

# Agenda

## COUNCIL



Date:	Monday, 17 October 2016 at 7:00pm
Venue:	AKS Lytham Independent School, Clifton Drive South, FY8 1DT
	<p>Mayor : Councillor Christine Akeroyd Deputy Mayor : Councillor Angela Jacques</p> <p>Leader : Councillor Susan Fazackerley Deputy Leader : Councillor Karen Buckley</p> <p>Councillors Ben Aiken, Frank Andrews, Peter Anthony, Tim Ashton, Mark Bamforth, Jan Barker, Keith Beckett ISO, Brenda Blackshaw, Julie Brickles, Maxine Chew, Alan Clayton, Delma Collins, Peter Collins, Michael Cornah, David Donaldson, David Eaves, Trevor Fiddler, Tony Ford JP, Richard Fradley, Gail Goodman JP, Shirley Green, Peter Hardy, Neil Harvey, Paul Hayhurst, Karen Henshaw JP, Paul Hodgson, Cheryl Little, Roger Lloyd, Kiran Mulholland, Barbara Nash, Edward Nash, Graeme Neale, Linda Nulty, Liz Oades, Sandra Pitman, Albert Pounder, Richard Redcliffe, Louis Rigby, Vince Settle, Elaine Silverwood, John Singleton JP, Heather Speak, Roger Small, Richard Taylor, Raymond Thomas, Thomas Threlfall, Viv Willder.</p>

	PROCEDURAL ITEMS:	PAGE
1	<b>Declarations of Interest:</b> Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the Council meeting held on 4 July 2016 as a correct record.	1
	<b>ANNOUNCEMENTS:</b>	
3	<b>Mayor's Announcements</b>	1
4	<b>Chief Executive's Communications</b>	1
	<b>REPRESENTATIONS:</b>	
5	<b>Questions from Members of the Council</b>	3
6	<b>Questions from Members of the Public</b> For procedure to ask a question at a Council meeting see <a href="#">Public Speaking at Council Meetings.</a>	4
	<b>DECISION ITEMS:</b>	
7	<b>The Corporate Plan 2013-16 Closure Report</b>	5-10

<b>8</b>	<b>2018 Parliamentary Boundary Review</b>	<b>11-13</b>
<b>9</b>	<b>Approval for S106 Funded Scheme – Church Road Methodist Church, St Annes</b>	<b>14-27</b>
<b>10</b>	<b>Accommodation Project – Phases 6 and 7 Works</b>	<b>28-32</b>
<b>11</b>	<b>Appointment of Elected Member to the Blackpool Airport and Hillhouse Enterprise Zone Project Board</b>	<b>33-34</b>
<b>12</b>	<b>Committee Membership Nominations</b>	<b>35-36</b>
<b>13</b>	<b>Contract Procedure Rules</b>	<b>37-48</b>
<b>14</b>	<b>Licenced Vehicle Exceptional Quality Policy</b>	<b>49-52</b>
<b>15</b>	<b>Hackney Carriage Fares</b>	<b>53-54</b>
<b>16</b>	<b>Mobile Home Fee Policy</b>	<b>55-56</b>
<b>17</b>	<b>Revenue and Benefits Shared Service</b>	<b>57-58</b>

Contact: Katharine McDonnell - Telephone: (01253) 658423 – Email: [democracy@fylde.gov.uk](mailto: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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# REPRESENTATIONS



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	17 OCTOBER 2016	5
<b>QUESTIONS FROM MEMBERS OF THE COUNCIL</b>			

## **PUBLIC ITEM**

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

### **SUMMARY**

No questions have been received from Members of the Council before the requisite deadline, as outlined in Procedural Standing Orders for Council and Committees of Part 4 of the Council's Constitution, and before the statutory deadline for publication of the agenda.

If any questions are received before the constitutional deadline, as outlined above, they will be circulated prior to the meeting for members' information, under separate cover.

