

Agenda

Tourism and Leisure Committee

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

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 26 July 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:	
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5	Coastal Explorers Public Art Project	13-17
6	Lytham Fairground	18-21
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12	General Fund Revenue Budget Monitoring Report 2018/19 - Position as at 31 July 2018	46-20
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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	6 SEPTEMBER 2018	4
EVENTS REVIEW			

PUBLIC ITEM

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

SUMMARY

Members of the Tourism and Leisure Committee have met on three occasions in July/October/December 2016 to review the Events Policy agreed by the committee in January 2017. Members of the committee have reviewed the current number and range of events in the context of the new policy and discussed opportunities to attract additional events that can bring an income to the council.

The number of events within Fylde has grown contributing to the annual tourism economy, which in 2016 was reported at £242M according to the official STEAM¹ figures (see appendix 1). Both 'in house' events and third party events have an impact on resources through officer time in administration, licencing, health and safety and general support.

The report provides an update on the events and the current challenges the council is dealing with in terms of events provision, administration and support.

RECOMMENDATIONS

1. That committee considers the report and decides whether it wishes to support the preparation of a revenue growth bid for additional resource to support the existing events programme and attract new events that generate income, to be considered as part of the 2019/20 budget proposals.
2. That the committee agree to an item at the next ordinary meeting on the effectiveness and impact of the events support budget.

SUMMARY OF PREVIOUS DECISIONS (Most recent relevant decision only)

Tourism and Leisure 12 January 2017 – Developing a Policy on Events Including Club Days, Festivals and Concerts

Following detailed consideration of this matter it was RESOLVED:

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

¹ The Scarborough Tourism Economic Activity Monitor (STEAM) is derived from a model developed by David James and Frank Hart in the process of developing a ten-year tourism policy for the province of Saskatchewan, Canada, in 1981.

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)
 - e) Markets in St Annes and Lytham (dependent on 5 below).
4. To invite representatives of the St George's Day festival to attend a future meeting of the committee to brief members on its arrangements.
5. To agree to a consultation exercise being undertaken with the relevant market holders, users and stakeholders in Lytham and St Annes, about a proposed review of the current arrangements with a view to reporting back to committee at a future meeting.

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

BACKGROUND

1. In 2016, members of the Tourism and Leisure Committee met over three workshops to help review the management, support and delivery of events within the Borough.
2. Members were provided with information (see appendix 2) about the range and types of events and how they are delivered which has been used to inform policy development and review. Officers presented background information including:
 - Number and type of events
 - Fylde events and third party events
 - Events on Fylde land and on third party land
 - Event classification
 - Role of the Council
 - Event application process
 - Event support
 - Detail around significant events
 - Opportunities and challenges
3. This led to a report being formally presented to the Tourism and Leisure Committee at its meeting on 12 January 2017 which led to the committee agreeing a policy on events including club days, festivals and concerts.

CURRENT POSITION

4. In July 2018, members of the Tourism and Leisure Committee attended a workshop to review events and the new policy, they also explored the impact of attracting additional events taking into consideration:
 - Balance and number of current events

- General performance and challenges
 - Opportunities for more commercial events
 - Detailed information on the significant events
 - Resource implications of current events
 - Resource implications of new events
 - Innovative events support
5. Members supported the current events programme, but welcomed the opportunity for new events that could bring in additional income to the council, events that attract a fee. However, additional events would have an impact on already stretched resources especially if held on council land, there is increasing requirement for risk, security and safety assessments.
 6. The Environmental Health Team have the regulatory responsibility for public protection in terms of food hygiene, alcohol, noise nuisance and license issues for all events. Events that are operated by third party organisations still require on site checks but the liability lies with the event organiser, if the event is operated by the council, and there are currently only two, the liability is with the council.
 7. Members were informed that the current level of resource to support events is stretched across a number of service areas, there is a requirement to co-ordinate waste, licences, health and safety, parks services etc. depending on the event. The appointment of a dedicated person responsible for co-ordination of any internal resources and liaison with event organisers would be a benefit.
 8. Currently the licencing team tend to co-ordinate all event enquiries and facilitate the Safety Advisory Group (SAG) where one is necessary. There is a good level of support to third party organisers but no resource that is specifically qualified and experienced in event management, risk and security representing the Council. This was viewed as an area for improvement in the current event management procedures by the elected members.
 9. There are still two events that are operated directly by the council, the 1940's Wartime Weekend and the William Rainford Golf. These events place greater demand on officer time, particularly the Tourism & Cultural Services Manager whose role is managerial and strategic, and liability for all security, risk, health etc. remains with the council. The approach with both of these events is to transfer more of the delivery to partner organisations with the council taking a facilitation and support role however, this has proved challenging and will take some time to achieve.
 10. The continuation of the 1940's event is supported by members subject to it being self-funding within a ten year period which can only be delivered by the council taking more of a facilitation role and engaging third party partners to take responsibility for delivery. The continuation of the William Rainford Golf event is also supported by members subject to there being minimal officer time in the future organisation of the event and administration transferring to a third party, which is already in place.
 11. Members expressed a desire to explore the opportunity to attract more events which could bring an income to Fylde i.e. fee paying for the use of council land, as well as further boost the tourism economy. If additional events were attracted to the area that realise income for the council there would be an impact on resources in several teams across the council. Any additional events would not be operated directly by the council, there is not the resource to deliver this.

EVENTS SUPPORT

12. To ensure safe, sustainable and diverse events and have the resource available to look at new events that generate income as well as boost the tourism economy, members of the committee expressed support for additional resources funded through a revenue growth bid to be considered. The role and responsibility of any additional resource would need careful consideration because demand cuts across several different service areas.
13. Any additional resource would need to support and provide advice to third party event organisers and would need knowledge and experience of risk, security, safety and legislation of events management. A lead role on the Safety Advisory Group that liaises with relevant teams across the council and updates stakeholders would be required. In addition, the role would attract income generation from events and review procedures to reduce time and resource required from other teams.

14. A facilitation role for the 1940's Wartime weekend and the Rainford Golf would reduce the reliance on volunteers whilst opportunities are explored for third parties to operate more of the delivery of these events. A full description of the resource required would be drafted to include these responsibilities if approved.
15. The council currently holds a budget to support new and innovative events of £8,000 per annum which is used to provide financial support to third party organisations (for up to three years on a decreasing scale), that introduce new and innovative events. The aim is to help the event 'get off the ground' and become sustainable after year three. This budget is limited and a review of its impact will be provided to members at a future meeting of the committee.
16. When the events policy was agreed by committee there was also a resolution 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. The following table lists those uses which have generated a fee in the last 12 months. The fee relating to the Lytham Festival is for the use in 2018, whilst the figure in the PowerPoint presentation (dated 18/6/18) at Appendix 2 relates to 2017.

Income from use of land	Fee
Event licence fee (negotiated)	
Lytham Festival	£47,651
Lytham Fairground	£2,500
Estates administration fees (as set by council)	
Lytham Classic Car Rally, Lytham	£50
St George's Day Festival, Lytham	£50
Iconic Beach Cinema, St Annes	£350

IMPLICATIONS	
Finance	This report requests that the committee indicates its support for the preparation of a revenue growth bid to be considered as part of the development of the 2019/20 budget in respect of the council's resource for supporting and delivering events.
Legal	Ensure compliance with all health and safety requirements in relation to 'in house' and third party events on council land
Community Safety	Improved safety in relation to all events
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	Ensure compliance with all health and safety requirements in relation to 'in house' and third party events on council land

LEAD AUTHOR	CONTACT DETAILS	DATE
Tim Dixon	Tim.dixon@fylde.gov.uk & Tel 01253 658436	September 6 th 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Events Policy	January 2017	http://www.fylde.gov.uk/business/events-notify-council-about-proposed-event/

Attached documents

Appendix 1 STEAM summary

Appendix 2 PowerPoint presentation at events workshop 18/6/18

FYLDE'S VISITOR ECONOMY 2016

A total of **3.307 million** **Tourism Visits**, equating to 5% of all tourism visits to Lancashire

502,000 visits were made by visitors **staying in Fylde** as part of a holiday or short break, generating **1.759 million nights** in accommodation across the district

2.805 million tourism visits made by **Day Visitors** to the district

1

Total bedstock in Fylde is **9,984 beds** comprising 6,739 non-serviced and 3,245 serviced beds

£

A total of **£242.237 million** was generated within the local economy through visitor and tourism business expenditure

Day Visits generated **£94.737 million** for the local economy of Fylde in 2016

In total, **staying visitors** generate a **total economic impact of £147.500 million** for the businesses and communities of Fylde

Visitors to Fylde supported 3,193 **full time equivalent jobs**



4.564 million Visitor **Days and Nights** generated by visitors in 2016

Economic Impact increased by 5.7% between 2015 and 2016

Visitor Numbers rose by 5.7% between 2015 and 2016

Visit Lancashire
Where life feels good

FYLDE'S VISITOR ECONOMY 2016

	2016	2015	YOY Variance
Total Visitor Numbers (000s)	3,307	3,128	5.7%
Day Visitors (000's)	2,805	2,641	6.2%
Staying Visitors (000's)	502	487	3%
Total Visitors Days (000's)	4,564	4,342	5.1%
Visitor Days – staying visitors (000's)	1,759	1,700	3.4%
Total Economic Impact (£000's)	242,237	229,240	5.7%
Economic Impact day visitors (£000's)	94,737	88,038	7.6%
Economic Impact staying visitors (£000's)	147,500	141,202	4.5%
FTE Jobs supported	3,193	3,094	3.2%
Accommodation Stock	9,984	9,849	1.4%
Serviced Accommodation Stock	3,245	3,243	0.1%
Non-serviced accommodation stock	6,739	6,606	2%

Visit Lancashire
Where life feels good

Informal events review – 10th July 2018



To Achieve Excellence

Developing a policy on events

Corporate Plan 2016-20

One of five themes: 'A great place to visit'
Priority: 'Deliver and support quality events throughout the Fylde'

Action: 'Develop a policy on events including Club Days, festivals and concerts'

Events policy presented to T&L committee 3rd November 2016



To Achieve Excellence

Types of events

- Ceremony – civic events, Remembrance Sunday
- Festival – music, kites, 1940's
- Cultural event – Music and arts festivals
- Sporting event – Ricoh Golf / World record Attempt
- Media event – outside broadcasts



To Achieve Excellence

Non event uses of council land/property

- Private use
 - Wedding photos
 - Religious services (Christmas/Easter)
- Concessions
 - Filming requests
- Traders
 - St Annes Square domes (flower seller/glass engravings)
 - Lytham Square (Sky TV, Car dealers)
 - Other uses, e.g. buskers, collections, etc.



To Achieve Excellence

Role of the council in events

1. Licensing / Regulatory role
2. Land owner
3. Event support – resources or funds
4. Tourism / Promotion



To Achieve Excellence

Application/Determination process

- [Event notification form](#)
- [Event consultation](#)
- [Application for event funding](#)

Role of the Safety Advisory Group



To Achieve Excellence

Resources to manage events

1. Application / administration / paperwork
2. Licencing requirements
3. Promotion and publicity
4. Co-ordination of resources to support?
5. Who 'owns' the event and takes responsibility?



