



Agenda

Tourism and Leisure Committee

Date:	Thursday, 8 November 2018 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Cheryl Little (Chairman) Councillor Vince Settle (Vice-Chairman)</p> <p>Councillors Christine Akeroyd, Tim Ashton, Jan Barker, Brenda Blackshaw, Maxine Chew, Richard Fradley, Shirley Green, Paul Hodgson, Roger Lloyd, Ray Thomas.</p>

Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.

To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 6 September 2018 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 22(c).	1
	DECISION ITEMS:	
4	Budget Setting – Consideration of Revenue Bid	3 - 6
5	Budget Setting – Prioritisation of Capital Bids 2019/20	7 - 22
6	Events Support Funding	23 - 25
7	Mobile Tourist Information Centre	26 - 29
8	Outside Body Addition – Lytham Hall Partnership	30 - 33
9	Outside Bodies - Vacancies	34 - 37

	INFORMATION ITEMS:	
10	Fylde Coast YMCA	38

Contact: Lyndsey Lacey-Simone - Telephone: (01253) 658504 – Email: democracy@fylde.gov.uk

The code of conduct for members can be found in the council's constitution at
<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

© Fylde Borough Council copyright 2018

You may re-use this document/publication (not including logos) free of charge in any format or medium. You must re-use it accurately and not in a misleading context.

The material must be acknowledged as Fylde Borough Council copyright and you must give the title of the source document/publication.

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

This document/publication is also available on our website at www.fylde.gov.uk
Any enquiries regarding this document/publication should be sent to us at the Town Hall, St Annes Road West, St Annes FY8 1LW, or to listening@fylde.gov.uk.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	8 NOVEMBER 2018	4
BUDGET SETTING – CONSIDERATION OF REVENUE BID			

PUBLIC ITEM

SUMMARY

At the March 2019 Budget Council meeting Members will be requested to approve a revenue budget for 2019/20. That budget must include sufficient resources both for existing activities and for any new areas of expenditure that have been recommended by the Finance and Democracy Committee, following earlier consideration by the appropriate programme committee i.e. items of revenue growth.

The consideration of revenue growth items is a key component of the budget-setting process and contributes to the longer-term management of the Council's resources in an efficient and effective manner. This report requests that Members provide that consideration in respect of the revenue bids for 2019/20 which fall within the terms of reference of this Committee.

RECOMMENDATIONS

The Committee is requested:

1. To consider and provide any feedback or comments on the revenue growth bid relevant to this Committee's terms of reference as shown at Appendix A to this report.

SUMMARY OF PREVIOUS DECISIONS

The revenue growth bids that are relevant to the terms of reference of each Programme Committee are considered each year by that Committee as part of the annual budget-setting process.

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

REPORT

1. The role of the Council's Programme Committees in the consideration of revenue growth bids is described within the Timetable for Developing Budget Proposals 2019/20 report which was approved by the Finance and Democracy Committee at the meeting of 24th September 2018. This provides the members of the programme committee with the opportunity to discuss all revenue growth bids and to indicate their support or otherwise for each bid.

2. Once revenue growth bids have been considered by the appropriate programme committee, the Budget Working Group will review the outcome of the deliberations of programme committees and will make

recommendations to the Finance and Democracy Committee via an updated Medium Term Financial Strategy (MTFS) report on a proposed budget package which will include any revenue budget proposals.

IMPLICATIONS	
Finance	The consideration of revenue growth bids for inclusion or otherwise within the Council's approved Revenue Budget is a key component of the budget-setting process. This report requests that Members provide that consideration in respect of the revenue growth bids for 2019/20 which fall within the remit of this Committee.
Legal	No implications arising from this report.
Community Safety	No implications arising from this report.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	No implications arising from this report.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Management Team		October 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Finance and Democracy Committee - Timetable for Developing Budget Proposals 2019/20	24th September 2018	www.Fylde.gov.uk

Attached documents

Appendix A – Revenue Growth Bids for Consideration:

1. Events support

FBC – Revenue Growth Bid 2019/20

Prepared by/Bid Originator – Tim Dixon



Scheme Title: Events Support

Description of Scheme:

At the Tourism and Leisure Committee meeting on 6th September 2018, members resolved

- 1. To support the preparation of a revenue growth bid for an additional resource to support the existing events programme and attract new events that generate income, and that this be considered as part of the 2019/20 budget proposals.*
- 2. To present an updated report to the next meeting of the committee on the effectiveness and impact of the events support budget*

Further to the Committee meeting, a workshop of members of the committee took place on Monday 15th October to discuss the events resources currently available and to seek member views on resourcing events in the future. The outcomes of the workshop (that were discussed and the majority of members supported) were:

- The Kite Festival would be retained and run sustainably
- Weekend seasonal services would better coordinated and run more effectively
- Third party events would be better 'policed' and potentially run more safely
- Some of the Tourism and Cultural Services Manager's time would be freed up to be able to encourage new events and seek external funding support

Proposal

The revenue growth bid to achieve is made up of two elements:

- A permanent post of Events Coordinator for providing;
 - event organisation and delivery for key council events including the Kite Festival,
 - a team coordination role for seasonal out of hour coastal tourism services,
 - out of hours event attendance support to ensure third party events are run properly/safely.
- increased financial support to enable the international Kite Festival to be suitably managed by Fylde Council.

St. Annes International Kite Festival

The Kite Festival is currently organised and managed by a third party organisation in partnership with Fylde Council and St. Annes Town Council. The event has proven to be successful and is growing in size but potentially unsustainable due to the demand on volunteers and professional expertise to deliver a safe and efficient event.

It is proposed that Fylde Council become the responsible organisation for the Kite Festival and organise, manage and finance the event once per year. The residue cost of running the St. Annes International Kite Festival is currently estimated at £10,000 after the income allowance. Therefore, it is proposed to meet the funding shortfall for the Kite Festival which is estimated at £10,000 per annum.

Other events

If this growth bid is supported some of the Tourism and Cultural Manager's time would be freed up to be able to encourage new events

Summary of revenue costs

Events Coordinator post (salary costs plus employer's on costs – subject to annual pay award adjustments)*	£36,000
Financial support towards the cost of the Kite Festival	£10,000
Total cost per annum*	£46,000

* salary costs will be subject to future increases in line with nationally agreed pay award levels.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	8 NOVEMBER 2018	5
BUDGET SETTING – PRIORITISATION OF CAPITAL BIDS 2019/20			

PUBLIC ITEM

SUMMARY

The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.

The consideration of capital bids for inclusion or otherwise within the Council's approved Capital Programme is a key component of the budget-setting process and contributes to the longer-term management of the Council's resources in an efficient and effective manner. This report requests that Members provide that consideration and prioritisation process in respect of the capitals bids for 2019/20 which fall within the terms of reference of this Committee.

RECOMMENDATIONS

The Committee is requested:

1. To consider and provide any feedback or comments on each of the capital bids relevant to this Committee's terms of reference as shown at Appendix A to this report; and
2. To provide a prioritised list of bids supported by the Committee for further consideration by the Budget Working Group.

SUMMARY OF PREVIOUS DECISIONS

The capital bids that are relevant to the terms of reference of this Committee are considered and prioritised each year as part of the annual budget-setting process. There have been no previous decisions in respect of these capital bids.