Any question(s) will be heard during the Council meeting on 17 October 2016 and a response will be given by the Leader of the Council.

# REPRESENTATIONS



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	17 OCTOBER 2016	6
<b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b>			

## PUBLIC ITEM

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

### SUMMARY

The following question has been received from a member of the public before the deadline, as outlined in the Procedural Standing Orders for Council and Committees in Part 4 of the Council's Constitution, and before the statutory deadline for publication of the agenda.

If any further questions are received before the constitutional deadline, as outlined above, they will be circulated prior to the meeting for members' information, under separate cover.

Any question(s) will be heard during the Council meeting on 17 October 2016 and a response will be given by the Leader of the Council.

## QUESTIONS FROM MEMBERS OF THE PUBLIC

### 1. From Mr Neil Curtis

"Could the council look to allowing high speed cable/fibre optic broadband into the St Annes on sea area. We as a town are being left behind in the competitive business and social environment. Fibre optic connection to the internet will only get worse for us a town".

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
LEADER OF THE COUNCIL	COUNCIL	17 OCTOBER 2016	7
<b>THE CORPORATE PLAN 2013-16 CLOSURE REPORT</b>			

## PUBLIC ITEM

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

### SUMMARY

The report provides closing commentary on final set of short term actions from the Corporate Plan for the period 2013-2016.

### RECOMMENDATIONS

1. That the Council to note the progress reported against the 2013 to 2016 Corporate Plan and confirm the closure of the plan.

### SUMMARY OF PREVIOUS DECISIONS

The Corporate Plan 2013-16 plan was approved by Full Council on 29<sup>th</sup> July 2013. The Corporate Plan 2013-2016 was reviewed on annual basis to ensure the actions are in line with targets and outcomes.

### REPORT

1. The Council has operated a three year Corporate Plan that outlines the key actions, targets and outcomes for the Authority and the wider community since 2013. Appendix 1 to the report is the Corporate Plan for the period 2013-2016, that ended in March 2016.
2. The Corporate Plan takes into consideration emerging legislation, policy and changes in resources and responsibilities and is informed by partners, elected members and external organizations, including the Local Government Association, the Department for Communities and Local Government, the Department for Work and Pensions and the various professional associations that provide support on policy, governance, waste, planning, parks and environmental health. The intention is to forecast in order to plan the resources required to address the strategic issues the Council will need to address over the three year period.
3. The Corporate Plan is a high level strategic document that forms part of the Council's budget and policy framework. In accordance with the constitution it is approved by Full Council, the plan for 2013 – 2016 was approved by Council on 29<sup>th</sup> July 2013. The plan is presented as a single sided 'poster' style matrix known as a 'plan on a page', in response to feedback from stakeholders that a 'glossy brochure' is not required and complicates the message.
4. The plan incorporates long term outcomes (probably more than three years), medium term targets (to achieve by year 3, or 2016 in this case) and short term specific actions for each financial year of the plan. The plan has been reviewed on annual basis and this is the final

closure review report for the 2013 to 2016 plan. The plan is part of the wider performance management framework that has been approved by the Council and the short term actions are determined by the Directorate Service Plans developed each year.

5. Each year through the performance management framework at Fylde, and in accordance with the agreed governance arrangements, the short term specific actions for the current year are identified as part of the service planning process. This provides the opportunity to check progress against the medium term targets and assess the ongoing viability of the long term outcomes.
6. The actions included in the 'Short Term' section of the Corporate Plan in Appendix 1 have been drawn from Directorate Service Plans and represent the high level priority actions that will contribute towards the targets and outcomes approved in the plan. Progress against the identified actions for each year is monitored through the performance reports that are presented at regular intervals to committee.
7. The council is asked to note the progress reported against the 2013 to 2016 Corporate Plan and confirm the closure of the plan.
8. A Corporate Plan for the period 2016 -20 was adopted in April 2016. Progress against the plan is captured and monitored through the agreed performance management framework and can be viewed online at <http://fyldeperformance.inphase.com>.

