



Agenda

Operational Management Committee

Date:	Tuesday, 12 November 2019 at 18:30
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Roger Small (Chairman) Councillor Tommy Threlfall (Vice-Chairman)</p> <p>Councillors Mark Bamforth, Julie Brickles, Alan Clayton, Chris Dixon, Will Harris, Paul Hodgson, John Kirkham, Kiran Mulholland, David O'Rourke, Stan Trudgill.</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 10 September 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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5	Car Park Working Group Outcomes	12-29
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Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: democracy@fylde.gov.uk

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

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
TECHNICAL SERVICES	OPERATIONAL MANAGEMENT COMMITTEE	NOVEMBER 12 TH 2019	4
SPLASH PARK TOILET FACILITIES & PERIMETER FENCING			

PUBLIC ITEM

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

SUMMARY

This report provides details of a capital scheme to provide essential improvements at the Splash Park facility located in the St Anne's Promenade Gardens with recommendations on funding the scheme in the current 2019/2020 capital programme. The success of the Splash Park and the need to implement the improvements in the current financial year are outlined in the report.

RECOMMENDATIONS

The Committee is requested to:

1. Recognise the success of the Splash Park facility and the need to provide toilet facilities and perimeter fencing for the 2020 season to enhance the customer experience and provide additional safety at the facility;
2. Request that the Finance & Democracy Committee approve an addition to the Capital Programme for 2019/20 in the sum of £185,000 in relation to the provision of toilet facilities and perimeter fencing at the Splash Park facility, that scheme replacing the existing scheme within the approved Capital Programme for 2019/20, in the same amount, in relation to the provision of toilet facilities at North Beach Car Park, with funding for the new scheme being by way of a virement in the sum of £185,000 from the previously-approved scheme for the provision of toilet facilities at North Beach Car Park;
3. Agree to receive a bid for a new capital scheme for the provision of toilet facilities at North Beach Car Park at the January meeting of this committee as part of the consideration of new capital bids within the budget setting process for 2020/2021; and
4. Subject to the approval of 2, above, to approve expenditure in the maximum sum of £185,000 for the provision of toilet facilities and perimeter fencing at the Splash Park facility;
5. Approve the direct award of the contract to design and build the public toilets at the splash park facility as detailed within the procurement section of this report to Danfo (UK) Ltd.

SUMMARY OF PREVIOUS DECISIONS

Capital Programme Approval for 2019/20 – Budget Council March 5th 2019

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 first season of operating the Splash Park in St Anne's Promenade Gardens has been a success, attracting over 13,000 users despite being closed for 50 days during the season due to inclement weather. A review of the facility and the experience of the first season has been carried out based on feedback from customers and the employees operating the facility. It was evident from the customer feedback, as well as observing the Splash Park in operation and social media that there is an urgent need for toilet provision as part of, or in close proximity to, the Splash Park. The nearest toilet facilities were between 350m to 400m from the facility after arrangements to use facilities at Salters Wharf proved not to be practical. Parents with more than one child would have to dress their children to go to the toilet facilities and at busy period's que up to return to the facility. It was common place for children to relieve themselves in the nearby gardens and / or behind the utility unit at the Splash Park.
2. The customer demand and feedback was such that the Splash Park location has become the priority location for the provision of new toilet facilities that would also benefit customers using the concentration of other visitor attractions in the immediate area. There is no statutory requirement to provide public conveniences, however, the Public Health Act 1936 allows local authorities to "provide sanitary conveniences in proper and convenient situations".
3. The toilet facility would be included in the current service arrangements with Danfo under which the Council pays for the ongoing cleaning and maintenance of the public conveniences. A fee of 20 pence is charged for use of the facilities and the income is retained by the Council it is estimated that the net revenue cost of the facility will be approximately £2,500 per annum. This figure is based on forecast use of the facility all year round with the additional revenue cost to be met through service efficiencies within the council, the facility is in a new location with only one seasons experience to draw from, a report will be brought before the committee at the end of the 2020/21 financial year to provide details of the actual income received.
4. The review identified an issue in regard to the control of numbers within the Splash Park for safety reasons user numbers are capped at 120, the demand at times far exceeded this and a queuing system was deployed, albeit ad hoc and controlled by a gate at the entrance. The facility at ground level is flanked in part by green bow-top fencing so an additional member of staff had to be located on the perimeter to restrict entry when the facility reached capacity. However, this was circumvented by going over the rear and sides of the terrace seating at the higher levels that surround the Splash Park. Additional shrubs have been planted to try to restrict this, but it will take some time until the shrubs reach maturity to create an adequate barrier. The addition of perimeter fencing to the rear of the terraced seating will mitigate access to the Splash Park from locations other than the designated gate.
5. The capital programme for the current year 2019/20 includes approved funding of £185,000 for toilet facilities at North Beach Car Park. However, it will not be possible to deliver this capital project in the current year because alternatives options have arisen that could present the opportunity to develop an improved revised scheme incorporated into existing premises that border the car park, and which may offer better value for money. Officers are collating the necessary information to develop the possible alternative options however, there are third parties involved that have current arrangements to address before a scheme can be proposed. This means will be early 2020 when the logistical and financial implications of the options can be confirmed. It would not be considered best value for the public purse if the current scheme was progressed in the knowledge that alternative options are possible that could deliver better value for money.

6. It is recommended that the funding for the North Beach Car Park scheme that is currently included within the 2019/20 approved Capital Programme is instead used to finance the Splash Park toilets and perimeter fencing to allow those works to be completed ahead of the 2020 summer season. It is proposed that the North Beach Car Park toilet facilities scheme will be included as part of the consideration of new capital bids within the budget setting process for 2020/2021 capital programme. The approved capital sum of £185,000 for the North Beach Car Park toilet facilities scheme in the 2019/20 programme is sufficient to fund the proposed capital scheme for the Splash Park facilities as detailed in Table 1 below.
7. Appendix 1 to this report is the quote for the toilet block at the Splash Park site, the proposal is to locate the block opposite the entrance to the Splash Park next to the existing pump house so that it is accessible for none users of the park all year round whilst being in close proximity and sightline of the facility. The quote included at Appendix 1 is for a flat metal roof the recommendation is to have a pitched roof, as per the image, for an additional £4,000. The scheme includes the construction of a concrete base with appropriate utilities (electric, water and sewerage) fitted, the supply and fitting of a pre-manufactured public convenience unit consisting of one disabled and two standard WC cubicles. The design of the public convenience is at the feasibility stage and may require a different facade to match in with the existing buildings and landscape. The facade of the current splash park plant room may be reviewed as part of this process.
8. The proposed new fencing to surround the sides and rear of the Splash Park will be attached to the top tier of the amphitheatre, a total of 118m long and 1.8m high in the same style as the current fence to the front of the facility.

PROCUREMENT

9. To allow the Technical Services team to deliver this scheme before the start of the 2020 season, we request that the Contract Procedure Rules do not apply on this occasion and seek permission to direct award to Danfo for supply and installation of the toilets as described in Appendix 1. This is due to a lead time of 14 weeks for the toilets which does not allow for Officers to use the 'quick quote' procedure as there is not sufficient time to run a competition. The benefits to this approach are that the facilities are delivered before the 2020 season and maintenance and cleaning can be incorporated into the existing contract with Danfo allowing Fylde Council to benefit from economies of scale and maintaining one service provider. If it is decided that the committee would like the Contract Procedure Rules to be followed for the supply and installation of toilets, then competition can be introduced using the 'quick quote' procedure and the Technical Services Team will use the CHEST procurement portal to carry this out and award on the basis of the most economically advantageous tender. This will inevitably result in a longer procurement process and therefore there can be no guarantees that the facilities will be ready for the start of the season.
10. All other aspects of this scheme will follow the Contract Procedure rules and the procurement process will vary depending on the value of the goods, services or works.

