



Agenda

Tourism and Leisure Committee

Date:	Thursday, 22 June 2017 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Cheryl Little (Chairman) Councillor Vince Settle (Vice-Chairman)</p> <p>Councillors Christine Akeroyd, Tim Ashton, Jan Barker, Brenda Blackshaw, Julie Brickles, Maxine Chew, Richard Fradley, Paul Hodgson, Sandra Pitman, Raymond Thomas.</p>

Public Platform

To hear representations from members of the public in accordance with council procedure rule 11.

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 9 March 2017 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 24(c).	1
	DECISION ITEMS:	
4	Lytham Hall Restoration Project – Rebuilding the Project	3 - 7
5	Fairhaven Heritage Lottery Project	8 - 13
6	The Fylde Sand Dunes Project Update	14 - 17
7	Area Conservation Ranger Post and Coastal Improvements -Section 106 Funding	18 - 21
8	Prohibition of Barbeques, Outdoor Cooking and other Forms of Fire on Council Owned Land	22 - 26
9	Filming Charges	27 - 36

10	Tourist Information Weekend Opening	37 - 39
	INFORMATION ITEMS:	
11	Easter Tourism and Leisure Hoteliers Briefing	40
12	Year End Performance Exception 2016/17	41 - 44
13	Capital Programme Monitoring Report 2016/17 – Outturn Position 31st March 2017	45 - 50

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

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

© Fylde Borough Council copyright 2017

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

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

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

This document/publication is also available on our website at www.fylde.gov.uk

Any enquiries regarding this document/publication should be sent to us at the Town Hall, St Annes Road West, St Annes FY8 1LW, or to listening@fylde.gov.uk.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	22 JUNE 2017	4
LYTHAM HALL RESTORATION PROJECT – REBUILDING THE PROJECT			

PUBLIC ITEM

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

SUMMARY

The report provides an update on the recommendations made by the committee on March 9th 2017 in respect of the Lytham Hall Restoration Project and in response to the findings of the independent audit report commissioned by the committee in November 2016. Updates are provided on the recommendations approved at the March 9th committee after meeting with the representative from Heritage Trust North West (HTNW) Mr John Turner, who has been commissioned by HTNW to facilitate a new approach to the project for the restoration of Lytham Hall under new leadership, with appropriate and robust governance, financial and managerial arrangements. Mr Turner has indicated that he will be in attendance at the meeting to provide the latest position with the Lytham Hall Restoration Project and to clarify any matters the committee may have in relation to the responses provided to the recommendations made on March 9th 2017.

RECOMMENDATIONS

1. That the committee note the responses from Mr. Turner on behalf of HTNW to the recommendations made by the committee on March 9th 2017.
2. That the committee support the proposed establishment of new project team with new leadership, governance and financial arrangements that are consistent with best practice and transparency.
3. That the committee seeks reassurance, with supporting evidence, from HTNW that the new team will have the capability and personnel to deliver a successful Lytham Hall restoration project, in order for the committee to have confidence in HTNW delivering the Lytham Hall Restoration Project.
4. That the committee nominate a member to link with the new Lytham Hall Restoration Project team with the role and responsibility to be agreed in consultation with HTNW and reported back to the committee.
5. That the nominated member works with the Director of Development and other appropriate officers to monitor the progress of the actions agreed by HTNW to provide a progress report to the committee on September 7th 2017.
6. That if it is clear over the summer period that satisfactory progress is not being made with the establishment of a new project team or the financial, governance and leadership arrangements, ahead of the September committee, the Chairman of the committee will be notified to consider any appropriate action.
7. That the committee withhold but retain the option to take such action as may be open to it (including legal action) to recover whole or part of the grant, and to seek the intervention of the Charity Commission to review the overall financial management and governance arrangements of Heritage Trust North West and its respective trading companies, subject to satisfactory progress with the new leadership, governance and financial arrangements outlined by HTNW in this report.

SUMMARY OF PREVIOUS DECISIONS

March 9th 2017 Tourism & Leisure – Lytham Hall Restoration Project: Independent Audit Report

November 3rd 2016 Tourism & Leisure - Lytham Hall Restoration Project: Capital Grant Monitoring Report
 November 12th 2015 Tourism & Leisure - Lytham Hall Restoration Project: Capital Grant Monitoring Report
 January 7th 2015 Tourism & Leisure – Lytham Hall Restoration Project: Progress Report: Coastal Revival Fund
 January 15th 2014 Cabinet - Lytham Hall Restoration Project: Capital Grant Monitoring Report
 June 27th 2012 Cabinet - Lytham Hall Restoration Project: Capital Grant Monitoring Report
 June 28th 2011 Cabinet - Lytham Hall Restoration Project: Capital Grant Approval
 March 28th 2011 Full Council – Lytham Hall Restoration Project: Capital Grant Request
 March 23rd 2011 Cabinet – Lytham Hall Restoration Project: Capital Grant Request

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

- At the Tourism & Leisure meeting on March 9th 2017 the committee received the findings of an Independent Audit Report into the management, leadership and governance of the Lytham Hall Restoration Project by HTNW. The report had been commissioned by the committee on November 3rd 2016 after receiving the annual Capital Grant Monitoring Report from the Chief Executive of HTNW in order to establish the following:
 - The reasons for some of the major funding bodies pulling out of the project.*
 - The findings of other work undertaken into the project such as the Moore Stephens report prepared by the Heritage Lottery Fund.*
 - Whether in light of this information the borough council can have any confidence that the existing trustees and management of HTNW will ever be able to complete the restoration of Lytham Hall within a reasonable time period.*
 - What has the £300,000 that Fylde Council gave to Lytham Hall been spent (to be suitably itemised)*
 - Whether in light of the outcome of 2 (d) above, the council has any grounds to demand repayment of the £300,000 grant awarded by Fylde Council in 2011.*
- Having regard to the Fact Finding report and the previous information provided at the meeting on November 3rd 2016 the committee approved 12 recommendations, a number of which made specific requests to HTNW. In order to obtain a formal response to the recommendations made to HTNW a meeting was arranged with a nominated member of the Board of Trustees for HTNW Mr. John Turner. In response to the challenges with Lytham Hall Restoration Project Mr. Turner has been appointed by HTNW to put in place arrangements that will provide confidence that HTNW can, and will, deliver the Lytham Hall Restoration Project. Mr. Turner has provided a response on behalf of HTNW to the recommendations agreed by the committee which are included within in the following paragraphs.

RESPONSES TO THE RECOMMENDATIONS OF THE COMMITTEE AFTER DISCUSSION WITH HTNW

- Mr Turner stated that HTNW refute the claims that the Capital Grant Agreement dated August 4th 2011 have not been complied with and challenges this statement that HTNW failed to comply with clauses, 5, 8, 9, 14 and 22 of the Heads of Terms of the Lytham Hall Capital Grant agreement. Mr Turner did not provide any evidence at the meeting or in subsequent correspondence to refute the claim but will be in attendance at the committee on June 22nd 2017 to present the latest position with respect to the Lytham Hall Restoration Project.

4. ***That the committee has no confidence in the ability of the present leadership or management of HTNW to lead the Lytham Hall restoration project and request the immediate removal of the HTNW Chief Executive from the Lytham Hall restoration project.***

Mr. Turner stated that HTNW support the need to change the leadership of the Lytham Hall Restoration Project. However, whilst the project has been led by the HTNW project manager, the 'Lytham Hall Executive' made up from two members of Lytham Town Trust (LTT) and two trustees of HTNW is the landlord / tenant body appointed to oversee the leadership and management of the project. HTNW will commit to the CEO of HTNW withdrawing from the Lytham Hall Restoration Project by October 2017 and request that LTT appoint two new representatives to create a new project board.

The relations between LTT and HTNW are currently strained and whilst this is a landlord tenant relationship that Fylde Council has no remit over it would be beneficial if both parties resolve the issues immediately if the project is to be brought back on course and the financial backing of key stakeholders re-engaged.

5. ***That the committee seeks reassurance, with supporting evidence, from the Heritage Trust North West Board that they have the capability and appropriate personnel to continue to deliver the Lytham Hall restoration project, in particular an appropriately qualified financial officer, without which the committee cannot have confidence in HTNW delivering the Lytham Hall Restoration Project.***

The newly appointed team responsible for delivering the Lytham Hall restoration Project will include an appropriately qualified financial officer working within new governance and management arrangements. Mr Turner has already completed a review of governance arrangements for the project. The posts appointed to deliver the project will have clearly defined roles and responsibilities with the demarcation of responsibilities necessary to support transparency and effective governance. Any structure will be dependent upon sustainable financial support.

6. ***That the management of the Lytham Hall restoration project includes separate and dedicated accounting and financial management from other projects being delivered by HTNW.***

Mr Turner confirmed that there will be a clear separation of financial accounts of the Lytham Hall project and that this will be clarified as part of the new management and governance arrangements for Lytham Hall.

7. ***That the financial management arrangements include a separate capital account and that all accounts are submitted on an annual basis for inspection to all parties that have made a grant contribution.***

Capital and revenue accounts will be separate in line with best practice and the new financial arrangements for the project. Audited accounts will be made public and submitted to all stakeholders on annual basis.

8. ***That the Heritage Trust North West be required to provide an itemised list with costing of the capital initiatives that Fylde Council's £300,000 has been allocated to and the amount of the grant that remains unspent, in accordance with Clause 5 of the grant agreement.***

HTNW indicated that £28,500 of the £300,000 FBC grant remains to be spent. HTNW has invited FBC's accountant to inspect HTNW's accounts at any time. However, Fylde Borough Council's fact finding report, as presented to the Committee at its March 2017 meeting, identified all capital works expenditure accounted for on the Lytham Hall Restoration project to date was £300,167 in total. The grant from Fylde Borough Council for £300,000 was specifically for capital works and little over this has been spent in the entirety of the project. The fact finding report identified that:

1. Para 2.4.6: 'Due to the way in which the financial records have been maintained it is not possible to categorically say what element of funding was spent on what part of the project. This is complicated further by the existing banking arrangements. There is no separate bank account for the Lytham Hall Project and the money goes into the main HTNW account. This is complicated further by the fact that we were advised that revenue costs are met from one of HTNW's trading accounts and then a periodic sweep across the bank accounts is undertaken to balance them'; and
2. Para 2.4.7: 'Therefore, there is no transparent record which can be referred to in order to assess money coming in and out of the project, and no clear audit trail which can be clearly attributed to Lytham Hall.'