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

REPORT

1. The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.

2. The prioritisation of capital investment according to a well-defined and rational approach is especially important in helping to prioritise resources when the demand for such resources exceeds the total of the resources available. This process is defined within the Council's Capital Strategy, the latest revision of which was approved by Council on 11th April 2016.
3. A key element of the prioritisation process, as described within the Capital Strategy, is the consideration of capital bids by the Council's Programme Committees. The capital bids for 2019/20 received to date which fall within the terms of reference of this committee are shown at Appendix A to this report. The Committee is requested to consider and prioritise the capital bids relevant to this Committee's terms of reference.
4. The role of the Council's Programme Committees in the consideration and prioritisation of capital bids is also referenced within the Timetable for Developing Budget Proposals 2019/20 report which was approved by the Finance and Democracy Committee at the meeting of 24th September 2018.
5. Once capital bids have been prioritised by each programme committees, the Budget Working Group will review the outcome of the deliberations of programme committees and will make recommendations to the Finance and Democracy Committee via an updated Medium Term Financial Strategy (MTFS) report on a proposed budget package which will include capital budget proposals.

IMPLICATIONS	
Finance	The consideration of capital bids for inclusion or otherwise within the Council's approved Capital Programme is a key component of the proper financial management of the Council's resources. This report requests that Members provide that consideration and prioritisation process in respect of the capitals bids for 2019/20 which fall within the remit of this Committee.
Legal	No implications arising from this report.
Community Safety	No implications arising from this report.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	No implications arising from this report.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Management Team		October 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Council Report - Approved Capital Strategy	11th April 2016	www.Fylde.gov.uk
Finance and Democracy Committee - Timetable for Developing Budget Proposals 2018/19	24 th September 2018	www.Fylde.gov.uk

Attached documents

Appendix A – Capital Bids for Consideration and Prioritisation:

1. Ashton Gardens – Adventure Playground Improvements
2. Ashton Gardens Nursery Depot Improvements
3. Access control measures at Blackpool Road North Playing Fields and King George V Playing Fields (Heeley Road)
4. Coastal Explorers Public Art Project (2020/21)
5. Coastal Signage Improvements

No: 1 - Ashton Gardens – Adventure Playground Improvements

Description of Scheme:

Ashton Gardens is one of Fylde Council's most significant heritage parks and continues to be very popular with residents and visitors. The Gardens underwent a successful programme of restoration during 2009/10, predominantly funded by the Heritage Lottery Fund. The maintenance of the Gardens is undertaken to an exceptionally high standard which has resulted in the site achieving Green Flag status for 10 consecutive years.

The adventure playground in the Gardens was constructed in 2011, and continues to be a popular attraction for young people and families, but is now showing signs of wear and deterioration. To ensure that the play provision continues to meet the Green Flag standard as well as providing safe play facilities for a wide range of age groups, a number of improvements need to be made as described below.

The existing timber dish roundabout has not operated effectively in a sand based play environment, is not particularly popular and is now beyond repair. The proposal is to remove this item and replace with an exciting new bespoke timber play boat which will be more accessible and popular with children.

The images below show an example of a timber Galleon which is constructed to EU standards and would be supplied and installed by a specialist play contractor. The natural design of the boat fits appropriately with the other playground features and will provide a huge amount of play value to children from the ages of 6 – 13 years.



Further to consultation with a number of suppliers and taking detailed site measurements, the estimated cost for the provision and installation of a timber Galleon is £18,705. The cost breakdown of the proposed project is detailed below:

Capital cost plan:

Cost Heading	Description	Total £
Pre-installation ground works	Herras fencing hire	450
	Dig out and remove existing dish roundabout.	
	Extend existing sunken sand pit by 43m2 then install 400mm deep play sand and reshape edge.	3,250
Supply	Supply a Pinta – Columbus Galleon with post feet, sand fixed complete with name plate “Ashton Garden’s Galleon”.	12,483
Installation	Install as per agreed location.	2,522
Contingency		1,295
Total Project Cost		£20,000

Outputs (i.e. details of what the investment will specifically deliver):

- Installation of Galleon Play Boat, Ashton Gardens.

Outcomes (i.e. details of the broader benefits achieved by the investment, for example community or environmental benefit, health and safety compliance, or statutory obligations):

- Improved playground safety.
- Improved play provision for a broader age group.
- Attracting more visitors to Ashton Gardens.
- Fulfilling Green Flag Award criteria in the provision of quality community facilities.

Contribution to corporate objectives (i.e. how does the project achieve or help deliver priorities within the corporate plan):

- Contributes to the Corporate Plan 2016 Priority:
A Great Place to Visit - Maximise the natural assets of our coast and countryside by improving their facilities.
Green and Clean - Deliver high quality parks and open spaces.

Budget Resource Requirements

Breakdown of initial capital costs and future revenue implications

Estimated Total Capital costs of bid: £20,000

Annual **additional Revenue costs** arising from the bid: There will a small revenue cost associated with ongoing inspections and maintenance – this will be undertaken by the Council Play Engineers and funded by existing play maintenance revenue.

Value and phasing of bid:				
2018/19 Nil	2019/20 £20,000	2020/21 Nil	2021/22 Nil	Additional capital investment required (i.e. the value of the bid)
Existing resources in the Capital Programme relating to this scheme:				
2018/19 Nil	2019/20 Nil	2020/21 Nil	2021/22 Nil	Existing capital resources in the approved Capital Programme
Estimated timescales for the bid:				
Start Date : April 2019			Completion Date: June 2019	

Project Risks (outline any risks to delivery of the project and how these will be mitigated)		
Risk	Impact	Mitigating Action
<ul style="list-style-type: none"> Damage to ground during installation. 	<ul style="list-style-type: none"> Low Impact 	<ul style="list-style-type: none"> Works to be overseen by Parks Operations Supervisor. Tracking to be installed to prevent ground damage. Risk assessments and work method statements to be provided by contractor.

No: 2 - Ashton Gardens Nursery Depot Improvements

Description of Scheme:

Ashton Gardens is one of Fylde Council's most significant heritage parks and continues to be very popular with residents and visitors. The Gardens underwent a successful programme of restoration during 2009/10, predominantly funded by the Heritage Lottery Fund, but these works did not extend to the depot area.

This area is a working operational depot serving the Ashton Gardens team and some of the 'mobile teams' undertaking grounds maintenance operations in open spaces around St. Annes. Part of the depot contains a nursery for propagating and growing plants for parks and community groups. Community groups are active on the site, and the depot area requires a number of improvements to ensure the safety of staff and volunteers who support in the nursery and with general maintenance.

A new operational building is planned to be built in the depot area later in 2018, to house additional operational staff and vehicles that will be dislodged from the Public Offices site as part of the council's accommodation project, and it is essential that the surfacing is safe and even and compliment the new and existing buildings and structures.

The existing crushed stone depot surfacing is in poor condition, uneven and suffers from puddling and flooding during the winter months, due to poor drainage. The flagged paths to and around the nursery green houses are also in poor condition and require releveling. Poor depot surfacing make it challenging for staff and volunteer to perform their duties comfortably and safely.

In consideration of the anticipated increased use of the depot alongside the need to improve depot accessibility and safety, the proposal is to deliver a capital scheme to improve the depot surfacing and site drainage. To further improve the safety and security of the site, additional composting facilities will be constructed to retain as much green waste on site as possible, and perimeter fences will be improved, as the site suffers from some vandalism and anti-social behaviour on occasions. Additional storage facilities will be constructed to house specific materials and waste products, which will greatly tidy the site and improve the health and safety, cleanliness and site aesthetics.

