



Agenda

Tourism and Leisure Committee

Date:	Thursday, 5 September 2019 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Cheryl Little (Chairman) Councillor Jayne Nixon (Vice-Chairman)</p> <p>Councillors Peter Anthony, Tim Armit, Brenda Blackshaw, Shirley Green, Gavin Harrison, Matthew Lee, Kiran Mulholland, Vince Settle, Elaine Silverwood, Roger Small.</p>

Public Platform

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

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

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 6 June 2019 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
	DECISION ITEMS:	
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Contact: Lyndsey Lacey-Simone - Telephone: (01253) 658504 – Email: democracy@fylde.gov.uk

The code of conduct for members can be found in the council's constitution at

<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	5 SEPTEMBER 2019	4
ASHTON GARDENS – ADVENTURE PLAYGROUND IMPROVEMENTS			

PUBLIC ITEM

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

SUMMARY

The report sets out the details of a scheme included in the council's agreed capital programme in 2019/2020 for improvement to the children's play facilities at Ashton Gardens, St. Annes. The works include the removal of a 'timber dish' roundabout which does not operate effectively. This will be replaced with a play 'Boat/Galleon' climbing frame which will provide an interactive and safe play addition to Ashton Gardens children's play area.

The opportunity has been tendered on the CHEST Procurement Portal. This report sets out the context and details the receipt of tenders, tender assessment and makes recommendations to proceed with the project through the letting of the contract to complete the work.

RECOMMENDATIONS

Members of the Tourism and Leisure Committee are requested:

1. To approve the proposed expenditure in respect to the scheme as outlined in this report. The approved Capital Programme for 2019/20 includes funding for a scheme for this purpose in the sum of £20, 000.
2. To approve the letting of the contract to Wicksteed for the sum of £17,710 to carry out the scheme as outlined in this report.

SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure Committee – 08 November 2018

Following detailed consideration of this matter it was RESOLVED:

1. To support the Capital bids relevant to this Committee's Terms of Reference as detailed in Appendix A of the report for further consideration by the Budget Working Group.
2. That the Budget Working group be advised that the Committee's preference regarding the order of priorities is as follows: (*Priority 1 - Scheme 4*) Coastal Explorers Public Art Project (2020/21); (*Priority 2- Scheme 1*) Ashton Gardens - Adventure Playground Improvements (*Priority 3- Scheme 2*) Ashton Gardens Nursery Depot Improvements; (*Priority 4 - Scheme 5*) Coastal Signage Improvements; (*Priority 5- Scheme 3*) Access Control Measures at Blackpool Road North Playing Fields and King Georges V Playing Fields, Heeley Road.

Budget Council – 05 March 2019

The proposal was carried and it was thereby RESOLVED:

1. To approve and adopt the recommendations of the Finance and Democracy Committee as follows: (c) The Capital Strategy 2019-22, including Prudential Indicators and Limits, set out in Appendix G; which incorporates the Treasury Management Policy, the Capital Programme, the Treasury Management Strategy, the Investment Strategy and the Minimum Revenue Provision Statement;

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

REPORT

BACKGROUND

1. Ashton Gardens is one of Fylde Council's most significant heritage parks and continues to be very popular with residents and visitors. The Gardens has achieved Green Flag status (national quality accreditation scheme for public open spaces) for 10 consecutive years.
2. The adventure playground in the Gardens was constructed in 2011, and continues to be a popular attraction for young people and families, but is now showing signs of wear and deterioration. To ensure that the play provision continues to meet the Green Flag standard, in addition to providing safe play facilities for a wide range of age groups, several improvements need to be made as described below.

CURRENT SITUATION

3. The existing timber dish roundabout has not operated effectively in a sand based play environment, is not particularly popular and is now beyond repair. The proposal is to remove this item and replace with an exciting new bespoke timber play 'Boat/Galleon' which will be interactive and safe, and allow for both passive and active enjoyment which will make it popular with children of all ages.
4. The details of the Capital bid that was agreed at the meeting of Budget Council on 5 March 2019 is shown below:

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

PROCUREMENT PROCESS & EVALUATION

5. Officers from the Parks & Greenspace Team have led the procurement process. The tender followed the 'quick quote procedure' using the CHEST procurement portal.
6. Quotations have been received for the removal of the existing roundabout and the supply and installation of a play 'Boat/Galleon'. The suppliers were given a project value figure of £19,000 and a design brief prepared by the Senior Parks Development Officer, which provided suppliers with comprehensive details of the essential project requirements including sustainability and challenging play opportunities. A contingency budget of £1,000 will be initially retained by the council, with any other potential surplus monies post tender being retained as additional contingency.

7. Five suppliers were invited to tender and two suppliers returned completed submissions which were evaluated on a 50% quality and 50% price basis.
8. The price evaluation section was scored as follows:
 - 0 = A proposed price in excess of 10% above the allocated budget.
 - 1 = A proposed price that is between 5% and 10% above the allocated budget.
 - 2 = A proposed price that is over the allocated budget by up to 5%
 - 3 = A proposed price which meets the allocated £19,000 budget
9. The quality evaluation was carried out as follows: quality criteria formed 50% of the total, based on the following quality criteria:
 - Design (30 points)
 - Methodology (10 points)
 - Health and Safety (10 points)
10. The quality scores are added to the price scores to identify the preferred submission. For example a price of £19,000, would be scored a maximum of 50 points, which would be added to the quality score (maximum 50 points), to give a score out of 100.
11. The result of the tender evaluation exercise is set out below. The evaluation panel comprised of officers from the Tourism and Cultural Services Team.

Item	Sutcliffe	Wicksteed
Design Ability to meet the brief as specified in the I.T.T instructions document with particular emphasis on design and challenging play opportunities.	18	24
Methodology How you plan to carry out the works including a programme of works and site set up details.	10	10
Health and Safety Information including risk assessments which cover the work to be undertaken in the area and public liability insurance certificate.	10	10
Price	20	50
Total	58	94

12. The evaluation panel considered that the Wicksteed submission demonstrated a better quality provision in terms of quality of design and price. The quotation figure for the recommended submission is £19,000. The delivery of this project can commence on site in December 2019 and will be completed in January 2020.
13. Appendix A shows the image of the 'Pinta Columbus' Galleon which will be supplied and installed as part of the successful tender. The Galleon meets all EU standards. The natural design of the boat fits appropriately with the other playground features in Ashton Gardens and will provide a huge amount of play value to children of all ages.

FINANCE DETAILS

14. The cost breakdown of the proposed Wicksteed scheme is as follows:

ITEM	DESCRIPTION	COST
A	Remove and dispose of existing dish roundabout	£337.50
B	Excavate/extend area to accommodate new structure allowing for safety zone and to the required depth for sand safety surface	£2,925.00
C	Supply chunky timber Galleon/Pirate Ship multi-play structure to blend with existing adventure play facilities. Min dimensions L9.0 – 10.0m x W4.0-5.0m x H3.0m. (Approx. space available 13x8m)	£11,179.00

D	Install timber Galleon/Pirate Ship	£2,087.25
E	Supply and incorporate play sand to ensure adequate fill to extend area and address critical fall heights	Included in B
F	Include for the supply and fix of a bespoke name plate to read 'Ashton Gardens Galleon'	Included in D
G	Include for protective fencing during construction (and storage and welfare)	£712.50
H	Include for ROSPA inspection post installation	£468.75
TOTAL		£17,710.00

METHOD AND COST OF FINANCING THE SCHEME

15. Funding for a scheme for this purpose is included within the approved Capital Programme for 2019/20 in the sum of £20,000.

FUTURE REVENUE BUDGET IMPACT

16. There are no additional revenue implications to this proposal as the new facility will be inspected, repaired and maintained, by existing staff in the Parks & Greenspace Team, with any materials being funded from existing resources.

VALUE FOR MONEY AND DETAILS OF PROCUREMENT PATH

17. In order to ensure that value for money is achieved a procurement exercise has been undertaken in accordance with the Council's contract procedure rules. Selection of the successful tenderer will be on the basis that value for money is a key consideration as well as the suitability of the new facility.

SUMMARY

18. The proposal is to award the tender to remove the existing 'timber disc' roundabout and install a new timber 'Galleon' play feature as per the agreed tender specification to Wicksteed to the value of £17,710. A total contingency of £2,290 will be held by the Council. The evaluation panel considered that the Wicksteed submission, demonstrated better provision in terms of quality design, how the proposal will fit within the space allocated and complement the existing play features. Once approved the delivery of this project can commence towards the end of November with completion in January 2020.

IMPLICATIONS	
Finance	This report requests approval for expenditure in respect of the Ashton Gardens play equipment project as outlined in this report. The approved Capital Programme for 2019/20 includes funding for a scheme for this purpose in the sum of £20,000. The report also requests approval to the letting of the contract for the scheme.
Legal	None arising from this report
Community Safety	Provision of modern recreational facilities is important in terms of providing diversionary activities.
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	The proposals represent the replacement of an existing features, the design seeks to incorporate low maintenance materials and to complement existing play provision. Fulfilling green flag award criteria in the provision of community facilities.
Health & Safety and Risk Management	The quotation requests included Health and Safety information which will be developed by the successful contractors prior to starting on site to safeguard the public.