To Achieve Excellence

Event support

1. General help and assistance
2. Grants – innovative events support budget (£8K)
3. Free use of land / car parks
4. Forgoing loss of income
5. Waste management
6. Loan / rental of equipment: Bunting / Staging / Chairs



To Achieve Excellence

Innovative events support budget

1. Budget allocation of £8K per annum to support new, up and coming events to help become established (support on a sliding scale)
2. Link via website to access funds. Allocations agreed in consultation with Chair / Vice Chair of Tourism & Leisure committee
3. Kites (£8.75K), Kirkfest (£1.75K), Fylde Rural Show (£3.5K), Fairhaven Big Picnic (£1.6K)



To Achieve Excellence



To Achieve Excellence

Lytham Festival

15 year agreement from 2014 to 2028
Income in 2017 of £39k
FBC revenue generated through a % of ticket sales
Operators pay for reinstatement of the Green
Five night event (Weds to Sun), originally three days
– extended from 2014 for a minimum of 3 nights



To Achieve Excellence



To Achieve Excellence

Lytham 1940s Wartime Weekend

1. Two day event on Lytham Green – Est 40K visitors
2. Direct costs £26k - income £14.8k = **£11.2K** (2017)
3. £5k officer time to organise / admin / run.
4. Issues re available resource to administer and run
5. Lack of commercial income to support
6. Growing in reputation and popularity = increasing costs (fencing, marquees, traffic management etc)
7. Latest est for 2018 = £30K, inc £15K = **£15K cost**



To Achieve Excellence



To Achieve Excellence

William Rainford Golf tournament

1. Four day tournament over 4 courses – 82 couples
2. Operated for 20+ years (Wm Armstrong Holdings)
3. Costs £22.5k minus income £22.5k = £0k
4. £2K officer time to organise / admin / run
5. Use of third party to manage the event
6. Committed to 2021



To Achieve Excellence



To Achieve Excellence

St George's Day Charity Festival

1. Week long programme of events in late April on Lytham Green
2. Free use of Green given
3. £0.6k officer time to support
4. Contributes £100K+ to various charities



To Achieve Excellence



To Achieve Excellence

Kite Festival

1. Weekend in Sept (tide dependant)
2. Free use of beach / promenade given
3. Free use of grassed promenade opposite Chadwick
4. Increasing in popularity, 20-30k visitors
5. £1.6k officer time to support
6. £8.75k total grant given over 3 years
7. Issues re funding, resource, sponsorship etc.



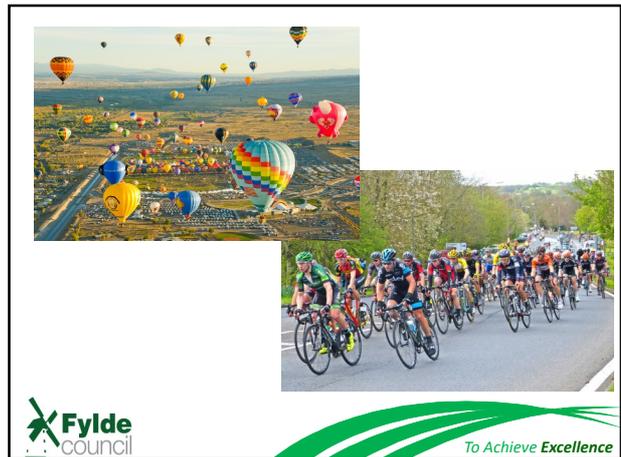
To Achieve Excellence



To Achieve Excellence



To Achieve Excellence



To Achieve Excellence

Questions

Do members:

1. Feel the current balance of events is right?
2. Feel there should be more events / less events / different events?
3. Feel that resources for events should be increased or decreased?
4. Wish to review the innovative events budget?
5. Have any other comments re events?



To Achieve Excellence

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	6 SEPTEMBER 2018	5
COASTAL EXPLORERS PUBLIC ART PROJECT			

PUBLIC ITEM

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

SUMMARY

The Coastal Explorers project is a research and development project funded by the Arts Council England 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 research and development phase has now been completed and to further develop this project a second phase pilot project is proposed to introduce a test space which will host a programme of artistic, cultural, environmental and commercially focussed activities.

If the second phase pilot project is supported by the Committee and proves successful, the findings of the project could be further developed to enhance the new coastal defences at Fairhaven and Church Scar, on a longer term basis, this being the initial aspiration and aim of the project.

A Coastal Explorers member working group was appointed at the Tourism and Leisure Committee meeting of the 7th June 2018. The working group have now met and are supportive of the project. To allow the Committee to make an informed decision, officers will give a detailed presentation about the Project at the Committee meeting.

RECOMMENDATIONS

The Committee is requested:

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 but scheduled for delivery in 2020/21.

SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure Committee 7 June 2018

It was RESOLVED that a working group be appointed comprising the Chairmen and Vice-Chairmen of the Tourism and Leisure and Operational Management committees to oversee the Coastal Explorers Project.

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

Background

1. A Member working group was proposed by the Chairman of the Tourism and Leisure Committee at the meeting of 7th June 2018, to review the Coastal Explorers project proposals and to make a recommendation whether the project should be progressed or not and report back to the Tourism and Leisure Committee in September 2018.
2. The working group consisted of 4 Members - the Chairman and Vice Chairman of the Tourism and Leisure Committee and the Chairman and Vice Chairman of the Operational Management Committee. The working group was attended by the Head of Technical Services, the Tourism and Leisure Manager, Arts Development Officer (Programme and Events) and the Principal Democratic Services Officer. The working group held two meetings in July and August 2018.
3. At the first meeting the wider Church Scar to Fairhaven Lake Coastal Defence project was discussed to set the context of the project. Members then discussed the detail associated with the Coastal Explorers Project.
4. 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.
5. Fylde Council Commissioned Art Gene to consider ways to better facilitate people's understanding and experience of the coastline, and to provide facilities that will bring further interest to the new sea defences. The reason for engaging Art Gene in this role was their experience and focus on research and ability to apply this to the development and realisation of projects, their work with the local community, and access to a multidisciplinary team of architects, artists and other specialists, their portfolio of both contemporary and heritage based work and their status as a National Portfolio Organisation with a strong affiliation to the Arts Council England.
6. The initial research & development project entitled 'Coastal Explorers' was successful in its aim to engage the community in contemporary art practice through consultation and to push the boundaries of art & design and its role in place making.
7. A programme of 9 targeted events took place over a period between July and October 2017 engaging over 1,800 participants and live audience members and over 330,000 online and broadcast viewers and listeners. The community consultation revealed that people identified Lytham St Annes with the Piers - Airshows - Lytham Hall - Sand Dunes - Sea Planes - Paddle Steamers - Cookson's Exhibition Bakery - Shrimping - Sun Shelter - SSSI - Morecambe Bay Prawners - Pintails - White Church - Shingle Roads - Bandstand - Boating Lake - Levelled Beaches - Cycle Routes - Farming - the African Queen - Dune Helleborine - Fountains - Coastal Paths - Lighthouse & Lifeboats - Bats - Eating Lobster on Saturday - Fairhaven Lake - Common Oven - Swimming pool - Beach Huts - Tank Traps - Outdoor bathing drinking seawater - Lytham Hall - Bricks and Clay - Windmill - Marshes - the Setantii - Eels and ladders - and villages lost to the sea.
8. Following the consultation, Art Gene developed 3 concept projects which could be taken forward:
 - 'Gondolas' (effectively moveable buildings influenced by the concept of beach huts, bathing machines and the areas affiliation with flying boats)
 - Rock pool areas

- A series of interpretive maps and mobile apps associated with the Ribble Catchment areas.
- Following a successful research and development phase and in order to take the project forward a practical second phase pilot project was proposed. This carries less risk and enables the ideas, concepts and programmes to be developed, trialled and delivered in a managed and sustainable way.
 - The second phase pilot project includes the creation of a test space in the form of a customised container. 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. We will monitor and evaluate the use of the space and the needs of its users throughout the programme. 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.
 - In the second meeting of the working group, the Head of Technical Services sought a steer from the working group as to whether the project should be taken forward as previously outlined. He stated that in terms of the project, Phase 1 (which commenced in January 2018 and funded by the Arts Council) was now complete, and a decision was required on whether to continue with a phase 2 pilot project.
 - A detailed discussion took place about the various elements of the second phase pilot project. Members sought clarification on specific areas including: cost/funding arrangements; location/design of the proposed 'container'; letting arrangements/business plan for the containers; role of Arts Council; staffing cover for the proposed containers and long term plans. The majority of the working group members supported the project and the phase two pilot project, on the basis that funding from the Arts Council England and the Big Lottery is secured.

Finance

- Table 1 shows the indicative project costs which include the cost of creating the 'test space', service connections, staffing budget, and a budget to engage artists and organisations to facilitate a range of programmes, activities and events.
- There will be no additional revenue costs associated with the phase two pilot project.

Table 1 Coastal Explorers Phase 2 - Indicative Project Costs

Description	Cost
Temporary Space - Customised shipping container - Indicative quotation obtained to comprise: 40' shipping container with glazed frontage, double doors, steel support posts, 2mm poly floor overlaid, timber internal stud frame with rock wool insulation, finished ceilings and walls, electrics including consumer unit, lighting, sockets and heaters, fully equipped kitchenette and w/c, roof platform and external staircase, service connections, utilities and insurance.	£30k
Project Manager – 3 days per week for 18 months/overseen by Arts Development Officer - to facilitate the planning of artistic programme, management of container to site & service connections/landscaping, contracting and commissioning of projects and artists/practitioners/volunteers/students/audiences, risk assessments/ insurances, programme delivery and evaluation & monitoring, decommissioning of site & to assist with a forward funding plan	£25K
Artist/Environmental Practitioners Residency x 4 - Residencies will engage high quality artists/environmental practitioners to deliver a programme of engagement activities in response to a specific brief provided by Fylde Council. Each residency will run for a number of weeks appropriate to the project or	£20K

outcomes and will include a materials budget.	
Sessional Artists - Additional artists to work in collaboration with projects & activities, leading or supporting learners and or volunteers	£5K
Participatory Programme – a diverse programme of activity across all artistic genres to include commercially focussed pop up events and performance.	£35k
Contingency	£5K
Total	£120k

16. Table 2 identifies the project funding. No external funding has been secured at this stage however discussions with the Arts Council England have been extremely positive with the Arts Council grants officer having made a favourable recommendation for the application of a £50k submission to deliver a second phase pilot project. The Big Lottery 'Reaching Communities' and 'Partnerships' funding programmes are well suited to a project of this type. Funding priorities focus on the bringing together of communities and the improvement of spaces and places that matter to people. An initial introductory conversation with the Big Lottery has taken place.

Table 2 Coastal Explorers Phase 2 - Potential Project Funding

Description	Cost	Status
Arts Council England	£50k	Informal support from Arts Council England with recommendation to submit a funding bid for a phase 2 test pilot project.
Big Lottery	£50K	Introductory approach made
Fylde Council	£20k	Awaiting Decision
Total	£120k	

Conclusion

17. After the completion of phase one which was funded by the Arts Council England, Officers sought a steer from the Coastal Explorers Working Group as to whether the project should be taken forward to the phase 2 pilot project.
18. The majority of the working group members supported the development of the phase two pilot project, on the basis that funding from the Arts Council England and the Big Lottery is secured.
19. The project is at the feasibility stage and more work is required to secure external funding, work up the detail in terms of design and siting of the container, programming and business planning. Officers will seek to link the programmes and activities with the work of the Cultural Services Team including the existing activity planning as part of the Heritage Lottery project to restore Fairhaven Lake.
20. If the match funding can be secured, the phase two test project would be 'live' from Spring 2021.
21. Members were advised that the results of the second phase will help shape the scale and nature of a potential third phase proposal. Updates and any future proposals will be discussed with the working group.
22. In conclusion, the Coastal Explorers Working Group are proposing to support the phase 2 pilot project and further support the development of a capital bid in the sum of £20,000 in respect of the Coastal Explorers project, as an addition to the Councils 2020/21 capital programme subject to securing £50,000 match funding from the Arts Council England and £50,000 from the Big Lottery Fund to deliver the Coastal Explorers second phase pilot scheme.

IMPLICATIONS	
Finance	The Committee is requested to approve the preparation of a capital bid in the sum of £20,000 in respect of the Coastal Explorers project to be considered as part of the up-coming budget-setting process but scheduled for delivery in 2020/21.
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
Mark Wilde	markw@fylde.gov.uk 01253 658475	22 August 2018

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT DIRECTORATE	TOURISM AND LEISURE COMMITTEE	6 SEPTEMBER 2018	6
LYTHAM FAIRGROUND			

PUBLIC ITEM

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

SUMMARY

The report outlines the negotiations and background to the siting of the fairground for the 2018 Lytham Club Day weekend and seeks a decision from the committee as to whether it wishes to grant a licence for it to continue in the same location until the land at the Triangle is available again.