IMPLICATIONS	
Finance	There is no change to the financial position of the Council arising from the report.
Legal	There is no change to the legal position of the Council arising from the report.
Community Safety	There are no direct community safety implications.
Human Rights and Equalities	There is no change to the human rights and equalities position of the Council arising from the report.
Sustainability and Environmental Impact	There is no change to the sustainability and environmental position of the Council arising from the report.
Health & Safety and Risk Management	There is no change to the health and safety or risk management position of the Council arising from the report.

REPORT AUTHOR	TEL	DATE	DOC ID
Allan Oldfield & Alex Scrivens			

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

#### Attached Documents

Appendix 1: The Corporate Plan 2013/16 - End Progress Review

Appendix 2: The Corporate Plan 2013/16 - Poster

# Corporate Plan 2013-16 Final Review



Actions listed on the <a href="#">Corporate Plan for 2013-16</a>	Action Complete	Brief explanation of progress done - or to date if still outstanding...
Consult on the Preferred Option for the Local Plan	Yes	Consultation has been undertaken on the Preferred Option Local Plan which has informed the preparation of the Revised Preferred Option Local Plan, which was put out for consultation in October 2015. Responses to the Revised Preferred Option, together with evidence based updates and changes to government guidance, have informed the publication version which will put out for consultation in August 2016. The Local Plan is on course to be adopted in 2017.
Implement the actions from the LGA Planning Peer Review	Yes	All actions have been reviewed and implemented where possible. The planning service has undergone a thorough review of key processes which has resulted in significantly improved performance and a reduction in the level of complaints.
Implement dune management action plan including realignment activity	Yes	Implementation is on-going with excellent progress being made to date. An extension of 5 years is being applied for through Defra/Environment Agency.
Adoption by the Environment Agency of the Strategic Appraisal Report for the Fylde Coast Protection Strategy	Yes	The Strategic Appraisal Report has been adopted by the Environment Agency. This sets the strategic approach to coast defence replacement in Fylde Borough for the future. This has led to the adoption of the Project Appraisal Report for the Fairhaven and Church Scar Coast Defence Scheme.
Green Flag applications for Ashton Gardens, Promenade Gardens, Fairhaven Lake, Lowther Gardens, Elswick Village Hall & Gardens & Lytham Memorial Gardens	Yes	Green Flag Management Plans have been updated and were submitted to the Keep Britain Tidy Organisation before the deadline of 31st January 2016. Site-based assessments of the sites will be undertaken in April and May 2016. A Green Flag application is also being made for Elswick Village Hall and Gardens.
Implement Route Smart system to improve efficiency of the waste service	No	Extensive scoping work has been carried out to optimise the efficiency of the existing collection rounds. However, this work has been put on hold given the uncertainty regarding future Lancashire-wide waste services and potential changes in tipping locations.
Increase wheeled bin service to as many properties as possible	Yes	Wheeled bins are provided to as many properties as practicable given the operational, storage and access issues. A small number of properties remain on weekly sack collections with a box/bag for recycling.
Maximise the use of all assets for the benefit of residents and visitors	Yes	Regular reviews of all the council's assets has ensured the most effective use of resources is achieved
Upgrade and repair as much council owned infrastructure as possible e.g. bus shelters	Yes	Significant progress has been achieved in repairing and upgrading a number of Council owned-infrastructure assets to the benefit of residents and users. All appropriate revenue budgets are being fully utilised to support this work.
Support and contribute to the Fylde Together partnership	Yes	Collaborative working is on-going and Fylde Council will continue to support the initiatives from the Fylde Together Community Network that has now emerged from the Fylde Together Partnership. Networking and engagement arrangements are established and are working effectively.
Improve public health and reduce health inequalities by developing and delivering a local health & wellbeing action plan with	Yes	Local partnerships are well-established including the Fylde & Wyre Health & Wellbeing Partnership and CCG partnerships that have secured Test Bed pilots, Vanguard status and a national Healthy New Town Pilot.