The onus within clause 5 of the agreement with HTNW is upon the Trust to 'submit details of how the Grant has been spent within the restoration project and ensure that the capital grant is allocated to the restoration project only'.

9. ***That HTNW be requested to invite Fylde Council to nominate an elected member of as a member of its Board of Trustees.***

After discussion with Mr. Turner it was agreed that it would be more appropriate for an elected member from Fylde to be engaged with the Lytham Hall Restoration Project team rather than the wider HTNW portfolio that manages assets and projects across the North West, the majority of which are outside of Fylde. The interest the council has is a direct result of the £300,000 investment in the Lytham Hall Restoration Project and not the wider HTNW portfolio, members are asked to recommend that a representative from the Tourism & Leisure Committee is nominated to link with the Lytham Hall Restoration Project team with the role and responsibility to be agreed in consultation with HTNW.

10. ***That six monthly progress reports are provided to the committee by the elected member representative and the appropriately qualified financial officer responsible for the Lytham Hall restoration project.***

The elected member selected to link with the project team will report on a six monthly basis back to the committee in accordance with the same procedure as reports on Outside Bodies.

11. ***The committee notes the continued challenge of the refusal to release the Moore Stephens report under the Freedom of Information Act and if it is made available that it is brought before the committee for consideration.***

The Moore Stephens Report and Heritage Trust North West statement was made public by HTNW in April 2017 and was circulated to all members of the Tourism and Leisure Committee for information. The findings in the report are consistent with the findings from the independent audit report commissioned by the committee highlighting the need for new leadership, governance and financial arrangements for the Lytham Hall Restoration Project. These issues will be addressed through the recommendations agreed by the committee on March 9th 2017 and as such the contents of the Moore Stephens should be noted as further evidence that new arrangement are required to deliver the project.

12. The committee made two recommendations:

That should HTNW decline or be unable to take any of the actions set out above to ensure compliance with the terms of the council's grant, the council will take such action as may be open to it (including legal action) to recover the grant.

That the Council, preferably with other funding partners, seeks the intervention of the Charity Commission to review the overall financial management and governance arrangements of Heritage Trust North West and its respective trading companies.

It is recommended that the committee give HTNW the opportunity to implement the actions and fulfil the commitment made to provide new leadership, a new project team, and appropriate governance and financial arrangements for the Lytham Hall Restoration Project. Officers and the nominated elected member will work with HTNW to monitor and ensure that the commitments are implemented within agreed timescales, in the event that the actions promised are not delivered the committee will seek legal action in respect of the capital grant and intervention by the Charity Commission.

13. A further recommendation was agreed that requires action by the council to review ***'the protocols for capital grant funding of longer term projects to include milestone payment terms determined by set criteria as opposed to one off up-front payment.'*** The Section 151 Officer will include revised protocols in the financial management regulations to ensure that milestone payments linked to set criteria are a requirement of third party future capital grant funding in excess of £75,000.

14. Mr. Turner's remit is to put in place the necessary leadership, financial and governance arrangements to deliver a revised HLF bid for the restoration of Lytham Hall, he has not had any previous involvement with HTNW work at Lytham Hall and will return to his substantive role with HTNW once he has put the new arrangements in place. The work will include putting on place more effective working relationships between

HTNW (the tenant) and Lytham Town Trust (the landlord) which Mr. Turner has already started to implement.

IMPLICATIONS	
Finance	There are no direct financial implications as a result of this report.
Legal	Any potential legal implications as a result of this report are included in the report.
Community Safety	There are no direct community safety implications as a result of this report.
Human Rights and Equalities	There are no direct human rights or equalities implications as a result of this report.
Sustainability and Environmental Impact	There are no direct sustainability and environmental implications as a result of this report.
Health & Safety and Risk Management	There are no direct health & safety or risk management implications as a result of this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Allan Oldfield	allano@fylde.gov.uk or 01253 658500	May 22 nd 2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	22 JUNE 2017	5
FAIRHAVEN HERITAGE LOTTERY PROJECT			

PUBLIC ITEM

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

SUMMARY

At the Budget Council meeting in March 2013, Council approved the addition to the approved Capital Programme of a sum of £20,000 to provide match funding for a successful Heritage Lottery Bid for Fairhaven Lake & Gardens should the bid be accepted at a later date, to be fully funded from the Councils Capital Investment Reserve.

In January 2017, the Council was successful in securing a development grant from the Heritage Lottery Fund of £165,500 for the restoration of Fairhaven Lake & Gardens. The grant has been awarded on the condition that match funding of £54,866 is provided by Fylde council, through internal and external financial contributions, providing a total capital budget of £220,366.

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

The successful application for a development grant from the Heritage Lottery now provides the opportunity to develop a detailed second round bid which is to be submitted in August 2018. If the second round bid to the Heritage Lottery Fund is successful, it will secure a further capital grant of around £1.5 million to provide for the full restoration of Fairhaven Lake & Gardens.

The Committee are requested to authorise the commencement of the scheme and to approve the necessary expenditure as detailed in this report, dependent upon the approval of the addition to the Capital Programme at the meeting of Full Council on 17 July 2017.

The report also describes the 'approved purposes' which need to be achieved from the grant funding specified by the Heritage Lottery.

RECOMMENDATIONS

The Tourism and Leisure Committee are asked to give consideration to and recommend to Full Council:

1. To approve a fully-funded increase in the total scheme value within the Capital Programme for 2017/18 in the sum of £200,336 in respect of the Fairhaven Lake & Gardens Restoration Project, to be met in full as detailed in the report.
2. To authorise the proposed expenditure in respect of the scheme in the total sum of £220,366 as detailed within this report, subject to the approval by Council to the increase in the scheme value (as set out at 1 above). The funding will be used to recruit the two officers, lead consultant and quantity surveyor to develop and to submit a second round capital bid to the Heritage Lottery Fund as detailed in the report.

SUMMARY OF PREVIOUS DECISIONS

Full Council – Monday 4th March 2013 (in respect of the approval to the capital growth item for the Fairhaven Lake and Promenade Gardens Heritage Lottery bid in the sum of £20,000):

After a full and detailed debate, it was RESOLVED:

1. That approval be given to the following:

(e) The updated Five Year Capital Programme including the changes proposed by Cabinet, as set out in Appendix G;

“Funding to support a first round Heritage Lottery Fund (Parks for People programme) bid to work up restoration proposals for Fairhaven Lake and Promenade Gardens historic buildings, landscapes and structures. The Heritage Lottery Fund has a two round bidding process, the first round is the Development Phase and the second round is project implementation. Each bidding round is competitive and it is expected that a further application will be made dependant on the extent of support from the Heritage Lottery Fund”.

Final MTFS Budget Council Meeting 2 March 2016, it was RESOLVED:

1. To approve and adopt the recommendations of the Finance and Democracy Committee as follows:

(a) The revised estimates for 2015/16 and the revenue budget for 2016/17 as set out in Appendix E, which includes a transfer to the Funding Volatility Reserve in the sum of £3.0m and a transfer to the Capital Investment Reserve in the sum of £32k, the purpose of the Funding Volatility Reserve being described within the report as being:

*“For release to support the revenue budget as and when necessary to cushion the impact of future funding reductions and to fund investment in activity to stimulate Economic Development in the Borough, **with the first call on this reserve being as match funding for the Fairhaven lottery bid should this be successful in the maximum sum of £400k**”.*

Note: At this stage of the project no further contribution is required by Fylde Council in addition to the £20,000 that was approved by Council in March 2013 (which has remained within the approved capital programme) and the Direct Revenue Financing from existing approved revenue budgets in the sum of £18,352. If the round two submission is successful the further £400,000 contribution would be required.

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)	✓

BACKGROUND

1. The Council have supported a grant application to the Heritage Lottery Fund (HLF) for the restoration of Fairhaven Lake & Gardens since 2011 and have committed capital funding to the project as detailed in this report. Two unsuccessful bids were made to the HLF in 2011 and 2014.
2. The Council submitted a third and final funding application to the HLF in August 2016 for a development grant to restore Fairhaven Lake & Gardens. The bid was prepared under the 'Parks for People' strand of the Heritage Lottery which is specific to the restoration of historic parks and gardens.
3. In January 2017 the Council was informed that the bid had been successful and a development grant of £165,500 has been awarded for the project, on the condition that match funding of £54,866 is provided by Fylde through internal or external financial contribution, providing a total capital budget of £220,366.

This is made up as follows:

Amount	Income Source
£20,000	Fylde Council contribution (approved March 2013 and funded from the Capital Investment Reserve)
£165,500	Heritage Lottery Fund
£7,514	Coastal Defence Project
£6,500	United Utilities Contribution
£2,500	RSPB Contribution
£18,352	Direct Revenue Financing from in-year corporate staff vacancy savings
£220,366	Total

4. The Council has retained the contribution of £20,000 in the 2017/18 capital programme to match fund the HLF development grant which is funded from the Capital Investment Reserve.
5. At the 'Permission to start' meeting with the HLF in January 2017, the HLF Monitoring Officer requested the Council to consider funding an extension of the 2 new project staff from the submission date of August 2018 until the second round grant award decision date in December 2018. The council's Management Team considered this request and agreed to meet these costs of £18,352 from in-year corporate staff vacancy savings rather than turn down the request and potentially jeopardise the project which is drawing significant external funding into the Borough.
6. A further condition of the award is that council officers will prepare the management & maintenance plan and organise and deliver a significant number and range of volunteer hours which will be classed as 'works in kind', that must contribute directly to the project.
7. On award of the development grant the HLF requested a meeting with Fylde officers on the 19 January 2017. The HLF requested several pieces of further detailed information before confirming official 'permission to start' including procurement details, project timetables, confirmation of match funding and how the project will be delivered in conjunction with the Coastal Defence Scheme. Official permission to start was granted on 20 March 2017, further to all the required information being provided.
8. The development grant from the HLF provides the opportunity to work up a detailed second round delivery bid, to be submitted to the HLF in August 2018. If the second round bid is successful, it will secure a capital grant of around £1.5 million from the HLF, plus match funding from Fylde council and other partners that will restore Fairhaven Lake & Gardens.
9. On the award of a development grant, the HLF specify a list of 'approved purposes' that must be achieved in order to prepare and submit a competent second round application. The approved purposes must be achieved and are conditional to claiming the grant.
10. The 'approved purposes' that must be achieved under the terms of the development grant are:
 - Recruitment of Project Officer – 37 hours per week temporary contract
 - Recruitment of Activity Development Officer – 22.5 hours per week temporary contract