LEAD AUTHOR	CONTACT DETAILS	DATE
Mark Wilde	mark.wilde@fylde.gov.uk , 01253 658475	20 August 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Tourism and Leisure Committee	08 November 2018	Minutes and Agenda
Council	05 March 2019	Minutes and Agenda

Attached documents

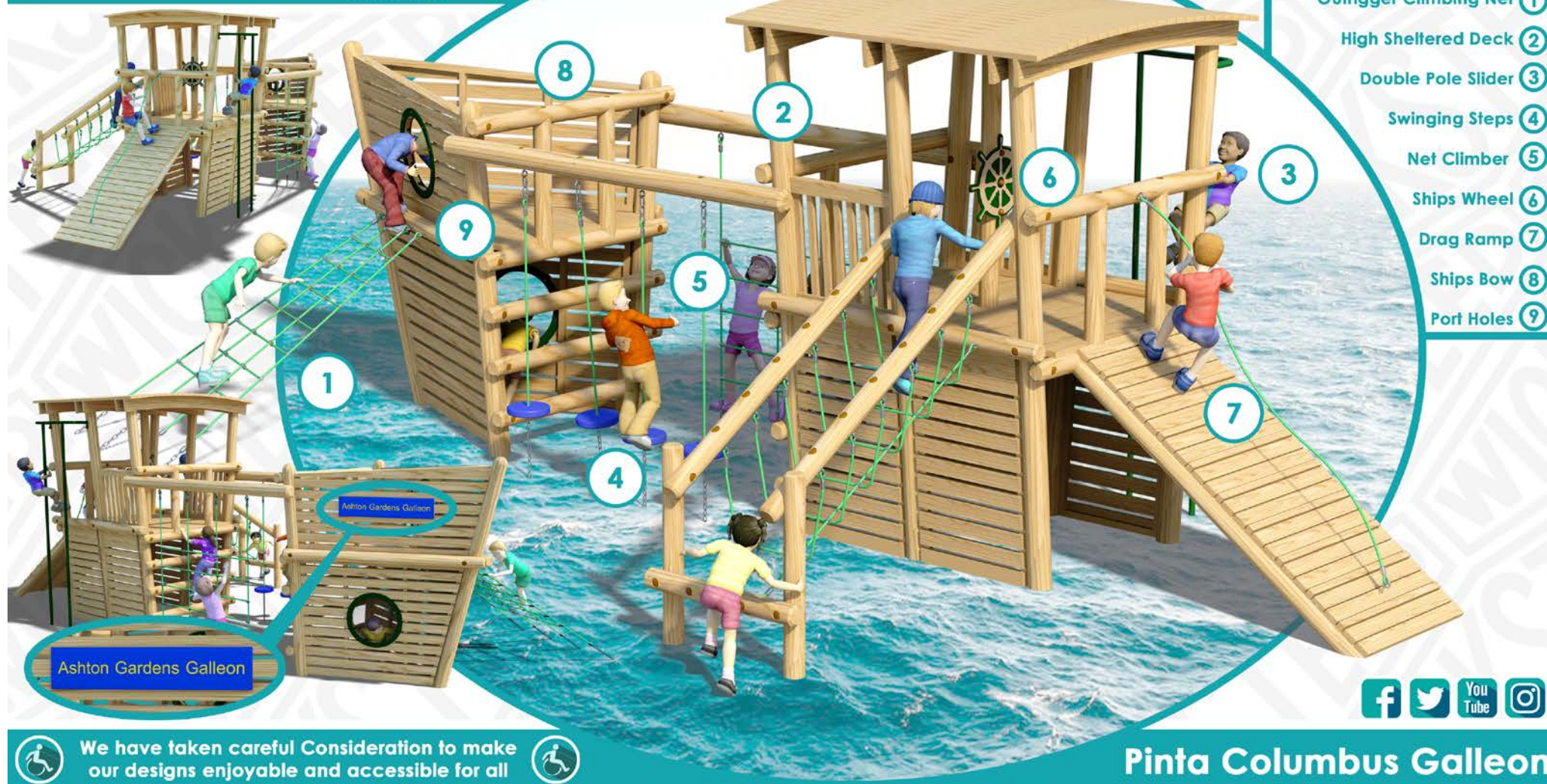
Appendix 1 – Ashton Gardens Galleon

Ashton Gardens Fylde Borough Council

11_52176 - Date:- 22/07/19 Designer 9
Note:- THIS IS AN ARTIST'S ILLUSTRATION
ONLY AND IS NOT TO SCALE.
PLEASE REFER TO PLAN FOR
SCALED DETAIL

Play Features

- Outrigger Climbing Net ①
- High Sheltered Deck ②
- Double Pole Slider ③
- Swinging Steps ④
- Net Climber ⑤
- Ships Wheel ⑥
- Drag Ramp ⑦
- Ships Bow ⑧
- Port Holes ⑨



We have taken careful Consideration to make
our designs enjoyable and accessible for all



Pinta Columbus Galleon

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	5 SEPTEMBER 2019	5
ASHTON GARDENS DEPOT IMPROVEMENTS			

PUBLIC ITEM

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

SUMMARY

The report sets out the details of a scheme included in the council's agreed capital programme for 2019/2020 for surfacing and security improvements and an increase in the recycling facilities at Ashton Gardens Depot.

The opportunity has been tendered on the CHEST Procurement Portal. This report sets out the context and details the receipt of tenders, tender assessment and makes recommendations to proceed with the project through the letting of the contract to complete the work.

RECOMMENDATIONS

Members of the Tourism and Leisure Committee are requested:

1. To approve the proposed expenditure in respect to the scheme as outlined in this report. The approved Capital Programme for 2019/20 includes funding for a scheme for this purpose in the sum of £30,000.
2. To approve the letting of the contract to William Pye Ltd for the sum of £28,391 to carry out the scheme as outlined in this report.

SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure committee – 08 November 2018

Following detailed consideration of this matter it was RESOLVED:

1. To support the Capital bids relevant to this Committee's Terms of Reference as detailed in Appendix A of the report for further consideration by the Budget Working Group.
2. That the Budget Working group be advised that the Committee's preference regarding the order of priorities is as follows: *(Priority 1 - Scheme 4)* Coastal Explorers Public Art Project (2020/21); *(Priority 2- Scheme 1)* Ashton Gardens - Adventure Playground Improvements *(Priority 3- Scheme 2)* Ashton Gardens Nursery Depot Improvements; *(Priority 4 - Scheme 5)* Coastal Signage Improvements; *(Priority 5- Scheme 3)* Access Control Measures at Blackpool Road North Playing Fields and King Georges V Playing Fields, Heeley Road.

Council – 05 March 2019

The proposal was carried and it was thereby RESOLVED:

1. To approve and adopt the recommendations of the Finance and Democracy Committee as follows:
(c) The Capital Strategy 2019-22, including Prudential Indicators and Limits, set out in Appendix G; which incorporates the Treasury Management Policy, the Capital Programme, the Treasury Management Strategy, the Investment Strategy and the Minimum Revenue Provision Statement;

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

REPORT

BACKGROUND

1. Ashton Gardens is one of Fylde Council's most significant heritage parks and continues to be very popular with residents and visitors. The Gardens underwent a successful programme of restoration during 2009/10, predominantly funded by the Heritage Lottery Fund, but these works did not extend to the depot area.
2. This area is a working operational depot serving the Ashton Gardens grounds team and several 'mobile teams' that undertake grounds maintenance operations in open spaces around St. Annes. Part of the depot contains a nursery for propagating and growing plants for parks and community groups. Community groups are active on the site, and the depot area requires a number of improvements to ensure the safety of staff and volunteers who support with the nursery operations and with general maintenance.
3. A new operational building has been built during 2019, to house additional operational staff and vehicles that have been relocated from the Public Offices site as part of the council's accommodation project, and it is essential that the surfacing is safe and even and compliments the new and existing buildings and structures.

CURRENT SITUATION

4. The majority of the existing depot surfacing is in poor condition, uneven and suffers from puddling and flooding during the winter months, due to poor drainage. The flagged paths around the nursery green houses are also in poor condition and require releveling. Poor depot surfacing make it challenging for staff and volunteers to perform their duties comfortably and safely.
5. In consideration of the increased use of the depot, in addition with the need to improve depot accessibility and safety, the proposal is to deliver a capital scheme to improve the depot surfacing and site drainage. Other works include improvements to the perimeter fences and gates, as the site suffers from occasional vandalism and anti-social behaviour.
6. The project will also include the provision of additional composting facilities to allow the retention of all generated green waste as possible, which will be composted and reused throughout the parks and open spaces. Additional storage facilities will be constructed to house specific materials and waste products, which will greatly tidy the site and improve the health and safety, cleanliness and site aesthetics.
7. The details of the Capital bid that was agreed at the meeting of Budget Council on 5 March 2019 is shown below:

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

PROCUREMENT PROCESS & EVALUATION

8. Officers from the Parks & Greenspace Team have led the procurement process. The tender followed the 'quick quote procedure' using the CHEST procurement portal.
9. Due to the construction of the new depot building, the perimeter fencing works had to be carried out as a matter of urgency, to ensure site security and protection of the new building. These works have been completed and have been financed from the parks repairs and maintenance budget. Therefore, it was not necessary to include the fencing works in the tender.
10. Quotations have been received for surfacing improvements and an increase in the green recycling provision at Ashton Gardens Depot. A design brief was prepared by the Senior Development Officer, which provided suppliers with comprehensive details of the essential project requirements. Three suppliers were invited to tender and two suppliers returned completed submissions which were evaluated on an 80% price and 20% quality basis.

11. The price evaluation section was scored as follows:

The lowest tender price will receive the full 80 marks. The remaining tender prices will receive a pro-rated score based on the difference relative to the lowest tender price.

2 tender prices were submitted as follows:

William Pye - £28,391.

Roger Eaves - £32,186

The calculation to work out scoring for the tender prices is as follows; (Lowest Tender Price / Actual Tender Price) multiplied by 80.