partners		
Support the Community Safety Partnership Action Plan and canvass for resources	Yes	Concentration on the Community Safety Partnership priorities of Domestic Abuse, Anti-Social Behaviour, Road Safety Substance Misuse and Re-offending. Resources were successfully acquired from the Police and Crime Commissioner; LANPAC and the Fire Service.
Implement the review of the art service	Yes	Management of the art collection has been reviewed by Members, the outcome being a confirmation of the Council's role in continued management of the collection.
Deliver the capital redevelopment of St Anne's pool	Yes	Refurbishment and redevelopment of the St Anne's pool entrance/foyer and changing facilities has taken place to significantly improve the offer and experience for visitors/users.
Support community groups in the regional and national 'in bloom' initiative and the regeneration of parks	Yes	Officers in the Parks & Greenspace team continue to work with 'In Bloom' groups and many subsidiary community groups in assisting with their submission in the annual 'In Bloom' competition. The Parks & Greenspace Team are currently working with several groups on community parks development projects in the Lytham St. Anne's area and also several rural areas such as Freckleton, Weeton, Warton and Staining.
Promote the Community Projects Fund to local groups to allow them access to funding	Yes	The fund has been very successful in 2015/16. A wide variety of community groups have made presentations to the Community Projects Fund Panel, and have been successful in being awarded with funding. A number of smaller grants of up to £500 have also been awarded through the Panel.
Develop and promote the Troubled Families and Children's Trust initiatives in Fylde	Yes	Fylde is a vital part of the Children's Trust Board. Health and well-being for children and young people are promoted via this channel alongside multi-agency working and safeguarding. Established practices are in place for shared working, co-operation, joint initiatives and further partnering where necessary. Networks, policies and guidelines have been developed with awareness training in place to disseminate these.
Ensure that support for job creation in the local community is a priority for the Council and its partners	Yes	The Council continues to work closely with Lancashire County Council to support the delivery of the 'Business Boost' programme for Lancashire. New and alternative approaches to business support are always considered and engagement with partners is established and continues to work effectively.
Establish the Fylde Economic Forum and develop clear aims and objectives with the private sector partners	Yes	The Fylde Economic Forum has been established and continues to meet regularly to encourage discussion between the Council and representatives of businesses within the borough.
Work in partnership with the LEP to secure the support available for local businesses	Yes	The Council engages with the Local Enterprise Partnership (LEP) through the Blackpool, Fylde and Wyre Economic Development Company. All opportunities to support employment and development are explored on an ongoing basis. Key projects in this period have been the Lancashire Growth Deal and the approval of an additional Enterprise Zone.
Provide all necessary support to ensure that the Warton Enterprise Zone attracts new businesses	Yes	The Council Continues to support the Lancashire LEP and BAE Systems in the development and delivery of the Warton Enterprise Zone. The Council drafted and adopted the latest Local Development Order in November 2015.
Maximise business rate income through an economic development and support framework that provides future growth for the Fylde economy	Yes	The Council adopted the Economic Development Strategy and Action Plan 2012-2030 in January 2013. The need for a subsequent document to maximise the impact of any business rate growth through re-investment in economic development activity is identified in the new Corporate Plan.
Complete the car parking review in Lytham and St Anne's including consideration of a	Yes	A joint parking review with Lancashire County Council was proposed in 2012/13. However, when the consultants were identified and the proportion of costs associated with Fylde Council's car