Capital cost plan:

Cost Heading	Description	Total £
Surfacing & Drainage	Proposed groundworks to remove old depot surface and relay with tarmacadam	£18,000
Fence / Gate Improvements	Security improvements to perimeter fences and gates	£4,800
Compost bays / Storage Facilities	Supply and install compost holding bays in steel girder and railway sleepers and supply and install steel mesh storage cages	£6,800
Contingency		£400
Total Project Cost		£30,000

Outputs (i.e. details of what the investment will specifically deliver):

- Resurfacing of Ashton Gardens Depot.
- Installing compost bays.

Outcomes (i.e. details of the broader benefits achieved by the investment, for example community or environmental benefit, health and safety compliance, or statutory obligations):

- Improved depot safety and accessibility for staff and volunteers.
- Expansion of green waste storage and reuse.
- Fulfilling Green Flag Award criteria in the safe management of staff facilities and improving recycling and environmental management.
- Improve volunteer capacity of the Parks and Coastal Service.

Contribution to corporate objectives (i.e. how does the project achieve or help deliver priorities within the corporate plan):

- Contributes to the Corporate Plan 2016 Priorities:
A Great Place to Visit - Maximise the natural assets of our coast and countryside by improving their facilities.
Green and Clean - Deliver high quality parks and open spaces.

Budget Resource Requirements

Breakdown of initial capital costs and future revenue implications

Estimated Total Capital costs of bid: £30,000

Annual **additional Revenue costs** arising from the bid: None.**Value and phasing of bid:**

2018/19	2019/20	2020/21	2021/22	Additional capital investment required (i.e. value of the bid)
£	£30,000	Nil	Nil	

Existing resources in the Capital Programme relating to this scheme:

2018/19	2019/20	2020/21	2021/22	Existing capital resources in the approved Capital Programme
Nil	Nil	Nil	Nil	

Estimated timescales for the bid:	
Start Date: April 2019.	Completion Date: April 2019.

Project Risks (outline any risks to delivery of the project and how these will be mitigated)		
Risk	Impact	Mitigating Action
<ul style="list-style-type: none"> Disruption to operational staff whilst surfacing works take place. 	<ul style="list-style-type: none"> Low 	<ul style="list-style-type: none"> Depot surfacing to be cleared by staff prior to works taking place. Works to be overseen by Parks Operations Supervisor. Works will be completed over short term period of 4 days. Risk assessments and work method statements to be provided by contractor.

FBC – Capital Bid 2019/20

Prepared by/Bid Originator – Tim Dixon



No: 3 - Access control measures at Blackpool Rd North Playing Fields and King George V Playing Fields (Heeley Rd)

Description of Scheme: In recent years the council has experienced issues with Travellers accessing various open spaces throughout the borough. Once Travellers have accessed a site they tend to reside until a formal eviction notice for eviction is enforced. This process can take a few days and can cause concerns from local residents.

Historically three sites in St. Annes have been the focus of recent encampments by the travelling community – Frobisher Drive open space, Blackpool Road North Playing Fields and King George V Playing Fields (Heeley Road).

Early in 2018, timber bollards were installed at Frobisher Drive open space along the perimeter to stop vehicular access. Metal drop down, lockable bollards were installed to allow access to maintenance vehicles when required. This approach has proved to be successful in restricting access to the open space by Travellers and other unauthorised vehicles.

Ward members have requested that the same approach is undertaken at Blackpool Road North Playing Fields and King George V Playing Fields (Heeley Road). The table below shows the estimated costs to install the timber and metal drop down bollards at the two sites.

Capital cost plan:

Cost Heading	Description	Total £
Blackpool Road North		
Site Perimeter Bollards	Provide and install 90 timber bollards along the perimeter of the site	£4,140
Site Access Bollards	Provide and install 2 metal, drop down lockable bollards to one access	£1,050
King Georges Field		
Site Perimeter Bollards	Provide and install 180 timber bollards along the perimeter of the site	£8,280
Site Access Bollards	Provide and install 2 metal, drop down lockable bollards to three accesses	£1,050
Contingency for both above sites		£480
Total Project Costs		£15,000

Outputs (i.e. details of what the investment will specifically deliver):

- Upgrade the security arrangements at these open spaces
- Restrict / stop access to these open spaces by unauthorised vehicles

Outcomes (i.e. details of the broader benefits achieved by the investment, for example community or environmental benefit, health and safety compliance, or statutory obligations):

- The green space will be better protected and provide reassurance to local residents
- Improved reputation of the Council from local residents
- Make access to these open spaces more difficult for unauthorised vehicles
- Discourage the travelling community to come to Fylde

Contribution to corporate objectives (i.e. how does the project achieve or help deliver priorities within the corporate plan):

- Contributes to the Corporate Plan 2016 Priority: A Great Place to Live:
"Implement enforcement action on unauthorised development"
"Take enforcement action on illegal encampments"
- The project demonstrates reassurance to the local community and residents (and visitors) to Fylde

Budget Resource Requirements

Breakdown of initial capital costs and future revenue implications

Estimated Total Capital costs of bid: £15,000

Annual **additional Revenue costs** arising from the bid: Nil. Any repairs and maintenance to the bollards will be undertaken through existing revenue budgets.

Value and phasing of bid:

2018/19	2019/20	2020/21	2021/22	Additional capital investment required (i.e. the value of the bid)
Nil	£15,000	Nil	Nil	

Existing resources in the Capital Programme relating to this scheme:

2018/19	2019/20	2020/21	2021/22	Existing capital resources in the approved Capital Programme
Nil	Nil	Nil	Nil	

Estimated timescales for the bid:

Start Date : April/May 2019

Completion Date: April/May 2019

Project Risks (outline any risks to delivery of the project and how these will be mitigated)

Risk	Impact	Mitigating Action
➤ Damage to green space around the parks during construction	Low Impact	Works to be delivered by a contractor and project managed by Fylde Parks Department under a formal contract arrangement

No: 4 - Coastal Explorers Public Art project

Description of Scheme: In 2017, a research grant of £15,000 was awarded by the Arts Council England to explore opportunities for a public art intervention to complement the coastal defence scheme. The project was named Coastal Explorers.

The Coastal Explorers project is a research and development project to engage the community in contemporary art practice through consultation and education and to push the boundaries of art & design and its role in place making. The phase 1 research and development stage was completed in 2017. To further develop this project a second phase pilot project is now proposed to introduce a 'test space' which will host a programme of artistic, cultural, environmental and commercially focussed activities.

A Coastal Explorers member working group was appointed at the Tourism and Leisure Committee meeting of the 7th June 2018. The working group met with officers in July and August 2018 and are supportive of progressing the project to the second phase pilot project stage. A report and presentation was given by officers to members at the Tourism and Leisure committee meeting of 6th September 2018, to seek agreement to progress the project. The Committee were in support of the second phase project and the Committee resolution is shown below:

- 1. To endorse the Coastal Explorers Working Group recommendations to deliver the second phase pilot project; and*
- 2. To support the preparation of a capital bid in the sum of £20,000 in respect of the Coastal Explorers project as part of the up-coming budget-setting process scheduled for delivery in 2020/21.*

The second phase pilot project includes the creation of a test space in the form of a customised container once the Fairhaven / Grannies Bay / Church Scar coastal defences have been completed in 2020 /2021. The pilot project which will identify concept user audiences and engage them in the use of a test space. Through the development and delivery of themed activity programmes and partnership working, audiences will connect with the natural environment through participation in social activity across a range of arts, culture, environment and commercially focussed events, leisure and learning.