Table 1: Itemised Capital Cost

Cost Heading	Description	Total £
Fencing	118.4m x 1.8m Blythe Bow Top Fencing in Juniper Green supplied and fitted	20,310
WC Foundation/base slab		7,000
Electric supply		12,000
Water supply		11,000
Foul Sewer and connection		15,000
Danfo Tetragon 120	Tetragon 121: 1 x DDA compliant unisex toilet with baby change, 2 x unisex toilets. Brick façade, a pitched roof, and coin entry.	81,500

	Cost plus delivery	
Danfo installation		15,000
Building Control		450
	Sub-total	162,260
Contingency (5%) (WCs only)		8,113
Project Management (8%) (WCs only)		12,980
Total Scheme Cost:		183,353

IMPLICATIONS	
Finance	This report proposes the deletion from the approved Capital Programme for 2019/20 of the scheme for the provision of toilet facilities at North Beach Car Park in the sum of £185,000, and its replacement with a new scheme in 2019/20 relating to the provision of toilet facilities and perimeter fencing at the Splash Park facility in the same amount.
Legal	There are no implications arising directly from the report
Community Safety	There are no implications arising directly from the report
Human Rights and Equalities	There are no implications arising directly from the report
Sustainability and Environmental Impact	There are no implications arising directly from the report
Health & Safety and Risk Management	There are no implications arising directly from the report

LEAD AUTHOR	CONTACT DETAILS	DATE
Kathy Winstanley	Kathy.winstanley@fylde.gov.uk / 01253 658634	22 nd October 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
N/A		

Attached documents

Appendix 1: Splash Park Toilet Block Design



Fylde Borough Council

Quotation for a Danfo 120 Tetragon

1 x DDA Compliant unisex toilet with baby change facilities plus 2 x additional unisex toilets, a brick slip façade and coin box entry system.



Introduction

For the attention of: Andrew Loynd Technical Support Manager Fylde BC

Email: andrew.loynd@fylde.gov.uk

Andrew has instructed Danfo to quote for a Tetragon 120 – 1 x DDA Compliant unisex toilet with baby change facilities plus 2 x additional unisex toilets with brick façade, flat steel roof and coin entry system.

The cubicles will have timed opening and closing, heating and ventilation, tiled R13 floor tiles, laminated walls and ceiling which are guaranteed for life against wet rot, non-touch handwashing unit for hygiene purposes and all parts are guaranteed for 1 year against any defects.

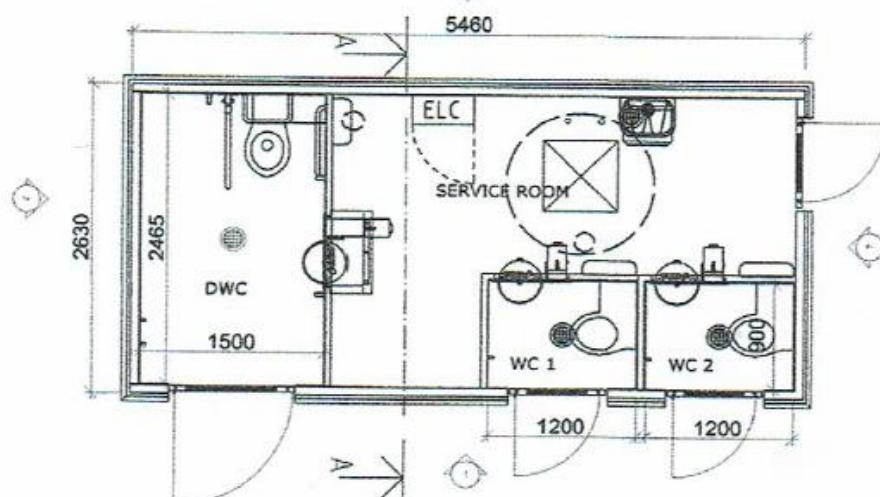
Job Specification:

Supply only of a Tetragon120. Danfo will make all the internal connections of electric, water, sewer and full commissioning. We will also offer full cooperation with appointed contractors.

A Tetragon 120 with a pitched roof and brick façade.



Proposed Tetragon 120 Construction Drawing



Items/Details	Total Cost
1 x DDA Compliant unisex toilet with baby change facilities plus 2 x Additional unisex toilets with brick façade, steel roof and coin entry system.	£77,500.00
Foundation	By others
Installation	By others
Utilities – Sewer / Water / Electric	By others
Commissioning/Internal connections	INC
	<p><u>£77,500.00</u></p> <p>+ V.A.T</p>

Please note a lead time can only be confirmed upon receipt of an official purchase order. Typical lead times are approximately 14 weeks.

30% of the initial £77,500.00 is payable on receipt of an official purchase order. 50% of the initial £77,500.00 is payable on delivery of the building/parts. 20% of the initial £77,500.00 is payable upon project sign off.

Prices quoted are fixed for a period of 3 months from the date of this quote.

Mr. Claudio Catino (Projects & Maintenance Manager) will oversee this project from start to handover and will be your contact for any queries or questions you may have.

We value and thank you for placing your trust in us and assure you of the best service possible.

Please do not hesitate to contact me at any time if there is anything else you need to discuss.

Kind Regards

Claudio Catino Projects & Maintenance Manager

Danfo (UK) Ltd

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Middlesex
TW4 6ER
Mobile: 07920788531

Email: ClaudioCatino@danfo.co.uk

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	12TH NOVEMBER 2019	5
CAR PARK WORKING GROUP OUTCOMES			

PUBLIC ITEM

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

SUMMARY

The car park working group has met during 2018 and 2019. They have reviewed the Council's Car Park Strategy and a variety of issues that impact on the operation of the car parks. A series of recommendations have been made by the group for the Operational Management Committee to approve.

RECOMMENDATION

The Committee is recommended:

1. To approve the draft revised Car Park Strategy as set out in Appendix A
2. To agree to the principle of installing electric charging points on Fylde Council Car Parks and that low risk opportunities be explored for these to be installed.
3. To support the replacement of car park signs to bring them up to date
4. To agree to free Christmas Parking being offered on the three full weekends leading up to Christmas. When Christmas Eve falls on a Saturday this shall not be included in the scheme. Where there are four full weekends in December before Christmas, the first Saturday will be included to support Small Business Saturday.
5. To agree that the number of disabled bays provided on car parks should not be increased unless they do not meet the Department of Transport's non-statutory guidance. Free parking for up to 3 hours continue to be applied in disabled bays for blue badge holders.
6. To agree that standard parking charges should remain unchanged at this time and approve changes to motorhome and coach tariffs plus an increase to some permit charges as detailed within the report.
7. To agree to consider allowing motorhomes to park overnight on the far end section of Stanner Bank Car Park once it re-opens, subject to consultation with the Chair of the Tourism and Leisure Committee; and
8. To agree that the Council's current Car Park Enforcement Policy should remain the same.

SUMMARY OF PREVIOUS DECISIONS

[10 September 2019 Operational Management Committee](#)

[6 March 2018 Operational Management Committee](#)

[13 September 2016 Operational Management Committee](#)

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

REPORT

1. The Car Park Working Group met in 2018 and 2019 to review the car park strategy and explore a variety of issues that affect car park operation. Membership of the group in 2018 included Cllrs Alan Clayton, Richard Fradley, Paul Hodgson, Ed Nash, Sandra Pitman and Roger Small. In 2019 it included Cllrs Alan Clayton, Paul Hodgson, David O'Rourke, Roger Small, Stan Trudgill and Michael Withers. Officer support was provided by Fylde Council's Technical Support Manager.
2. An overview was provided to the group of the parking service. This included details of the number of car parks operated by the Council, how the car parks managed, the legal, policy and guidance documents used by car park services and the contractors used to assist with maintaining payment machines, enforcement and back-office support. Details were provided of current fees and charges, income and expenditure. This information provided the basis of exploring a variety of issues

Fylde Car Park Strategy

3. The Council's Car Park Strategy was last reviewed in 2013. The working group went through the document in detail to update and amend the strategy to reflect the current service provision and intentions for the future. The proposed draft revised strategy is attached as Appendix A for the committee to approve.