resident scheme		parks were determined it was considered that there would be little benefit to Fylde Council for the cost involved. Consequently Lancashire County Council proceeded with a study that only focussed on on-street parking. This public engagement exercise was supported by Fylde Council officers and Members. Separately various aspects of the car parks operation were reviewed and changes implemented. This included the introduction of the Fylde Residents Permit Scheme.
Progress the accommodation project and develop the refurbishment plans	Yes	The Accommodation Project plan has been developed and has been agreed by members. Phases 1, 2 & 3 of the project are now completed and phases 4 & 5 are currently underway. Funding for the remaining phases is dependent upon the proceeds of the sale of the Public Offices site.
Develop employee competencies and skill set based on appraisal outcomes	Yes	The competency approach to culture change has been embedded and behaviours are consistent with the culture articulated by the employee work groups that developed the competency framework. The Local Government Association Peer Review Challenge recently commended Fylde for the exceptional work on culture change and the recognition that this is key to the way the organisation now operates.
Maintain and develop all budget management practices	Yes	Budget management practices and procedures are fully embedded and are reviewed and approved annually by Management Team at the start of each financial year. Monthly budget monitoring by budget holders is supplemented by the reporting of 'hot spots' to all Programme Committees periodically throughout the year for both Capital and Revenue budgets. Budget right-sizing also occurs annually and all budget changes are tracked through the Medium Term Financial Strategy which is presented to both Finance & Democracy Committee and Council at least twice per year.
Continue service reviews including consideration of alternative delivery methods i.e. shared / out source	Yes	Numerous service reviews have been carried out during the last 12 months and throughout the life of the Corporate Plan. These have been central to both process improvement and culture change that has resulted in significant levels of efficiency savings being realised. An 18 month review of all service areas has been developed and agreed, starting in May 2016, which will prepare the Council for the challenge of becoming self-sufficient in 2020.
Respond positively to the welfare reform agenda with measures that protect the most vulnerable	Yes	Savings from efficiency measures in the revenues and benefits partnership have been re-invested in the service to ensure that welfare reform has had a minimum impact on those most vulnerable in Fylde. The council has set aside a 'Hardship Fund' for those residents that have particular challenges. This is now well-established and has proven to be sufficient to meet the needs of such residents in Fylde.
Increase take up of direct debit, including paperless direct debits for both Council Tax and Business Rates	Yes	The facility to set up paperless direct debits has been introduced, and the percentage of Council Tax payers paying by direct debit has increased from 66.5% in 2013/14 to 71.2% in 2015/16. For Business Rates, the percentage paying by direct debit has remained static at around 40%. Direct debit will continue to be promoted as the preferred method of local tax collection by the Council.
Develop a clear strategy for managing localism and the associated challenges	Yes	Policy review throughout the life of the Corporate Plan has incorporated necessary regulatory and legislative changes as a result of the Localism Act i.e. assets of community interest, the transparency code, pay policy etc.
Review of policy service delivery to include consideration with our corporate objectives	Yes	Policy and strategy at Fylde is closely aligned to the corporate objectives. These are used as part of the template for reports to committee to ensure that all decisions that are made align with the agreed objectives that underpin the strategic direction of the new Corporate Plan. The recent Peer Review Challenge found that the corporate objectives were well-established and that, through the quality of the local environment and the levels of service delivery, stakeholders recognise that they are being achieved.