The test space will be located appropriately on the coastal path providing estuary views and a direct link to nature. Officers will monitor and evaluate the use of the space and the needs of its users throughout the arts and cultural programme of activities. Opportunities to explore commercial viability will form a key aspect of the trial in order to both inform the physical requirements and support the business plan ahead of the potential third phase of the project.

This test space will require a capital investment by Fylde Council of £20,000, should two external funding grants, each of £50,000 be successful (one application to the Big Lottery Fund and a separate application of £50,000 to the Arts Council England) with the total project cost at £120,000. The investment from Fylde Council is only required if the other two bids (each of £50,000) are successful.

Capital cost plan:

Cost Heading	Description	Total (£)
Temporary Space	Container unit, cladding	£30,000
Project manager	To oversee the project	£25,000
Artist / Practitioner residency x 2	Activity programme	£10,000
Environment / Practitioner residency x 2	Activity programme	£10,000
Seasonal artists	Activity programme	£5,000
Participatory programme	Activity programme	£35,000
Contingency		£5,000
TOTAL		£120,000

Outputs (i.e. details of what the investment will specifically deliver):

- Create a new dedicated arts space on the new coastal defences that will deliver a diverse programme of arts and cultural programme of activities and events

Outcomes (i.e. details of the broader benefits achieved by the investment, for example community or environmental benefit, health and safety compliance, or statutory obligations):

- Creation of a new facility to encourage and promote community art and cultural initiatives
- Enhancement of the new coastal defence scheme by the creation of a 'cultural hub'
- Improved reputation for the Council by the public through delivering a programme of high quality activities

Contribution to corporate objectives (i.e. how does the project achieve or help deliver priorities within the corporate plan):

- Contributes to the Corporate Plan 2016 Priority: A Great Place to Visit:
"Maximise the natural assets of our coast and countryside by improving their facilities"

Budget Resource Requirements

Breakdown of initial capital costs and future revenue implications

Estimated Total Capital costs of bid: £20,000

Annual **additional Revenue costs** arising from the bid: Nil**Value and phasing of bid:**

2018/19	2019/20	2020/21	2021/22	Additional capital investment required (i.e. the value of the bid)
Nil	Nil	£20,000	Nil	

Existing resources in the Capital Programme relating to this scheme:				
2018/19 Nil	2019/20 Nil	2020/21 Nil	2021/22 Nil	Existing capital resources in the approved Capital Programme
Estimated timescales for the bid:				
Start Date : Spring 2020			Completion Date: 2022	

Project Risks (outline any risks to delivery of the project and how these will be mitigated)		
Risk	Impact	Mitigating Action
➤ Damage to reputation of Fylde Council through low perceived quality of offer	Low Impact	Programme overseen by Fylde Council

No: 5 - Coastal Signage Improvements

Description of Scheme:

Fylde Council's Coastal Strategy 2015-2032 has a vision for the regeneration of Fylde's 18 km coastline stretching from Starr Gate to Savick Brook. This area is divided into six coastal zones including:

1. Starr Hills dunes and beaches
2. St Annes on the Sea
3. Fairhaven sand dunes
4. Fairhaven Lake gardens and Granny's Bay
5. Lytham Heritage Coast
6. Warton, Freckleton, Clifton and Lancaster Canal

The strategy covers a variety of issues including green infrastructure, coastal protection, water quality, nature and landscape conservation, habitat improvement, heritage assets, place making, culture, leisure, sport and recreation, the visitor economy, access and transportation, marketing, promotion and publicity. Along the coastline there are a variety of signs associated with these issues serving a variety of purposes including providing statutory information, safety warnings, promotion of facilities, interpretation regarding local points of interest, wayfinding and directional information and enforcing local regulations.

A photographic survey of existing signage along the Fylde Coast was conducted by a team of Fylde Council's Coastal Rangers in March and April 2018. They created location maps and record sheets on sign condition, functionality and visibility and photographs of any signage along the coast from Starr Hills Dunes (west to Clifton Drive North) to Lytham Green. The survey revealed many signs were in poor condition, missing or outdated, while also lacking consistency in branding and usage of the Fylde Council logo.

As a result of the survey consultants have been commissioned by Fylde Council to develop a signage strategy for the Fylde coastal strip. Its objectives include improved navigation, information and interpretation along the Coast and security and safety of the users of the area. It takes into account the individual character of the six coastal zones while ensuring a coherent identity is carried throughout. This strategy is currently in development with the aim of being ready to present to members in February 2019 to guide the types and locations of signage required along the different coastal zones, which existing signs are redundant or could be rationalised and proposals for design and branding.

A detailed breakdown of the funding strategy is detailed below –

Capital cost plan:

Cost Heading	Description	Total £
Design		£5,000
Rationalisation of Existing Signage		£2,000
Provision of new signage fixtures		£50,000
Contingency 5 %		£3,000
Total		£60,000

Outputs (i.e. details of what the investment will specifically deliver):

- Adoption of formal Coastal Signage Strategy
- Remove or repair dilapidated signage and redundant posts
- Install appropriate new signs incorporating accessibility, promoting area identity, improve directional and interpretation signage and adopt national signage standards and logos, eg RNLI coast access, English Coastal Path, National Cycle Routes, etc.

Outcomes (i.e. details of the broader benefits achieved by the investment, for example community or environmental benefit, health and safety compliance, or statutory obligations):

- Improve the visitor experience
- Adopt national RNLI coastal safety standards
- Meet statutory obligations regarding water quality
- Highlight the Environmental and historical importance of the area
- Enforce local restrictions
- Contribute towards the Council's Coastal Strategy 2015-2032

Contribution to corporate objectives (i.e. how does the project achieve or help deliver priorities within the corporate plan):

Clean and Green

- Deliver high quality parks and open spaces
- Ensure beaches and bathing waters are clean and safe

A Vibrant Economy

- Improve car parking

A Great Place to Live

- Recognise the significance of our heritage assets

A Great Place to Visit

- Maximise the natural assets of our coast and countryside by improving their facilities
- Provide a positive first impression of Fylde

Budget Resource Requirements

Breakdown of initial capital costs and future revenue implications

Estimated Total Capital costs of bid (£000's): £60,000

Any future maintenance costs will be met from existing approved budgets.

Value and phasing of bid:

2019/20	2020/21	2021/22	2022/23	Additional capital investment required (i.e. the value of the bid)
£60,000	£000	£000	£000	

Existing resources in the Capital Programme relating to this scheme:				
2019/20	2020/21	2021/22	2022/23	Existing capital resources in the approved Capital Programme
£000	£000	£000	£000	
Estimated timescales for the bid:				
Start Date : April 2019			Completion Date: March 2020	

Project Risks (outline any risks to delivery of the project and how these will be mitigated)		
Risk	Impact	Mitigating Action
Failure to adopt the Signage Strategy	Delay to implementation	Place a deadline on the presentation of the Signage Strategy to the March 2019 Tourism and Leisure Committee.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	8 NOVEMBER 2018	6
EVENTS SUPPORT FUNDING			

PUBLIC ITEM

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

SUMMARY

The last meeting of the Tourism and Leisure Committee asked for an updated report to the next meeting of the committee on the effectiveness and impact of the events support budget. This report presents an overview of the events support budget, when it has previously been reviewed, the sums granted in the last three years, reviews its effectiveness and makes a recommendation.

