



# Agenda

## Finance and Democracy Committee

Date:	Monday, 22 June 2020 at 6:30pm
Venue:	Remote meeting via Zoom
Committee members:	<p>Councillor Karen Buckley (Chairman) Councillor Vince Settle (Vice-Chairman)</p> <p>Councillors Peter Anthony, Peter Collins, Ellie Gaunt, Linda Nulty, Liz Oades, David O'Rourke, Richard Redcliffe, Elaine Silverwood, John Singleton JP, Michael Withers.</p>

**Please Note:** This meeting is being held remotely via Zoom. To access the meeting please click on the link below.

<https://us02web.zoom.us/j/86141651841?pwd=RWY0QTFJZFBlcjdaUmVrSmJyZWJkZz09>

Meeting ID: 861 4165 1841

Password: 496543

### Public Platform

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

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

	PROCEDURAL ITEMS:	PAGE
1	<b>Declarations of Interest:</b> Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meeting held on <a href="#">17 February 2020</a> as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 23(c).	1
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<b>8</b>	<b>Addition to Capital Programme – Housing Needs Assessment</b>	<b>19 - 22</b>
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<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHAIRMAN'S REPORT	FINANCE AND DEMOCRACY COMMITTEE	22 JUNE 2020	4
<b>COVID 19 IMPACT ASSESSMENT &amp; RECOVERY</b>			

### PUBLIC ITEM

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

### SUMMARY

This initial report provides an overview of the known and potential impact of the COVID 19 lockdown measures on the services and functions within the remit of the Finance and Democracy Committee. At this stage the information is based on the data available and government policy in place at the time of drafting the report, plans are being made across the council to revise budget forecasts and business plans in response to the changes brought about by the COVID 19 measures. Further reports will be published for the committee over the coming months to provide updates on the impact of COVID 19 measures as the nation moves out of lockdown through a phased approach.

### RECOMMENDATION

1. That the impact of the COVID 19 measures on functions within remit of the committee are noted and members provide any feedback to support the recovery programme.
2. To note the current estimate of council wide impact of COVID 19 on finances included in Appendix 1

### SUMMARY OF PREVIOUS DECISIONS

None

### CORPORATE PRIORITIES

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

### REPORT

1. The Coronavirus (COVID 19) world pandemic has had an impact on society never experienced before. The necessary measures put in place through national legislation have had a direct impact on every individual and it is expected that the process of returning to some sort of normality, albeit in a different world, will take a little longer as the world comes to terms with the changes. It is in this context that officers have collated the known and estimated financial and operational impact of the COVID 19 measures on the services within the remit of the Finance and Democracy Committee.

2. The information included in this report represents the current knowledge based on known factors, such as loss of income to date or operational changes, as well forecasts from scenario planning. As society moves further away from the lockdown period towards a new norm updates on the impact outlined in this report will be provided along with details of additional impacts yet unknown. The service-based committees have received a report in respect of the services applicable to the committee, the information included in this report includes the services covered by the Finance & Democracy Committee.
3. All services prepared Business Continuity Plans and completed risk and impact assessments that included details of the activities that could be continued, and which services cannot be delivered during COVID 19. Services operating with additional demands could request additional support; whether staffing, PPE, ICT or guidance on decision making.
4. **Financial Services** – during the COVID 19 period the demand on the financial services has significantly increased resulting in demand at times outstripping resource and capacity. Additional requirements such as The Hub, business grant schemes, CTAX hardship payments and schemes and financial returns related to COVID 19, at a time when CTAX billing and the closure of accounts were also taking place, has resulted in delays to many processes and elements of the 'day job' being put on hold whilst resources have been diverted to deal with COVID related priorities supporting businesses and residents. This has been compounded by a reduced resource as a result of the COVID 19 pandemic. Whilst the direct financial cost is not significant the impact has been on the capacity of the team to close the accounts and prepare the 2019/20 financial outturn report which would ordinarily have been presented to the June F&D Committee. Consequently this report will be presented to Members at a later date, yet to be determined.
5. One of the COVID 19 reporting requirements is to identify the estimated financial impact to the council from lockdown and social distancing measures and report these to MHCG on a monthly basis. Appendix 1 is a summary of the most recent (May) submission, which showed an estimated financial impact on the council of just over £1m. Members should note that this information covers the whole council and is based on a combination of known current direct costs or losses and best estimates, it is unlikely that the full impact will be realised in the current calendar year. The request from MHCLG has been to report on the cost and / or losses as a result of COVID 19. The government have distributed compensatory COVID19 support grants to local authorities totalling £3.2bn towards offsetting the financial impacts of the pandemic, and Appendix 1 includes Fylde's share which totals £838k.
6. **Governance** – arrangements for decision making were initially transferred to delegated decisions by officers until legislation in response to COVID 19 measures was approved to allow virtual meetings. There has been limited direct cost as a result of these changes and probably some beneficial technological learning for some members and officers.
7. **Corporate Planning** – the 2020-2014 Corporate Plan was approved through a delegated decision on April 3<sup>rd</sup>, 2020 however, it has not been possible to progress the plan and the supporting service plans because of the operational displacement as a result of COVID 19. Equally, it has not been possible to maintain performance management of service delivery because so much has been disrupted. However, post COVID 19 service delivery and strategic requirements will have changed which could require an early review of the corporate plan initiatives, priorities and objectives.
8. **Mayoral Arrangements** – the COVID 19 pandemic has essentially put the Mayoral service on hold. Legislation gave the ability to roll on mayoral appointments for the current municipal year, and Group Leaders were supportive of this proposal. Councillor Jacques has therefore automatically had her period of office extended by 12 months, with Councillor Redcliffe as her Deputy. Councillor Little is now scheduled to take up the position of Mayor-Elect for the 2021/22 municipal year.
9. Functions covered by the committee such as procurement, community projects, strategic partnerships, and policy development have all been operated as and when required. The community project fund is open on a rolling basis going forward to respond to demand after several COVID 19 related community initiatives made enquiries about the fund. There has been no direct financial cost to the limited progress in these service areas but there will be delays to any pre COVID 19 projects, initiatives and deadlines.
10. Social distancing measures implemented as part of phased return to work is expected to have an impact on operations across the council for the remainder of the 20/21 financial year and possibly even longer. The

Medium-Term Financial Strategy (MTFS) and service delivery plans will be reviewed to take account of the financial and operational impact of COVID 19. The next revision of the MTFS will be published in November.

IMPLICATIONS	
Finance	This report provides a general commentary of the financial impact to the Finance and Democracy Committee operations of the Covid-19 lockdown measures. These estimates are subject to change as the situation develops. In due course an updated Financial Forecast will provide a more accurate assessment of income loss and additional costs.
Legal	None from this report
Community Safety	Social distancing measures will be in place for the foreseeable period and have impact on service delivery
Human Rights and Equalities	None from this report
Sustainability and Environmental Impact	None from this report
Health & Safety and Risk Management	None from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Allan Oldfield	<a href="mailto:Allan.oldfield@fylde.gov.uk">Allan.oldfield@fylde.gov.uk</a> 01253 658500	June 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
COVID 19 Lockdown Measures	March – May 2020	<a href="https://www.gov.uk/coronavirus?gclid=EAlaIQobChMIlKCymb-f6QIVNoBQBh0WqQCIEAAYASAAEglbR_D_BwE">https://www.gov.uk/coronavirus?gclid=EAlaIQobChMIlKCymb-f6QIVNoBQBh0WqQCIEAAYASAAEglbR_D_BwE</a>

Attached Documents

Appendix 1 - Summary of May 2020 MHCLG return on estimated financial impact of COVID19

**Summary of May 2020 MHCLG return on estimated financial impact of COVID19**
**Appendix 1**

<b>FBC Income / Cost Heading - working estimates for May return to MHCLG</b>		<b>20/21 Full Year Estimate</b> £	<b>Assumption for May 2020 MHCLG return:</b>	<b>Estimated impact on 20/21</b> £
MOT Tests		-23,000	Equivalent of 4 months lost	7,667
Car Parking		-680,000	Equivalent of 4 months lost	226,667
Concessions / Rental Income / License Fees - initial 3 month rent free period	-23,575 pcm	-282,912	Equivalent of 4 months lost	94,304
Leisure Income - (Fairhaven Lake, Bowling, Allotments etc)		-148,176	Equivalent of 4 months lost	49,392
YMCA - additional subsidy			One off additional cost	100,000
Lytham Festival - lost income		-60,000	Income for 20/21	60,000
Planning Application income	-56,250 pcm	-675,000	Assume 50% lost income for	168,750
Building Control income	-17,625 pcm	-211,500	Assume 50% lost income for	52,875
Refuse Collection - additional agency labour costs - April 2020 £17.5k		75,000	Assume additional costs for 4 months of	70,000
Trade Waste		-423,500	Assume 50% lost income for	105,875
Additional Cem and Crem Costs			Include additional costs	19,000
Public conveniences		-25,000	Assume £6k lost income for the	6,000
Community Hub (including B&B)			Assume £35k additional cost	35,000
Land Charges Income		-75,000	Assume 50% lost income for	18,750
<b>TOTAL</b>		<b>-2,529,088</b>	<b>TOTAL</b>	<b>1,014,279</b>

**Additional Government Funding to Fylde to offset lost income and additional costs :**

	£
Initial tranche of funding:	34,085
Further tranche of funding - allocations announced on 28/04/2020:	803,687
<b>TOTAL</b>	<b>837,772</b>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	22 JUNE 2020	5
<b>COVID 19 COUNCIL TAX HARDSHIP FUND</b>			

### PUBLIC ITEM

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

### SUMMARY

One of the support measures from central government for residents as a result of the COVID 19 pandemic was the Council Tax COVID-19 hardship fund 2020 to 2021. The government announced in the Budget on 11 March that it would provide local authorities in England with £500 million of new grant funding to support economically vulnerable people and households in their local area.

