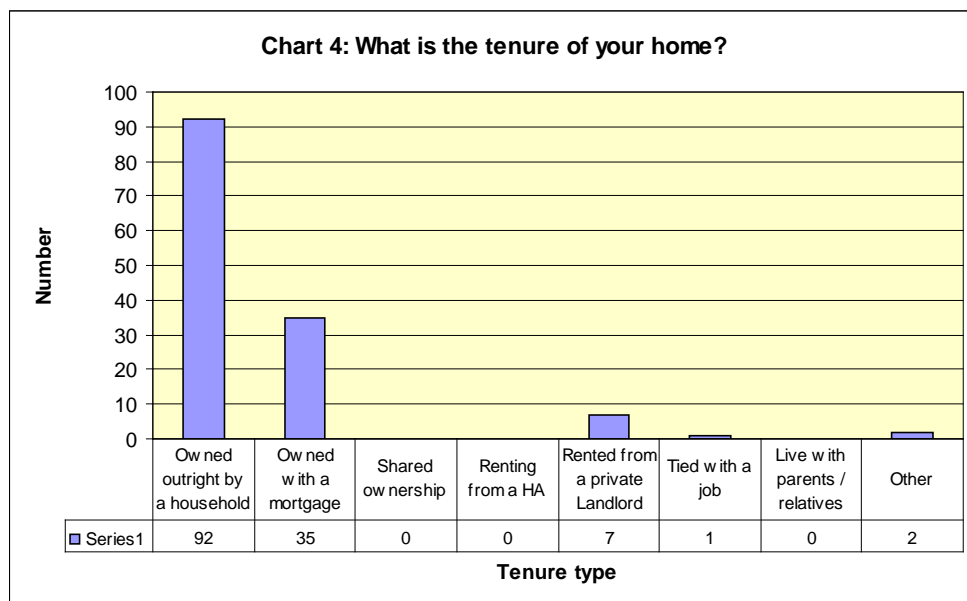
### 4.3 Property Size.



The chart clearly shows a greater number of larger homes. When comparing the location there are more three bedroom and four bedroom homes located in Little Singleton than Singleton Village. Taking into account those respondents who did not respond there are 36 respondents who live in four bedroom homes in Little Singleton compared to 13 respondents in Singleton Village.

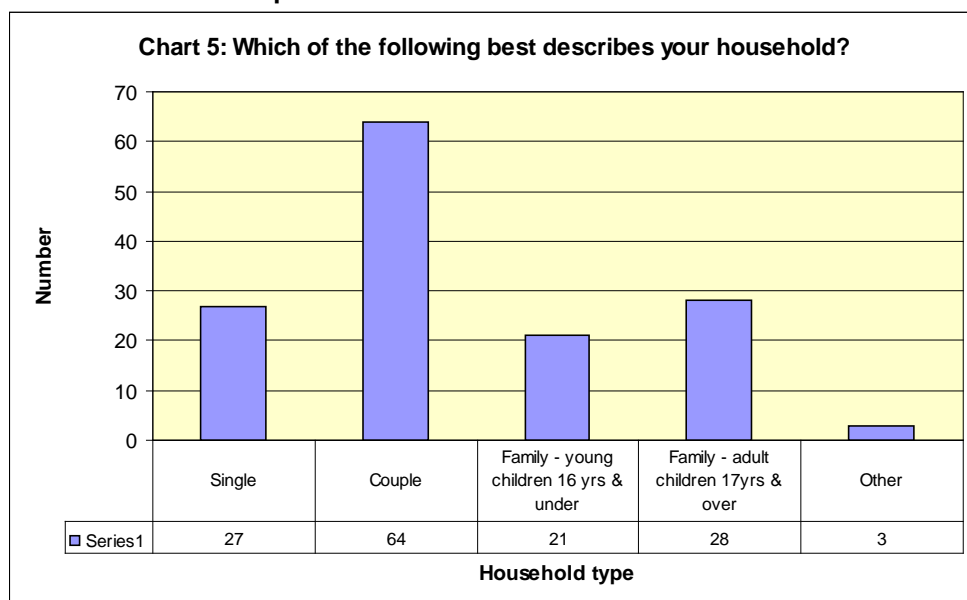
### 4.4 Tenure

As to be expected the majority homes are either owned outright by a household member or owned with a mortgage as shown by the chart below.



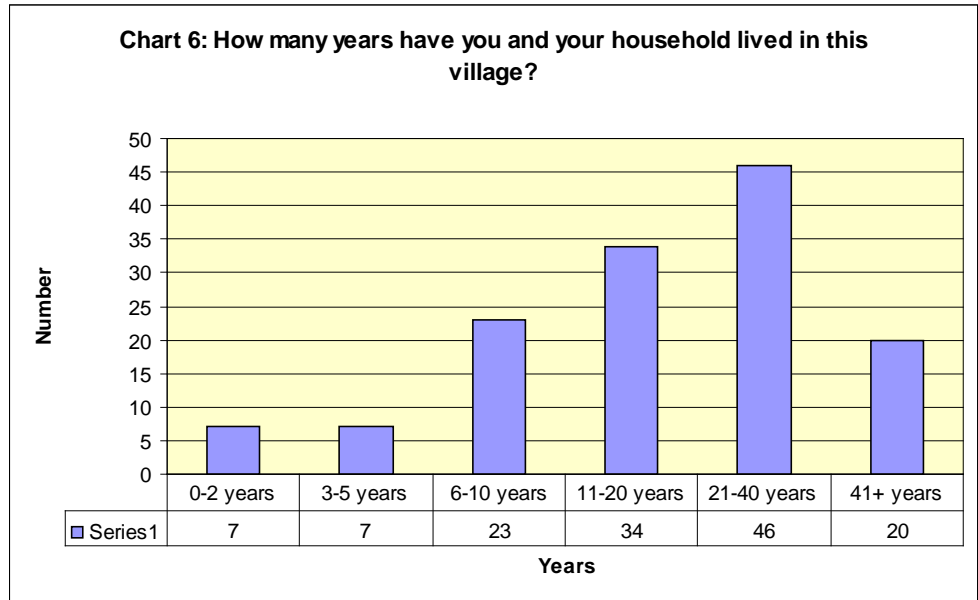
Analysis of responses shows that a large number of households in Little Singleton and Singleton Village own their property outright. A total of 6 households currently rent from a private landlord in Singleton Village compared to 1 respondent in Little Singleton. In Singleton Village one respondent's home is tied to a job. The two respondents who answered other are both living in Little Singleton.

#### 4.5 Household makeup



The largest household type is couples followed by families with children over 17 years of age. Only 21 households with young children responded to the survey.

4.6 Length of residency



The majority of residents have resided in the village for more than 11 years with the majority of respondents residing in the village for 21-40 years. These results are mirrored by the figures for household type with the majority of households being couples suggesting their families have grown up and moved out, or older children are still living at home.

Little Singleton and Singleton Village both have large numbers of respondents who have lived there for 11-20 years (24 and 10 respectively) and 21-40 years (31 and 11 respectively).

4.7 Age of households

Overall the majority of households are aged 56-70 with a total number of 105 people closely followed by 73 people aged 36-55 years and 63 people aged 70 years +. A total of 38 people are aged 0-16 years and 39 people are 17-25 years and 14 people are aged 26-35 years.

Further analysis has been carried out on age of household occupants. A total of 37 households contain two people aged 56-70years.

Table 2: Age of household occupants

Age	1 person household	2 people household	3 people household	Total number of households
0-16 years	8 households	12 households	2 households	22 households containing 38 people aged 0-16 years
17-25 years	12 households	12 households	1 household	25 households containing 39 people aged 17-25 years
26-35 years	8 households	3 households	0	11 households containing 14 people aged 26-35 years
36-55 years	19 households	27 households	0	46 households containing 73 people aged 36-55 years
56-70 years	28 households	37 households	1 household	66 households containing 105 people aged 56-70 years
70+ years	27 households	18 households	0	45 households containing 63 people aged 70+ years

#### 4.8 Adaptations

A total of 7 respondents answered yes that their current home needed to be adapted to improve its physical accessibility because of the disability of someone in their household. All but one of these respondents live in Little Singleton, one respondent didn't not identify where they lived. A total of 129 respondents answered no their home did not need to be adapted.

#### 4.9 Moving

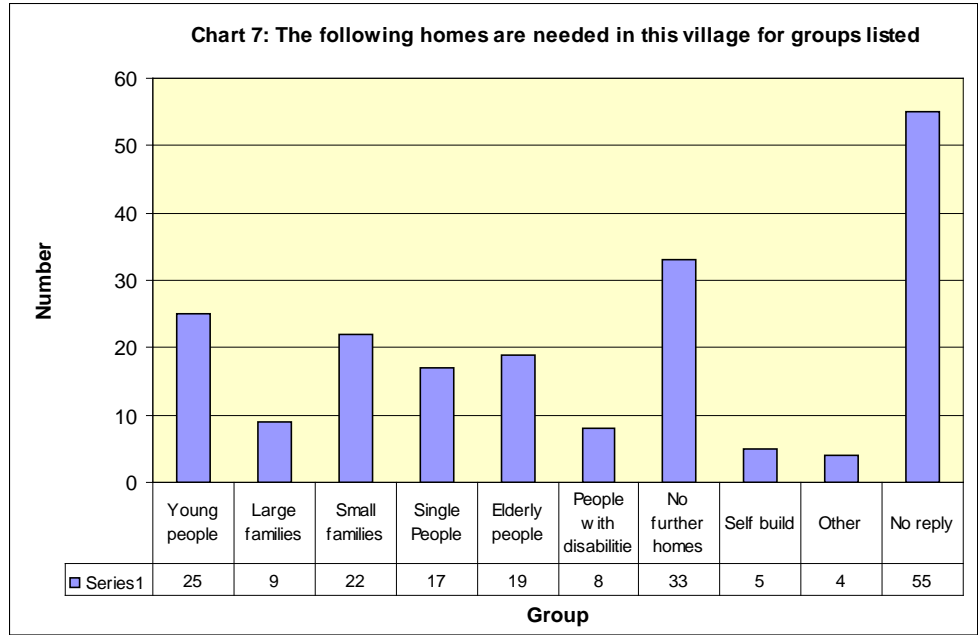
A total of 7 respondents answered yes a member of their family had moved away from the village in the last 10 years due to difficulties in finding a suitable home. Of these 7, 2 respondents lived in Little Singleton and 4 respondents lived in Singleton Village. The final respondent did not identify where they lived. A total of 129 respondents answered that no members of their family had moved away in the last 10 years.

A total of 21 respondents answered yes that someone was likely to wish to move to other accommodation in the village within 5 years. Of these 20, 15 live in Little Singleton and 4 live in Singleton Village, 2 respondents did not identify where they lived.

A total of 7 respondents answered yes that someone was likely to wish to move to other accommodation in the village in 5 years or more. Of these respondents 4 lived in Little Singleton and 3 lived in Singleton Village.

A total of 103 respondents answered no and 10 respondents did not reply to the question. One respondent answered yes to within 5 years and yes to 5 years or more. It should be noted that not all respondents who indicated a need to move in this question completed part 2 of the survey.

#### 4.10 Future housing development



40% of respondents (55) did not respond to this question and 24% (33) responded that no further homes were needed. A small number of respondents did answer the question and the main groups that homes are needed for are young people, small families, elderly people and single people. To note respondents were able to tick more one option.

- Respondents were asked if they would be in favour of
- a) A small development of housing for sale – of those who responded 50 answered yes and 58 answered no, a total of 32 did not respond.
  - b) A small development of affordable housing for rent or shared ownership to meet the needs of local people within the village if there was a proven need – 68 answered yes and 40 respondents answered no, a total of 32 respondents did not respond to the question.

The results have been analysed further between Little Singleton and Singleton Village

Table 3: Are you in favour of a development of housing for sale and affordable housing?

<b>A small development of housing for sale</b>				
Location	Yes	No	No reply	TOTAL
Little Singleton	32	40	22	94
Singleton Village	12	14	9	35
No reply	6	4	1	11
TOTAL	50	58	32	140
<b>A small development of affordable housing for rent or shared ownership to meeting the needs of local people within the village if there was a proven need</b>				
Location	Yes	No	No reply	TOTAL
Little Singleton	41	31	22	94
Singleton Village	23	7	5	35
No reply	4	2	5	11
TOTAL	68	40	32	140

These results would suggest that there is support for some form of housing as long as there is a proven need.

Question 12 – Can you suggest a site or redundant building which could be developed for housing?

- Mains Lane
- Singleton Grange Farm Singleton
- between fire station & Miller Arms
- Occupation Lane
- plot adjacent to silver ridge
- Worsicks Farm House or Manor Farm
- Come and have a look round then you will see what we really need
- either side of A585 - Lodge Lane Corner & Pool Foot Lane Corner
- Filling Station
- next to pub - in between the pub & fire station
- Manor Farm & adjacent buildings
- Manor Farm and house opposite the fire station - looks run down
- adjacent to new property's already built
- stables & land at rear of Mains Lane (29)
- Old farm buildings?
- Manor Farm / buildings behind
- infill on Mains Lane
- No single large house build next to Brands on mains lane - should be a field there not a preferred plot with wall
- North Lodge Lodge lane

#### 4.11 General Comments

Respondents were given the opportunity to provide any further comments, these are listed below.

- Little Singleton has no affordable housing it is needed here
- None
- Little Singleton has enough houses in our area

- I was put on the housing list for emergency but I find I am still able to do my own things
- any building should be kept in keeping with Singleton Village bearing in mind a lot of homes belong to the Trust
- People can't sell houses at the moment without building more. Look on the web there are plenty of low costs houses now!
- A village green type development for the elderly would be beneficial to replace other properties currently occupied by 1 elderly person
- why has the police house not been occupied
- You need to understand the reasons for wanting to (or not wanting to) live in Singleton - this is missing from the questionnaire
- There are already too many houses. Roads cannot cope as they are now.
- Little Singleton has no affordable housing at all
- There are many such sites in Little Singleton that could be built on providing much needed housing
- Manor Farm could be moved up Mile Rd then the existing buildings converted
- The prescription in development for conservation is out moded. The viability of the community will be enhanced by more availability in housing options
- Singleton requires additional facilities before housing is built i.e. shop
- Do not see a need for any further development in the village
- I am 78 years old No more you keep your Council yobs, & druggies and burglars. I am not a snob I lived with my family in a council house. People were good people then.
- Roads in this area Mains Lane, Lodge Lane cannot support any more traffic
- providing our health remains we are happy here
- People renting who already have another property in their name should not be taking up homes where desperate people could be living
- preservation of the rural nature of the area should be paramount
- Improvements to local infrastructure particularly roads are essential priorities to housing. Please send a copy of the report to [whgham@talktalk.net](mailto:whgham@talktalk.net). Check address
- If there are more homes you will need more shops doctors etc which will turn singleton into a town
- The police house appears unused. The site would fit well alongside Wricks development for affordable housing for local people
- Do not allow incorrect walls to be erected on Mains Lane - too many developments have been allowed to get away with poor changes when don't follow the regulations
- Homes are needed for young couples starting out. any development should be houses not flats
- there are enough green spaces to be developed e.g. Garstang Rd
- we thought we could ok living in this property we are now finding it too cold, we enjoy living in Little Singleton
- Without new homes singleton will die as most youngsters leave



## 5. Analysis of results part two: housing need.

### 5.1 Response Rate

This section of the survey could be completed by any person who needs affordable housing or is relative of the householder who needs to find affordable housing.

A total of 31 part two forms were completed this represents 22% of the total number of returned surveys and 7% of the total number of surveys sent out to the village of Singleton.

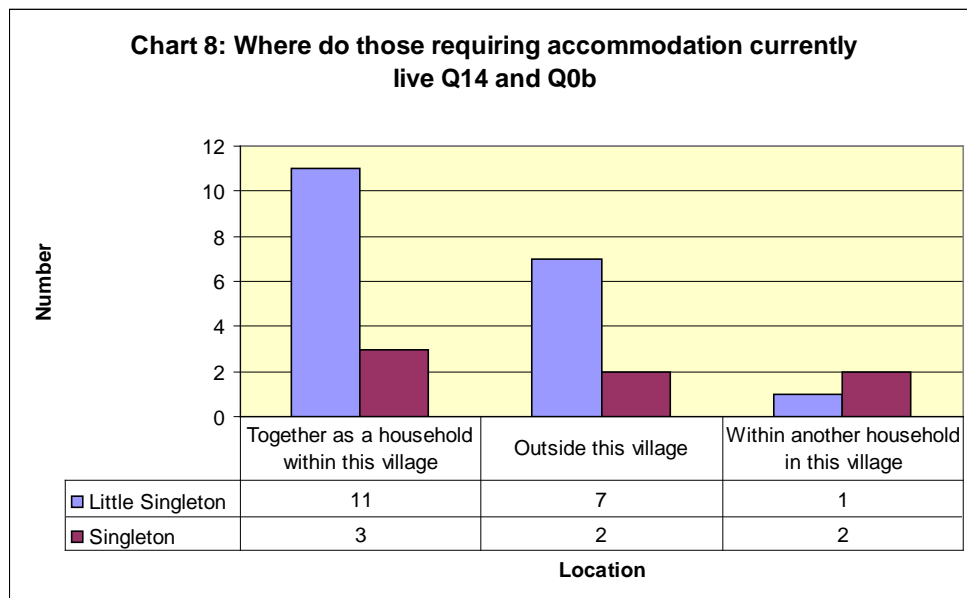
### 5.2 Current location of those requiring accommodation

A total of 28 respondents answered this question,

- a) 16 respondents are currently together as a household within the village,
- b) 9 respondents are currently outside the village and
- c) 4 respondents are currently within another household in the village.

It should be noted that one respondent ticked option (a) and (c).

The current location has been cross referenced with the question regarding which part of Singleton the respondent lives in. The results from this should be treated with caution as the person who completed Q0b from part one of the survey may not have been the same person who completed Q14 part two.



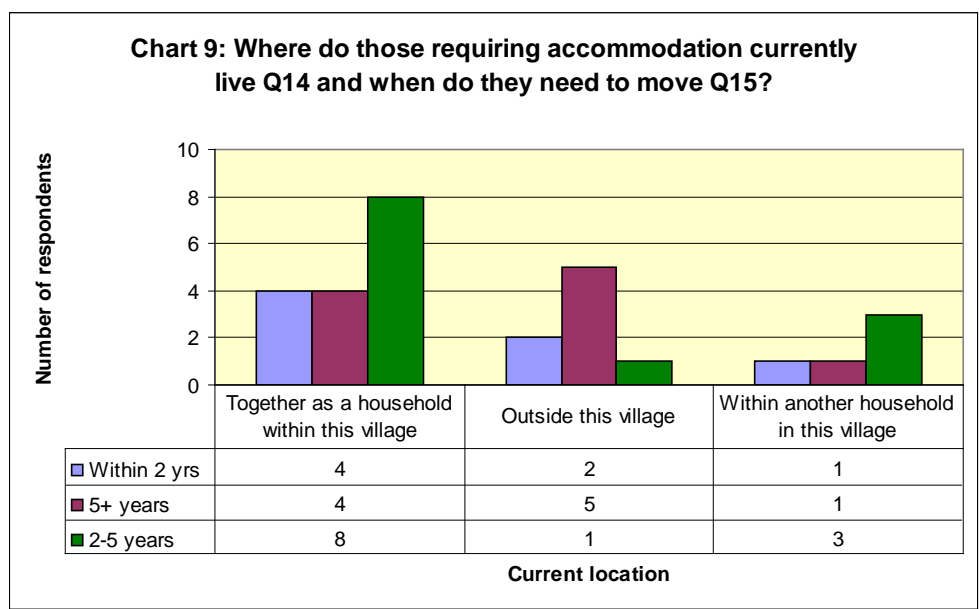
For the 16 people in housing need currently living in the village, the graph above shows that 11 respondents live in Little Singleton and 3 respondents live in Singleton. It can be assumed that the remaining two respondents did not answer Q0b.

For the 9 people in housing need currently living outside the village, the graph above shows that 7 of the respondents know someone living in Little Singleton and 2 respondents know someone living in Singleton.

For the 4 people in housing need living within another household in the village the graph shows that this is with 1 household in Little Singleton and 2 households in Singleton.

5.3 Leaving the current accommodation

A total of 27 respondents answered this question,  
a) 7 respondents need to move within the next 2 years  
b) 9 respondents need to move in 5 years or more  
c) 12 respondents need to move between 2-5 years from now  
To note one respondent ticked more than one option.



Further analysis is detailed in the graph above and examines the current location of those in housing need and within what time frame they need move.

Of the 16 respondents who are currently living in the village 50% (8) of them require a move within 2-5 years. Of these respondents 25% (4) require a move within 2 years.

Of the 9 respondents who are currently outside the village a total of 8 respondents answered the question regarding the need to move. There is less of an immediate need to move with 5 respondents indicating that they need to move in 5 years or more.

Of the 4 respondents who are currently living within another household in the village this is slightly difficult to analyse further as one respondent ticked more than one option regarding when they need to move. We can see that the majority of respondents living within another household required a move within 2-5 years.

Questions 14 and 15 have also been analysed further using Q0b as a filter. The tables below detail the number of respondents, their current location, when they need to move and which part of Singleton they could be living in. This analysis should be treated with caution as the person completing part two of the survey may not be the same person who completed part one of the survey.

Table 4: Where do those requiring accommodation currently live and when is this required?

Little Singleton	Within 2 yrs	5+ years	2-5 years
Together as a household within this village	3	1	7
Outside this village	2	3	1
Within another household in this village	0	0	1
Singleton Village	Within 2 yrs	5+ years	2-5 years
Together as a household within this village	1	2	0
Outside this village	0	2	0
Within another household in this village	1	0	2
	<b>7</b>	<b>8</b>	<b>11</b>

## 5.4 Current tenure

Table 5: What is the current tenure of your home?

