



Agenda

Operational Management Committee

Date:	Tuesday, 15 January 2019 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Roger Small (Chairman) Councillor Sandra Pitman (Vice-Chairman)</p> <p>Councillors Julie Brickles, Alan Clayton, Delma Collins, Richard Fradley, Karen Henshaw JP, Paul Hodgson, John Kirkham, Kiran Mulholland, Jayne Nixon, Thomas Threlfall.</p>

Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.
To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 13 November 2018 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 22(c).	1
	DECISION ITEMS:	
4	Budget Setting – Fees and Charges 2019/20	3 - 16
	INFORMATION ITEMS:	
5	Budget Setting – Revenue Budget 2019/20 - First Draft	17
6	Revenue Budget Monitoring Report 2018/19 – Position as at 30 th November 2018	18 - 24
7	Capital Programme Monitoring Report 2018/19 – Position as at 30 th November 2018	25 - 34
8	Mid-Year Performance 2018/19	35 - 38

9	Fairhaven to Church Scar Coast Defence Works	39 - 40
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Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: democracy@fylde.gov.uk

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

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	OPERATIONAL MANAGEMENT COMMITTEE	15 JANUARY 2019	4
BUDGET SETTING – FEES AND CHARGES 2019/20			

PUBLIC ITEM

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

SUMMARY

Each year, as part of the budget-setting process, the schedule of fees and charges for the coming year (for each of the services that the Council provides) is reviewed by budget-holders prior to that schedule being considered by the relevant Programme Committee and finally being approved at the March Budget Council meeting.

Each Programme Committee is required to recommend to the Council for approval a schedule of fees and charges for those activities within the remit of the Committee.

This report requests that Members consider the proposed schedule of fees and charges for those services within the remit of this committee as detailed at Appendix A to this report and provide a recommendation to Council in this regard.

Note: A full schedule of proposed fees and charges for all Council services for 2019/20 is accessible at the link below:

<http://www.fylde.gov.uk/council/finance/fees-charges/>

RECOMMENDATIONS

The Committee is requested to consider the schedule of fees and charges for those activities within the remit of this committee as detailed in Appendix A to this report and:

1. To recommend to Council a proposed schedule of fees and charges applicable for 2019/20; and
2. To note that the final fees and charges for 2019/20 will be approved by the Budget Council in March 2019.

SUMMARY OF PREVIOUS DECISIONS

The proposed fees and charges for services that are within the terms of reference of each programme committee are recommended to Council for approval as part of the annual budget-setting process. There have been no previous decisions in respect of these fees and charges for 2019/20.

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

REPORT

1. Each year, as part of the budget-setting process for the coming financial year, budget-holders are required to review the fees and charges that the Council applies to the range of services which it delivers.
2. There are different considerations for assessing changes to the level of fees and charges depending upon the nature of the service. This is explained below:
 - For certain activities, for example some environmental health-related activities, fee levels are set by statute at a prescribed level. In respect of these types of activity the review of fees and charges is restricted to ensuring that the correct amount is approved by Council and is correctly applied for the forthcoming year;
 - For other types of charges in respect of services for which the Council has statutory responsibilities (for example in relation to licensing matters) fee levels must be set at an appropriate level such that only eligible costs are recovered. In respect of these types of activity the review of fees and charges comprises a review of costs and the adjustment of fees where necessary to avoid the under or over-recovery of costs. Where only minor discrepancies are found between costs and fee levels the charges may be left unchanged until the next review to avoid the costs associated with more regular leaflet re-printing etc.; and
 - For other activities which are not set by statute and for which the Council is not acting under statutory powers (e.g. games site fees) fee levels may be set at levels that are determined by the Council itself. In respect of these types of activity the review of fees and charges comprises a review of costs, a review of the fee levels of competitor providers and after a consideration of the likely effect on demand for the services and the total income that would be received at different fee levels.
3. Fee levels for all services have been reviewed according to the differing criteria as described above and the Programme Committee is invited to consider and provide comments as appropriate.
4. The role of the Council's Programme Committees in providing a recommendation to Council of a schedule of fees and charges for services within the remit of that committee is a key part of the budget-setting process for the coming year. The final schedule of fees and charges for all Council services will be considered by the Budget Council in March.

IMPLICATIONS	
Finance	The recommendation to Council of a schedule of proposed fees and charges for services within the remit of each Programme Committee is a key part of the budget-setting process for the coming year. This report requests that Members consider the schedule of fees and charges as detailed at Appendix A and provide a recommendation to Council as appropriate. Any financial implications from proposed changes to fees and charges will be quantified and reflected in the financial forecast contained in the final Medium Term Financial Strategy report to be considered by Budget Council in March 2019.
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
Management Team		December 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
n/a	n/a	n/a

Attached documents

Appendix A – Fees and Charges Schedule – Operational Management Committee

OPERATIONAL MANAGEMENT COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
<u>Waste Operations</u>					
Bulky Household Waste Collections					
- Up to 3 Items	d	Up to 3 Items	D	19.65	21.60
- 4 to 10 Items	d	4 to 10 Items	D	39.30	43.25
- Over 10 Items (Charge per hour)	d	Over 10 Items (Per hour)	D	73.60	89.95
- Collection of a single fridge or single freezer or single unit combined fridge/freezer	d	Per Unit	D	39.30	43.25
- Garden shed (max size 6" X 6" / 1.83m x 1.83m)	d	Per Shed	D	45.00	49.50
Commercial Waste:					
- Grey Sacks	d	Per 50 Sacks	D	77.51	78.70
- 660L Bulk Bin (Collection Charges)	d	Per Empty	D	3.50	3.60
- 660L Bulk Bin (Disposal Charges)	d	Per Empty	D	6.96	7.05
- 1100L Bulk Bin (Collection Charge)	d	Per Empty	D	5.52	5.65
- 1100L Bulk Bin (Disposal Charge)	d	Per Empty	D	11.60	11.75
- Bulk Bin Lease	d	Per Year	D	127.62	130.20
- Bulk Bin Sale	d	Per Bulk Bin	D	500.00	510.00
Commercial Waste Replacement Bin Parts (if purchased bin)					
- Lid	d	Per lid	D	90.00	91.80
- Lock	d	Per lock	D	50.50	51.50
- Wheels X 1	d	Per 1 x wheel	D	62.00	63.00
- Wheels X 2	d	Per 2 x wheel	D	80.00	81.50
- Wheels X 3	d	Per 3 x wheel	D	97.50	99.50
- Wheels X 4	d	Per 4 x wheel	D	115.50	118.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