A delegated decision was made in respect to this fund on April 30<sup>th</sup>, 2020, this report provides an update on the discretionary award of £150 for any residents on the Council Tax Reduction Scheme and the additional discretionary scheme financed from the fund to support the newly self-employed.

### RECOMMENDATIONS

1. That members recognise the important role of the discretionary Self-Employed Hardship Fund (to which applications were closed on 5<sup>th</sup> June 2020) and determine whether to re-open the scheme for further applications or to formally close the scheme.
2. That any residual funds from the Council Tax COVID-19 hardship fund 2020 to 2021 is retained in order to make the £150 award to any eligible new accounts during the COVID 19 measures.

### SUMMARY OF PREVIOUS DECISIONS

[Delegated Decision – April 30<sup>th</sup>](#)

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

## REPORT

1. The Council Tax COVID-19 hardship fund 2020 to 2021 was announced in the Budget on 11 March to provide local authorities in England with £500m of new grant funding to support economically vulnerable people and households in their local area. The expectation was that most of the hardship fund will be used to provide council tax relief, alongside existing local council tax support schemes. This funding is distinct from the £5bn COVID-19 response fund to support public services. Councils had already established local council tax support schemes for 2020-21 and the government expected billing authorities to primarily use the grant allocation to reduce the council tax liability of individuals in the area, using discretionary powers under s13A(1)(c) of the Local Government Finance Act 1992.
2. Fylde received a grant allocation of £586,022 from the £500m scheme. An extract from the detailed guidance is shown below, explaining how the award should initially be used to support Council Taxpayers.

*The Government's strong expectation is that billing authorities will provide all recipients of working age local council tax support ('LCTS') during the financial year 2020-21 with a further reduction in their annual council tax bill of £150, using their discretionary powers to reduce the liability of council tax payers outside of their formal LCTS scheme design.*

*Where a taxpayer's liability for 2020-21 is, following the application of council tax support, less than £150, then their liability would be reduced to nil. Where a taxpayer's liability for 2020-21 is nil, no reduction to the council tax bill will be available.*

*There should be no need for any recipient of LCTS to make a separate claim for a reduction under this scheme. The billing authority should assess who is eligible for support from the hardship fund and automatically rebill those council taxpayers.*

*Whether or not a taxpayer has been affected by COVID-19, directly or indirectly, should not be taken into account in assessing eligibility for this reduction.*

*The Government is keen to ensure that support is provided as quickly as possible to individuals who are eligible. It therefore considers that there is a strong case for councils to provide the support up front to enable the maximum benefit to be delivered promptly. However, the Government recognises that in some cases, authorities may consider that the most effective assistance could be profiled across the year.*

3. Anyone eligible for the £150 mandatory relief was notified that the award would be made and automatically credited to their account. If the balance on the account was less than £150 then the account would be adjusted to zero.
4. There is also the expectation that this grant is awarded to any new Working Age claims during 2020-21. The allocation of funding was based on CTR caseload as at Q3 2019/20, when 2,713 claimants were in receipt of Council Tax Reduction. As at 1st June 2020 there were 3,226 Working Age Council Tax Reduction claimants in Fylde therefore allocation of up to £150 grant for all claimants would cost £483,900. It is expected that the increase in claimants will continue as the full impact of the pandemic is felt throughout the economy, and the full cost of the £150 award is likely to be in excess of £500,000 in Fylde during 20-21.
5. Software to be able to award the grant automatically is expected to be released at the end of June 2020 therefore the awards will be applied to the Council Tax accounts in July. Normally software changes of this nature have a six-month lead in time to develop, test and ensure the software does not impact any other areas of the database. New adjustment notices with revised instalments will be issued to all customers once the grant has been applied.
6. The estimated residual from the fund on April 30<sup>th</sup>, 2020 was £23,000 and a Delegated Decision was made through this committee to establish a local discretionary scheme to provide the opportunity for anyone who is newly self-employed (from April 5<sup>th</sup>, 2019 onwards), and who is not in receipt of any other COVID 19 support, to make an application for council tax reduction. This had been identified as a group of people in the



community who will not be eligible for any of the support measures made available as a result of COVID 19 i.e. business support grants or the COVID 19 Self-employment Income Support Scheme. The Newly Self-Employed Hardship Fund was approved, and applications were open until Friday June 5<sup>th</sup>, 2020.

7. A total of 17 applications were received, most in the first week or so, and after eligibility checks 14 were awarded the maximum discretionary payment of £325 totalling £4,550. During the application period an announcement was made by central government to establish a Discretionary Business Support Grant to accommodate the businesses that did not qualify for the Small Business Rate Relief & Retail, Hospitality, Leisure Relief scheme. Newly self-employed companies could make an application to the local discretionary scheme and if they meet the criteria could access this grant. Several newly self-employed companies will have applied to the discretionary business grant support scheme and is likely the reason for the applications to the Newly Self-Employed Hardship Fund falling away.
8. The Newly Self-Employed Hardship Fund provided an opportunity for the newly self-employed at a time when there was limited support available elsewhere. The initial take up of the scheme and the introduction of the discretionary business support grant are evidence that fund served a valuable purpose when there was a gap in provision. Members are asked to recognise the roll of the Self-Employed Hardship Fund and consider either re-opening or closing the scheme.

IMPLICATIONS	
Finance	Fylde Council has been allocated £586k additional funding for Council Tax Hardship support from the national £500m Covid19 Hardship fund, as detailed in the report. Based upon the current number of Council Tax Support Cases at Fylde, up to almost £484k would be required to fund the mandatory £150 relief to residents who qualify for the existing scheme, although this is expected to rise as the full impact of the pandemic is felt on the economy. The cost of the discretionary hardship fund awards is currently £4.5k as set out in the report.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Allan Oldfield	<a href="mailto:Allan.oldfield@fylde.gov.uk">Allan.oldfield@fylde.gov.uk</a> 01253 658500	3 June 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Council Tax COVID-19 hardship fund 2020 to 2021	March 2020	<a href="https://www.gov.uk/government/publications/council-tax-covid-19-hardship-fund-2020-to-2021-guidance">https://www.gov.uk/government/publications/council-tax-covid-19-hardship-fund-2020-to-2021-guidance</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	22 JUNE 2020	6
<b>COVID 19 LOCAL AUTHORITY GRANTS TO TOWN CENTRES</b>			

### PUBLIC ITEM

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

### SUMMARY

In response to the significant challenges facing the local economy, in particular the high streets and town centres as a result of the COVID 19 lockdown and social distancing measures, the council is proposing an unfunded budget increase of £15,000 to award grants to the three largest town centres / high streets. The report outlines proposals to award £5,000 per town centre.

### RECOMMENDATIONS

1. That the committee approve an unfunded revenue budget increase of £15,000 for the award of a £5,000 COVID 19 recovery grant to each of the three primary town centres (Kirkham, Lytham and St Anne's).
2. That the grants are awarded to the local business partnership in each town and expenditure is subject to the guidance set out in the report.

### SUMMARY OF PREVIOUS DECISIONS

None

### CORPORATE PRIORITIES

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

## REPORT

1. The economic vitality of our high streets and town centres has been a priority for Fylde for several years evidenced by the recent success to secure funding in Kirkham, the regeneration projects in the three largest town centres and smaller high streets, and recent emerging work in St Anne's prior to the COVID 19 lockdown.
2. The COVID 19 lockdown regulations and social distancing measures have had an impact on the world economy with a long-term recovery on the horizon and the prospect of a 'normal' different to that we experienced before COVID 19.
3. There are currently several initiatives in place to support the recovery of the economy in Fylde including: the Safer Travel Restart fund (part of the [Reallocating road space in response to COVID-19](#)) administered by the County Council (upper tier) that Fylde will be able to make bids to in order to re-open public space safely as we move out of COVID 19 lockdown; and the [Reopening High Streets Safely Fund](#) announced on May 29<sup>th</sup> which has £71,758 available for Fylde to draw down for schemes which meet the four categories set out in the guidance:
  - a. Support to develop an action plan for how the local authority may begin to safely reopen their local economies
  - b. Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely
  - c. Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely
  - d. Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely
4. The council is working with stakeholders from the public, private and voluntary sector to develop initiatives that will support economic recovery across the Borough to ensure that any funding available through the national schemes is utilised. However, the high street and town centres where there is a concentration of businesses will face additional restrictions with the requirement for social distancing measures in limited space and restrictions on public transport reducing footfall. The council is looking to provide funding support to specific local initiatives in town centres, smaller scale projects that can make a big difference.
5. The committee is asked to consider a proposal to award an initial COVID 19 Town Centre Support Grant to the three primary town centres - St Anne's, Lytham and Kirkham. To award a sum of £5,000 (£15,000 in total) to each town centre business partnership; St Annes Enterprise Partnership (STEP); Lytham Business Partnership (LBP); and Kirkham Business Group.
6. The business partnerships are operated by local businessmen and women who represent the businesses in the town, the partnership will be required to use the grant to fund initiatives that support recovery in the town centre and report back to this committee with details of the schemes they have supported. Representations have already been made by members from some of the business partnerships who have been engaged with discussions on economic recovery sharing some great ideas.
7. To ensure that there is no duplication between the various COVID 19 economic recovery schemes the business partnerships will be provided with guidance to help them formulate suitable proposals and will be asked to liaise with the Chairman of the Town Centre Working Group and the Head of Planning, to discuss and agree the schemes that the partnerships will fund from the Town Centre Support Grant. The more extensive capital schemes will be funded from the national programmes that have made funding available which all partners are working on.
8. The £15,000 required for the three initial £5,000 Town Centre Support Grants will be funded from general reserves, members are being asked to consider a one-off unfunded budget increase to the 2020/21 budget. Further funding may be considered if the recovery period from COVID 19 is more extensive in terms of time frame or cost than currently estimated. The continually changing landscape will require regular review.