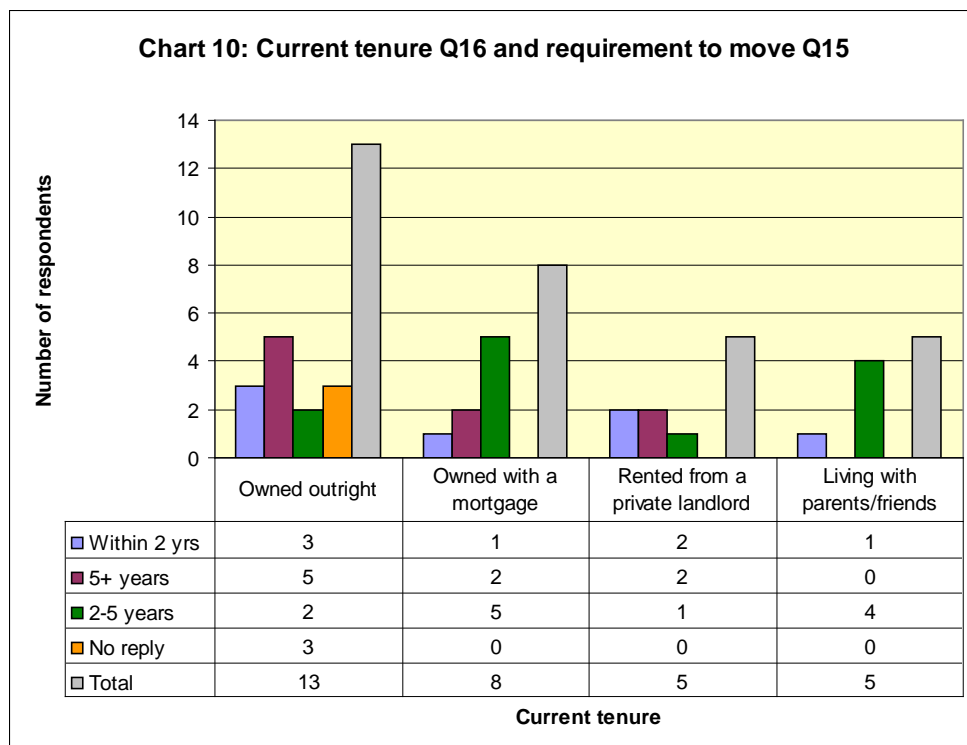
Tenure type	Number of respondents
Owned outright	13
Owned with a mortgage	8
Rented from a housing association	0
Rented from a private landlord	4
Part bought / part rented under shared ownership arrangements	0
Provided with job (tied)	0
Living with parents/friends	5
Lodging with another household	0
No reply	1
Total	31

Further analysis has been completed comparing current tenure with current location.

- Of the 13 respondents who own their property outright 5 live together in the village and 6 respondents live outside the village, 2 respondents did not answer the current location question.
- Of the 8 respondents who own their property with a mortgage 6 respondents live together in the village, 2 respondents live outside the village and 1

respondent is with another household in the village. It should be noted that one respondent ticked more than option regarding location.

- Of the 4 respondents renting from a private landlord, 2 respondents are together as a household in the village, 1 respondent is outside the village and 1 respondent is with another household in the village.
- Of the 5 respondents living with parent and friends, 3 respondents are together as a household, and 2 respondents are within another household in the village.



The graph above further analyses the current tenure of those respondents who need affordable housing compared with timeframe of moving from the current home.

Of those respondents who own their property outright the majority of respondents (5) answer that they will require a move in more than 5 years.

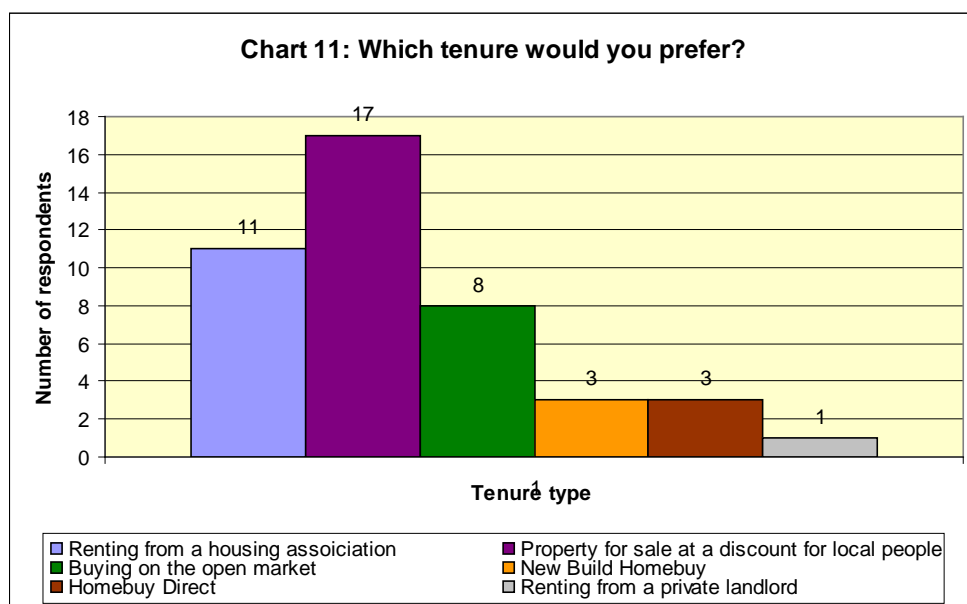
Of those respondents who own the property but still have a mortgage the majority (5) answer that they will require a move in more than 5 years.

The number of those renting from a private landlord is slightly inflated as one respondent ticked requiring a move in the next 2 years and within 2-5 years.

Those respondents currently living with parents or friends the majority (4) answered that they will require a move in 2-5 years.

## 5.5 Preferred tenure of future accommodation

Respondents were asked which tenure they would prefer, the results are shown below. It should be noted that respondents could tick more than one option.



The results show that the majority of respondents (17) would prefer to purchase a property at discount for local people with 11 respondents stating they would prefer to rent from a housing association.

Interestingly when asked if respondents are currently on a list for a housing association property 26 respondents answered no and 2 respondents answered yes.

Further analysis has been completed to compare current tenure with preferred tenure; the results are shown in the table below.

Table 6: Preferred tenure compared with current tenure of respondents

	Current tenure				TOTAL
	Owned outright	Owned with a mortgage	Rented from a private landlord	Living with parents/friends	
<b>Preferred tenure</b>					
Renting from a housing association	6	3	1	1	11
Property for sale at a discount for local people	3	8	2	4	17
Buying on the open market	2	5	0	1	8
New Build Homebuy	0	0	2	1	3

Homebuy Direct	1	1	1	0	3
Renting from a private Landlord	0	0	1	0	1
No reply	1	0	0	0	1

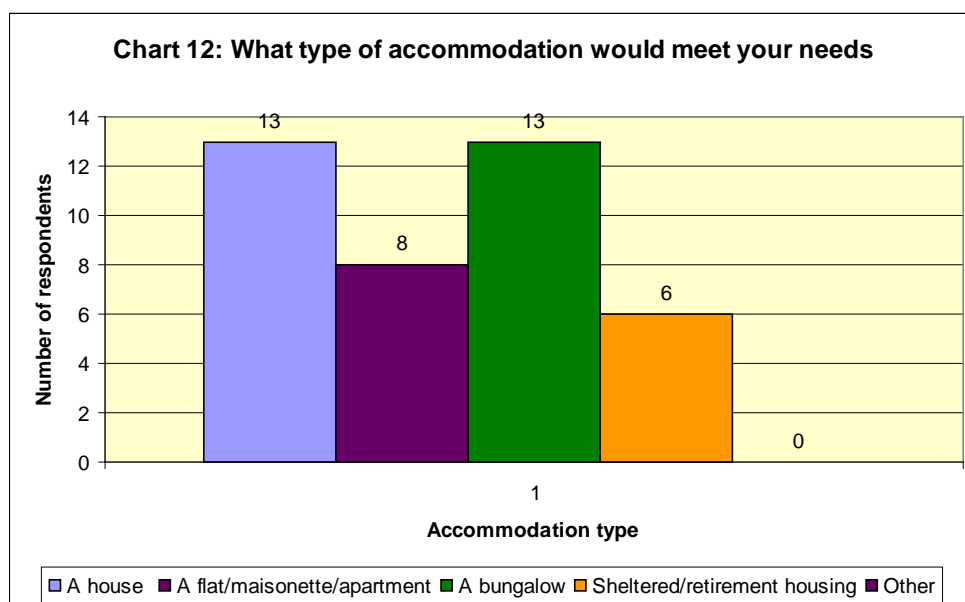
Results show that those respondents who currently own their property outright would prefer to in the future rent from a housing association. Those respondents who currently own their property with a mortgage would prefer to still purchase a property in the future. The majority (8) respondents would prefer to purchase but at a discount, this confirms that people are currently priced out of the market.

Those respondents who are currently renting from a private landlord show a preference to buy indicating a need for security of tenure and aspiration to own their own home.

Those respondents currently living with parents/friends indicate a preference to purchase at a discount.

### 5.6 Future accommodation type

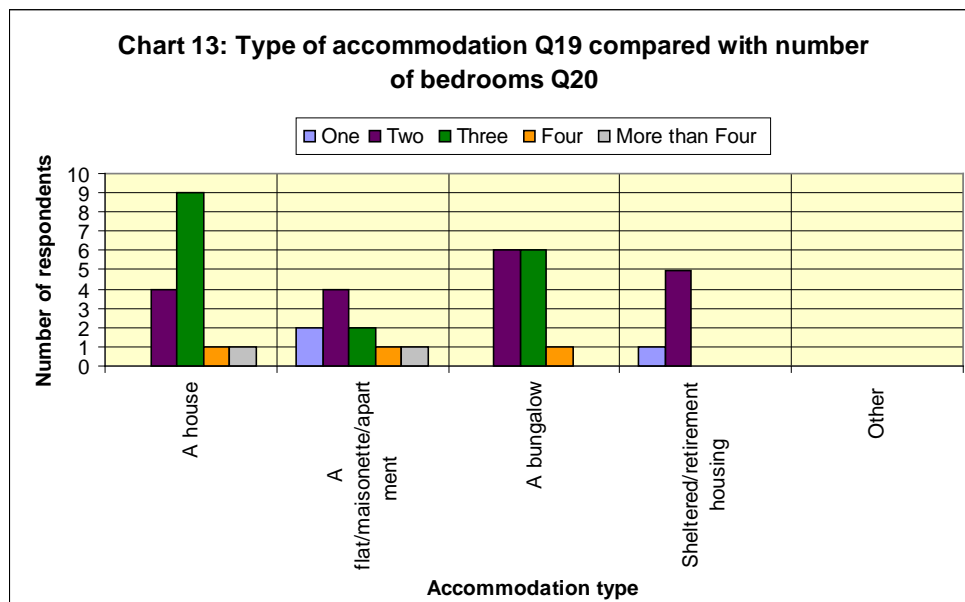
The chart below shows what type of accommodation would meet the needs of respondents. The results clearly show that either a house or bungalow would meet the needs of respondents. It should be noted that respondents could tick more than one option.



The table below shows preferred tenure and type of accommodation that would meet respondent's future needs. The results suggest that respondents have assumed that sheltered housing would mean renting from a housing association.

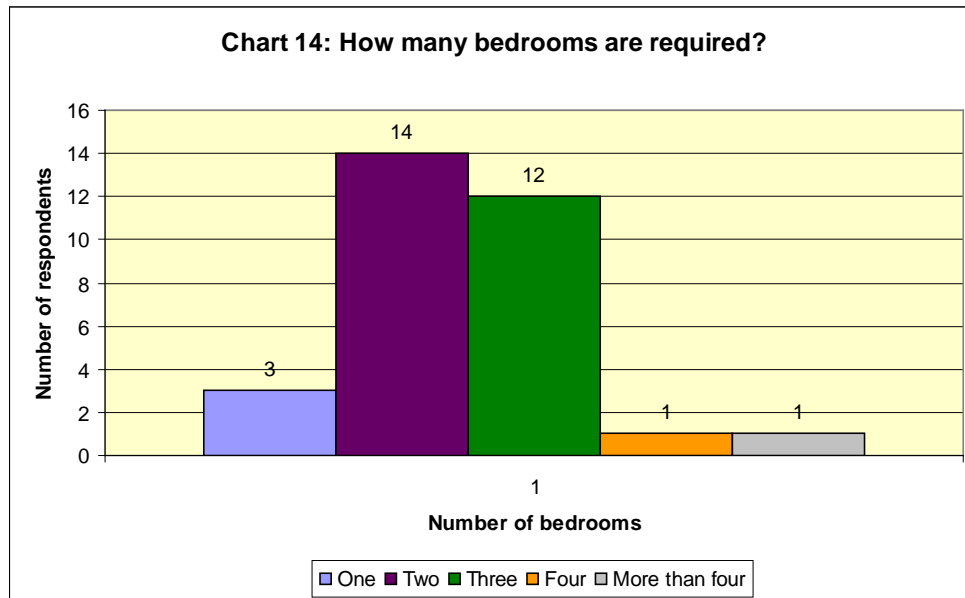
Table 7: Accommodation to meet future needs compared with preferred tenure of respondents.

	Preferred tenure					
	Renting from a housing association	Property for sale at a discount for local people	Buying on the open market	New Build Homebuy	Homebuy Direct	Renting from a private landlord
<b>Accommodation to meet needs</b>						
House	4	9	4	2	2	1
Flat/maisonette/apartment	3	7	2	1	0	0
Bungalow	5	9	4	1	1	0
Sheltered/retirement housing	4	1	1	0	1	0
Other	0	0	0	0	0	0
No reply	0	1	0	0	0	0



The majority of respondents (9) have a preference for a 3 bed house. For those with a preference for sheltered housing there is a greater need for 2 bed accommodation. For those with a preference for a bungalow there is a need for 2 bed and 3 bed accommodation. Overall the graph clearly shows a need for 3 bed and 2 bed accommodation.

## 5.7 Bedroom requirements



## 5.8 Specialist accommodation

Does anyone in your household require the following?

3 respondents answered they would need access for a wheelchair

2 respondents answered they would require sheltered housing

3 respondents answered they would require accommodation on the ground floor

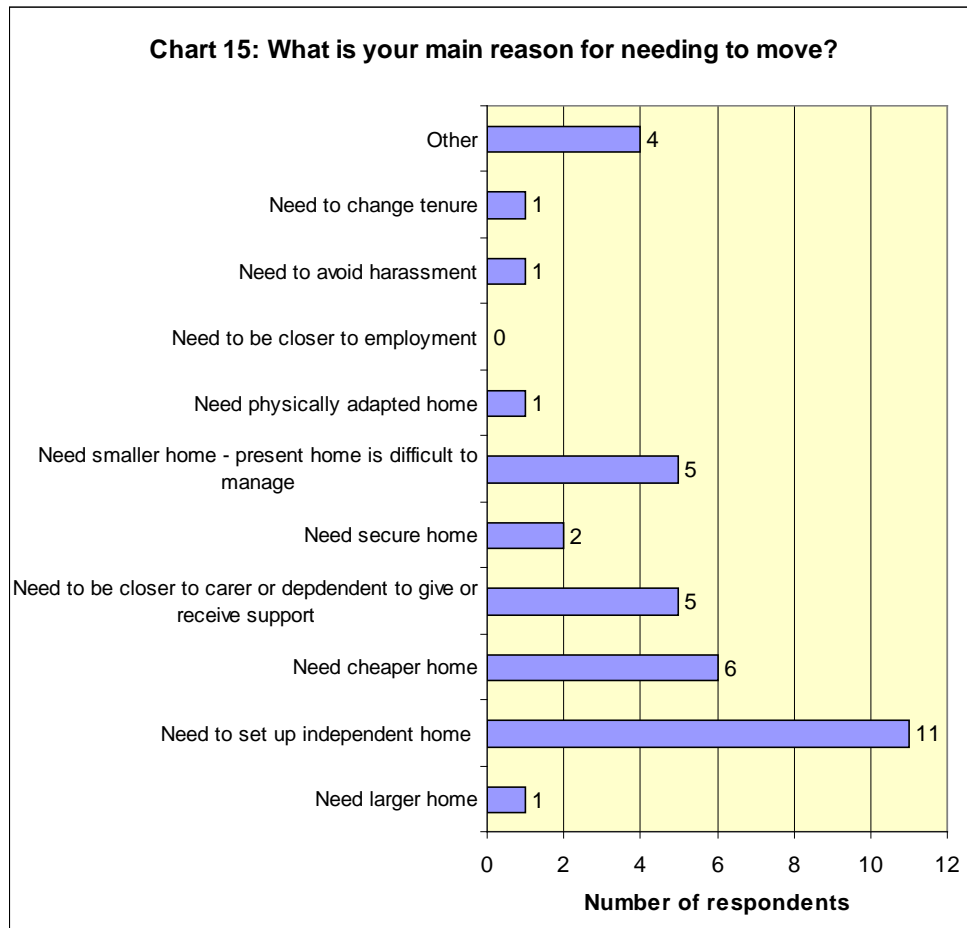
2 respondents answered they would require help with personal care.

Of those respondents who answered this question (5) currently own their property

Of those who responded, 2 respondents have had their current home adapted and for three respondents answered that an extension would resolve their housing need. The three respondents either own their house outright or with a mortgage.



## 5.9 Reasons for moving



The majority of respondents are looking to move to set up independent home along with (6) respondents who need to move to cheaper accommodation. A total of (5) respondents need a smaller home as their present home is too difficult to manage and (5) respondents need to be closer to a relative to give or receive support.

As to be expected those currently living in the village the majority need to set up an independent home or find a cheaper home. Those looking to move to be nearer to a relative to give or receive support (4) respondents are located outside the village.

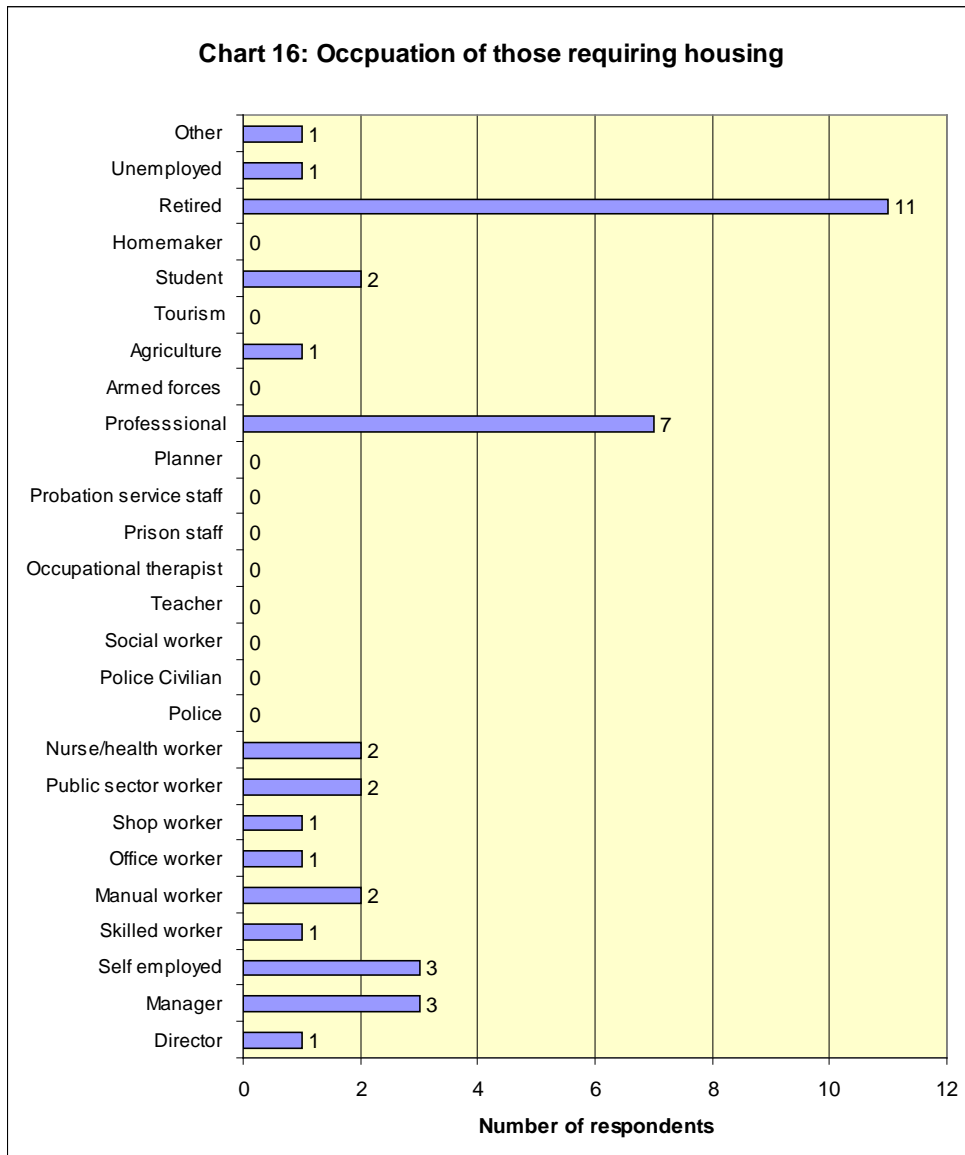
Table 8: Reasons for moving compared with current location of the respondent

	Together as a household within this village	Outside the village	Within another household in this village
Need larger home	1	0	1
Need to set up independent home	6	2	3
Need cheaper home	5	1	1
Need to be closer to carer or dependent to give or receive support	0	4	0
Need secure home	2	0	1
Need smaller home - present home is difficult to manage	4	1	0
Need physically adapted home	1	0	0
Need to be closer to employment	0	0	0
Need to avoid harassment	1	0	0
Need to change tenure	0	0	1
Other	3	1	1

Table 9: Reason for moving and when this is required to happen.

	Within next two years	In 5 or more years	Between 2-5 years
Need larger home	0	1	0
Need to set up independent home	4	1	7
Need cheaper home	1	4	1
Need to be closer to carer or dependent to give or receive support	0	3	1
Need secure home	1	1	0
Need smaller home - present home is difficult to manage	1	2	2
Need physically adapted home	1	0	0
Need to be closer to employment	0	0	0
Need to avoid harassment	0	0	1
Need to change tenure	1	0	1
Other	0	2	1

### 5.10 Occupation of those requiring housing



The graph above details the occupations of those people requiring housing. A large number of respondents are retired (11) in total. However the majority of respondents are working in a variety of professions.