The lowest tender of £28,391 therefore scored 80 points and the remaining tender price scored:

Roger Eaves – $(£28,391/£32,186) * 80 = 70.5$

12. The quality evaluation was carried out as follows: quality criteria formed 20% of the total, based on the following quality criteria:
 - Methodology (10 points)
 - Health and Safety (10 points)

13. The quality scores are added to the price scores to identify the preferred submission. For example the lowest price, would be scored a maximum of 80 points, which would be added to the quality score (maximum 20 points), to give a score out of 100.

14. The result of the tender evaluation exercise is set out below. The evaluation panel comprised of officers from the Tourism and Cultural Services Team.

Item	Roger Eaves	William Pye
Methodology	4	6
Health and Safety	6	8
Price	70.5	80
Total	80.5	94

15. The evaluation panel considered that the William Pye's submission demonstrated better quality and price. The quotation figure for the recommended submission is £28,391. The delivery of this project can commence on site in October 2019 and will be completed in November 2019.

FINANCE DETAILS

16. The cost breakdown of the proposed William Pye's scheme is as follows:

ITEM	DESCRIPTION	Unit	Quantity	Cost	Total
A	Excavate to a depth of 330mm, excavated material to be removed from site (bitmac area 253m2)	M3	83.5	50.00	4,175
	Excavate to a depth of 300mm, excavated material to be removed from site (concrete area 114m2)	M3	34	50.00	1,700
B	Supply and lay MOT Type 1 sub-base 250mm (bitmac area), 150mm (concrete area) compact to evenly running levels	M3	80.4	45.00	3,168
C	Supply and lay 20mm dense macadam base course 60mm allowing for cut and key to existing bitmac	M2	253	22.00	5,566
D	Supply and lay 6mm dense macadam wearing course 20mm allowing for cut and key to existing bitmac	M2	253	14.00	3,542
E	Lay 150mm reinforced concrete slab, to include for geotextile beneath and expansion joints (miothene 70 joint filler with Sika Pro 3 sealant and dowel bars between adjacent slabs) at 4.5m centres.	M2	114	40.00	4,560
F	Supply and install into concrete foundation RSJ 218cm (50cm below ground level) as per existing.	No.	8	500.00	4,000
	Supply and install tannalised timber sleepers within RSJ frame as per existing (7 sleepers high) 2400x240x125x250mm	No.	28	60.00	1,680
TOTAL					28,391

Method and cost of financing the scheme

17. Funding for a scheme for this purpose is included within the approved Capital Programme for 2019/20 in the sum of £30,000.

Future revenue budget impact

18. There are no additional revenue implications to this proposal as the new facility will be inspected, repaired and maintained, by existing staff in the Parks & Greenspace Team, with any materials being funded from existing resources.

Value for money and details of procurement path

19. In order to ensure that value for money is achieved a procurement exercise has been undertaken in accordance with the Council's contract procedure rules. Selection of the successful tenderer will be on the basis that value for money is a key consideration as well as the suitability of the improvements.

SUMMARY

20. The proposal is to award the tender to improve the surface to the depot and increase the green waste recycling provision as per the agreed tender to William Pye Ltd to the value of £28,391 for completion by November 2019, with a contingency of £1,609 being held by the Council. The evaluation panel considered

that William Pye's submission, demonstrated better provision in terms of quality and price. If approved the delivery of this project can commence in October 2019 with completion in November 2019.

IMPLICATIONS	
Finance	This report requests approval for expenditure in respect of the Ashton Gardens Depot Improvement project as outlined in this report. The approved Capital Programme for 2019/20 includes funding for a scheme for this purpose in the sum of £30,000. The report also requests approval to the letting of the contract for the scheme.
Legal	None arising from this report
Community Safety	Provision of modern recreational facilities is important in terms of providing diversionary activities.
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	The proposals represent the replacement of an existing features, the design seeks to incorporate low maintenance materials and to complement existing play provision. Fulfilling green flag award criteria in the provision of community facilities.
Health & Safety and Risk Management	The quotation requests included Health and Safety information which will be developed by the successful contractors prior to starting on site to safeguard the public.

LEAD AUTHOR	CONTACT DETAILS	DATE
Mark Wilde	mark.wilde@fylde.gov.uk , 01253 658475	20 th August 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Tourism and Leisure Committee	08 November 2018	Minutes and Agenda
Council	05 March 2019	Minutes and Agenda

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	5 SEPTEMBER 2019	6
RELEASE OF SECTION 106 MONIES – WEETON VILLAGE HALL			

PUBLIC ITEM

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

SUMMARY

The report details an open space improvement scheme at Weeton Village Hall, proposed by Weeton Parish Council.

The Committee are requested to agree to allocate section 106 contributions of £6,875 to Weeton Parish Council for public open space improvements at the Village Hall, Weeton as detailed in this report, dependent upon the approval of a fully funded addition to the Capital Programme in 2019/20 of £6875, funded by the S106 developer contribution, by the Finance and Democracy Committee at its meeting of 23 September 2019.

RECOMMENDATIONS

The Tourism and Leisure Committee are requested:

1. To recommend to the Finance and Democracy Committee approval of a fully funded addition to the Capital Programme in 2019/20 in the sum of £6,875 fully funded from the section 106 developer contributions relating to the Meadow View development, Weeton for the same amount;
2. Subject to the approval of 1 above, to agree to allocate the sum of £6,875 to Weeton Parish Council to carry out play area improvements at the Village Hall, Weeton as detailed in this report on condition that the Parish Council be required to enter into an agreement with Fylde Council, prior to release of funds, and to provide details of how the funds have been used before the section 106 agreement expiry date of 1 June 2020.

SUMMARY OF PREVIOUS DECISIONS

No previous decisions

CORPORATE PRIORITIES

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

REPORT

1. The planning process generally requires housing developers to provide public open space within their site or to contribute towards improvements to public open space in the vicinity of the new development.
2. Fylde Council, as the Planning Authority, has received and is holding funds that have been secured through developer contributions associated with a new housing development at Meadow View (formerly land at the Old Post Office), Weeton.
3. The terms of the Planning Agreement 09/0661 for the Meadow View development in relation to the public open space contribution states that *'sums payable under this part of the schedule are intended to be used by the Council to provide or to facilitate the improvement of public open space or the public realm likely to benefit the occupiers of the dwellings'*.
4. Weeton Parish Council have requested that the total section 106 contribution of £6,875 relating to the Meadow View development is released and allocated to open space improvement works at the Village Hall, Weeton, which will meet the requirements of the Planning Agreement.
5. The Tourism and Leisure Committee are requested to consider allocating the total section 106 contribution of £6,875 from the Meadow View development to deliver the works detailed in this report.
6. Weeton Parish Council will use the section 106 contributions to replace the rubber safety surfacing on the children's play area at the Village Hall, Weeton. The current surfacing is in very poor condition and needs to be replaced to ensure future safe use of the play equipment.
7. The project must be completed and paid in full before the section 106 agreement expiry date of 1 June 2020.
8. All project costs above the section 106 contribution of £6,875 will be met by Weeton Parish Council.
9. The Parish Council has expressed a wish to procure and manage the works independently and will therefore be required to enter into an agreement with Fylde Council, prior to the release of funds to ensure accountability on how the funds will be spent and to include an indemnity against Fylde Council being required to pay back the money to the developer should the terms of the section 106 agreement not be met by the project.

IMPLICATIONS	
Finance	The Committee are recommended to approve the allocation of £6,875 to Weeton Parish Council to carry out open space improvements at the Village Hall, Weeton as detailed in this report, on condition that the Parish Council be required to enter into an agreement with Fylde Council concerning the use of the funds, and subject to the approval by the Finance and Democracy Committee to the addition of the proposed scheme to the Capital Programme for 2019/20.
Legal	Section 106 contributions are made by developers under specific planning agreements relating to each new development. The planning agreement will specify how the monies are to be spent in terms of geography and scope and a developer can usually require repayment of S106 contributions, if they have not been spent within 10 years of the Agreement. With reference to the Weeton Village Hall project, it will be necessary to develop a legal agreement with Weeton Parish Council to include how the S106 contributions are to be used, to indemnify Fylde Council against having to pay back the monies to the developer, should the terms of the S106 agreement not be met.

Community Safety	Improving the quality of open space facilities provides an opportunity to increase public use and reduce nuisance behaviour.
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
Mark Wilde	Mark.wilde@fylde.gov.uk	19 August 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	5 SEPTEMBER 2019	7

APPOINTMENT TO OUTSIDE BODIES – VACANCY - LYTHAM TOWN TRUST

PUBLIC ITEM

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

SUMMARY

This report seeks nominations to fill a vacancy which has arisen on the Lytham Town Trust outside body.

In May 2019, Council asked that the programme committees make recommendations from within their respective memberships for those outside bodies relating to the brief for the committee.

At the meeting of the committee on 6 June, nominations to the various outside bodies (within the remit of the committee) were made for the forthcoming municipal year for consideration by Full Council.

Subsequent to the above and following new information regarding the position on Lytham Town Trust, the nomination to this outside body will need to be reconsidered by the committee to enable the vacancy to be filled.

The vacancy was noted by Council at its meeting on 15 July and in line with protocol, the committee is asked to nominate a member to fill the vacancy.

RECOMMENDATION: The committee is invited to recommend nominations to the Lytham Town Trust outside body for consideration by Council.