- Appointment of Lead Consultant (to lead a team of specialist consultants)
- Appointment of independent Quantity Surveyor
- Carry out development work as is standard for a parks for people project and produce all documents required for the second round submission

11. The outputs that need to be delivered by the team for second round submission are:

- To prepare a Conservation Management Plan for the restoration of the park and detailed plans for architectural and designed elements to RIBA stage 3 appropriate for accompanying an HLF Stage 2 Capital Grant application
- To develop an Activity Plan taking forward and adding to proposals submitted at the Stage 1 range of community engagement activities
- Produce an Evaluation and Monitoring Plan
- Review and Produce a site Master Plan
- Develop a Funding Strategy and Business Plan
- Procurement and delivery of specialist surveys and investigations as listed in the specification
- Preparation of 10-year capital and revenue cost plan including cash flow and partnership funding
- To prepare 10 year management & maintenance plan – produced by Fylde Council
- Submit a competent Round 2 HLF application

SCHEME DETAILS

12. The aim of the development grant is to work up a more detailed programme of works, which may change through the course of the development phase. However, the main components of the scheme at this stage are:

- Restoration and development of 3 heritage buildings – Lakeside Café, Pagoda building (RSPB) and the Boat Club / Boat Storage Building
- Lake Improvement Works and Hydrology
- Landscape Improvement including restoration of Japanese Garden
- Infrastructure Improvements including footpaths and furniture
- New Adventure Play Area
- New Interpretation and Signage
- Consultation and Activity Plan

COST BREAKDOWN OF THE SCHEME

13. The following funding breakdown has been agreed with the Heritage Lottery Fund and lists the 'approved purposes' of the grant

Activity	Cost
Procure Lead Consultant including survey costs	£116,450
Procure independent Quantity Surveyor	£6,000
Recruit and employ project officer and activity development officer	£87,772
Contingency	£10,144
Total	£220,366

14. A landscape consultant will be commissioned who is experienced in working on HLF Parks for People projects, to act as the lead consultant to develop the project to a stage 2 submission in delivering the outputs listed above. If the round 2 submission is successful, the lead consultant will be retained to deliver the restoration master plan on site, on condition that the consultant performance has been acceptable. The lead consultant will lead a team of specialist consultants including building conservation architect, hydrologist, civil engineer and archaeologist. This commission includes a number of specialist surveys as part of the development process including:
- Topographical
 - Ground slab investigation (Café)
 - Trial pits and bore holes
 - Drain surveys - lake
 - Archaeological survey (Japanese Garden)
 - Hydrological monitoring
 - Eel survey and eel regulation application
15. An independent quantity surveyor will be commissioned to monitor costs, quantities and changes throughout the development stage of the project. The HLF have insisted on a separate commission for the quantity surveyor to ensure impartiality.
16. Two project officers will be employed directly by Fylde Council on temporary contracts. The project officer post will be full time, based at Fairhaven Lake and report directly to the Head of Cultural Services. This officer will be responsible for the day to day planning of the restoration of Fairhaven Lake & Gardens from the Development phase through Delivery in accordance with the HLF grant process.
17. The activity development officer will be employed part time, based at Fairhaven Lake and report directly to the project officer. This officer will work with consultants to produce a sustainable, exciting and relevant suite of programmes including the production of an Activity Plan, Access Plan and Interpretation Strategy. They will assist with a programme of public consultation, monitoring and evaluation, to determine the demand for proposed initiatives and the needs of park users.
18. The lead consultant team, officers, community representative and the quantity surveyor will form the project team. The project team will report regularly to the Project Board, which will include the Lead Consultant, Head of Cultural Services, an Elected Member and the HLF monitoring officer.

CURRENT POSITION & PROCUREMENT

19. The project team need to be established and active by August 2017, to allow adequate time to prepare and submit a competent round 2 bid to the HLF in August 2018. Therefore, the recruitment of the two project officers commenced in May, with the aim to have both positions filled and in post by August 2017. Due to the tight timescale, a verbal update will be provided at the committee meeting.
20. The preparation of the tender documents for the procurement of the Lead Consultant commenced in April 2017. The tender was advertised on the 26th May 2017 and is following the OJEU open tender procedure (Official Journal of the European Union), via the CHEST North West procurement portal. The Head of Governance is assisting with the procurement process.
21. Tenders will be received for the Lead consultancy role and all associated consultant works and surveys required to meet the approved purposes set by the HLF. Tenderers have been given a project value figure of £116,450 to deliver the development stage, and have been asked to provide a percentage fee based on the estimated capital works in the delivery stage. This part of the commission will only be awarded if the round 2 HLF grant application has been successful.

22. A detailed specification has been prepared to undertake both the development and delivery stages of the project, which provides consultants with comprehensive details of the procurement process, essential project requirements in both phases and tender evaluation criteria.
22. Tenders will be evaluated on a 60% quality and 40% cost basis. Again, due to the tight timescale, a verbal update will be provided at the committee meeting.
23. At this stage of the project no further contribution is required by Fylde Council in addition to the £20,000 that was approved by Council in March 2013 (which has remained within the approved capital programme) and the Direct Revenue Financing from existing approved revenue budgets in the sum of £18,352. If the round two submission is successful a further £400,000 contribution would be required. It is intended that this would be funded from the Funding Volatility Reserve as detailed in the report to Budget Council of 2nd March 2016.

IMPLICATIONS	
Finance	Tourism and Leisure committee are asked to authorise the proposed expenditure as detailed in the report in the total sum of £220,366 in respect of the Fairhaven Lake and Gardens Restoration Project dependent upon the approval of the increase in the value of the fully funded scheme within the Capital Programme by Full Council on 17 July 2017.
Legal	None arising from this report
Community Safety	Provision of modern recreational facilities is important in terms of providing diversionary activities
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	The new management and maintenance plan for the restored site will cover any potential changes to site management & maintenance and will ensure minimal environmental impact
Health & Safety and Risk Management	The tender requests detailed Health and Safety information which will be developed by the successful contractor prior to starting on site to safeguard the public and contractor personnel

LEAD AUTHOR	CONTACT DETAILS	DATE
Mark Wilde	markw@fylde.gov.uk & Tel 01253 658475	May 2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Budget Council Minutes	4 March 2013	Budget Council Minutes
Budget Council Minutes	2 March 2016	Budget Council Minutes

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	22 JUNE 2017	6
THE FYLDE SAND DUNES PROJECT UPDATE			

PUBLIC ITEM

SUMMARY

Fylde Council has successfully led a partnership with Blackpool Council and Lancashire Wildlife Trust in the management of the Fylde Sand Dunes since 2008, ensuring the protection and improvement of the dune habitat in its role as soft sea defence and nationally significant conservation area.

Environment Agency grant funding in the sum of £717,000 was secured in December 2016 by the partnership to continue the project and associated staff and operational costs for a further five years. The funding will be utilised to fund the project team as well as manage and improve over 80 hectares of dune estate which includes a designated Site of Special Scientific Interest, County Biological Heritage Sites and Local Nature Reserve. The project staff are currently employed by Lancashire Wildlife Trust.

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

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

The Committee are requested to authorise the commencement of the project and to approve the necessary expenditure detailed in this report, dependent upon the approval of a fully funded revenue budget increase in the sum of £238,256 at the meeting of Full Council on 17 July 2017.

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

RECOMMENDATIONS

The Tourism and Leisure Committee are requested:

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

SUMMARY OF PREVIOUS DECISIONS

Cabinet - 17th February 2010

Fylde Sand Dunes Management Action Plan- Consultation and Clarification Report Recommended:

1. The adoption of the Fylde Dunes Management Action Plan

In reaching its decision, Cabinet considered the details set out in the report before it and at the meeting and **RESOLVED** to note and approve the recommendations made by the Policy Development Scrutiny Committee.

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)	✓

BACKGROUND

1. The Fylde Coast has 18km of coastline stretching from Starr Gate to Savick Brook and consists of a mix of natural and built coastal defences which defend properties from coastal erosion and flooding. The section of dune north of St. Anne's pier is a long wide stretch, which provides some protection, however these dunes are highly vulnerable and if not managed correctly, the risk of coastal erosion and flooding would be increased. The dunes to the south of St. Anne's pier are afforded some protection by strategic headlands which support good beach levels and provide erosion protection to nearby properties and the Ribble Estuary.
2. The sand dunes are of national ecological importance, providing habitat for a wide range of protected species. The dune estate has a number of national legal designations, including Site of Special Scientific Interest, County Biological Heritage Site and Local Nature Reserve. They adjoin the internationally protected Ribble and Alt Estuary Special Protection Area. The dunes also provide valuable open space for tourism and recreation.
3. The North West England and North Wales Shoreline Management Plan 2 (SMP2) is part of the Flood and Coastal Erosion Risk Management planning framework. The SMP2 sets the long term policy for the management of the coast and is delivered through shoreline strategies and projects. The short term SMP2 policy (to 2030) for the dunes between Squires Gate and St. Annes Pier is for managed realignment to allow for the management of the dunes as a natural sea defence system and to sustain protected habitats. Longer term SMP2 policies are to 'hold the line' by managing the dunes as the primary coastal defence and maintaining secondary defences to an adequate standard.
4. In 2010, Cabinet adopted the Sand Dunes Management Plan with the following aims:
 - Improve the efficiency of the dunes and salt marsh as soft sea-defences
 - Enhance the conservation interest of the coastal habitats and surrounding habitats of the Ribble Estuary
 - Enhance public appreciation and enjoyment of the dunes
5. In 2012, Blackpool Council in partnership with Fylde Council and the Lancashire Wildlife Trust, secured £470,000 of funding from the Environment Agency for a 5 year period to deliver the aims of the Fylde Sand Dune Management Plan. A steering group was established, who continue to meet on a quarterly basis and includes representation from Fylde Council, Blackpool Council, The Environment Agency, Lancashire Wildlife Trust and Natural England. Since 2012, significant progress has been made since the project inception, including the widening of the dunes towards the sea and undertaking large scale dune stabilisation and restoration work. The project has also encouraged community involvement through environmental education initiatives, volunteering opportunities and an annual programme of events.