### 5.11 Household type

Table 10: What type of household are you?

One person household	5
Two parent family	9
Older person household	4
Couple	9
Lone parent family	4
Other	0
TOTAL	31

Of the one person households (3) respondents have a 1 bedroom need, (1) respondent has a 2 bed need and 1 respondent has a 3 bed need.

Of the two parent families (4) respondents have a 2 bed need and (5) respondents have a 3 bed need

Of the older person households (3) respondents have a 2 bed need

Of the couples (4) respondents have a 2 bed need, (4) respondents have a 3 bed need and (1) respondent has a 4 bed need

Of the lone parent families (2) respondents have a 2 bed need and (2) respondents have a 3 bed need.

## 6. Analysis of results part three: affordability linked to part two housing need.

### 6.1 Maximum outgoings for a rental property

Table 11: What is the maximum outgoing you could afford, including service charges for a rental property?

Amount per week /month	Number of respondents
Less than £50/wk (£200/mth)	4
£50-£99.99/wk (£200-£399/mth)	11
£100-£149.99/wk (£400-£599/mth)	9
£150-£199.99/wk (£500-£799/mth)	5
£200-£250/wk (£800-£999/mth)	0
More than £250/wk (£10000/mth)	0
No reply	3
TOTAL	32

A total of 31 respondents completed a part 2 and part 3 affordability section of the survey. Of the 31 respondents 3 did not respond to this question and one respondent ticked more than one option.

The majority of respondents answered that they could either afford £50-£99.99 a week or £100-£149.99 a week on rent.

To add context to the affordability question below are the Local Housing Allowance Rates for February 2011 in Fylde and the average net rents before service charges for social rented housing in Fylde 2010.

Table 12: LHA Feb rates and Housing Association average Net rents

	LHA rates February 2011	Housing Association average net rent before service charges 2010 – Published by TSA Aug 2010
1 bed	£398.53	£268.80
2 bed	£524.98	£299.87
3 bed	£599.99	£318.02
4 bed	£794.99	£334.23

Further analysis compares the question – what is the maximum outgoing you could afford including any service charges for a rental property with the number of bedrooms respondents answered they required.

Table 13: Maximum outgoing for a rental property compared with bedroom need.

Amount per week /month	1 bed	2 bed	3 bed	4 bed	4+ bed	No reply
Less than £50/wk (£200/mth)	1	3	0	0	0	0
£50-£99.99/wk (£200-£399/mth)	1	5	4	0	0	1
£100-£149.99/wk (£400-£599/mth)	1	3	5	0	1	1
£150-£199.99/wk (£500-£799/mth)	0	2	3	1	0	0
£200-£250/wk (£800-£999/mth)	0	0	0	0	0	0
More than £250/wk (£1000/mth)	0	0	0	0	0	0

This analysis clearly shows that the majority of respondents do have a need for affordable housing and if properties were to be rented that social housing rents would be more appropriate.

## 6.2 Total income

Respondents were asked to indicate the total take home pay (i.e. after deductions) including benefits of everyone responsible for the cost of housing (rent or mortgage).

Table 14: Total take home pay after deductions & including benefits for the cost of housing (rent or mortgage)

	Respondents
Less than £95/wk (Less than £420/mth)	0
£95-£192.99/wk (£420-£834.99/mth)	8
£193-£288.99/wk (£835 -£1249.99/mth)	7
£289-£384.99/wk (£1250-£1655.99/mth)	2
£385-£576.99/wk (£1,666-£2,499.99/mth)	3
£577-£769.99/wk (£2,500-£3,299.99/mth)	1
More than £770/wk (£3,300/mth)	2
No reply	8
TOTAL	31

### 6.3 Savings

Respondents were asked do you have any savings or equity in your existing property which could be used to contribute towards a mortgage?

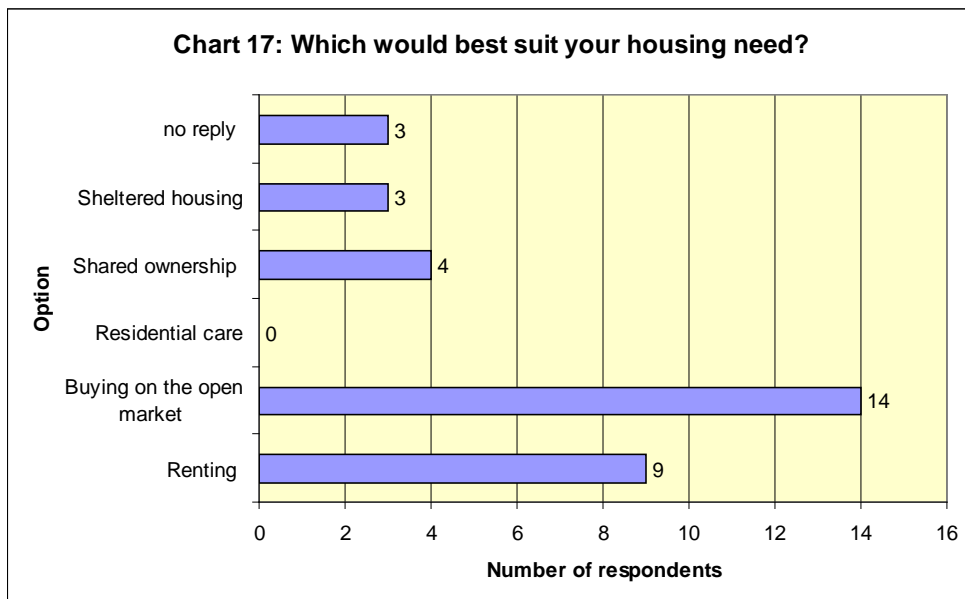
Table 15: Savings and equity

	Respondents
None	6
Below £1000	2
£1000 - £2000	2
£2001 - £10,000	4
£10,001 - £15,000	2
£15,001 - £20,000	1
Above £20,000	11
No reply	3

Results show that a number of people do have savings or equity in the existing property. A total of 21 respondents either own their property outright or with a mortgage.

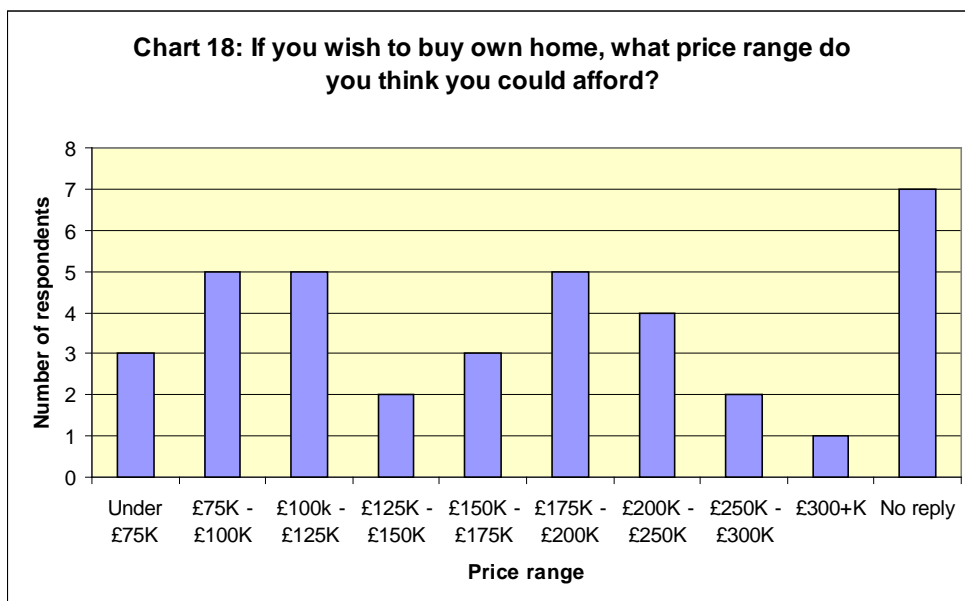
### 6.4 Accommodation Needs

Respondents were asked which option would best suit their housing need



The main options for people are buying on the open market or renting.

#### 6.5 Affordability price ranges



To note a number of respondents ticked more than one option and 7 respondents did not answer the question. A total of 24 respondents answered this question and 13 respondents indicated price ranges of less than £125K.

Further analysis of the 14 respondents who indicated that buying on the open market would suit their needs, detailed below are the price ranges they think they could afford.

Table 16: Price ranges for those who would prefer to buy on the open market.

Price ranges	No of responses
Under £75,000	0
£75,000 - £100,000	1
£100,000 - £125,000	3
£125,000 - £150,000	1
£150,000 - £175,000	2
£175,000 - £200,000	3
£200,000 - £250,000	4
£250,000 - £300,000	2
£300,000+	1

To note 3 respondents ticked more than one option.

Of those respondents who indicated that shared ownership would suit their needs, two respondents answered which price range they could afford. 1 respondent answered £75,000 - £100,000 and 2 respondents answered £100,000 - £125,000.

### 6.6 Living and working in Singleton

Of those who completed a part two questionnaire 28 respondents answered that they lived in Singleton and 2 respondents lived outside the village. This conflicts with question Q14 and 9 respondents answered that lived outside the village and required accommodation.

Of those who responded 6 people work in Singleton and 7 people work in adjoining villages, this does include respondents who didn't complete part two of the survey.

### 6.7 Overview of housing need

The following tables provide an overview of the housing required within 2 years, 2-5 years and more than 5 years. These tables should be treated with caution as some respondent's ticked more than one option. Some respondents ticked up to three options for preferred tenure and housing type. Therefore the figures in the tables are somewhat inflated.



**Table 17: Housing required in Singleton Parish within the next 2 years**

A total of 7 surveys were analysed below and 1 respondent ticked more than one option(s).

	House				Flat/Maisonette/ Apartment				Bungalow				Sheltered/retirement housing			
Tenure required	1 bed	2 bed	3 bed	4+ bed	1 bed	2 bed	3 bed	4+ bed	1 bed	2 bed	3 bed	4+ bed	1 bed	2 bed	3 bed	4+ bed
Renting from a HA		1											1			
Property for sale at discount for local people			1							1	1					
Buying on the open market			2								1					
New build homebuy			1								1					
Homebuy direct			1								1					
Renting from a private Landlord																
<b>TOTAL</b>		<b>1</b>	<b>5</b>							<b>1</b>	<b>4</b>		<b>1</b>			

**Table 18: Housing required in Singleton Parish within the next 2-5 years**

A total of 12 surveys were analysed below and 8 respondents ticked more than one option(s).

One respondent answered that they would like a 2 bed property for sale at discount for local people in a retirement village

	House				Flat/Maisonette/ Apartment				Bungalow				Sheltered/retirement housing			
Tenure required	1 bed	2 bed	3 bed	4+ bed	1 bed	2 bed	3 bed	4+ bed	1 bed	2 bed	3 bed	4+ bed	1 bed	2 bed	3 bed	4+ bed
Renting from a HA		1				1				1				2		
Property for sale at discount for local people		1	4	1	1	2	2	1		1	4	1		1		
Buying on the open market			1			1				1	2			1		
New build homebuy			1		1						1					
Homebuy direct			2								1					
Renting from a private Landlord																
No reply														1		
<b>TOTAL</b>		<b>2</b>	<b>8</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>

**Table 19: Housing required in Singleton Parish within the next 5 years or more**

A total of 9 surveys were analysed below and 4 respondents ticked more than one option(s).

	House				Flat/Maisonette/ Apartment				Bungalow				Sheltered/retirement housing			
Tenure required	1 bed	2 bed	3 bed	4+ bed	1 bed	2 bed	3 bed	4+ bed	1 bed	2 bed	3 bed	4+ bed	1 bed	2 bed	3 bed	4+ bed
Renting from a HA		1	1		1	1				2						
Property for sale at discount for local people		2	2	1		2		1		1	1					
Buying on the open market																
New build homebuy		1	1			1				1						
Homebuy direct														2		
Renting from a private Landlord			1													
<b>TOTAL</b>		<b>4</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>

Four respondents did not answer when they would require affordable housing however:

- 1 respondent would need a 2 bed bungalow to rent from a housing association
- 1 respondent would need a 2 bed bungalow for sale at a discount for local people
- 1 respondent would need a bungalow to rent from a housing association
- 1 respondent did not answer any of the questions on tenure, property type or number of bedrooms

## 7. Comments

All respondents were given the opportunity to make any final comments regarding the survey questions. These are detailed below.

### 7.1 Other comments

- Part three - I believe this is linked to Part 2 but it is not mentioned in the explanatory letter. It seems to me that this questionnaire does not address issues e.g. reasons for not wanting to live in Singleton - no transport links, FBC possibly discriminating against rural Fylde. Just saying there is a need wit
- My bungalow is too big and expensive for me to maintain, I have a very low income and I am disabled and elderly. I want to stay in Singleton where I have lived for 56 years
- My 3 children have grown up in Singleton they would have liked to have stayed local. But mainly due to lack of affordable housing they have moved outside of the community they once belonged to
- Affordable housing is needed but not to buy privately. Rented would be better a much fairer system
- I don't work but needed a better standard of living for the 2 children - having to move from St Annes. Singleton Village was the only place that met these needs
- Grandparents, brother & sister live in the village
- Small developments would be good for the village plan
- Cheap accommodation and jobs are available in the nearby towns there should be no need for this in a quiet village
- I am currently at university but after graduating would like to live in Singleton and work from home via the internet
- My wife and I are both in our 70s and it is impossible to be able to forecast our housing needs for the future. However we have indicated what may be relevant to us in 5 years or more
- if a small development for older people was allowed it should be conditional of amenities being also made available inc. pedestrian crossings in Singleton & Mains Lane and no 6 lane highway at Shard Junction
- Regarding Q29 we could put this property up for sale but for what price? I'm too ill to do interior jobs that need doing a sale would only provide equity we have no savings

Comment [d1]: Whats missing???

## 8. Conclusions and evaluation

### 8.1 Conclusions

- This survey provides an indication of the housing needs in Singleton. A total of 31 households identified a housing need. These results would require further assessment but represent an early indication of housing need in the parish.
- Although an overall response rate of 32% was achieved and is an acceptable indicator of need in the parish, 68% of residents did not respond to the survey.
- Even though there were properties for sale in Singleton at the time the survey was completed, they are expensive and are inaccessible to those on average incomes.
- For those in housing need there is a preference to purchase property at a discount rather than rent.
- Of those people stating they are in housing need just two respondents on the waiting list for a housing association property. This could be an indication of the low expectations that people may have for any affordable housing being developed and or qualifying for any such housing.
- 41% of those in housing need are families.
- Just under half of respondents in housing need indicate they will need to move 2-5 years from now.
- 86% of respondents in housing need are working and 37% of respondents in housing need are retired.
- The survey highlights a need at both ends of the housing spectrum – families and young people setting up home and older people looking for smaller more manageable accommodation including sheltered housing.

### 8.2 Survey evaluation

If further surveys are completed within other parishes in the Borough the following should be considered.

- There were very few telephone calls about the survey, therefore suggesting that the survey was easy to follow and the frequently asked questions was a useful document.
- Part three – affordability should be a continuation of part 2 and not separate section. This will ensure that all people in housing need also complete the affordability section.

## 9. Recommendations

1. It is noted that the survey represents a snapshot in time. Personal circumstances are constantly evolving and any future development should take this into account
2. The conclusions of the report are agreed, and in particular it is noted that the survey highlighted greater housing need in Little Singleton (as opposed to Singleton village) which should be considered in future plans.
3. That the Housing and Planning directorates at Fylde BC continue to work with the Parish Council, local community, Housing Associations, landowners and developers to identify suitable buildings and sites which could be developed to meet the needs of local people as identified in this survey
4. That the findings and conclusions of the survey be used to inform future planning strategies for the village and the wider parish.

## APPENDIX ONE SURVEY FORM

### Parish Housing Needs Survey - Singleton 2011

This housing survey collects basic information about you and the people who live with you and comes in two parts. We would like every household in the parish to complete **Part 1**. Only complete **Part 2**, if you need to find another home in the Parish now or in the next five years. If anyone living with you needs to set up home independently, they will need their own copy of the form and will need to complete **Part 1 & Part 2**. For extra forms please contact Lucy Wright at Fylde Borough Council's Housing Department on 01253 658682

- Q0.a** Is this your main home? Yes, main home ..... ☐ No, second home ..... ☐
- Q0.b** Which part of Singleton do you live in? Little Singleton ..... ☐ Singleton Village ..... ☐

If this is your second home do not complete the rest of the form but please return in the freepost envelope.

#### Part 1 - You and Your household

- Q1** How would you describe your current home?  
 House ..... ☐ Bungalow ..... ☐  
 Flat/maisonette/apartment/bed-sit ..... ☐ Caravan/mobile home/temp.structure ..... ☐  
 Sheltered/retirement housing..... ☐ Other ..... ☐
- Q2** How many bedrooms does your home have?  
 One bedroom or bed-sit ..... ☐ Three bedrooms ..... ☐  
 Two bedrooms ..... ☐ Four or more bedrooms ..... ☐
- Q3** What is the tenure of your home?  
 Owned outright by a household member(s) ..... ☐ Rented from a private landlord ..... ☐  
 Owned with a mortgage by a household member(s)..... ☐ Tied to a job ..... ☐  
 Shared ownership (part owned/part rented)..... ☐ Live with parents / relatives ..... ☐  
 Rented from a Housing Association ..... ☐ Other ..... ☐
- Q4** Which of the following best describes your household?  
 Single ..... ☐ Family - young children 16 yrs & under..... ☐  
 Couple ..... ☐ Family - adult children 17 yrs and over ..... ☐  
 Other - please detail below \_\_\_\_\_
- Q5** How many years have you and your household lived in this village or neighbouring villages?  
 0-2 years..... ☐ 11-20 years..... ☐  
 3-5 years..... ☐ 21-40 years..... ☐  
 6-10 years ..... ☐ 41+ years ..... ☐
- Q6** How many people living in your household are in the following age groups?  
 0-16 years ..... ☐ 36-55 years..... ☐  
 17-25 years ..... ☐ 56-70 years..... ☐  
 26-35 years ..... ☐ 70+ years ..... ☐

**Q7** Does your current home need to be adapted to improve its physical accessibility because of the disability of someone in your household?  
 Yes ..... ☐ No..... ☐

**Q8** Has any person from your family\* moved away from the village in the last 10 years, due to difficulties in finding a suitable home locally? \*Family means your children, parents, brother and sisters.  
 Yes ..... ☐ No..... ☐

If you answered 'Yes' to Question 8 and you know of family members who wish to move back to the village, and need an additional part two survey form please ask them to contact Lucy Wright at Fylde Borough Council's Housing Department on 01253 658682 or e mail [lucy.wright@fylde.gov.uk](mailto:lucy.wright@fylde.gov.uk)

**Q9** Are you, or is anyone living with you, or anyone who used to live with you, likely to wish to move to other accommodation in the village now or in the future?  
 Yes within 5 years..... ☐ No..... ☐  
 Yes in 5 years or more..... ☐

If you answered 'Yes' to Question 9 and are looking for alternative accommodation within the village then please complete Part 2 of this questionnaire

**Q10** Please tick one or more of the following if homes are in needed in this village for,  
 Young people..... ☐ Single People..... ☐ No further homes are needed..... ☐  
 Large Families ..... ☐ Elderly people..... ☐ Self build..... ☐  
 Small families..... ☐ People with disabilities..... ☐ Other..... ☐

**Q11** Would you be in favour of

	Yes	No
A small development of housing for sale	<input type="checkbox"/>	<input type="checkbox"/>
A small development of affordable housing for rent or shared ownership* to meet the needs of local people within the village if there was a proven need.	<input type="checkbox"/>	<input type="checkbox"/>

*\*shared ownership enables people who can't afford to buy outright to part buy part rent a home.*

**Q12** Can you suggest a site or redundant building which could be developed for housing?  
 \_\_\_\_\_  
 \_\_\_\_\_

**Q13** Comments  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Thank you for taking the time to complete this questionnaire. Please return your survey in the freepost envelope provided by 24th February 2011.

## Part 2 - Housing Needs

## Part 2 - Housing Needs



This section should be completed by any person for which either of the following apply:-

(1) You are the householder and wish to move to alternative affordable accommodation in the village or neighbouring villages, or will need to do so in the future. (2) You are a relative of the householder (e.g. son or daughter) and currently live, or have previously lived, in the village and wish to find affordable accommodation in the village or neighbouring villages, or will need to do so in the future. *Affordable housing includes social rented and other forms of intermediate housing for example shared ownership (part buy part rent a home).*

**Q14 Where do those requiring accommodation currently live?**

Together as a household within this village ..... ☐ Within another household in this village..... ☐  
Outside the village ..... ☐

**Q15 When do those requiring accommodation need to move from this house?**

Within the next two years..... ☐ Between 2-5 years from now ..... ☐  
In 5 or more years..... ☐

**Q16 What is the current tenure of your home?**

Owned outright..... ☐ Part-bought/part rented under shared ownership arrangement ..... ☐  
Owned with a mortgage ..... ☐ Provided with job (tied) ..... ☐  
Rented from Housing Association ..... ☐ Living with parents/friends..... ☐  
Rented from a private landlord ..... ☐ Lodging with another household ..... ☐

**Q17 Which tenure would you prefer?**

Renting from a Housing Association ..... ☐ New Build Homebuy\* (shared ownership)..... ☐  
Property for sale at a discount for local people. ☐ Homebuy Direct\*\* (shared equity) ..... ☐  
Buying on the open market ..... ☐ Renting from a private landlord ..... ☐

\*New Build Homebuy - Government scheme which enables people to part buy part rent a property

\*\* Homebuy Direct - 70% mortgage and 30% equity loan from the house builder repaid when the home is sold.