IMPLICATIONS	
Finance	The proposal in the report is to distribute grants totalling £15,000 funded from general reserves to be allocated for town centre COVID 19 grants by way of a one-off unfunded revenue budget increase to the 2020/21 budget.
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
Allan Oldfield	<a href="mailto:Allan.oldfield@fylde.gov.uk">Allan.oldfield@fylde.gov.uk</a> 01253 658500	3 June 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Reallocating road space in response to COVID-19: statutory guidance for local authorities	May 23 <sup>rd</sup>	<a href="https://www.gov.uk/government/publications/reallocating-road-space-in-response-to-covid-19-statutory-guidance-for-local-authorities">https://www.gov.uk/government/publications/reallocating-road-space-in-response-to-covid-19-statutory-guidance-for-local-authorities</a>
Coronavirus (COVID-19): safer public places - urban centres and green spaces	May 22 <sup>nd</sup>	<a href="https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19">https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19</a>
Reopening High Streets Safely Fund	May 29 <sup>th</sup>	<a href="https://www.gov.uk/government/publications/reopening-high-streets-safely-fund-guidance">https://www.gov.uk/government/publications/reopening-high-streets-safely-fund-guidance</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	22 JUNE 2020	7
<b>LYTHAM HALL DRIVEWAY CAPITAL BID</b>			

### PUBLIC ITEM

#### SUMMARY

The Council has received a request for financial assistance from Lytham Hall to resurface the main driveway which is in a poor condition and is failing. This request came in just before the budget for 2020/21 was set but not in good time for proper consideration.

This report contains an in-year capital growth bid for 2020/21 relating to a service which falls within the terms of reference of this Committee.

The Committee is asked to consider the request for financial assistance of £51,500 to Lytham Hall and recommend approval to enable the resurfacing of the main driveway, as detailed in the attached bid.

#### RECOMMENDATIONS

##### The Committee is requested:

1. To approve a funded addition to the Capital Programme in 2020/21 in the sum of £51,500, funded from the Capital Investment Reserve, to provide for a grant to Lytham Hall to fund the resurfacing of the main driveway.

#### SUMMARY OF PREVIOUS DECISIONS

In 2011 Fylde Council agreed a capital sum of £300,000 to support the Lytham Hall Heritage Restoration Project, which was paid in 2011/12. The grant was subject to several reports to members which are listed in a report entitled, 'Lytham Hall restoration: progress towards a new HLF bid' dated 7 June 2018.

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

## REPORT

1. The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan. The council also several stated objectives to support tourism, heritage and the local economy but specifically to: *'Work in partnership with Lytham Hall to enhance and preserve the Grade 1 listed asset'*.
2. The prioritisation of capital investment using a well-defined rational approach is important to prioritise resources when the demand for resources exceeds the resources available. This process is defined within the Council's Capital Strategy, the latest revision of which was approved by Council on 11<sup>th</sup> April 2016.
3. A key element of the prioritisation process, as described within the Capital Strategy, is the consideration of capital bids by the Council's Programme Committees. The capital programme for 2020/21 was approved by Council on 4 March 2020.
4. The Council has received a request for financial assistance from Lytham Hall to resurface the main driveway which is in a poor condition and is failing. This request came in just before the budget for 2020/21 was set but not in good time for proper consideration. The Committee is asked to consider the request for financial assistance of £51,500 to Lytham Hall to enable the resurfacing of the main driveway, as detailed in the attached capital growth bid.
5. This request has been considered and is supported by the Budget Working Group. It is recommended that the committee approve a funded addition to the Capital Programme in 2020/21 in the sum of £51,500, funded from the capital investment reserve.
6. An investment that facilitates improved access to the Hall will leverage a significant long term financial and tourism experience. The new leadership and management of the Hall introduced after the withdrawal of the lottery funding have taken the offer, and experience, of the Hall from strength to strength, increasing footfall, generating funds for many of the initiatives planned in the lottery bid and enhancing the reputation of the only Grade 1 listed attraction in Fylde.

IMPLICATIONS	
Finance	This report requests Members approval of a funded addition to the Capital Programme in 2020/21, in the sum of £51,500, funded from the Capital Investment Reserve, to provide financial assistance to Lytham Hall to facilitate the resurfacing of the main driveway at Lytham Hall.
Legal	No implications arising from this report.
Community Safety	No implications arising from this report.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	No implications arising from this report.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Walker	<a href="mailto:Paul.walker@fylde.gov.uk">Paul.walker@fylde.gov.uk</a>	8 June 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Lytham Hall restoration report	7 June 2018	<a href="http://www.Fylde.gov.uk">www.Fylde.gov.uk</a>

### Attached documents

Appendix A – Capital Bid for resurfacing of main driveway at Lytham Hall

## Lytham Hall main driveway resurfacing

### Description of Scheme:

Lytham Hall has been closed since Sunday 22 March as part of its response to the COVID-19 pandemic and the site has not been trading since. The site remains closed and all the staff furloughed. Unfortunately, due to the severe weather and flooding from January to March the site had already experienced a large reduction in patronage and turnover. Lytham Hall has aimed and achieved in very recent times to become a sustainable operation; however larger projects require the support of capital grants wherever possible in order to continue with the vital restoration.

Despite some setbacks Heritage Trust North West (NTNW) who operate the facility have strived to take advantage of the closure and ensure vital works to the Hall and estate have been completed. This is to ensure the buildings are conserved for future generations, and to form the infrastructure for a quality heritage visitor attraction. Several schemes have been delivered recently including drainage works, restoration to the Hall and improvements to the grounds funded through donations and income generated at the Hall.

Lytham Hall have requested that FBC fund the remaining driveway resurfacing works at a cost of £51,500 plus VAT. The new drive will reinforce the positive first impression that is so essential for the visitor experience, currently detracted from by the existing driveway, by giving a smooth road surface from the entrance to the hall and car parks. The improvements will also ensure the surface is safer for vehicles and cyclists to use and prevent any restrictions to vehicle access that the disabled, infirm and other users rely on. An updated map detailing the areas that will be resurfaced is attached.

HTNW which is a charity does not receive any regular grants towards the maintenance and upkeep of the Hall, yet it is the most significant and the only grade 1 listed building in the Borough of Fylde. The facility has leadership, management, employees and volunteers that are totally committed to the Lytham Hall project and have its very best interests at heart.

The Budget Working Group (BWG) has considered the request from Lytham Hall for a capital contribution for the improvements to the driveway and is supportive of the request. The BWG have asked to ensure:

- i) that Lytham Hall provide an update on any other recent fund raising it has achieved or is in the pipeline,
- ii) value for money by ensuring the quotations for the work are competitive,
- iii) proper accountability and payment approvals for any work undertaken.

Regarding other funding the following associated works are currently ongoing or have recently been completed at Lytham Hall.

- A section of the drive, where the foundations had failed, has already been resurfaced in April at a cost £5,600 supported by the Friends of Lytham Hall.
- This year the footpath from the inner gates was completed.
- Last year the footpath from the front gates at Ballam Road to the inner gates was also completed as well as the footpath from the rear gates to the car park. Much of the existing footpaths were also resurfaced during the year.
- Works to clear the surface water drainage ditches have been completed by the owner of Home Farm, along with broken land drainage in the adjoining fields.
- Lytham Hall are currently in the process of painting the North Section of the Jacobean Hall at a cost of £6,500 with funds from the Friends of Lytham Hall (FoLH).
- Lytham Hall are also in the process of updating the electrical system of the buildings at the Hall. Costs of approximately £5,000 have already been funded in December/January. The current ongoing works due for

completion in June are costing almost £8,000.

- A more environmentally friendly new electrical heating system will be installed very soon once the electrical work is completed at a cost of around £60,000. This will be funded by the Windmill charity and Lytham Town Trust (LTT), and will ensure the historic fabric of the Hall and conditions for the Clifton collection are correctly maintained.

Lytham Hall has undertaken a competitive procurement exercise to get 3 proposals/quotations for the work with the best value submission being £51,500 plus VAT. Lytham Hall is registered for VAT so will be able to claim back this cost as part of the works.

It is proposed that Fylde Council Technical Services provide technical/contract management support to Lytham Hall. This will provide project assurance to Fylde Council that the funds have been defrayed in accordance with project objectives.

**Capital cost plan:**

Cost Heading	Total £
Total cost for the resurfacing of the main driveway.	51,500
Total Scheme Cost:	<b>£51,500</b>

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

The proposed works will enable the main driveway to be resurfaced leading from Ballam Road to Lytham Hall and beyond the Hall to the car park entrances (see attached plan). Total length of driveway 1.2km, total area of resurfacing 5,350m<sup>2</sup>. The specified works will cut out all edges. The material will be 40mm depth with a 10mm wearing course. Tac coat K140 emulsion sprayed to all surfaces with supply and roll two coats macadam rolled over banding joints.

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

The proposed works will enhance the entrance to Lytham Hall and enhance the appeal of the facility. It will help encourage greater use and patronage of the facility thereby increasing turnover which will help make it more sustainable.

**Contribution to corporate objectives (i.e. how does the project achieve or help deliver priorities within the draft corporate plan 2020/24):**

**Economy**

- Facilitate improved transport infrastructure and connectivity
- Develop policy to protect the character of communities i.e. heritage assets, listed features, town centre markets

**Environment**

- Create and maintain high quality parks and open spaces

**Tourism**

- Provide parking solutions that meet the needs of residents, workers and visitors
- Support and facilitate heritage and arts
- Develop leisure offer along the coast to cater for residents and visitors all year round
- Work in partnership with Lytham Hall to enhance and preserve the Grade 1 listed asset



Budget Resource Requirements				
Breakdown of initial capital costs and future revenue implications				
Estimated Total Capital costs of bid (£000's):				£ 51,500
Annual additional Revenue costs arising from the bid (£000's):				£ 0
OR				
Future Annual Revenue Savings achievable as a result of the bid: (£000's):				£ 0
Please provide any further details of revenue savings below:				
Value and phasing of bid:				
2020/21	2021/22	2022/23	2023/24	Additional capital investment required (i.e. the value of the bid)
£51,500	£000	£000	£000	
Existing resources in the Capital Programme relating to this scheme: N/A				
2020/21	2021/22	2022/23	2023/24	Existing capital resources in the approved Capital Programme
£000	£000	£000	£000	
Estimated timescales for the bid:				
Start Date June 2020			Completion Date July 2020	

Project Risks (outline any risks to delivery of the project and how these will be mitigated)		
Risk	Impact	Mitigating Action
That the work is not funded and undertaken	The driveway becomes so dangerous as to require closure of the roadway to vehicles	Support provided by FBC to ensure driveway can be resurfaced.
Works take longer than anticipated to complete.	Driveway remains closed until completion of works.	Ensure proper contract management of contractor appointed to undertake works. FBC Technical Services to provide technical/contract management support and project assurance to LTT.



## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	22 JUNE 2020	8
<b>ADDITION TO CAPITAL PROGRAMME – HOUSING NEEDS ASSESSMENT</b>			

### PUBLIC ITEM

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

### SUMMARY

The Environment, Health and Housing Committee considered a report, at its 17 March 2020 meeting, in relation to the Fylde Affordable Housing Delivery Programme.

The report recommended an addition to the Capital Programme 2020/21 in the sum of £60,000 to undertake a district wide Housing Needs Assessment that considers housing need, different types of affordable housing tenures required and the economic needs/income levels the tenures should meet. Funding is to be met from S106 developer contributions held by the Council to facilitate the provision of affordable housing in the administrative area of Fylde, to be taken from 12/0717 Moss Farm, Cropper Road, Westby.

### RECOMMENDATION

Committee are requested to:

1. Approve an addition to the Capital Programme for 2020/21 in the sum of £60,000 to undertake a district wide Housing Needs Assessment that considers current and future housing need, different types of affordable housing tenures required and the economic needs/income levels the tenures should meet. Funding will be met from S106 developer contributions held by the Council to facilitate the provision of affordable housing in the administrative area of Fylde, to be taken from 12/0717 Moss Farm, Cropper Road, Westby.

### SUMMARY OF PREVIOUS DECISIONS

#### Cabinet 26<sup>th</sup> November 2014

Approved the appointment of a temporary project officer/consultant funded through the use of S106 monies to facilitate the development of an affordable housing delivery programme in the borough for 6 months and a fully funded revenue budget increase for the total sum of £25k to be met from affordable housing S106 receipts.

#### Environment, Health and Housing Committee 7<sup>th</sup> June 2016

Information item outcomes from Section 106 Affordable Housing project.

#### Environment, Health and Housing Committee 11<sup>th</sup> June 2019

It was RESOLVED

1. To note the contents of the report; and
2. To approve the adoption of a strategic approach to the allocation of future S106 funds by requesting Registered Providers of Affordable Housing submit Expressions of Interest prior to full funding submissions being made.

## Environment, Health and Housing Committee June 2019

It was RESOLVED

1. To note the contents of the report
2. To approve the adoption of a strategic approach to the allocation of future S106 funds by requesting Registered Providers of Affordable Housing submit Expressions of Interest prior to full funding submissions being made.

## Environment, Health and Housing Committee 17 March 2020

It was therefore RESOLVED:

1. Note the contents of the report and the changes in approach to delivery of affordable housing in the borough, and the increase in units delivered;
2. Recommend to the Finance and Democracy Committee approval to an addition to the Capital Programme for 2020/21 in the sum of £60,000 to undertake a district wide Housing Needs Assessment that considers current and future housing need, different types of affordable housing tenures required and the economic needs/income levels the tenures should meet. Funding will be met from S106 developer contributions held by the Council to facilitate the provision of affordable housing in the administrative area of Fylde, to be taken from 12/0717 Moss Farm, Cropper Road, Westby;
3. Approve the draft consultation response to MHCLG on “First Homes, Getting you on the ladder” – Consultation on the design and delivery of First Homes running until the 3rd April 2020;
4. To formally thank the Housing Services team for all their efforts in delivering significant growth of available Affordable Housing across the borough.

### CORPORATE PRIORITIES

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

## BACKGROUND

### 1.

1.1 The Environment, Health and Housing Committee considered a report at its committee meeting on 17 March 2020, regarding the Section 106 affordable housing project which ran from September 2016 to February 2017. The project developed a deliverable Affordable Housing Programme funded from existing and anticipated S106 monies held by the Council, which at that time stood at £2.4m. The project focussed on several key areas to improve affordable housing delivery in Fylde; a pipeline of schemes to take forward S106 funding opportunities; co-ordinating the efforts of Partner Register Provider and Developers to secure affordable housing delivery; and, tackling the volume of Affordable Housing units on private sector housing sites across Fylde without Registered Providers identified to take these units.

1.2 Outcomes from the project included:

- Successfully identified a number of deliverable development opportunities on brownfield sites in areas of strategic priority need that would use up all of the available Section 106 reserves for affordable housing provision, rejecting other potential schemes which were deemed undeliverable or represented poor value for money.
- Proposed a strategy for the ongoing use of Section 106 reserves as these are generated in future. The emphasis has been to use Section 106 reserves in a targeted manner on small scale ‘in-fill’ brownfield sites particularly where these schemes have a regenerative impact on local areas.

- Doubled the number of Housing Associations actively developing and acquiring new homes for rent and sale within Fylde. This has significantly impacted on the number of sustainable offers being made to developers for affordable housing on private sector sites.
- Moving forward with the Government focus on development of Low Cost Home Ownership options the Section 106 funds can also be used to enable subsidy for affordable rented delivery on S106 sites to ensure a mix of tenures.

## 2.

- 2.1 The S106 project in 2016 recommended that future S106 funds could be targeted in a strategic manner by delivering high quality affordable housing on more marginal brown-field sites, providing local regeneration, whilst at the same time providing much needed affordable homes on a small scale in areas of priority need.
- 2.2 In June 2019 Environment, Health and Housing Committee approved the adoption of a strategic approach to the allocation of future S106 funds by requesting Registered Providers of Affordable Housing submit Expressions of Interest prior to full funding submissions being made. Submissions would need to demonstrate how the proposed project delivered high quality affordable housing on more marginal brown-field sites, providing local regeneration, whilst at the same time providing much needed affordable homes on a small scale in areas of priority need.
- 2.3 The council currently holds £2,503, 238 (December 2019) S106 grant funding for the provision of affordable housing.
- 2.4 The growth in delivery has also resulted in a need to update evidence the local authority holds to inform the types of tenures being delivered and ensuring these meet the current and future housing needs of Fylde residents. Evidence currently available is from the SHMA Addendum 1, 2014, and statistics on households registered for rehousing with MyHomeChoice Fylde Coast.
- 2.5 The Environment, Health and Housing Committee resolved to recommend an addition to the Capital Programme 2020/21 in the sum of £60,000 to undertake a district wide housing needs assessment that considers; current and future housing needs; different types of affordable housing tenures required; and, the economic needs/income levels the tenures should meet. Funding to be met from S106 developer contributions held by the Council to facilitate the provision of affordable housing in the administrative area of Fylde, to be taken from 12/0717 Moss Farm, Cropper Road, Westby.
- 2.6 The tender documents for this research will be informed by consulting with registered providers and developers operating in Fylde, and from this a steering group will be formed to receive and comment on regular updates as the research is underway.

## RECOMMENDATION

- 3 Recommend that the Finance and Democracy Committee approve an addition to the Capital Programme for 2020/21 in the sum of £60,000 to undertake a district wide Housing Needs Assessment that considers housing need, different types of affordable housing tenures required and the economic needs/income levels those tenures. Funding will be met from S106 developer contributions held by the Council to facilitate the provision of affordable housing in the administrative area of Fylde, to be taken from 12/0717 Moss Farm, Cropper Road, Westby.

IMPLICATIONS	
Finance	This report requests that the Finance and Democracy Committee approve an addition to the Capital Programme 2020/21, in the sum of £60,000, to undertake a district wide housing needs assessment, this to be funded by S106 developer contributions held by the Council for this purpose.
Legal	Affordable housing contributions made through planning obligations are subject to the individual terms of each obligation. The “affordable housing pot” should accordingly be regarded as a series of individual pots. Spending from each pot must be within the terms of the particular agreement to which it relates. If it is not within those terms, the developer can reclaim the contribution.
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability and Environmental Impact	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Kirstine Riding	<a href="mailto:Kirstine.riding@fylde.gov.uk">Kirstine.riding@fylde.gov.uk</a> 01253 658569	9/6/2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	22 JUNE 2020	9
<b>FULLY FUNDED INCREASE - AFFORDABLE HOUSING OFFICER POST</b>			

### PUBLIC ITEM

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

### SUMMARY

The Environment, Health and Housing Committee considered a report, at its 17 March 2020 meeting, in relation to administration of affordable housing delivery in Fylde.

The report requested that the Committee consider the redirecting of funding from the Community Grants budget, previously used to support Face 2 Face YMCA Rent Bond Guarantee, to finance a new post to be based within the Housing Service, focussed on improving the administration, monitoring and management of affordable housing delivery in Fylde. Internal discussions have taken place and it is proposed the post would be better placed within the Planning Policy Team to highlight any housing issues arising which could be addressed thorough revisions to planning policy and maximise delivery of affordable housing in line with S106 agreements. The post will include liaison with the private rented sector to provide affordable accommodation for clients who would not be able to access social rented accommodation.

### RECOMMENDATIONS

#### Committee are requested to:

1. Approve a fully funded increase to the Planning Policy revenue budget in the sum of £30,000 for 2020/21 onwards, to be met from an equivalent reduction in the Community Grants budget. The additional Planning Services budget would provide for the employment of an Affordable Housing Officer post to develop affordable housing opportunities within both the social and private rented sectors.

### SUMMARY OF PREVIOUS DECISIONS

#### Environment, Health and Housing Committee, November 2017

The committee RESOLVED to:

1. Note the new provisions within the Homelessness Reduction Act 2018 and, in particular the extended range of statutory homelessness duties the Council is obliged to perform under the new Act;
2. Note the new initiatives Fylde Council are intending to introduce with the additional financial support that has been made available by Government to support Local Housing Authorities in implementing the Homelessness Reduction Act 2018; and
3. Recommend to Council approval of a fully-funded revenue budget increase for the total sum of £122,900. £98,862 funded by DCLG Flexible Homeless Grant and £26,038 funded by DCLG New Burdens Funding.