Potential New or Expanded Car Parks

4. St Annes and Lytham both have long-standing parking problems throughout the year in the town centres and seasonal by tourist locations. The group explored options for new car parks or the possibility of expanding existing ones. Opportunities for new car parks are limited by a lack of suitable available land, particularly in the town centres. In Lytham, with the new sea defences nearing completion at Church Scar which are expected to attract additional visitors and a ready-made car park having been established for the contractor's compound within the Triangle area, the possibility of retaining this permanently was considered. However, a covenant exists on this land which meant this opportunity cannot be considered further. The option to expand Bath St Car park was also considered, to widen it slightly would increase capacity by about 13 spaces for the cost of approximately £30,000 for the potential additional income of approximately £1,000 per year. Aside from the limited number of bays generated for the cost, there are also covenants on Lytham Green which mean this option is not currently viable.
5. The opportunity to support the provision of park and ride facilities for set events in partnership with Blackpool Transport was explored. Previously it had been suggested that the Council could set up its own Park and Ride service; but with only seasonal need for such a facility, mostly just at weekends or when the weather is very good, it would not be a viable option for the Council to operate. Blackpool Transport have started to operate one-off Park and Ride facilities for events utilising a private area on Blackpool Airport as a car park from where buses would take passengers to the Town Centre. Blackpool Transport have suggested a similar scheme could be used for certain events in Fylde, particularly if alternative parking locations can be identified closer to the event location. However, despite charges being made to customers to use this facility, costs are greater than expected income and as such additional funding would be required to support such a scheme. The working group did not support such a scheme at this current time.

Enforcement

6. Previously Fylde's enforcement contract was set to provide 65 hours of Civil Enforcement Officer's time each week. With Sunday working being charged at double time, Sunday working was restricted to twice a month during the summer season with most of the enforcement hours taking place during the week where Enforcement Officers regularly worked in pairs. Following the Working Group in 2016 it became apparent that parking was being abused on Sundays particularly during winter months and as a result twice monthly Sunday enforcement was introduced.
7. When the enforcement contract was renewed in October 2018 the opportunity was taken to assess enforcement hours. The total number of enforcement hours per month was reduced to compensate for increasing Sunday working to every week so that enforcement takes place 7 days a week throughout the year excluding the three full weekends in the lead-up to Christmas. The working group had no further comments on this issue.

Electric Charging Points

8. Following the Car Park Working Group in 2016 it was reported that Lancashire County Council were looking to install electric charging points on Local Authority car parks across the County. The committee supported the principle of this scheme. Unfortunately Lancashire County Council decided to change how they delivered their scheme in favour of placing charging points at on-street locations. This led to the 3 new Fast Charging points that were installed on Inner Promenade by Fairhaven Lake during summer 2019.
9. The working group discussed the potential for charging points to be installed on Fylde Council car parks and the different ways this could be achieved. The group supported the principle of charging points on car parks but were concerned about the Council being able to install and operate them and the associated risk of the new technology being self-funding. As such the group preferred a low/no risk approach which could include leasing parking spaces to a provider to provide and maintain the equipment at their cost and liability.
10. As reported to the Operational Management Committee on 10 September 2019 a fully funded scheme is currently being developed to provide charging points for taxis. Four Rapid Charging points are proposed to be installed across the Fylde Borough to provide suitable locations at key hubs that taxis stop or pass. The working group supported the installation of one of the charging points on Lytham Station Car Park which was agreed by the committee.

Signage Improvements

11. Under the Coastal Signage Strategy Signs are currently being reviewed along the coastal strip as various styles of signs have been used over the years with different logos. On the car parks many of the signs are in a poor condition with successive patch stickers peeling off and older logos used on repeater signs. As part of the effort to consolidate and update signs, car park services propose to initiate a sign replacement programme. The newly revamped Town Hall Car Park has been used to trial new styles of signs with a new type of sectional tariff board where individual sections can be replaced instead of layers of patch stickers building up. In addition, repeater signs that were regularly placed on the same posts have been consolidated into single signs to reduce visual clutter.
12. The group supported the principle of rolling out a sign replacement programme across all car parks. Funding for this will come from the car park maintenance budget.

Christmas Parking

13. The 2016 Car Park Working Group confirmed that free parking should be provided on all car parks on the 3 full weekends before Christmas. Since then, due to the days that Christmas has fallen, there has been an occasion when Christmas Day has been on a Sunday so Christmas Eve, on a Saturday, has been half a weekend where no free parking has been offered. In addition, when Christmas Day is on a Monday or

Tuesday, there are four full weekends before Christmas in December and, with Small Business Saturday being on the first Saturday of December, this could have been missed out.

14. The working group considered this and suggest that on the occasions that there are 4 full weekends in December leading up to Christmas then the scheme shall be extended to include the first Saturday in December to benefit Small Business Saturday, but not the first Sunday. When Christmas Day is on a Sunday free parking will only be provided on the three full weekends, not Christmas Eve.

Disabled Bay Policy and Provision

15. As of the end of August 2019 the Blue Badge Scheme criteria had been opened to include more types of qualifying disabilities. It is expected that there will be an increase in the total number of blue badge holders which could put more pressure on the limited number of disabled bays the Council provides.
16. The purpose of the Blue Badge Scheme is to provide ease of access to parking at preferential locations for those with a disability. [Non-Statutory Guidance](#) from the Department of Transport in 1995 provides suggestions for the number of disabled bays provided on car parks. Most Fylde Council car parks meet these standards with some, particularly town centre car parks, exceeding them.
17. The Blue Badge Scheme is not an entitlement to free parking. Some Local Authorities choose to charge blue badge holders for this irrespective of whether they are parked in a designated disabled bay or standard bay. Others provide free parking in all bays. Currently Fylde Council provides 3 hours free parking in designated disabled bays only; when parked in a standard bay blue badge holders must pay.
18. Working group members considered the total number of disabled bays provided and whether charging should be extended to those in disabled bays. The group considered that Fylde Borough area has a higher age population than average and is therefore more likely to have a greater than average percentage of blue badge holders. Introducing charges for disabled bays is likely to generate a negative impact which would outweigh any income benefits. Members suggest the Council does not change the numbers of designated disabled bays provided. Where car parks currently do not meet the suggested guidelines for the number of disabled bays provided this should only be increased when the car parks are scheduled for relining.

Fees and Charges

19. Following the 2016 Working Group car park tariffs were increased by an average of 5% from April 2017. The group were provided with estimates on the potential additional income that could be generated if tariffs were increased by either 5% or 10% as well as theoretical negative impact from the price rise resulting in fewer users. The group reviewed these options. The opinion of the group was for the council to provide affordable and good quality car parks. Although some car parks are only full to capacity at peak season the general consensus was not to propose an increase to the standard car parking tariffs at the present time.
20. Although the group proposes standard tariffs should remain the same they separately considered charges for specific types of users. Overnight parking for motorhomes is available at the rear of the St Annes Swimming Pool and North Beach car parks where oversized bays suitable for motorhomes are available on both. Although no facilities were currently on offer it was agreed that the charges on the Swimming Pool car park were relative low considering the prime location of the car park. The group did not want to dissuade motorhomes from the car park but it was acknowledged that it was becoming increasingly popular, potentially to the detriment of other users.
21. The group recommend that the 'overnight' (6pm to 10am) fee on both car parks is removed as this causes confusion for some users. Charges for whole days to be set at 24 hour periods. It is suggested that tariffs on St Annes Swimming Pool Car Park be increased while those on North Beach remain the same. The proposed charges are:

St Annes Swimming Pool Car Park Motorhome Charges:

Up to 1 day (24hr) – increase from £8.40 to £10

Up to 2 days (48hr) – increase from £15.80 to £18

Up to 3 days (72hrs) – increase from £22.00 to £25

North Beach Car Park Motorhome Charges:

Up to 1 day (24hr) – £7

Up to 2 days (48hr) – £14

Up to 3 days (72hrs) – £20

22. The group also considered the provision of coach parking on Fairhaven Road Car Park. Currently 7 coach bays are provided for which no charge is made despite the area of the bays and associated area that the coaches need to manoeuvre covering approximately 1/3 of the car park. The group suggest that a flat rate of £5 per day be charged to coaches.
23. With the exception of the Fylde Resident's Permit that was introduced in 2013, permit charges have not been reviewed in at least 9 years. Members considered the different types of permits and suggest that apart from the Fylde Resident's Permit, Dispensations and Permits with administrative charges (horse boxes and replacements) the charges should be increased. The proposed changes are as follows:

Pleasant Street Business – increase from £335 to £350

Pleasant Street New Resident – increase from £285 to £300

Pleasant Street Restricted Resident – increase from £20 to £25

Lytham Station – increase from £160 to £170

Stanner Bank Business – increase from £100 to £110 and change name to Long Stay Business*

Horse Box - £15 – remain the same

Fylde Resident Permit Scheme - £25 – remain the same

Replacement Permit - £15 – remain the same

Dispensations - Maximum £16 per day, negotiable with the parking manager- remain the same

*Recommend change of name from 'Stanner Bank Business Permit' to 'Long Stay Business Car Park' so this type of permit can apply to any individual long stay car park.

Extension of Motorhome Scheme

24. Stanner Bank Car Park is currently closed whilst the Fairhaven to Church Scar coastal defence project is completed. It is expected that the main works will finish mid-2020, after which the car park entrance, including new barrier system, will be installed. The group considered a proposal that a limited number of motorhomes could be allowed to park overnight at the far end of the car park. This would be a preferred alternative to the current overnight on-street parking around the lake and would recommend taking the suggestion forward following consultation with the chairman the Tourism and Leisure committee.

Enforcement Policy

25. The decision making process by the Council's Car Park Services for enforcement of Penalty Charge Notices (PCNs) is guided by a policy document on when enforcement is applied and when PCNs should be cancelled. This includes broad scenarios of challenges that customers often make as to why they believe PCNs should be cancelled and appropriate responses to these. Every case is considered on its own merits but the guidance helps steer the decision making process to ensure it is fair and proportionate. Due to the nature of this document it is considered confidential.
26. [Statutory Guidance](#) advises that Council Enforcement Policies should be reviewed periodically by members to ensure it is fit for purpose. The group were shown through the current policy document and, upon being asked, the Technical Support Manager confirmed it was still fit for purpose and that no issues had been raised regarding it. As a result the group suggest that the enforcement policy remains the same.

IMPLICATIONS	
Finance	There are no financial implications arising from this report at this stage. Any future changes to fees and charges that are determined will be proposed as part of the budget consideration process for 2020/21.
Legal	There are no implications arising directly from the report
Community Safety	There are no implications arising directly from the report
Human Rights and Equalities	There are no implications arising directly from the report
Sustainability and Environmental Impact	There are no implications arising directly from the report
Health & Safety and Risk Management	There are no implications arising directly from the report

LEAD AUTHOR	CONTACT DETAILS	DATE
Andrew Loynd	andrewl@fylde.gov.uk , 01253 658 527	Date of report

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Document name		Council office or web address

Attached documents

None or List any attachments, each on a new line –

Appendix A – Draft Revised Car Park Strategy



Fylde Car Park Strategy

Development Services
Technical Services Section

Development Services - Technical Services Section

Fylde Car Park Strategy

Adopted 15th June 2005

First Revision 15th March 2007

Second Revision 1st February 2009

Third Revision 17th January 2013

Fourth Revision October 2019

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Appendix A	Tariffs, Charges and Operating Hours
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1.0 Introduction

1.1 Fylde Council has responsibility for managing 16 car parks with a total of approx. 1,407 spaces. The Council's car park strategy sets the policy for how the car parks are managed. The strategy was first adopted in June 2005 and this document represents the 4th revision of that strategy.

1.2 Parking space continues to become more and more of a scarce commodity and as car ownership increases the demand to manage available car parking spaces also increases. The Council, therefore, has to have clear policy on how to manage the limited parking space under its control. As demand for this limited parking space increases it becomes more important to have a formal statement on policy to identify what the Council wants from its car parks and how this service is best delivered. This is particularly important where National and County policies dictate that more sustainable travel choices should be actively encouraged and promoted in favour of trips made by car. This strategy continues to acknowledge these transport objectives.

1.3 The production of the 4th revision to this Strategy is an integral part of the planning and development management process that is covered by the National Planning Policy Framework, adopted Fylde Local Plan to 2032 and by the Lancashire County Council Local Transport Plan 3. This strategy also takes into account the Fylde Council Corporate Plan and Economic Development Strategy as well as recommendations made by the Portas Review, all of which take into consideration the importance of local parking provision on the economic wellbeing of town centres. This Strategy aims to support and complement the planning guidance offered as part of the development management process. The planning process is already well documented in terms of parking policy and will, therefore, remain outside the scope of this specific Car Park Strategy. Reference should be made to these documents for guidance on parking control as part of any proposed development.

1.4 Fylde Council is not responsible for on-street parking provision, regulation or enforcement as this is within the remit of Lancashire County Council as the highway authority and traffic manager for the area. This Strategy only reflects the parking responsibilities and desires of Fylde Council in terms of its off street car park provision and what it hopes to achieve by managing the space within its car parks.

1.5 Fylde Council operates its car park enforcement duties under the Traffic Management Act 2004 via The Fylde Borough (Off-Street Parking Places)(Consolidation) Order 2007. The powers for introducing, revising, regulating and enforcing on street regulations remain a function of Lancashire County Council.

1.6 A schedule of the Council's car parks detailing current operating hours and charges is appended (Appendix A – Tariffs and Operating Hours). These charges may be subject to change through the duration of this revised strategy.

2.0 Strategy - Aims and Objectives

2.1 In developing a Strategy, a clear hierarchy of Aims, Objectives, Policies and Proposals has been identified.

2.2 The aims are what the Strategy seeks to achieve. The aims are developed further as objectives of the Strategy, which in turn are translated into policies that the proposals will deliver.

2.3 The future of the town centres, the tourist attractions of St Annes and Lytham and the issue of sustainable transport provide the strategic context, and demonstrate the need, for a coherent and realistic off street parking Strategy. The provision of car parking is not an end in itself and hence the Strategy must recognise -

- The needs of town centres as places to live, work, visit and shop

- That much of the Fylde is rural and the use of the car is often the only means of transport to the town centres
- The large number of visitors to St Annes and Lytham, both to shop and to access the tourist attractions

3.0 Aims of the Service

The parking Strategy sets out three main aims of the service which are then developed into a series of more detailed objectives.

Aim 1

To provide the residents, shoppers, visitors and commuters with a range of safe, secure, attractive and affordable customer friendly car parks in a sustainable manner. This provision should be in line with National and County integrated transport objectives set to address the environment, accessibility, safety, economy and congestion.

Aim 2

To ensure that parking is provided for cars, private hire coaches, motorcycles and motorhomes, and is suitable in terms of the number of spaces, the locations and the quality of the facilities.

Aim 3

To provide a set of policies that will enable the Council to manage the parking facilities in such a way that the viability and vitality of the town centres and tourist attractions within Fylde are maintained for its residents, shoppers and visitors alike.