**Q18 Are you on a waiting list for housing with a housing association?**

Yes ..... ☐ No..... ☐

**Q19 What type of accommodation would meet your needs?**

A house ..... ☐ Sheltered/retirement housing..... ☐  
A Flat/maisonette/apartment ..... ☐ Other..... ☐  
A Bungalow..... ☐  
If other please specify

---

**Q20 How many bedrooms are required?**

One ..... ☐ Three ..... ☐ More than four..... ☐  
Two ..... ☐ Four ..... ☐

**Q21 Does anyone in your household require any of the following?**

Access for a wheelchair ..... ☐ Accommodation on the ground floor ..... ☐  
Sheltered housing ..... ☐ Help with personal care..... ☐  
Other please specify

---

**Q22** Has your current home been adapted to improve physical accessibility because of the disability of someone in your household?

Yes ..... ☐ No..... ☐

**Q23** Would an extension to your property resolve your housing needs?

Yes ..... ☐ No..... ☐

**Q24** What is your main reason for needing to move

Need larger home .....	<input type="checkbox"/>	Need physically adapted home .....	<input type="checkbox"/>
Need to set up independent home.....	<input type="checkbox"/>	Need to be closer to employment .....	<input type="checkbox"/>
Need cheaper home .....	<input type="checkbox"/>	Need to avoid harassment .....	<input type="checkbox"/>
Need to be closer to carer or dependent, to give or receive support.....	<input type="checkbox"/>	Need to change tenure.....	<input type="checkbox"/>
Need secure home.....	<input type="checkbox"/>	Other .....	<input type="checkbox"/>
Need smaller home - present home is difficult to manage.....	<input type="checkbox"/>		
If other please specify			

**Q25** Please indicate the occupations of the people requiring housing.

Director .....	<input type="checkbox"/>	Police .....	<input type="checkbox"/>	Armed forces member .....	<input type="checkbox"/>
Manager .....	<input type="checkbox"/>	Police Civilian .....	<input type="checkbox"/>	Agriculture .....	<input type="checkbox"/>
Self-employed .....	<input type="checkbox"/>	Social worker.....	<input type="checkbox"/>	Tourism .....	<input type="checkbox"/>
Skilled worker .....	<input type="checkbox"/>	Teacher .....	<input type="checkbox"/>	Student .....	<input type="checkbox"/>
Manual worker .....	<input type="checkbox"/>	Occupational therapist .....	<input type="checkbox"/>	Homemaker .....	<input type="checkbox"/>
Office worker .....	<input type="checkbox"/>	Prison staff .....	<input type="checkbox"/>	Retired .....	<input type="checkbox"/>
Shop worker .....	<input type="checkbox"/>	Probation service staff .....	<input type="checkbox"/>	Unemployed.....	<input type="checkbox"/>
Public sector worker .....	<input type="checkbox"/>	Planner .....	<input type="checkbox"/>	Other .....	<input type="checkbox"/>
Nurse/health worker .....	<input type="checkbox"/>	Professional .....	<input type="checkbox"/>		
Other please specify					

**Q26** What type of household are you?

One person household.....	<input type="checkbox"/>	Couple .....	<input type="checkbox"/>
Two parent family .....	<input type="checkbox"/>	Lone parent family.....	<input type="checkbox"/>
Older person household .....	<input type="checkbox"/>	Other .....	<input type="checkbox"/>

## Part Three - Affordability

In order for us to determine what people can afford to pay, either to rent or buy a property the following sections must be completed. All information provided is completely confidential.

**Q27** What is the maximum outgoing you could afford, including any service charges for a rental property?

Less than £50/wk (£200/mth) .....	<input type="checkbox"/>	£150-£199.899/wk (£500-£799/mth) .....	<input type="checkbox"/>
£50-£99.99/wk (£200-£399/mth) .....	<input type="checkbox"/>	£200-£250/wk (£800-£999/mth).....	<input type="checkbox"/>
£100-£149.99/wk (£400-£599/mth) .....	<input type="checkbox"/>	More than £250/wk (£1000/mth) .....	<input type="checkbox"/>

**Q28** Could you please indicate the total take home income (i.e. after deductions) including benefits, of everyone responsible for the cost of housing (rent or mortgage)?

- Less than £95/wk (Less than £420/mth)..... ☐ £385 - £576.99/wk (£1,666-£2,499.99/mth)..... ☐  
£95-£192.99/wk (£420 - £834.99/mth)..... ☐ £577 - £769.99/wk (£2,500 - £3,299.99/mth) ... ☐  
£193 - £288.99/wk (£835 - £1,249.99/mth) ..... ☐ More than £770/wk (£3,300/mth) ..... ☐  
£289 - £384.99/wk (£1,250 - £1,655.99/mth) ... ☐

**Q29** Do you have any savings or equity in your existing property which could be used to contribute towards a mortgage?

- None ..... ☐ £10,0001 - £15,000..... ☐  
Below £1000..... ☐ £15,001 - £20,000 ..... ☐  
£1000 - £2000..... ☐ Above £20,000 ..... ☐  
£2001 - £10,000 ..... ☐

**Q30** Which would best suit your housing need? (Tick one only)

- Renting ..... ☐ Shared ownership ..... ☐  
Buying on the open market ..... ☐ Sheltered housing ..... ☐  
Residential Care ..... ☐

**Q31** If you wish to buy your own home, what price range to do you think you could afford?

- Under £75,000 ..... ☐ £175,000 - £200,000 ..... ☐  
£75,000 - £100,000 ..... ☐ £200,000 - £250,000 ..... ☐  
£100,000 - £125,000 ..... ☐ £250,000 - £300,000 ..... ☐  
£125,000 - £150,000 ..... ☐ £300,000+ ..... ☐  
£150,000 - £175,000 ..... ☐

**Q32** Do you live in Singleton?

- Yes ..... ☐ Go to Q35 No..... ☐ Go to Q33

**Q33** If you don't live in the village now, have you lived in Singleton in the last 20 years?

- Yes ..... ☐ No..... ☐

**Q34** Do you live in any of the adjoining villages of Singleton

- Yes ..... ☐ No ..... ☐  
If yes which adjoining village do you live in?

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**Q35** Do you work in

- |                    | Yes                      | No                       |
|--------------------|--------------------------|--------------------------|
| Singleton          | <input type="checkbox"/> | <input type="checkbox"/> |
| Adjoining villages | <input type="checkbox"/> | <input type="checkbox"/> |
| Neither            | <input type="checkbox"/> | <input type="checkbox"/> |

**Q36** Has any adult member of your household been offered a job in Singleton but was unable to take up the job offer due to a lack of affordable housing?

- Yes ..... ☐ No..... ☐

**Q37** Do you have any other strong local connection to the village?

- Used to live in the village..... ☐ Work in the village part-time ..... ☐  
Parent of child lives in the village..... ☐ Voluntary work in the village ..... ☐  
Work in the village full -time ..... ☐ Other ..... ☐

**Q38**      **Comments - if you have further comments or suggestions you would like to make, please use the space below.**

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**Thank you**

**Thank you on behalf of Fylde Borough Council and Singleton Parish Council for taking the time to complete the survey. Please return in the enclosed freepost envelope. CLOSING DATE: 24th FEBRUARY 2011. If you have any questions about the survey please contact Lucy Wright, Housing Team, Fylde Borough Council. 01253 658682**

**Q39**      *Fylde Borough Council and its Housing Association preferred partners are trying to find solutions to the lack of affordable local housing. If you are happy for your contact details to be passed on to those organisations so they can contact you to see if you want to be housed in the future please tick below and provide your contact details.*

Yes ..... ☐

**Q40**      **Name**

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**Q41**      **Address and postcode**

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**Q42**      **Telephone and or e mail address**

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## APPENDIX TWO SURVEY LETTER

The letter was sent to residents and businesses on Singleton Parish Council letterhead

The Occupier

«Address\_1»

«Address\_2»

«Address\_3»

«Address\_4»

«Address\_5»

«Postcode»

*Our Ref:* Singleton HNS «Survey\_ID\_»

*Your Ref:*

*Please Ask For:* Lucy Wright Fylde Borough Council

*Telephone:* 01253 658682

*Email:* Lucy.wright@fylde.gov.uk

Dear Resident,

*Date:* 06 September 2011

### **We need your help - *please do not throw this document away.***

This letter accompanies a questionnaire for a Housing Needs Survey which is being completed by Fylde Borough Council with approval from the Parish Council. The end product of the survey will be a report setting out if any new dwellings are required in the Parish over the next five years or so. The report will be used to inform both planning applications and bids for money to build any affordable housing if shown to be necessary.

Please return your completed survey in the envelope provided by 24<sup>th</sup> February 2011. The personal information you fill in will not be seen by anyone outside Fylde Borough Council. Only the Housing Section at Fylde Borough Council will see the completed forms and all data will be handled in accordance with data protection laws.

The form is divided into two parts:

- Part 1 asks for information which will allow the report to give a 'picture' of the Parish, and it is important if the 'picture' is to be accurate, that every household fills in at least this part of the form and returns it.
- Part 2 only needs to be filled in if you, or someone now living with you, expects to need a different type of dwelling within the next five years or so. If you think this might apply to you, even if you are not quite sure, ***fill it in***; We cannot promise that all the needs identified will be met, but we can be certain that those ***not*** identified ***won't*** be.
- A separate copy of the form should be filled in by anyone now living in the Parish who might need a separate home, or who needs to move into, or back into, the Parish.
- We also want to reach people who work in the Parish and have a need to live here. So please can businesses and employers make their work colleagues aware of the survey.

If you know you will need a second copy of the form, or you have any questions on how to fill in the form please contact Lucy Wright at Fylde Borough Council on 01253 658682 or email [lucy.wright@fylde.gov.uk](mailto:lucy.wright@fylde.gov.uk)

Please return your completed form in the freepost envelope provided by 24<sup>th</sup> February 2011. The results will be presented to the Parish Council as soon as they are available. If you have any suggestions as to how you would like to receive the results please contact the Housing Team at Fylde Borough Council or a member of the Parish Council.

Yours sincerely

Bob Gallagher

Chair of Singleton Parish Council

## **APPENDIX THREE SURVEY LEAFLET**

### **Singleton Parish Housing Needs Survey**

The Parish Council believes this survey is very important for Singleton's future, and hopes that the response will be as good as that of the Parish Plan.

#### **Why is the survey needed?**

Housing for local people has been provided in the past, but with high house prices more suitable housing might be needed. It is important that the community and planners know what housing is needed to ensure that this is provided. The survey can also help to identify the wider need for local housing, such as older households who want to downsize into a smaller home but find that few suitable properties are available on the open market.

#### **Who is carrying it out?**

The survey is being conducted by the Housing section at Fylde Borough Council working in partnership with Singleton Parish Council.

#### **What should I do if someone in my household needs housing?**

If anyone in your household is in need of a housing to buy/rent now, or in the next five years please complete both Part 1 and Part 2. We also want to reach anyone who lives outside of the area, who has a connection to the village, including employees who work here, but live elsewhere. We also want to contact people who have had to leave the area and have a need to or want to move back.

#### **What if no-one in my household needs housing?**

Even if no-one in your household is in need of housing, please fill in part 1. Planners need an accurate forecast of the housing situation, so we want your views on housing.

#### **What do you mean by affordable housing?**

Affordable housing includes social rented and other forms of intermediate housing, for example shared ownership (part buy part rent a home), or homebuy direct (70% mortgage and 30% equity loan from the house builder repaid when the home is sold). Homes are allocated to people with a local connection to the parish.

#### **What if my house is a second home or a holiday cottage?**

Please complete part 1. It will be helpful to give an overall picture of homes in Singleton.

#### **Why do I need to give personal information?**

In order to assess if a household is in need of housing and cannot afford to buy on the open market, it is important that all the questions are completed in Part 1 and Part 2.

#### **What will happen with the information?**

Your information will be kept strictly confidential by the Housing Section at Fylde Borough Council. No details in the report will be identifiable to an individual, and if you give your name and address, it will not be passed on to anyone else without your permission. Only the Housing section at the Council will see the completed forms.

#### **What do I do with my completed forms?**

Please return your completed forms in the envelope provided by 24<sup>th</sup> February 2011.

Extra forms and large print versions are available from the Housing Section at Fylde Borough Council. If you require help completing the form or have any queries please contact Lucy Wright on 01253 658682 or email [lucy.wright@fylde.gov.uk](mailto:lucy.wright@fylde.gov.uk).

Thank you in advance for your help

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
STRATEGIC DEVELOPMENT SERVICES	CABINET	21 SEPTEMBER 2011	10

## CORE STRATEGY TIMETABLE AND BUDGET

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

### Summary

This report proposes a revised timetable and resource plan for delivery of the Core Strategy.

### Recommendations

1. That Cabinet agrees the revised timetable and resource plan detailed in Appendices 2 and 3 of the report.
2. That the timetable be used for project managing the Core Strategy and is posted on the Council's website and that the Cabinet receive update reports on a quarterly basis detailing progress against the project plan.
3. That the revised phasing of the expenditure as identified in Appendix 3 of the report be reflected in the next update of the Council's financial forecast.

### Reasons for Recommendation

The recommendation assists the Council to discharge its duty to prepare a Core Strategy as part of the Local Development Framework.

### Alternative options considered and rejected

The alternative option would be not to have a timetable for the Core Strategy. This would be unhelpful in terms of managing the work on the Core Strategy. Therefore, this option has been rejected and it is proposed that we should move forward using the timetable presented with this report.



## **Cabinet Portfolio**

The item falls within the following Cabinet portfolio:

Portfolio: Planning & Development

Councillor: Cllr Dr Trevor Fiddler

## **Report**

### **Core Strategy Timetable**

#### **Purpose of the Core Strategy**

1. Planning Policy Statement 12 identifies the Core Strategy as the principal Development Plan Document (DPD) because of its importance in setting the overall vision, strategy and implementation policies for an area. The expectation is that it will be the first DPD and, possibly the only DPD that some planning authorities will prepare.
2. The Core Strategy can allocate strategic sites for development and can include development management policies. Site specific issues, e.g. protecting certain areas, can be dealt with by applying criteria based policies in a Core Strategy to make decisions.
3. Progress with the Core Strategy has slipped for several reasons: insufficient staffing resources being available in the past, some resources from the planning policy team being diverted to deal with other priorities (e.g. development management work), proposed revocation of the Regional Spatial Strategy (RSS) and uncertainty about national planning priorities and guidance.
4. The timetable at Appendix 1 has been drawn up in accordance with 'Programming Development Plan Documents, A Practical Advice Note' published by the Planning Advisory Service in September 2010. It identifies the following main stages:
  - Collecting evidence
  - Preparing visions, objectives and evaluating options (involves consultation on options)
  - Finalising the preferred option (involves consultation on the preferred option(s))
  - Preparing the publication DPD (involves consultation on the publication version)
  - Preparing the submission DPD
  - Independent Examination
  - Adopting the DPD

This process is illustrated by the diagram in Appendix 1. The various versions of the Core Strategy e.g. Issues and Options, Preferred Option etc also have to be subject to Sustainability Appraisal and the evidence has to be kept up to date.

5. A project plan showing a total of 235 separate tasks has been identified. Some of these tasks are individual meetings with the LDF steering group, whilst others are more extended periods of work on, for example, producing the Preferred Options document.

The project plan has been put into the Gantt Project software in order to produce a Gantt chart for the Core Strategy.

6. Periods of time have been attributed to each task although it is difficult to estimate, for example, the number of representations that will be received at certain consultations and therefore the amount of time it will take to process them. There may be some tasks that will take less time than programmed and others that will take longer. However, the result of this work is summarised at Appendix 2 and shows a final adoption date of December 2014.
7. The LDF Steering Group met in early August and endorsed the revised timetable for project managing the Core Strategy and recommended that it be posted on the Council's website at the earliest opportunity.
8. The Cabinet has previously considered and agreed how work on the Core Strategy will be funded using a combination of resources including previous Housing and Planning Delivery Grant. As part of the closure of accounts for 2010/11 Cabinet agreed that the remaining unspent allocations for last year should be carried forward into the current budget pending a reconsideration of the overall Core Strategy timetable. The current Core Strategy budget is shown in the following table.

Description	Budget 2011/12 (including agreed slippages from 2010/11)	Budget 2012/13
Salaries	45,091	25,500
Printing	35,430	0
Consultants fees	61,408	0
Sustainability appraisal	32,000	0
Publicity and Consultation	28,939	0
Legal fees and court costs	90,000	0
	£292,868	£25,500

9. The Medium Term Financial Strategy identifies £25,500 in 2012/13 to fund the remaining salary of a fixed term appointment. Therefore taken together the budget for 2011/12 and 2012/13 amounts to £318,368.
10. As a result of the revised timetable referred to above and attached it is proposed that resources are reallocated as shown at appendix 3.

## Risk Assessment

There is an ongoing risk that the government will issue new regulations which change the procedures for producing Development Plan Documents as part of the emerging Localism Agenda. It will be important to remain flexible. However, it is equally important that progress is made on this matter.

The agreed plan will require regular monitoring to ensure tasks and resources are on track so far as is possible.

## Conclusion

The statutory procedures for producing a Core Strategy are time-consuming and complex. The timetabling work provides a list of all the tasks that need to be carried out and attributes a period of time to each task. The resultant Gantt chart will be useful for project managing the Core Strategy. It will be placed on the Council's website and will assist those wanting to make Representations.

Report Author	Tel	Date	Doc ID
Paul Walker	(01253) 658431	5 <sup>th</sup> September 2011	

List of Background Papers		
Name of Background Document	Date	Where available for inspection
Programming Development Plan Documents A Practical Advice Note	September 2010	<a href="http://www.pas.gov.uk/pas/aio/743093">http://www.pas.gov.uk/pas/aio/743093</a>

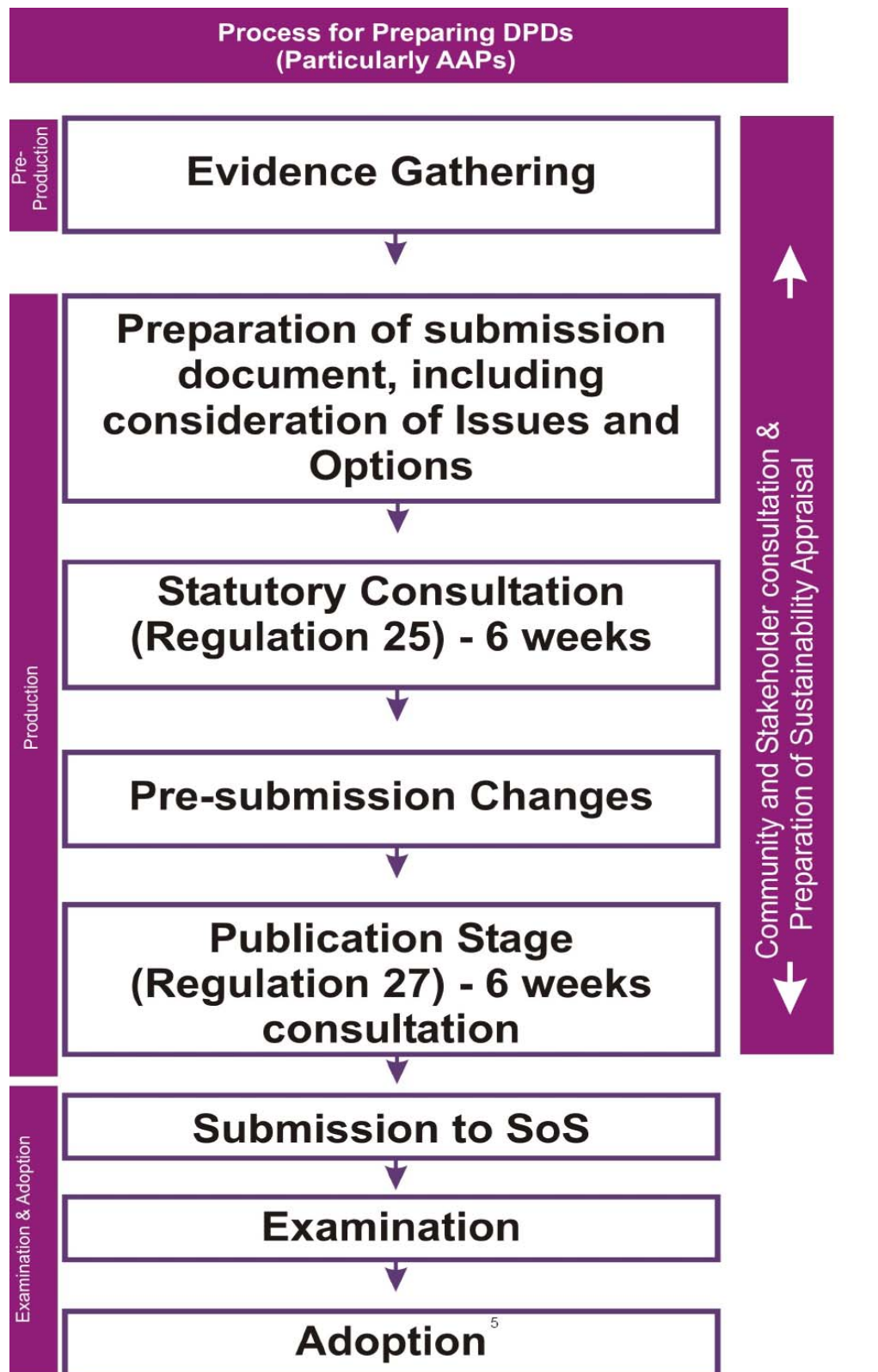
## Attached documents

1. Diagram Process for preparing Development Plan Documents
2. Core Strategy timetable
3. Core Strategy resource plan

IMPLICATIONS	
Finance	The original budget for preparing the core strategy was approved by Cabinet in September 2009 in the sum of £368k in total. £185k of this was to be funded from Housing and Planning Delivery Grant and an earmarked provision for the fulfilment of obligations relating to planning expenditure. The balance of £183k was an unfunded budget increase. Of the £185k earmarked provision identified at that time, £76k was remaining at 31 <sup>st</sup> March 2011. This report seeks to agree a revised resource plan keeping within the previously agreed resource allocation.