DRAFT Fees and Charges Schedule 2019/20

Appendix A

OPERATIONAL MANAGEMENT COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
Schedule 2 Waste					
- Grey Sacks	d	Per 50 Sacks	D	40.61	41.42
- 660L Bulk Bin	d	Per Empty	D	3.50	3.57
- 1100L Bulk Bin	d	Per Empty	D	5.52	5.63
- Bulk Bin Lease	d	Per Year	D	127.62	130.17
- Bulk Bin Sale	d	Per Bulk Bin	D	500.00	510.00
Recycling 4 Business:					
- Blue Sacks –Paper/Card	d	Per 50 Sacks	D	44.88	45.80
Wheeled Bin Rates:					
- Provision of Green Box to household still on original recycling scheme	N/A		D	Free	Free
- Provision of Blue Bag to household still on original recycling scheme	N/A		D	Free	Free
- Provision of one Wheeled bin (grey, green, blue or brown) at new build properties	d	Per Bin	D	32.50	34.00
- Provision of full set of wheeled bins (grey, green, blue and brown) at a new build property	d	Per Set	D	100.00	105.00
- Provision of full set of three wheeled bins (grey, blue and brown) at a new build property	d	Per Set	D	75.00	80.00
- Provision of lost, stolen, damaged or additional (if eligible) wheeled bin including delivery	d	Per Bin	D	32.50	34.00
- Provision of lost, stolen, damaged grey and green wheeled bins lid or wheels (including delivery and fitting)	d	Per Bin	D	13.00	13.75
- Provision of second hand replacement bin (grey, green, blue or brown) where available	d	Per Bin	D	16:25	17.00
- Provision of a bulk bin to multiple-occupancy properties for recycling	d	Per bin	D	500.00	510.00
- Provision of a bulk bin to multiple-occupancy properties for the collection of residual waste	d	Per bin	D	500.00	510.00
- Provision of two black sacks per week to properties unsuitable for wheeled bins for collection of residual waste.	N/A	Per 2 Sacks	D	Free	Free

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OPERATIONAL MANAGEMENT COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
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Green Waste Subscription Service:					
- Annual Subscription Fee	d	Per 240L bin	D	30.00	30.00
- Charges for replacement subscription sticker	d	Per sticker	D	5.00	5.00
Fleet Management Services:					
- MOT Class 1 – One off customer	d	Per MOT	P	25.00	25.00
- MOT Class 1 - Motor Trade Customers	d	Per MOT	P	25.00	25.00
- MOT Class 1 - FBC Staff, relatives, members	d	Per MOT	P	25.00	25.00
- MOT Class 2 – One off customer	d	Per MOT	P	25.00	25.00
- MOT Class 2 - Motor Trade Customers	d	Per MOT	P	25.00	25.00
- MOT Class 2 - FBC Staff, relatives, members	d	Per MOT	P	25.00	25.00
- MOT Class 3 - One off customer	d	Per MOT	P	35.00	35.00
- MOT Class 3 - Motor Trade Customers	d	Per MOT	P	35.00	35.00
- MOT Class 3 - FBC Staff, relatives, members	d	Per MOT	P	35.00	35.00
- MOT Class 4 – One off Customer	d	Per MOT	p	40.00	42.00
- MOT Class 4 – Motor Trade Customers	d	Per MOT	P	35.00	37.00
- MOT Class 4 – FBC Staff, relatives, members	d	Per MOT	P	35.00	37.00
- MOT Class 4 – Repeat customers (5 or more tests in 12 months)	d	Per MOT	P	35.00	37.00
- MOT Class 4 – Fylde Licenced Taxi-drivers (must be FBC registered)	d	Per MOT	P	35.00	37.00
- MOT Class 5 – One off Customer	d	Per MOT	P	55.00	55.00
- MOT Class 5 – Motor Trade Customers	d	Per MOT	P	50.00	50.00

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OPERATIONAL MANAGEMENT COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
Fleet Management Services continued:					
- MOT Class 5 – FBC Staff, relatives, members	d	Per MOT	P	50.00	50.00
- MOT Class 5 – Repeat customers (5 or more tests in 12 months)	d	Per MOT	P	50.00	50.00
- MOT Class 7 – One off customer	d	Per MOT	P	55.00	55.00
- MOT Class 7 – Motor Trade Customer	d	Per MOT	P	50.00	50.00
- MOT Class 7 – FBC Staff, relatives, members	d	Per MOT	P	50.00	50.00
- MOT Class 7 – Repeat Customers	d	Per MOT	P	50.00	50.00
Taxi Test – Retest (If applicable)	d	Per MOT	D	17.50	18.50
Minor Repairs – Labour Per hour (Plus parts)	a	Per hour labour	D	35.00	37.00
Use of Diagnostics	a	Per Use	D	40.00	40.00
Dog Control Charges:					
Cost of collection and kennelling	a	Per Day	D	20.00	20.00
Cost to collect stray dog from Kennels	a	Per Collection of Stray	D	70.00	70.00
Cost of return of stray dog by dog warden	a	Per Return of Stray	D	30.00	30.00
Fixed Penalty Notice for PSPO Breach	d	Per Fixed Penalty Notice	P	100.00	100.00
<u>Land Charges</u>					
Note: Land Charges Fees will be in accordance with Local Authority Property Search Services Costing and Guidance and Guidance for Registering Authorities on setting fees for Local Land Charge Services in England and the current fees came into effect on the 1 st January 2017. http://www.fylde.gov.uk/business/landcharges/					

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DRAFT Fees and Charges Schedule 2019/20

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OPERATIONAL MANAGEMENT COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
<u>Car Parks</u>					
<u>St Annes</u>					
St. Annes Square:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. – up to 0.5 Hours	a	Per Session	D	0.80	0.80
- Cars etc. – 0.5 to 1 hour	a	Per Session	D	1.40	1.40
- Cars etc. – 1 to 2 hours	a	Per session	D	2.50	2.50
- Car etc. – 2 to 3 hours	a	Per session	D	3.80	3.80
- At other times	N/A	Free	D	Free	Free
St. Annes Swimming Pool:					
9:00 a.m. to 6:00 p.m.					
- Cars etc. - up to 1 hour	a	Per Session	D	1.20	1.20
- Cars etc. - 1 to 2 hours	a	Per Session	D	2.20	2.20
- Cars etc. - 2 to 3 hours	a	Per Session	D	2.90	2.90
- Cars etc. - 3 to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc. - over 4 hours	a	Per Session	D	4.50	4.50
- At Other times for passenger vehicles:	N/A	Free	D	Free	Free
- Overnight Motorhome Parking (per vehicle 6 p.m. to 10 a.m. following day)	a	Per Session	D	5.30	5.30
- Motorhome 1 day tariff (up to 10 a.m. following day)	a	Per Session	D	8.40	8.40
- Motorhome 2 day tariff	a	Per Session	D	15.80	15.80
- Motorhome 3 day tariff	a	Per Session	D	22.00	22.00
- YMCA staff permit	a	Annual	D	100.00	100.00

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Appendix A

OPERATIONAL MANAGEMENT COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
Wood Street:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. –up to 0.5 hour	a	Per Session	D	0.80	0.80
- Cars etc. - 0.5 to 1 hour	a	Per Session	D	1.40	1.40
- Cars etc. – 1 to 2 hours	a	Per Session	D	2.50	2.50
- Cars etc. – 2 to 3 hours	a	Per Session	D	3.80	3.80
- At Other times	N/A	Free	D	Free	Free
North Beach:					
9:00 a.m. to 6 p.m. (All Days)					
- Cars etc. - up to 1 hour	a	Per Session	D	0.90	0.90
- Cars etc. - 1 to 2 hours	a	Per Session	D	1.50	1.50
- Cars etc.- 2 to 3 hours	a	Per Session	D	-	-
- Cars etc.- 2 to 4 hours	a	Per Session	D	2.30	2.30
- Cars etc.- 3 to 4 hours	a	Per Session	D	-	-
- Cars etc.- Over 4 hours	a	Per Session	D	4.00	4.00
- At other times for passenger vehicles	N/A	Free	D	Free	Free
- Overnight Motorhome Parking (per vehicle 6 p.m. to 10 a.m. following day)	a	Per Session	D	4.00	4.00
- Motorhome 1 day tariff (up to 10 a.m. following day)	a	Per Session	D	7.00	7.00
- Motorhome 2 day tariff	a	Per Session	D	14.00	14.00
- Motorhome 3 day tariff	a	Per Session	D	20.00	20.00