RECOMMENDATIONS

1. That the committee decides whether or not to grant a licence to S J Cubbins Limited to operate a fairground as part of Lytham Club Day celebrations on Lytham Green in the location as shown in appendix 1 until the land at the Triangle is available again.

SUMMARY OF PREVIOUS DECISIONS

None

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

BACKGROUND

1. A licence has previously been granted by the council to S J Cubbins Limited for a fairground to take place as part of the Lytham Club Day weekend on land known as Lytham Triangle, Fairlawn Road. The licence has usually been for a period of 3 years which has then been renewed with an updated licence fee in accordance with the delegated officer powers within the constitution.
2. As part of planning for the commencement of the coast defence works at Church Scar and Fairhaven, the Triangle was identified as the most suitable location for the contractor's compound. The fairground operator was advised in 2016 of the likelihood of the Triangle being unavailable and as a result the 3 year fairground licence which expired in 2016 was only extended for one year for 2017. Following confirmation of the contractor compound at the Triangle the fairground operator was informed in September 2017 that the Triangle would not be available from 2018 and he was advised to locate another site for the fairground.

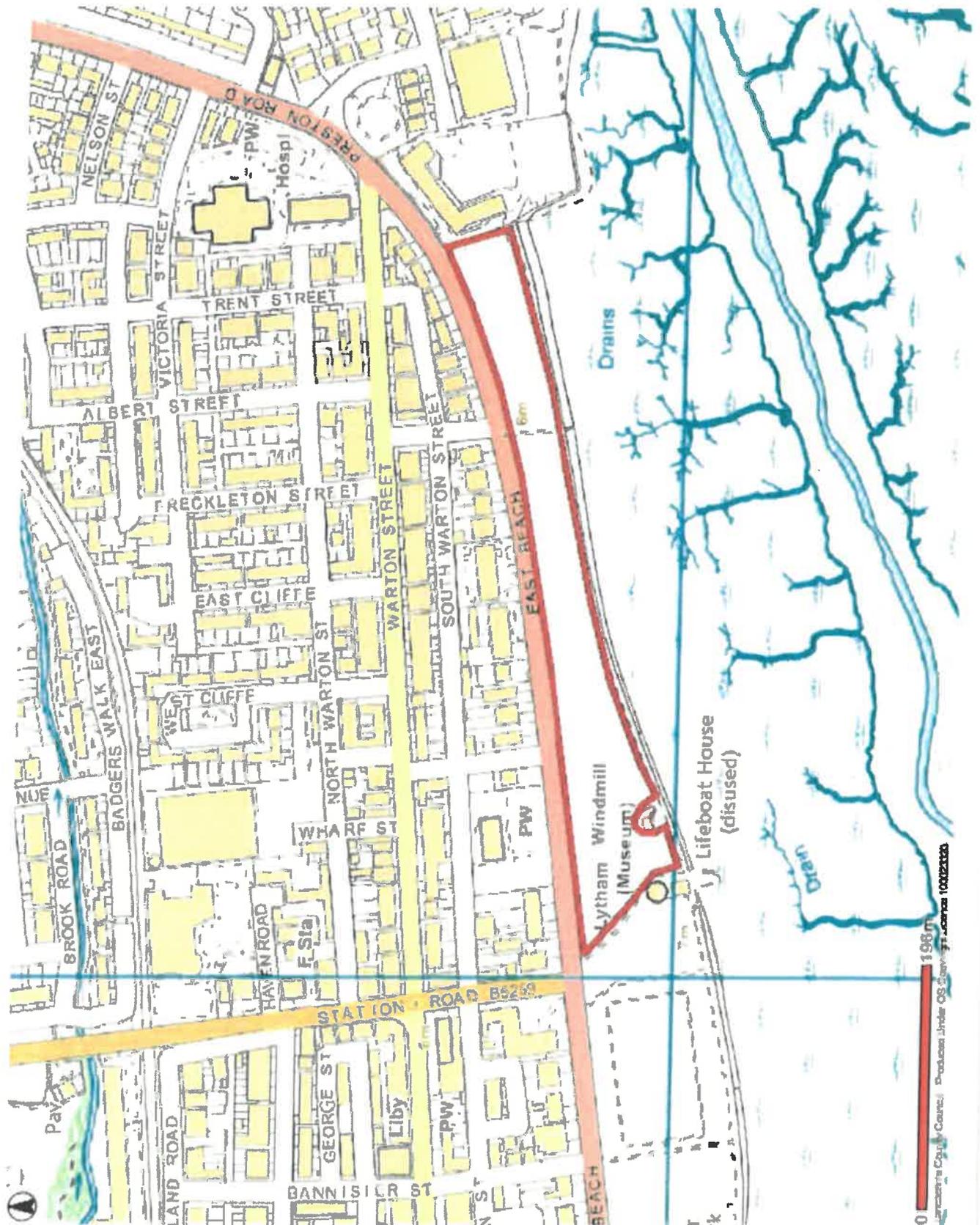
3. In March 2018 the fairground operator contacted the council to enquire if another council owned site in Lytham was available for this year's use, with the preferred site being Lytham Green. The sections of the Green used for the 1940's weekend and Lytham Festival were ruled out because they were already licensed and potential reinstatement works would not allow time for the Green to recover. This triggered concern and debate amongst Lytham residents that the fairground may not be held during the Club Day weekend celebrations.
4. However, the fairground operator continued to work with the council to identify alternative locations in the town or on the Green. After ruling out a number of alternative sites in Lytham sections of the Green that are not used for other major events were considered after the operator expressed his desire to remain on council land having worked successfully with the council for many years. Following subsequent discussions with the council's Estate Manager, the fairground operator was able to agree new layouts for the rides and associated equipment to safely locate the fairground on the section of Green between the Windmill and Jubilee House (see plan at appendix 1).
5. In the lead up to the event in June notification was posted to all residents that lived opposite the site agreed to locate the fairground. This notification resulted in some concern being raised with officers and ward members over the anticipated impact of the fairground in this location. These concerns included increased noise, litter, disorder, drunkenness, theft, etc.
6. The fairground set up on site on 18th June, and opened for operation between Thursday 21st and Monday 25th June in accordance with the agreement. The fairground was then dismantled and the site cleared by 26th June. There were no complaints received whilst the fairground was on site and almost all comments received were positive and favourable. Some comments were however received in respect of live fish being used as prizes on the fairground. This has been raised with the fairground operator who has agreed not to use live fish as prizes in future.
7. It is likely that the Triangle will be required by the coast defence contractor VBA until mid-2020. After that the site will be fully reinstated and will take time to fully recover before it can be used by the fairground again. The fairground operator feels the new location has worked well supported by the positive feedback and has asked for this to be granted again in 2019 and until the Triangle is available to use again.
8. The council's Constitution delegates authority to the Director of Development Service to grant leases/licences for use of land for a period of up to 7 years. This delegation is usually only exercised in consultation with the Chairman and Vice Chairman of the Tourism and Leisure Committee. Given the significant public interest witnessed when there was concern that the fairground may not have a location for Club Day it is recommended that the Director does not exercise his delegated authority and instead seeks a decision from the Tourism and Leisure Committee.

IMPLICATIONS	
Finance	Should the committee agree to the siting of a fairground for 2019 a licence fee of £2,500 would be payable to the Council by the fairground operator.
Legal	An agreement would be entered into with the fairground operator for any approved use of council land.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Walker	paul.walker@fylde.gov.uk	24 August 2018

Attached documents

Appendix 1 – Location of Lytham fairground in 2018



DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	6 SEPTEMBER 2018	7
LYTHAM FESTIVAL AGREEMENT			

PUBLIC ITEM

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

SUMMARY

The parent group of the existing operator of Lytham Festival has restructured and as part of this LPL (Preston) Ltd has been replaced by Live Nation (Music) UK Ltd as the operator of Lytham Festival. The report asks the committee to agree to amend the existing arrangements to reflect the change.

The present arrangements also include a mechanism that was intended to retain Mr Daniel Cuffe and Mr Peter Taylor as directors of the operating company if the council had appropriate reason to do so. The revised company structure makes this no longer appropriate and the committee is therefore asked to agree to it being omitted from the agreement.

RECOMMENDATION

1. That the council agree to amend the arrangements for operating Lytham Festival by (i) substituting Live Nation (Music) UK Ltd as the operators; and (ii) deleting the provision relating to Messrs Cuffe and Taylor continuing as directors of the operator.

SUMMARY OF PREVIOUS DECISIONS

Cabinet, 15 January 2014:

1. That Lytham Proms Ltd are granted a 15 year licence with 5 and 10 year break options to hold the Proms Concerts on Lytham Green under Heads of Terms attached as an appendix to the report.
2. To waive the contract procedure rules relating to the letting of this agreement for the reasons set out in the report.

Tourism & Leisure Committee, 3 November 2016:

That the committee approve the following variation for the remaining 12 years of the licence with Lytham Proms Ltd for use of Lytham Green during Lytham Festival:

- i) The 'Concert Period' to be increased from three (3) consecutive live music events to a minimum of three (3) and a maximum of five (5) entertainment events during the licence period.
- ii) To increase the public liability insurance requirement in section 2.16 of the licence from £5 million to £10 million.

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

THE PRESENT ARRANGEMENTS

1. Lytham Festival is operated by LPL (Preston) Ltd (formerly Lytham Proms Ltd) under a licence arrangement with the council. The present licence allows the operators to stage a festival of between three and five days on Lytham Green. The licence runs to 2028.
2. The terms of the licence include a provision that allows the council, if it had reason, to terminate the arrangement if both Daniel Cuffe and Peter Taylor cease to be directors of the operator without the consent of the council¹.

THE PROPOSED CHANGES

3. The proposed changes to the agreement arise from changes made to the corporate structure of the present operator. They do not directly affect the operation of Lytham Festival.
4. Live Nation (Music) UK Ltd the parent group of the present operator, has restructured its operating companies. Consequently, members are asked to approve the substitution of the present arrangements by arrangements which replace the present operator, LPL (Preston) Ltd (formerly Lytham Proms Ltd), with Live Nation (Music) UK Ltd.
5. Daniel Cuffe and Peter Taylor continue to be closely associated with Lytham Festival as lead operators for the brand on behalf of Live Nation. The company structure of the new operator is such that neither are directors of Live Nation (Music) UK Ltd however, Peter Taylor will continue to be the registered licence holder for Lytham Festival therefore retaining an identity as an enterprise local to the council's area. It is therefore not appropriate, or applicable, for the new arrangements to include the provision requiring both to be retained as directors. Members are requested to agree to the new arrangements not including such a requirement.
6. In all other respects than the identity of the operator and the director retention clause, the new arrangements will be the same as the existing ones.

IMPLICATIONS	
Finance	There are no financial implications arising directly from this report.
Legal	The change in arrangements will be effected by a novation of the existing agreement to the new operator, incorporating a variation to remove the director retention clause.
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
Ian Curtis	ianc@fylde.gov.uk & Tel 01253 658506	16 May 2018

¹ The provision states that the consent of the council cannot be unreasonably withheld, but that the council could refuse consent if the proposal would, in the council's reasonable opinion, result in the operator no longer retaining an identity as an enterprise local to the council's area.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	6 SEPTEMBER 2018	8

NEW DEPOT BUILDING ASHTON GARDENS

PUBLIC ITEM

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

SUMMARY

The proposed new depot building within the Nursery site at Ashton gardens forms part of the Council's Accommodation project and rationalisation of the Council's building assets. The proposal is to relocate the operational workforce from the rear of the Public Offices site and relocate these into the Ashton Gardens Nursery site. This will then enable the disposal of the Public Offices site.

RECOMMENDATIONS

The committee is recommended:

1. To recommend to the Finance & Democracy Committee an increase in the Accommodation Project scheme within the approved Capital Programme for 2018/19 in the sum of £57,000 in respect of the Ashton Gardens depot building, to be funded from the capital investment reserve;
2. Subject to the approval of 1, above, to approve the letting of the contract for the Design and construction of the New Depot Building in the sum of £110,808 to the lowest tenderer, Roger Eaves Building; and
3. Subject to the approval of 1, above, to approve the expenditure on the project as detailed in figure 2 of the report.