PROJECT OUTLINE

6. In December 2016, a further £717,000 in grant funding was secured from the Environment Agency by the partnership, to enable the continuation of the Fylde Sand Dunes Project for a further 5 years. The aims and objectives for the next project phase will be outlined in an updated Fylde Sand Dunes Management Plan 2017 – 2022, and will include further dune accretion and stabilisation, habitat management, improvement of the visitor centre, installation of newly designed access, way-marking and signage as well as ambitious volunteering, events and education programmes.
7. The current management and delivery for the Fylde Sand Dunes Project was assessed in January 2017 with Blackpool Council and Lancashire Wildlife Trust. Under the current arrangement all the project staff are employed by Lancashire Wildlife Trust, including development officers and operational staff.
8. The project review proposed two key changes to the current arrangement:
 - a. That the project would benefit from increased managerial and operational input from Fylde Council
 - b. That physical project delivery would benefit if the two operational staff are employed directly by Fylde Council on a fixed term contract, to allow better integration into the Coast & Conservation team to give the opportunity to improve operational efficiency and health and safety
9. Blackpool Council, Fylde Council and Lancashire Wildlife Trust all agreed in a need for a review of the long standing agreements and arrangements, to allow for the two key changes above.
10. It was also agreed by the wider project steering group that the delivery of the project would be shared more evenly between Fylde Council and Lancashire Wildlife Trust.
11. It is proposed that the operational responsibilities of the project will formally transfer to Fylde Council, including the budget relating to the existing Area Conservation Ranger and Conservation Operative and associated operational budgets. Lancashire Wildlife Trust will continue to lead on the development aspects of the project through the existing Fylde Sand Dunes Project Officer and retain the development budget. Blackpool Council will continue to oversee the administration of the project, including the production of quarterly project and financial reports to fulfil the requirements of the grant provider.

CURRENT POSITION

12. The Fylde Sand Dune Project is still being delivered under the original agreement. The next stage is for the Parks and Coastal Services team to appoint both an Area Conservation Ranger and Conservation Operative on a 5 year fixed term contract, to continue the next operational phase of the project and deliver the key actions within the 2017 – 2022 Fylde Sand Dunes Project Management Plan.
13. The project staff will be based at Snowdon Road Depot and will report to the Senior Coast and Conservation Officer, working as part of a restructured and wider Coast & Conservation Team. Job descriptions and person specifications for both posts have been produced and have been graded through job evaluation.

PROJECT COST BREAKDOWN

FYLDE SAND DUNES PROJECT	
REVENUE	
Staffing and Operational Costs	Year 1 2017/18 - £44,439 Year 2 2018/19 - £46,065 Year 3 2019/20 - £47,825 Year 4 2020/21 - £49,754 Year 5 2021/22 - £50,173
TOTAL REVENUE COSTS £238,256	

OBJECTIVES, OUTPUTS AND OUTCOMES

Corporate priority: Green and Clean

- Effective delivery of the Fylde Coastal Strategy.
- Ensure beaches and bathing waters are clean and safe.
- Ensure the security of the coastal defences.

Corporate priority: A Great Place to Live

- Support and promote volunteers' efforts to improve their local community.
- Deliver activities for all age groups.
- Recognise the significance of our heritage assets.
- Work with partners to improve health and wellbeing of all residents.

Corporate priority: A Great Place to Visit

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

IMPLICATIONS	
Finance	The Tourism & Leisure Committee are asked to authorise the proposed expenditure as detailed in the report in the total sum of £238,256 to be met from the Environmental Agency grant relating to the Fylde Sand Dunes Project, dependent upon the approval by Full Council on 17 July 2017 of the fully-funded revenue budget increase for the scheme.
Legal	No implications arising from this report.
Community Safety	The project will ensure the long term protection and management of Fylde's sand dunes as a soft sea defence for coastal properties as well as enhance visitor experience.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	The project will ensure the long term sustainability of Fylde's sand dunes as a soft coastal defence and statutory designated ecological asset.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Lisa Foden	lisa.foden@fylde.gov.uk 01253 658546	June 2017

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	22 JUNE 2017	7
AREA CONSERVATION RANGER POST AND COASTAL IMPROVEMENTS - SECTION 106 FUNDING			

PUBLIC ITEM

SUMMARY

Further to the closure and demolition of the former Pontins holiday park site, Persimmon Homes acquired the land from Northern Trust and submitted a planning application 16/0062 in January 2016 to develop 353 residential properties. During the application assessment stage, the proposed development was ruled significant in terms of Regulation 61 of the Conservation of Habitats and Species Regulations 2010, as it was likely to have impact on the Ribble and Alt Estuary Special Protection Area (SPA), RAMSAR site and Site of Special Scientific Interest, located along Fylde's coastline.

Planning permission was issued on the 28th March, 2017 on the agreement that the developer would make a Section 106 payment to fund a series of agreed measures to mitigate the increased ecological and recreational pressures on the SPA zone. These measures were detailed within a mitigation report, produced by the Parks and Coastal Services Manager.

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

The Committee are requested to authorise the commencement of the project and to approve the necessary expenditure detailed in this report, dependent upon the approval of a fully funded revenue budget increase in the sum of £225,000 at the meeting of Full Council on 17 July.

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

RECOMMENDATIONS

The Tourism and Leisure Committee are requested:

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

SUMMARY OF PREVIOUS DECISIONS

Planning Committee 11 January 2017:

Planning Committee approved application 16/0062.

The Committee considered the report of Mark Evans (Head of Planning and Regeneration) which set out the various planning applications. A copy of the Late Observation Schedule was circulated at the meeting.

Following detailed consideration of each application, it was RESOLVED to decide the applications as stated in the schedule attached.

Full Planning Permission : Delegated to Officers

The decision on the application be delegated to the Head of Planning and Regeneration and subject to:

15. Natural England support for an Appropriate Assessment in respect of the ecological matters and the proposed mitigation

16. the completion of a Section 106 agreement in order to secure necessary infrastructure works

17. a series of planning conditions

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)	✓

BACKGROUND

1. Planning application no. 16/0062 was submitted by Persimmon Homes in January 2016 to develop 353 residential properties on the former Pontins Holiday Camp site. The Appropriate Assessment outlined that development was ruled significant in terms of Regulation 61 of the Conservation of Habitats and Species Regulations 2010, as it was likely to have impact on the Ribble and Alt Estuary Special Protection Area (SPA), RAMSAR site and Site of Special Scientific Interest, located along Fylde's coastline. Natural England advised that Fylde Council, under the provisions of the Habitats Regulations, should have regard for any potential impacts that the residential development would have.
2. Officer from the Planning Department and the Parks and Coastal Service produced a Habitat Regulations Assessment and a SPA Mitigation report to outline the potential recreational pressures and disturbance that would be caused by the residential development on the coastline environment. Officers also submitted recommendations to mitigate and reduce the environmental impact, including the creation of an Area Conservation Ranger post, habitat management proposals, improved access and increased interpretation.
3. The mitigation proposals were subject to consultation and approved by Natural England, Environment Agency, Lancashire Wildlife Trust and Blackpool Council, and are now included in the final Section 106 Agreement. The Section 106 Agreement stipulates that the developer will pay Fylde Council £225,000 to fund an Area Conservation Ranger and associated transport costs to deliver a range of coastal improvements for 5 years.
4. A total Section 106 sum of £225,000 is to be paid to Fylde Council on commencement of the second residential development. Verbal confirmation has been given by the developer that building works on the second phase are due to start imminently.

PROJECT OUTLINE

5. A full time Area Conservation Ranger will be employed on a 5 year fixed term contract, within the Parks and Coastal Services team once the Section 106 monies are released. This is anticipated to be August 2017. The new Conservation Ranger will be based at Snowdon Road Depot and will report to the Senior Coast and Conservation Officer. This post will form part of the new Coast & Conservation Ranger team.
6. The Conservation Ranger will deliver a range of outputs to minimise environmental disturbance from the residential development as detailed in the agreed mitigation measures. The Ranger will operate during the first critical years of the Persimmon Homes residential development and will be responsible in educating and influencing responsible behaviour of residents and visitors. A job description and person specification for the post have been prepared which fully detail the purpose and full range of duties and responsibilities of the role.
7. The main responsibilities of the Area Conservation Ranger post are:
 - To support the Senior Coast and Conservation Officer in the protection and maintenance of Fylde Council's coastal and environmental assets.
 - To protect and improve the nature conservation interest of coastal and soft sea defence habitats through practical environmental improvement projects.
 - To encourage public appreciation of the coastal environment by contributing to a programme of outdoor events, environmental education and volunteer programmes such as Beach Wardens.
 - To integrate with the new residential community and encourage positive behaviour and usage of the dunes and beach areas.
 - To improve the marketing and promotion of the coastal assets
8. Coastal improvements will include:
 - Improved interpretation, signage and way marking
 - Improved access through defined entrances and walk ways
 - Dune stabilization works adjacent Clifton Drive North
 - Habitat Protection and Conservation
 - Improvements to the Visitor Centre
 - Delivery of environmental projects as listed in the Dunes Management Plan

PROJECT COST BREAKDOWN

SECTION 106 FUNDED AREA CONSERVATION RANGER AND COSTAL IMPROVEMENTS	
CAPITAL COSTS	
Purchase of Vehicle	Year 1 2017/18 - £11,000
TOTAL CAPITAL COSTS £11,000	
REVENUE COSTS	
Staffing and Operational Costs	Year 1 2017/18 - £26,740 Year 2 2018/19 - £27,775 Year 3 2019/ 20 - £28,841 Year 4 2020/ 21 - £30,129 Year 5 2021/22 - £30,515 TOTAL: £ 144,000
Vehicle Running Costs	Year 1 2017/18 - £6,000 Year 2 2018/19 - £6,000 Year 3 2019/ 20 - £6,000 Year 4 2020/ 21 - £6,000 Year 5 2021/22 - £6,000 TOTAL: £ 30,000
Environmental Projects	Year 1 2017/18 - £20,000 Year 2 2018/19 - £20,000
TOTAL REVENUE COSTS £214,000	

9. OBJECTIVES, OUTPUTS AND OUTCOMES

Corporate priority: Green and Clean

- Effective delivery of the Fylde Coastal Strategy.
- Ensure beaches and bathing waters are clean and safe.
- Ensure the security of the coastal defences.