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North Promenade: 9:00 a.m. to 6:00 p.m. - Cars etc. - up to 1 hour - Cars etc. - 1 to 2 hours - Cars etc.- 2 to 3 hours - Cars etc.- 3 to 4 hours - Cars etc.- Over 4 hours - At other times Fairhaven Road: 9:00 a.m. to 6:00 p.m. (All Days) - Cars etc. - up to 1 hour - Cars etc. - 1 to 2 hours - Cars etc.- 2 to 3 hours - Cars etc.- 3 to 4 hours - Cars etc.- Over 4 hours - At other times - Coaches St. Albans Road Fairhaven St. Pauls Avenue: 9:00 a.m. to 6:00 p.m. (All Days) - Cars etc. - up to 1 hour - Cars etc. - 1 to 2 hours - Cars etc.- 2 to 3 hours	a a a a a N/A a a a a a N/A N/A N/A a a a	Per Session Per Session Per Session Per Session Per Session Free Per Session Per Session Per Session Per Session Per Session Free Free Free Per Session Per Session Per Session	D D D D D D D D D D D D D D D D D	1.20 2.20 2.90 3.40 4.50 Free 1.20 2.20 2.90 3.40 4.50 Free Free Free 1.20 2.20 2.90	1.20 2.20 2.90 3.40 4.50 Free 1.20 2.20 2.90 3.40 4.50 Free Free Free 1.20 2.20 2.90

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St. Pauls Avenue continued:					
- Cars etc.- 3 to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc.- Over 4 hours	a	Per Session	D	4.50	4.50
- At other times	N/A	Free	D	Free	Free
Fairhaven Lake	N/A	Free	D	Free	Free
Stanner Bank:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. - up to 1 hour	a	Per Session	D	1.20	1.20
- Cars etc. - 1 to 2 hours	a	Per Session	D	2.20	2.20
- Cars etc.- 2 to 3 hours	a	Per Session	D	2.90	2.90
- Cars etc.- 3 to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc.- Over 4 hour	a	Per Session	D	4.50	4.50
- At other times	N/A	Free	D	Free	Free
- Business Permit	a	Annual	D	100.00	100.00
<u>Lytham</u>					
Pleasant Street:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. - up to 0.5 hour	a	Per Session	D	0.80	0.80
- Cars etc. - 0.5 to 1 hour	a	Per Session	D	1.40	1.40
- Cars etc. - 1 to 2 hours	a	Per Session	D	2.50	2.50
- Cars etc.- 2 to 3 hours	a	Per Session	D	3.80	3.80
- Cars etc.- 3 to 5 hours	a	Per Session	D	6.30	6.30
- Cars etc.- 5 to 7 hours	a	Per Session	D	8.40	8.40
- Cars etc. – 7-9 hours	a	Per Session	D	10.50	10.50

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<ul style="list-style-type: none"> - At other times - Business Permit - Resident Permit - North Clifton Street Restricted permit (1995) 	N/A a a a	Free Annual Annual Annual	D D D D	Free 335.00 285.00 20.00	Free 335.00 285.00 20.00
Lytham Station:					
9:00 a.m. to 6:00 p.m. (All Days)					
<ul style="list-style-type: none"> - Cars etc. - up to 1 hour - Cars etc. - 1 to 2 hours - Cars etc.- 2 to 4 hours - Cars etc.- Over 4 hours up to 6 p.m. - At other times - Cars etc. – 1 to 2 days - Cars etc. – 2 to 3 days - Cars etc. – 3 to 4 days - Cars etc. – 5 to 7 days - Annual Permits (All) 	a a a a N/A a a a a a	Per Session Per Session Per Session Per Session Free Per Session Per Session Per Session Per Session Annual	D D D D D D D D D D	0.90 1.50 2.30 2.90 Free 5.30 7.90 10.50 12.60 160.00	0.90 1.50 2.30 2.90 Free 5.30 7.90 10.50 12.60 160.00
Lytham Green (Bath Street & Dicconson Terrace):					
9:00 a.m. to 6:00 p.m. (All Days)					
<ul style="list-style-type: none"> - Cars etc. - up to 1 hour - Cars etc. - 1 to 2 hours - Cars etc.- 2 to 3 hours 	a a a	Per Session Per Session Per Session	D D D	1.20 2.20 2.90	1.20 2.20 2.90

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OPERATIONAL MANAGEMENT COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
Lytham Green (Bath Street & Dicconson Terrace) continued					
Cars etc.- 3 to 4 hours	a	Per Session	D	3.40	3.40
Cars etc.- Over 4 hours	a	Per Session	D	4.50	4.50
At other times	N/A	Free	D	Free	Free
<u>Administrative Buildings</u>					
Town Hall, St.Annes:					
9:00 a.m. to 6:00 p.m. (Sat – Sun and Bank holidays)					
- Cars etc. – up to 1 hour	a	Per Session	D	1.20	1.20
- Cars etc. – 1 to 2 hours	a	Per Session	D	2.20	2.20
- Cars etc. – 2 to 3 hours	a	Per Session	D	2.90	2.90
- Cars etc. – 3to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc. – Over 4 hours	a	Per Session	D	4.50	4.50
- At other times	N/A	Free	D	Free	Free
Public Offices, St.Annes:					
9:00 a.m. to 6:00 p.m. (All days)					
- Cars etc. - up to 1 hour	a	Per Session	D	1.20	1.20
- Cars etc. – 1 to 2 hours	a	Per Session	D	2.20	2.20
- Cars etc. – 2 to 3 hours	a	Per Session	D	2.90	2.90
- Cars etc. – 3 to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc. – Over 4 hours	a	Per Session	D	4.50	4.50
- At other times	N/A	Free	D	Free	Free

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General					
Fylde Resident's Permit Scheme - Restricted to certain car parks	a	Annual	D	25.00	25.00
Horse Box Permit (North Beach and Fairhaven Road)	a	Annual	D	15.00	15.00
Any Permit Replacement	a	As Required	D	15.00	15.00
Parking Dispensation	a	Per Agreed Period	D	As Negotiated Max £16/day	As Negotiated Max £16/day
Penalty Charge Notices (PCNs)					
PCNs are issued for a variety of contraventions. Contraventions are divided into less serious (Lower Rate) and more serious (Higher Rate) with amounts set by Central Government. A full list of the various contraventions and whether they are lower or higher rate can be viewed at www.patrol-uk.info/contravention-codes-list . This list is subject to minor periodic variation. Only Off Street Parking (Car Parks) contravention codes apply to Fylde Council.					
- Lower Rate PCN	d	Per Offence	P	50.00 (14 day discount 25.00)	50.00 (14 day discount 25.00)
- Higher Rate PCN	d	Per Offence	P	70.00 (14 day discount 35.00)	70.00 (14 day discount 35.00)
Additional Charge to PCN if Charge Certificate Issued	d	Per Offence	P	50% of PCN	50% of PCN
Additional Charge to PCN if registered with court as debt	d	Per Offence	P	8.00	8.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	OPERATIONAL MANAGEMENT COMMITTEE	15 JANUARY 2019	5
BUDGET SETTING – REVENUE BUDGET 2019/20 - FIRST DRAFT			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The first draft of the revenue budget for 2019/20 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

SOURCE OF INFORMATION

Revenue Budget Book 2019/20 – First Draft

LINK TO INFORMATION –

<http://www.fylde.gov.uk/council/finance/first-draft-budget-book-2019-20>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision of a first draft of the 2019/20 Revenue Budget to the Council's Programme Committees is referenced within the Timetable for Developing Budget Proposals 2019/20 report which was approved by the Finance and Democracy Committee at the meeting of 24th September 2018.