SUMMARY OF PREVIOUS DECISIONS

Cabinet 31st August 2010

The resolution of Cabinet to dispose of the Public Offices site.

Full Council on 3rd Dec 2012

agreed: To approve that a contribution of £85,000 is made to a capital investment reserve once capital receipts from the disposals are received, in order that the requirement that the accommodation needs will be met from the capital receipts on a cash-limited basis is maintained

Full Council 4th March 2013

Resolved –The Council approve and adopt the Five year capital programme including the changes proposed by Cabinet as set out in appendix G.

Cabinet 24th September 2014

Resolved – Approve the appointment of the lowest tenderer to carry out the above works. The works were currently estimated to cost in the region of £20,000 and are to be funded from the approved capital scheme in 2014/15 for the Ashton Gardens Depot works in the sum of £85,000.

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

BACKGROUND

1. The proposed new depot building within the Nursery site at Ashton gardens forms part of the Council's Accommodation project and rationalisation of the Council's building assets.
2. At its meeting of the 31ST August 2010 Cabinet resolved to dispose of the Public Offices site together with the garage buildings, chemical store and mess room facilities to the rear of the site.
3. Part of the disposal of the Public Offices site required the relocation of some of the operational functions to Ashton Gardens. To do this it was proposed to invest in the existing depot facilities at Ashton Gardens to accommodate the operational workforce that services the Promenade Gardens, St Anne's Square and the beach, together with pest control. This involves conversion of the old boiler house to accommodate suitable toilet and welfare facilities for the number of staff employed, the construction of a new tractor store and poison storage facilities and associated vehicle parking. These works will create a fit for purpose, health and safety compliant facility for the operational workforce delivering front-line services to residents.
4. Planning permission for the new depot building which is 10.5 lm long and 8.5 lm wide was secured on 13th February 2013.
5. In 2014 the old boiler house in the Ashton Gardens nursery site was converted into toilets for the operational teams at a cost of £22,000.

SCHEME DETAILS

6. To enable the Public Offices site to be disposed of there is a requirement to relocate the operational workforce from the rear of the Public Offices site.
7. Blackpool Council's Capital Projects Team have been engaged to project manage the construction of the new depot building on a design and build basis. The building is of a fairly simple construction with a steel portal frame, concrete floor, metal clad roof and sides with two sealed partitions to the rear of the building which form the chemical storage and mixing areas (See Appendix 1).

PROCUREMENT

8. A Prequalification Questionnaire incorporating an Invitation to Tender document was posted on the 'Chest' in May 2018. The Council placed these tenders on the Pro Contract North west Portal 'The Chest'
9. Following an advertised Expression of Interest the Council received 22 positive enquiries. The invitation to tender requested a fixed price for the Design & Construction of the Storage Building together with external works and demolition.
10. Two tenders were received by the return date 22nd June 2018 -

- Roger Eaves Building Ltd
- Liverpool Mutual Homes Ltd

Tender Prices

Company	Tender Sum
Roger Eaves Building Ltd	£110,808
Liverpool Mutual Homes Ltd	£139,497

FINANCIAL IMPLICATIONS

- Originally in 2012 there was an £85,000 budget for the scheme to create suitable depot facilities at the Ashton Gardens site. Of this £22,000 was spent in 2014 on conversion of the old boiler house into toilet facilities, leaving a balance of £63,000 within the Councils approved 2018/19 Capital Programme for completion of the remaining works.
- However the tender price is £110,808 plus fees for Blackpool Council to project manage the design and construction of the new depot building, bringing the estimated total scheme costs to £120,000.
- As the lowest tender returned is significantly higher than budgeted for officers have reviewed the original estimate and examined construction inflation since the original estimate was produced in 2012. This has revealed that construction inflation in the North West from 2012 (3rd qtr) to 2018 (2nd qtr) has been 75%¹, which when applied to the remainder of the budget established in 2012 (£63,000) results in a revised estimate of £110,250. As the work has been competitively tendered the lowest quote is considered reasonable when taking into account the above indices since the original budget was established.
- Consequently for the scheme to be delivered it is necessary to seek approval to the increase in the funding for the scheme from the Finance and Democracy Committee in the sum of £57,000.
- The total project cost is estimates as follows –

Description	Budget
Construction	£105,808
Contingency	£5,000
Project Management Fees	£9,192
Total	£120,000

MAINTENANCE

- The additional maintenance required to maintain the building can be met from the current approved revenue budgets within the Parks Maintenance and the Technical Services building maintenance teams.

PROGRAMME

- The following programme for delivery of the project is proposed :

- Award of Contract 2nd October 2018
- Submission of Design to Client 9th October 2018
- Design Review by Client 9th November 2018
- Submission of revised Design 16th November 2018
- Confirmation of Acceptance 7th December 2018
- Commence on Site 14th December 2018
- Completion 29th March 2019

- A project risk assessment has been completed which is attached at appendix 2.

¹ Royal Institute of Chartered Surveyors Indices produced by the BCIS Building Cost information service.

CONCLUSION

19. The construction of the new depot building in Ashton Gardens will enable the operational team's plant, machinery and equipment together with the chemical store to be moved from the Public Offices site and relocated to the Nursery Depot site within Ashton Gardens. These works will create a fit for purpose, health and safety compliant facility for the operational workforce delivering front-line services to residents.
20. The recommendation is, subject to the approval of the increase in the approved Capital Programme scheme for Ashton Gardens depot building in the sum of £57,000, to award the contract to Roger Eaves Building Ltd at a total tender price of £110,808.

IMPLICATIONS	
Finance	The report proposes a request to the Finance and Democracy Committee to an addition to the cost of the Ashton Gardens depot element of the Accommodation Project within the approved Capital Programme in the sum of £57,000, to be met from the Capital Investment Reserve if approved. Subject to this approval the Committee is also requested to authorise the award of the contract and the commencement of the scheme.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	The new building provides a fit for purpose, health and safety compliant facility for the operational workforce.

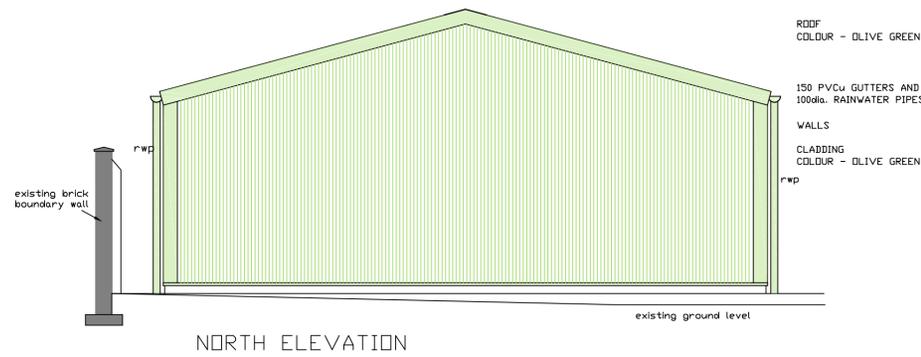
LEAD AUTHOR	CONTACT DETAILS	DATE
Darren Bell	Darren.bell@fylde.gov.uk 01253 658465	21 st August 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