Legal	<p>The procedure for producing a Core Strategy is set out in the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008. There is a risk that the Core Strategy may be found unsound if we do not follow these procedures.</p> <p>There is a direct link between having an up-to-date Core Strategy (which is a statutory requirement) and the number of planning appeals to defend (and finance).</p>
Community Safety	The Core Strategy will contain strategic policies which refer to good design (in relation to designing out crime).
Human Rights and Equalities	An Equalities Impact Assessment has to be carried out when the Core Strategy is being prepared for publication.
Sustainability and Environmental Impact	The various versions of the Core Strategy are subject to Sustainability Appraisal (which includes meeting the requirements of the Strategic Environmental Assessment Regulations). This concludes with the production of a Sustainability Report which is put out for consultation with the Preferred Options Strategy.
Health & Safety and Risk Management	There is a risk that the government will issue new regulations which change these procedures as part of the emerging localism agenda. It is important to remain flexible.

## Diagram process for preparing Development Plan Documents



## APPENDIX 2

<b>Core Strategy timetable</b>	
<b>Key Stage</b>	<b>Dates</b>
Regulation 25 Community Engagement	Apr 2011 – Sept 2011
Regulation 25 Scoping Consultation	Apr 2011 – Sept 2011
Identification and Testing of Spatial Strategy Options	Aug 2011 – Dec 2011
Identification and Testing of Policy and Proposal Options	Dec 2011 – Feb 2012
Produce Spatial Options	Feb 2012 – Apr 2012
Consult on Spatial Options Paper and Sustainable Appraisal (SA)	Apr 2012 – Oct 2012
Consultation Period	Jun 2012 – Jul 2012
Prepare the Preferred Option(s)	Oct 2012 – Dec 2012
Write-up Preferred Options and Appropriate Assessment (AA)	Jan 2013 – Mar 2013
Consult on Preferred Options Strategy & SA & AA Reports	Apr 2013 – Aug 2013
Consultation Period	May 2013 – Jun 2013
Preparing the Core Strategy for Publication	Sept 2013 – Dec 2013
Publication of the Core Strategy & Regulation 27 Consultation	Dec 2013 – May 2014
Consultation Period	Jan 2014 – Mar 2014
Submission of Docs and Information to the Secretary of State	May 2014 – Jun 2014
Independent Examination	Jun 2014 – Nov 2014
Adoption	Dec 2014

## APPENDIX 3

### Core Strategy resource plan

Item of expenditure	Notes	2011/12	2012/13	2013/14	2014/15	Totals
<b>Additional staffing</b>						
Appointment of Planning Officer (fixed term contract)	Includes employers on-costs	32,200	33,598	1,400		67,198
Appointment of Principal Planning Officer (fixed term contract)	Includes employers on-costs	15,850	7,220			23,070
<b>Consultants</b>						
Renewable Energy Study – jointly with Wyre & Lancaster Councils	Depending on Scope of Core Strategy	3,000	3,000			6,000
Bio- Diversity Study	Depending on Scope of Core Strategy	6,000	10,000	6,000		22,000
Transport Evidence Base	Depending on Scope of Core Strategy	6,000	9,000			15,000
Housing Viability Study		10,000				10,000
Housing Needs Study		10,000				10,000
Employment Land Study		20,000	5,000			25,000
<b>Consultation on Issues and Options</b>						
Sustainability Appraisal Scoping Report Update		5,000	5,000			10,000
Sustainability Appraisal & Appropriate Assessment of development options			5,000	8,000		13,000
Consultation/Publicity/Publication			10,000	10,000	10,000	30,000
<b>Examination Costs</b>						
Barrister		3,000	5,000	10,000	20,000	38,000
Programme Officer					12,000	12,000
Rooms Hire					2,100	2,100
Inspector					35,000	35,000
<b>Totals</b>		<b>£111,050</b>	<b>£92,818</b>	<b>£35,400</b>	<b>£79,100</b>	<b>£318,368</b>

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
STRATEGIC DEVELOPMENT SERVICES	CABINET	21 SEPTEMBER 2011	11

## PLANNING APPEALS – FUNDED BUDGET INCREASE

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

### Summary

This report provides information on planning appeals currently being dealt with and identifies how they can be funded.

### Recommendations

That Cabinet notes the number and cost of planning appeals in the system and agrees to the creation of a budget in 2011/12 for the cost of planning appeals in the sum of £80k, fully funded from additional planning application fee income received in 2011/12 to date.

### Reasons for Recommendation

To agree resources to defend planning appeals.

### Alternative options considered and rejected

The alternative option would be to not defend any planning appeal which is rejected.

### Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Portfolio: Planning & Development

Councillor Cllr Dr Trevor Fiddler

Continued....



## Report

1. When the budget for 2011/12 was agreed by Council in March there was no provision made to meet the costs of planning appeals. Indeed the Council's base annual budget as reflected in the Medium term Financial Strategy contains no provision for the cost of planning appeals.

2. In the last two years the council spent the following amounts defending planning appeals:

- 2009/10 £69,930
- 2010/11 £192,889 (this against a budget of £20,000)

Appeal costs are typically incurred to cover legal costs, Barrister, external Planning assistance especially if the decision to refuse permission was contrary to the officer recommendation, specialist professional advice such as highways, landscape, ecological, etc.

3. Appeals costs which have been incurred to date in 2011/12 are:

• Traveller Site, Fairfield Road, Hardhorn	£6,364
• Elswick Riding School	£80
• * Little Tarnbrick Farm (Costs Award)	£4,870
• Land opp Green Drive Golf Club, Ballam Road	£9,150
• Land at Westfield Nurseries and adj Honda Garage, Whitehills	£6,649
Total	<b>£27,113</b>

The above estimate includes all the anticipated costs incurred on these appeals

4. The following appeals are about to commence/complete over the next few months:

• Queensway, St Annes	estimated cost	£20,000
• * Hollywood Nursery, Whitehills	estimated cost	£25,000
• Occupation Lane, Staining	estimated cost	£5,000
Total		<b>£50,000</b>

\* indicates appeals which have been lodged against refusal of planning permission against the recommendation of officers

5. Together these costs total £77,113 but would be contingent on costs not exceeding the estimates. If the forthcoming appeals were more complex or required the preparation of additional evidence then costs may increase. It is suggested that a budget of £80k is therefore required to cover the estimated total cost of appeals in 2011/12, including a small contingency.

6. Income from Planning Application fees in the year to date currently stands at £296k against a full year budgeted income of £300k. This is due in the main to a single large application which generated a fee of £103k. In addition £69k of receipts in advance from 2010/11 has been credited to the current 2011/12 year. This practice takes place at the end of each financial year to transfer fees received towards the end of one year into the next year when the applications will be considered and the costs incurred. As a result it is likely that an amount of fees for some applications received in February/March 2012 will be similarly dealt with.
7. Overall it is considered that the above additional fee income received in the current year can be used to fund the creation of a budget for the cost of planning appeals in 2011/12 in the sum of £80k.

### **Risk Assessment**

There is a risk that the appeal costs increase further which will require additional resources to defend.

### **Conclusion**

The report seeks the creation of a budget for the cost of planning appeals in the sum of £80k, fully funded from additional planning application fee income received in 2011/12 to date.

Report Author	Tel	Date	Doc ID
Paul Walker	(01253) 658431	5 <sup>th</sup> September 2011	

List of Background Papers		
Name of Background Document	Date	Where available for inspection

### **Attached documents**

IMPLICATIONS	
Finance	The financial implications are contained in the body of the report.
Legal	If the council does not present an adequate case in support of its decision on appeal, it runs the risk of the inspector finding that it has acted unreasonably and ordering it to pay the costs of the appellant, as well as bearing its own costs. This now applies to hearings and written representations, as well as inquiries.
Community Safety	None arising directly from the report

Human Rights and Equalities	None arising directly from the report
Sustainability and Environmental Impact	None arising directly from the report
Health & Safety and Risk Management	None arising directly from the report

# REPORT



REPORT OF	MEETING	DATE	ITEM
CHIEF EXECUTIVE	CABINET	21 <sup>st</sup> SEPTEMBER 2011	12

## **SERVICE DELIVERY THROUGH AN ARMS-LENGTH COMPANY - FBC SOLUTIONS LTD.**

### **Public Item**

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

### **Summary**

The report provides a picture of the current situation in relation to the company established by the Council in 2007 (FBC Solutions Ltd.) but which has not yet been developed to a trading position. The report sets out the rationale for establishing and operating the company, provides an analysis of the work and resources required to bring it to an operating position and makes recommendations on the way forward. The report also provides information on a recent alternative that has emerged in partnership with Lancashire County Council.

### **Recommendations**

1. That the proposal outlined in paragraph 7 of Appendix B of the report (to develop an internal trading unit which brings together the relevant council services under one management structure as a pre-cursor to launching FBC Solutions Ltd as a trading entity) is implemented as part of the current management review.
2. That the internal trading unit described in recommendation 1 is charged, during its first 18 – 24 months of operation, with developing a business and marketing plan for FBC Solutions Ltd, which address those matters listed in paragraph 7 of Appendix B, such that the Company is able to launch itself as a trading entity, subject to the further approval of Cabinet.

3. That further discussions are held with officers of Lancashire County Council to explore the scope and potential for the shared service activity outlined in paragraphs 10 – 14 of the report and that further reports on this matter are presented to Cabinet at the appropriate time.

**Reasons for recommendations**

To make progress on one of the key actions identified in the current Corporate Plan for 2011-12.

**Alternative options considered and rejected**

These are addressed in the body of the report.

**Portfolio Holder**

The potential remit of an arms-length company of the Council (FBC Solutions Ltd) would cut across several cabinet portfolios.

**REPORT**

**Background**

1. The Council agreed in principle at the Cabinet Meeting in March 2011 to the development of FBC Solutions Ltd with a view to it delivering a range of services on behalf of the Council. A Business Case Review was presented as part of that report which made recommendations on the scope of the Company operations and its governance arrangements.
2. The range of services that might potentially be included in the scope of FBC Solutions was detailed in an appendix to the March Cabinet report. In summary this included:
  - Waste Collection
  - Grounds Maintenance & Arboriculture
  - Parks Management and Development
  - Street Cleaning
  - Fleet Management & Maintenance
  - Horticulture & Arboriculture
  - Playground Maintenance
  - Building and Asset Maintenance
  - Pest Control
  - Coast & Countryside Service
  - Bereavement Services

## **Rationale**

3. A significant number of local authorities have established bespoke companies, wholly owned by themselves to deliver a broad range of operational services similar to those listed in paragraph 2 including highway maintenance, waste collection, public bus services, transport maintenance, building and grounds maintenance.
4. There are a number of local examples that are currently operating, e.g. Blackpool Transport Ltd, LCDL Ltd, Rossendale Bus Ltd, Solutions SK Ltd (Stockport), NPS North West Ltd (Wigan and South Lakeland).
5. The primary points of justification for adopting this approach are:-
  - tangible and well understood service operations and outputs;
  - generally labour intensive services;
  - they are services that can be left mainly to 'operational' rather than 'policy' decisions (i.e. managerial rather than political);
  - there is increased potential to secure efficiencies through reduced bureaucracy and changes to terms and conditions of employment;
  - there is increased potential to generate income and profit by deploying spare capacity and/or expertise onto fee earning activities;
  - the experience and skills of existing staff employed on the services is retained and used rather than it being lost in a full 'outsourcing' operation;
  - retained profits or other efficiency gains can be retained to the best local authority;
  - a greater impetus and opportunity is created for innovation and service improvement than is perhaps the case in the traditional public service environment.

## **Current Situation**

6. FBC Solutions Ltd was formally registered as a corporate entity in 2007 (Company Registration - 06136532) although it has not yet implemented any of its operational or trading opportunities.
7. The resolution of the Cabinet in March 2011 anticipated that the Company would be developed to a position where it is able to 'go live' and commence its business as a trading entity. However, although the Business Case Review presented to Cabinet in set out the potential scope and governance for the Company, a degree of additional, specialist legal (company law and trading operations) and financial advice (on taxation and VAT matters), together with an assessment of the organisational impact on Fylde Borough Council, was felt to be needed ahead of a final decision to launch the Company as an active operational unit.
8. This additional advice has been sought via LCC, who have relevant experience from their pre-existing involvement with arms-length company operations.

9. The context of this advice, when it is received, will help to inform the Cabinet decision on whether to 'go live' with the Company or not. Should the Cabinet resolve to take this step with the Company, a 3 – 5 year Business Plan will be needed to guide the decisions of the nominated directors of the Company in implementing the aims and objectives of the Company outlined in its Articles of Association. Proposals for a governance structure for the Company and for lines of accountability to the Council were outlined in the report presented to Cabinet in March and are reproduced again for information at Appendix A.

### **Alternative Proposition**

10. Since the request was made of LCC to provide the further independent advice on this matter, officers of LCC have made a proposal to the Borough Council which would present an alternative to developing FBC Solutions Ltd into a fully trading entity.
11. The alternative is based on a shared-service approach being developed between the County and the Borough Councils on the delivery of the local environmental / public realm services that the two organisations currently provide in the Fylde area. The underlying assumption in this proposal is that both organisations would be able to realise some efficiencies through the sharing of management overheads, depot, equipment and vehicle costs.
12. However, as the proposal has been made very recently, the scope of the functions which would form part of such a shared service has yet to be fully defined. It is not therefore possible to make any attempt to quantify the level of efficiencies (either through cost savings or service improvement) that might be secured – time will be required to quantify and validate the extent of any anticipated savings. A verbal update on the status of the discussions with LCC will be provided to the Cabinet at the meeting.
13. If the Cabinet is minded to consider this as a viable option and potential alternative to FBC Solution Ltd it is likely that a delay would arise in the implementation of either option in order to allow the necessary evaluation work to be completed.
14. Members may recall that as part of the current management review now being undertaken it was resolved (inter alia) that '*officer-level discussions continue with Lancashire CC and other interested bodies to evaluate and quantify shared-service opportunities and that further reports be presented in future on the outcome of these discussions*'.

### **Organisational Impact Analysis**

15. In addition to the Business Case Review referred to above in paragraph 1 the IDeA funded a Local Improvement Advisor to assist the Council in undertaking a SWOT analysis of the trading company option. A summary of this work is attached at Appendix B which suggests, in conclusion, that the Council organises its managerial structures on the basis of an internal operational arm comprising all the relevant service areas which would fall within the remit of an arms-length company for a period of three years in

order to give the operation time to become “match fit” prior to formally launching the company option.

16. This analysis indicates that there are a number of practical and detailed managerial issues to address (such as financial management & monitoring, marketing approach, asset ownership & deployment, TUPE, overhead & support cost allocation) if the Cabinet agree to ‘go-live’ with the arms-length company approach. These are the factors which would need to be set out in a detailed business plan along with the initial scope of the company and its future trading intentions.
17. It was envisaged until recently that LCC would be in a position to provide this additional analysis. However, as a consequence of their alternative proposal outlined above it would be difficult to regard any advice from LCC on such matters as truly impartial and independent. It would now be necessary to secure this independent advice from other external sources at an estimated cost of £20k - £25k for which there is no direct budget provision.
18. Members should note that this work will also generate internal resource demands at a time when the Council is reducing resources. The level of the internal resource commitment required cannot be fully determined at this stage.

## Conclusion

19. On the basis of the above content of this report, the current levels of budgetary provision and the impending changes to the Council’s management structure and capacity a recommendation is made to follow the analysis of the IDeA Improvement Advisor and establish an internal operating unit which encompasses the range of services that could, after an appropriate period of time, be transferred into the arms-length company.
20. At same time it is proposed that further discussions take place with Lancashire County Council to “scope up” the shared-service potential on the range of services described in this report.
21. The rationale and potential scope for delivering services through an arms-length company have recently been considered by the Community Focus Scrutiny Committee (8<sup>th</sup> September). A verbal update on the considerations and views of the Scrutiny Committee on the matter will be provided at the Cabinet meeting.

IMPLICATIONS	
Finance	<p>Included in the main body of the report.</p> <p>The financial advice for the Company and in taking it to a trading entity, if it were to proceed, would lie outside the Council’s SLA with Preston City Council for financial services.</p>



Legal	Further independent specialist legal advice should be sought if the Council is minded to pursue the arms-length company trading option - any advice received from LCC, which has prompted an offer to enter into a partnership arrangement, should not be regarded as independent.
Community Safety	There are no direct community safety implications.
Human Rights and Equalities	There are no direct human rights and equalities implications arising from the report.
Sustainability	There are no direct sustainability implications arising from this report.
Health & Safety and Risk Management	Included within the main body of the report.

Report Author	Tel	Date	Doc ID
P Woodward	(01253) 658500	SEPTEMBER 2011	H/CABINET/SEPT11

List of Background Papers		
Cabinet Report Appendices	March 2011 As attached	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>

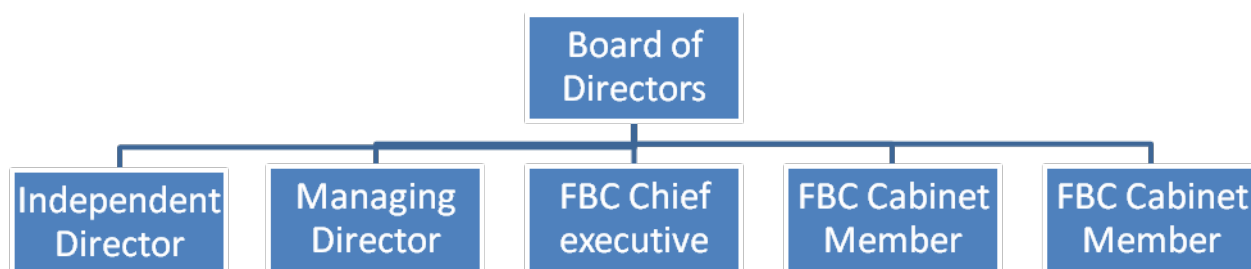
#### List of appendices

**Appendix A :** Governance Option

**Appendix B :** IDeA Improvement Advice

## APPENDIX A

### FBC Solutions – draft governance structures



Key:

1 x Non-Executive Director — Independent Director from Private/Commercial Sector

1 x Executive Director — Employee of the Company

3 x Non-Executive Directors — Representatives of the Council

### Staffing



\*Financial and legal advice would continue to be provided in the first instance by the Council's Statutory Officers

## **COUNCIL OWNED TRADING COMPANY – FBC Solutions Ltd**

### About this report

1. In March 2011, the Cabinet agreed in principle to the development of FBC Solutions Ltd. Officers were mandated to do preparatory work.
2. An initial assessment has been undertaken by John Tench, a Local Improvement Advisor (LIA). He has reviewed key documents and interviewed key officers across the organisation.

### Challenges/Barriers

3. There are at least four challenges:
  - a. Unclear market: a clearer picture is required of possible real-life customers and the value of the potential market opened up by a trading company;
  - b. Complexity: many of the suggested improvements (e.g. staffing, winning work from other parts of the public sector) are already happening anyway;
  - c. Financial clarity: a more reliable focus on profit and financial contribution is required as well as sales and income; unit costing information requires further work;
  - d. Legal issues: EU procurement rules could make it difficult to operate a company earning more than 10% of its work commercially.
4. These are legitimate concerns. They have been raised by officers with the council's best interests at heart.

### Opportunities/Drivers:

5. On the other hand, there remain sound reasons for continuing with the preparatory work:
  - a. Financial position: a well-run company could still help with the council's medium-term financial position, either through revenue or capital;
  - b. Decision making: a company could enable faster decision making including more responsive marketing, contracting and customer service;
  - c. Freedoms and flexibilities: staffing and other arrangements could be changed to reflect more commercial imperatives;
  - d. Management expertise: a company could help to retain key managers who could otherwise move on.

6. These reasons remain valid. A well-run company is a viable way forward for the council although the organisation (FBC) is clearly not yet fully ready.

#### Way forward

7. A final decision by the council on a fully independent FBC Solutions Ltd should be deferred for three years. In the meantime, the organisation can get 'match fit' by developing FBC Solutions as an internal trading unit which:
  - a. Brings together the relevant council trading services under effective officer leadership at all levels;
  - b. Introduces a shadow Board or Panel to oversee the development of FBC Solutions Ltd over the next three years; this Board could usefully include non-executive members with strong commercial experience;
  - c. Develops a Framework Agreement that sets out the desired relationship between FBC Solutions and the rest of the council's activities (e.g. financial management, HR support services);
  - d. Commissions some small-scale market research (e.g. a graduate student project) to collate existing intelligence on possible new customers and identify the potential market;
  - e. Prepares a three-year business plan based on commercial principles (e.g. British Venture Capital Association guidance).
8. During time period, if FBC Solutions has been effective in winning more public sector work and delivering significantly greater financial contribution to the council, the council should have at least three options. In increasing order of complexity, these are:
  - a. Retain the status quo: keep FBC Solutions as a successful public sector trading unit making revenue contributions to the council;
  - b. Sell the company off, possibly to its managers, in order to realise the capital value of the operation;
  - c. Float the company off as a wholly or part-owned entity, EU regulations permitting, which could provide the council with both capital and ongoing revenue.

John Tench (IDeA Local Improvement Advisor)

# REPORT



REPORT OF	MEETING	DATE	ITEM
CHIEF EXECUTIVE	CABINET	21 <sup>st</sup> September 2011	13

## LCC LOCAL TRANSPORT IMPLEMENTATION PLAN

### Public Item

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

### Summary

A consultation has been received from Lancashire County Council in relation to the Draft Lancashire Transport Implementation Plan 2011-14.

The Plan contains details of the proposed investment priorities of the County Council on highway and transportation matters in each district in the County. The consultation asks for comments on the proposed priorities.

### Recommendation

1. That the Cabinet consider the content and proposals contained within the Lancashire County Council Local Transport Implementation Plan 2011-2014 and submit any comments to LCC.

### Reasons for recommendation

To respond to a request from Lancashire County Council.

### Alternative options considered and rejected

N/A.