This allows members of each Programme Committee to review the draft revenue budget for the services within the Committee's terms of reference and to provide any comments or feedback as appropriate to the committee lead officer, service Director or budget holders.

This first draft does not reflect any changes to fees and charges for 2019/20 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. At this stage the draft budget for 2019/20 does not include recharges in respect of support services and service management costs as these elements remain to be finalised. A further budget-rightsizing exercise will be carried out early in 2019 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2019/20 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 5th March 2019.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	OPERATIONAL MANAGEMENT COMMITTEE	15 JANUARY 2019	6
REVENUE BUDGET MONITORING REPORT 2018/19 – POSITION AS AT 30th NOVEMBER 2018			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's General Fund (GF) Revenue Budget as at 30th November 2018 and specifically for those services under the Committee's remit.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2018.

LINK TO INFORMATION

General Fund Revenue Budget Monitoring Report 2018/19 as at 30th November 2018:

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

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise periodic revenue budget monitoring reports for those services under the committee's remit.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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

GENERAL FUND REVENUE BUDGET MONITORING REPORT 2018/19

POSITION AS AT 30TH NOVEMBER 2018

Summary

The purpose of this report is to provide an update on the Council's General Fund Revenue Budget as at 30th November 2018. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 30th November 2018.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2018/19 budget at its meeting on 5th March 2018. Subsequently on 25th June 2018 the Finance and Democracy Committee approved the Council's outturn position for 2017/18. The impact of those approvals, including savings and growth options approved at Council and slippage from 2017/18 approved by the Finance and Democracy Committee, are now reflected in the Council's financial ledger.

2. Budget Rightsizing Exercise

- 2.1 Since 2011 an annual budget rightsizing exercise has been undertaken to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process was undertaken during the autumn of 2018 and the resulting changes to budgets were reflected in the revised Financial Forecast that was presented to the Council in December 2018. These amendments have also now been reflected in the Council's financial ledger. Therefore this report monitors expenditure and income against the updated approved budgets.

3. Budget Areas to Note

As would be expected, because monitoring is being undertaken as a comparison to recently revised budgets, there are only a small number of variances from that revised position to note. The main variances are described below:

i. Employee Costs

The forecast includes an estimate of 'turnover savings' (delays in the recruitment to vacant posts) of £300k per annum. The actual savings achieved to date in relation to direct employee costs (including the savings from delays in recruitment to posts) are in excess of this level and consequently this budget will be reviewed as part of the next update to the Financial Forecast.

ii. Cemetery and Crematorium Income

Whilst there has been some increase in the number of burials carried out in the year to date the number of cremations held this year has been below expectations. The income budget for cremations has been raised year-on-year as previous income expectations have been exceeded and a review of future income forecasts will be undertaken. Additionally some of the income shortfall is due to restrictions on available service times due to the building works being carried out in relation to the external canopy scheme. This budget will be kept under review during the remainder of the year and the service may yet recover the position if activity increases in the following months.

iii. Green Waste Collection Service income

Subscription to the Green Waste collection service for 2018/19 has now ended and the final number of subscribing households has been higher than forecast (at 17,850 compared to 17,303 in 2017/18), resulting in a favourable variance on the income budget of over £18,000. The budget for 2018/19 and subsequent years will be updated in the next Financial Forecast revision to reflect this increased level of income achieved in 2018/19 and the forecast income for future years.

iv. Fleet and Plant Expenditure

There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 9 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary.

v. Council Tax and Housing Benefits

There are currently a number of significant variances on the various control accounts in respect of Council Tax and Housing Benefits, particularly Rent Allowance expenditure. However, as the majority of these are directly reimbursed from central government grant a large variance at year end is not currently anticipated and the variances have therefore been excluded from the variance analysis report. The position will be kept under review throughout the remainder of the year and a MTFS adjustment may follow.

4. Conclusions

- 4.1 The updated financial forecast as presented to the Council in December 2018 is an improvement in the short-term since Budget Council in March 2018 and now shows surpluses forecast for each of the years up to and including 2022/23. The improved financial forecast position for 2018/19 is due to a number of factors including increased levels of income from retained business rates and the impact of the in-year savings and efficiencies. The Council needs to continue with the approach of delivering savings and efficiencies which have helped deliver balanced budgets and contribute to reserves over recent years. Through continued focus on the importance of financial stability the Council has delivered a significant savings programme since 2007 and has continued to reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain frontline services to customers.
- 4.2 Finance staff work continuously with budget holders across the Council, and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.
- 4.3 Regular budget monitoring reports such as this one are an integral part of the Council's financial monitoring framework. These are made available on the Council's website.

REVENUE MONITORING 2018/19 - Period 8 to November 30th November 2018 (Variances in excess of £5K)

Key

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

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS								
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	8,895,672	6,040,587	5,924,064	-116,523	FAV	GREEN	The forecast includes an estimate of 'turnover savings' (delays in the recruitment to vacant posts) of £300k per annum. The actual savings achieved to date in relation to direct employee costs (including the savings from delays in recruitment to posts) are in excess of this level and consequently this budget will be reviewed as part of the next update to the Financial Forecast.
Organisational Improvement	Organisational Improvement Costs	23,000	15,336	5,369	-9,967	FAV	BLUE	A number of additional commitments have recently been finalised for upcoming initiatives. It is anticipated that this budget will be fully spent by the end of the financial year.
Legal Services Team	Legal Fees	-10,000	-6,668	-19,478	-12,810	FAV	GREEN	This favourable variance arises from an increase in the level of legal fees, which include fees that are charged for the preparation of Section 106 Developer agreements as well as legal costs recovered in litigation. The actual level of income varies significantly depending on the number of such agreements completed in any given period and the level of costs awarded by the court and recovered. This budget will be kept under review for the remainder of the financial year and may be adjusted in a future update to the Financial Forecast.
Elections - Other/Referendum	Elections - Neighbourhood Plan Referenda	26,411	17,611	0	-17,611	FAV	GREEN	We are currently awaiting the outcome of St Annes Neighbourhood Plan appeal which will determine when this budget will be required. If the budget is not required in this financial year a slippage request into 2019/20 may follow in due course.