#### Environment, Health and Housing Committee, September 2019

With no further questions, it was RESOLVED to;



1. Note the contents of the report;
2. Approve the attached Homelessness and Rough Sleeping Strategy draft for consultation with partner organisation, with a final report to come back to the Committee for final approval in November 2019.

### **Environment, Health and Housing Committee, January 2020**

Following a brief debate, it was RESOLVED to;

1. Note the contents of the report and outcomes of the consultation with partner agencies to inform the draft Homelessness and Rough Sleeping Strategy 2019-2024 and that the report was now to run for 5 years from 2020-2025;
2. Approve Fylde Council's Homelessness and Rough Sleeping Strategy 2020-2025 to direct the work of the Housing and Homelessness Service at Fylde;
3. Recommend to the Finance and Democracy Committee a fully-funded revenue budget increase in the total sum of £70,921 (£7,500 in 2019/20, £18,571 in 2020/21, £22,425 in 2021/22 and £22,425 in 2022/23) funded by £53,766 Flexible Homeless Grant and £17,155 by DCLG New Burdens Grant; and
4. Recommend to the Finance and Democracy Committee a further fully-funded revenue budget increase in the total sum of £2,000 in 2020/21 funded by the DCLG Rapid Rehousing Personal Budgeting Support Grant.

### **Environment, Health and Housing Committee, 17 March 2020**

Following a brief debate, it was therefore RESOLVED;

1. Note the contents of the report and the impact of the Homeless Reduction Act 2018 and Welfare Reform Act 2012 has had on the operation of the Rent Bond Scheme by Face to Face YMCA; and
2. Recommend to Finance and Democracy Committee approval to a fully-funded increase to the Housing Services budget in the sum of £30,000, to be met from an equivalent reduction in the Community Grants budget. The additional Housing Services budget would provide for the employment of an Affordable Housing Officer post to develop affordable housing opportunities within both the social and private rented sectors.

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

### **Background**

1. In September 2019 an Officer decision was made to withdraw funding from the Rent Bond Guarantee scheme operated by Face to Face YMCA on behalf of Fylde Council, giving three months notice, as required under the Homeless Partnership Agreement, for the funding to cease and the scheme to no longer be operational from December 2019.
2. Face to Face have been working closely with Fylde Council to deliver homelessness services for a number of years. Since 2009, funding has been provided to Face to Face YMCA to run a Rent Bond Guarantee Scheme funded by Community Grant funds held by Fylde Council. The funding was used to employ a Rent Bond Guarantee Officer to liaise with private landlords to accommodate tenants using a paper Rent Bond Guarantee, as opposed to a financial bond. Funding provided annually from 2009/10 was £28,700 and this was increased from 2016/17 to £29,516.
3. The Rent Bond Guarantee scheme was an essential service that assisted clients into the private rented sector by acting as a liaison between private landlords and prospective clients in sourcing and maintaining a tenancy. On average the service could be guaranteed to deliver around 25 to 30 tenancies within the private rented sector, using a paperless rent bond to assist Fylde Council to support households unable to access social rented accommodation into private sector accommodation.



4. The introduction of the Homeless Reduction Act (HRA) in 2018, Welfare Reform Act 2012 and the roll out of Universal Credit in December 2018 has directly impacted on the ability of Face to Face YMCA to be able to continue to deliver the paperless Rent Bond Guarantees with private landlords.
5. The Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025 action plan has a commitment to consider the future of Face to Face YMCA rent bond scheme in light of the changes to local authority housing services as a result of the Homeless Reduction Act (HRA) 2019. The action plan notes that the number of clients sourcing accommodation through the Rent Bond Scheme has fallen since the introduction of the HRA 2018. The new prevention and relief duties placed on local authorities has resulted in clients being supported directly by the local authority into the private rented sector.

#### **Proposal to redirect Community Grant Funding used to fund the Rent Bond Guarantee Scheme**

6. Fylde Council are keen to re-establish the Rent Bond Guarantee Scheme and to operate it as an in-house service, along with other work required to improve affordable housing provision within the social and private rented sectors.
7. The Environment, Health and Housing Committee considered the redirecting of funding from Community Grants that was previously used to support Face 2 Face YMCA Rent Bond Guarantee into the Housing Service to create a permanent part time Affordable Housing Post focussed on improving the administration, monitoring and management of affordable housing delivery in Fylde.
8. Internal discussions have taken place and it is proposed the post would be better placed within the Planning Policy Team to highlight any housing issues arising which could be addressed thorough revisions to planning policy and maximise delivery of affordable housing in line with S106 agreements. The post will include liaison with the private rented sector to provide affordable accommodation for clients who would not be able to access social rented accommodation.

#### **Employment of an Affordable Housing Officer**

9. The Affordable Housing Officer role will be to develop affordable housing opportunities within both the social (Registered Social Landlord accommodation) and private sectors (Private Landlords and Letting Agencies) within Fylde.
10. The role will focus on:
  - a. Monitor delivery of affordable housing in line with S106 agreements and the corresponding Affordable Housing Statements
  - b. Monitor the market values and eligibility of occupants accessing low cost home ownership options,
  - c. Administer the resale of discounted market units to ensure applications for discounted market sale are accurately assessed and the discount is secured on the units with restrictive covenants for future resales
  - d. Manage and administer the paperless rent bond scheme and work with the private rented sector landlords to support the scheme
  - e. Develop community led and self-build opportunities across the borough
  - f. Ensure tenures delivered are meeting the current and future needs of households on low to middle income in Fylde using available data sources

#### **Conclusion**

11. The Environment, Health and Housing Committee recommend to Finance and Democracy Committee, the approval of a fully funded budget increase to the Planning Policy Team, in the sum of £30,000 to be met from redirecting funding provided to Face to Face YMCA, from the Community Grants budget, for the employment of an Affordable Housing Officer post to develop affordable housing opportunities within both the social and private rented sectors.

IMPLICATIONS	
Finance	This report requests that the Finance and Democracy Committee approve a fully funded increase in the Planning Policy revenue budget for 2020/21 onwards in the sum of £30,000 to be met from an equivalent reduction in the Community Grants budget.
Legal	None arising directly from this report
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability and Environmental Impact	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Kirstine Riding	Kirstine.riding@fylde.gov.uk	9/6/2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	22 JUNE 2020	10
<b>ADDITION TO THE CAPITAL PROGRAMME - THE PIER - SQUARE LINK ENHANCEMENT, ST. ANNES REGENERATION PROGRAMME</b>			

### PUBLIC ITEM

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

### SUMMARY

The Regeneration Programme for St. Annes, most recently set out in the 2020 Vision document, includes an on-going commitment to the upgrading of the physical environment of its town centre streets and public spaces, to be delivered through a series of 'public realm projects'. The latest phase of development is Phase 3 of Wood Street. The next phase is for enhancements to St. Anne's Road West

The funding profile is set out in the report with additional supporting information contained within the appendices. The timescales for commencement of the scheme is dependent on several factors including the date when Wood Street is complete and how this coincides with the main holiday season. The funding for the scheme is in place (or to be included) within the Capital Programme, which includes commuted Section 106 payments in connection with the grant of planning permissions on development sites. Appendix 3 sets out the funding sources for the scheme.

### RECOMMENDATIONS

1. To approve a fully funded increase to the St. Anne's Regeneration Scheme within the Capital Programme for 2020/2021, in the sum of £31,300, to be met from s106 developer contribution received and pursuant to planning application 5/18/0743.

### SUMMARY OF PREVIOUS DECISIONS

Report to Planning Committee of the 22<sup>nd</sup> January. Wood Street Enhancement, St. Anne's Regeneration Programme.

Planning Committee 3 June 2020, The Committee RESOLVED:

1. To approve the detailed scheme as shown in the plan attached to the report at a cost of **£250,300**, plus any additional funding underspend from the Wood Street Scheme, subject to approval from the Finance and Democracy Committee to the additional funding for the scheme as detailed in 5, below, the St. Anne's Regeneration Scheme being within the approved Capital Programme for 2020/21;
2. To agree and authorise the use of the existing partnership between the Council and Lancashire County Council in the procurement and implementation of the scheme;
3. To authorise officers to make minor amendments and variable extensions to the scheme as a result of consultation with third party property owners on the basis that this does not materially affect the scheme as presented and falls within the overall scope of the scheme as set out within the scheme design;
4. To authorise officers to amend the extent of the scheme, beyond the Base Scheme but within the confines of the Extended Scheme depending on the final budget availability as referred to in 1 above.
5. To recommend to the Finance and Democracy Committee that the sum of £31,300 received and pursuant to planning application 5/18/0743 be included within the Capital Programme for 2020/2021 as a fully funded budget increase to the St. Anne's Regeneration Scheme.

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

## REPORT

### Background

The Planning Committee considered this matter at its meeting on 3 June 2020. It recommends to the Finance and Democracy Committee the addition to the capital programme of a fully funded budget increase of £31,300 for the regeneration of St Annes Road West. **Funding**

1. A Section 106 Agreement signed with the developer of the 'Heyhouses' mixed use scheme totalling £350,000, was to specifically use the funding to enhance the centre of St. Anne's Town Centre. Twophases, St Andrews Road South and Wood Street Phase 3 have been funded. In addition, the Council have made a capital contribution to implement regeneration schemes.
2. Prior to the commencement of the Wood Street scheme, the approved capital schemes for regeneration works in St. Anne's was in the total sum of £305,000. Phase 3 of Wood Street is costed at £216,000. Of that figure, a contribution of £20,000 capital was made available, following consideration by Operational Services Committee at its meeting in January, from its car park improvement scheme. Therefore, the net cost to the Regeneration Capital Programme for St. Anne's is £196,000. This would result in an unallocated balance of £109,000 for other regeneration schemes. In addition, the approved Capital Programme includes a specific budget of £110,000 for the Pier Link scheme. This results in a total available funding for regeneration works in St Anne's of £219,000.
3. In addition to the present available funding, a commuted sum, negotiated as part of the approved development at the Morrisons site under the Terms of a Section 106 Agreement, is £31,300. The payment has been received and the Planning Committee recommend to the Finance and Democracy Committee that this sum be used to add to the present funding available.
4. Subject to the Finance and Democracy accepting the recommendation, the available funding for the scheme equates to £250,300.