RECOMMENDATIONS

1. That the current budget of £8,000 per annum to support events remains unchanged and is reviewed again in 2020 / 2021.
2. That the current criteria and process for deciding upon events support is updated to emphasise the need to focus on events that are innovative and that are self-sufficient within a reasonable period of time.

SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure Committee 6 September 2018

5. Events Review

1. To support the preparation of a revenue growth bid for an additional resource to support the existing events programme and attract new events that generate income, and that this be considered as part of the 2019/20 budget proposals.
2. To present an updated report to the next meeting of the committee on the effectiveness and impact of the events support budget.

Tourism and Leisure Committee 12 January 2017

4. Developing a Policy on Events Including Club Days, Festivals and Concerts (relevant minutes only quoted)

1. To approve the proposed policy on events including club days, festivals and concerts as set out in Appendix 1 of the report subject to the word “usually” being inserted (prior to the words set out in last column) in Category D of the Events Categorisation.
2. To request that an Information Report be presented annually to the committee on those uses that have generated a fee and including the scale of fees for events.
3. To agree proposals as outlined in the report for the council’s ongoing approach to deliver/support the following events/uses of council land:
 - a) Wartime Weekend (subject to it being self-funding within a ten year period).
 - b) William Rainford Golf Competition (subject to there being minimal officer time in the future organisation of

the event)

c) St George's Day Charity Festival (to continue to provide the current level of support as outlined in the report).

d) St Annes Kite Festival (to provide a grant of £2.5K in 2017 which is 50% of the grant awarded in 2016 in line with the policy).

[...]

Cabinet 27 November 2013

Cabinet approved the recommendations made by the Community Focus Scrutiny Committee held on 12 September 2013

Report of the Supported Events Task and Finish Group

1. To recommend the findings of the Task and Finish Group to Cabinet as follows:

A review/ improvement of the appropriate section of the Council's website relating to tourism related events with a view to making the information more accessible/ transparent and detailing the support and help on offer.

To seek the support of the Council's Press Officer in publicising such information every 12 months.

CORPORATE PRIORITIES

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

REPORT

1. An annual revenue budget of £8,000 is in place to provide support for events around Fylde. A robust set of criteria for the allocation of these funds has been in place for a number of years. In 2013 a scrutiny task and finish group conducted a review of such event support and considered that the arrangements for awarding grants for tourism related events /attractions to be robust, consistent and transparent. In 2017 the Tourism and Leisure Committee again reviewed this as part of the development of an overall events policy.
2. Information on the process to make an application for a grant from the fund is available [online on the council's website](#). Once an application is submitted, this is initially assessed by the Tourism and Cultural Services Manager and then considered by the Director of Development Services in consultation with the Chairman / Vice Chairman of the Tourism and Leisure Committee, at the next available opportunity. These briefings occur usually every three to four weeks. The application is discussed and then an allocation may be made.
3. The policy agreed in 2017 states that any grant would normally be one off in nature. If further requests are received they should normally be reduced by 50% for year 2 and reduced by a further 50% for year 3 – e.g. £1,000 / £500 / £250 for maximum 3 years support.
4. The criteria for accessing this budget are whether the event is innovative and provides tourism related benefits to the borough. Factors to be considered are: The number of participants anticipated at the event, the number of spectators anticipated, the approximate percentage of these who would be Fylde residents as opposed to Visitors to the Borough, the level and type of media coverage planned (local/ regional/ national/ international), the number of participant "bed nights" anticipated, the overall estimated "value to the Borough" of holding the event/attraction (whether this be financial or otherwise), and the self-sustainability of the event
5. Over the past three years (including 2018 / 2019 to date*), the funding allocation has been as follows:

Event	2016 / 2017	2017 / 2018	2018 /2019 *	Total
St Annes Kite International Festival	£5,000	£2,500	£1,250	£8,750
Talking Birds – Whale Theatre (kite event)	£0	£0	£600	£600
Fylde Rural Show	£0	£2,000	£1,000	£3,000
St Annes Music and arts Festival	£0	£283	£400	£683
Kirkfest	£0	£1,000	£500	£1,500
Ground tracking for car parking at events	£1,666	£0	£0	£1,666
Events car parking signage	£440	£0	£0	£440
Goldcoast BMX event – Park View	£0	£0	£200	£200
Lytham Youth Music	£0	£400	£200	£600
Fairhaven Beacon Lighting	£806	£0	£0	£806
Big Picnic – Friends of Fairhaven (FOFL)	£0	£0	£950	£950
Other / miscellaneous	£77	£0	£0	£77
TOTAL	£7,989	£6,183	£5,100	£19,272

6. Feedback from recipients of event funding has been very positive and acknowledgement of the difference that the funding has enabled has led officers to conclude the funding is worthwhile and the event support budget should continue.
7. The above table shows that the St Anne's International Kite Festival received the largest single allocation during this time. If proposals elsewhere on the agenda for specific support to the Kite Festival are recommended for approval and subsequently approved by budget council it is felt that the current allocation of £8,000 per annum is sufficient for demand in the short term to support other events and activities
8. It is recommended that the current budget of £8,000 per annum to support events remains unchanged and is reviewed again in 2020 / 2021. It is also recommended that the current criteria and process for deciding upon events support is updated to emphasise the need to focus on events that are innovative and that are self-sufficient within a reasonable period of time.

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

LEAD AUTHOR	CONTACT DETAILS	DATE
Tim Dixon	Tim.dixon@fylde.gov.uk & Tel 01253 658436	Oct 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	8 NOVEMBER 2018	7
MOBILE TOURIST INFORMATION CENTRE			

PUBLIC ITEM

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

SUMMARY

At the Tourism and Leisure Committee meeting of March 8th 2018 officers presented to members a proposal that the Tourist Information Desk at Fylde Town Hall would be open at weekends, during the summer season, in addition to its Monday to Friday operation during office hours and the seasonal Tourist Information desk at Lytham Windmill.

The Town Hall reception was opened for Easter weekend 2018 and weekends from May. However, the visitor numbers were very low even at times when foot fall was high despite promotion via social media, signage, press coverage and web coverage. The majority of the very few interactions were not tourism related, the service was not offering value for money and not achieving the required objective to deliver a tourist information offer.

The option of a mobile tourist information trailer to take the service to destination points and people across the whole of the Borough and beyond was proposed and piloted at a range of locations and high profile events during July and August 2018.

The mobile unit has been a major success with a high volume of engagement and interactions with visitors and residents on issues that are tourism related.

RECOMMENDATIONS

1. That the committee support a full season pilot in 2019/20 of the Mobile Tourist Information Unit to be delivered from in year efficiency savings.
2. That the single fixed point service pilot at the Town Hall is discontinued to allow resources to be dedicated to the mobile unit.

SUMMARY OF PREVIOUS DECISIONS

At the Tourism and Leisure Committee meeting held on 22 June 2017, elected members asked officers to explore the options in relation to opening the Tourist Information Centre (TIC) at St Anne's Town Hall at weekends and bank holidays, in addition to the current Monday to Friday operation.