SUMMARY OF PREVIOUS DECISIONS

3 April 2017 - Council confirmed the nominations from the programme committees.

16 April 2018 - Council confirmed the nominations from the programme committees

22 May 2019 - Council sought the recommendations from individual programme committees for nominations

6 June 2019 - Tourism and Leisure Committee recommended appointments to the various outside bodies

15 July 2019 - Council noted the vacancy

CORPORATE PRIORITIES

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

REPORT

1. In May 2019, Council asked that the programme committees make recommendations from within their respective memberships to those outside bodies relating to the brief of the committee
2. The Committee duly made recommendations at its meeting on 6 June, 2019 for consideration by Council at its meeting on 15 July.
3. New information regarding the Lytham Town Trust position was duly noted by Council with a request that the matter be reconsidered by the committee. It therefore falls to the committee to make a further recommendation to Council of a member to serve as the Council's representative on Lytham Town Trust.
4. It is important that the members nominated to represent the Council on outside bodies are interested in the work of the body and, can positively represent the Council, and are able to commit the time to attend the majority of the meetings involved.
5. The member nominated should ideally be a member of the programme committee to which the matter relates to.
6. The current protocol is that members are required to produce regular reports about the outside bodies on which they serve, currently every six months. It is the intention that this information will be made available to the programme committee members to which the external partnership relates.

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

LEAD AUTHOR	CONTACT DETAILS	DATE
Lyndsey Lacey- Simone	democracy@fylde.gov.uk	19 June 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Minutes - Tourism and Leisure Committee	6 June 2019	Website

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	5 SEPTEMBER 2019	8
LOWTHER GARDENS TRUST – ANNUAL REPORT			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The Council currently has a service level agreement with the operating company of Lowther Gardens Trust, Lowther Gardens (Lytham) Management Ltd, to provide services at Lowther Pavilion. As part of this agreement, the Trust will provide a report to the Councils Tourism and Leisure Committee at the conclusion of the financial year, summarising performance over the previous year. This report is included within the Information Note Lowther Annual Performance.

Representatives from Lowther Gardens Trust will be attending the committee meeting to present the key points arising from the report.

SOURCE OF INFORMATION

Lowther Gardens Trust

INFORMATION ATTACHED

Lowther Pavilion 2018/2019 Annual Report

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Lowther Pavilion is a major cultural venue on the Fylde Coast, which the Council supports financially through an annual subsidy. Culture plays a major role within the Tourism and Leisure Committee's terms of reference.

FURTHER INFORMATION

Contact Tim Dixon, Fylde Borough Council Tel: 01253 658436



2018/2019 Annual Report

Tim Lince :- Chair (Lowther Gardens (Lytham) Trust)

This year has been a challenging year for Lowther Gardens (Lytham) Trust as we have tried to balance the commercial work done in the theatre whilst being inundated with community groups wanting to perform and use the space. In the seven years since the present Trustees took over the day to day running of the venue we have seen a major expansion of the work done by the Trust. Work has continued apace with regard to the gardens master plan and several schemes adopted that will add to the investment in the green spaces.

1. Lowther Pavilion secured planning permission for it's £5.5 Million redevelopment project.
2. We completed the overhaul of stage equipment replacing of all winches, lines and pulley systems to comply with Loler requirements. This included major structural repair and strengthening of external walls.
3. A new web site was commissioned and will go live at the ends of the summer.
4. A second full time box office member of staff was appointed and also a second technician.
5. The Car park proved management under the Trust was financially better than previous arrangements.
6. We completed our first year of Cinema production and authorised the fitting of a Lansat System so that we can show cultural events live from around the world.
7. Pathways were renewed and replaced. Garden Master plan further developed to augment the Planning Permission for the development of the whole of Lowther.
8. Sponsor a tree scheme was introduced to give money towards park development.
9. Lowther continues to defended a legal case brought by it's tenants of the café.
10. Plans developed to employ a full time fundraiser to work with the Trust.
11. The transfer of our accounting & payroll software to a cloud-based system.

1. Session Usage

Community and user groups totalled 226 (up from 198 in 2017/18) individual user sessions in year, this includes usage by FBC, fairs and charity events outside of the normal performance scope such as the dementia sing-a-long. It must be noted that Lowther has now passed the amount of subsidised Community events that it can fund. The SLA allows for 120 events per year and to enable us to keep prices reduced for community groups in future the number of subsidised user group sessions will have to be commensurate to the funding received and SLA negotiations.

2. Traffic & Sales

There were 427 unique saleable public events in 18/19, in total 56358 (up from 45379 in 2017) individual tickets were issued for these performances. (This excludes all agency sales for Lytham Festival 2018, SGDF 2018, Southport Flower Show, Lytham 40s Weekend & Events at Lytham Hall)

There were approximately 6000 new Customers in 2018/2019 (This is approximate as it does not take into account people who have moved or changed address details.)

49.4 % of our customers came from the FY8 and PR4 postcodes. A good deal of the remainder of customers coming from much further afield. Lowther is continuing to attract from places such as Manchester, Leeds and Newcastle and has recently embarked on publicising certain events across the north of England responding to the customer data that is presenting itself.

3. Training completed by staff in 2018/2019

Lowther believes in investment in it's staff through training and skills development. To these ends in 2018/19 it has completed the following formal training as well as on the job training conducted by senior management.

Induction training:

Box Office Staff x1

FOHM x1

Full FOHM Training:

FOHM X1

Volunteer Front of House Manager Training

4 Volunteers

Spektrix Box office Training

Box Office Staff x 2

Marketing Manager x 1

Theatre Administrator x 1

Volunteers x 3

Fire Warden Training

8 Volunteers

10 Staff

PASMA

5 staff

First Aid Training

10 staff

2 volunteers

EPOS Till Software

Bar Manager x 1

ACCOUNTS MANAGER

Continuous Professional Development Training for Fellow of the International Association of Bookkeepers Qualification. (Personal)

Completed of 3 modules towards Institute of Financial Accountants Qualification (Grades: Distinction & Merit)

4. Technically speaking

It's been quite a year at the Lowther Pavilion technically speaking.

We've managed to rescue a 30 year old partition wall from being unusable. We've had increases in our inventory and stock of microphones and technical equipment to help us deal with more and more incoming show requirements. We've also had a brand new stage truss system installed on one of our lighting bars to allow for more weight to be hung in our roof again making it easier for new acts to come and perform here. We are also now fully LED in terms of our utility lighting in the building which has dramatically cut our energy costs and given us more green credentials to move forward with.

We have recently hosted a full PASMA working at height course for all our technical and operational staff in house which enables us to correctly assemble our brand new scaffolding tower. This will enable us to carry out works both internally and externally that were only possible with the hire of expensive professional equipment before hand. It has also given the staff a certificate of safe usage for a number of years to come.

We have also recently hosted a professional training course by the manufacturers of our lighting desk - Avolites which is a nationally recognised training course run up and down the country and abroad.

We now are fully licensed for civil wedding ceremonies at the Pavilion and this was something that had previously not been explored. We have hosted 3 weddings so far with more enquiries in the pipeline and along side our new community cinema it really has pushed the Lowther to new places previously not explored as an established venue.

Success is measured in *"does the event happen smoothly"* and *"are the patrons and incoming crew happy with us as a venue"*.

So far this year greeting everyone we meet with a cup of tea and a smile goes a long way to making this happen s we are becoming more of a nationally recognised venue everyday.

7. Bar Matters

We have introduced drinks in then Foyer and the Theatre itself. With Alcohol now able to be purchased directly in the theatre.

2017 Profit - £50,989.38

2018 Profit - £59,857.12 Which is a 17.39% increase

Using the last 3 months of the financial year we are 22.24% up on last year which is very promising as we expected to see lower sales on the bar from last year due to people buying drinks in auditorium and foyer. These figures do not include the second bar for From the Jam which sold a further £4,083

The Box office drinks/snacks which from when we started in February last year has sold £1,532

Ice cream / snacks area

2018 Jan – Apr - £2,794.50

2019 Jan – Apr - £4,363.55 Increase of 56.15%

This year we fitted new tills which now integrated card machines meaning faster service. Also new taps for all 3 pumps and new draft products more suited to the customers requirements which gave us better profit margin. Through links with Coke we now have a new fridge so have doubled our fridge space as well as having Coke branded products on draft. This leads onto also getting Coke fridges for the foyer and the large new fridge for the auditorium greatly increasing out POS, the ice cream area has become much larger and sells snacks and drinks as well as ice cream with the new addition of PET beer bottles. We have DOUBLED WINE SALES in last 2 years,

Due to new tills we are now able to track stock on the system itself and this gives us the potential of the tills automatically ordering stock.

Challenge 25 is in place on the bar. All bar staff are given training on this and have signed to say they have received it.

8. Volunteer Hours.

I would like to note that this is only based on the recorded duties the friends and theatre volunteers provide a great deal of ad hoc work outside of our standard arrangements including print distribution, brochure stuffing, general works etc. which isn't included in standard figures. We have increased volunteer engagement to the theatre and are seeing an increased uptake in volunteering hours and projects for the general upkeep of the venue. Additionally the volunteers undertook work for the 2 local club days in the period, the family fun day that took place in the gardens and for the St. George's Day Festival.