REVENUE MONITORING 2018/19 - Period 8 to November 30th November 2018 (Variances in excess of £5K)

Key

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

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
OPERATIONAL MANAGEMENT COMMITTEE								
Vehicle & Plant	FMS Materials Cost	147,670	98,555	62,965	-35,590	FAV	BLUE	There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 9 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary.
	Fuel Costs	318,906	212,660	199,185	-13,475	FAV	BLUE	
	Tyres - Renewal	35,086	23,492	11,735	-11,757	FAV	BLUE	
	Agrippa Signage	11,005	7,365	990	-6,375	FAV	BLUE	
	Hire of Transport	70,377	46,931	20,462	-26,469	FAV	BLUE	
Car Parks	Car Parking Fees	-605,000	-463,417	-508,582	-45,165	FAV	GREEN	The sustained period of good weather during the late spring and summer months led to an increase in the number of visitors to the area resulting in a higher level of parking income as compared to the budget for the period to date. Income during the remainder of the year will be significantly lower than that of the summer period. The budget will be kept under review for the remainder of the financial year and will be adjusted for future years as necessary.
Fylde Waste Schemes	Green Waste Subscription Charge	-517,000	-517,000	-535,510	-18,510	FAV	GREEN	Subscription to the Green Waste collection service for 2018/19 has now ended and the final number of subscribing households has been higher than forecast, resulting in a favourable variance on the income budget of over £18,000. The budget for 2018/19 and subsequent years will be updated in the next Financial Forecast revision to reflect this increased level of income achieved in 2018/19 and the forecast income for future years.

REVENUE MONITORING 2018/19 - Period 8 to November 30th November 2018 (Variances in excess of £5K)

Key

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

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
ENVIRONMENT, HEALTH & HOUSING COMMITTEE								
Cemetery & Crematorium	Interments	-200,000	-133,360	-151,098	-17,738	FAV	AMBER	Whilst there has been some increase in the number of burials carried out in the year to date this is more than offset by a significant reduction in the number of cremations carried out. Some of this is due to restrictions on available service times due to the building works being carried out in relation to the external canopy scheme. This budget will be kept under review during the remainder of the year and the service may yet recover the position if activity increases in the following months.
	Cremations	-1,100,000	-733,480	-669,207	64,274	ADV		
Homelessness	CAB - Debt Advice Service	16,366	10,912	4,264	-6,648	FAV	GREEN	Delays in the commencement of this project has led to an underspend in the year to date. The budget will be kept under review and a request for slippage of the remaining funding into 2019/20 may follow in due course.
	Homelessness Reduction Act Initiatives	9,000	6,000	19	-5,981	FAV	GREEN	Alternative sources of central government funding have been used to deliver these initiatives during the first part of the year in order that all available funding is maximised. The budget requirement for the remainder of the year will be kept under review and adjusted as appropriate.
	Void Loss/Recharge Costs	14,290	9,528	-3,462	-12,990	FAV	GREEN	Improved management practices aimed at maintaining a minimum level of voids within the temporary housing units have led to a reduced level of costs during the year. The budget will be kept under review during the remainder of the year and adjusted as appropriate.
	Housing Benefit/Universal Credit Repayment Income	-10,000	-6,668	-12,327	-5,659	FAV	GREEN	Improved management practices have resulted in all temporary accommodation placements being initially funded from available Housing Benefit Grants, together with the prompt establishment of payment agreements where rent arrears occur. The budget will be kept under review during the remainder of the year and adjusted as appropriate.
Taxi Licensing	Private Hire Driver Licences	-12,692	-8,464	-2,892	5,572	ADV	AMBER	In accordance with the Deregulation Act 2015, the Council had to make provision for the issue of three year driver licences, as opposed to the traditional 1 year licence. Whilst we continue to offer the one year licence, take up of the three year licence in 2016/17 has resulted in increased income for that year but reduced income levels for the subsequent two years i.e. 2017/18 and 2018/19. Income is expected to increase again during 2019/20 as the initial three year licences become due for renewal. This budget will be kept under review during the remainder of the financial year and adjusted as necessary.
Community Grants	Community Projects Fund	20,000	13,336	3,186	-10,150	FAV	BLUE	The availability of funding for community groups from this initiative is currently being widely promoted to increase the number of applications from eligible organisations. It is anticipated that further awards will be made during the remainder of the financial year. This budget will be kept under review.

Appendix A (Cont'd)

REVENUE MONITORING 2018/19 - Period 8 to November 30th November 2018 (Variances in excess of £5K)

Key

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

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
PLANNING COMMITTEE								
Development Management	Consultants Fees	51,000	34,008	9,720	-24,288	FAV	BLUE	Consultants will be required to carry out specialist assessment of several planning applications during the final quarter of the year and it is expected that this work will be completed within the approved budget by the end of the financial year.
	Archaeology and Ecology Agreement	32,000	21,336	6,594	-14,742	FAV	BLUE	The Archaeological Service Level Agreement with Lancashire County Council is currently under renegotiation with the Lancashire Districts and, as a result there are a number of outstanding invoices that have not been issued by LCC. It is expected that the budget will be spent by year end.
	Planning Application Fees	-750,000	-500,100	-507,799	-7,699	FAV	BLUE	Planning application fee income for the period is marginally in excess of the budget. The timing of when applications are made is often difficult to forecast and this budget will be kept under review for the remainder of the financial year and may be adjusted in a future update to the Financial Forecast.
Planning Appeals	Planning Appeal Hearing Costs	80,000	53,344	60,058	6,714	ADV	BLUE	A number of planning inquiries have taken place during the year to date and others may be contested later in the year which will result in further costs being incurred. This budget will be kept under review during the remainder of the financial year.
Planning Enforcement	Enforcement Costs	15,000	10,000	0	-10,000	FAV	BLUE	This budget relates to potential legal action to secure compliance with conditions at a particular site. It is expected that these costs will be incurred during the final quarter of the year.
Development Management Team	Consultants Fees	40,000	26,672	0	-26,672	FAV	BLUE	This budget has not been required in the financial year to date. This budget will be kept under review for the remainder of the financial year and may be adjusted in a future update to the Financial Forecast.
Local Plan	Legal Fees and Court Costs	24,000	16,004	27,375	11,371	ADV	AMBER	It is expected that there will be no further costs against this code during the remainder of the financial year and that a relatively minor overspend will be reported for the whole of 2018/19 for this budget.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	OPERATIONAL MANAGEMENT COMMITTEE	15 JANUARY 2019	7
CAPITAL PROGRAMME MONITORING REPORT 2018/19 - POSITION AS AT 30th NOVEMBER 2018			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's approved Capital Programme as at 30th November 2018 and specifically for those schemes under the Committee's remit.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2018.

LINK TO INFORMATION

Capital Programme Monitoring 2018/19 as at 30th November 2018:

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

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise the latest position on the Council's approved Capital Programme for those schemes under the committee's remit.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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

CAPITAL PROGRAMME MONITORING REPORT 2018/19 –

POSITION AS AT 30TH NOVEMBER 2018

Summary

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

1. Background

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

2. Notes on Specific Schemes

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

i) Fairhaven and Church Scar Coast Protection Scheme

The Fairhaven and Church Scar Coast Protection scheme total cost is £21.83m, being funded by Environment Agency grants of £21.43m and a contribution from Fylde Council of £0.4m. This is made up of a contract price of £17.6m, with a risk/contingency budget of £1.7m and a budget for fees of £0.5m. Work started on site in December 2017 and is progressing well with the replacement hard sea defences at Church Scar nearing completion and with work on the promenade underway. Work on the sheet piling around Fairhaven Lake started in September, four months ahead of schedule.

In addition to the core sea defence works a range of public realm enhancements to the scheme have been added to the scheme at a total cost of £360k, funded by Fylde Council from the Capital Investment Reserve. The works relate to the remodelling of the Stanner Bank car park entrance, the provision of bespoke seating to compliment the wider landscape and the provision of ducting to allow for future services connection to a potential structure/building on or around the Mawson lookout. These works will be delivered alongside the main scheme.