Corporate priority: A Great Place to Live

- Support and promote volunteers' efforts to improve their local community.
- Deliver activities for all age groups.
- Recognise the significance of our heritage assets.
- Work with partners to improve health and wellbeing of all residents.

Corporate priority: A Great Place to Visit

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

IMPLICATIONS	
Finance	The Tourism and Leisure Committee are asked to authorise the proposed expenditure as detailed in the report in the total sum of £225,000 in respect of the Section 106 developer contribution relating to the former Pontins holiday park site, dependent upon: <ul style="list-style-type: none"> - the approval by Full Council to the revenue funded budget increase in the sum of £214,00 and - the approval by Full Council in respect of the addition to the 2017/18 Capital Programme for vehicle replacement in the sum of £11,000. The additional resources requested will provide for the engagement of an Area Conservation Ranger post, associated transport costs and coastal improvements, as detailed within this report.
Legal	No implications arising from this report.
Community Safety	The project will ensure the long term protection and management of Fylde's sand dunes as a soft sea defence and mitigate the environmental impact of the new residential development.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	This project will ensure medium and long term protection, improvement and promotion of Fylde's coastline environment.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Lisa Foden	E: lisa.foden@fylde.gov.uk/ T: 01253 658468	June 2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Planning Committee Report	11 January 2017	S:\Committee Documents\Reports Archive\Planning\2016-17\2017-01-11

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	22 JUNE 2017	8
PROHIBITION OF BARBEQUES, OUTDOOR COOKING AND OTHER FORMS OF FIRE ON COUNCIL OWNED LAND			

PUBLIC ITEM

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

SUMMARY

The report outlines a proposal to prohibit or control the use of barbeques, outdoor temporary cooking facilities and other forms of fire on council owned land to mitigate risk to the public and damage to council property in response to a number of complaints.

RECOMMENDATIONS

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

SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure Committee – 12 January 2017

Developing a Policy on Events Including Club Days, Festivals and Concerts

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.

The policy approved includes:

10. Barbeques held on Council land as part of events should be done so in a responsible manner and limiting inconvenience and nuisance to others and held in appropriately constructed equipment. Any evidence of a barbeque having taken place should be disposed of responsibly and appropriately once completed along with any litter generated.

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

PROBLEMS ASSOCIATED WITH BARBECUES

1. The council and elected members have received a number of complaints over the last year or so about damage caused to park furniture and grassed areas as a result of barbeques and outdoor cooking on gas or charcoal fuelled facilities, particularly in and around Fairhaven Lake, the sand dunes and Lytham Green, but also at other locations across the borough. The complaints have also included nuisance, noise, disturbance and safety risks associated with the use of barbeques and outdoor cooking on gas or charcoal fuelled facilities in public open space. The council does not have any regulations or legislation in place to prohibit the location or provision of barbeques on council owned land.
2. The potential health and safety risks associated with naked flames in public open areas fuelled by gas or charcoal (or other accelerant) are significant. The council has a duty to safeguard the public, it is reasonable to expect that particularly on council owned land measures are put in place to mitigate risk to the public. The locations that have proven to be popular for barbeques and outdoor cooking are frequented by families with children and animals. The borough has a reputation for attracting residents and visitors that enjoy dog walking, as evidenced by the recent work on the Public Space Protection Orders for dog control, and is renowned for being a family friendly location. Several of the complaints associated with groups holding barbeques or outdoor cooking have also included reports of anti-social behaviour activity.
3. The impact on the local community including damage to council land and property has been the subject of discussion with service providers, complainants and partners. At present there is no legislation in place that can be applied to prevent or restrict the use of barbeques, outdoor cooking or other forms of fire on council owned land. As a consequence elected members have requested that officers investigate the most appropriate legal process necessary to prohibit the use of barbeques, outdoor cooking and other forms of fire on council owned land in the coastal locations of Lytham and St Anne's on the Sea.

PUBLIC SPACE PROTECTION ORDERS ('PSPOs')

4. A PSPO would be the most effective kind of formal control that the council could put in place to control, the use of barbecues and open fire cooking. PSPOs may be made by a district council if they are satisfied on reasonable grounds that two conditions are met:

The first condition is that-

- a. activities carried out in a public place within the council's area have had a detrimental effect on the quality of life of those in the locality or
- b. it is likely that activities will be carried on in a public place within that area and that they will have such an effect

The second condition is that the effect, or likely effect, of the activities—

- a. is, or is likely to be, of a persistent or continuing nature,
- b. is, or is likely to be, such as to make the activities unreasonable, and
- c. justifies the restrictions imposed by the notice.

5. A PSPO may apply to all persons, to persons in a specified category or to all persons except those in specified categories. They can prohibit specified things being done in the restricted area, specify things to be done by persons carrying on specified activities in that area, or do both of those things.
6. PSPOs are enforceable by fixed penalty notices or prosecution. They expire after three years, but can be extended for a further three years if the council considers it necessary to prevent the original behaviour from occurring or recurring.

CONSULTATION

7. Before making a PSPO, the council must consult the police and any community representatives the council consider appropriate. Areas for consultation in relation to a PSPO to control barbecues and open fire cooking might include:
 - Is the quality of life of local people and holidaymakers affected by barbecues and open fire cooking?
 - Is the effect of the activity continuing, persistent, or merely sporadic?
 - Is the effect of the activity unreasonable?
 - If they are to be controlled, should barbecues and open fire cooking be prohibited entirely in the seafront amenity areas, or restricted as to time or location? If the latter, at what times and in which locations should the controls apply?
 - Would controls be capable of effective enforcement?
 - Are there any implications of imposing controls that would specifically engage the council's statutory duties regarding equalities?

ALTERNATIVES

8. Other mechanisms for controlling barbecues and open cooking fires are summarised below. These are not considered as effective as a PSPO, and so are summarised only briefly below.
9. **Byelaws** require confirmation by the Secretary of State. Confirmation is normally granted, but not necessarily quickly. The 'fast track' process, can only be used after satisfying specific and extensive requirements on consultation. They can only be enforced by prosecution. Anyone prosecuted can, in their defence, argue that the byelaw is unreasonable. However, Byelaws do not automatically expire.
10. The council could use its powers as **landowner** under the civil law to control behaviour. No consultation would be needed. However, complex interactions between the council's position as landowner and the special status of most of the land involved under Victorian and Edwardian statutes dealing with parks could complicate matters legally. In any case, any controls could only be enforced by injunction.
11. The council could put up non-mandatory **advisory signs**. These could not be enforced, but may have a deterrent effect.

CONCLUSION

12. The committee is asked to authorise the officers to begin consultation on prohibiting the use of barbeques, outdoor cooking using gas or charcoal fuelled facilities and other forms of fire on council owned land in the coastal tourist locations of Lytham and St Anne's on the Sea within the area outlined on the map included as Appendix 1, and report the results to a future meeting of the committee.
13. If the controls were introduced, the events policy will need to be amended to take account of them.

14. It is proposed that until the any formal measures are put in place, that temporary advisory signage is introduced at the key locations listed in Appendix 2. Officers employed to monitor services in the borough or operate facilities in any of the locations listed in Appendix 2 will request that barbeques, outdoor cooking and other forms of open fire are not carried out if any activity is identified.

IMPLICATIONS	
Finance	There are no direct financial implications as a result of this report
Legal	The report outlines the necessity to investigate and implement the appropriate legal process to introduce legislation to prohibit the use of barbeques and outdoor cooking on council owned land
Community Safety	The purpose of implementing the prohibition of barbeques and outdoor cooking on council owned land is to mitigate risk to the local community
Human Rights and Equalities	There are no direct human rights or equalities implications as a result of this report
Sustainability and Environmental Impact	There are no direct sustainability or environmental implications as a result of this report
Health & Safety and Risk Management	The prohibition of barbeques and outdoor cooking on council owned land is aimed at addressing safety and risk issues associated with the fuels used and potential damage

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Walker	Paul.walker@fylde.gov.uk –	May 22 nd 2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

Attached documents

Appendix 1 – Area within which prohibition on council owned land will be applicable

Appendix 2 - Locations at which temporary advisory signage will be located until the legislation is in place

Appendix 1 – Area within which prohibition on council owned land will be applicable



Red line indicates area for proposed prohibition on council owned land

Appendix 2 - Locations at which temporary advisory signage will be located until the legislation is in place

- Designated entrances to the sand dunes complex
- Ashton Gardens
- Promenade Gardens – open space areas
- Land between Beach Terrace Café & Fairhaven Lake
- Fairhaven Lake
- Lytham Green

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF THE CHIEF EXECUTIVE	TOURISM AND LEISURE COMMITTEE	22 JUNE 2017	9
FILMING CHARGES			

PUBLIC ITEM

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

SUMMARY

The council is seeking to adopt a more commercial approach as part of becoming a self-sufficient council by 2020, in response to this a suggestion has been put forward to introduce charges for professional media production companies to have permission to film in the Fylde Borough. This is an approach that is common place in most other local authorities where there is demand from professional media companies to film. The report outlines the proposed benefit from introducing a charge for filming and the supporting policy.

RECOMMENDATIONS

1. That the committee review and approve the policy arrangements for professional media production companies to have permission to film in the Borough.
2. That the committee approve the proposed charges for filming in the Fylde Borough.

SUMMARY OF PREVIOUS DECISIONS

N/A

CORPORATE PRIORITIES

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

REPORT

1. Since January 2017 there have been several requests from professional media companies to film on location and on council owned land in the Borough including national organisations such as ITV and the BBC for shows such as:
 - Coronation Street,
 - Loose Women,
 - Don't tell the bride
 - Ant and Dec's Saturday Night Takeaway

- Eaten By Lions (film)

It is clear that the Fylde is a popular location for filming both TV shows and film, as such there is a clear opportunity for the Council to obtain a revenue income from professional media companies filming. Other local authorities charge for permission to film on location and based on the average charges levied by other councils a potential income of £5100 could have been realised based on the recent requests that have been granted.