Volunteer hours for year

- FOH Duties
 - 306 performances, 6 persons per performance, average of 4 hours per person
 - 7344 hours in FOH staffing * £8.77 = £64406
- FOH Manager 105 * 5 Hours = 525 hours £4604.25
- Box Office
 - 5 persons per week, average 6 hours per person, period of 52 weeks.
 - $(5*6)*52 = 1560$ of box office support (£13,681.2)
- Technical & Operations
 - 205 performances with VTechs, average 5
 - $205*5 = 1025$ Hours of technical support (£8989.25)
 - Follow spot 134 Performances *4 hours
 - $134 * 4 * *.77 = £4700.72$

Additional Volunteer Hours

- Club Days
 - 6 Volunteers for 3 hours each day (2 days)
 - $(6*3)*2 = 36$ Hours
- St. George's Day
 - 6 Volunteers for 5 hours (2 events)
 - $(6*5)*2 = 60$ Hours

- Family Fun Day
 - 6 Volunteers for 6 hours each
 - $6 \times 6 = 36$ Hours
- Totalling 132 additional hours for special projects.
- £ 1157.64

Total Volunteer value to the Trust.
(£97,539.06 @ min wage of £8.77)

9. Marketing Report.

Marketing report presentation at meeting

10. In Conclusion.

Lowther Pavilion and Gardens continue to grow in stature and reputation and invest in the future with regard to facilities and staffing. We look forward to working with Fylde Borough Council on delivering the redevelopment project and providing the region with an iconic Park and arts space for all generations.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	5 SEPTEMBER 2019	9
STAINING CHAIN LANE PLAYING FIELDS COMMUNITY PROJECT			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

At the Tourism and Leisure Committee Meeting on 10th January 2019, approval was given to support the Staining Playing Fields Development Project. The site has historically suffered from a lack of drainage which has led to the sports pitches becoming unplayable for large parts of the year. The site also requires various landscape improvements including new footpaths and the relocation of several items of children's play equipment. It was agreed that the project would be delivered in three phases:

Phase	Cost
1. Primary Drainage Works	£101,512
2. Secondary Sports Pitch Drainage	£50,000
3. Landscaping Works	£129,330

At the meeting, the Committee approved the letting of phase 1 of the project to STRI Ltd in the sum of £101,512. In January 2019, STRI were appointed to deliver phase 1, as they had submitted the best tender, based on the tendering criteria as set out in the committee report.

A pre contract meeting was held with STRI, Staining Parish Council, Supporters of Staining Open Space and Fylde Council Officers in April. At this meeting Staining Parish Council expressed the wish for the football pitches to be laser levelled, which had not been part of the original tender. In addition STRI identified the benefits of undertaking the secondary drainage works as part of the larger scheme, if laser levelling was to be undertaken.

The benefits to deliver the levelling of the sports pitches, undertake the secondary sports pitch drainage and undertake the primary drainage under one contract was considered by officers in terms of delivering the best scheme at the best cost and minimum risk.

In order to assure best value for the additional works, a revised specification for the levelling and sports pitch drainage (phase 2), was detailed by officers and costed by STRI. The revised cost to deliver all three elements at the same time was £186,000. A comparison of the costs was carried out with reference to 'SPONS Architects and Builders Price Book' by Fylde Council's Technical Services Team and the rates were considered to be fair and reasonable.

After discussions with officers from Technical Services, Planning and Governance, it was decided that issuing an extension to the existing contract, to enable the delivery of all the works at the same time would be the best option, to ensure that the critical success factors of the project were delivered for which there was adequate funding available. This estimate was agreed by Staining Parish Council and a contract was awarded to STRI for £186,000. The delivery of the additional work has been successfully delivered under an extension to the existing contract.

The phase 3 landscape scheme will be developed separately and implemented as a separate contract. The

remaining budget for Phase 3 is £94,842 and is being designed in consultation with Staining Parish Council and community group and physical works will start in March/April 2020 with an anticipated finish date of May 2020. A further report detailing the procurement will be presented at a later Tourism and Leisure Committee meeting.

SOURCE OF INFORMATION

Tourism and Leisure Committee - 10 January 2019 – Staining Chain Lane Playing Fields Community Project

LINK TO INFORMATION

[Item 4 - Staining Chain Lane Playing Fields Community Project.doc](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The scope of work has significantly changed from the Tourism and Leisure Committee Meeting recommendation in January 2019, due to the reasons detailed in this Information Item Report. It has been necessary to undertake phase 1 and phase 2 of the original project, in addition to the levelling of the sports pitches to ensure that the critical success factors of the project were delivered for which there was adequate funding available.

FURTHER INFORMATION

Contact Suzanne Cox – Suzanne.cox@fylde.gov.uk 01253 658 636

Mark Wilde – Mark.wilde@fylde.gov.uk 01253 658475

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	5 SEPTEMBER 2019	10
FAIRHAVEN HERITAGE LOTTERY PROJECT UPDATE			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

Since the last report in June 2019, Officers have been further progressing the planned delivery phase of the restoration project; the main tasks have included completing the technical design of the project, preparing and issuing tender documentation for contractors and continuation of the planned activity and events programme during the summer season. These main tasks are further expanded upon below.

Design

The architectural tender packages (buildings) were completed in early July 2019, following further input from the structural engineer and the M&E engineer. The landscape design package was also completed in early July 2019. These documents will form part of the formal tender documents.

The interpretation scheme (which will be procured separately to the main contract) was presented to the Project Board and approved on 27th June 2019.

There are several packages which will sit outside of the main contract; these being Adventure Play Area (procured separately to ensure greater value for money) and completion of the circular pathway (due to uncertainties regarding access from the adjacent sea defence project). These will be delivered as separate projects alongside the main works.

The Lake package design (procured as a separate specialist package to the main works) will be completed by April 2020 following the pilot project scheme, with procurement to take place over the summer period 2020 and works on site to start in Autumn 2020.

Tender Documentation and Programme

The tender documents were issued on the 1st August to the following tender shortlist following a selection questionnaire exercise:

- F Parkinson
- Conlon
- J Robinson
- Casey
- Rosslee
- R P Tyson

The tender submission date is Friday 13th September. The tenders will be evaluated on a 60%/40% price quality basis and in accordance with the criteria set out within the invitation to tender document.

The evaluation and resulting reporting process will take approximately 2 weeks to complete, at which point a report will be prepared and presented to the Tourism and Leisure Committee to confirm appointment of the

selected contractor to undertake the building and landscape works at Fairhaven.

As the tender process is not aligned with the Committee cycle, Officers will request that a special Tourism and Leisure Committee is arranged to approve the appointment of the Contractor and allow drawdown of capital funds. The most likely date to be requested will be the 4th October, however this will be confirmed closer to the time of tender submission. Another risk to this date will be the extent (if required) of Value Engineering, should the tender price submissions return higher than anticipated.

Activity and Events Programme

The delivery of the Activity Plan is well under way with many of year one key events and activities being successfully completed. Highlights include the Fairhaven Open Day, the Big Picnic (organised in partnership with The Friends Of Fairhaven Lake), the community Theatre project and associated performances and the summer holiday family events covering orienteering, wildlife and heritage. Pilot school water sport sessions have proven very successful with 5 different schools taking part in a kayak taster lesson. The high demand has resulted in additional sessions being delivered through our partners Outdoor Education North West in September.

Volunteer and community engagement continues with the volunteer development plan now in place and the forming of the Fairhaven Lake Youth Council. The community nursery is in development with the poly tunnel now in place, more physical works are due to be completed before volunteers are recruited.

The evaluation framework for all activity is now in place with participant feedback and consultation being recorded and monitored.

The next key date is the return of the Fairhaven Regatta due to take place on Sunday 8th September.

SOURCE OF INFORMATION

Charlie Richards, Fairhaven Project Officer

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

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

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

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	5 SEPTEMBER 2019	11
GENERAL FUND REVENUE BUDGET MONITORING REPORT 2019/20 - POSITION AS AT 31ST JULY 2019			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the General Fund Revenue Budget of the Council as at 31st July 2019 and specifically for those areas under the remit of the Committee.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to July 31st 2019.

LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 31st July 2019:

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

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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

GENERAL FUND REVENUE BUDGET MONITORING REPORT 2019/20

POSITION AS AT 31ST JULY 2019

Summary

The purpose of this report is to provide an update on the General Fund Revenue Budget of the Council as at 31st July 2019. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 31st July 2019.
- 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 2019/20 budget at its meeting on 5th March 2019. Subsequently on 24th June 2019 the Finance and Democracy Committee approved the financial outturn position for 2018/19. The impact of those approvals, including savings and growth options approved at Council and slippage from 2018/19 approved by the Finance and Democracy Committee, are now reflected in the financial ledger of the Council and therefore this report monitors expenditure and income against the updated approved budgets.

2. Budget Rightsizing Exercise

- 2.1 For a number of years the Council has carried out an annual budget rightsizing exercise to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process will be repeated during the second quarter of 2019/20 and any resulting changes to budgets will be reflected in later updates to the Councils Financial Forecast.

3. Budget Areas to Note

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

i. Employee Costs

The budget forecast which was approved by Budget Council in March 2019 assumes reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £300,000 per annum from 2019/20 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a level of turnover savings in excess of this. This budget will be kept under review during the remainder of the financial year.

ii. Sale of Sand (Sand-winning)

The increase in the annual income budget for 2019/20 to 400k (from £300k in the previous year) may be a challenging target and income to date is below the budgeted amount. Some of this may be due to a slight delay in invoicing whilst details of tonnage amounts are awaited. This budget will be kept under review during the remainder of the financial year and will be adjusted as necessary as part of future updates to the Financial Forecast.

iii. Fleet Costs

There are a number of favourable variances in respect of vehicle costs in the period to date. Some are due to the fact that a number of new vehicles have been acquired in the past 12 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. This budget will be kept under review during the remainder of the financial year and adjusted as necessary.

iv. Car Park Income

Despite some recent inclement weather, there has been periods of very good weather especially in April and late May/June which has resulted in higher than budgeted income. This budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next update to the Financial Forecast.

v. Miscellaneous Properties income

Additional income has been generated from rent reviews, fees for filming and photography on Council-owned land and from new concessions and other licences. This additional income will be reflected in the next update to the Financial Forecast.

vi. Cemetery and Crematorium income

The reduced income arising from funerals and interments is due to a lower than anticipated volume of activity and is offset to a degree by an increase in income from memorials. This budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next update to the Financial Forecast.