### Scheme Details

5. The Bill of Quantities, at Appendix 1 outlines the details of the scheme and the associated cost. It will be noted that the cost equates to £214,000, yet the available funding and recommended spend is £250,300. The former figure relates to what might be referred to as the 'Base Scheme'. This is shown on the plan at Appendix 2. The Plan also shows an enlarged scheme, which would be desirable if it could be achieved and could be delivered through the available residual budget together with any savings from the Wood Street scheme. Planning Committee therefore, approved the full scheme in the knowledge that the Base Scheme would be delivered plus appropriate extensions to it but contained within the confines of the Enlarged Scheme both shown within the plan at Appendix 2. The full extent of the delivered scheme will depend on the final available funding.
6. In essence, the scheme proposes the refurbishment and full enhancement of the footways of St. Anne's Road West. The scheme details include:
  - New paving to the footways to follow the palette of materials used elsewhere in the town centre.
  - Use of York stone paving at either ends of this scheme to the kerb radii to integrate it appropriately into those areas undertaken previously i.e. St. Anne's Square and Promenade adjoining the Pier.

- Inclusion of stone setts to enhance the entrances to adjoining sites e.g. the Town Hall entrance.
  - Introduction of artistic stone floor panels to create a trail, depicting motifs associated with the original Porritt House buildings
  - Potential enhanced planting including new tree planting to add character to the street to enhance the linear/ axial alignment of the Pier and views of it.
  - Interpretation display to describe the significance of the artworks and history of the Porritt Houses
  - Decorative highway safety railings in lieu of the existing functional variety
  - Re-painting of the streetlights and the encouragement given to introducing banner displays on them.
7. Extensions beyond the Base Scheme will adopt the same design themes and material palette
8. The Plan at Appendix 2 also shows an area around the Bandstand which is proposed for improvement. This is currently being discussed with officers of the Technical Services Team in order to ensure that the overall proposals are designed in a coordinated and consistent way. This would be funded from other maintenance budgets. All these improvement proposals add to previous environmental enhancements to benefit the quality agenda that is so fundamental to the reputation and attractiveness of St. Anne's and the Borough in general.

### **Value for Money and Procurement**

9. In so far as procurement is concerned, it is proposed to procure the work through the commissioning framework at Lancashire County Council ensuring good value for money within the budget available. Issues relating to the cost effectiveness of this procurement path have previously been considered by The Council in the context of other public realm schemes including St. Annes, Ansdell and Kirkham. It is proposed to maintain this method of working for this scheme. This arrangement provides The Council with assurances in respect of achieving best value in the procuring of materials, equipment for construction and an offers a specialist experienced workforce, both professional aspects and within the crafts, to ensure a high quality, cost effective outcome. As the County Council is not for profit organisation, this results in savings within the scheme cost. The process has also allowed for a flexible, working relationship and a saving in revenue costs e.g. the preparation of Bill of Quantities that would otherwise have to be externally procured and funded from the scheme.

This partnership approach with Lancashire County Council has thus far proven to be excellent value for money and enabled the delivery of projects that may not have been possible without this method of implementing such schemes. The process of working enables accurate costings for such schemes and guarantees about timing and financial monitoring during construction.

### **Method and costs of financing the scheme**

10. It is proposed that the scheme be fully financed from the approved Capital Programme for 2020/21.

### **Future revenue budget impact**

11. This will be very limited since much of the scheme will be, by and large, paving works which has an extremely long, largely maintenance free lifespan. In respect of tree planting, the species potential to be planted are specially chosen to take account of the location, including climatic issues and future maintenance. The tree planting proposals would need to be agreed with adjoining landowners and their future maintenance discussed. In so far as paving materials are concerned, most of the areas are public highway and as result would be maintained by Lancashire County Council. The impact on Fylde Council budgets would, therefore, be negligible. It will be essential however, to ensure that any future maintenance, low as this is expected to be, would be to a high standard effectively replacing or renewing the materials in line with the original specification.

### **Risk Assessment**

12. The only potentially high-level risk is in respect of budget overrun in respect of the final scheme cost. Prior to the commencement of development, the fully costed scheme, based on the precise specifications are reassessed with any variations agreed. However, in this case the Base Scheme is lower than the total budget

and any extensions to the scheme will be fully costed to ensure that the budget is not exceeded since the level of extension will be determined by the availability of the residual funding available. The scheme is cost limited as agreed with Lancashire County Council and contingencies are included to take account of any unforeseen issues that may arise during the construction phase of the works. In respect of start dates this has not been determined as yet, but it is suggested that the modifications to the scheme or its extent and the programme of implementation could be relayed to the Councils newly constituted Town Centres Working Group.

### Viable Alternatives

13. The Section 106 Agreements specify that the funding is directly allocated to the St Annes Regeneration Programme. It could be used within other parts of the town centre. However, previous resolutions of Planning Committee have indicated that the next logical phase of public realm enhancement should be The Pier Link. The scheme has, therefore, been developed in line with previous resolutions.

IMPLICATIONS	
Finance	This report requests approval to a fully funded increase to the St. Anne's Regeneration Scheme within the Capital Programme for 2020/2021, in the sum of £31,300, to be met from s106 developer contribution received and pursuant to planning application 5/18/0743.
Legal	The scheme construction costs for implementation are based on the established relationship between the Council and Lancashire County Council to ensure best value.
Community Safety	The roadway is well used by the public with high levels of surveillance and adequate street lighting. The scheme will have no bearing in present community safety levels.
Human Rights and Equalities	The scheme relates directly to enhancements to the public realm would, therefore, benefit and support equality within the community and has been designed having regard to the access needs of the community
Sustainability and Environmental Impact	Proposed scheme aimed at enhancing town/district centre economic sustainability
Health & Safety and Risk Management	Matters dealt with by Lancashire County Council during the construction phase

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Drinnan	<a href="mailto:Paul.drinnan@fylde.gov.uk">Paul.drinnan@fylde.gov.uk</a> 01253 658434	15.05.20

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
LSA 2020 Vision Planning Committees referred to in the report.	2010 14 <sup>th</sup> March 2018 26 <sup>th</sup> July 2018	Town Hall and web site <a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>

Attached documents

Appendix 1 : Bill of Quantities setting out the breakdown costs of the scheme

Appendix 2 : Scheme Design Plan

Appendix 3 : Funding Breakdown of the scheme.

## **BILL OF QUANTITIES - ST ANNES, PIER LINK (Revision B - Reduced Scheme)**

### **Clifton Drive, St Annes Road West, South Promenade - St Annes**

<b><u>ITEM</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>QUANTITY</u></b>	<b><u>UNIT</u></b>	<b><u>RATE</u></b>	<b><u>TOTAL</u></b>
<b>SERIES 100 - PRELIMINARIES</b>					
100.1	Traffic Management + Welfare / Site Accomodation	1	Item	£10,000.00	£10,000.00
<b>SERIES 200 - SITE CLEARANCE</b>					
200.1	Take up or down and dispose precast concrete kerbing	156	m	£6.45	£1,006.20
200.2	Take up or down and dispose sign pole upto 150mm dia		no	£21.00	£0.00
200.3	Take up and set aside litter bins		no	£20.00	£0.00
200.4	Take up and dispose Bollards		no	£21.50	£0.00
200.5	Electrical disconnection Of Sign		no	£250.00	£0.00
<b>SERIES 500 - DRAINAGE</b>					
500.1	Complete gully class D400/G1 cover & frame, 500 x 350 clear opening		no	£472.48	£0.00
500.2	Connection of 150mm dia pipe to existing 225mm dia pipe, depth ne 3m		no	£74.78	£0.00
500.3	Raise the level of existing Manhole cover not exceeding 150mm in footway		no	£88.24	£0.00
500.4	Raise the level of existing Single BT cover & frame not exceeding 150mm in	7	no	£86.00	£602.00
500.4	Raise the level of existing Double BT cover & frame not exceeding 150mm in	9	no	£146.00	£1,314.00
500.4	Raise the level of existing Triple BT cover & frame not exceeding 150mm in	2	no	£163.00	£326.00
500.5	Raise the level of existing SV cover not exceeding 150mm in footway	26	no	£38.00	£988.00
<b>SERIES 600 - EARTHWORKS</b>					
600.1	Excavation of Unacceptable Material Class U1/U2	265	m3	£27.50	£7,287.50
600.2	EO for excavation in flexible footway	110	m3	£6.21	£683.10
600.3	Disposal of unacceptable material class U1	265	m3	£25.00	£6,625.00
600.4	Completion of formation	1050	m2	£0.55	£577.50
<b>SERIES 1100 - KERBING AND PAVED AREAS</b>					
1100.1	Marshalls Tegular Paving: 120,160 & 240mm, 80mm thick. Colour special mix of all 5 colours. 320mm wide stretcher course laid throughout footways to all edges, inspection covers, grills etc.	625	m2	£68.45	£42,781.25
1100.2	Cobble paving (nominal size 250x200x250)	98	m2	£125.00	£12,250.00
1100.3	Natural Stone Paving: Marshalls Cromwell diamond sawn finish. 600, 450 & 300mm Gauge. Lengths 300min to 600mm and 65mm thick(exact specification to be determined)	300	m2	£200.00	£60,000.00
1100.3A	Artistic Yorkstone (600x600x65)	24	No	£250.00	£6,000.00
1100.4	Granite Tactile paving at crossing points (Red blister 24m2, Yellow blister 12m2, grey blister 6m2 amd red corduroy 4m2)	42	m2	£155.00	£6,510.00
1100.5	PCC Kerb Half Batter Kerbs laid straight or to a radius greater than or equal to 12m. 145mm x 255mm	112	m	£27.50	£3,080.00
1100.6	PCC Kerbs half batter laid to a radius less than 12m. 125mm x 255mm	16	m	£26.00	£416.00
1100.7	PCC edgings 150x125	16	m	£25.25	£404.00
1100.8	Transition kerbs	12	pair	£55.00	£660.00
1100.9	Granular Sub Base Type 1	235	m3	£38.00	£8,930.00
1100.10	Yorkstone separation / delineation strip (200x lentgh x65) specitication to match existing and proposed Yorkstone paving	14	m2	£200.00	£2,800.00
1100.11	Reclaimed stone sets as separation / delineation strips (stored in FBC town Hall rear car park)	23.5	m2	£30.00	£705.00