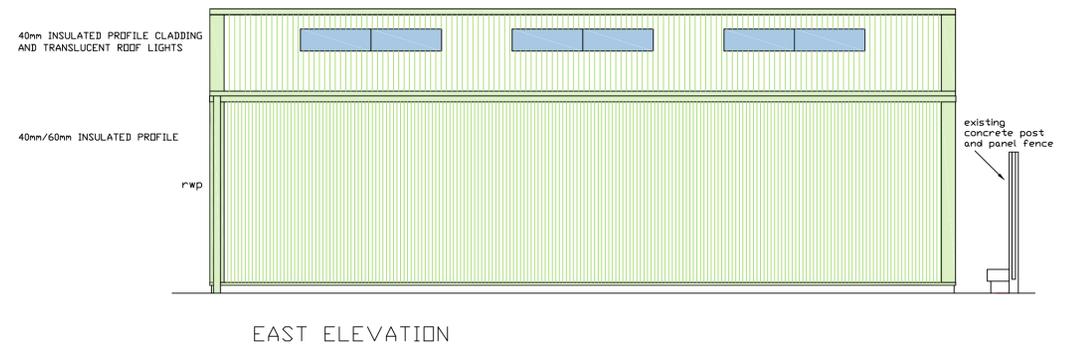
Attached documents

Appendix 1 Ashton Gardens Proposed replacement storage building drawing

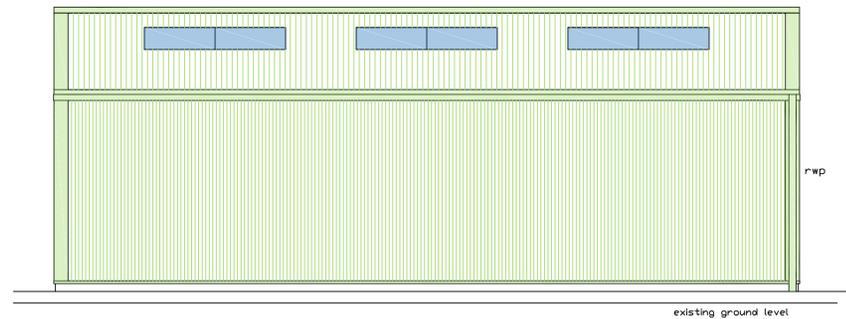
Appendix 2 Project risk assessment



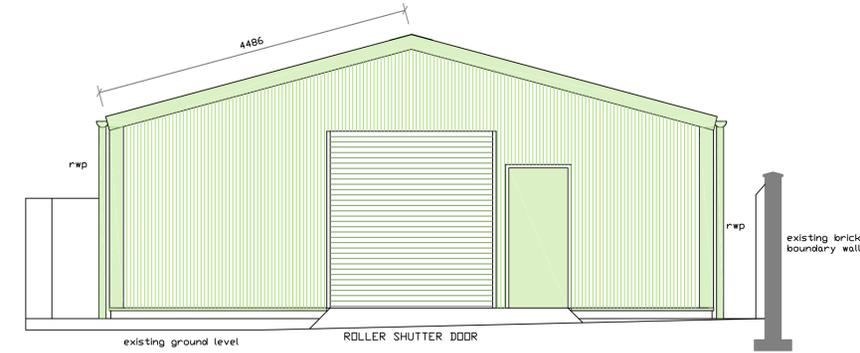
NORTH ELEVATION



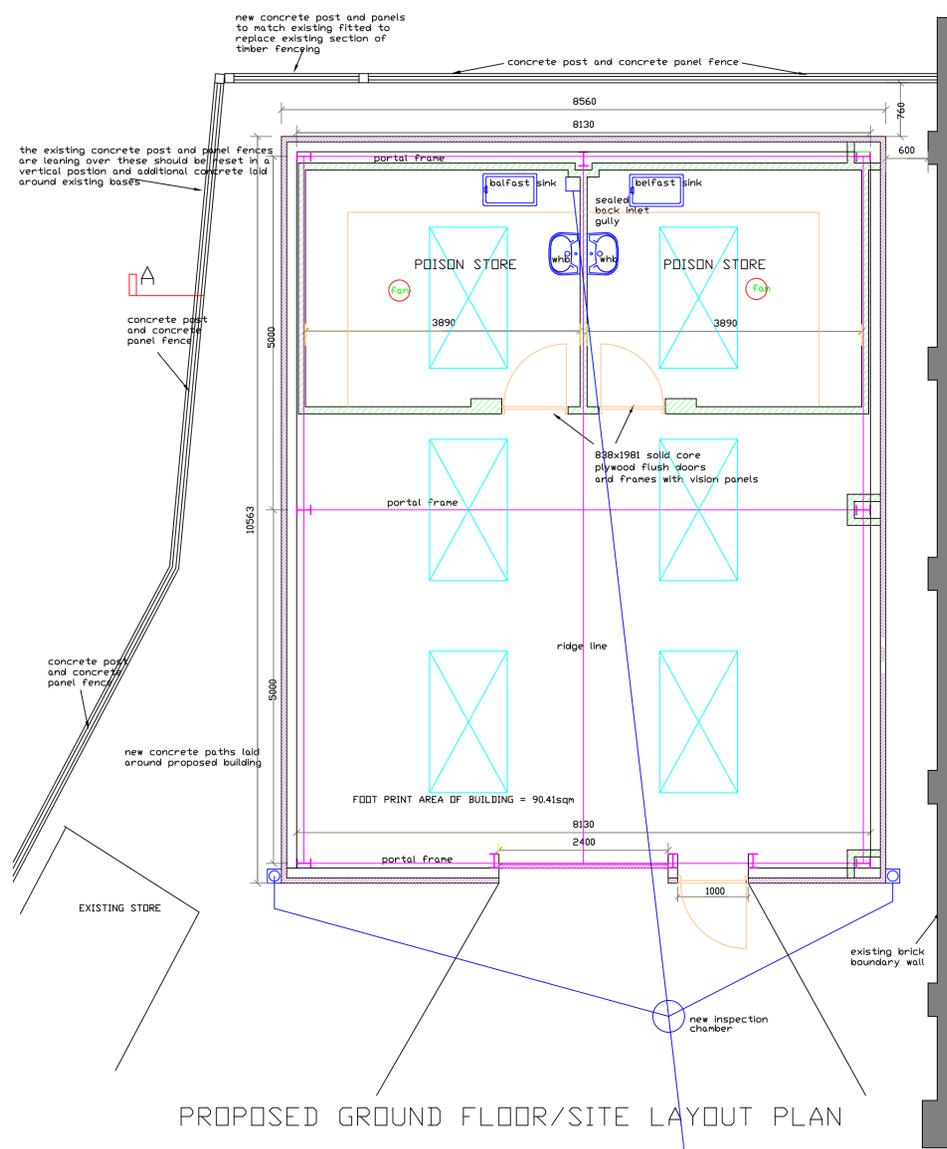
EAST ELEVATION



WEST ELEVATION



SOUTH ELEVATION



PROPOSED GROUND FLOOR/SITE LAYOUT PLAN

Proposed Extension:-
 Roof - Steadmans AS35 Insulated Profile Sheeting
 40mm Insulated Profile Sheeting And Roof Lights (Class A) - Colour Olive Green
 On Z Purlins On Portal Frame Construction
 Walls - Steadmans AS35 Insulated Profile Sheeting
 40mm insulated profile sheeting - colour olive green
 on sheeting rails on portal frame construction
 60 mins fire protection on east elevation required.

Portal Frame
 Contractor to design portal frame in accordance with relevant British Standards and Building Regulations and submit these to client for approval prior to commencing work on site

Poison Stores
 Both to be fitted with Belfast sink and whb and lockable robust kitchen style baseunits with 40mm worktop and wall cupboards/shelf units as agreed with client.
 tiled splashback behind worktop and ceramic floor tiling.
 paint grade blockwork to be painted with eggshell or similar.

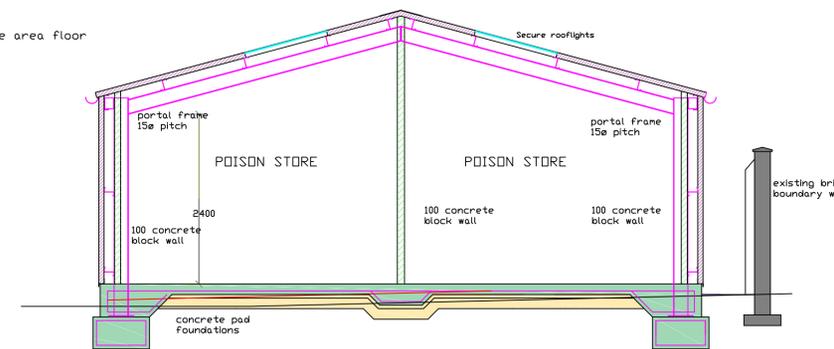
epoxy floor paint to large store area floor

3no stanchions on east elevation encase with 100 concrete blockwork up to roof level

200 thick reinforced concrete floor and perimeter ground beam on visqueen 2000 dpm on 50 sand blinding on compacted hardcore.
 Actual design of base and foundations to be provided by local authority engineers
 Floor in storerooms to be provided with removable corrosive resistant buckets actual size to be determined by local authority

Internal Walls
 100 concrete blockwork with 440x215 piers and 140x100 RC lintels over door openings

110 dia pvcu pipes with flexible joints bedded and surrounded with 150 pea gravel new gullies to be back inlet gullies note if drains below floor slab are less than 300mm below slab they are to be encased in 150 concrete
 New manholes to be 460 dia polypropylene chambers bedded and surrounded with 150 concrete with heavy duty covers



SECTION AA

Electrical
 All light fittings to have an average initial (100 hour) lamp plus ballast efficacy of not less than 50 lumens per circuit watt.
 All fittings to be controlled by manual switches supplemented by an automatic system which will dim or switch off the lighting when there is sufficient daylight or when they sense the absence of occupants.
 The lighting system should be designed in accordance with the recommendations in BRE Digest 498

Emergency lighting:-
 A scheme for emergency lighting to be designed in accordance with BS 52656 Part 1 Emergency Lighting Code of practice and submitted to the Local Authority for approval prior to work commencing and to include the provision of illuminated Emergency Exit signs and lighting to escape routes and cover open plan areas over 60sqm and windowless rooms
 A scheme for the Fire alarm system to be installed with call points at each exit door and alarm bells sited to be audible to all areas of the building to be submitted to the local authority for approval prior to work commencing. The system to be designed in accordance with BS 5839 PART 1

Mechanical Ventilation:-
 Storerooms - ceiling mounted fans rated at 30litres/sec (minimum) ducted to external air and wired into light switches with 15min overrun (actual rating of fans to be checked with local authority)

Plumbing:-
 Vents to be fitted with 32dia waste pipe with 75 deep seal trap fitted discharging below grating into back inlet gully
 Belfast sink - 40dia waste pipe with 75 deep seal trap discharging below grating into back inlet gully
 Rodding access to be provided at all 90e bends on waste pipes and at main junction of soil pipe into existing SVP

Disabled Access:-
 All internal doors to be at least 1981h x 838w giving a minimum 750 clear opening.
 Front entrance/emergency exit door to be a min. 900mm wide giving a clear opening width of 800mm
 Level access to be provided at main entrance door/emergency exit door with access ramps having a max. slope of 1:20.

REV A MARCH 2013
 Fire protection added to boundary wall
 stanchions and cladding, rating of roof lights
 added and sizes of gutters and rainwater pipes

Date	Revision
A	** **



Technical Services
 Development Services
 The Town Hall
 Lytham St Annes
 Lancashire
 FY8 1LW

Tel: 01253 658658 E-mail: webmaster@fylde.gov.uk

Drawn By: PCNixon	Date: Jan 2018
Checked By: **	Scale: 1:50@A1

Project:
**Ashton Gardens
 St Annes**

Title:
**Proposed Replacement
 Storage Building**

Drawing Number:
TS11047/06

Committee Risk Assessment Template

Directorate: Development Services		Date of Assessment: 22 nd August 2018		
Section: Technical Services		Assessment Team: Property Services Blackpool Council		
Assessment Activity / Area / Type: ASHTON GARDENS – PROPOSED STORAGE BUILDING				
Do the hazards create a business continuity risk? No				
RISK DESCRIPTION	RISK SCORE (Likelihood x Impact)	RISK MITIGATION	RESIDUAL RISK SCORE (Likelihood x Impact)	RISK OWNER / RISK REGISTER
Building Regulation Approval Required	4	The proposal was previously conditionally approved in March 2013, but this has since expired. The contract involves design input from the contractor which will address the original conditions in respect to the identified structural elements of the building. An application for Building Regulation Approval will be submitted by the contractor prior to commencement on site	2	Property Services Awarded Contractor

Increased future maintenance implication for the Council	4	The proposed construction materials are generally low maintenance in nature and should therefore provide a good overall structure lifespan. The building will also be initially covered for 12 months during the defects liability period, but the building will need to be added when reviewing the maintenance budget for 2020.	2	FBC
Failure of contractor to deliver to specification	4	The work is to be implemented as a fixed price contract under the terms and conditions of a JCT Minor Works Contract (with contractor design input). The contract administration is to be carried out by Property Services on behalf of FBC Technical Services; all works will be completed as per design and specification. Part or interim payments will be adopted and ratified by means of progress and signed off by FBC Technical Services.	2	Property Services/ FBC Awarded Contractor
Project not delivered on time and funding not utilised	4	The proposed works will be covered by a JCT Minor Works Contract (with contractor design input); this allows penalties for the late completion of works, thus ensuring that the contractor uses his best endeavours to deliver to the agreed programme. A contract shall be signed with the contractor for the delivery of this project.	3	Property Services/FBC

Project Overspend	4	Property Services will monitor and control costs, keeping FBC Technical Services advised of any issues. The contract sum does contain some contingencies to cover any unforeseen issues that may occur on site.	2	Property Services/FBC
Possibility of personal injury to members of the public during the construction period.	4	<p>The contractor will prepare and submit his Construction Stage Health and Safety Plan as required in their tender submission. This will detail the safe construction and operation of plant and machinery in and around the site, including deliveries, providing any mitigation factors used for working in close proximity to the public.</p> <p>Whilst this proposal is within Ashton Gardens, it is situated in the service yard area which is not designated for general public access; this should greatly reduce any potential conflict with members of the public during construction. Further the site will be fenced off, both within the service yard area and along the north fence line within the park.</p> <p>Contractor's access to site will be via the back street adjacent to the service yard and the contractor will exercise appropriate control measures for deliveries etc.</p> <p>The contractor will confirm he has the required £5M Public Liability Insurance and £10M Employers Liability Insurance.</p>	4	<p>FBC</p> <p>Awarded Contractor</p>

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
COUNCILLOR RICHARD FRADLEY	TOURISM AND LEISURE COMMITTEE	6 SEPTEMBER 2018	9

LYTHAM HALL PROGRESS REPORT

PUBLIC ITEM

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

SUMMARY OF INFORMATION

An update on the progress on partnership arrangements and structures necessary for a new Heritage Lottery Fund (HLF) bid for the restoration of Lytham Hall. At this meeting there are no recommendations to approve or decisions for the committee therefore the update is included as an information item.

SOURCE OF INFORMATION

Councillor Fradley and the partners working towards a new HLF bid; Lytham Town Trust (LTT) and Heritage Trust North West (HTNW).

LINK TO INFORMATION

Not applicable

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To ensure that the committee is informed about the latest developments and reassured that progress is being made.

FURTHER INFORMATION

Contact: Councillor Richard Fradley (clr.rfradley@fylde.gov.uk)

Lytham Hall HLF Restoration Bid Progress Update

Members of the committee will be aware of the work that has been carried out to rebuild relationships, structures and a new strategy for the Heritage Lottery Fund (HLF) bid for the restoration of 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 proposal to form a new partnership for Lytham Hall.

Over the last few months the focus has been on agreeing the terms of reference, role, responsibility and membership of the proposed new partnership, this has been a challenging task which will be completed in

September when the various partnerships have returned to full capacity after the summer period. There has been a number of meetings to progress the proposal for a new partnership and the intention is to finalise proposals in September at respective board meetings with a view to present the structure and terms of the partnership before the T&L committee on November 7th with a request to include the partnership as a formal Outside Body. It should be noted that re-building a sustainable and productive partnership after the difficulties experienced between the organisations requires time, patience and negotiation.

Both HTNW and LTT have welcomed and appreciated the support provided by Fylde Council and in particular the facilitation Councillor Fradley has brokered to establish new arrangements. The relationship between the representatives from LTT, HTNW, HLF and Councillor Fradley have been constructive, 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 through the proposed new partnership.

It is intended that the new partnership, when or if agreed, will be the body which oversees and co-ordinates a new bid for the restoration of the Hall and would subsequently monitor project delivery and spend. This committee has previously agreed that Fylde Council will act as the accountable body for any future HLF bid, it is therefore expected that if the partnership is established that Fylde has an elected representative on the partnership.