4. Conclusions

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

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

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

We are still at the early part of 2019/20 and it is therefore not possible to draw any firm conclusions on the in-year financial position. The financial risks facing the Council, as set out in the MTFS to Council in March 2019 still remain. Instructions issued by Management Team that budget holders are to remain prudent in order to build up additional balances are still in place.

REVENUE MONITORING 2019/20 - Period 4 to July 31st 2019 (Variances in excess of £5k)
Appendix A

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 4	Actual as at Period 4	Commitments at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£	£	£		%			
FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS												
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	9,149,668	3,159,078	3,083,183	55,199	3,138,382	-20,696	FAVOURABLE	-0.7%		Corporate	The budget forecast which was approved by Budget Council in March 2019 assumes reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £300,000 per annum from 2019/20 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a level of turnover savings in excess of this. This budget will be kept under review during the remainder of the financial year.
Elections - Other/Referendum	Elections - Neighbourhood Plan Referenda	26,411	8,808	0	0	0	-8,808	FAVOURABLE	-100.0%		Hazel McNicoll	The Council is currently waiting to see if permission to appeal to the Supreme Court is granted against an earlier Court of Appeal decision which challenged the St Annes Neighbourhood Plan. However it is unlikely that a Neighbourhood Planning referendum will be required in 2019/20 and this funding may ultimately be rescheduled to 2020/21. This budget will be kept under review during the remainder of the year and re-phased as necessary.
Legal Services Team	Legal Fees and Court Costs	10,000	3,336	31,420	1,524	32,944	29,608	ADVERSE	887.5%		Ian Curtis	The majority of these costs have been incurred in meeting counsel's fees to defend the council's position in a claim for reimbursement of a significant amount of business rates monies previously paid to Fylde Council. A further element relates to counsel's fees in the 'Neighbourhood Plan Challenge case', which the Council has won at all stages so far, but which may yet be taken to the Supreme Court. It will be necessary to address this additional financial requirement as part of the next update to the Financial Forecast.
Internal Audit	Miscellaneous Income	0	0	-6,360	0	-6,360	-6,360	FAVOURABLE	100.0%		Dawn Highton	This is additional unbudgetted income arising from the provision of internal audit services to Lancaster City Council. This additional income will be reflected in the next update to the Financial Forecast.
Miscellaneous Properties	Other Rent	-164,457	-54,860	-81,639	0	-81,639	-26,779	FAVOURABLE	-48.8%		Marie Percival	This is additional income arising from rent reviews, fees for filming and photography on Council-owned land and from new concessions and other licences. This additional income will be reflected in the next update to the Financial Forecast.

REVENUE MONITORING 2019/20 - Period 4 to July 31st 2019 (Variances in excess of £5k)
Appendix A (cont'd)

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 4	Actual as at Period 4	Commitments at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£	£	£		%			
TOURISM & LEISURE COMMITTEE												
Parks Development	Other Miscellaneous Grants	0	0	-12,379	0	-12,379	-12,379	FAVOURABLE	100.0%		Tim Dixon	In March 2019 the Council were notified of a 'Local Authorities Parks Improvement Funding Grant' from the Government of £12,379 to support work on parks where there is urgent need of refurbishment. A report will be presented to the Tourism and Leisure Committee later in the year to detail proposals for how the grant will be used.
Coast and Countryside	Sale of Sand (sandwinning)	-400,000	-133,440	-119,158	0	-119,158	14,282	ADVERSE	10.7%		Marie Percival	Although some of this shortfall may be due to a slight delay in invoicing, the increase in the annual income budget for 2019/20 to 400k (from £300k in the previous year) may be a challenging target. This budget will be kept under review during the remainder of the financial year and will be adjusted as necessary as part of future updates to the Financial Forecast.
OPERATIONAL MANAGEMENT COMMITTEE												
Fleet	FMS Material Cost	147,670	48,661	22,557	6,986	29,543	-19,118	FAVOURABLE	-39.3%		Kathy Winstanley / Steve Fulton	There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 12 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. This budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next update to the Financial Forecast.
	Fuel Costs	313,406	104,536	94,882	0	94,882	-9,654	FAVOURABLE	-9.2%			
Fylde Waste Schemes	Other Sales	-45,000	-15,008	-32,485	0	-32,485	-17,477	FAVOURABLE	-116.5%		Kathy Winstanley	This is additional unbudgetted income arising from the increased sale of chargeable wheeled bins in respect of newly built properties. This additional income will be reflected in the next update to the Financial Forecast.
Car Parks	Car Parking Fees	-575,000	-252,179	-257,735	0	-257,735	-5,556	FAVOURABLE	-2.2%		Andrew Loynd	Despite some recent inclement weather, there has been periods of very good weather especially in April and late May/June which has resulted in higher than budgeted income. This budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next update to the Financial Forecast.

REVENUE MONITORING 2019/20 - Period 4 to July 31st 2019 (Variances in excess of £5k)
Appendix A (cont'd)

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 4	Actual as at Period 4	Commitments at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£	£	£		%			

ENVIRONMENT, HEALTH & HOUSING COMMITTEE

Cemetery and Crematorium	Interments	-200,000	-66,720	-60,408	0	-60,408	6,313	ADVERSE	9.5%		Alan Royston	The reduced income arising from funerals and interments is due to a lower than anticipated volume of activity and is offset to a degree by an increase in income from memorials. This budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next update to the Financial Forecast.
	Cremations	-1,140,000	-380,304	-350,126	0	-350,126	30,178	ADVERSE	7.9%			
	Memorial Income	-40,000	-13,344	-19,859	0	-19,859	-6,515	FAVOURABLE	-48.8%			
Homelessness	Bed and Breakfast accommodation costs	30,000	10,008	17,535	0	17,535	7,527	ADVERSE	75.2%		Kirstine Riding	Although this adverse variance is partially offset by income of £7,000 from Housing Benefits, the service has seen a marked increase in presentations of single households in priority need following the introduction of the Homeless Reduction Act. This budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next update to the Financial Forecast.
Housing Standards	Disabled Facilities Grant Fees	-150,000	-50,040	-71,819	0	-71,819	-21,779	FAVOURABLE	-43.5%		Kirstine Riding	The increase in the level of Disabled Facilities Grant funding from central government in recent years has the effect of also increasing the level of fees receivable by Fylde Council for the management of grant-funded works as more grants are able to be awarded. Additionally the grant management fee level has been increased to 15% in line with that levied by other councils. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.

REVENUE MONITORING 2019/20 - Period 4 to July 31st 2019 (Variances in excess of £5k)
Appendix A (cont'd)

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

DEVELOPMENT MANAGEMENT COMMITTEE

Development Management	Consultants Fees	30,000	10,008	3,570	1,355	4,925	-5,083	FAVOURABLE	-50.8%		Mark Evans	Consultants are appointed as and when necessary to provide specialist advice on complex planning applications and projects. Accordingly expenditure is dependant upon the nature of planning applications submitted during the year. The budget will continue to be monitored during the remainder of 2019/20 and adjusted as necessary.
Planning Appeals	Planning Appeal Hearing Costs	50,000	16,680	660	5,000	5,660	-11,020	FAVOURABLE	-66.1%			Costs associated with planning appeals vary depending upon the number of planning appeals that are made against the Council's decisions. Following the adoption of the Local Plan in October 2018 there has been a marked decrease in the number of major planning appeals submitted to the planning inspectorate. The budget will continue to be monitored and may be adjusted as part of future updates to the Financial Forecast.
Development Management Team	Consultants Fees	40,000	13,344	0	0	0	-13,344	FAVOURABLE	-100.0%			The need to appoint specialist consultants to assist in the determination of planning applications depends on the nature of applications submitted to the Council and as such is difficult to forecast accurately. To date that need has been lower than anticipated. The budget will continue to be monitored during the remainder of 2019/20 and adjusted as necessary.
Planning Policy	Local Development Framework Costs	18,000	6,004	0	0	0	-6,004	FAVOURABLE	-100.0%			The review of the Local Plan has commenced, but no costs outside normal staffing costs have yet been incurred. There will be a need to seek specialist advice later in the year as the review continues. The budget will continue to be monitored during the remainder of 2019/20 and adjusted as necessary.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	5 SEPTEMBER 2019	12
CAPITAL PROGRAMME MONITORING REPORT 2019/20 – POSITION AS AT 31 st JULY 2019			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the approved Capital Programme of the Council as at 31st July 2019 and specifically for those schemes under the remit of the Committee.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to July 31st 2019.

LINK TO INFORMATION

Capital Programme monitoring Report to 31st July 2019:

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

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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

CAPITAL PROGRAMME MONITORING REPORT 2019/20 –

POSITION AS AT 31ST JULY 2019

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 2019/20, together with an update on the overall Five Year Capital Programme of the Council. This report includes a narrative description of some of the more significant schemes within the Capital Programme and details any risks and the actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2019/20. 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 2019. That update showed a balanced capital programme position from 2019/20 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 2019. The Programme has also been rolled forward to include the year 2023/24.

2. Notes on Specific Schemes

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

i) Coast Protection Scheme

The Fairhaven to Church Scar Coast Protection scheme total cost is £21.8m, being funded by Environment Agency grants of £21.4m and a contribution from Fylde Council of £0.4m. This is made up of a contract price of £19.5m, with a risk/contingency budget of £1.8m 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 and work on the promenade underway at Church Scar is nearing completion. Work on the sheet piling around Fairhaven Lake started in September, four months ahead of schedule.

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 meetings in September 2018 and June 2019 and by 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 for local residents. 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.