**SERIES 1200 - SIGNING AND ROADMARKINGS**

1200.1 Thermoplastic road markings	1 item	£600.00	£600.00
1200.3 Bollards (specification to be advised)	no	£300.00	£0.00
1200.4 Bollards (relocated )	no	£150.00	£0.00

**SERIES 1300 - STREET LIGHTING AND ELECTRICAL WORKS**

1300.1 Uplighters in footway	21 no		
1300.2 Feeder Pillar / electrical works fro uplighters	2 item		
1300.3 Ducting for uplighters	1 item		

**SERIES 3000 - LANDSCAPE & ECOLOGY**

Semi Mature trees - Rootball 20-25cm Ht 6m - exact specices to be specified,			
3000.1 Including tree pit, irrigation, Root space system, Grille, Guying, root barrier	17 no	£700.00	£11,900.00
3000.2 Topsoil in planting beds to BS3882	25 m3	£72.44	£1,811.00
3000.3 Bark Mulch to planting beds	2.5 m3	£78.25	£195.63

**SERIES 9999 - PROVISIONAL ITEMS**

9999.1 Decorguard type 3 railing	24 m	£235.00	£5,640.00
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<b>TOTAL</b>			<b>£194,092.18</b>
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10% Contingencies			£19,409.22
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<b>Total Works Cost</b>			<b>£213,501.39</b>
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Capital Overheads @14%			£29,890.19
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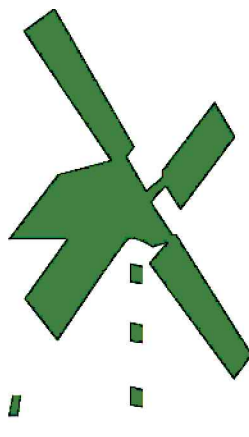
Supervision @10%			£21,350.14
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<b>Total Scheme Cost</b>			<b>£264,741.73</b>
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Date	Revision
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# Fylde Council

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

Tel: 01253 658658    E-mail: [webmaster@fylde.gov.uk](mailto:webmaster@fylde.gov.uk)

Drawn By: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">SK</div>	Date: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">Jan 2020</div>
Checked By: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">PD</div>	Scale: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">1:500 @ A1</div>

Project:

## St Annes Pier Link

Title:

## General Arrangement

Drawing Number:

## RT - 19005/01/Rev0

### APPENDIX 3

#### ST ANNES REGENERATION PROGRAMME : PIER LINK

#### TABLE OF FUNDING RELATES TO PARA. 5 OF THE REPORT

SOURCE OF FUNDING	AMOUNT	CUMULATIVE TOTAL
Capital Programme for St. Anne's. Brough Forward	£305,000	£305,000
Wood Street Phase 3	£216,000	£89,000
Operational Services Contribution	£20,000	£109,000
Pier Link Specific Allocation in Capital Programme	£110,000	£219,000
Section 106 Funding specifically negotiated for Public Realm Schemes in St. Anne's. Contribution (Subject to Finance and Democracy Committee)	£31,300	£250,300
Pier Link Scheme	£250,300	0



## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	22 JUNE 2020	11
<b>UNFUNDED ADDITION TO REVENUE BUDGET – FYLDE COAST YMCA</b>			

### PUBLIC ITEM

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

### SUMMARY

At the March 2020 Budget Council meeting Members approved a revenue budget for 2020/21. Since that budget was set the COVID-19 lockdown measures introduced by the government has impacted on several services and functions the council delivers.

The Tourism and Leisure Committee, at the meeting held on 4 June 2020, considered a report with regards to an in-year revenue growth bid for 2020/21 relating to both Kirkham and St Annes pools.

The Committee recommended for approval to the Finance and Democracy committee the request for financial assistance of £100,000 to Fylde Coast YMCA to ensure the delivery of leisure facilities at St Annes and Kirkham as part of the recovery of the impacts of the COVID-19 lockdown.

### RECOMMENDATIONS

#### The Committee is requested:

1. Approve an unfunded addition to the Revenue Budget in 2020/21 in the sum of £100,000; and
2. To note that the Council is to receive an un-ringfenced central government revenue grant to help respond to coronavirus (COVID-19) pressures across all services, the latest notified allocation being in the total sum of £837,772.

### SUMMARY OF PREVIOUS DECISIONS

#### Tourism & Leisure Committee – 6 June 2019

#### YMCA - Kirkham Swimming Pool - Renewal of Service Level Agreement Including new Subsidy Request

1. To approve the proposed renewal of the Service Level Agreement with the YMCA in respect of the operation of Kirkham Baths for a period of a further 5 years effective from 1st April 2019.
2. To appoint a working group that will seek additional information about the service delivery and continuing operation of Kirkham Pool and inform a report to the T&L Committee regarding the future support of the council to the YMCA in the delivery of services at Kirkham Pool.
3. That the above working group comprise the following members: Chairman and Vice-Chairman of the Committee and Councillors Tim Armit, Gavin Harrison and Elaine Silverwood.

#### Tourism & Leisure Committee – 4 June 2020

#### Consideration of a Revenue Bid

Following consideration of this matter, it was RESOLVED:

1. To recommend to the Finance and Democracy Committee approval of an unfunded addition to the Revenue Budget in 2020/21 in the sum of £100,000; and
2. To note that the Council is to receive an un-ringfenced central government revenue grant to help respond to coronavirus (COVID-19) pressures across all services, the latest notified allocation being in the total sum of £837,772.

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

## REPORT

1. All programme committees are considering reports which set out the impacts of the COVID-19 pandemic and the lockdown measures introduced by the government on services and functions which the council delivers. Some impacts have negatively affected income which will need to be reflected as part of future updates to the medium-term financial strategy.
2. The Tourism and Leisure Committee considered a report addressing the likely costs to be incurred by the Fylde Coast YMCA relating to the reopening and operation of leisure facilities once the lockdown measures are relaxed. The YMCA has asked for financial assistance in order to ensure continued service of leisure facilities for Fylde residents.
3. The Tourism and Leisure Committee recommended to Finance and Democracy Committee an unfunded addition to the revenue budget and asks the Committee to note that the Council is to receive an un-ringfenced central government grant to help respond to coronavirus (COVID-19) pressures across all services, the latest notified allocation being in the total sum of £837,772.

IMPLICATIONS	
Finance	This report requests that the Finance and Democracy Committee approve an unfunded addition to the Revenue Budget in 2020/21, in the sum of £100,000, to provide financial assistance to Fylde Coast YMCA to help offset the financial impact of the COVID-19 lockdown period.
Legal	No implications arising from this report.
Community Safety	No implications arising from this report.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	No implications arising from this report.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Walker	<a href="mailto:Paul.walker@fylde.gov.uk">Paul.walker@fylde.gov.uk</a>	11 May 2020

BACKGROUND PAPERS		
Tourism & Leisure Committee - YMCA - Kirkham Swimming Pool - Renewal of Service Level Agreement Including new Subsidy Request	Date: 6 June 2019	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>

## Attached document

Appendix A – Revenue Growth Bid 2020/21: Additional Resource for Fylde Coast YMCA as a result of COVID-19

# FBC – Revenue Growth Bid 2020/21

Prepared by/Bid Originator – Paul Walker



## Appendix 1: Additional Resource for Fylde Coast YMCA as a result of the impact of COVID-19.

### Description of Scheme:

#### 1. Background

Fylde Council supports the operations of the Fylde Coast YMCA in providing pool and leisure facilities over the following centres:

- St Annes pool and gym – The facility is owned by Fylde Council. The council let a 12-year leisure contract with accompanying building lease to the YMCA from 1<sup>st</sup> September 2010. The approved revenue budget for 2020/21 includes provision for a contract subsidy payment to the YMCA in respect of the operation of St Annes pool/gym in the sum of £135,436 per annum.
- Kirkham Rural Splash – The facility has been transferred from Fylde Council to the YMCA. There is a Service Level Agreement with the YMCA in respect of the operation of the facility for a period of 5 years effective from 1st April 2019. The approved revenue budget for 2020/21 includes provision for a subsidy payment to the YMCA in respect of the operation of Kirkham Rural Splash in the sum of £40,802 per annum.

#### 2. Impact of COVID-19

On Friday 20 March 2020, the Government announced the temporary closure of all gyms and leisure centres (along with pubs, clubs, restaurants, cafes) as part of its COVID-19 response to stop the spread of infection. This included and affected all the YMCA Fylde Coast Health and Fitness Centres.

These measures will significantly impact on the finances of the YMCA in the short to medium term. The YMCA has taken advantage of the Government's job retention scheme which pays 80% of the wages of staff. It has also benefitted from a retail, hospitality and leisure grant of £25,000 for Kirkham Rural Splash. St Annes pool and gym has a rateable value of over £51,000 so does not qualify for such a grant. Leisure trusts such as the YMCA are not eligible for the Government's £750 million for frontline charities, as they are not deemed 'small' nor 'delivering frontline services'

#### 3. Why intervene?

The Local Government Association has recently published guidance entitled, '[Options for councils in supporting leisure providers through COVID-19](#)'. The guidance recognises that leisure providers are currently falling between the cracks of most announced support packages. Leisure trusts are most at risk because they are charities, societies or community interest companies (with a public benefit asset lock) and as such do not distribute profits. Currently leisure providers are exempt from most COVID-19 emergency support funding.