The Coastal Defence Team have been successful in securing additional funding from the Environment Agency to enable the Granny's Bay hard sea defences to be delivered following completion of the Fairhaven Scheme in 2019/20. A report on this additional work in the sum of £2m (which is reflected in the total scheme cost above) was approved by the Operational Management Committee at its meeting in September and Council in October 2018. The Granny's Bay works will essentially tie the two schemes at Fairhaven and Church Scar together, as well as providing local erosion and flood protection. Completion of these works will remove the requirement for much of the emergency maintenance works undertaken by the Council following extreme storms at Granny's Bay. With Granny's Bay now included the whole scheme is now currently forecast to be completed by summer 2020.

The expenditure forecast has been re-phased to reflect the current expectations regarding the timing of the delivery of the scheme. Further re-phasing of the expenditure profile between the years is likely to be required as the scheme progresses and the capital programme will be updated accordingly and reported regularly to members.

(ii) Accommodation Project

This has been a key scheme for the Council and sees the accomplishment of an ambition to refurbish the town hall premises that has existed for a number of years. All of the internal works are now complete and staff have now located back to all floors within the building. In September 2018 the Finance and Democracy Committee approved a scheme to complete the remaining element of the project relating to the exterior parking areas and associated landscaping in the total sum of £238k. It is anticipated that these works will be completed within the current financial year.

(iii) Better Care Fund (Formerly Disabled Facilities Grants)

As the local housing authority, the Council has a statutory duty to provide disabled adaptations within the Borough. In order to fund these works the Council receives grant support which previously was provided by the Department for Communities and Local Government (DCLG). From 2015/16 the Government established the 'Better Care Fund', and under these new arrangements the funding for Disabled Facilities Grants transferred to the Department of Health, with funding being distributed to all Councils via the upper-tier authority for that area. As such, in Lancashire the fund is administered by Lancashire County Council. Each upper-tier authority then allocates the funding to their respective housing authorities (i.e. district councils within their area) to enable them to continue to meet this statutory responsibility.

The level of government funding has increased significantly under the 'Better Care Fund' arrangements and the updated budget for 2018/19 (including slippage from 2017/18, 2018/19 grant allocation, a further grant top up in year of £120k and a £40k contribution from Progress Housing) totalling £1.415m provides for the delivery of more disabled adaptations than has previously been possible. It is anticipated that for 2018/19 all identified need for disabled adaptations can be met from the existing resource.

(iv) Project Slippage

Areas of slippage will be addressed in future years to ensure that no loss of external grant is imposed due to conditions associated within specified timescales.

(v) Other Capital Receipts

The approved programme for 2018/19 onwards assumes "Right to Buy" receipts of £25k per annum and "General Asset Sales" of £90k for 2018/19 and £45k for 2019/20 per annum thereafter. Future receipts are dependent on prevailing market conditions and values cannot be predicted with certainty. This will be monitored and reviewed during the year and adjusted accordingly in future quarterly monitoring reports, along with the impact this may have on the financing of the programme.

(vi) Capital Investment in St. Annes Pool

As part of the arrangement with the YMCA for the operation of the pool, the Council undertook to provide Capital support in the event of major works, repair or breakdown and a provision of £153k was included in the programme for this eventuality. There is now a remaining capital resource of £93k that has been re-phased into 2019/20. There is a risk that this remaining resource is insufficient to meet future capital expenditure needs for the facility.

3 Conclusions

3.1 Actual expenditure to 30th November 2018 is £10.403m against an updated full year budget of £17.996m. This equates to approximately 58% of the full year budget. The expenditure on a number of schemes is phased later during the financial year and there is usually a period of time that elapses between the completion of schemes and the final settlement of all invoices.

3.2 The current Capital Programme as updated is showing a balanced position for 2018/19 onwards. The Capital Programme and the associated financing will be subject to discussion with Members during the months in the lead up to the annual budget setting process for 2019/20.

- 3.3 Any additional expenditure which is not fully-funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31st March 2018 was £3.219m after a favourable 2017/18 outturn position allowed for the transfer to the reserve of an additional sum of £0.560m for 2017/18. Of this, £1.933m was already committed to previously-approved capital schemes leaving an unallocated balance on the reserve at that point of £1.286m.

Planned transfers into the reserve in 2018/19 and 2019/20 are currently estimated to be a total of £1.966m, whilst a number of additional schemes to be funded from the reserve have been approved since 1st April 2018 in the total sum of £0.653m. Consequently the latest estimate of the unallocated balance on the Capital investment Reserve, including the anticipated transfers into the reserve in 2018/19 and 2019/20, stands at £2.599m.

Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required in order to maintain a sustainable funding source for future years.

CAPITAL PROGRAMME - 2018/19 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/18