4.0 Objectives

4.1 To provide a parking service that helps with effective management of the road network by providing parking facilities whose operating, maintenance and improvement costs are covered by the revenue that is generated and which also helps support the Council's budget.

4.2 To provide short stay and some long stay parking in central town areas in support of town centre businesses.

4.3 To provide, where required, long stay parking for commuters and visitors in car parks on the periphery of town centres and at tourist attractions.

4.4 To ensure designated parking spaces are available for disabled badge holders within car parks as recommended in the Department for Transport's 1995 guidance leaflet [Parking for Disabled People](#).

4.5 To provide accessible, well maintained and clearly signed car parks where appropriate information is easily available.

4.6 To provide parking facilities that are safe and secure to use.

4.7 To ensure clear signage is provided by Lancashire County Council to the car parks from the local highway network to indicate short or long stay options.

4.8 To allocate funding to allow a regular maintenance, cleansing and improvement programme to ensure those Objectives 4.1 – 4.7 are achieved.

- 4.9 The Council will aim to set charges that will not discourage the use of local facilities or disadvantage local business in order that the vitality and viability of the area is maintained and improved wherever possible. The Council will consult with the local Chambers of Trade and business groups as part of this process.
- 4.10 To consider the future level of short and long stay parking provision in light of alternative modes of transport and potential future demand for electric charging.
- 4.11 To help identify locations in or near the town centres for use as coach drop off/pick up points for use by private hire coach companies and to identify locations for coach parking.
- 4.12 To be responsive to ongoing feedback from businesses and the wider community on the off street parking needs of the Borough.
- 4.13 To manage the parking enforcement service for off street parking under the powers granted through the Traffic Management Act 2004 Civil Parking Enforcement (CPE).
- 4.14 To work with Lancashire County Council in assessing changes to on-street parking provision.
- 4.15 To monitor the performance of the car parks in terms of usage and revenue.
- 4.16 To allow the car parks to be used for appropriate charity or public information displays and commercial events as per Fylde Council's Events Policy, subject to adequate agreements being in place.
- 4.17 To restrict and prevent inappropriate use of the Council's car parks.
- 4.18 To identify opportunities for the provision of additional car parking within the Borough for the Council to consider when appropriate.
- 4.19 To provide suitable locations that allow overnight motorhome parking

5.0 Policies

5.1 The demand for and the supply of parking spaces.

PP1.1 The demand for and the supply of car park spaces will be kept under review. New car park spaces will only be provided when there is a recognised shortage of spaces in the locality concerned and where land is available.

PP1.2 The Council, where possible, will encourage partnership work with private car park operators to help maintain sustainable levels of service and parking provision.

5.2 Short Stay Parking (Objective 4.2)

PP2 Preference will be given to short stay parking in town centres by imposing maximum lengths of stay where necessary and by introducing tariffs to reflect the desired use.

5.3 Long Stay Parking (Objective 4.3)

PP3 Long stay parking will generally be located on the periphery of town centres and at tourist attractions unless it is considered to be suitable for a specific car park.

5.4 Parking Tariffs

5.4.1 Parking tariffs are a central issue to the parking operation: as a source of dissatisfaction to some people that have to pay them; those who consider that they impede trade; as a source of revenue; and as a potential traffic and transportation management tool.

5.4.2 Objective 4.1 of this Strategy refers to securing sufficient revenue to cover the operational costs and to fund improvements.

5.4.3 Objective 4.9 of this Strategy seeks to establish a charging structure for parking that will maintain the competitiveness and attractiveness of the town centres. The revenue generated will also provide the funding for the maintenance programme identified in Objective 4.8. Objective 4.12 identifies the need to be responsive to feedback from the community, so that the tariffs are viewed with more acceptance.

5.4.4 Permits for residents and businesses are available for certain car parks. 'All' car park staff permits are issued only to those who require them for business purposes. 'All' car park Councillor and Alderman permits are issued to all councillors and Aldermen on request. Temporary permits may also be available where external agencies benefit the council or the wider community.

5.4.5 Occasionally members of the public or businesses wish to use space on a car park to park a class of vehicle or object not normally allowed elsewhere or for a vehicle to be left on the car park for longer than would normally be allowed. Depending on the circumstance a dispensation may be available, charged at a rate to cover loss of income and set by the Council's Parking Services.

PP4.1 A tariff structure will be maintained for all car parks serving the town centres and tourist attractions. Tariffs will be reviewed at least every two years on consideration of –

- the need to maintain the vitality and viability of town centres and tourist attractions.
- the need to maximise the benefits of available car park space.
- the patterns of usage and turnover of spaces at each location.
- existing tariff rates.
- the need to fund maintenance and improvement works.
- the need to consider residents.
- tariffs charged by neighbouring authorities

PP4.2 The issuing and cost of parking permits will be kept under review.

5.5 Parking for Disabled Person Vehicles (Objective 4.4)

5.5.1 There are 83 spaces in the Council's car parks designated for blue badge holders. This represents an average of 5.9% of the parking spaces available in all car parks. Lancashire County Council mobility guidelines recommend that in town centre (short stay) car parks 6% of spaces be reserved for blue badge holders. The Council presently provides 8.9% of spaces in short stay/town centre car parks for disabled users.

5.5.2 Where practical the council aims to meet the suggested guidance set out in the [Department for Transport's 'Parking for Disabled People'](#). Where individual charged car parks fall short of these guidelines the Council will aim to make relevant appropriate improvements as resources permit.

5.5.3 It is considered that the current level of short stay/town centre provision is adequate and generally satisfies the demand.

5.5.4 It is considered fair to maintain a policy of charging disabled badge holders when parked outside one of the designated disabled parking bays. When parked in a marked disabled bay, with a valid permit and parking clock correctly shown, three hours free parking will apply.

5.5.5 Designated disabled bays within the car parks are required to be clearly signed to reflect the desired use.

PP5 The provision of disabled blue badge holder parking in car parks will be maintained in terms of number of spaces unless it can be demonstrated that -

- there is a shortage of spaces for badge holders and additional spaces can be identified; or
- there is a surplus of spaces for badge holders and an appropriate number can be reallocated for other users.

5.6 Safety and Security (Objective 4.6)

5.6.1 An important consideration in influencing peoples views of a car park and whether it is a place they will continue to visit, is whether they feel safe for themselves and their vehicle. Factors relevant to safety and security include lighting, visibility, layout, accessibility and security barriers.

PP6 The issues of personal safety and vehicle security at car parks will be a priority. Measures will include –

- High quality lighting
- Minimising obstruction of sight lines for motorists and pedestrians
- Regulating arrangements for pedestrian and vehicle access
- Regular patrols and enforcement by Civil Enforcement Officers

5.7 Coach Parking (Objective 4.11)

5.7.1 Tourism is a major part of the economies of the towns in Fylde served by many national, regional and local coach companies. Demand for spaces will vary throughout the year and provision will continue to be made available where there is a sufficient demand.

PP7 To identify appropriate off street locations for long stay coach parking.

5.8 Improvement and Maintenance of Parking Infrastructure (Objectives 4.5 and 4.8)

5.8.1 A major determining factor in people's experience of visiting the towns of Fylde is the quality of the environment. The first place those visitors often see and experience once they leave their car is the car park. Consequently, the quality of the parking infrastructure is important and should create a good first impression to those visitors.

5.8.2 Financially, the Council is limited in what it can achieve and how quickly it can be achieved. It is important, however, that a good standard of parking is achieved and maintained. A continued capital investment in the Council's car parks is required in order to sustain their long term use.

5.8.3 Prior to implementing significant improvement or maintenance of any car park a scheme will be designed, in conjunction with the Council's Regeneration Team, in order to achieve the best possible efficient layout, landscaping and integration within its surrounding area.

5.8.3 The pay and display equipment in most of the Council's car parks were replaced in 2015 and 2016 and include the ability to take card payments in addition to cash. Machines are linked to a central computer to enable real time detailed car park monitoring.