2. Based on the policy and procedures in place at other local authorities and the fees charged, best practice is to have a downloadable version of the guidelines and charges for professional media companies to film on location available on the website. An online form would be completed by the requester which is then forwarded to the relevant officer for consideration and approval or refusal. At present there is no formal process other than ad hoc requests made to the Communications Officer for filming on council owned land who then consults with the appropriate senior manager to decide if permission will be granted or not.
3. In order to put in place a formal process for receiving and acting on requests for filming on council owned land draft Guidelines for on location filming have been included at Appendix A, and if members want to consider introducing a charge proposed fees can be found at Appendix B. The guidelines are necessary to ensure a consistent approach to any request and to ensure that it is clear what content is appropriate e.g. filming detrimental to the reputation of the borough or the council would not be granted on council owned land.
4. Whilst it is recognised that on location filming by major organisations such as ITV and the BBC provide non cashable reputational benefit to the area levying a charge for the right to do so on council owned land is not uncommon. On most occasions professional film crews will require exclusive use of council owned car parks or other land to accommodate the associated infrastructure or cordon off the 'set' as well as officer time for notification, preparation and monitoring on site activity, it is reasonable to set a charge for the use of council resources. However, as with all fees and charges the rates proposed are reasonable and have been set after comparison with charges made by similar local authorities.
5. By 2020, every local authority is required to be self-sufficient, there will no longer be a central government grant. It was highlighted in the LGA Peer Challenge Report in June 2016 that income generation is significantly underdeveloped at Fylde and that every opportunity to contribute to revenue income should be explored. Whilst the charges may not realise significant income they would cover the direct and indirect cost of any resource requirement. It is important though that the guidelines are approved even if charges are not approved to ensure a transparent process is in place to manage any professional location filming on council owned land.

IMPLICATIONS	
Finance	Currently the Councils Financial Forecast does not include any budgeted income from filming charges. As and when income from this source is quantified this will be reflected in later updates to the Financial Forecast.
Legal	The council will not necessarily be able to charge for each and every occasion when the area is used in film or television. The ability to charge will depend on the use of council facilities, as mentioned in the report.
Community Safety	None arising from report
Human Rights and Equalities	None arising from report
Sustainability and Environmental Impact	None arising from report
Health & Safety and Risk Management	None arising from report

LEAD AUTHOR	CONTACT DETAILS	DATE
Erin Coar	Email & Tel 01253 658499 erin.coar@fylde.gov.uk	14 th June 2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
none		

Attached Documents

Appendix 1 - Proposed Filming Guidelines and Charges 2017.



Filming Guidelines 2017

Contents

Introduction	1
How to apply for permission	1
Guidelines	2
Film-makers' obligations	3
Fees & Charges	5

Introduction

Fylde boasts picturesque villages, beautiful beaches, coastlines and sand dunes and historic market towns. The Borough Council of Fylde owns land and property which is part of the area's outstanding heritage and landscapes.

The council acknowledges the role that film and photography can play in helping to build and maintain the reputation of the borough and attempts to balance filming requests with the needs of the community and any resource implications of requests. Each request will be assessed on its individual merits.

These guidelines outline how to apply for permission to film on land or within property owned by the Borough Council of Fylde. For the purposes of these guidelines 'filming' covers any activity using a camera including still photography with the exception of news-gathering crews.

News personnel should speak to Communications **(01253 658499)**.

Please note that the council can only give consent for filming on property that it owns. It is film-makers' responsibility to liaise with private landowners.

How to apply for permission

For both small and large scale productions, you should apply for permission through the website www.fylde.gov.uk/filming Please refer to the filming guidelines below before submitting an application.

If necessary a discussion may be required to cover the detail of more complex shoots.

Film request applications should be submitted to via our website at www.fylde.gov.uk/filming

Please complete the form in full ensuring that the following information is included:

- A brief outline of the filming/photography to be undertaken, including information about the intended purpose of and end use of the imagery
- Details of the location(s) where filming/photography is to take place.
- The dates for filming
- A copy of your valid insurance policy, providing evidence of a minimum of £5 million Employer's Liability Cover and £5 million Public Liability cover (where the risk is considered to require it, applications for larger projects may need to provide insurance of a higher level).
- A list of crew (including full names)
- Details of any vehicles involved in the shoot, including registration

Additional information may be requested at any point during the application process and following permission being granted.

The council aims to deal with requests as quickly as possible, a confirmation email will notify the applicant that the application has been received and is being processed. Simple requests will usually be responded to within three working days. More complex shoots will require more detailed consideration and potentially liaison with other parties. Major applications should be completed as early as possible in order to allow sufficient time. When a decision has been reached the applicant will be contacted directly.

If filming is permitted a confirmation email will be sent that outlines the detail of the permission and the applicant's obligations. In the case of large scale shoots it may be necessary to enter into a more formal agreement. The agreement must be signed and returned to Erin Coar, Public Relations and Communications Officer at erin.coar@fylde.gov.uk

The council aims to accommodate suitable filming requests that do not disrupt, inhibit public use of an area, conflict or be likely to conflict with other uses of the land/property or endanger the public. Any content that would undermine the reputation of the council or the local community would not be permitted.

In return film-makers are asked to

- Co-operate with the council, using the formal application process
- Inform the council's Communications department within a timeframe that is adequate to the proportion of the requested filming. As a guide a minimum of 7 days for standard requests (piece to camera, with minimal crew and equipment) and a minimum of 2 months for more complex or disruptive requests. Where the request is likely to require more detailed planning the council may require a longer timeframe to prepare.
- Film-makers are responsible for the conduct of the staff and crew during shoots.

Film-makers and photographers are advised that the council can only grant permission to film in respect of council-owned land and property. Private landowners must be approached directly. Where filming may impact upon the public highway, the Highways Authority Lancashire County Council should be contacted. It may also be appropriate to inform Fylde Neighbourhood Policing Team dependent on the size of the shoot.

Guidelines for filming on council-owned property

These guidelines are designed to provide assistance to production companies. They are not exhaustive. It is the responsibility of the company filming to ensure compliance with all laws relevant to the shoot.

The council will assess each request to film according to the specifics of the request and may at any point request further information from the production company to ensure that the council, its employees and the public are appropriately safeguarded.

For the purposes of these guidelines 'filming' covers any activities involving a camera including still photography, with the exception of newsgathering crews.

Access to film sets

The council reserves the right to access a film set at any time.

Film maker's obligation

Animals

Please inform the communications department if you intend to film using animals providing details of the type of animal(s) on set, the number, how they will be transported and kept and the emergency plan preparations in the event of evacuation. Dependent on the nature of the request it may be necessary to seek further detail before making a decision.

The RSPCA Guidelines for the use of animals in the audio-visual industry www.rspca.org.uk/performinganimals outlines the preferred conditions under which

animals should be kept. Film-makers must ensure that they have an animal performance licence and comply with all laws relevant to their particular circumstances.

Cables and tracking

Camera track laid in public places should be coned and attended at all times. If a camera crane is used in a public place the surrounding area should be coned off to allow for the swing of the crane and back swing of counter weights.

Where camera track is to be laid on the highway the film company must contact Lancashire County Council – the highways authority.

Catering

Please include in the application form details of caterers on set and any intended connection to the mains water supply.

Coning, traffic control and road closure

Where traffic control measures are required please contact Lancashire County Council Highways. If the use of council owned car parks is required provide details of any requirement on the application. The use of paid for car parking spaces may incur an additional cost.

Health and safety

Health and safety of the film production company, the employees and the general public affected by the filming/shoot is the responsibility of the photography/film production company. The photography/film production company must ensure that it gives due consideration to health and safety.

The council reserves the right to request copies of relevant health and safety documentation, certificates of inspection and risk assessments. Where the request includes a significant amount of technical equipment the council will require a period of at least 1 month notice.

Production companies submitting requests which involve a significant amount of technical equipment or a large crew that may present greater risk to the public, may be asked to nominate a safety officer whose name and contact details will be provided to the council.

All electrical equipment must be PAT tested.

Insurance

Before approving any request to film the council will require evidence of valid insurance with a minimum of £5 million public liability insurance cover and £5 million employer liability insurance. More complex or larger shoots may require additional insurance cover.

Student productions and non-commercial filming will be assisted as far as possible. Students will be required to provide a copy of the school/college/university's public liability insurance and a copy of the project risk assessment.

The film-maker will be responsible for the cost of reinstatement in the event that any damage is caused as a result of filming (either by the film-maker, their staff or by an activity that the film-maker has prompted) to street furniture, public highway and interior and exterior of buildings where filming is permitted. The filmmaker will be expected to use approved contractors to complete any reinstatement work in agreement with the council and to a reasonable timeframe agreed by the council.

Marshals, stewards and security staff

If the shoot includes crowd scenes or is likely to attract significant public interest it may be necessary to make provision for marshals, stewards and/or security personnel. Any requirement should be included in the filming application form along with a stewarding or security plan. Any stewards or security employees will need wear appropriate safety clothing (high visibility jackets etc).

Night shoots

Restrictions may be placed on night shooting dependent on the proximity of residential dwellings, night shoot requirements should be included in the application in order to be assessed and if any restrictions are applied notification can be provided

Noise and lighting

Noise

As part of health and safety management it is a requirement to comply with regulations relating to noise safety. The company must comply with any reasonable request to reduce noise levels made by the council or police during the shoot. Full compliance with the Noise at Work Regulations 1989 and the Control of Noise at Work Regulations 2005 is required.

If it is intended to use audio playback, megaphones or generators notification must be provided in the application to allow appropriate measures to be put in place to minimise disruption and safeguard the public.

Lighting

Please include details of lighting requirements in the application i.e. the position of lights and times of use, to ensure there is no adverse impact on residents or use of the highway.

Parking

All production parking requests should be included in the application.

Scenery

If it is intended to erect scenery or temporary structures of any kind details should be included in the application.

Staff and their use of the site

The company is responsible for the health and safety and conduct of employees and contractors during the shoot. No litter, alcohol or illegal substances are permitted on site and the company must comply with current employment legislation.

Risk Assessment

The council may request to see a copy of the shoot risk assessment and in some instances it may be appropriate for the company to appoint a safety officer – the name of whom should be passed to the council.

Use of vehicles in filming

Low loaders, tracking vehicles or any other vehicles and any parts attached to them must be fully roadworthy, licensed and insured. Vehicles must adhere all road regulations at all times and cause no obstruction or danger to any other vehicle or pedestrian.

Waste and litter

All waste and litter generated by the production must be disposed of correctly by the production company.