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 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) Fairhaven Lake & Promenade Gardens Restoration including the Adventure Golf Scheme

The tender for the physical works (Buildings and Landscapes) was issued on the 1st August, with works due to start on site in October and to be completed by July 2020. This excludes the lake works which are due to be undertaken on site in Autumn/Winter 2020. An element of the scheme will be re-phased into 2020/21 to reflect this as part of the next update to the Financial Forecast. Events and Activities at the lake and gardens will be on-going throughout this period.

The Adventure Golf scheme has been delayed from the original dates as set out within the earlier Committee reports due to physical constraints arising from the Heritage Lottery Fund works at the location. The Adventure Golf works will now be rescheduled into 2020/2021 as part of the next update to the Financial Forecast. The proposed start date for work to start on site is now April 2020 with a completion target date of summer 2020.

iii) Disabled Facilities Grants

The grant allocation has been increased for 2019/20 to a total of £1,090k which, together with slippage of £13k from 2018/19 and a further £40k from New Fylde Housing in relation to DFG works on properties that they own, provides total funding for 2019/20 of £1,143k. This revised allocation will be reflected in the next update of the Financial Forecast. Grant awards are progressing well and it is anticipated that the majority of the grant allocation will be spent in 2019/20.

iv) St Annes Regeneration Schemes

The next phase of regeneration works in St Annes was agreed to be Wood Street, subject to agreement with landowners following the usual delivery model. However, despite several meetings with tenants and owners there remain difficulties in 'acquiring' all of the forecourt for implementation of the easterly side of the works. As a result it is now recommended that the westerly side (The Council's car park side) be finalised initially with a view to commencement in the spring of 2020. In addition it is proposed to extend the Pier link scheme/ Clifton Drive South to include other elements of the town centre regeneration plan as set out in the 2020 Vision document. It is anticipated that an element of the scheme will now be rescheduled into 2020/21 as part of the next update to the Financial Forecast.

v) Lytham Regeneration Schemes

In respect of the large capital scheme for Lytham town centre, a number of suggestions have been made by the Lytham Business Group and other parties, some of which require careful consideration along with agencies such as Lancashire County Council. Options are being considered involving local members and a draft plan is being drawn together. This will have a phased programme of works to be considered in due course by the Planning Committee. It is envisaged that the first phase will be commenced during the current financial year.

3 Conclusions

- 3.1 Actual expenditure to 31st July 2019 is £3.905m against a full year budget of £17.579m. This equates to 22.2% of the latest budget. Certain schemes will be adjusted or re-phased into 2020/21 as part of future Financial Forecast updates that are reported to Members during the year.
- 3.2 The current Capital Programme as updated is showing a balanced position for 2019/20 onward. The Capital Programme and the associated financing will be subject to discussion with members during the months in the lead up to the annual budget setting process for 2020/21.
- 3.3 Any additional expenditure which is not fully-funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. As at 31st March 2019 the balance of the reserve was £4.386m after a favourable 2018/19 outturn position allowed for the transfer into the reserve of an additional sum of £0.530m in 2018/19.

There is a forecast further transfer into the reserve in 2019/20 of £0.955m along with future committed expenditure from the reserve of £3.361m (not including any possible underwriting of the Fairhaven

Restoration Scheme as approved by Council in July 2018), leaving a forecast unallocated balance on the reserve at the end of 2019/20 of £1.980m.

An updated position in respect of the Capital investment Reserve will be included within the Financial Forecast Update to be presented to the Finance and Democracy Committee in November this year and to Council the following month. Additional future projects will be subject to further consideration as part of the budget setting process for 2020/21. 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 - 2019/20 IN-YEAR SCHEME MONITORING REPORT - AS AT 31/07/19

Appendix A

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 31/07/19 £000	Variance £000	Comments
<u>FINANCE & DEMOCRACY COMMITTEE</u>								
Accommodation Project - Phase 8 - Town Hall Car Park	General asset disposal receipts	0	33		33		33	This scheme (the final element of the Accommodation Project) has now been completed. The final invoices and the retention element remain to be settled.
Purchase of Land Adjacent to Squires Gate Station	Capital Investment Reserve	0		5	5		5	The Council has commenced negotiations with the landowner to purchase the land.
Sub total		0	33	5	38	0	38	
<u>TOURISM & LEISURE COMMITTEE</u>								
St Annes Pool	No external finance - funded by borrowing / general asset disposal receipts	93			93		93	No expenditure is currently planned for 2019/20. If not required in this financial year the budget will be re-phased into 2020/21 which will be reflected in the next update of the Financial Forecast.
Fairhaven Lake & Promenade Gardens Restoration	Capital Investment Reserve	120		1,435	1,555	84	1,471	The scheme is progressing well although an element may require re-phasing into 2020/21. Further details are provided within the body of the report.
Fairhaven Adventure Golf	Capital Investment Reserve	0		505	505		505	This scheme has been delayed from the original dates set out within the Committee reports due to physical constraints arising from the Heritage Lottery Fund works at the location. Further details are provided within the body of the report.
Promenade Footways	No external finance - funded by borrowing / general asset disposal receipts	40	-5		35		35	A scheme is being developed and will be submitted to the Tourism and Leisure Committee for consideration at either the September or November meeting of the committee.
Staining Playing Fields Development Scheme	Capital Investment Reserve	129	151		280	134	146	Phase 1 and 2 started in April 2019 and the works are due to be complete by March 2020. The primary drainage works and secondary sports pitch drainage are being undertaken. The cost of these phases are £186,000. Once the contractor was 'on site' to undertake the main drainage scheme, it became obvious that the secondary drainage works and additional levelling of the site needed to be undertaken at the same time, to ensure best value for money and a fully competent drainage scheme. The remaining budget for Phase 3 is £94,000 and a scheme for these works are being designed in consultation with the parish council and community groups. It is expected that physical works will start in March/April 2020 with an anticipated finish date of May 2020. An element of the scheme will be re-phased into 2020/21 to reflect this as part of the next update to the Financial Forecast.