PP8 The parking infrastructure will be improved and maintained to a high standard to encourage their use and to ensure that the car parks are welcoming locations at which to park.

5.9 Enforcement (Objective 4.13)

5.9.1 The Council is currently responsible for parking enforcement for off street car parking under Civil Parking Enforcement powers. Lancashire County Council is responsible for on street enforcement.

5.9.2 The enforcement contractor will continue to maintain a high level of enforcement and uniformed presence in the Council's car parks. This will offer advantages in terms of safety and security for the customers and also provide enforcement of the car park regulations.

PP9.1 The Council will continue to manage the enforcement of parking regulations in its off street car parks in a positive, consistent and transparent manner.

PP9.2 The Council will work with its enforcement contractor to promote a wider understanding and acceptance of parking enforcement with the customer.

5.10 Use of the Car Parks (Objective 4.16)

5.10.1 The car parks are used for various events, displays, markets and public information exercises throughout the year subject to appropriate risk assessments, insurances and agreements being in place.

5.10.2 Applications to hold events on car parks will be assessed on the cost to the council and local businesses through lost income against the proposed benefit of the event to those attending or money raised for charity in line with Fylde Council's [Events Policy](#).

5.10.3 Where the event is non-charitable and/or makes a profit for the organisers a reasonable charge will be made to cover lost income.

PP10 The Council will consider the use of the car parks for various events, displays, markets and public information exercises subject to adequate agreements being in place.

5.11 Motorhomes, HGV's, horseboxes and Overnight Parking (Objective 4.19)

5.11.1 The Council recognises that there needs to be provision in its car parks to accommodate the parking of motorhomes and, on occasions, HGV's.

5.11.2 The Council recognises that motorhome users, as a tourist group, wish to visit the area and stay overnight to enjoy the local tourist offer and contribute to the local economy. Appropriate car parks will be identified to allow motorhomes to park overnight.

5.11.3 Horse riders have for a long time exercised horses along St Annes Beach leading many to park horseboxes on some car parks. To ensure the Council is not held liable for any damaged caused to other vehicles only those with associated third party horse insurance are able to use designated car parks for loading/unloading of horses.

PP12.1 The Council will not permit the parking of HGV's in its car parks without specific permission.

PP12.2 The Council will not permit overnight parking by HGV's in any of its car parks.

PP12.3 The Council will allow daytime parking for motorhomes in long stay car parks. Overnight parking of motorhomes will be allowed on designated car parks only. Depending on public opinion further sites may be considered. The provision of facilities for motorhomes will be assessed and implemented where financially viable.

PP12.4 The Council will allow the loading and unloading of horses from horseboxes on designated car parks on the condition that appropriate insurance is held and a permit is obtained.

5.12 Christmas Parking

5.12.1 To support town centre businesses the Council operates an annual scheme to provide free parking on all car parks on the three full weekends leading up to Christmas Day. The national campaign 'Small Business Saturday' is held on the first Saturday of December to support small independent shops. Where the first Saturday of December does not fall on one of the three full weekends leading up to Christmas Day then free parking will also be offered.

PP13 The Council will operate an annual scheme to provide free parking on all car parks on the three full weekends leading up to Christmas Day plus on the 1st Saturday of December.

5.14 Car Park Operation

5.14.1 The pay and display operation of the car parks has been reviewed in order to consider alternative pay on foot systems. The current operation is considered to be most appropriate for all car parks.

5.14.2 Pay on foot systems may be considered when capital works on individual car parks occur resulting in changes to their layouts and provide an opportunity for such systems to be installed.

PP14 The Council will install a pay on foot systems when capital works to existing car parks result in the opportunity for such systems to be installed.

5.15 Electric Vehicle Charging

5.15.1 The use of electric vehicles has increased in recent years. With Government commitments to increasing the number of electric vehicles, improvements to technology and the increased range of electric vehicles available, demand for electric charging points is likely to increase.

PP15 The Council will consider installing electric vehicle charging units on car parks where it is technically viable to do so and appropriate funding is available.

6.0 Implementation

6.1 Within the policy context established in the preceding section, a number of initial proposals can be identified at this stage for implementation during the period prior to the next review of the strategy.

- PP4 Parking Tariffs

Review tariffs and permits with any changes to be implemented from April 2020.

- PP5 Provision for Blue Badge Holders

Where required and possible provide additional disabled bays in appropriate places on charged car parks to meet suggested DfT guidelines.

- PP6 Safety and Security

Lighting improvements – install new lighting to North Promenade Car Park and, as part of ongoing lighting improvements, replace Sodium fittings with LED.

- PP8 Maintenance and Improvement

Car Park improvement – Regeneration of Wood Street Car Park as part of wider regeneration programme

Wall Replacement – Ongoing replacement of North Promenade retaining wall

Surface repairs – Lower section of Bath Street parts of North Promenade Car Parks. Monitor others especially Fairhaven Road and St Annes Swimming Pool Car Parks

Signage replacement – Initiate a programme of signage replacement in line with the Coastal Signage Strategy

Signage Improvement – Introduce directional signage from car parks to points of interest

Install new p&d machine – Install a third p&d machine on St Annes Swimming Pool Car Park

- PP14 Pay on Foot Management System

As part of the reinstatement of Stanner Bank Car Park, following the completion of the Fairhaven Coastal Defence scheme, a pay on foot barrier system will be introduced to aid with improved management of the car park

- PP15 Electric Vehicle Charging

Co-ordinate the installation of electric vehicle charging points across the Borough for use by Taxis as part of a Lancashire taxi charging network

Review the potential for installing electric charging points on car parks for use by the wider public. Consideration must be made of the management of this system.

- 6.2 Ongoing policy implementation will be dependent on resources and budgets being made available on an annual basis. Other external revenue streams will be explored to secure funding to assist implementation of the policy where possible.

7.0 Monitoring, Review and Transparency

7.1 The Fylde car park strategy will not remain static but will evolve to keep pace with changes in national and local policy and with changes in demand. This Strategy has a set of core Aims, Objectives and Policies from which the detailed proposals to be implemented will emerge. As a result, there will be a need for continued ongoing monitoring and review.

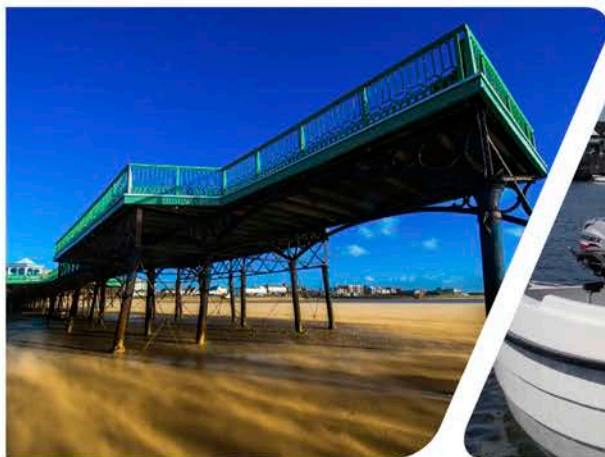
7.2 To meet government transparency requirements, each year Fylde Council publishes its annual parking report on the Council website. This report details parking revenue and expenditure as well the number of Penalty Charges issued and how they progressed. This report shows previous years data so it can be compared between years and against other Local Authority's annual reports.

7.3 To enable this Car Park Services will be monitored against the following targets:

T1 Meet budget expectations (within 5% of original estimate)

T2 Response times for both pre Notice to Owner Challenges and post Notice to Owner Representations (at least 90% with acknowledgement within 5 working days and full response within 10 working days)

T3 The number of cases going to the Traffic Penalty Tribunal (no more than 5 per year)



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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	12 NOVEMBER 2019	6
BUS SHELTER WORKING GROUP OUTCOMES			

PUBLIC ITEM

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

SUMMARY

The bus shelter working group met in 2018 and 2019 to consider Fylde Council's involvement in bus shelter provision, whether new bus shelters should be provided by Fylde Council, how best to maintain the current shelters, review potential ways to improve bus shelter provision and generate funding to help support this provision. The group has put forward a number of suggestions for the committee to consider.