### Cabinet Portfolio

The item falls within the following Cabinet portfolio:-

Planning & Development: Councillor Trevor Fiddler

## **Report**

1. The Lancashire Local Transport Plan 2011-2021 was agreed by LCC in May 2011. As a means of delivering and developing this long-term strategic plan a three-year Implementation Plan has been devised, which the County Council is currently consulting on.
2. Extracts of the Draft Implementation Plan as they relate to the Fylde area together with the relevant plan are included at Appendix A. A summary of the main elements of the Plan relating to Fylde include:-
  - Proposals for 20mph areas;
  - Support for the South Fylde Community Rail Partnership and a rail corridor scoping study looking at east – west connectivity between Squires Gate and Colne;
  - To work with the relevant local authorities and the Blackpool Airport operator to develop a Surface Access Strategy for the airport;
  - To clarify current understanding of transport connectivity between Fleetwood and the M55 (J3) through a Fleetwood Corridor Study (whilst accepting that the scale and likely costs of the M55 – Norcross link (“Blue Route”) is unlikely to take place during the lifetime of this Plan);
  - To promote Kirkham as a rural transport hub (linked with the proposed electrification of the Preston – Blackpool North rail line by 2016);
  - An assumption that the Heyhouses link road (M55 – Lytham St Annes) will be funded by developer contributions;
  - Undertake a Fylde and Wyre Highways and Transport Master Plan review post 2014.
3. The total investment by LCC on these matters in Fylde during the lifetime of the Implementation Plan is estimated at £23m - £16.7 revenue and £6.3m capital. This compares with a total investment across the County on both capital and revenue schemes of £381.7m
4. LCC has indicated that comments on the Implementation Plan are preferred by 12<sup>th</sup> September although we have written to the Executive Director for the Environment asking for a deferral of this date due to the date of the Fylde Cabinet meeting.
5. The Cabinet is asked to consider the report and the attached Appendix and submit appropriate comments to the County Council.

Report Author	Tel	Date	Doc ID
P Woodward	(01253) 658500	July 2011	

List of Background Papers		
Name of document	Date	Where available for inspection
Attached as appendices	August 2011	Town Hall

#### **Attached documents**

Appendix A1 & A2 - Extracts from the LCC Local Transport Implementation Plan

IMPLICATIONS	
Finance	None arising directly from the report.
Legal	None arising directly from the report.
Community Safety	None arising directly from the report.
Human Rights and Equalities	None arising directly from the report.
Sustainability and Environmental Impact	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

# **Local Transport Plan 2011-2021**

## ***Delivering our Priorities***

### **A Draft Implementation Plan for 2011/12 – 13/14**

**August 2011**





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## 1. Introduction

- 1.1. The approved Strategy of our Local Transport Plan (LTP3) takes a ten year view to 2021 of Lancashire County Council's priorities and broad activities for transport and the way we travel.
- 1.2. Delivery of the strategy will be through a rolling three-year programme updated annually in an Implementation Plan. This is the first Implementation Plan to be published and presents the programme for 2011/12-2013/14 for the county of Lancashire.
- 1.3. The Government has announced funding to local authorities covering this three-year period and that, coupled with Lancashire County Council's agreed capital programme to 2014/15, provides the basis for the projects identified in this Implementation Plan.
- 1.4. This Plan does not limit itself to the County Council's own capital spending programme for transport services. The County Council's spending on transport services includes substantial revenue costs to cover operational aspects, most notably its support to subsidised bus services and concessionary travel in Lancashire and its local road safety programme.
- 1.5. The Implementation Plan looks to set out a comprehensive programme of transport projects that will be implemented in the three years to 2013/14. It identifies where the County Council intends to commit its own spending to projects and importantly where other external funding sources are committed or will be sought.

**1.6. Lancashire County Council is set to invest £381 million on highways and transport over the next three years (2011/12 to 2013/14). A detailed breakdown of this spending, across the range of transport services, on different parts of the infrastructure and within district areas, is presented in this Implementation Plan.**

1.7. The agreed priorities of Lancashire's LTP3 Strategy are:



1.8. With public finance for transport likely to be limited in its early years, the County Council will focus its efforts and resources, at least in the short term covered by this initial Implementation Plan, on certain actions which can deliver most benefit for Lancashire in these challenging times.

1.9. These actions come under our three top priorities, namely economic growth, child safety and the maintenance of our transport asset, which will mean:

- A focus on improving the links between areas of economic opportunity and their prospective workforce and markets – these form the major part of our funding for **Transport Improvements** (see over the page)
- Investment in the safety of our children and young people – through our funding for **Safety**
- Making sure our network of roads, bridges, streetlights, public spaces and other assets remains fit for purpose and the most important parts are kept safe and accessible – our focus for spending on **Asset Maintenance**

- 1.10. The County Council has approved a capital investment strategy for the period 2011/12 through to 2014/15. This includes a specific capital allocation for Highways and Transport-related services, including public transport infrastructure, Local Transport Plan Priorities and major schemes, improving safety, and maintenance of the asset. The capital programme is broken down into more detail against the 7 agreed priorities under Table 2 beginning on page 18.
- 1.11. In addition to the Government settlement for capital investment in the Local Transport Plan, the County Council has made additional funding available to highway and transport services, to the sum of £45.361 million over three years, which underline its priorities towards asset maintenance, road safety and transport improvements.
- 1.12. The County Council's total net revenue budget for Highways and Transport-related services is also shown below (net of Directorate overheads) and in an expanded format in Table 3 beginning on page 26.
- 1.13. The County Council's revenue funded programme is apportioned to individual district areas according to an agreed formula (described in Table 4 on page 27) for each service strand which takes into account local counts of population alongside service characteristics specific to the transport assets in each district.

**Table 1.** Capital and Revenue Budget for Transport Services 2011/12 - 2013/14

<i>Figures in £000s</i>		2011/12	2012/13	2013/14	2011-14
Transport Improvements	Capital	13,301	13,934	22,673	49,908
	Revenue	32,330	33,750	35,290	101,370
Safety	Capital	2,400	3,877	3,877	10,155
	Revenue	3,874	3,890	3,920	11,680
Asset Maintenance	Capital	25,570	25,847	21,732	73,149
	Revenue	47,370	43,700	44,340	135,410
All Highways & Transport	Capital	41,271	43,658	48,282	133,212
	Revenue	83,570	81,340	83,550	247,460
	<b>TOTAL</b>	<b>124,841</b>	<b>124,998</b>	<b>131,832</b>	<b>381,672</b>

- 1.14. Throughout the preparation of the Local Transport Plan, issues, ideas and schemes have been suggested for inclusion in the programme. Many have identified new or longstanding proposals that have still to come to fruition. The

approach to developing a three-year programme under this Implementation Plan has taken the broad activities set by the approved Strategy and applied these to local conditions to identify appropriate and beneficial interventions, drawing on new ideas, best practice and schemes brought to the County Council's attention through earlier stakeholder consultations.

- 1.15. A Scheme Prioritisation System has been developed to inform this process which takes worked up ideas and schemes and measures them against the priorities and key actions set out in our approved strategy to determine those which deliver the best outcomes and, resources-permitting, can form part of our programme.
- 1.16. The Government's newly announced Local Sustainable Transport Fund (LSTF) consists of a total of £560m available through a process of competitive bidding to English transport authorities (outside London) over the next 4 years (2011/12 - 2014/15). The purpose of the fund is 'to enable the delivery of sustainable transport solutions that support economic growth whilst reducing carbon'. The County Council is pursuing funding for a package of measures to augment its spending plans set out in the Local Transport Plan. These are identified (LSTF) in the following sections.

## 2. Programme Summary

2.1. This programme summary groups together projects that will be delivered through this Implementation Plan under shared priorities and key actions. It illustrates that, in practically every instance, each project delivers against more than one priority and demonstrates the synergy and compatibility between our priorities. The capital projects presented in this summary are also listed in Table 2 under the main priority each will deliver to and with an indicative budget allocation.

2.2. To begin, our approved strategy focuses our activities towards our main transport nodes and interchanges with the express aim of improving access into areas of economic growth and regeneration, providing safe, reliable, convenient and affordable transport alternatives to the car, and reducing carbon emissions and its effects.

2.3. Specifically, we say we will:

- Develop **bus stations and interchanges** where these can be a catalyst to town centre regeneration.
- **Develop local rail services** to achieve further growth in patronage through partnership working with the rail industry and local communities; measures will include new or more frequent services, greater capacity, **new stations and improved quality of stations** and trains.

2.4. We will deliver:

By March 2012:

- a new Buckshaw Railway Station
- completion of Accrington Railway Station improvements
- improvements to Leyland Railway Station

By March 2013:

- improvements to Burnley Manchester Road Railway Station

By March 2014:

- a new bus station/interchange in Preston
- electric vehicle charging points in Preston, South Ribble, Chorley



Post March 2014

- o improvements to Ormskirk Bus Station
- o a new Rawtenstall Bus Station

Ongoing

- o enhanced rail services through Community Rail Partnerships

2.5. Our strategy also points to the importance of the links between these nodes and interchanges in our transport network, to providing safe, reliable, convenient and affordable transport alternatives to the car, improving access into areas of economic growth and regeneration, and providing better access to education and employment. We say we will:

- Work with bus and rail operators to invest in **new public transport services**.
- Work with public transport operators to **reduce journey times** to strategic employment sites and key employment areas and improve timetables and fare structures.
- Work with bus and rail operators to provide **more joined-up and coherent public transport services**.
- Work to provide **affordable public transport to disadvantaged and isolated communities**.

2.6. We will deliver:

By March 2012

- o a new approach to determining priorities for subsidising bus services (DV1)

By March 2013

- o improved sustainable transport offering convenient 'Routes into Work' in Skelmersdale

By March 2014

- o a rail corridor study covering Squires' Gate to Colne services
- o improved community transport through a 'one stop' service offering a more joined up and effective 'Local Link' to customers (LSTF)

- o improved sustainable transport offering convenient 'Routes into Work' in Burnley

Post March 2014

- o improvements to the Nelson - Rawtenstall Bus Corridor
- o improvements to the Preston - Chorley Bus Corridor

Ongoing

- o subsidies to support key bus services
- o a rolling programme of improvements in all areas to upgrade bus stops that restrict access to public transport for disabled, complementing the introduction of easy access buses by 2017 which ensure compliance with DDA requirements

2.7. Our Strategy also suggests complementary activities to encourage use of these interchanges and links towards providing better access to education and employment, providing safe, reliable, convenient and affordable transport alternatives to the car, and improving people's quality of life and wellbeing.

2.8. Specifically, we say we will:

- **Provide discount schemes for young people aged 16 – 23.**
- **Work with operators to introduce a new SmartCard technology.**

2.9. We will deliver:

By March 2012

a review of online travel information as a first phase to introducing a 'one-stop' website and improving our communication and accessibility to customers

By March 2013

- o a new Lancashire Travel Online as the second phase to improving the ease of use and reliability of information for customers (LSTF)
- o a travel information service for job seekers and young people entering employment and training
- o a pilot project to make travel information available with job advertisements (LSTF)
- o a review of the effectiveness of community transport in Lancashire

- development of an innovative local community travel pilot in Ribble Valley

By March 2014

- pilot discount travel card schemes, including concessions to young people, in Lancaster, Hyndburn, Burnley (LSTF)

Ongoing

- management of discount travel card Smartcards

2.10. As well as investing in public transport links between nodes and interchanges, our approved strategy focuses on our road network with actions towards improving access into areas of economic growth and regeneration and maintaining our assets.

2.11. Specifically, we say we will:

- **Reduce congestion and delay and increase road capacity on our most congested transport corridors, improve highway links and junctions to support the growth of our key economic centres.**
- Explore practicable solutions to the **renewal of outdated rural road infrastructure** serving the agricultural sector of the economy.
- Keep all roads in a safe condition of repair.

2.12. We will deliver:

By March 2012

- local road improvements complementary to Heysham M6 link road
- transport corridor study - A6 University, Lancaster
- infrastructure improvements at Cottam, Preston
- infrastructure improvements at Whittingham, Preston
- traffic signalling improvements to A6 Corridor, Preston
- access provision to Cuerden Strategic Site
- improvements to the A6/A582 Roundabout, Cuerden
- enhancements to intelligent traffic control systems to improve traffic movements and junctions in Lancaster

By March 2013

- work with Blackpool Airport on the development of their Surface Access Strategy
- upgrade to Intelligent Transport Systems in Preston transport corridor study – A570/M58 to Southport
- infrastructure improvements affecting A582 Penwortham Way/Flensburg Way roundabout
- enhancements to intelligent traffic control systems to improve traffic movements and junctions in Preston

By March 2014

- transport corridor study - M65 to Yorkshire
- transport corridor study - M55 to Fleetwood enhancements to intelligent traffic control systems to improve traffic movements and junctions in Accrington, Burnley, Leyland, Ormskirk

Post March 2014

- project management and funding support to provision of Green Lane Link, Tarleton

Ongoing

- highway asset maintenance

2.13. As well as investing in our current network, our strategy further commits us to look to other funding opportunities and partners to bring improvements in our transport system, focused on improving access into areas of economic growth and regeneration. We say we will:

- Take a lead role in promoting the case for **major infrastructure investment**.
- Work with partners to bring about **improvements to connections and links** between key employment centres in Lancashire, and also to Greater Manchester, Merseyside, Cumbria and Leeds/Bradford (and beyond).

2.14. We will deliver:

By March 2012

- a Central Lancashire Transport Model

- a Lancashire Strategic Highways and Transport Master Plan Evidence Base
- an upgrade to Blackpool to Fleetwood Tramway
- an economic impact study of High Speed 2

**By March 2013**

- a Lancashire Strategic Highways and Transport Master Plan initial scheme preparation stages for a Skelmersdale Rail Link

**By March 2014**

- a Central and West Lancashire Highways and Transport Master Plan
- a Lancaster Highway and Transport Master Plan

**Post March 2014**

- completion of the Heysham M6 Link Road
- completion of the Broughton Bypass and improvements to M55 Junction 1 roundabout
- Pennine Reach scheme preparation
- a Pennine Lancashire Highways and Transport Master Plan
- a Fylde and Wyre Highways and Transport Master Plan

**Ongoing**

- scheme preparation to support Todmorden curve rail infrastructure
- lobbying in collaboration with local authorities, public transport providers and business interests, locally and nationally, to represent Lancashire's interests and support its case for national rail investment programmes and in particular for high speed rail (HS2)

2.15. Our strategy also focuses investment towards the connections from our strategic network into local nodes and destinations, aimed at improving people's quality of life and wellbeing, providing safe, reliable, convenient and affordable transport alternatives to the car, and improving the safety of our streets for our most vulnerable residents.

2.16. Specifically, we say we will:

- Work with local communities, district councils and other partners **to improve the quality of neighbourhoods.**

- **Expand our network of footways and cycleways where these will contribute to creating quality neighbourhoods.**
- Provide **safe and convenient new infrastructure for walking and cycling** where it will reduce reliance on private car journeys.
- Develop innovative schemes to **improve access for rural communities to services** for all members of the community.
- Roll out 20mph schemes across residential areas and outside schools.
- Encourage safer travel by ensuring all highway improvements are safety audited, and embedding safety principles into traffic management and highway maintenance activities.

**2.17. We will deliver:**

**By March 2012**

- roll out of first year 20 mph schemes across Lancashire
- provision of A587 Poulton Rd Zebra Crossing, Fleetwood
- improvements to Chapel Street Cycle Lane, Lancaster
- provision of Pointer Roundabout Pedestrian and Cycle facilities
- upgrade A6 Stonewall Puffin to Toucan crossing as a complementary measure to Heysham to M6 link road
- Thornton Cycle Route between Norcross and Blackpool Promenade
- improvements to junction of A6 Bolton Rd/A5106 Wigan Lane
- provision of New Court Way Zebra Crossing, Ormskirk
- provision of B5241- Junction Lane Zebra Crossing, Burscough
- completion of Great Harwood/Clayton-le-Moors/Accrington Cycle Route
- enhancement to pedestrian facilities at Manchester Road/Finsley Gate Junction, Burnley

**By March 2013**

- roll out of second year 20 mph schemes across Lancashire
- pilot neighbourhood improvement works to public realm and connectivity in Skelmersdale
- improvements to pedestrian facilities along Corporation Street/Ringway Junction, Preston
- provision of toucan crossing at Manchester Road/Trafalgar St Junction Toucan, Burnley
- a programme to improve local interchanges in neighbourhoods (LSTF)

**By March 2014**

- roll out of final year 20 mph schemes across Lancashire
- enhanced pedestrian routes between Ormskirk Rail and Bus stations, Town Centre and University
- audit of local residential roads (LSTF)
- a programme of Wheels to Work (LSTF)

**Ongoing**

- improvements to local road safety

2.18. Our strategy looks to make sure that Lancashire's residents and visitors can make the most effective and sustainable use of our nodes, interchanges and connections, providing better access to education and employment and improving access into areas of economic growth and regeneration. Specially, we say we will:

- Develop innovative ways of **promoting and implementing travel plans with major employers, with secondary schools, colleges and universities.**
- Promote sustainable **travel options to important visitor destinations.**

2.19. We will deliver:

**By March 2012**

- review of travel information and parking management for major trip generators at football grounds (including Deepdale and Turf Moor) and at major events (including Preston Guild and the British Open)

**By March 2013**

- travel planning for Lancashire County Council offices and workforce in Preston and Lancaster
- travel planning for Skelmersdale major employers
- travel planning for Burnley major employers
- a review of the effectiveness of existing travel plans of major employers and education establishments, including BAE Systems and UCLan

**By March 2014**

- business travel planning in Lancaster, Preston and South Ribble (LSTF)
- travel planning review of Edge Hill University

Ongoing

- review of School Travel Plans



### 3. Our Capital Programme 2011/12 to 2013/14 under the seven LTP3 Priorities

Table 2. Capital Projects and Spending Allocations 2011/12 - 2013/14

CAPITAL PROJECT (all figures in £ millions)	Scheme Reference	District(s)	Total Cost (£million)	2011/12 to 13/14	2011/ 12	2012/ 13	2013/ 14	Post 2013/14
<b>PRIORITY ONE - Improving Access into Areas of Economic Growth and Regeneration</b>			<b>215.995</b>	<b>39.812</b>	<b>9.020</b>	<b>10.979</b>	<b>19.813</b>	
Heysham to M6 Link Road*	LA1	Lancaster	123.010	11.157	2.120	3.964	5.073	4.228
Heysham to M6 Link Road Complementary Measures: Morecambe Road/Scale Hall Road traffic signals upgrade	LA2	Lancaster	0.050	0.050	0.050			
Heysham to M6 Link Road Complementary Measures: Owen Road/Torrisholme Road traffic signals upgrade	LA2	Lancaster	0.025	0.025	0.025			
A6 University Transport Corridor Study, Lancaster	LA3	Lancaster	0.040	0.040	0.040			
M55 to Fleetwood Corridor Study	MA1	Wyre/Fylde	0.100	0.100			0.100	
Blackpool Airport Surface Access Strategy	FY1	Fylde	0.060	0.020		0.020		
A6 Broughton Bypass & M55 Roundabout Improvements	PR1	Preston	18.970	11.390	0.215	0.375	10.800	7.580

CAPITAL PROJECT (all figures in £ millions)	Scheme Reference	District(s)	Total Cost (£million)	2011/12 to 13/14	2011/ 12	2012/ 13	2013/ 14	Post 2013/14
Preston Bus Station	PR2	Preston		7.500		4.600	2.900	
Cottam Infrastructure	PR3	Preston	0.100	0.100	0.100			
Whittingham Infrastructure	PR3	Preston	0.200	0.200	0.200			
A6 Corridor Traffic Signalling	PR4	Preston	0.110	0.110	0.110			
Cuerden Strategic Site	SR1	South Ribble		1.380	1.380			
A6/A582 Roundabout, Cuerden	SR2	South Ribble	0.100	0.100	0.100			
A582 Flensburg Way	SR3	South Ribble	1.100	1.100	0.100	1.000		
Buckshaw Railway Station	CH1	Chorley	6.800	3.500	3.500			
Central Lancashire Transport Model	MA2	Preston/South Ribble/Chorley		0.400	0.400			
Skelmersdale Rail Link	WL1	West Lancashire	50.000	0.050		0.050		
A570/M58 Corridor Study	WL2	West Lancashire	0.100	0.100		0.100		
Green Lane Link, Tarleton	WL3	West Lancashire	2.000	0.100			0.100	0.900
Accrington Railway Station	HY1	Hyndburn		0.070	0.070			

CAPITAL PROJECT (all figures in £ millions)	Scheme Reference	District(s)	Total Cost (£million)	2011/12 to 13/14	2011/ 12	2012/ 13	2013/ 14	Post 2013/14
Burnley Manchester Road Railway Station	BU1	Burnley	1.900	0.400	0.150	0.250		
Todmorden Curve	MA3	Burnley/ Hyndburn	8.000	0.040	0.040			
Nelson to Rawtenstall Bus Corridor	MA4	Pendle/Burnley/ Rossendale	1.700	0.900	0.150	0.280	0.470	0.800
M65 to Yorkshire Corridor Study	PE1	Pendle	0.100	0.100		0.050	0.050	
Urban Traffic Management & Control System Upgrade	MA5	Lancaster/Preston/ South Ribble/West Lancashire/ Hyndburn/Burnley	0.830	0.830	0.270	0.290	0.270	
Blackpool South to Colne/Clitheroe Rail Corridor Scoping Study	MA6	Fylde/Preston/ South Ribble/ Hyndburn/Burnley/ Pendle/ Ribble Valley		0.050			0.050	
<b>PRIORITY TWO - Providing Better Access to Education and Employment</b>			<b>50.950</b>	<b>1.090</b>	<b>0.230</b>	<b>0.490</b>	<b>0.370</b>	<b>2.260</b>
Preston to Chorley Bus Corridor	MA7	Preston/South Ribble/Chorley		0.700	0.100	0.280	0.320	0.100
Pennine Reach	HY2	Hyndburn	50.000	0.240	0.080	0.160		2.260
Routes into Work (physical infrastructure)	MA8	West Lancashire/ Burnley		0.150	0.050	0.050	0.050	