Weapons and scenes of a violent or offensive nature

The staging of crimes, accidents or emergency situations will need to be discussed with Lancashire Constabulary and other relevant emergency services.

No knives, firearms or weapons of any kind, including replicas, will be permitted on set without agreement. A licensed armourer must be present when filming involves knives, firearms or weapons. The armourer is responsible for the regulation, distribution, collection and transport of weapons. All weapons should be kept out of view of the public when not being filmed.

In addition to the guidelines, all filmmakers will be expected to abide by any site rules or by-laws relating to a specific location.

Fees and charges

These will be considered on a case by case basis, taking into account the size of production, length of filming duration, and also the number of locations in Fylde the filming will take place.

Charges do not apply to students creating films as part of their academic studies, registered charities or news reports.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	22 JUNE 2017	10
TOURIST INFORMATION WEEKEND OPENING			

PUBLIC ITEM

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

SUMMARY

This report has been produced following a request from elected members to explore options on opening the Tourist Information Centre (TIC) at St Anne's Town Hall at weekends and bank holidays in addition to its current Monday to Friday operation. This report provides a background as to the function of the TIC, current position, other sources of information that are available and a number of options that can be fully costed up in more detail for consideration.

RECOMMENDATIONS

To establish the preferred option and for officers to work up a detailed costed proposal.

SUMMARY OF PREVIOUS DECISIONS

Council – 3 March 2008

Council agreed as part of the budget setting process a number of budget saving proposals which included incorporating the Tourist Information Centre into the Town Hall and ceasing to provide a service at weekends and bank holidays.

BACKGROUND

1. The purpose of a Tourist Information Centre (TIC) is to provide visitors and local residents with relevant information about what is going on and what to do in the locality. As experts on the local area, TIC's are for some the first 'port of call' for information on places to stay, places to eat, where to visit, information on present or upcoming events. They are a resource for visitors and at present there are over 200 in England (according to the Visit England website). In Lancashire (outside of Fylde), there are twelve TIC's, these being operated by local authorities.
2. In Fylde there was a dedicated TIC facility in St Anne's at the junction of Clifton Drive North and St Annes Road West for a number of years. In 2008 this facility was closed as part of council wide budget savings and moved to within the reception area of the Town Hall in St Anne's, the TIC facility was also delivered during normal working hours only and not open at weekends and bank holidays. There is a small TIC provision in Lytham Windmill which primarily operates as a visitor attraction to 35,000 visitors during its operational season (Easter to end September).
3. The TIC provides information on Fylde places to visit, local information (e.g. public transport/leisure facilities/parking/toilets), stocks a range of print and can sell tickets for a range of local visitor attractions – e.g. Blackpool Zoo, Merlin attractions and Viva Blackpool can now be purchased from the TIC desk at the Town Hall.

CURRENT POSITION

4. The TIC is currently operated within the Town Hall reception area during office hours Monday to Friday (excluding Bank Holidays) and staffed by the Customer Support Team that also have a range of other corporate support responsibilities including 'meet and greet', print and post, administration etc. It has print provision (in part through a print distribution agent), a TV screen which can show pre-set information, information desk and the ability to sell attraction tickets on a commission basis.
5. As part of the refurbishment scheme for the Town Hall it was intended to keep separate the tourist information/general enquiry desk from the main customer service desk dealing with council tax, benefit enquiries. As part of the works implemented the tourist information/general enquiries desk has been located to the front of reception with a retractable screen installed part which allows the TIC facility to operate with the remainder of the reception area closed. The main enquiries at present are for bus timetables, local maps and what's on information. It is estimated that at present, 80% of visitors to the desk are tourists and 20% local residents.
6. Information is now more available, and accessed primarily through the internet, mobile devices and social media increasing significantly the channels for sourcing information driven by demand that did not exist when TIC's were first developed. Fylde Council operates the website www.visitlythamstannes.co.uk which benefits from 2.5 million page views per year as well as carrying information on www.visitlancashire.com (550,000 page views per year for Fylde content). A new visitor website www.discoverfylde.co.uk is under development for launch during summer 2017. Statistics show that over 50% of people now access web information through a mobile device so the Fylde internet provision is also supported by regular messages and interaction on social media through Facebook and Twitter.
7. The council has a digital transformation agenda based on 'Digital by Preference' (DBP) across all services to meet the ever increasing demand for online interaction with a reduction in demand for contact in person or over the phone. The second stage of the strategy will be 'Digital by Default' as face to face and phone contact continue to reduce and future generations expect to engage online.

PROPOSAL

8. Officers have received a request from elected members to investigate the options to open the TIC facility at weekends and bank holidays in the Town Hall reception area, either on a part or year round basis. The report outlines the options for this to be delivered and the associated costs.

OPTIONS

9. It is possible to open the TIC desk at weekends in order to be of service to visitors, provide information, sell tickets for attractions and stock a small range of merchandise.
10. The source of any additional funding would need to be identified because it is not costed into existing service budgets. The most efficient approach would be to have a pool of employees to operate the TIC facility, from which, one or two would work on each weekend day or bank holiday. There would be no requirement for the whole of the Town Hall to be opened because a limited area can be isolated from the rest of the Town Hall with the employee responsible for the safe opening, operation and closing of the facility.
11. Any weekend operation of the facility would require a minimum of two people, this does not need to be two paid employees. Many examples exist of TIC facilities operated by volunteers and / or charity organisations in partnership with the local authority.
12. There has been a request for volunteers to assist in the weekend operation of the TIC desk and at present, five volunteers have come forward with an indication that they would be willing to help staff the facility on a rota basis. A more proactive campaign to canvass for additional volunteers can be carried out to extend the pool of volunteers. It is proposed that volunteers would not have any connections or affiliations with any tourism service provider to ensure independence and confidence with the service. . The proposal would be to have the weekend facility operated by a paid employee working alongside at least one volunteer. However, volunteers cannot be required to attend and therefore it may be necessary to have the flexibility for two paid employees to operate the facility.

13. The estimated costings below have been based on the option of having one paid employee or two paid employees working with at least one volunteer for a period of six hours per day at weekends and bank holidays throughout different periods of the year
14. There are four options which can be considered:
- 1) TIC only open on weekdays during office hours at present – no change to existing cost
 - 2) TIC open all year round on weekend days, bank holidays and weekdays when Town Hall open – estimated cost for one staff member £11, 000; two staff members £22,000
 - 3) TIC Open only at weekends for six key events – e.g. Kite Festival, Music & Arts Festival, Lytham Festival, Food Festival, key golf events, Carnival Weekend – estimated cost £1,300 for one staff member; two staff members £2,600
 - 4) TIC open weekends and bank holidays May to September (19 weekends) – estimated cost £4,000.; two staff members £8,000
15. Members are asked to give officers an indication of which proposal they prefer, to allow officers to develop a further detailed costed proposal which would be included in any revenue budget growth proposals for 2018.

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)	✓

IMPLICATIONS	
Finance	None arising at this stage. There may be cost implications that arise at a later point, depending upon which, if any, of the options described within this report is selected as the basis for the future operation of the tourist information service.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Tim Dixon	tim.dixon@fylde.gov.uk & Tel 01253 658 436	01/06/2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Council minutes	3 March 2008	https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/692/Committee/33/Default.aspx

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	22 JUNE 2017	11
EASTER TOURISM AND LEISURE HOTELIERS BRIEFING			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

A one hour pre-Easter tourism briefing was held at the Chadwick Hotel, St Annes on the sea, on Monday 10th April to an audience of approximately 70 guests. The briefing was aimed at Fylde tourism businesses, including accommodation providers to allow an update on tourism promotional developments by the Tourism and Cultural Services Manager. Topics included web, social media and print information and for an update by key 2017 event organisers of their summer plans. Additionally, representatives from Lowther Pavilion and Lytham Hall presented their event plans and upcoming activity to tourism businesses. The invite was sent out via a business database to rural based businesses and also via STEP and the Lytham Business Partnership. Feedback and comments on the day were excellent and it was felt a good briefing forum and a good networking opportunity. It is envisaged to hold two such events each year (pre-Easter and September / October) and members of the T&L Committee will be invited to all such future briefings

SOURCE OF INFORMATION

Tim Dixon - Tourism and Cultural Services Manager

LINK TO INFORMATION

The Powerpoint presentation can be viewed using the link provided:

[Presentation](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To provide an information update on the presentation given. Members of the Tourism & Leisure Committee will be invited to future briefings of this nature.

FURTHER INFORMATION

Contact Tim Dixon ext 658436 tim.dixon@fylde.gov.uk

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF THE CHIEF EXECUTIVE	TOURISM AND LEISURE COMMITTEE	22 JUNE 2017	12
YEAR END PERFORMANCE EXCEPTION 2016/17			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the financial year end 2016/17. Performance is reported against the targets set for the year and commentary is provided by performance exception.

SOURCE OF INFORMATION

Tourism and Leisure team input data into the InPhase corporate online system from service based performance data.

LINK TO INFORMATION

www.fylde.gov.uk/performance - Full Corporate Performance for Fylde Council

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact Alex Scrivens, Performance & Improvement Manager.

Year end Commentary by Performance Exception for the Tourism and Leisure Committee

***** PERFORMANCE ABOVE TARGET *****

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

PM21: Number of community groups supported (including 'in bloom' & 'friends of') was 32, the target is 28.

The number of community groups supported by the Council remains strong. The Cultural Services team continue to support existing community groups and encourage new groups to ensure a strong network of community partners. The range of groups is very diverse including beach cleansing volunteers, parks 'friends' and 'In Bloom' groups in addition to arts, heritage and sport groups.






PM22: Number of 'in bloom' awards achieved by groups working with LA was 33, target is 28.

The Parks Development team continue to work with community groups from around the whole Borough and recent 'Bloom' successes are encouraging additional groups to enter the competition. This year sees a further increase in Neighbourhood Awards e.g. Allotments, Housing Associations and Community Initiatives.






PM23: Number of swims at St Anne's pool was 108,279. The target is 96,000 which is based on Sports England baseline.