RECOMMENDATION

The Committee is recommended:

1. To support the principle of Fylde Council continuing to provide bus shelters for a third-party service at the current level so long as they are still required;
2. To agree that additional shelters will only be provided where there is an identified need and funding in place;
3. To indicate support for the submission of a revenue growth bid for consideration as part of the 2020/21 budget-setting process in respect of bus shelter maintenance for an increase in the annual budget from £9,000 to £20,000 from 2020/21;
4. To agree that where redundant shelters are identified, and it is verified that no bus routes currently operate, or plan to operate in the near future, then they should be removed or relocated;
5. To support the principle of transferring ownership of bus shelters to Parish Councils where they request them, that adoption and sponsorship of individual shelters be explored and advertising on shelters is considered in consultation with Clear Channel; and
6. To agree the concluding of the working group on the proviso that it will reconvene when required.

SUMMARY OF PREVIOUS DECISIONS

[22 May 2018 Operational Management Committee](#)

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓

Working with all partners (Vibrant Economy)	√
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	√
Promoting Fylde as a great destination to visit (A Great Place to Visit)	√

REPORT

1. At the Operational Management Committee of 22 May 2018 a request was made for a working group to be established with the remit of developing a policy/criteria for new requests for bus shelters, reviewing the provision of the service and considering the best use of S106 agreement funding. It was resolved to establish a Bus Shelter Review Working Group.
2. The group met in 2018 and 2019. Initial membership included Cllrs Julie Brickles, Delma Collins, Sandra Pitman and Roger Small with officer support from the Technical Support Manager, on behalf of the Estates and Assets Manager, and the Asset Technician. Following local elections in 2019 the membership changed to Cllrs Julie Brickles, Alan Clayton, Paul Hodgson, Roger Small and Mark Bamforth.
3. Members agreed at the initial meeting that the scope of the group was to review the principle of providing bus shelters for a third-party service and establish the most efficient and cost-effective means of doing so.
4. The Technical Support Manager provided background information on the various types of shelter and why some are under the control of Fylde Council (76 shelters) Lancashire County Council (24) and Clear Channel/Adshel Ltd (66). Details were provided of the Clear Channel contract, particularly in regards to restrictions on advertising on non-Clear Channel shelters.

Principle of Providing Bus Shelters and Installing New Shelters

5. Discussion took place regarding the principle of Fylde Council providing bus shelters for a third-party service. Although the Council is neither the Local Highways Authority nor Local Transport Authority, both of which come under Lancashire county council, nor is it a bus company, the Council historically did operate a bus company when it did install various shelters for its customers. When Lancashire County Council took over as Highways Authority it did not assume control of street furniture including bus shelters. When the Council sold its shares in the bus company in the 1980s and 1990s the shelters remained under the Council's control. If the Council were to cease providing bus shelters it is unlikely other party/parties would be prepared to assume control of all of them which would result in most of the shelters being removed with an associated negative impact to a significant number of Fylde residents. As such the working group supports the principle of Fylde Council continuing to provide bus shelters for a third-party service at the current level so long as they are still required.
6. The working group considered whether the Council should install new shelters if requested. Historically members of the public made requests which were added to a long-list of such requests to be considered if funding became available. However there has never been a criteria set to judge the relative merits of each request to justify the initial cost of installation or the ongoing maintenance. It had been hoped that bus operators that have services that operate in the Borough would be able to provide user data for each bus stop to show how many people board services. Unfortunately, those operators that responded to a request for data declined to provide the relevant information due to business confidentiality and the cost of providing such information. The group considered whether total user numbers should be the only criteria considered or other factors such as the location of proposed shelters should be taken into account eg higher use urban bus stops with more services where waiting times are likely to be less vs less used remote isolated rural locations with limited services and likely longer waiting times. The working group agreed in principle to the need for more shelters once identification of need is established. Bus companies will be approached again for information relating to specific individual bus stops as required.

Maintenance and Cleaning

7. The council's current annual maintenance budget for 76 shelters is £9,000 which equates to £118.42 per shelter. During 2017/18 two shelters required to be replaced due to vehicular damage. This used up most of the annual budget and required vandalised shelters to only be made safe rather than being repaired. As a result the current maintenance regime is reactive rather than proactive. Lancashire County Council recommend an annual maintenance budget of £800 per unlit shelter.
8. Of the 76 Council-controlled shelters, 34 are cleaned by 9 Parish Councils for which an amount is paid each year. Of the remaining shelters, some are jet-washed twice a year by the Council's cleansing team with others, mainly rural, rarely being cleaned. In general most shelters appear poorly cleaned for most of the year which can impact the visual amenity of the area and are less attractive for customers to use.
9. It is proposed that a more proactive maintenance regime be implemented for the bus shelters. Initially a three year programme will be implemented to replace lower Perspex/glazed panels with painted sheet metal to reduce the number of panels that can be damaged. Of upper panels, larger ones will be sub-divided to reduce the size of individual panels should they need replacing, thereby reducing long-term costs as a result of vandalism. Metal-frame shelters will be strengthened where needed. In addition a programme of repainting shelters will be implemented alongside a more thorough cleaning regime. Longer term it is anticipated that shelters that are in very poor condition and are beyond improvement will be gradually replaced and, where there are requests for additional facilities, such as the addition of side panels or seating where there are none, will be considered for implementation. In addition it was suggested by the group that contact details should be placed within each shelter to report issues so that timely action could take place.
10. The group considered the best way to implement a pro-active maintenance and cleaning regime and suggested an increase in the annual £9,000 maintenance budget by £11,000 to £20,000. This equates to £263.15 per shelter; some way short of the £800 per shelter suggested by Lancashire County Council but an amount that Technical Services believes will enable improvements to be implemented. A revenue growth bid has been submitted for this.
11. The group considered whether redundant shelters should be looked at. When all the Council's shelters were reviewed in 2018 only one brick-built shelter between Ballam Road and Park View Road was identified as not being served by a bus or coach service. However this shelter provides wider community benefit by offering sheltered seating to pedestrians. The group suggested that if in future redundant shelters are identified and verified that no bus routes use them or plan to use them in the near future then they should be removed or relocated.

S106 Funding

12. Previously new bus shelters were installed by utilising S106 funding where contributions were towards generic public transport facilities/infrastructure in an undefined locality. Some funding is available within the vicinity of Highbury Road, St Annes and South Promenade, St Annes. However, in more recent times, S106 contributions have become more prescriptive as to the exact improvements they will fund in specific locations resulting in generic funding being unavailable. The group had hoped that S106 funds could be requested for potential new shelters and to fund the maintenance of existing ones. To work within legislation the planning team's preferred route would be for S278 agreements to be developed for improvements to bus infrastructure to be delivered by Lancashire County Council. However Technical Services will look to work with planning to establish whether S106 funding can be requested for specific locations should relevant planning applications be submitted.

Asset Transfer, Adoption, Sponsorship and Advertising

13. The group were advised that in at least one area the Parish Council, in addition to cleaning shelters, had been maintaining them as well without Fylde Council's knowledge. It was suggested that some Parishes may wish to have the bus shelters in their area transferred to them as, especially in rural areas, they may be better placed to respond to issues when they occur which could lead to an improved environment for bus users while reducing the number of shelters Fylde Council are liable for. It was proposed that Fylde Council should

write to all parishes to ascertain whether there is any desire for the shelters to be transferred to their ownership.