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

REPORT

1. In June 2017 the committee agreed to explore the option of providing a TIC service from the Town Hall at weekends during the summer season. An initial pilot of the operation from the Town Hall was held during the Kite Festival weekend in 2017, despite high volumes of footfall very few visitors came to the Town Hall and the majority made enquiries about using the toilet or the car parking charges at the Town Hall.
2. The pilot was then continued for the 2018 summer season, opening at weekend and Bank Holidays from 10am to 3pm at the Town Hall. The service was promoted extensively across social media platforms where the council experiences the highest levels of engagement as well as in the press, where it received limited coverage despite several press releases, and on street presence with large promotion flags and 'A' boards appropriately located on council property.
3. Despite promotion of the service, during the May / June weekends (including two Bank Holiday Mondays) the service operated for 18 days and there was only 188 customers (approximately 2 per hour) who used the facility, once again the majority asking to use the toilet or enquiring about car parking. There was a very low percentage of genuinely tourism related enquiries about what events are on, where people can stay and what the coast and countryside have to offer.
4. Whilst only being open for five hours the employees operating the service were frustrated at the low use of service despite often high volumes of people passing the Town Hall to destination points on the Promenade or in the town centre, that they would stand outside and canvass for business. The feedback was that the service was not offering value for money, it was demotivating to work the weekend in such a quiet environment and that the service needed to be located where the people are. The employees had opted to work the weekend shifts as additional hours to the regular posts they held, and were drawn from various services across the council, with everyone operating to the same job description and person specification that had been created for the seasonal weekend TIC service.
5. Officers listened to the feedback from employees and looked at alternative options including the provision a quality mobile unit that can be located at destination points and events, the principle of taking the service to the people that had the added element of being able to service the whole Borough and even be located at events outside the Borough. The council had a very good quality mobile unit in storage that had not been used for about two years, it was possible with a small investment to brand and refurbish the unit and create a fit for purpose mobile display and contact point – see the pictures of the unit included as Appendix 1 to this report.
6. It had been agreed that the cost of the pilot service in the Town Hall would be funded from in year efficiency savings and that the service would be reviewed at the end of the season however, it was clear within the first few weeks of the pilot that the service was not effective based at the Town Hall and it was agreed that the mobile unit should be piloted for the remainder of the season using the resource that had been identified and planned in advance for the service at the Town Hall. It was not possible to identify enough resource in terms of employees available for additional weekend working and finance from in year efficiency savings to pilot both a mobile service and a fixed location offer at the Town Hall.
7. The mobile unit was used for 20 days from July to September, it was taken to 8 events including Lytham Festival, 1940s Wartime Weekend, Ricoh Women's British Golf (in partnership with Visit Blackpool), Staining Club Day and the Kite Festival. During this period there was a total of 2,235 customer contacts (approximately 22 per hour) the majority of which were about what is on the area, where can we go and what does the Fylde have to offer. The employees did get involved in event based information including; selling programmes for the 1940's weekend (over 1000 sold at the unit); programme line up and map of stalls for St Anne's Carnival; and course information at the Ricoh Open.
8. On non-event weekends the unit was positioned on St Anne's Promenade adjacent to the St Anne's Beach Huts. The benefits realised from having the mobile unit that is able to go to destination points include:
 - a. Vastly increased interest and customer engagement in the tourism offer across Fylde
 - b. More flexible hours of operation to coincide with events and demand i.e. evenings at Lytham Festival
 - c. The opportunity to locate the unit across, and outside the Borough not just a single fixed location service

- d. Working with partners to offer more to the customer and contribute to costs i.e. Blackpool Tourism and Lytham Festival
 - e. A selling point for event material i.e. programmes and tickets for future events (online payments)
 - f. Greater presence and higher profile in high footfall locations enhancing the reputation of the council and the tourism offer
 - g. An enjoyable and fulfilling experience for the employees delivering the service
9. Feedback from the staff working at the unit was positive with a greater sense of fulfilment, satisfaction and motivation having enjoyed the experience of greater engagement with a wider range of customers at different locations where there is something taking place. The feedback from partners and customers was very good with a large number of compliments about the unit and the service offered, the mobile unit was a success and offered value for money.
10. Staffing was drawn from services across the council with employees volunteering to work additional hours at the weekend on a rota basis, the employees were provided with appropriate training with a minimum of two members of staff present at any time. The employee cost for both the pilot at the Town Hall and the mobile unit was £5,373 plus on costs, it cost approximately £3,000 to brand, re-fit and make road worthy the unit, these were met from in year efficiency savings.
11. The unit features bright visuals, appropriate Fylde branding and interchangeable graphics for use at specific events with the facilities to display a wide range of tourism related literature for the Fylde and wider region. It was useful to promote forthcoming attractions closer to the event dates for carnivals, fetes, festivals etc.
12. The mobile unit proved to be a success which can be improved on, if continued in future years, through more diverse locations (a lot of club days and galas were missed in 2018 because it was only started in July) including events outside the Borough i.e. Blackpool Air Show. Members are asked to consider the approval of a full summer season pilot of the mobile unit in 2019, from Easter through to September, allowing appropriate time to plan and agree locations, events and partner contributions, as well as select and train employees and which will be delivered through in year efficiency savings.
13. The principle of taking the service to the destination points where the people will already be in attendance has proven far more successful and efficient than offering a single fixed location that is not a destination point for visitors. It is proposed that the resources are dedicated to enhancing and refining the mobile unit offer with a view to making it a permanent seasonal service offer.

IMPLICATIONS	
Finance	There are no financial implications arising directly from this report
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Tim Dixon	Tim.dixon@fylde.gov.uk & Tel 01253 658436	8 NOV 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
T&L Committee Report	June 22 nd 2017	Website Link

Attached documents

Appendix 1: The Mobile TIC Unit

Appendix 1: The Mobile TIC Unit



DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHIEF EXECUTIVE	TOURISM AND LEISURE COMMITTEE	8 NOVEMBER 2018	8
OUTSIDE BODY ADDITION – LYTHAM HALL PARTNERSHIP			

PUBLIC ITEM

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

SUMMARY

The report provides details of a request to include the newly formed Lytham Hall Partnership on the list of Outside Bodies for Fylde Council. Details of the partnership which has emerged from the discussions between the landlord (Lytham Town Trust), the tenant (Heritage Trust North West) and the Council are included in the report. The committee are also asked to recommend a mutually acceptable and appropriate representative on behalf of Fylde Council in the event that the Lytham Hall Partnership is established as an outside body.

RECOMMENDATIONS

1. The committee recommend to Full Council that the Lytham Hall Partnership is added to the approved list of Outside Bodies for Fylde Council.
2. The committee nominate an appropriate elected member for Full Council to approve as the representative on Lytham Hall Partnership, if it is accepted on the Outside Bodies list.

SUMMARY OF PREVIOUS DECISIONS

There have been no previous decisions for this proposed Outside Body.

CORPORATE PRIORITIES

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

REPORT

1. Members of the committee will be fully aware of the work that has been carried out to rebuild relationships, structures and a new strategy for the Heritage Lottery Fund (HLF) bid to redevelop Lytham Hall. Councillor Fradley was appointed by this committee to facilitate on behalf of the council between the various parties after the previous HLF funding had been withdrawn at Lytham Hall. Councillor Fradley has provided progress reports to this committee since September 7th 2017 which have included work on establishing a new

partnership arrangement between the tenant, Heritage Trust North West (HTNW) and the landlord, Lytham Town Trust (LTT) this work has led to the formation of the Lytham Hall Partnership (LHP).