A further progress report will be presented to the committee on November 7th 2018.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	6 SEPTEMBER 2018	10

FAIRHAVEN HERITAGE LOTTERY PROJECT UPDATE

PUBLIC ITEM

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

SUMMARY OF INFORMATION

Further to the previous report presented at the additional T&L July Committee the project Officers have been busy finalising the application and supporting documents ahead of a Round 2 submission on the 31st August 2018.

The funding determination period is approximately 3 months, with a decision due in the second week of December 2018. The HLF will make a site visit to Fairhaven in October to assist with the decision making process and this will include the HLF Case Officer, the Head of HLF North West and a member of the North West Committee. An update will be given to this Committee and the Project Board following the site visit.

SOURCE OF INFORMATION

Charlie Richards – Fairhaven Project Officer

LINK TO INFORMATION

N/A

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

A request was made at the Tourism & Leisure Committee held on the 7th September 2017 for a regular information item to be presented to the Committee.

FURTHER INFORMATION

Contact – Charlie Richards, Fairhaven Project Officer, 01253 658472, charlie.richards@fylde.gov.uk

Contact – Mark Wilde, Head of Tourism, Leisure and Cultural Services, 01253 658475, mark.wilde@fylde.gov.uk

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	6 SEPTEMBER 2018	11

OUTSIDE BODIES

PUBLIC ITEM

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

SUMMARY OF INFORMATION

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.

In line with the Protocol for Members on Outside Bodies (Part 5f of the Council's Constitution), every member serving on an outside body is required to complete a reporting form every six months, which is submitted to the relevant programme committee to which the external partnership relates.

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

SOURCE OF INFORMATION

Elected member representatives to the Outside Bodies

LINK TO INFORMATION

[Outside Bodies Reports and Summary](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact Tracy Manning, Director of Resources – tracy.manning@fylde.gov.uk

Outside Body	Councillor	Report Status
Tourism & Leisure Committee, 6/9/18 meeting		
Arts Partnership for Fylde	Raymond Thomas	Attached
Arts Working Group	Vince Settle	Attached
Fairhaven Lake & Gardens Restoration Project Board	Cheryl Little	Attached
Fylde Arts Association	Raymond Thomas	Attached
Fylde Coast YMCA Partnership Board	Sandra Pitman	Attached
Lowther Trust	Brenda Blackshaw	Attached
Lytham Town Trust	Tim Ashton	Attached
St Georges Day Festival Committee	Richard Fradley	Nil report–no meetings

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) Cllr Raymond Thomas Arts Partnership for Fylde

Email cllr.rthomas@fylde.gov.uk

Period this report covers (date): February 2018

Name of Outside Body: Arts partnership for Fylde

How often does the organisation meet? And how often have you attended? As required and at different locations in the Fylde. Membership now exceeds over a 100. Attended four meetings with Cllr Tim Ashton. Next meeting at the end of September in Singleton.

Key issues arising for Fylde Borough Council APF continues to work with a variety of organisations eg Arts Lancashire, AFC Fylde Board Development days continue to represent the wider Fylde area and a diversity of age and ability. It continues to represent and support Fylde based artists and art organisations. FBC unfortunately does not fund any of the proposed events. Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc

Who did you inform of these issues within Fylde Borough Council? report to T and L committee when appropriate.

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

Any further comments?

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) Vince Settle

Email Cllr.vsettle@fylde.gov.uk

Period this report covers (date): June-August

Name of Outside Body: Arts Working Group

How often does the organisation meet? And how often have you attended? Every 2 months. Attend each meeting.

Key issues arising for Fylde Borough Council None

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

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

In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? No

Any further comments? The meeting now seems to spend most of its time on ideas to fill the Booths gallery, with exhibitions. I don't feel a councillor adds any value to this debate. Issues regarding the future of the art collection could involve these outside groups on an ad hoc basis as and when their advice could be useful

Outside Body Report Fairhaven HLF Project Board

In December 2016 it was confirmed that Fylde Council had been successful with a first round funding application to the Heritage Lottery Fund for the restoration of Fairhaven Lake & Gardens. A HLF Project Board was set up and I represent Fylde Council – I am also a Fairhaven Ward Councillor

The HLF first round pass also enabled the Council to employ two new staff members and to appoint a Lead Consultant to head a team of specialist consultants in order to progress the outputs required to make a full capital grant application of circa £1.5M to the HLF, in August 2018, as detailed in previous committee reports.

The outputs required through the development phase included full RIBA Stage 3 designs and masterplan, RIBA Stage 3 cost plan, 10 year Management and Maintenance plan, Conservation Management plan, Activity and Interpretation plan and 5 year Business plan.

MASTERPLAN DEVELOPMENT

The Fairhaven Officers have managed a programme of further design and consultation in conjunction with the consultancy team and other officers of the council, with the aim of testing and developing the existing design in order to provide enhanced facilities that meet the aims and needs of local people and visitors.

Officers have provided regular updates on the design programme to the Fairhaven HLF Project Board on a monthly basis and regular Information reports have been presented at the Tourism and Leisure Committee meetings.

This has resulted in the finalisation of the proposed Round 2 masterplan,

- a. The key principles of the masterplan have remained the same from the Round 1 bid; which include
 - a. Completion of circular pathway around the lake
 - b. Restoration of 3 heritage buildings; Pavilion Café, Boathouse (now named the 'Watersports Centre') and Pagoda building (current RSPB Discovery Centre)
 - c. New Adventure Play area
 - d. Restoration of the Japanese Gardens
 - e. Lake edge pilot projects
 - f. Partial lake de-silting and new aeration system
 - g. Tennis Court improvements
 - h. Vegetation management and planting enhancements
 - i. Installation of new lake penstock by sea defence project

The key additions which have been incorporated during the development phase include:

- a. 18 hole Adventure Golf course
- b. Forest School Island

- c. Winter Wader Roost
- d. Boating Jetties
- e. Beach Area
- f. Boat storage park

ACTIVITY AND INTERPRETATION

The physical development on Fairhaven will allow a significant increase in the number of activities and events associated with heritage, environmental, sport & health, education and the arts. As with the capital works, the proposed activities have been developed from those proposed at Round 1 to those proposed for Round 2.

In summary there were 550 events planned during the 3 year delivery phase with an estimated 16,000 participants for the Round 1 bid. Currently, the planned Round 2 submission will contain less activities/events at 360 but with a 'fewer, bigger, better' philosophy, as agreed with the HLF. The 360 events should reach an estimated 26,000 participants. The Round 2 application will contain more activities/events focused around water sports, environmental, arts and outdoor learning following consultation in the development phase. These will supplement the main heritage events and activities planned and provide much needed income for the Council in the long term.

The key activities and events that remain from the Round 1 application include:

- a. Heritage Regatta
- b. Community Archaeology
- c. Heritage Walks and Talks
- d. Developed Friends' Group events
- e. Memories Community Theatre
- f. Work-in-progress tours
- g. Xplorer trails
- h. Photography skills
- i. Pram/buggy and wellness walks
- j. Sports and Recreation schools pass
- k. Ecology ID Workshops
- l. Conservation workshops
- m. Self-led guide production
- n. Work placements and training

The key additions incorporated into the Round 2 activity plan include:

- a.** Heritage Open Days (part of national programme)
- b.** Forest school
- c.** Autumn arts
- d.** Cultural exhibitions
- e.** Watersports
- f.** Adult learning
- g.** John Muir Award
- h.** Children's university
- i.** Youth steering group

Most recently I delivered a report to Full Council for the underwriting of £343k which was ratified on 16th July 23018

Cllr Cheryl Little

Chairman Tourism and Leisure Committee

Outside Bodies - Member Reporting Form

Item 11 - Appendix 1

Details

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

Cllr Raymond Thomas

Email

cllr.r.thomas@fylde.gov.uk

Period this report covers (date):

from February 2018

Name of Outside Body:

Fylde Arts Association

How often does the organisation meet? And how often have you attended?

As required - attended poetry and music events.

Key issues arising for Fylde Borough Council

no great issues

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

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

T and L as relevant

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

Yes

Any further comments?

Details

Councillor Name and Role on

Outside Body (for example, Observer, Trustee, Director) Cllr.Sandra Pitman Rep. on Fylde Leisure Sub Group

Email cllr.spitman@fylde.gov.uk

Period this report covers (date): February - August 2018

Name of Outside Body: YMCA

How often does the organisation meet? And how often have you attended? Four meeting per year. I attended the meetings on February 28 and 23 May 2018.

Key issues arising for Fylde Borough Council

Ongoing repairs to St. Anne's Pool, run by YMCA. Providing a range of health and fitness activities to suit the needs of adults of all ages to prolong a healthy life and to provide opportunities to learn to be safe in water through swimming lessons.Ch

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

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

Chairman of Tourism & Leisure

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

As the main provider of sporting venues and activity programmes, YMCA has a key role in the delivery of health & fitness and is very responsive to changing customer needs.St. Anne's Pool is a key facility providing for schools and the wider public, both those who are YMCA members, and those who are not.It provides a venue for charity fundraising events and sporting competitions. From time to time there has been friction between Fylde Council and the YMCA, over the past two years. These have been caused by the need for essential repairs. The more commercial approach of YMCA, aware of the loss of footfall and subject to daily complaints by the public and staff, can become impatient with the slower,more procedure - bound approach of Fylde Council which will not suffer the consequences of lost revenue and memberships.Undoubtedly this problem will continue as the corrosive effects of chlorinated air travelling freely around the building, with its design defects, will test the relationship between Fylde Council & YMCA. Rural Splash in Kirkham is an ageing facility but continues to provide an invaluable service and fitness facility outside of the Lytham St. Anne's area.The facility manages to break even but ongoing maintenance & repairs are difficult. It is disappointing to note that a number of town/parish councils have ceased to give an annual, voluntary contribution to Rural Splash, a practice they once adopted. This will endanger the continuance of the pool in an age when health and safety are a priority - as is the importance of children learning to swim. I would hope that Councillors lobby their parish/town councils to restore their contributions to Rural Splash.The enhanced budgets for competing in the In Bloom competition should not be at the expense of youngsters leaning to swim.

Any further comments?

Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Councillor Brenda Blackshaw
Period this report covers (date):	
Name of Outside Body:	Lowther Trust
How often does the organisation meet? And how often have you attended?	Meetings monthly with 1 or 2 more in between
Key issues arising for Fylde Borough Council <i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i> (continue on a separate sheet if necessary).	"Some great successful events over last few months. The planning application for the redevelopment is currently under consideration by Council. Decision anticipated soon. The Trust are in negotiation with leaseholder of the cafe over implications of the redevelopment proposals and hope to come to a agreement. Many productions planned in rhe next few months."
Who did you inform of these issues within Fylde Borough Council?	I report to Paul Walker and Mark Wilde
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes we still need a member on as Teustee for FBC
Any further comments? (continue on a separate sheet if necessary)	

Details

Councillor Name and Role on
Outside Body (for example,
Observer, Trustee, Director) Tim Ashton Durector

Email tim.ashton@lancashire.gov.uk

Period this report covers
(date): April - September 2018

Name of Outside Body: Lytham Town Trust

How often does the
organisation meet? And how
often have you attended? quarterly - most meetings attended

Key issues arising for Fylde
Borough Council

Lytham Town Trust (LTT) owns Lytham hall and has granted a lease to operate the hall to The Heritage Trust Northwest (HTNW) A large regeneration project has been taking place both within the grounds and on the building at Lytham Hall. The works include, amongst other things - painting the building and regenerating the internal space. Fylde Council is assisting both LTT and HTNW agree a way forward to ensure the longevity of the Hall and Grounds, Cllr. Richard Fradley has acted as an intermediary and to date positive steps have been taken. The trust also operates the Assembly Rooms in Lytham and these rooms are not very well used and on occasion the council holds events there. Lancashire County Council is proposing to move the library service into the Assembly Rooms – no date has yet been decided. This will impact on the Lytham Library and Institute Building in Lytham which is owned by Fylde Council. At the present time LTT and The Friends of Lytham Library and Institute are discussing the best way forward to utilise the building for community use, either in full or part. The Library and Institute was paid for and built by the public and should remain as a public building

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

Who did you inform of these
issues within Fylde Borough
Council? The Chief Executive is fully aware of all issues a

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

Any further comments?