Appendix A

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 30/11/18 £000	Variance £000	Comments
<u>FINANCE & DEMOCRACY COMMITTEE</u>								
Accommodation Project - Phase 8 - Town Hall Car Park	Capital Investment Reserve / borrowing / general asset disposal receipts	0	0	238	238	0	238	F&D Committee (24/09/18) Approved the virement of £60,000 from the Car Park Improvement capital scheme to the Accommodation Project Scheme and a fully-funded increase to the Capital Programme scheme for the Accommodation Project in the sum of £178,000 for 2018/19 to be met from the Capital Investment Reserve. It is anticipated that this scheme will be completed to budget in 2018/19.
Sub total		0	0	238	238	0	238	
<u>TOURISM & LEISURE COMMITTEE</u>								
Ashton Gardens Depot	Proceeds from the sale of surplus Council Assets	63		57	120	2	118	It is anticipated that this scheme will be completed to budget in 2018/19.
St Annes Pool	No external finance - funded by borrowing/general asset disposal receipts	93		-93	0		0	There is no expenditure currently planned for 2018/19. Consequently the budget has been re-phased into 2019/20 and this will be reflected in the latest update of the Financial Forecast.
Fairhaven Lake & Promenade Gardens - First round	Capital Investment Reserve	107	5	0	112	90	22	It is anticipated that this element of the scheme will be completed to budget in 2018/19. The second round grant application to the HLF for the substantive project has been secured as of 11th December 2018. This will enable a major restoration of the lake and surrounding parkscape to be completed by the end of Summer 2020.
Promenade Gardens Water Play Facility	Capital Investment Reserve	150	0	109	259	259	0	This scheme has been completed to budget during 2018/19.
Promenade Footways	No external finance - funded by borrowing/general asset disposal receipts	40	0	0	40	40	0	This scheme has been completed to budget during 2018/19.
Staining Playing Fields Development Scheme	Capital Investment Reserve	50	0	0	50		50	It is anticipated that this scheme will be completed to budget in 2018/19.
Town Hall Arts Store Improved Storage Facilities	Capital Investment Reserve	50	0	0	50	35	15	It is anticipated that this scheme will be completed to budget in 2018/19.
Sub total		553	5	73	631	426	205	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 30/11/18 £000	Variance £000	Comments
OPERATIONAL MANAGEMENT COMMITTEE								
Replacement Vehicles	Capital Investment Reserve / Borrowing	1,398	19	45	1,462	1,231	231	It is anticipated that all vehicle purchases will be completed to budget in 2018/19. If any vehicle orders are delayed due to specific build time this may lead to the re-phasing of a proportion of the budget into 2019/20
Car Park Improvements	No external finance - funded by borrowing/general asset disposal receipts	60	0	-60	0		0	Finance & Democracy Committee in September 2018 approved the virement of £60,000 from the Car Park Improvement capital scheme to the Accommodation Project Scheme
Coastal Cleansing and the Provision of Beach Bins	Capital Investment Reserve	0	0	25	25		25	It is anticipated that this scheme will be completed to budget in 2018/19.
Public Transport Improvements	S106 Developer Contributions	18	0	30	48		48	It is anticipated that this scheme will be completed to budget in 2018/19.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	12,000	-170	-330	11,500	6,404	5,096	Delivery of the scheme remains on schedule, with further information provided within the body of this report. Any changes or re-phasing will be reflected in future updates of the Financial Forecast.
Fairhaven and Church Scar Coast Public Realm Works	Capital Investment Reserve	360		-260	100		100	A proportion of this budget has been re-phased into 2019/20 to reflect the revised delivery timescale for the scheme. This has been reflected in the latest update of the Financial Forecast.
Sub total		13,836	-151	-550	13,135	7,635	5,500	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 30/11/18 £000	Variance £000	Comments
ENVIRONMENT, HEALTH & HOUSING COMMITTEE								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	929	245	241	1,415	1,055	360	The budget has been increased by a further £160k for 2018/19 comprising an additional grant allocation of £120k from central government and a £40k contribution from Progress Housing. This will be reflected in the next update of the Financial Forecast. It is anticipated that the majority of the grant allocation will be spent in 2018/19.
Housing Needs Grant	DFG Grant Repayments	0		16	16	3	13	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme - 93 St Albans Road Refurbishment	S106 Developer Contributions	74		-18	56		56	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460			460		460	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme - Keenan Mill	S106 Developer Contributions	840			840	840	0	This scheme has been completed to budget during 2018/19.
Church Road Methodist Church, St Annes	S106 Developer Contributions	275	275	-275	275	275	0	Part of this budget will be re-phased into 2019/20 to reflect final completion of the scheme in that year. This will be reflected in future updates of the Financial Forecast.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	0	31		31	16	15	It is anticipated that this scheme will be completed to budget in 2018/19.
CCTV Replacement Schemes	Specific Grant (LSP Performance Reward Grant)	38			38		38	The money is only to be used for replacement monitored cameras as they are required. It is anticipated that not all expenditure will be spent this financial year and any remaining monies will be requested for slippage to 2019/20.
Cemetery and Crematorium - Infrastructure Works	Capital Investment Reserve	294		-294	0	0	0	This budget has been re-phased into 2019/20 to reflect the revised delivery timescale for the scheme and this has been reflected in the latest update of the Financial Forecast.
Lytham Park Cemetery - Windbreak Canopy	Capital Investment Reserve	60		50	110	37	73	It is anticipated that this scheme will be completed to budget in 2018/19.
Sub total		2,970	551	-280	3,241	2,226	1,015	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 30/11/18 £000	Variance £000	Comments
PLANNING COMMITTEE								
St Annes Regeneration Schemes	S106 Developer Contributions / Capital Investment Reserve	117	8	40	165		165	A review of the delivery timescale for the substantive regeneration scheme in St Annes has concluded that it will not be practicable to commence the scheme in the current financial year. Consequently the budget will be re-phased into 2019/20 to reflect the revised delivery timescale for the scheme. This will be reflected in future updates of the Financial Forecast.
Lytham Regeneration Schemes	S106 Developer Contributions	130		-130	0		0	The proposals for Lytham Town Centre are to be reviewed as part of a reassessment of the wider regeneration scheme and a revised proposal will be presented to the Committee for consideration in due course. This scheme has therefore been re-phased into 2019/20 in the latest update of the Financial Forecast to reflect the revised delivery timescale for the scheme.
Kirkham Public Realm Improvements	S106 Developer Contributions / Capital Investment Reserve	50			50		50	It is anticipated that this scheme will be completed to budget in 2018/19.
M55 Link Road	S106 Developer Contributions	0	108	250	358	116	242	This relates to the use of s.106 monies for design work on the scheme to construct a new link road from the M55 to St Annes. It is anticipated that the design works will be completed to budget in 2018/19.
Coastal Footpath Enhancements	S106 Developer Contributions	0		20	20		20	It is anticipated that this scheme will be completed to budget in 2018/19.
Ansdell / Fairhaven - Public Realm Scheme	Capital Investment Reserve	110			110		110	It is anticipated that this scheme will be completed to budget in 2018/19.
St Annes Pier - Coastal Revival Fund	Specific Grant	0		48	48		48	It is anticipated that this scheme will be completed to budget in 2018/19.
Sub total		407	116	228	751	116	635	
Total Expenditure		17,766	521	-291	17,996	10,403	7,593	

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

	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000
FINANCE & DEMOCRACY COMMITTEE					
Accommodation Project - Phase 8 - Town Hall Car Park	238				
	0				
Sub total	238	0	0	0	0
TOURISM & LEISURE COMMITTEE					
Ashton Gardens Depot	120				
St Annes Pool	0	93			
Fairhaven Lake & Promenade Gardens - First Round	112				
Fairhaven Lake & Promenade Gardens Restoration	0	120			
Fairhaven HLF Project Underwriting	0				
Promenade Gardens Water Play Facility	259				
Promenade Footways	40	40	40	40	40
Staining Playing Fields Development Scheme	50				
Town Hall Arts Store Improved Storage Facilities	50				
Sub total	631	253	40	40	40
OPERATIONAL MANAGEMENT COMMITTEE					
Replacement Vehicles	1,462	471	547	77	323
Car Park Improvements	0	30	30	30	30
Coastal Cleansing and the Provision of Beach Bins	25				
Public Transport Improvements	48	48	48	48	30
Fairhaven and Church Scar Coast Protection Scheme	11,500	7,330			
Fairhaven and Church Scar Coast Public Realm Works	100	260			
Sub total	13,135	8,139	625	155	383
ENVIRONMENT, HEALTH & HOUSING COMMITTEE					
Disabled Facilities Programme	1,415	1,050	1,050	1,050	1,050
Housing Needs Grant	16				
Affordable Housing Scheme - 93 St Albans Road	56				
Affordable Housing Scheme - Sunnysbank Mill, Kirkham	460				
Affordable Housing Scheme - Keenan Mill	840				
Church Road Methodist Church, St Annes	275	275			
Affordable Warmth Scheme	31				
Rapid Deployment CCTV Replacement Projects	38				
Cemetery and Crematorium - Infrastructure Works	0	294			
Lytham Park Cemetery - Windbreak Canopy	110				
Sub total	3,241	1,619	1,050	1,050	1,050
PLANNING COMMITTEE					
St Annes Regeneration Schemes	165	150			
Lytham Regeneration Schemes	0	130			
Kirkham Public Realm Improvements	50				
M55 Link Road - \$106 monies for design work	358				
Coastal Footpath Enhancements	20				
Ansdeil / Fairhaven - Public Realm scheme	110				
St Annes Pier - Coastal Revival Fund	48				
Sub total	751	280	0	0	0
Total Expenditure	17,996	10,291	1,715	1,245	1,473