This year has been another success at St Annes Pool with increased numbers across all sessions due to a timetable of activities that is more inclusive. New sessions have been introduced which have proved popular with attendance numbers remaining high. The new timetable of sessions has worked well and has enabled easier access for greater engagement with a wide variety of user groups. The schools swimming programme brings in regular numbers from local schools and the school swimming lessons form part of the school curriculum programme which the YMCA are key partners. Aqua aerobics and 'Swimfit' sessions have increased in numbers and consequently, extra sessions have been programmed into the timetable to ensure increased engagement. Other factors that have increased the daily swim figures are improved marketing of the service by the YMCA, an increase in Pool birthday parties that have doubled this year and the disability swimming club - Fylde Sharks.

PERFORMANCE KEY ICON STATUS

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

PERFORMANCE SCORECARD APRIL 2016 TO MARCH 2017

Tourism and Leisure						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2015 MAR 2016	APR 2016 MAR 2017	Yearend Target	Performance Status
PM20: Number of Major parks achieving a 'Green Flag' award	Annual	Bigger is Better	5	6	5	
PM21: Number of community groups supported (including 'in bloom' & 'friends of')	Annual	Bigger is Better	29	32	28	
PM22: Number of 'in bloom' awards achieved by groups working with LA	Annual	Bigger is Better	30	33	28	
PM23: Number of swims at St Annes pool	Monthly	Bigger is Better	111283	108279	96000	
PM94: Number of recorded safety inspections carried out on each unit of children's play equipment	Annual	Bigger is Better	13	50	48	

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	22 JUNE 2017	13
CAPITAL PROGRAMME MONITORING REPORT 2016/17 – OUTTURN POSITION 31st MARCH 2017			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

This report sets out details of expenditure on schemes within the Council's approved capital programme for the financial year 2016/17.

SOURCE OF INFORMATION

The report is based upon information on capital programme expenditure on a scheme by scheme basis extracted from the Council's financial ledger system for the period to 31st March 2017.

LINK TO INFORMATION

<http://www.fylde.gov.uk/council/finance/budget-monitoring/2016-17/capital/capital/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The purpose of this report is to provide an update of the Council's approved Capital Programme as at the financial year-end, 31st March 2017. The Committee is directed to take particular note of those schemes which are under the Committee's remit.

Further information on the financial outturn position for 2016/17 will be contained within the MTFs Outturn Report to the Finance and Democracy Committee in June 2017.

FURTHER INFORMATION

Contact Paul O'Donoghue (Chief Financial Officer)








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

CAPITAL OUTTURN 2016/17

KEY:   	SCHEME DELIVERED TO BUDGET DURING THE YEAR SCHEME UNDERSPENT AGAINST BUDGET SCHEME OVERSPENT AGAINST BUDGET
--	---

APPROVED SCHEMES	Financing Source	Latest Budget 2016/17 £000	Actual Outturn 2016/17 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
<u>TOURISM & LEISURE COMMITTEE</u>								
Promenade Footways	No external finance - funded by borrowing/general asset disposal receipts	47	47	0	On target	☺	0	The works have been completed within the approved budget during the year.
Hope Street Footways	Capital Investment Reserve	24	24	0	On target	☺	0	The works have been completed within the approved budget during the year.
Lowther Pavilion Roof	Capital Investment Reserve	118	118	0	On target	☺	0	The scheme has been completed within the approved budget during the year.
Sand Dunes re-modelling at North Beach Car Park / Summerfields	Capital Investment Reserve	17	17	0	On target	☺	0	The scheme has been completed within the approved budget during the year.
Freckleton Memorial Park	Capital Investment Reserve / S106 Monies / External grants and contributions	172	172	0	On target	☺	0	The scheme has been completed within the approved budget during the year.
Improvements to Children's Play Area - Derby Road, Wesham	S106 Developer Contributions	24	24	0	On target	☺	0	The scheme has been completed within the approved budget during the year.
Implementation of a Health Walk on Blackpool Road North Playing Fields, St Annes	External Grant	12	12	0	On target	☺	0	The scheme has been completed within the approved budget during the year.
Sub total		414	414	0			0	





KEY:	 SCHEME DELIVERED TO BUDGET DURING THE YEAR  SCHEME UNDERSPENT AGAINST BUDGET  SCHEME OVERSPENT AGAINST BUDGET
------	---




APPROVED SCHEMES	Financing Source	Latest Budget 2016/17 £000	Actual Outturn 2016/17 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
OPERATIONAL MANAGEMENT COMMITTEE								
Replacement Vehicles	Capital Investment Reserve / Borrowing	407	369	38	Underspent		38	Operational vehicles, of a bespoke specification, were not delivered to the Council by the year-end. Slippage is requested in this regard and the vehicles are now expected to be received in the early part of the financial year 2017/18.
Vehicle Wash-down Facility - Snowdon Rd Depot	Capital Investment Reserve	25	23	2	Underspent		0	The scheme has been completed with a minor underspend in 2016/17.
North Promenade Toilets Refurbishment	Capital Investment Reserve	84	84	0	On target		0	The scheme has been completed within the approved budget during the year.
Bus Shelter Replacement Programme	Capital Investment Reserve	50	51	-1	Overspent		0	The scheme has been completed with a minor overspend in 2016/17.
Car Park Improvements	No external finance - funded by borrowing/general asset disposal receipts	30	29	1	Underspent		0	The scheme has been completed with a minor underspend in 2016/17.
Fylde Headlands Preliminary Work	Specific Government Grant (Environment Agency)	133	125	8	Underspent		8	Preliminary design work has now been completed and a Marine Management Organisation licence application submitted. A planning application has also been submitted and approved. Slippage is requested in respect of the remaining elements of the preliminary works.
Repair & Renewal - Flood Defences	Specific Government Grant (Environment Agency)	33	6	27	Underspent		0	The scheme has been completed within budget in 2016/17. The underspend is a consequence of limited eligibility by Fylde residents for grants under the scheme regulations.
Sub total		762	687	75			46	



KEY:	 SCHEME DELIVERED TO BUDGET DURING THE YEAR  SCHEME UNDERSPENT AGAINST BUDGET  SCHEME OVERSPENT AGAINST BUDGET
-------------	---

APPROVED SCHEMES	Financing Source	Latest Budget 2016/17	Actual Outturn 2016/17	Variance	Variance	See key	Slippage Requested	Comments
		£000	£000	£000			£000	
ENVIRONMENT, HEALTH & HOUSING COMMITTEE								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	938	708	230	Underspent	▲	230	This budget has seen a significant increase in central government funding during 2016/17 and a further contribution of £40k from Progress Housing which was received late in 2016/17 which has now also dealt with the backlog / waiting list for disabled facility works. The slippage of £230k reflects the residual balance from 2016/17. An annual monitoring report on DFG's is due to be considered by the Environment, Health and Housing Committee at its next meeting.
93 St Albans Road - Compulsory Purchase Order	S106 Developer Contributions	105	6	99	Underspent	▲	99	Although the Compulsory Purchase Order (CPO) of this property had been completed by the end of the 2016/17 financial year, the claim for compensation by the former owner of the property had not been finalised at that time. Consequently slippage is requested to provide funding for the compensation payment during 2017/18.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460	0	460	Underspent	▲	460	Council has agreed to use Section 106 funding to part fund the Sunnybank Mill project in order to deliver affordable homes and to regenerate this derelict brownfield site. Planning permission has only recently been granted and the payments have been agreed in two phases, 50% on commencement and 50% on completion. Slippage into 2017/18 is requested due to the delay in delivery of the scheme.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	28	10	18	Underspent	▲	18	This funding was received from Lancashire County Council late in the financial year and consequently it has not been possible to commit the full amount (£28,000) during 2016/17. Slippage into 2017/18 is requested in respect of the residual amount.
New memorial garden - Lytham Park Cemetery	Capital Investment Reserve	33	33	0	On target	😊	0	The scheme has been completed to budget during 2016/17.
Sub total		1,564	757	807			807	

KEY:	 SCHEME DELIVERED TO BUDGET DURING THE YEAR  SCHEME UNDERSPENT AGAINST BUDGET  SCHEME OVERSPENT AGAINST BUDGET
------	---

APPROVED SCHEMES	Financing Source	Latest Budget 2016/17 £000	Actual Outturn 2016/17 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
PLANNING COMMITTEE								
Woodlands Road Regeneration Scheme - Town Centre Phase 3	Capital Investment Reserve / S106 Developer Contributions	19	13	6	Underspent		6	The scheme is almost complete. Slippage is requested for £6k in 2017/18 for the remaining works and the final account is expected to be finalised early in the financial year 2017/18 within budget.
St Annes Regeneration Schemes	S106 Developer Contributions	37	39	-2	Overspent		0	The scheme has been completed with a minor overspend in 2016/17. The additional £2k of expenditure has been funded by a contribution from St Annes Town Council.
Kirkham Public Realm Improvements	S106 Developer Contributions	90	69	21	Underspent		21	The scheme is almost complete. Slippage is requested for £21k into 2017/18 for the remaining works and the final account is expected to be finalised early in the financial year 2017/18 within budget.
M55 Link Road - design works	S106 Developer Contributions	425	288	137	Underspent		137	A report was approved by Council on 4th July 2016 for a £425k fully funded addition to the capital programme in 2016/17 to be met from a S106 developer contribution to fund the detailed technical design of the proposed link road. This work is progressing and payment is being made in stages as work is completed rather than as an upfront payment. Accordingly payments will be spread across two financial years and slippage into 2017/18 in the sum of £137k is now requested.
Sub total		571	409	162			164	

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

APPROVED SCHEMES	Financing Source	Latest Budget 2016/17 £000	Actual Outturn 2016/17 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
FINANCE & DEMOCRACY COMMITTEE								
Accommodation Project - Phase 3, 4 & 5 - East Wing Inc. Lift, Chaseley Link Bridge and One Stop Shop	Proceeds from the sale of surplus Council Assets, and the Accommodation Project Reserve	803	803	0	On target		0	Significant progress has been made during 2016/17 towards delivery of the Accommodation Project. Phases 3, 4 and 5 were completed in November 2016 and the new 'One-Stop-Shop' and call centre are now operational. Work commenced on the remaining phases of the scheme in late 2016 with completion expected during mid-2017. Regular update reports on the project will continue to be provided to Members. Slippage is requested as result of changes to the timings of the works relating to elements of both Phases 6 & 7 of the project.
Accommodation Project - Phase 6 - Council Chamber		838	473	365	On target		365	
Accommodation Project - Phase 7 - Internal Refurb / Services								
Sub total		1,641	1,276	365			365	
Total Expenditure		4,952	3,543	1,409			1,382	