Fylde Council is in a strong position to work with LTT and HTNW to help raise funds for the refurbishment of Lytham Hall and Grounds, the only Grade One Listed building in the Fylde. Fylde Council is also pivotal in ensuring that the Lytham Library & Institute remains available to the community in some shape or form. To this end it would seem sensible for Fylde Council, LTT and The Friends of Lytham Library to work together to ensure this is achieved.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	6 SEPTEMBER 2018	12
GENERAL FUND REVENUE BUDGET MONITORING REPORT 2018/19 - POSITION AS AT 31ST JULY 2018			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the General Fund (GF) Revenue Budget of the Council as at 31st July 2018 and specifically for those areas under the remit of the Committee.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to July 31st 2018.

LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 31st July 2018:

<http://www.fylde.gov.uk/council/finance/budget-monitoring/2018-19/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise periodic revenue budget monitoring reports for those areas under the remit of the Committee.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566 e-mail: paul.o'donoghue@fylde.gov.uk

GENERAL FUND REVENUE BUDGET MONITORING REPORT 2018/19 –**POSITION AS AT 31ST JULY 2018****Summary**

The purpose of this report is to provide an update on the General Fund (GF) Revenue Budget of the Council as at 31st July 2018. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 31st July 2018.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2018/19 budget at its meeting on 5th March 2018. Subsequently on 25th June 2018 the Finance and Democracy Committee approved the financial outturn position for 2017/18. The impact of those approvals, including savings and growth options approved at Council and slippage from 2017/18 approved by the Finance and Democracy Committee, are now reflected in the financial ledger of the Council and therefore this report monitors expenditure and income against the updated approved budgets.

2. Budget Rightsizing Exercise

- 2.1 For a number of years the Council has carried out an annual budget rightsizing exercise to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process will be repeated during the second quarter of 2018/19 and any resulting changes to budgets will be reflected in later updates to the Councils Financial Forecast.

3. Budget Areas to Note

There are a number of budget areas to note on this General Fund Budget Monitoring report:

i. Employee Costs

The budget forecast which was approved by Budget Council in March 2018 assumes reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200,000 per annum from 2018/19 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a level of turnover savings in excess of this. This budget will be kept under review during the remainder of the financial year.

ii. Sale of Sand (Sand-winning)

Income from the sale of sand has continued on an improving trend, largely as a result of an uplift in the contract price, together with sustained higher demand than was experienced in earlier years as a consequence of greater levels of activity in the construction industry. This income budget will be reviewed as part of the budget right-sizing exercise and may be increased to reflect a revised income expectation.

iii. Fleet Costs

There are a number of favourable variances in respect of vehicle costs in the period to date. Some are due to the fact that a number of new vehicles have been acquired in the past 6 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. This budget will be kept under review during the remainder of the financial year and adjusted as necessary.

iv. Car Park Income

The sustained period of good weather in the early part of the year has led to an increase in the number of visitors to the area resulting in a higher level of parking income as compared to the budget. The budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.

v. Disabled Facilities Grant Fee income

The significant increase in the level of Disabled Facilities Grant funding from central government in recent years has the effect of also increasing the level of fees receivable by Fylde Council for the management of grant-funded works as more grants are able to be awarded. Additionally the grant management fee level has been increased to 15% in line with that levied by other councils. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.

4. Conclusions

External pressures outside the Council's control are impacting on all local authorities. Instructions remain in place that officers should not commit to any unnecessary expenditure and should seek to maximise efficiencies. This approach has a downward impact on costs incurred by the Council and may result in an under-spend against budget this year.

Regular budget monitoring reports are an integral part of the Council's financial monitoring framework. These will be available on the Councils website.

Finance staff work continuously with budget holders across the Council, and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.

We are still at the early part of 2018/19 and it is therefore not possible to draw any firm conclusions on the in-year financial position. The financial risks facing the Council, as set out in the MTFs to Council in March 2018 still remain. Instructions issued by Management Team that budget holders are to remain prudent in order to build up additional balances are still in place.

Appendix A

REVENUE MONITORING 2018/19 - Period 4 to July 31st 2018 (Variances in excess of £5k)

Key	Color	Description
	BLUE	Variance currently showing but expected to be on target at year end
	GREEN	Favourable variance against latest budget
	AMBER	Adverse variance against latest budget
	RED	Projected adverse outturn variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£		%			
FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS										
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	8,909,937	3,048,951	3,008,922	-40,029	FAVOURABLE	-1.3%		Corporate	The budget forecast which was approved by Budget Council in March 2018 assumes reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200,000 per annum from 2018/19 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a level of turnover savings in excess of this. This budget will be kept under review during the remainder of the financial year.
TOURISM & LEISURE COMMITTEE										
Lytham-Leisure (Strategic)	Games Site Fees	-59,000	-38,308	-44,311	-6,003	FAVOURABLE	-15.7%		Lisa Foden	A long period of favourable weather conditions during the first part of the financial year had led to increased patronage at a number of leisure sites, resulting in this increase in games site income. This budget will be kept under review during the remainder of the financial year and adjusted as necessary.
Coast and Countryside	Sale of Sand (sandwinning)	-300,000	-100,080	-131,421	-31,341	FAVOURABLE	-31.3%		Marie Percival	Income from the sale of sand has continued on an improving trend, largely as a result of an increase in the contract price, together with sustained higher demand than was experienced in earlier years. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.
OPERATIONAL MANAGEMENT COMMITTEE										
Fleet	FMS Material Cost	147,670	49,333	34,944	-14,389	FAVOURABLE	-29.2%		Kathy Winstanley / Steve Fulton	There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 6 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. This budget will be kept under review during the remainder of the financial year and adjusted as necessary.
	Fuel Costs	318,906	106,376	90,971	-15,405	FAVOURABLE	-14.5%			
	Tyres - Renewal	35,086	11,834	5,725	-6,109	FAVOURABLE	-51.6%			
Utilities/Business Rates	Business Rates	235,441	235,441	220,541	-14,900	FAVOURABLE	-6.3%		Marie Percival	The budget for business rates charges in respect of Council properties is greater than the revised level of charges under the new 2017 rating list. The budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.

Appendix A (cont'd)

REVENUE MONITORING 2018/19 - Period 4 to July 31st 2018 (Variances in excess of £5k)

Key	Color	Description
	BLUE	Variance currently showing but expected to be on target at year end
	GREEN	Favourable variance against latest budget
	AMBER	Adverse variance against latest budget
	RED	Projected adverse outturn variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£		%			

OPERATIONAL MANAGEMENT COMMITTEE (Cont'd)

Car Parks	Car Parking Fees	-575,000	-230,000	-273,140	-43,140	FAVOURABLE	-18.8%		Andrew Loynd	The sustained period of good weather in the early part of the year has led to an increase in the number of visitors to the area resulting in a higher level of parking income as compared to the budget. The budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.
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ENVIRONMENT, HEALTH & HOUSING COMMITTEE

Housing Standards	Disabled Facilities Grant Fees	-55,000	-18,344	-45,395	-27,051	FAVOURABLE	-147.5%		Kirstine Riding	The significant increase in the level of Disabled Facilities Grant funding from central government in recent years has the effect of also increasing the level of fees receivable by Fylde Council for the management of grant-funded works as more grants are able to be awarded. Additionally the grant management fee level has been increased to 15% in line with that levied by other councils. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.
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DEVELOPMENT MANAGEMENT COMMITTEE

Development Management	Consultants Fees	51,000	17,012	8,268	-8,744	FAVOURABLE	-51.4%		Mark Evans	Consultants are appointed as and when necessary to provide specialist advice on complex planning applications and projects. Accordingly the budget spend is dependant upon the nature of planning applications submitted during the year. The budget will continue to be monitored during the remainder of 2018/19 and adjusted as necessary.
Planning Appeals	Planning Appeal Hearing Costs	80,000	26,688	60,915	34,227	ADVERSE	128.2%			Expenditure on planning appeals is dependant upon the number and nature of planning appeals. A number of planning appeals (following the refusal of major planning applications) have taken place during the first part of the year. There are two known further public inquiries scheduled to be held during the remainder of the financial year (relating to Fylde Fisheries and Sanderlin Way) which it is hoped can be contained within the remaining approved budget.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	6 SEPTEMBER 2018	13
CAPITAL PROGRAMME MONITORING REPORT 2018/19 – POSITION AS AT 31st JULY 2018			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the approved Capital Programme of the Council as at 31st July 2018 and specifically for those schemes under the remit of the Committee.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to July 31st 2018.

LINK TO INFORMATION

Capital Programme monitoring Report to 31st July 2018:

<http://www.fylde.gov.uk/council/finance/budget-monitoring/2018-19/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise the Capital Programme monitoring reports for those schemes under the remit of the Committee.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566

e-mail: paul.o'donoghue@fylde.gov.uk

**CAPITAL PROGRAMME MONITORING REPORT 2018/19 –
POSITION AS AT 31ST JULY 2018**

Summary

The purpose of this report is to provide an in-year progress update in respect of those schemes within the Capital Programme that have been approved for delivery in 2018/19, together with an update on the overall Five Year Capital Programme of the Council. This report includes a narrative description of the most significant risks to the Capital Programme and details any actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2018/19. Appendix B provides a summary of the latest position for the 5 year Capital Programme and Appendix C provides details of the financing of the programme.

1. Background

The Council approved the Capital Programme on 5th March 2018. That update showed a balanced capital programme position from 2018/19 onwards. This report includes year to date expenditure and sets out the latest phasing of the programme and any additions or changes since the capital programme was presented to Council in March 2018. The Programme has also been rolled forward to include the year 2022/23.

2. Notes on Specific Schemes

There are a number of schemes for which further information is provided below:

i) Coast Protection Scheme

The total scheme cost is £19.83m, being funded by an Environment Agency grant of £19.43m and a contribution from Fylde Council of £0.4m. Work started on site in December 2017 and work is progressing well with the replacement hard sea defences at Church Scar with the contractor being ahead of programme. The concrete sloping revetment is close to completion and the contractor has started to cast the promenade. Work is scheduled to be started in September on the sheet piling around Fairhaven Lake, four months ahead of schedule. The Coastal Defence Team have approached the Environment Agency to secure funding to enable the Granny's Bay hard sea defences to be delivered following completion of the Fairhaven Scheme in 2019/20. A further report will be brought to members to take this scheme forward.

ii) Promenade Gardens Water Play Facility

The project involves the creation of an interactive water play area e.g. water jet plaza with ornamental features and a variety of interactive play facilities performing a range of play functions. The contractor has excavated over 7 meters deep to install the water tank and piping however coastal ground conditions have made this element particularly challenging and time consuming to complete. The contractor is currently finishing the installation of the underground water management system which activates the splash pad fountains and jets, with the colourful play features then due for installation. The facility will be an important addition to the facilities available on the promenade for families to use. Construction is now proceeding well and the Splash facility should be completed and open to the public over the coming weeks, and as such an official opening date hasn't been scheduled yet. An update will be publicised once the date for completion is confirmed. The Promenade Gardens Friends group have been involved in the inception, design and delivery of the project.

iii) Town Hall Arts Store Improved Storage Facilities

The store room conversion is now virtually complete with some minor elements to be installed. The racking system is currently being manufactured by a specialist supplier and should be complete within the next 4 weeks. Options for the dehumidifier system are currently being explored. Once the dehumidifier and racking are installed, there will be a period to let the room acclimatise and settle and it is envisaged the artworks will be hung on the newly installed racking in the refurbished art room before November.

iv) Regeneration schemes

The principal focus for regeneration scheme are those relating to Ansdell, Kirkham, Lytham and St. Annes along with a smaller number of 'village' schemes. In respect of Ansdell (Woodlands Road), funding was agreed for a further phase of environmental enhancements at the southerly end, following the format of earlier phases. The next phase of works has been approved and agreement has now reached with property owners and Lancashire County Council, which is to act as the main contractor for the scheme. Work is to commence early September and will be undertaken in two phases and completed by the end of this financial year.

In Kirkham, the £60,000 scheme has now been completed well within the approved budget. This will allow for further works to enhance the town centre environment to be undertaken.