2. Appendix 1 to this report provides an outline of the purpose and role of Lytham Hall Partnership which includes a membership position for a mutually approved representative from Fylde Council. Both HTNW and LTT have welcomed and appreciated the support provided by Fylde Council and in particular the facilitation role Councillor Fradley has carried out to establish new arrangements. The relationship between the representatives from LTT, HTNW, HLF and Councillor Fradley have been constructive and productive, built on trust, openness and transparency with everyone committed to putting in place the necessary requirements for a new HLF bid for the restoration of Lytham Hall.
3. The Lytham Hall partnership will be the body which oversees and co-ordinates a new bid for the restoration of the Hall and which subsequently monitors project delivery and spend. This committee has previously agreed that Fylde Council will act as the accountable body for any future HLF bid therefore it is essential that Fylde has an elected representative on the Lytham Hall Partnership.
4. Consideration of an appropriate representative should take into account feedback from the partnership, and any criterion relevant to the role, to identify a representative who is the most appropriate and mutually acceptable to the partnership and the Council.
5. LTT and HTNW have developed a rapport with Councillor Fradley over the last 12 months, in fact many of the current individuals involved have been brought into the respective organisations as a result of the rebuilding process that Councillor Fradley has been involved in. Because of this existing productive relationship both LTT and HTNW would ask the committee members to consider nominating Councillor Fradley as the council's initial representative on the Lytham Hall Partnership.
6. If the council accepts the Lytham Hall Partnership as an Outside Body and appoints a representative the requirement to provide at least six monthly updates to the committee will ensure that progress towards a new HLF bid for the restoration of Lytham Hall is formalised.

IMPLICATIONS	
Finance	None as a result of this report
Legal	None as a result of this report
Community Safety	None as a result of this report
Human Rights and Equalities	None as a result of this report
Sustainability and Environmental Impact	None as a result of this report
Health & Safety and Risk Management	None as a result of this report

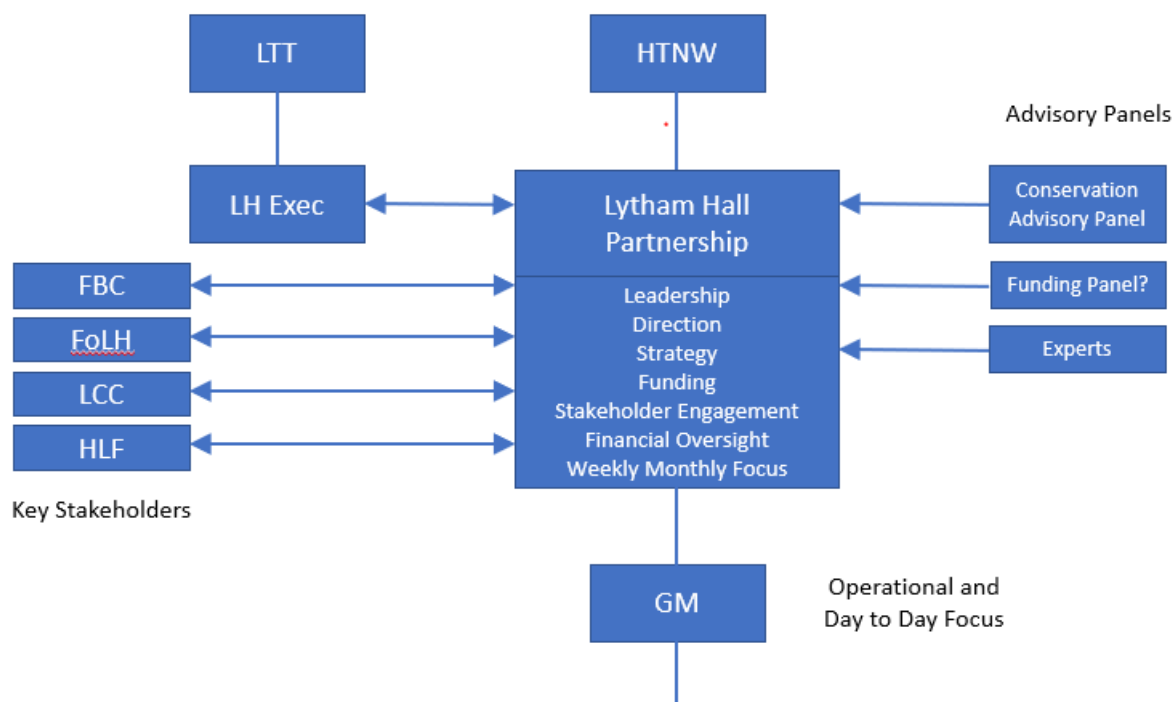
LEAD AUTHOR	CONTACT DETAILS	DATE
Allan Oldfield	01253 658500	July 10 th 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
T&L Committee Lytham Hall Progress Reports	September 2017 to July 2018	www.fylde.gov.uk

Appendix 1: The Lytham Hall Partnership

Appendix 1: Lytham Hall Partnership (LHP)

The Partnership Structure



LHP will be responsible for the overall strategic leadership and direction of Lytham Hall projects and will:

- Provide direction, leadership and support
- Have full financial oversight of all projects
- Project manage funding bids for Lytham Hall

What is LHP?

- LHP scope is wider than that of the Lytham Hall Executive (the tenant / landlord body that manages the lease for the Hall) and will have stronger closer working relationship / partnership with a local / Lytham focus and delegated authority
- It will provide visual leadership on the ground
- It would fill the current void at Lytham Hall of director level leadership
- LHP will meet with LH Executive to fulfil the terms of the lease and develop productive relationships
- Accounts for LH will be available within 4 weeks of end of quarter and monitored by LHP
- Membership of LHP will be open and transparent
- Members will require a 'can do' attitude with no historical alliances / agendas or baggage, good relationship building skills and passionate about Lytham Hall
- New members will be mutually agreed
- The Management Team at the Hall will continue to be fully responsible for operational and day to day decision making, staff and volunteer coordination etc.

LHP Members

The members of LHP, all of which are volunteer roles, include:

- John Turner HTNW (Chairman)
- Laurie Peake HTNW

- FBC Representative (to be nominated)
- Steve Williams LTT (Project Co-ordinator)
- Pam Greenhill second LTT Representative
- Additional members as determined by the partnership

Focus of LHP

- Strategic direction and leadership
- Management support and advice
- Strategy and business planning
- Full financial oversight
- Relationship and partnership management
- Stakeholder engagement
- Funding Strategy
- Marketing Strategy
- Bid project coordination
- Recruitment advice and support
- Key decision making via
 - Management Team
 - Conservation advisory panel
 - Volunteer Team Leader Panel
 - Other panels and experts

LHP Key Tasks

- Define Vision and Mission
- Define Governance, Codes and Policies
- Define Strategy in consultation with stakeholders
- Develop the Business Plan
- Co-ordination and timing of project plans
- Prioritise projects in accordance with strategy, conservation and funding
- Define goals, objectives and key performance measures
- Cascade projects through the Management Team
- Coordinate with Advisory Panels
- Coordinate with Volunteer Team Leaders through Management Team
- Engagement with key stakeholders including LTT, FoLH, FBC, etc.
- Oversee financial accounts
- Define partnership agreements

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	8 NOVEMBER 2018	9
OUTSIDE BODIES - VACANCIES			

PUBLIC ITEM

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

SUMMARY

Each year full Council appoints members to outside bodies for the forthcoming municipal year. The programme committees make recommendations from within their respective memberships, where possible, for those outside bodies relating to the brief for the committee.