The guidance goes on to state that 'if the leisure sector is not sustained through this crisis, the re-mobilisation of public leisure provision will be significantly affected, with facilities unable to open and clubs and voluntary organisations unable to re-start activities for communities. There will be additional costs to the public purse through re-procurement, TUPE<sup>1</sup>ing staff, or establishing new delivery mechanisms whilst facilities remain closed for longer periods. There will be an impact on the social and health benefits to communities at a time when these will be most needed.'

<sup>1</sup> [The Transfer of Undertakings \(Protection of Employment\) Regulations 2006](#)

#### **4. What assistance is requested?**

The financial projections for both St Annes Pool & Kirkham have been submitted by the YMCA based on a 3-month closure period from the start of April to the end of June. However latest indications are that it may be around late August before the government lifts the restrictions on the operation of gyms and leisure facilities. Even then there will need to be social distancing measures in place which will likely add cost and impact on revenue.

An overall income reduction of 60% over the year 2020/21 is likely to be the outcome based on latest projections, with St Annes Pool projected to have a deficit of £-107,242 and Kirkham £-117,015, a total of £-224,257. This is calculated on the basis of a minimum of 3-month closure period with patronage gradually returning to pre closure levels over several following months. When combined with other losses incurred by the YMCA over the same period, these losses are not sustainable. The YMCA has requested a contribution to support this deficit in the sum of £113,000\*.

\*This figure has reduced to a request for £100,000 after receiving a grant and if the losses are less funds will be refunded.

Every effort is being made to identify other sources of financial grant assistance.

If the council is minded to support the request from the YMCA, a grant of £100,000 is recommended.

#### **5. Summary of revenue costs**

<b>Summary of revenue costs</b>	<b>£100,000</b>
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## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	22 JUNE 2020	12
<b>PARLIAMENTARY ELECTION 2019 - FEEDBACK</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

An unscheduled Parliamentary Election was held on Thursday 12 December 2019. This was the third Election to be held in 2019.

Tracy Manning, Acting Returning Officer has collated the post-election review feedback from candidates, agents and staff. The report below gives an outline of feedback received.

### SOURCE OF INFORMATION

Tracy Manning – Acting Returning Officer

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

To provide an outline of feedback received.

### FURTHER INFORMATION

Contact Tracy Manning, 01253 658521, [tracy.manning@fylde.gov.uk](mailto:tracy.manning@fylde.gov.uk)

### Parliamentary Election Feedback

1. Members will appreciate that the work associated with managing elections must comply with statutory requirements for which we are accountable to the Electoral Commission. The role of the Returning Officer must be impartial and the role is to ensure that the conduct of the elections is in accordance with the law. The Acting Returning Officer's responsibility is one of a personal nature distinct from the duties of an employee of the Council as a reflection of this.
2. However, where the Acting Returning Officer is able to make adjustments and improvements, he/she does so year-on-year. With this in mind, feedback was invited from candidates, agents and staff on the effectiveness of the arrangements for the 2019 parliamentary election and any suggested improvements were invited.
3. A post-election review meeting was held with the core election staff following which the feedback was overall positive. The announcement of the unscheduled Election put additional pressure on the team with different challenges relating to a December / winter poll in particular the dark nights and unknown weather conditions to plan for. But staff rose to the challenge and the elections were administered without event.

4. In addition, a questionnaire was sent to all candidates and agents. The questionnaire gave opportunity to feedback on all processes including nominations, postal voting, polling Stations and the count.
5. We received feedback from 4 out of the 5 candidates / agents standing. A summary of feedback is set out in the below.

#### **General feedback from Candidates and Agents:**

- 100% of Candidates / Agents were able to access documents they required and found it easy to contact the Elections office in a timely manner. Staff were found very helpful.
- *Local Council's Website, could be easier to navigate and information on relevant current information*  
Action: review website.
- *Nominations: Some lack of clarity concerning the "known as" name and having to put the whole name in if no "known as" being used, as to whether the whole name, or just the first name.*  
Action: This is covered in the Electoral Commission Guidance and will be emphasised in information provided going forward.
- 100% of Candidates / Agents were satisfied with the way nominations were handled.
- Candidates were generally satisfied with the postal voting process
- Assurance was sought regarding the robustness of the process for receiving votes from residents in rest homes  
Action: Emphasise that candidates and their agents are able to attend the opening sessions of postal votes for transparency

#### **Count:**

- Most Candidates / Agents were satisfied with the count venue and layout.
- *There were some wards where the different boxes were in very different parts of the room and so it was difficult to "catch" when the boxes of most interest were being*
- *Must congratulate the returning officer and her team on the speed and efficiency in which the count took place. From delivery of the ballot boxes through to declaration of the result.*

#### **Other Comments**

- *Most professional and best organised General Election I have experienced.*

#### **Feedback from Core Staff:**

- Ensure core Elections team are fully staffed in the event of a snap election to process the high numbers of applications to register, duplicates, postal, proxy and overseas applications within a very short timeframe.
- Ensure staff reserves are appointed as the December election gave a higher number of staff dropouts on the lead up to polling day.
- The timing of the Election clashed with the annual publication of the register which software providers (i.e. Electoral Management Software) were not ready for. This resulted in added pressure to the team at the final hour.
- Issues with some schools around the timing of the Election and it being nativity time.
- Overseas electors received packs in a timely manner, but is an issue nationally given the short timeframes. The team will continue to offer the proxy voting process.
- Continue to work with cross boundary authorities (Preston and Wyre) ensuring plans are in place for new proposed Parliamentary boundary changes.
- Feedback from the Count was very positive and we were first in Lancashire to declare the result.
  - Continue to use larger layout allowing for an additional count team



- Ensure we have plenty of staff, ballot box runners, car parking attendants
  - Continue to look at different methods of counting.
6. To conclude, the Parliamentary election was an overall success. The feedback and suggested areas for improvements have been welcomed and improvements will be made for the next elections to be held in 2020.

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	22 JUNE 2020	13

### REPORTS OF THE VARIOUS OUTSIDE BODIES

#### PUBLIC ITEM

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

#### SUMMARY OF INFORMATION

On 15 July 2019, Council made a number of appointments to outside bodies. These appointments followed from recommendations from the programme committees for appointments from within their respective memberships.

Nominations and appointments for the 2020/2021 municipal year have been delayed due to the Coronavirus outbreak. Regulations passed by central government as a result of the Coronavirus (Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) allowed local authorities to extend current appointments for an additional year until 2021, therefore all appointments made in 2019/20 remain in place throughout 2020/21.

In line with the Protocol for Members on Outside Bodies (Part 5f of the Council's Constitution), every member serving on an outside body is required to complete a reporting form every six months, which is submitted to the relevant programme committee to which the external partnership relates. Members last reported in January 2020.

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

#### SOURCE OF INFORMATION

Elected member representatives to the Outside Bodies

#### INFORMATION ATTACHED

Outside Bodies Reports and Summary

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

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

#### FURTHER INFORMATION

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

**Finance & Democracy Committee, 22/6/20 meeting**

Blackpool Airport and Hillhouse Enterprise Zone Project Board	Chairman of F&D	Report attached
Fylde Community Projects Fund	The Mayor	Report attached
North West Employers Organisation	Chair of F&D – Karen Buckley	Nil report, no meeting
NW of England & Isle of Man Reserve Forces & Cadets Association	Ed Nash	Nil return, no meeting

## Information

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

Cllr Karen Buckley

**Email**

[cllr.kbuckley@fylde.gov.uk](mailto:cllr.kbuckley@fylde.gov.uk)

**Period this report covers (date)**

up to 10 June 2020

**Name of Outside Body**

Blackpool Airport Enterprise Zone Project Team

**How often does the organisation meet?**

Monthly, although meetings were initially suspended during the pandemic

**How often have you attended?**

Majority

**What are the key issues arising for Fylde Borough Council**

Planning - applications come forward periodically which support economic growth

Finance - business support grants have been processed for eligible businesses on the

EZ Marketing - promotion of Fylde as a place to live and do business

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

-

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

Relevant officers

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

Yes

**Any further comments?**

The planning application in relation to the first phase of development to deliver new sports pitches has been passed, as has the provision of a transatlantic cable into the airport to enable fast data exchange. Airport capacity is operating at about a quarter and the flying schools have been grounded during the pandemic. Fibre Blackpool is an initiative which provides gigabit broadband from Starr Gate to Fleetwood. Fylde has requested that the possibility to extend this southwards into the Fylde area be explored. A newsletter is produced regularly which may be of interest:

<https://blackpoolcouncil.org/1L8J-6VSPD-87V5J3K842/cr.aspx>

## **Outside Bodies - Member Reporting Form**

### **Details**

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

Councillor Angela Jacques - Mayor

**Email:-** cllrajacques@fylde.gov.uk

**Period this report covers** (date):-

May 2019 – May 2020

**Name of Outside Body:-** Community Projects Fund

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

Three times per financial year for the larger bids (£300-£2000) and the smaller bids (£1-£300) are assessed electronically as they are received. I have attended the two meetings thus far and am due to attend one more. The meeting due to be held in March was cancelled due to the Covid-19 pandemic and panel members assessed the applications electronically.

**Key issues arising for Fylde Borough Council:-**

The amount of money that can be distributed to good causes is constrained by the budget that is allocated.

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

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

Yes, as even as small amount can make a difference either to the continuation of an existing organisation or enable it to grow. but all can make a difference and enhance the lives of the people who use in Fylde.

**Any further comments?:-**

I will be continuing in office as the Mayor for the period 2020/21 and will therefore remain on the panel. The Council have not yet decided what will happen with applications and panel meetings going forward again due to the Covid-19 pandemic. As at 28<sup>th</sup> May 2020 no applications have been received.