In the case of Lytham, it is felt to be more appropriate to take a more comprehensive approach to the regeneration and environmental enhancements of Lytham town centre. This is based on the creation of a series of design zones and identifying an individual scheme for each area, each being connected through the overall design approach. The immediate phases are Park Street and Market Square a scheme for which are now being developed for presentation to the relevant committees. The second priority area will be a full assessment of the environment of Clifton Street as there have been particular issues with trees and paved areas. It is hoped that one phase of the regeneration scheme can be completed this financial year.

The next approved phase in St Annes will be the enhancement of Wood Street (Phase 3). The scheme has been prepared in draft and consultation has taken place and will continue. The scheme will be delivered in two phases, the first of which will include the refurbishment of the Council car park, which will be completed in this calendar year. The second phase will be commenced in Spring 2019.

3 Conclusions

- 3.1 Actual expenditure to 31st July 2018 is £5.841m against a full year budget of £18.961m. This equates to 30.8% of the latest budget. Certain schemes will be adjusted or re-phased into 2019/20 as part of future Financial Forecast updates to members during the year.
- 3.2 The current Capital Programme as updated is showing a balanced position for 2018/19 onward. The Capital Programme and the associated financing will be subject to discussion with members during the months in the lead up to the annual budget setting process for 2019/20.
- 3.3 Any additional expenditure which is not fully-funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. As at 31st March 2018 the forecast balance of the reserve was £4.063m after a favourable 2017/18 outturn position allowed for the transfer to the reserve of an additional sum of £0.560m in 2017/18, and including a further planned transfer into the reserve in respect of 2018/19 of £0.844m. Of this £2.008m is currently committed to deliver approved schemes in the years 2018/19 and 2019/20 leaving a forecast unallocated balance on the reserve of £2.055m. An updated position in respect of the Capital investment Reserve will be included within the Financial Forecast Update to be presented to the Finance and Democracy Committee in November this year and to Council the following month. Additional future projects will be subject to further consideration as part of the budget setting process for 2019/20. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required in order to maintain a sustainable funding source for future years.

CAPITAL PROGRAMME - 2018/19 IN-YEAR SCHEME MONITORING REPORT - AS AT 31/07/18**Appendix A**

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 31/07/18 £000	Variance £000	Comments
TOURISM & LEISURE COMMITTEE								
Ashton Gardens Depot	Proceeds from the sale of surplus Council Assets	63		0	63		63	This scheme has been tendered and an update report is to be presented to the September meeting of Tourism & Leisure Committee. Any changes will be reflected in the next update of the Financial Forecast.
St Annes Pool	No external finance - funded by borrowing/general asset disposal receipts	93		0	93		93	No expenditure is currently planned for 2018/19. If not required in this financial year the budget will be re-phased into 2019/20 and this will be reflected in the next update of the Financial Forecast.
Fairhaven Lake & Promenade Gardens - First round	Capital Investment Reserve	107	5	0	112	30	82	It is anticipated that this scheme will be completed to budget in 2018/19.
Promenade Gardens Water Play Facility	Capital Investment Reserve	150	0	109	259	115	144	It is anticipated that this scheme will be completed to budget in 2018/19.
Promenade Footways	No external finance - funded by borrowing/general asset disposal receipts	40	0	0	40	40	0	This scheme has been completed to budget during 2018/19.
Staining Playing Fields Development Scheme	Capital Investment Reserve	50	0	0	50		50	It is anticipated that this scheme will be completed to budget in 2018/19.
Town Hall Arts Store Improved Storage Facilities	Capital Investment Reserve	50	0	0	50		50	It is anticipated that this scheme will be completed to budget in 2018/19.
Sub total		553	5	109	667	185	482	
OPERATIONAL MANAGEMENT COMMITTEE								
Replacement Vehicles	Capital Investment Reserve / Borrowing	1,398	19	0	1,417	1,190	227	It is anticipated that all vehicle purchases will be completed to budget in 2018/19.
Car Park Improvements	No external finance - funded by borrowing/general asset disposal receipts	60	0	0	60		60	It is proposed that this budget will be used towards a scheme to resurface the Town Hall car park and a report will be presented to members outlining scheme proposals
Coastal Cleansing and the Provision of Beach Bins	Capital Investment Reserve	0	0	25	25		25	It is anticipated that this scheme will be completed to budget in 2018/19.
Public Transport Improvements	S106 Developer Contributions	18	0	30	48		48	It is anticipated that this scheme will be completed to budget in 2018/19.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	12,000	-170	0	11,830	2,721	9,109	Delivery of the scheme remains on schedule. Any changes or re-phasing will be reflected in future updates of the Financial Forecast.
Fairhaven and Church Scar Coast Public Realm Works	Capital Investment Reserve	360		0	360		360	It is anticipated that this budget will be re-phased into 2019/20 and that this will be reflected in the next update of the Financial Forecast.
Sub total		13,836	-151	55	13,740	3,911	9,829	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 31/07/18 £000	Variance £000	Comments
ENVIRONMENT, HEALTH & HOUSING COMMITTEE								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	929	245		1,174	487	687	The grant allocation has been increased by a further £81k for 2018/19 to a total of £1,010k. This revised allocation will be reflected in the next update of the Financial Forecast. It is anticipated that the majority of the grant allocation will be spent in 2018/19.
Housing Needs Grant	DFG Grant Repayments	0			0		0	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme - 93 St Albans Road Refurbishment	S106 Developer Contributions	74			74		74	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460			460		460	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme - Keenan Mill	S106 Developer Contributions	840			840	840	0	This scheme has been completed to budget during 2018/19.
Church Road Methodist Church, St Annes	S106 Developer Contributions	275	275		550	275	275	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	0	31		31	9	22	It is anticipated that this scheme will be completed to budget in 2018/19.
Rapid Deployment CCTV Replacement Projects	Specific Grant (LSP Performance Reward Grant)	38			38		38	It is anticipated that this scheme will be completed to budget in 2018/19.
Cemetery and Crematorium - Infrastructure Works	Capital Investment Reserve	294			294		294	The scheme is currently being developed and a report will be presented to committee to approve the details of the scheme and to request a draw down of funding. The report will include the likely timing/phasing of the works.
Lytham Park Cemetery - Windbreak Canopy	Capital Investment Reserve	60		50	110	18	92	It is anticipated that this scheme will be completed to budget in 2018/19.
Sub total		2,970	551	50	3,571	1,629	1,942	
PLANNING COMMITTEE								
St Annes Regeneration Schemes	S106 Developer Contributions	67	8	190	265		265	The scheme will be commenced during 2018/19 but it is anticipated that it will not be fully completed by 31st March 2019. Consequently it is proposed that a part of this budget will be re-phased into 2019/20. This will be reflected in future updates of the Financial Forecast.
Wood Street St Annes - Public Realm Scheme	Capital Investment Reserve	50			50		50	It is anticipated that this scheme will be completed to budget in 2018/19.
Lytham Regeneration Schemes	S106 Developer Contributions	130			130		130	The proposals for Lytham Town Centre are to be reviewed as part of a reassessment of the wider regeneration scheme and a revised proposal will be placed before committee for consideration in due course.
Kirkham Town Centre - Public Realm Scheme	Capital Investment Reserve	29			29		29	It is anticipated that this scheme will be completed to budget in 2018/19.
Kirkham Public Realm Improvements	S106 Developer Contributions	21			21		21	It is anticipated that this scheme will be completed to budget in 2018/19.
M55 Link Road	S106 Developer Contributions	0	108	250	358	116	242	This relates to the use s.106 monies for design work on the scheme to construct a new link road from the M55 to St Annes. It is anticipated that the design works will be completed to budget in 2018/19.
Coastal Footpath Enhancements	S106 Developer Contributions	0		20	20		20	It is anticipated that this scheme will be completed to budget in 2018/19.
Ansdell / Fairhaven - Public Realm Scheme	Capital Investment Reserve	110			110		110	It is anticipated that this scheme will be completed to budget in 2018/19.
Sub total		407	116	460	983	116	867	
Total Expenditure		17,766	521	674	18,961	5,841	13,120	

UPDATED 5 YEAR CAPITAL PROGRAMME 2018/19 TO 2022/23 - BY SCHEME

	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000
TOURISM & LEISURE COMMITTEE					
Ashton Gardens Depot	63				
St Annes Pool	93				
Fairhaven Lake & Promenade Gardens - First Round	112				
Fairhaven Lake & Promenade Gardens Restoration	0	120			
Fairhaven HLF Project Underwriting	0				
Promenade Gardens Water Play Facility	259				
Promenade Footways	40	40	40	40	40
Staining Playing Fields Development Scheme	50				
Town Hall Arts Store Improved Storage Facilities	50				
Sub total	667	160	40	40	40
OPERATIONAL MANAGEMENT COMMITTEE					
Replacement Vehicles	1,417	471	547	77	323
Car Park Improvements	60	30	30	30	30
Coastal Cleansing and the Provision of Beach Bins	25				
Public Transport Improvements	48	48	48	48	30
Fairhaven and Church Scar Coast Protection Scheme	11,830	5,000			
Fairhaven and Church Scar Coast Public Realm Works	360				
Sub total	13,740	5,549	625	155	383
ENVIRONMENT, HEALTH & HOUSING COMMITTEE					
Disabled Facilities Programme	1,174	929	929	929	929
Housing Needs Grant	0				
Affordable Housing Scheme - 93 St Albans Road	74				
Affordable Housing Scheme - Sunnybank Mill, Kirkham	460				
Affordable Housing Scheme - Keenan Mill	840				
Church Road Methodist Church, St Annes	550				
Affordable Warmth Scheme	31				
Rapid Deployment CCTV Replacement Projects	38				
Cemetery and Crematorium - Infrastructure Works	294				
Lytham Park Cemetery - Windbreak Canopy	110				
Sub total	3,571	929	929	929	929
PLANNING COMMITTEE					
St Annes Regeneration Schemes	265				
Lytham Regeneration Schemes	130				
Kirkham Public Realm Improvements	21				
M55 Link Road - S106 monies for design work	358				
Coastal Footpath Enhancements	20				
Ansdell / Fairhaven - Public Realm scheme	110				
Kirkham Town Centre - Public Realm scheme	29				
Wood Steet St Annes - Public Realm scheme	50				
Sub total	983	0	0	0	0
Total Expenditure	18,961	6,638	1,594	1,124	1,352

UPDATED 5 YEAR CAPITAL PROGRAMME 2018/19 TO 2022/23 - FINANCING

	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000
FINANCING:					
Capital Receipts - General Asset Sales	45	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Capital Receipts - (Accommodation Project)	63				
Better Care Fund / Disabled Facilities Grant	1,174	929	929	929	929
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	0				
Section 106 Monies - St Annes	265				
Section 106 Monies - Lytham	130				
Section 106 Monies - Kirkham	21				
Section 106 Monies - Affordable Housing, Sunnybank Mill	460				
Section 106 Monies - Church Road Methodist Church, St Annes	450				
Section 106 Monies - M55 Link-Road	358				
Section 106 Monies - Affordable Housing, Keenans Mill	840				
Section 106 Monies - Public Transport Improvements	48	48	48	48	18
Section 106 Monies - Refurbishment of 93 St Albans Road, St Ann	74				
Capital Investment Reserve	1,707	302			
M55 Link-Road Reserve					
Other External Finance (see analysis below)	11,711	5,000	0		
Direct Revenue Finance	136				
Prudential Borrowing	1,454	289	547	77	335
Total Financing	18,961	6,638	1,594	1,124	1,352

Total surplus (-) / shortfall in year 0 0 0 0 0

Cumulative surplus (-) / shortfall 0 0 0 0 0

See note below for external funding available to finance the above schemes:

Other External Finance: Analysis

LSP Performance Reward Grant	38				
Environment Agency - Fylde Coastal Preliminaries	11,430	5,000			
Lancashire County Council - Affordable Warmth Scheme	31				
Community Housing Grant Fund - Church Road Methodist Church	100				
Heritage Lottery Fund - Fairhaven	112				
	11,711	5,000	0	0	0