CAPITAL PROJECT (all figures in £ millions)	Scheme Reference	District(s)	Total Cost (£million)	2011/12 to 13/14	2011/ 12	2012/ 13	2013/ 14	Post 2013/14
<b>PRIORITY THREE - Improving People's Quality of Life and Wellbeing</b>			<b>0.170</b>	<b>0.195</b>	<b>0.095</b>	<b>0.050</b>	<b>0.050</b>	
Pilot for Skelmersdale Local Neighbourhoods	WL4	West Lancashire	0.075	0.075	0.025	0.050		
A587 Poulton Rd Zebra Crossing, Fleetwood	WY1	Wyre	0.020	0.020	0.020			
Bus Stop Compliance	MA9	All		0.150	0.050	0.050	0.050	
<b>PRIORITY 4 - Improving the Safety of our Streets for our most Vulnerable Residents</b>			<b>10.155</b>	<b>10.155</b>	<b>2.400</b>	<b>3.877</b>	<b>3.877</b>	
20 MPH Zones	MA10	All	8.492	8.492	1.845	3.323	3.323	
Local Road Safety	MA11	All		1.663	0.554	0.554	0.554	
	MA10 + MA11	Burnley		0.809	0.191	0.309	0.309	
	MA10 + MA11	Chorley		0.837	0.198	0.320	0.320	
	MA10 + MA11	Fylde		0.868	0.205	0.331	0.331	
	MA10 + MA11	Hyndburn		0.747	0.177	0.285	0.285	

CAPITAL PROJECT (all figures in £ millions)	Scheme Reference	District(s)	Total Cost (£million)	2011/12 to 13/14	2011/ 12	2012/ 13	2013/ 14	Post 2013/14
	MA10 + MA11	Lancaster		1.136	0.268	0.434	0.434	
	MA10 + MA11	Pendle		0.843	0.199	0.322	0.322	
	MA10 + MA11	Preston		1.088	0.257	0.415	0.415	
	MA10 + MA11	Ribble Valley		0.468	0.111	0.179	0.179	
	MA10 + MA11	Rossendale		0.665	0.157	0.254	0.254	
	MA10 + MA11	South Ribble		0.955	0.226	0.365	0.365	
	MA10 + MA11	West Lancashire		0.747	0.177	0.285	0.285	
	MA10 + MA11	Wyre		0.992	0.234	0.379	0.379	
<b>PRIORITY 5 - Providing Safe, Reliable, Convenient and Affordable Transport Alternatives to the Car</b>			<b>6.231</b>	<b>8.731</b>	<b>3.956</b>	<b>2.365</b>	<b>2.410</b>	
Heysham to M6 Link Road Complementary Measures: A6 Stonewall Puffin to Toucan	LA2	Lancaster	0.100	0.100	0.100			
Chapel Street Cycle Lane Improvement	LA4	Lancaster	0.020	0.020	0.020			

CAPITAL PROJECT (all figures in £ millions)	Scheme Reference	District(s)	Total Cost (£million)	2011/12 to 13/14	2011/ 12	2012/ 13	2013/ 14	Post 2013/14
Pointer Roundabout Pedestrian and Cycle Facilities	LA4	Lancaster	0.060	0.060	0.060			
Blackpool to Fleetwood Tramway Upgrade	WY2	Wyre		6.965	2.965	2.000	2.000	2.000
Thornton Cycle Route: Norcross to Blackpool Promenade	WY3	Wyre	0.150	0.150	0.150			
Rail Station to UCLan Pedestrian/Cycle Facilities	PR5	Preston	0.370	0.370	0.220	0.150		
A6 Bolton Rd/A5106 Wigan Lane Junction Improvement	CH2	Chorley	0.060	0.060	0.060			
Leyland Railway Station Improvements	SR4	South Ribble		0.125	0.125			
Ormskirk Bus Station	WL5	West Lancashire	1.000	0.070		0.070	0.930	
Ormskirk Rail to Bus / Town Centre to University Pedestrian Route	WL6	West Lancashire	0.325	0.100		0.100	0.225	
New Court Way Zebra Crossing, Ormskirk	WL7	West Lancashire	0.018	0.018	0.018			
B5241 Junction Lane Zebra Crossing, Burscough	WL8	West Lancashire	0.018	0.018	0.018			
Great Harwood/Clayton-le- Moors/Accrington Cycle Route	HY3	Hyndburn	0.240	0.045	0.045			

CAPITAL PROJECT (all figures in £ millions)	Scheme Reference	District(s)	Total Cost (£million)	2011/12 to 13/14	2011/ 12	2012/ 13	2013/ 14	Post 2013/14
Manchester Road/Finsley Gate Junction Pedestrian Facilities	BU2	Burnley	0.050	0.050	0.050			
Manchester Road/Trafalgar St Junction Toucan	BU3	Burnley	0.080	0.080		0.080		
Rawtenstall Bus Station	RO1	Rossendale	3.500	0.100			0.100	3.400
Smart Ticketing	MA13	All		0.285	0.090	0.095	0.100	
Community Rail Partnership Programme Improvements	MA12	Lancaster/Fylde/ Preston/South Ribble/Chorley/ Ribble Valley/ Hyndburn/Burnley /Pendle/ West Lancashire	0.115	0.115	0.035	0.040	0.040	
<b>PRIORITY 6 - Maintaining Our Assets*</b>				<b>73.149</b>	<b>25.570</b>	<b>25.847</b>	<b>21.732</b>	
	MA14	Burnley		4.397	1.537	1.553	1.306	
	MA14	Chorley		4.532	1.584	1.601	1.346	
	MA14	Fylde		5.370	1.877	1.898	1.595	



CAPITAL PROJECT (all figures in £ millions)	Scheme Reference	District(s)	Total Cost (£million)	2011/12 to 13/14	2011/ 12	2012/ 13	2013/ 14	Post 2013/14
	MA14	Hyndburn		3.245	1.135	1.147	0.964	
	MA14	Lancaster		6.798	2.376	2.402	2.020	
	MA14	Pendle		6.144	2.147	2.171	1.825	
	MA14	Preston		10.945	3.826	3.868	3.252	
	MA14	Ribble Valley		7.177	2.509	2.536	2.132	
	MA14	Rossendale		6.167	2.156	2.179	1.832	
	MA14	South Ribble		4.547	1.590	1.607	1.351	
	MA14	West Lancashire		9.226	3.225	3.260	2.741	
	MA14	Wyre		4.601	1.609	1.626	1.367	
<b>PRIORITY SEVEN - Reducing Carbon Emissions and their Effects</b>				<b>0.030</b>			<b>0.030</b>	
Electric Vehicle Charging Points	MA15	Preston/South Ribble/Chorley	0.030	0.030			0.030	
<b>Total – Transport Improvements</b>			<b>273.376</b>	<b>49.908</b>	<b>13.301</b>	<b>13.934</b>	<b>22.673</b>	



CAPITAL PROJECT (all figures in £ millions)	Scheme Reference	District(s)	Total Cost (£million)	2011/12 to 13/14	2011/ 12	2012/ 13	2013/ 14	Post 2013/14
Total - Safety			10.155	10.155	2.400	3.877	3.877	
Total – Asset Maintenance			73.149	73.149	25.570	25.847	21.732	
Total - All Highways & Transport			356.68	133.212	41.271	43.658	48.282	

\*

## 4. Our Revenue Programme 2011/12 to 2013/14

Table 3. Revenue Service Strands and Spending Allocations 2011/12 - 2013/14

REVENUE SUPPORT (all figures in £ millions)	Reference	2011/12 to 13/14	2011/12	2012/13	2013/14
Transport Improvements		101.37	32.33	33.75	35.29
covering Planning and Developer Support, Bus and Rail Travel, Highway Improvements, and Stakeholder Engagement (Travel Planning)					
<i>Planning and Developer Support</i>	RV1	1.03	0.33	0.34	0.36
<i>Bus and Rail Travel</i>		98.36	31.35	32.74	34.27
Support to Bus Services	RV2	23.25	7.31	7.71	8.22
Bus & Rail Information	RV3	1.11	0.36	0.37	0.38
Support to Bus & Rail Infrastructure	RV4	3.71	1.21	1.24	1.26
Concessionary Travel	RV5	70.29	22.46	23.42	24.41
<i>Highway Improvements*</i>	RV6	1.98	0.65	0.67	0.66

REVENUE SPEND (all figures in £ millions)	Reference	2011/12 to 13/14	2011/12	2012/13	2013/14
<b>Asset maintenance</b>		<b>135.41</b>	<b>47.37</b>	<b>43.70</b>	<b>44.34</b>
covering Street Lighting, Drainage and Flood Prevention, Road and Street Maintenance, Severe Weather Response, Bridges, Traffic Signals, and Keeping Traffic Moving					
<b>Street Lighting</b>					
Highway Lighting Infrastructure	RV8	38.71	13.69	12.36	12.66
Highways Lighting Energy	RV9	24.13	8.71	7.66	7.76
<b>Drainage &amp; Flood Prevention</b>	RV10	14.58	4.98	4.70	4.90
<b>Road and Street Maintenance</b>	RV11	8.31	3.02	2.63	2.66
<b>Severe Weather Response</b>	RV12	72.51	25.18	23.54	23.79
<b>Bridges*</b>	RV13	11.90	4.16	3.85	3.90
<b>Traffic Signals</b>	RV14	0.47	0.17	0.15	0.15
<b>Keeping Traffic Moving*</b>	RV15	2.28	0.76	0.76	0.76
		1.22	0.39	0.41	0.42

REVENUE SPEND (all figures in £ millions)	Reference	2011/12 to 13/14	2011/12	2012/13	2013/14
<b>Safety</b>		<b>11.68</b>	<b>3.87</b>	<b>3.89</b>	<b>3.92</b>
covering Road Safety and Stakeholder Engagement (Road Safety Education & Training Courses)					
<i>Road Safety</i>	RV16	11.07	3.67	3.69	3.71
<i>Stakeholder Engagement</i>	RV17	0.61	0.20	0.20	0.21
<b>Total - All Highways &amp; Transport</b>		<b>248.46</b>	<b>83.57</b>	<b>81.34</b>	<b>83.55</b>

\*

**Table 4. Revenue Service Strands and the Spending Apportionment for District Allocations**

REVENUE SPENDING SERVICE STRANDS	DISTRICT SPECIFIC FACTORS USED TO APPORTION REVENUE BUDGETS
<b>Transport Improvements</b>	<b>50% population / 50% apportionment factor below</b>
Planning and Developer Support	Not apportioned (strategic (county) level)
Bus and Rail Travel	Level of Commercial Services Provided by Operators
Highway Improvements	Historic formula based on road/footway length
Stakeholder Engagement	Staff resources only
<b>Asset Maintenance</b>	<b>50% population / 50% apportionment factor below</b>
Street Lighting	Historic formula based on inventory
Drainage and Flood Prevention	Historic formula based on no. of gullies
Road and Street Maintenance	Historic formula using road/footway length plus defects information and asset based formula
Severe Weather Response	Historic formula based on estimated activity and on historic outturn
Bridges	No. of highway bridges and structures
Traffic Signals	No. of installations

REVENUE SPENDING SERVICE STRANDS	DISTRICT SPECIFIC FACTORS USED TO APPORTION REVENUE BUDGETS
Keep Traffic Moving	Road length (all types)
<b>Safety</b>	<b>50% population / 50% apportionment factor below</b>
Road Safety	Killed and Seriously Injured statistics
Stakeholder Engagement	Staff resources only

## **5. Local Programmes**

5.0.1 The following commentaries on local programmes describe specific projects and activities which will be introduced as 'new starts' or as changes to programmes underway in each district. There are other routine and ongoing programmes of work which come under the spending allocations for highways and transport services, for example, routine maintenance and street works, street lighting, parking services, local road safety initiatives, our Winter Service and others, which are not specifically described here. Further details of those projects are contained in the relevant service plan or commissioning plan for the district.

### **5.1. Lancaster**

5.1.1. Lancaster is one of Lancashire's key economic centres and Lancaster City Centre has been identified as having the capacity to generate substantial growth and new jobs in the professional and service sectors.

5.1.2. Lancaster benefits from good strategic connections to the north and south by rail and road, which support the area's economic competitiveness, and it will benefit indirectly from the electrification of the Preston, Manchester, Liverpool and Manchester Airport rail lines, with faster and more reliable services. However, the city's economic fortunes, and those of the neighbouring coastal towns of Morecambe and Heysham, have been constrained by heavily congested highway routes from Junctions 33 and 34 of the M6 and through traffic on the city's gyratory system. This brings delays and unreliable journey times for traffic accessing the city, coastal resorts and employment areas. Heysham Port in particular is hampered by these problems in its role as a key gateway to Irish Sea destinations.

5.1.3. Heysham is one of the potential sites for new nuclear reactor development and progression of this, along with the decommissioning of the current reactors, could bring significant economic benefits to the area. Along with plans for on-shore and off-shore energy infrastructure in the area, there are likely to be synergies with Cumbria in terms of shared labour markets and the complementary renewables and satellite industries. At present this potential would be hampered by poor connectivity, with long journey times and limited public transport services between the coastal communities involved.



through interoperable ticketing, better integration and simplified discounts and fare structures.

- 5.2.15. The County Council has made a commitment to introduce 20 mph limits in all residential areas and outside all schools over the lifetime of this Implementation Plan. The map accompanying the local programme for Wyre shows the phased introduction of these schemes to neighbourhoods in Wyre district over the next three years. (MA10).
- 5.2.16. The County Council will promote sustainable travel in Wyre through education, information and travel planning to reduce demand on the highway and to support economic growth (RV3,7)
- 5.2.17. To support public transport provision in Wyre and encourage better access to jobs, education and services by alternatives to the car, the County Council will continue to support the Knott End Ferry; provide financial support to key non-commercial bus services (13 currently in Wyre) (RV2); provide concessionary travel through the roll out of discount travel smartcards to Wyre's residents (currently 28,336 NoWcards, 1,876 for disabled users and 26,460 for senior citizens) (RV5), support community transport in Wyre through Travelcare (Fylde & Wyre) (RV2) and support social care transport (with almost 14,000 journeys undertaken in a typical month in Wyre).



### 5.3. Fylde

5.3.1. Fylde has long been viewed as one of the most affluent districts in Lancashire, with rural areas popular with commuters and towns that have none of the high levels of deprivation seen in other urban areas within the county. Levels of unemployment are amongst the lowest in the County, with the local economy underpinned by the presence of BAE Systems at Warton. This, along with the Samlesbury site, has been submitted by Lancashire Local Enterprise Partnership for Enterprise Zone Status.

5.3.2. The Fylde district benefits from direct motorway access via the M55, although there can be congestion at peak periods on routes into Lytham and St Annes. Blackpool Airport, which is largely sited within the Borough of Fylde, plays an important role in providing direct air links from Lancashire to destinations in Europe. Whilst these services are currently largely geared to tourist traffic from the UK to holiday destinations abroad, the airport also has a role in catering for inward traffic as the visitor economy develops in Blackpool. Links to the public transport network (train stations and bus routes) are not yet fully exploited, with no direct bus link to Blackpool North station and relatively poor access to nearby Squires Gate station.

5.3.3. The M55 Junction 4 Strategic Employment Site is situated close to the boundary with Blackpool. This has good access to the M55 and the A583, while links to Lytham St Annes will be improved by the construction of the Heyhouses Link, funded by developer contributions.

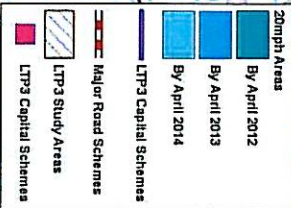
5.3.4. Under this Implementation Plan Lancashire County Council will invest £23.07 million on highways and transport services in Fylde, with £6.36 million of capital funding and £16.71 million of revenue support. This will be targeted at:

- improving public transport connectivity and links into Preston and Blackpool
- improving strategic connectivity to key employment sites and major destinations including Blackpool Airport and BAE Systems at Warton.

5.3.5. Blackpool airport is expected to play an important role in supporting Lancashire's economy, both in the direct and indirect jobs it supports and in supporting the visitor economy and providing business connectivity. There is clearly potential for Blackpool Airport to expand its services but these need to

be tied in with a Surface Access Strategy for future development. We will work with Blackpool Council, Fylde Borough Council and rail, bus and airport







operators to develop a Surface Access Strategy for Blackpool Airport (FY1). This will include a review of potential improvements to rail and bus links serving the airport and neighbouring towns.

- 5.3.6. The issue of rail services connecting Pennine Lancashire and Ribble Valley with Preston and the Fylde Coast, including Blackpool Airport, will be considered by a Rail Corridor Scoping Study looking at east-west connections from Blackpool South to Colne/Clitheroe. This will assess levels of service, highlight areas for improvement and outline possible solutions (MA6).
- 5.3.7. The electrification of the Preston - Blackpool North line by 2016 will bring greater service reliability with the potential for increased capacity, better rolling stock and improved links to Manchester, Manchester Airport and Liverpool. The County Council will work with local bus operators to improve public transport connectivity with this improved service and to improve links along the Blackpool-St Annes-Preston corridor (MA6).
- 5.3.8. The County Council will continue to provide financial support for the Community Rail Partnership Programme Improvements, in particular the South Fylde CRP in Fylde (MA12).
- 5.3.9. Fleetwood's connection to the motorway network is via the A585 trunk road, which passes through Fylde and which suffers peak hour congestion. In order to have a better understanding of the current situation, the whole issue of connectivity of the Fleetwood peninsula, will be examined in the M55 to Fleetwood Corridor Study (MA1).
- 5.3.10. There is a long standing proposal to provide an improved road link between Fleetwood and the M55 near Kirkham, known as the M55 to Norcross link (Blue Route). This scheme will be considered as part of the corridor study and in the meantime the County Council will continue to protect the line. However, the scale and likely cost of this project effectively rule out any detailed development work within the lifetime of this LTP.
- 5.3.11. Future decisions on infrastructure planning and provision will be based on a Highways and Transport Master Planning exercise to cover Fylde and Wyre (DV6) which will be developed as part of this LTP to establish strategic priorities for the area.
- 5.3.12. The County Council will work with the Borough Council to promote Kirkham as a rural transport hub and to identify measures to improve its ability to serve Fylde and connections to Preston and Blackpool South (RV4).
- 5.3.13. The County Council is committed to supporting smartcard travel concessionary schemes, through its involvement in the NoWcard partnership, with the aim of encouraging greater use of public transport through

interoperable ticketing, better integration and simplified discounts and fare structures.

- 5.3.14. The County Council has made a commitment to introduce 20 mph limits in all residential areas and outside all schools over the lifetime of this Implementation Plan. The map accompanying the local programme for Fylde shows the phased introduction of these schemes to neighbourhoods in Fylde district over the next three years. (MA10).
- 5.3.15. The County Council will promote sustainable travel in Fylde through education, information and travel planning to reduce demand on the highway and to support economic growth (RV3,7).
- 5.3.16. To support public transport provision in Fylde and encourage better access to jobs, education and services by alternatives to the car, the County Council will provide financial support to key non-commercial bus services (9 currently in Fylde) (RV2), provide concessionary travel through the roll out of discount travel smartcards to Fylde's residents (currently 18,337 NoWcards, 1,088 for disabled users and 17,249 for senior citizens) (RV5), support community transport in Fylde through Travelcare (Fylde & Wyre) (RV2) and support social care transport (with almost 8,500 journeys undertaken in a typical month in Fylde).

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
STRATEGIC DEVELOPMENT SERVICES	CABINET	21 <sup>ST</sup> SEPTEMBER 2011	14

## DISPOSAL OF THE FREEHOLD INTEREST IN TWO AREAS OF OPEN SPACE TO STAINING PARISH COUNCIL

### Public Item

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

### Summary

The Borough Council owns two areas of public open space in the village of Staining. These areas have been maintained by Staining Parish Council at their own expense for many years, and they have now requested that the legal title be transferred.

**Recommendation** That the freehold interest in land at Staining Rise and Meadow Park is transferred to Staining Parish Council, subject to advertising the transfer and considering any objections.

**Reasons for recommendation** The Council supports the principle that areas of community open space such as this are best managed at a local level. In practice the Parish Council have been responsible for these sites for many years and transfer of ownership will formalise the situation.

### Alternative options considered and rejected

The alternative option is to reject the Town Council's request and retain the freehold interest. This would allow the Borough Council to maintain control, but would be contrary to the principle of encouraging community ownership of assets. It would also make it difficult for the Parish Council to raise grant funding in respect of improvements to the land.

## **Cabinet Portfolio**

The item falls within the following Cabinet portfolio:

Portfolio Title: Planning Councillor Name: Cllr Dr. Trevor Fiddler

## **Report**

1. Fylde Borough Council owns two areas of public open space at Staining Rise and Meadow Park, Staining. Both areas are attractively laid out and maintained, and have a range of children's play equipment. Each extends to around half an acre, the boundaries being as shown edged in black on the attached plans.
2. The sites have been developed and maintained by Staining Parish Council for at least the last 20 years at their own expense, and they have now requested that the freehold interest in each is transferred to them. This will assist them to apply for grant funding in respect of proposals they have for modernisation of the play areas.
3. The Borough Council's Principal Estates Surveyor has undertaken valuations of each site and is of the opinion that neither has any value in the open market.

## **Legal and Policy Considerations**

4. These transfers are subject to the Council's Land Transaction Procedure Rules which are included in the Constitution as Appendix 3, Part D. These require the sale of property assets such as those referred to in this report to be exposed to the general market unless there are special circumstances. In this case the Parish Council is considered to be a 'special purchaser' which constitutes special circumstances for the purpose of the procedure rules.
5. Section 123 (2) of the Local Government Act 1972 provides:  
  
"Except with the consent of the Secretary of State a council shall not dispose of land under this section otherwise than by way of a short tenancy for a consideration less than the best that can reasonably be obtained."
6. In the opinion of the Council's Principal Estates Surveyor the nil consideration in this transaction is the best price reasonably obtainable.
7. As the property to be transferred comprises public open space, Section 123 (1) (2A) of the Local Government Act 1972 requires the disposal to be advertised for objections, and for any objections to be considered. Therefore, even though the land is to remain as open space in the hands of the Parish Council, it will first be necessary to advertise the sale. An advertisement has been placed and no objections have been received to date.
8. Each party will bear its own legal costs.