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

	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000
FINANCING:					
Capital Receipts - General Asset Sales	90	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Capital Receipts - (Accommodation Project)	63				
Better Care Fund / Disabled Facilities Grant	1,375	1,010	1,010	1,010	1,010
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	16				
Section 106 Monies - St Annes	165	100			
Section 106 Monies - Lytham	0	130			
Section 106 Monies - Kirkham	21				
Section 106 Monies - Affordable Housing, Sunnybank Mill	460				
Section 106 Monies - Church Road Methodist Church, St Annes	175	275			
Section 106 Monies - M55 Link-Road	358				
Section 106 Monies - Affordable Housing, Keenans Mill	840				
Section 106 Monies - Public Transport Improvements	48	48	48	48	18
Section 106 Monies - Refurbishment of 93 St Albans Road, St Annes	56				
Capital Investment Reserve	937	1,306			
M55 Link-Road Reserve					
Other External Finance (see analysis below)	11,869	6,970	40	40	40
Direct Revenue Finance	136				
Prudential Borrowing	1,362	382	547	77	335
Total Financing	17,996	10,291	1,715	1,245	1,473

Total surplus (-) / shortfall in year	0	0	0	0	0
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Cumulative surplus (-) / shortfall	0	0	0	0	0
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See note below for external funding available to finance the above schemes:

Other External Finance: Analysis

LSP Performance Reward Grant	38				
Environment Agency - Fylde Coastal Preliminaries	11,500	6,930			
Lancashire County Council - Affordable Warmth Scheme	31				
Community Housing Grant Fund - Church Road Methodist Church	100	0			
Heritage Lottery Fund - Fairhaven	112				
Coastal Revival Fund	48				
New Fylde Housing - DFG Contribution	40	40	40	40	40
	11,869	6,970	40	40	40

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	15 JANUARY 2019	8
MID-YEAR PERFORMANCE 2018/19			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the first half of the financial year 2018/19. Performance is reported against the targets set for the year and commentary is provided by performance exception.

SOURCE OF INFORMATION

Operational Management team input data into the InPhase corporate online system from service based performance data

LINK TO INFORMATION

<http://fyldeperformance.inphase.com> - Full Corporate Performance suite for Fylde Council

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact: Alex Scrivens, Performance & Improvement Manager (01253 658543 or alexs@fylde.gov.uk).

Mid-Year Commentary by Performance Exception for the Operational Management Committee

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

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

PM03: Number of complaints received (Corporate) was 18, last year's comparison figure was 77, the target is 60. *A reduction was expected on the back of a review of the complaints process as well as what was being categorised as a complaint (i.e. some were clearly service requests despite the customer stating it is a complaint) along with improvements in service areas where most complaints have been traditionally received through business process re-engineering with the service teams.*

PM102: Current Operator Compliance Risk Score (traffic light) status is green this being the best score, last year's comparison status was green and the target is green.

The operator licence risk score for Fylde Council is in the green giving a very good "satisfactory" status this backed up by a full audit carried out independently by the Freight Transport Association annually. This audit covers key areas such as premises, equipment, technical and clerical staff, management, documentation, quality and appearance that are all part of the operator licence requirement.

PM64: Percentage satisfaction with IT service overall was 100% and last year's comparison figure was 100%. The target is 95%.






Continuous closer interaction with staff and ability to supply feedback on every closed helpdesk call has allowed staff using the service to provide better and more detailed feedback which we actively monitor to chase up any negative feedback to fully understand ICT user's needs. This will be maintained by continuing to monitor how we react to helpdesk calls and continued refresher training on customer care as well as technical training so as to meet our customer satisfaction expectations. Learning from the customer also has helped in continuous tailoring of the ICT induction for new starters leading to reduced helpdesk calls and a higher satisfaction rate.














***** PERFORMANCE BELOW TARGET *****

Commentary is provided to explain why performance is currently not on target, with details of any corrective action.

None to report.

PERFORMANCE KEY ICON STATUS

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

Operational Management						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2017 to SEP 2017	APR 2018 to SEP 2018	Mid-year Target	Performance Status
PM03: Number of complaints received (Corporate)	Monthly	Smaller is Better	77	18	60	
PM06: Percentage of customers satisfied with the service received from Fylde Council	Monthly	Bigger is Better	76.83	81.38	85	
PM07: Number of complaints not responded to within five working days	Monthly	Smaller is Better	14	3	0	
PM101: Kg of residual waste per household (quarterly only for LG Inform)	Quarterly	Smaller is Better	122.5	128.5	130	
PM102: Current Operator Compliance Risk Score (traffic light)	Quarterly	Bigger is Better	Green	Green	Green	
PM47: The number of unique hits on the Council's website www.fylde.gov.uk	Monthly	Bigger is Better	313796	156160	150000	
PM49: Percentage of phone calls to 01253 658658 answered	Monthly	Bigger is Better	76.83	86.5	85	
PM55: Missed bins as a percentage of all collections	Quarterly	Smaller is Better	0.04	0.06	0.05	
PM56: Percentage of household waste recycled	Quarterly	Bigger is Better	45	40	40	
PM64: % satisfaction with IT service overall	Monthly	Bigger is Better	100	100	95	
PM74: Percentage first time HGV fleet MOT passes	Quarterly	Bigger is Better	100	91	90	
PM95: Percentage of ICT Service delivery available during core times	Monthly	Bigger is Better	97.83	99.92	99	
PM96: Percentage of customers satisfied with MOT experience	Quarterly	Bigger is Better	100	100	100	

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	15 JANUARY 2019	9
FAIRHAVEN TO CHURCH SCAR COAST DEFENCE WORKS			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

An update is given on the progress of the Fairhaven to Church Scar Scheme (the Scheme).

SOURCE OF INFORMATION

The Scheme's Project Manager (Mike Pomfret).

INFORMATION ATTACHED

Summary note.

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This update is given to keep the Committee informed of the progress of the Scheme.

FURTHER INFORMATION

Contact Mike Pomfret, mike.pomfret@fylde.gov.uk.

Summary Note

- The major engineering elements at Church Scar are substantially complete. The remaining activities include:
 - The reinstatement of the protected grassland,
 - Installation of balustrades/handrails,
 - Installation of the Scallop Seats, and other street furniture (lighting, signage, etc.).
- The contract requires the contractor VBA Ltd to be responsible for Church Scar up until the contract Completion Date which is 30/03/20. VBA Ltd being obliged to maintain Church Scar (and the whole works) for the first year following Completion. Whilst every effort will be made to secure access earlier than March 2020 this cannot be guaranteed and will be subject to contractor agreement after all necessary works have been completed.
- The latest public newsletter (December 2018) highlighted the above position, and stated that that it is an aspiration of Fylde Council to take-over and re-open Church Scar earlier than planned; as and when it becomes practicable to do so (with consideration to the commercial viability of the same also). This newsletter, and all others can be found via the below link:

<http://www.fylde.gov.uk/business/environmental-protection/fairhaven-lake-church-scar-sea-defences/>

- The site compounds are fully set up and operational at Stannah Bank Car Park and St Pauls Car Park for the construction works at Fairhaven.
- The steel sheet piling has been completed at Fairhaven, the haul road and crane pads are currently being constructed; and the construction of the new revetment has commenced.
- Procurement of the construction of Granny's Bay is to be undertaken, planned for February 2019, following the completion of the design.
- The Customer Drop In Centre has now had 858no people attending since its opening, with 260no people signed up for email notifications for the latest newsletters and general information.
- The overall Scheme remains on budget and time, with a current forecast actual completion of November 2019 (although this may extend until Spring / Summer 2020 with the works at Granny's Bay).