Councillor Sandra Pitman was last nominated as the council representative for the Fylde Coast YMCA Partnership Board at the Tourism and Leisure committee meeting held on 8 March 2018 which was approved at the Council meeting held on 16 April 2018.

Councillor Pitman has relinquished her role as the council representative on the Fylde Coast YMCA Partnership Board leaving a vacancy on this outside body.

Councillor Brenda Blackshaw was last nominated as the council representative for Lowther Trust at the Tourism and Leisure committee meeting held on 8 March 2018 which was approved at the Council meeting held on 16 April 2018.

Councillor Blackshaw has resigned from her role as the council representative on Lowther Trust leaving a vacancy on this outside body.

The committee is requested to nominate representatives to fill the vacancy on the Fylde Coast YMCA Partnership Board and Lowther Trust outside bodies for approval at Council on 10 December 2018.

RECOMMENDATION

1. That the committee nominate one representative, for Full Council to approve, for the Fylde Coast YMCA Partnership Board.
2. That the committee nominate one representative, for Full Council to approve, for the Lowther Trust.

SUMMARY OF PREVIOUS DECISIONS

8 March 2018 Tourism & Leisure Committee recommended nominations to outside bodies.

16 April 2018 Council confirmed the annual appointments to outside bodies.

6 September 2018 Committee received the reports from members representing the council on the various outside bodies within the remit of the Tourism & Leisure Committee.

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

REPORT

- On 16 April 2018, the Council made a number of appointments to outside bodies. These appointments followed from recommendations from the programme committees for appointments from within their respective memberships were possible.
- A vacancy has arisen on the Fylde Coast YMCA Partnership Board outside body following Councillor Sandra Pitman's relinquishment of the role. The committee is therefore requested to nominate one representative for approval at the next full council meeting.
- A vacancy has arisen to represent the council at trustee meetings of the Lowther Gardens, Lytham Trust following Councillor Brenda Blackshaw's resignation from the role. The committee is therefore requested to nominate one representative for approval at the next full council meeting.
- The table below includes the name of the body/group and the role/purpose of the outside bodies under the remit of Tourism and Leisure that currently have vacancies.

Outside body / partnerships	Role/Purpose	Frequency of meetings	Representative
Fylde Coast YMCA Partnership Board	To represent the Council on the YMCA Partnership Board	Every four months (3xp/a)	Vacant
Lowther Trust	To represent the Council at trustee meetings of the Lowther Gardens, Lytham charitable trust	Monthly (12xp/a)	Vacant

- It is important that the members nominated to represent the Council on outside bodies/working groups have an appropriate interest in the body/partnership/subject, can commit to positively represent the Council and be available to commit the time to attend the majority of the meetings involved.
- The nominations from the Tourism and Leisure Committee will be presented to the next scheduled full Council meeting, to be held on 10 December 2018, for confirmation.
- In accordance with Part 5f – Protocol for Members on Outside Bodies of the Constitution a reporting form must be completed by members serving on an outside body every six months, with all completed information being circulated to all members of the Council for information.

IMPLICATIONS	
Finance	There are no financial implications arising from this report
Legal	No implications arising from this report
Community Safety	No implications arising from this report
Human Rights and Equalities	No implications arising from this report
Sustainability and Environmental Impact	No implications arising from this report
Health & Safety and Risk Management	No implications arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Sharon Wadsworth	democracy@fylde.gov.uk	25 October 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Attached Documents

Appendix 1 - Outside Bodies 2018-19 - Current Approved Representatives

List of Nominations for representation on Outside Bodies 2018/19

Outside bodies / partnerships attended by Elected Members	Seats Occupied	Nominations from committees
Arts Partnership for Fylde	1	Councillor Thomas
Arts Working Group	1	Councillor Settle
Blackpool Airport and Hillhouse Enterprise Zone Project Board	1	Chairman of Finance and Democracy
Childrens Partnership Board	1	Councillor Goodman
Community Projects Fund	1	The Mayor
Community Safety Partnership	1	Councillor Aitken
Council for Voluntary Services, BWF	1	Councillor Goodman
Duty to Cooperate	2	Chairman and Vice Chairman of Planning Committee
East Lytham Working Group	1	Councillor Lloyd
Education Liaison Committee (Planning)	2	Councillors Redcliffe and Nulty
YMCA Housing (Face to Face)	1	Councillor Willder
Fairhaven and Church Scar Coastal Defence Project Board	1	Councillors Threlfall
Fairhaven Lake & Gardens Restoration Project Board	1	Councillor Little
Fylde Arts Association	1	Councillor Thomas
Fylde Citizens Advice Bureau	3	Councillors Rigby, Nulty and Singleton
Fylde Coast LGBT Strategic Partnership	1	Councillor Green
Fylde Coast Women's Aid	1	Councillor Willder
Fylde Coast YMCA Partnership Board	1	Vacancy
Fylde & Wyre Health & Wellbeing Partnership	1	Councillor V Willder
Fylde Peninsular Water Management Group	1	Councillor Aitken
Just Good Friends	2	Councillors Goodman and Willder
Lancashire Health and Wellbeing Board	1	Councillor Willder
Lancashire Waste Partnership	1	Chairman of Operational Management Committee (council 16/07/18)
LCC Health & Scrutiny Committee	1	Councillor Willder
Local Liaison Committee Springfield Works	2	Councillors Lloyd and Aitken
Lowther Trust	1	Vacancy
Lytham Town Trust	1	Councillor Ashton
MATAC	1	Councillor Lloyd
North West Employers Organisation	1	Chairman of Finance and Democracy Committee (named substitute Councillor Harvey)
North West of England & the Isle of Man Reserve Forces & Cadets Association	1	Councillor E Nash
Ormerod Trust	1	Councillor Jacques
PATROL	1	Councillor John Kirkham
Police and Crime Commissioner Panel	2	Councillors Aitken and Oades
Registered Providers (RSO) Partnership (formerly Registered Social Landlords (RSL))	1	Councillor Aitken
Sintropher Working Group	1	Councillor John Kirkham
St George's Day Festival Committee	1	Councillor Fradley
Key Green = a Limited Company Pink = a Limited Company that is also a Registered Charity Blue = an Unincorporated Association Grey = a Statutory Body		

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	8 NOVEMBER 2018	10
FYLDE COAST YMCA			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The Council provides an annual subsidy to the Fylde Coast YMCA to operate its leisure facilities at YMCA St Annes Pool & Gym and Rural Splash YMCA Kirkham. A representative from the YMCA has previously attended meetings of the committee to update members on the work of the YMCA locally.

At the last meeting of the committee some queries were raised by members following the presentation of the Outside Bodies report in relation to the Fylde Coast YMCA Partnership Board. These were in respect of how financial contributions from the various town and parish councils towards Rural Splash were secured.

The Chief Executive of the Fylde Coast YMCA will be attendance at the meeting to provide an overview of the latest developments by the YMCA in Fylde, to clarify how contributions are secured from town and parish councils and to respond to any queries from the committee.

SOURCE OF INFORMATION

Fylde Coast YMCA

LINK TO INFORMATION

<https://ymcayactive.org/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The Fylde Coast YMCA is a major leisure provider on the Fylde Coast, which the Council supports financially through an annual subsidy. Leisure plays a major role within the Tourism and Leisure Committee's terms of reference.

FURTHER INFORMATION

Contact Tim Dixon (01253) 658436