Appendix A (cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 31/07/19 £000	Variance £000	Comments
<u>TOURISM & LEISURE COMMITTEE (cont'd)</u>								
Ashton Gardens Play Area	Capital Investment Reserve	20			20		20	Tenders have been received and evaluated for the supply and provision of a new timber 'Galleon'. A report will be presented to the meeting of the Tourism and Leisure Committee in September 2019 detailing the procurement process and requesting approval to award the contract. The works are due to start in December 2019 with a completion date of January 2020.
Ashton Gardens Nursery Improvements	Capital Investment Reserve	30			30		30	Tenders have been received and evaluated to carry out the improvement works. A report will be presented to the meeting of the Tourism and Leisure Committee in September 2019 detailing the procurement process and requesting approval to award the contract. The works due to start in October 2019 with a completion date of November 2019.
Coastal Signage Improvements	Capital Investment Reserve	60			60		60	A proposed scheme is currently being developed. It is intended that the scheme will be presented to the Tourism and Leisure Committee for consideration at either the January or March 2020 meeting of the committee. It is expected that the scheme will be re-phased into 2020/21 and that this will be reflected in the next update of the Financial Forecast.
Open Space access control measures	Capital Investment Reserve	15			15		15	Consultation with ward members and relevant 'friends groups' are currently being undertaken to confirm the details of what access controls are required at Blackpool Road North Playing Fields and King George the V Playing Field (Heeley Road). Once the requirements are agreed a report will be presented to the November meeting of the Tourism and Leisure Committee detailing the procurement process and requesting approval to award the contract. It is anticipated that the physical works will be completed by 31st March 2020.
Coastal Explorers	Capital Investment Reserve	20			20		20	Officers are currently developing and progressing funding bids for the project. An 'expression of interest' to the Big Lottery Fund is being prepared and once assessed feedback on the submission of a full application should be received, which may in turn lead to a grant application of £50,000. A further grant application will be made to Arts Council England in 2020, for a further £50,000. Meanwhile officers are working on the specification and logistics for the provision and installation of the Coastal Explorers unit, to be located at Fairhaven Lake around early 2021. This is a trial project which will deliver a diverse range of cultural and arts projects and initiatives that will be creative and educational and may lead to a further grant application to Arts Council England for a permanent facility. It is expected that the scheme will be re-phased into 2020/21 and that this will be reflected in the next update of the Financial Forecast.
Sub total		527	146	1,940	2,613	218	2,395	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 31/07/19 £000	Variance £000	Comments
OPERATIONAL MANAGEMENT COMMITTEE								
Replacement Vehicles	Capital Investment Reserve / Borrowing	471	148		619	199	420	It is anticipated that most planned vehicle purchases will be completed to budget during 2019/20 although the delivery of a number of vehicles may be delayed due to the long build times for bespoke vehicles and delivery may run into 2020/21.
Car Park Improvements	No external finance - funded by borrowing / general asset disposal receipts	30			30		30	A proposed scheme will be presented for consideration to the Operational Management Committee at either the September or November 2019 meeting of the committee.
Public Transport Improvements	S106 Developer Contributions	48	30	13	91		91	This funding is being spent as projects are developed. To date £13k has been allocated to Staining Parish Council to support a free local bus service.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	7,330	2,276		9,606	2,987	6,619	This project is currently on target and within the agreed spending profile.
Fairhaven and Church Scar Coast Public Realm Works	Capital Investment Reserve	260	100		360		360	This project is currently on target and within the agreed spending profile.
Accommodation/ facilities at Snowdon Rd Depot	Capital Investment Reserve	200			200		200	A proposed scheme will be presented for consideration to the Operational Management Committee at the November 2019 meeting of the committee.
North Beach Car Park: Development of Toilet Facilities	Capital Investment Reserve	185			185		185	Site investigations and surveys are currently underway. A report will be presented to the Operational Management Committee once the scheme has been fully designed and developed.
Stanner Bank car park - barrier scheme	Capital Investment Reserve	50			50		50	Progress on this scheme is dependant on the wider sea defence project. With Stanner Bank Car Park entrance likely to be used as part of the operating area for the installation of Granney's Bay sea defence works (which has just been awarded) the barrier is unlikely to be installed until those works are complete. The works will now be rescheduled into 2020/2021 as part of the next update to the Financial Forecast.
Sub total		8,574	2,554	13	11,141	3,186	7,955	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 31/07/19 £000	Variance £000	Comments
ENVIRONMENT, HEALTH & HOUSING COMMITTEE								
Disabled Facilities Grants (DFG) Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	1,050	13	80	1,143	489	654	Grant awards are progressing well and It is anticipated that the majority of the available funding of £1,143k will be spent in 19/20. Further details are provided within the body of the report.
Housing Needs Grant	DFG Grant Repayments	0	16	17	33	2	31	The income from returned DFG grants is intended to be used for incidental costs relating to specific DFG works e.g. architect fees. As this requirement is unplanned it is not readily predictable as to when costs will be incurred.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460	-460		0		0	This scheme was completed to budget in March 2019.
Church Road Methodist Church, St Annes	S106 Developer Contributions	275			275		275	This scheme was completed to budget in August 2019.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	0	8		8		8	This funding is intended to provide financial support for means-tested affordable warmth measures undertaken by CHiL (Cosy homes in Lancashire) Scheme as and when required. There have been no requests for such support received during the year to date.
CCTV Replacement Schemes	Specific Grant (LSP Performance Reward Grant)	0	27		27		27	It has been agreed by the Environment, Health and Housing Committee that capital expenditure will only be made on essential work or replacement CCTV when necessary and subject to approval; all unspent funds will continue to be slipped as necessary.
Cemetery and Crematorium - Infrastructure Works	Capital Investment Reserve	294			294		294	This scheme is expected to commence shortly and to be completed by the end of November 2019.
Sub total		2,079	-396	97	1,780	491	1,289	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2019/20 £000	Slippage B/F from 2018/19 £000	Adjustments from 05/03/19 £000	Updated Budget 2019/20 £000	Expenditure to 31/07/19 £000	Variance £000	Comments
PLANNING COMMITTEE								
St Annes Regeneration Schemes	S106 Developer Contributions / Capital Investment Reserve	315			315	10	305	The scheme is currently in development and there are a number of issues that remain to be determined. It is anticipated that an element of the scheme will now be rescheduled into 2020/2021 as part of the next update to the Financial Forecast. Further details are provided within the body of the report.
St Annes Road West – Square to Pier link and Gateway	Capital Investment Reserve	110			110		110	This scheme is being progressed in consultation with with various agencies including Lancashire County Council and the owners of adjoining land. The works are expected to commence in March 2020.
Lytham Regeneration Schemes	S106 Developer Contributions / Capital Investment Reserve	400			400		400	This scheme is currently in development and there are a number of issues that remain to be determined. It is still envisaged that the first phase will be commenced during the current financial year. Further details are provided within the body of the report.
Kirkham Public Realm Improvements	S106 Developer Contributions / Capital Investment Reserve	0	5		5		5	It is expected that this scheme will be delivered within budget during this financial year.
M55 Link Road	S106 Developer Contributions / M55 Link Road Reserve	0	103	1,000	1,103		1,103	Discussions are ongoing with the developer of the residential land at Queensway and other public bodies to secure funding to enable the accelerated delivery of the M55 link road. Given deadlines attached to other funding streams that have been secured to accelerate the delivery of the link road, it is expected that a decision on the accelerated delivery of the road will be made this financial year.
Ansdell / Fairhaven - Public Realm Scheme	Capital Investment Reserve	0	10		10		10	It is expected that this scheme will be delivered within budget during this financial year.
St Annes Pier - Coastal Revival Fund	Specific Grant	0	24		24		24	It is expected that this scheme will be delivered within budget during this financial year. This project has been tied to the phasing of a wider scheme of works by the Pier Company.
Tree Planting	Capital Investment Reserve	25			25		25	It is expected that this scheme will be delivered within budget during this financial year.
Kirkham and Wesham Station	S106 Developer Contributions	0		15	15		15	The procurement of a feasibility study to examine the options available to deliver a park and ride facility at Kirkham and Wesham Station is currently underway. It is expected that the study will be completed during the current financial year.
Sub total		850	142	1,015	2,007	10	1,997	
Total Expenditure		12,030	2,479	3,070	17,579	3,905	13,674	

UPDATED 5 YEAR CAPITAL PROGRAMME 2019/20 TO 2023/24 - BY SCHEME

	Estimate 2019/20 £000	Estimate 2020/21 £000	Estimate 2021/22 £000	Estimate 2022/23 £000	Estimate 2023/24 £000
FINANCE & DEMOCRACY COMMITTEE					
Accommodation Project - Phase 8 - Town Hall Car Park	33				
Purchase of Land Adjacent to Squires Gate Station	5				
Sub total	38	0	0	0	0
TOURISM & LEISURE COMMITTEE					
Ashton Gardens Depot					
St Annes Pool	93				
Fairhaven Lake & Promenade Gardens Restoration	1,555	714	169		
Fairhaven Adventure Golf	505				
Promenade Footways	35	40	40	40	40
Staining Playing Fields Development Scheme	280				
Ashton Gardens Play Area	20				
Ashton Gardens Nursery Improvements	30				
Coastal Signage Improvements	60				
Open Space access control measures	15				
Coastal Explorers	20				
Sub total	2,613	754	209	40	40
OPERATIONAL MANAGEMENT COMMITTEE					
Replacement Vehicles	619	562	119	306	971
Car Park Improvements	30	30	30	30	30
Public Transport Improvements	91	48	48	30	
Fairhaven and Church Scar Coast Protection Scheme	9,606				
Fairhaven and Church Scar Coast Public Realm Works	360				
Accommodation/ facilities at Snowdon Rd Depot	200				
North Beach Car Park: Development of Toilet Facilities	185				
Stanner Bank car park - barrier scheme	50				
Sub total	11,141	640	197	366	1,001
ENVIRONMENT, HEALTH & HOUSING COMMITTEE					
Disabled Facilities Programme	1,143	1,130	1,130	1,130	1,130
Housing Needs Grant	33				
Affordable Housing Scheme - Sunnybank Mill, Kirkham	0				
Church Road Methodist Church, St Annes	275				
Affordable Warmth Scheme	8				
Rapid Deployment CCTV Replacement Projects	27				
Cemetery and Crematorium - Infrastructure Works	294				
Sub total	1,780	1,130	1,130	1,130	1,130
PLANNING COMMITTEE					
St Annes Regeneration Schemes	315				
St Annes Road West – Square to Pier link and Gateway	110				
Lytham Regeneration Schemes	400	300	100		
Kirkham Public Realm Improvements	5				
M55 Link Road - S106 monies for design work	1,103				
Ansdell / Fairhaven - Public Realm scheme	10				
St Annes Pier - Coastal Revival Fund	24				
Tree Planting	25				
Kirkham and Wesham Station	15				
Sub total	2,007	300	100	0	0
Total Expenditure	17,579	2,824	1,636	1,536	2,171

UPDATED 5 YEAR CAPITAL PROGRAMME 2019/20 TO 2023/24 - FINANCING

	Estimate 2019/20 £000	Estimate 2020/21 £000	Estimate 2021/22 £000	Estimate 2022/23 £000	Estimate 2023/24 £000
FINANCING:					
Capital Receipts - General Asset Sales	45	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Better Care Fund / Disabled Facilities Grant	1,103	1,090	1,090	1,090	1,090
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	33				
Section 106 Monies - St Annes	265				
Section 106 Monies - Lytham	130				
Section 106 Monies - Church Road Methodist Church, St Annes	275				
Section 106 Monies - M55 Link-Road	103				
Section 106 Monies - Public Transport Improvements	91	48	48	30	
Section 106 Monies - Staining Chain Lane Playing Fields	174				
Section 106 Monies - Kirkham and Wesham Station	15				
Capital Investment Reserve	1,976				
Capital Investment Reserve - Budget Council Proposals March 19	985	300	100		
Capital Investment Reserve - Underwriting max £343k - Fairhaven	32				
M55 Link-Road Reserve	1,000				
Funding Volatility Reserve - Fairhaven Restoration Project	400				
Other External Finance (see analysis below)	10,364	754	209	40	40
Direct Revenue Finance					
Prudential Borrowing	563	562	119	306	971
Total Financing	17,579	2,824	1,636	1,536	2,171

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	27				
Environment Agency - Fylde Coastal Preliminaries	9,206				
Lancashire County Council - Affordable Warmth Scheme	8				
Coastal Revival Fund - St Annes Pier	24				
Staining Parish Council	25				
Friends of Staining Open Spaces	1				
John Lees Charitable Trust	30				
New Fylde Housing - DFG Contribution	40	40	40	40	40
Heritage Lottery Fund - Fairhaven Restoration Project	594	714	169		
Sport England - Fairhaven Restoration Project - confirmed	100				
United Utilities - Fairhaven Restoration Project	60				
Lytham Schools Foundation - Fairhaven Restoration Project	15				
RSPB - Fairhaven Restoration Project	8				
Coastal Communities Fund - Fairhaven Restoration Project	130				
Lawn Tennis Association - Fairhaven Restoration Project	51				
Lancashire Environmental Fund - Fairhaven Restoration Project	30				
Café Tenant Contribution - Fairhaven Restoration Project	15				
	10,364	754	209	40	40