14. It was suggested that, to help with improving the appearance of bus shelters, some community groups may wish to adopt individual ones in the same way that train station adoption groups help care for them and improve surroundings. Such groups, such as In Bloom and similar groups, could be allowed to provide planting around bus shelters to improve appearances and would aid in reporting issues with the shelters. Adoption of shelters may also enable opportunities for individual shelters to be sponsored by local businesses, to contribute to the improved maintenance of the shelters as any other suggested improvements such as planters.
15. The potential of advertising on bus shelters was considered. Although there is a condition within the Clear Channel contract for the 66 shelters they maintain that advertising on other similar street furniture within the Borough should not be erected, there is the possibility that, with Clear Channels agreement, Fylde may be able to advertise on other bus shelters. As a trial in 2018 and 2019 Lytham Festival has been advertised on selected shelters for a limited period. It is proposed that, so long as it does not contravene the Clear Channel contract or provide a disincentive for the future of this contract which is due for renewal in 2021 plus adheres to planning advertising consent, advertising on bus shelters be looked into further.

Conclusion

16. The bus shelter working group consider that, at this time, their work is complete and that the group be concluded on the proviso that it will reconvene when required.

IMPLICATIONS	
Finance	This report requests support for the submission of a revenue growth bid for consideration as part of the 2020/21 budget-setting process in respect of bus shelter maintenance for an increase in the annual budget from £9,000 to £20,000 from 2020/21. There are no financial implications arising at this stage.
Legal	There are no implications arising directly from the report
Community Safety	There are no implications arising directly from the report
Human Rights and Equalities	There are no implications arising directly from the report
Sustainability and Environmental Impact	There are no implications arising directly from the report
Health & Safety and Risk Management	There are no implications arising directly from the report

LEAD AUTHOR	CONTACT DETAILS	DATE
Andrew Loynd	andrewl@fylde.gov.uk , 01253 658 527	Date of report

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Document name		Council office or web address

Attached documents

None or List any attachments, each on a new line –

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	12TH NOVEMBER 2019	7
FAIRHAVEN TO CHURCH SCAR COAST DEFENCE WORKS			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

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

SOURCE OF INFORMATION

The Scheme's Project Manager (Mike Pomfret).

LINK TO INFORMATION

Please see the below 1 page summary note.

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

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

Summary Note

1. The overall Scheme remains below budget and ahead of programme. Fairhaven and Church Scar Promenades are due to be opened up for public thoroughfare by April 2020. The further works at Granny's Bay are contracted to be complete in December 2020, though current forecasts suggest that this date may be able to be brought forward closer to Summer/Autumn 2020.
2. The key items remaining at Church Scar are the installation of safety signage and equipment under the current contract. The installation of benches and bins is to be undertaken by a smaller project / contract.
3. Regarding the key items at Fairhaven:
 - The final seawall unit was completed on 30/08/19.
 - The substantive car park at Stanner Bank is circa 50% complete.
 - 89 promenade slabs (out of 136) are now complete.
4. Regarding the key items at Granny's Bay:
 - Earthworks have been underway.
 - Casting of the seawall units commenced on 12/08/19.
5. Costs are being sought for the detailed design and construction of the remodelled car park entrance concept at Stanner Bank, inclusive of a car park barrier payment system. It is planned that the construction of the remodelled car park entrance will be the last activity on the Scheme, following Granny's Bay construction (although there will be safe public footfall through the car park entrance works to the substantive Scheme as per Point 1 above by April 2020).
6. The latest public newsletter (July 2019) was distributed to 2002 properties, and 322 people have signed up the email notifications for the latest newsletters and general information. The Customer Centre (now located at St Paul's Car Park) has had 1472 people attend to date, kept the public up to date with the above.



INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
WASTE PREVENTION	OPERATIONAL MANAGEMENT	12 NOVEMBER 2019	8
CHRISTMAS TREE COLLECTIONS			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

This report is to update members on the collaboration between Fylde Council and Trinity Hospice on the trial doorstep collection of real Christmas trees. Residents are able to arrange a collection of their real Christmas trees from their home address in return for making a donation to the Charity.

In January 2019 a collection service was offered to households in postcode areas FY3, FY4 and FY8 which proved successful. 528 trees were collected from the Lytham and St Annes areas which provided a total of £4,813.50 in donations to Trinity Hospice.

Plans are in place to extend this offer to other areas of the Borough for Christmas 2020.

SOURCE OF INFORMATION

Waste Prevention Team

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Members will be aware of the drive to deliver convenient, cost effective ways for Fylde residents to recycle as much household waste as possible, together with the benefits of collecting real Christmas trees for the ongoing Sand Dunes Restoration Project.

FURTHER INFORMATION

Contact Clare Blyth, Waste Prevention and Enforcement Officer

clare.blyth@fylde.gov.uk 01253 658483

1. Fylde Council's Waste Collections team have historically provided households with the opportunity to recycle real Christmas trees at home via the green bin collections or the Household Waste Recycling Centre in Lytham.
2. Residents can also take real Christmas trees to one of the collection sites which are set up on a temporary basis on council car parks/village halls. However, this is a very resource intensive operation and it is necessary to hire crowd barriers for these sites, at a cost to the Council, to ensure an area can be cordoned off to set out safe, contained drop off points. The team are always looking at ways to reduce costs and operational demand whilst maintaining customer service.
3. In 2018 Fylde Council introduced an additional option by supporting a trial doorstep collection service for real Christmas trees which was being offered to Blackpool residents through a collaboration with Trinity Hospice. Fylde residents living in FY3, FY4 and FY8 areas of the borough were able to book tree collections in exchange for a donation to Trinity Hospice.
4. The introduction of this service allowed for a reduction in the number of temporary collection sites, providing a saving to the Council of £500 in barrier hire costs alone. There were also significant operational savings due to the reduced requirement to collect and transport Christmas trees from the collection points to North Beach car park for the Sand Dunes Restoration work.
5. On Saturday 12 January 2019, Snowdon Road Depot was set up as a base for Trinity Hospice to brief volunteers, offering refreshment breaks/toilet facilities under the supervision of the Waste Prevention team. The team, along with other volunteers, assisted in collecting 528 trees from the Lytham and St Annes areas, generating a total of £4,813.50 in donations to Trinity Hospice. This money has helped to provide essential care to people with life threatening or limiting illnesses across Fylde.
6. The Christmas trees were planted on St Annes beach between 29-31 January 2019 as part of the ongoing sand dunes restoration project. The trees help to reduce the erosion of the dunes that provide a unique habitat for many plants and animals and also act as an effective soft sea defence for the local community.
7. It is necessary to take a phased approach when rolling out this doorstep collection service across the borough as Trinity Hospice is heavily dependent on volunteers with/without suitable vehicles giving up their free time to assist with tree collections. It is therefore necessary to ensure adequate resources are in place to meet customer demand. Following the success of last year's trial, plans are now being finalised to extend this offer to other areas of the borough, including parts of the PR4 areas.
8. Kirkham Town Council has agreed the use of William Sagar Park and Pavilion which will provide a base for volunteers and will be used as a central drop off point for real trees. In addition, William Sagar Park has been identified as a more suitable location for a temporary collection point for residents to take their trees rather than the previously used Mill Street car park, which is restrictive in terms of size and manoeuvrability when transporting trees.
9. Other areas of the borough not yet included in the extended Trinity Hospice trial will again have access to the temporary collection points and be able to recycle real Christmas trees in their green bin or via the Household Waste Recycling Centre in Lytham.
10. The Trinity Hospice offer will take place over the weekend of the 11th and 12th January and volunteers are once again encouraged to offer their support to ensure the repeat success of the trial. Full details of the various Christmas tree collection options services will be promoted via the website, social media, local press and on this year's Christmas collection bin tags which will be attached to all grey bins in November.
11. An assessment of the extended trial will take place next year with a view to extending it to even more areas of the borough if viable.