## **Risk Assessment**

There are no significant risks associated with the actions referred to in this report.

## **Conclusion**

The freehold interest in both areas of land should be transferred to the Parish Council.

Report Author	Tel	Date	Doc ID
Gary Sams, Principal Estates Surveyor	(01253) 658462	26 August 2011	

List of Background Papers		
Name of document	Date	Where available for inspection
Valuation Reports of each site	24 August 2011	The office of the Principal Estates surveyor

### Attached documents

1. Plan showing the sites edged black

IMPLICATIONS	
Finance	Both parties are to bear their own costs of transfer. The Council's costs will be met from existing budgetary provision.
Legal	A number of legal issues are raised in paragraphs 4-8 of the report. In addition, the conveyance of title will involve some legal work.
Community Safety	No implications
Human Rights and Equalities	No implications
Sustainability and Environmental Impact	No implications
Health & Safety and Risk Management	No implications



**VALUATION REPORT**  
**LAND AT STAINING RISE, STAINING FY3 0BU**



**Purpose of Valuation**

Asset valuation for possible transfer to Parish Council.

**Location**

The property is within a modern housing estate of mainly detached housing on the northern fringe of the village of Staining.

**Description**

The property comprises a level area of which is mainly hard surfaced and is provided with a range of children's play equipment. There are grassed borders with small trees to the borders, and a grassed play area at the eastern end. The land extends to around 0.22 hectares (0.55 acres).

**Tenure**

The land is held freehold and is free from covenants.

**Environmental Issues**

Contamination – the property is situated in a mainly residential area on the edge of open countryside. There does not appear to be a high risk of contamination problems.

Flooding – the property is in an area shown on the Environment Agency web site to be in an area which is not at risk from flooding.

**Planning**

The property is shown on the local plan as within the development boundary of Staining. It is subject to local plan policy TREC 13 which states that “all existing areas of public open space will be safeguarded from development unless as a result of development, equivalent or improved provision would be achieved in the locality”.

**Valuation Considerations**

The property comprises an area of public open space, though it is not specifically shown as such on the local plan, and has no legal covenants restricting its use. From a planning viewpoint, while it is situated in a residential area it is unlikely that planning permission would be granted for any form of development because of the loss of open space. Even in the unlikely event that such consent

was granted, it would be necessary to provide equivalent or improved open space provision nearby. The owner of the land would be responsible for its upkeep, and would have little prospect of putting it to any commercially valuable use

The property has been valued by the direct capital comparison approach.

### **Market value**

The freehold interest in the land is considered to have no value in the open market.

### **Basis of Valuation**

The valuation has been carried out in accordance with the Royal Institution of Chartered Surveyors' Appraisal and Valuation Manual (The Red Book) and as agreed with the client.

Market Value is defined as: The estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.

G S Sams BSc FRICS

Principal Estates Surveyor

Fylde Borough Council

23 August 2011

<b>Fylde Borough Council</b>  Strategic Development Services, Town Hall St Annes. Lancashire. FY8 1LW.	<b>Staining Rise</b>  Printed on: 26/08/2011      Scale : 1:1250	© Crown Copyright and database right (2011). Ordnance Survey (100006084).
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**VALUATION REPORT**  
**LAND AT MEADOW PARK, STAINING FY3 0DN**



**Purpose of Valuation**

Asset valuation for possible transfer to Parish Council.

**Location**

The property is situated adjacent to a public house and a former local authority housing, close to the centre of Staining village.

**Description**

The property comprises a level area which is split by a wall into two distinct sections. The smaller section fronting the main road is laid out as an ornamental garden with flower beds, grassed area and semi-mature trees. The wall which separates it from the rear section supports a pagoda and displays awards won by the village. The larger rear section is mainly a grassed play area, though there is some play equipment at the northern end of the site. The site extends to 0.23 hectares (0.57 acres).

**Tenure**

The land is held freehold and is free from covenants.

**Environmental Issues**

Contamination – the property is situated in a mainly residential area. There does not appear to be a high risk of contamination problems.

Flooding – the property is in an area shown on the Environment Agency web site to be in an area which is not at risk from flooding.

**Planning**

The property is shown on the local plan as public open space within the development boundary of Staining. It is subject to local plan policy TREC 13 which states that “all existing areas of public open space will be safeguarded from development unless as a result of development, equivalent or improved provision would be achieved in the locality”.

## **Valuation Considerations**

The property comprises an area of public open space, though it has no legal covenants restricting its use. From a planning viewpoint, it is specifically designated as open space in which there would be a strong presumption against any form of development. Even in the unlikely event that such consent was granted, it would be necessary to provide equivalent or improved open space provision nearby. The owner of the land would be responsible for its upkeep, and would have little prospect of putting it to any commercially valuable use

The property has been valued by the direct capital comparison approach.

## **Market value**

The freehold interest in the land is considered to have no value in the open market.

## **Basis of Valuation**

The valuation has been carried out in accordance with the Royal Institution of Chartered Surveyors' Appraisal and Valuation Manual (The Red Book) and as agreed with the client.

Market Value is defined as: The estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.

G S Sams BSc FRICS

Principal Estates Surveyor

Fylde Borough Council

23 August 2011





# REPORT



REPORT OF	MEETING	DATE	ITEM NO
GGOVERNANCE & PARTNERSHIPS	CABINET	21 SEPTEMBER 2011	15

## EXCLUSION OF THE PUBLIC - LEASE OF FAIRHAVEN COTTAGE

### Public Item

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

### Recommendation

1. Members are invited to consider passing a resolution concerning the exclusion of the public from the meeting in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 on the grounds that the business to be discussed is exempt information as defined in paragraph 3 of Schedule 12A of the Act.

## Cabinet



Date:	Wednesday, 20 July 2011
Venue:	Town Hall, St Annes
Committee members:	Councillor David Eaves (Leader) Councillor Susan Fazackerley (Deputy Leader) Councillors Dr. Trevor Fiddler, Cheryl Little, Albert Pounder, Thomas Threlfall
Other Councillors:	Councillors Christine Akeroyd, Maxine Chew, Fabian Craig-Wilson, Leonard Davies, Charlie Duffy, Kathleen Harper, Ken Hopwood, Elizabeth Oades, Elaine Silverwood
Officers:	Phillip Woodward, Joanna Scott, Allan Oldfield, Clare Platt, Paul Walker, Mark Evans, Mike Walker, Andy Cain, Carmel McKeogh, Lyndsey Lacey
Members of the public:	5 members of the public were present

### 1. Declarations of interest

Members were reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000.

Councillor Albert Pounder declared a personal interest in item 5 relating to the proposed Spitfire Memorial. He also declared a personal and prejudicial interest in item 12 relating to the lease of Fairhaven Cottage and withdrew from the meeting.

### 2. Confirmation of minutes

RESOLVED: To approve the minutes of the Cabinet meeting held on 28 June 2011 as a correct record for signature by the Chairman.

### 3. Urgent items

There were no urgent items of business.

### 4. Policy Development Scrutiny Committee - Recommendations

Councillor Fabian Craig-Wilson (Chairman of the Policy Development Scrutiny Committee) presented the recommendations made by the Committee at its meeting held on 14 July 2011 (previously circulated)



The scrutiny committee recommended the following to Cabinet for approval:

**1 Modernisation of the Waste Service - From Boxes to Bins**

1. To recommend support for Option 3 of the report - for a 240L wheeled bin to replace the green box, and for a further 240L wheeled bin to replace the white sack, both bins to be provided free of charge.

**2 Fylde Coast Economic Development Strategy**

1. The committee elected to appoint a time-limited Task and Finish Group to look at the matter in more detail, and to report back to a later committee and to Cabinet.
2. To appoint to the Task and Finish Group comprising the following members:  
Councillors Fabian Craig-Wilson; Elaine Silverwood; Elizabeth Oades;  
Ben Aitken; Edward Nash and David Donaldson.

**3 Policy on the Reimbursement of Fees and Charges**

1. To recommend to Cabinet the creation of a budget head of £3000, specifically to reimburse Town and Parish Community Projects planning application fees.
2. The above to be with the proviso that any successful funding requests to external agencies such as lottery funding will result in the grant being returned to the Council.
3. The budget to be "topped up" to £3000 at the start of each financial year.

**4 The Coastal Strip and Fairhaven Master Plan**

Councillor Fabian Wilson stated that the committee had some concerns about the costs involved in this project, and therefore decided to endorse the recommendations below *in principle*, on the understanding that a further report would be presented to committee, identifying in particular the funding strategy for the project.

1. To endorse progression of the project in line with the timetable identified in the report, including the investigation of funding opportunities for the restoration of Fairhaven Lake and Gardens and the wider coastal strip.
2. To recommend an early review of the activities currently undertaken on the lake, in line with the identified options for change.

In reaching its decision, Cabinet considered the details set out in the report before it and at the meeting and RESOLVED to note and approve the recommendations made by the Policy Development Scrutiny Committee held on 14 July 2011 subject to incorporating within the minutes the relevant portfolio holders who were in attendance at the scrutiny committee meeting and incorporating item 3 within future budgets.

## 5. Spitfire Memorial

Prior to consideration of this matter, the Leader of the Council (Councillor David Eaves) made reference to a question that had been submitted by Councillor Oades in relation to the spitfire memorial. Councillor Oades was invited to the table and asked the following question:

*"In light of the recent item that were considered by the Policy Development Scrutiny Committee regarding passing on charges incurred by town and parish councils and local community groups when carrying out works of a community nature, would the Cabinet advise of the likely charges that may be incurred for technical, engineering and planning advice?"*

Susan Fazackerley (Deputy Leader and Portfolio Holder for Leisure and Culture) was then invited to present her report on a proposal for the development and provision of a Fylde Spitfire Memorial. In doing so and in response to Councillor Oades question, she stated that the recent item considered by scrutiny related to planning fees only and that this matter did not fall within the scope of that issue. She added that the estimated "in-kind" costs of the proposal would be in the region of £1,800 and that the spitfire group were fully aware of the anticipated and on-going costs.

Councillor Fazackerley explained that the Fylde Spitfire Memorial Fund is proposing to sponsor a permanent memorial to be located in an appropriate position in Lytham St Annes in recognition of the local efforts made during WW2. Details with respect to this matter (including possible locations, fund raising arrangements and management/maintenance matters) were set out in the report.

In reaching its decision, Cabinet considered the details set out in the report before it and at the meeting and RESOLVED:

1. To endorse the principle of the proposal received from The Spitfire Memorial Fund to develop a Spitfire Memorial in Lytham St Annes.
2. That officers work in support of the Spitfire Memorial Fund to identify a preferred location for the Memorial and to provide technical, engineering and planning advice to the Memorial Fund organisers.
3. That the final details of the proposal be brought back to Cabinet for approval.

## 6. Community Parks Improvement Programme

An updated report on the progress made in relation to the Community Parks Improvement programme was presented by Councillor Susan Fazackerley (Deputy Leader and Portfolio Holder for Leisure and Culture)

The report made reference to the various parks and open spaces that had benefited from regeneration and increased community utilisation. In addition, it highlighted the 22 'Friends' groups throughout the borough who work with the Council on the community parks improvement programme. In particular, the report sought Cabinet's approval to allocating certain Section 106 contributions against 3 pending community parks improvement projects namely: Hope Street Park, St Annes, Lower Lane, Freckleton and Park View playing field, Lytham.

In reaching its decision, Cabinet considered the details set out in the report before it and at the meeting and RESOLVED that in order to support the relevant groups in the improvement of public open space:

1. To agree that £16,225 from section 106 monies held by the Council for public open space provision be allocated in respect of the Hope Street Park scheme, and that a further individual detailed report about the project be presented to members in due course for approval to ensure that the Council's financial regulations are satisfied;
2. To approve a funded revenue budget increase of £10,000 in 2011/12 from section 106 monies held by the Council for public open space provision, and agree to allocate that amount to New Fylde Housing for the improvement of public open space at Lower Lane; on condition that New Fylde Housing be required to enter into an agreement with Fylde Borough Council prior to release of funds, and to provide details of how the funds have been used within 12 months of their use;
3. To approve a funded budget increase of £9,250 in 2011/12 from section 106 monies to the Council's capital programme for the amphitheatre project at Park View Playing field, to supplement the lottery funding already secured; and
4. To agree that the Council will act as the accountable body for individual schemes and funding streams where necessary.

#### 7. Payroll Efficiencies - Management Review

The Chief Executive (Phillip Woodward) introduced a report on the proposed payroll efficiencies management review. In doing so, he made reference to the origins of the report which centred on the assumption made in the MTFS that recurring budget savings would accrue from a review of management arrangements as set out in table 1 of the report.

Mr Woodward explained that the indicative restructure savings were ambitious and that the current issues and considerations key to this matter were detailed in paragraphs 9 to 16 of the report.

Mr Woodward further highlighted the associated risks of reducing the management capacity and the potential (although unknown) impact on service quality and response.

The report presented a number of options and proposals for changes to the structure of the Council's management arrangements with a view to delivering significant reductions in the cost of senior management whilst maintaining a structure that would be capable of delivering the on-going priorities of the Council.

The three options presented to Cabinet were:

- Option 1 - Partnership with Preston City Council
- Option 2 – 'Internal' Management Review
- Option 3 - Alternative Partnership Options.

Also included within the report as appendices was: the existing management structure, proposed options for a revised corporate management structure and an outline timetable.

At this juncture Councillor Oades was invited to the table to ask the two questions she had previously submitted.

*1. What are the initial costs of redundancy and the continuing costs and is the estimated £50,000 likely to be adequate?*

*2. Is the Table 3 on the fifth page of the report up-to-date? Several councils have recently started re-organisation procedures. It should also be noted that Fylde is a small authority compared to several of the others shown on this list.*

In response to the first question, Councillor Eaves stated that he could not be specific at this point in time as individual circumstances would be different as the proposals were implemented. He added that he been in consultation with HR and that the budgetary provision detailed in the report was felt to be realistic.

In response to the second question, he stated that the table was based on 09/10 figures. He accepted that circumstances were changing in most organisations and that the report acknowledged that Fylde Borough Council could not stand still.

The Council's Section 151 Officer (Joanna Scott) was then invited to the table to comment on the matter. Mrs Scott stated that as the Council's Section 151 Officer she must inform the Council of her statutory opinion on the robustness of the report and whether the projected savings were realistic.

She stated that the figures in Tables 2 and 4 were clearly targets and were ambitious and that it would only be possible to quantify exact savings when full details are know.

She indicated that paragraph 30 of the report referred to the review of the Section 151 Officer role and Strategic Financial Services currently provided by Preston City Council and whatever the outcome of the proposed review, the Section 151 Officer had a statutory responsibility to ensure that any arrangements that were in place provided sufficient resources to ensure the delivery of the Council's financial affairs.

In his summary the Leader commented that it was clear that Government funding was constantly being reduced and that the way in which the Council dealt with this was a delicate balancing act. The Council had been prudent in recent years in planning for difficult decisions ahead. He added that the Council had a responsibility to its community to ensure that services were efficient and effective and it was deemed important to make practical and sensible proposals without impacting frontline services.

Councillor Eaves wished to place on record his thanks to the staff for the recent salary sacrifice they have agreed to make which would go a long way towards avoiding compulsory redundancies – which was a much better position to be in than some of our neighbours.

He acknowledged the high level of staff commitment at Fylde and the impact on morale that these proposals might have and stated that he wanted to remain as fair and open with staff as possible. He noted however that the Council had to start doing the ground work now to prepare for the difficult decisions that lie ahead & by starting the process now, and phasing it in over a number of years we would be more likely to minimise the impact both on staff and on services

In reaching its decision, Cabinet considered the details set out in the report before it and at the meeting and RESOLVED:

1. That the 'in principle' option of developing shared management arrangements with Preston City Council (outlined in Option 1 in the report) be noted but not pursued further.
2. That officer-level discussions continue with Preston CC, Lancashire CC and other interested bodies to evaluate and quantify shared-service opportunities and that further reports be presented in future on the outcome of these discussions.
3. That the Council actively supports the Three Tier Forum proposed by Lancashire CC outlined in paragraph 37 of the report.

4. That Option 2, supported by the principles outlined in Option 3 of the report be confirmed as the Council's preferred approach to the current management review.
5. That variant 2 in Appendix B of the report be confirmed as the Council's preferred corporate management structure from 2011/12.
6. That the Cabinet establishes a selection panel of four (including a member of the opposition) with delegated authority to implement the proposals set out in the report
7. That the Cabinet confirms the timetable outlined in Appendix C of the report.

#### 8. Asset Management Plan and Capital Strategy

Paul Walker (Director of Strategic Development) presented two separate documents for Cabinet's consideration. The first related to the draft Asset Management Plan ( a five year plan showing how the council intended to use its land, property and other assets to deliver services) and secondly, the Capital Strategy (a high level summary of the Council's approach to the delivery of the priorities and objectives set out in the Councils Corporate Plan through capital investment)

Councillor Trevor Fiddler (Portfolio Holder for Planning and Development) commented on the content of the documents and suggested that they would benefit from wider consideration of members in the future. In view of this, he suggested that scrutiny consider including the matter in its future work plans. This was endorsed by the Leader of the Council.

At this juncture, the Councillor Fiddler made reference to a question received from Councillor Oades (previously circulated) and suggested that the way forward as suggested addressed the points raised in the question.

In reaching its decision, Cabinet considered the details set out in the report before it and at the meeting and RESOLVED:

1. To adopt the Asset Management Plan and Capital Strategy.
2. To request the Scrutiny Management Board to include the matter in its future work plans.

#### 9. Modernisation of the Waste Service from Boxes to Bins

Councillor Albert Pounder (Portfolio Holder for Customer and Operational Services) introduced the report. He made reference to the various options available to the Council to bring about an improvement to the waste collection service and at the same time achieve service delivery efficiencies.

In his report, Councillor Pounder also made reference to the recent consideration of the matter by the Policy Development Scrutiny Committee. He then went on to provide a brief overview of the service background and details of service changes made over a period of time, some service challenges, the results of the recent blue bin pilot scheme in Staining together with information of service delivery options and costs.

Mrs Scott (the Section 151 Officer) confirmed that the detailed finance analysis had now been completed and gave assurance that the figures in the report were as accurate as estimates could be and were based on service roll out date of April 2012.

Mrs Scott further reported that for completeness, paragraph 31 of the report should be amended to state:

"If the containers are to be purchased up front in bulk an estimated initial capital outlay would be required. This is detailed in Table 3".

Councillor Eaves thanked scrutiny and the waste/recycling team for the work done on the matter and suggested that the detailed costs of all options be worked up in preparation for the budget. In addition, he suggested that the results of the pilot scheme be published and that appropriate public consultation across the Borough be undertaken on the proposal at the earliest opportunity.

Councillor Fazackerley expressed her concerns of the challenges that the proposed scheme would present from a Central Ward perspective in that the option of additional bin capacity might not be suitable for her ward.

In reaching its decision, Cabinet considered the details set out in the report before it and at the meeting and RESOLVED:

1. To support the proposed service delivery improvements to the waste collection service.
2. That details of the experiences and feedback from the Staining pilot exercise be published and circulated as widely as possible.
3. That, having regard to the feedback from the Overview and Scrutiny Committee, appropriate public consultation is undertaken across the Borough regarding the proposals.
4. That, following the public consultation, the preferred option is taken forwards through the budget preparations for 2012/13.

#### 10. Operation of the Mayoralty

By way of introduction, the Chief Executive (Philip Woodward) made reference to a number of recommendations that were made in February 2011 by the Policy Development Scrutiny Committee in relation to the operation of the Mayoralty and a subsequent request by Cabinet to revise certain aspects of the policy.

In summary, the report made reference to matters associated with the interpretation of section 1 (seniority list) of the existing Mayoralty Protocol. An alternative (section 1) to the protocol document together with a copy of the current protocol was circulated for members' consideration. Cabinet was asked to consider confirming the current protocol or consider a replacement of section 1 of the protocol with revised working detail.

At this juncture Councillor Oades was invited to the table to ask a question (previously circulated). She asked:

*On the Seniority List it states that Councillor Ashton self-excluded from the draw with Cllr. Oades in 2010/11; he also refused the Mayoralty this year which is why Councillor Henshaw has taken on the role one year early. I am also advised that he was offered the position in 07/08 when Councillor Prestwich was given the position. As he has refused the position on at least 2 occasions I believe that he should drop to the bottom of the list. Would the Cabinet agree with me that it should not be possible for councillors to manipulate the year in which they wish to become Mayor? If so I would ask them to adopt the current protocol for the Mayoralty which was agreed by the Policy Development Committee as recently as February, 2011.*

In reaching its decision, Cabinet considered the details set out in the report before it and at the meeting and RESOLVED confirm its satisfaction with the current protocol on the

operation of the mayoralty subject to the words "Leader and Chief Executive" being replaced by the word "Council" in the penultimate paragraph of Section 1 of the protocol.

#### 10a. Member Champions

The Leader of the Council (Councillor David Eaves) introduced the report on proposal to disband the role of Member Champions. In doing so, he made reference to the background on the matter and appointments made in 2008.

In reaching its decision, Cabinet considered the details set out in the report before it and at the meeting and RESOLVED to disband the role of Member Champions.

#### 11. Exclusion of the Public

RESOLVED: That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business, on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.

#### 12. Lease of Fairhaven Cottage

In presenting his report, Councillor Trevor Fiddler (Portfolio Holder for Planning) made reference to questions submitted by Councillor Oades and Silverwood in relation to the lease of Fairhaven Cottage.

Cabinet considered the report which included details of an offer to lease the property in the manner outlined in the report and the associated Heads of Terms.

In reaching its decision, Cabinet considered the details set out in the report before it and at the meeting and RESOLVED to make appropriate arrangements to advertise in the press the vacant property to invite further interest in the property for the next two months and to present a further updated report to Cabinet after this period.

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