OUR VISION		“TO ACHIEVE EXCELLENCE”			
PRIORITIES	To Promote the Enhancement Of The Natural & Built Environment (PLACE)	To Encourage Cohesive Communities (PEOPLE)	To Promote a Thriving Economy (PROSPERITY)	To Meet Expectations Of Our Customers (PERFORMANCE)	
LONG TERM (The Outcomes)	<ol style="list-style-type: none"> <li>Our coast and countryside environment is enhanced and conserved</li> <li>High quality towns, villages and settlements that have benefitted from excellent planning decisions</li> <li>High quality, vibrant parks and open spaces throughout the borough</li> <li>A Local Plan that sets out a clear vision for the natural and built environment to 2030</li> <li>New coastal defences that protect communities and provide an improved public realm/recreational resource</li> <li>High quality planned infrastructure that supports investment and growth across the borough</li> </ol>	<ol style="list-style-type: none"> <li>The lowest levels of all crime categories across the Lancashire districts</li> <li>Strong partnership working with other service providers across the community</li> <li>Improve public health and reduce health inequalities in the Borough.</li> <li>Access to good quality housing, prevention of homelessness and a reduction in empty residential properties</li> <li>Active community, volunteer and friends groups throughout the borough</li> </ol>	<ol style="list-style-type: none"> <li>Unemployment levels amongst the lowest in the North West</li> <li>Vibrant urban and rural communities that offer diverse employment opportunities</li> <li>Average earnings per household amongst the highest in the North West</li> <li>Minimise the number of empty retail properties in town centres</li> <li>Effective public protection, food safety and licensing services that enhance the quality of life</li> <li>High levels of educational achievement in schools and colleges</li> <li>Effective public and private partnership working across the Fylde Coast</li> <li>A vibrant and growing tourism sector</li> </ol>	<ol style="list-style-type: none"> <li>A financially stable position for the Council and strong financial forecast</li> <li>Value for money achieved from quality service delivery</li> <li>High levels of satisfaction with the Council’s performance</li> <li>High levels of employee satisfaction with the Council as a place to work</li> <li>Effective and efficient governance arrangements that support transparency and openness</li> <li>Minimum impact of welfare reform on local communities</li> <li>All customers to receive excellent customer service as standard</li> <li>Service delivery and corporate policy that is consistent with the corporate objectives</li> </ol>	
MEDIUM TERM (The Targets)	<ol style="list-style-type: none"> <li>To complete the Local Plan (Part 1) by December 2014</li> <li>To secure the funding for coastal defence improvements from Defra</li> <li>To achieve a household recycling rate of at least 47% by March 2016</li> <li>To achieve over 80% customer satisfaction with parks and open spaces by 2016</li> <li>To complete the relevant actions of the dunes management action plan by March 2016</li> <li>To achieve 100% success in Green Flag applications in March 2014</li> <li>To achieve and maintain at least 90% of households on wheeled bin collection services by March 2016</li> <li>To complete the review of all council owned assets by March 2016</li> </ol>	<ol style="list-style-type: none"> <li>To continue the reduction of all crime within the Borough by March 2016</li> <li>To achieve at least 10,000 hours per annum of volunteer / community group support by 2016</li> <li>To achieve at least 90% of people feeling safe in the borough when out at night by March 2016</li> <li>To deliver 200 affordable housing units between April 2013 and March 2016</li> <li>To complete the empty property Strategy and Home Energy Conservation Act plan</li> <li>To have at least one volunteer or friends group in every Parish of the Borough by March 2016</li> <li>To achieve at least 92% satisfaction with Fylde as a place to live by March 2016</li> </ol>	<ol style="list-style-type: none"> <li>To have less than 5% unemployment in the Borough by March 2016</li> <li>To achieve at least 80% customer satisfaction with shopping facilities in the Borough by March 2016</li> <li>To achieve at least 75% customer satisfaction with the planning service by March 2016</li> <li>To achieve at least 90% satisfaction with Fylde as a place to visit</li> <li>To have at least 92% of food premises scoring 3 or higher for food hygiene rating scheme by March 2016</li> <li>To deliver joint working with EDC partners on job creation</li> <li>To have at least three new companies operating in the Enterprise Zone by March 2016</li> </ol>	<ol style="list-style-type: none"> <li>To achieve at least 80% residents satisfaction with value for money from the Council by March 2016</li> <li>To maintain a robust financial forecast with a sustainable level of support from reserves in the medium term.</li> <li>To achieve at least 90% satisfaction from employees with Fylde as a place to work by March 2016</li> <li>To achieve at least 85% customer satisfaction with the Council’s overall performance by March 2016</li> <li>To achieve at least 85% satisfaction with the refuse collection and household recycling services by March 2016</li> <li>To achieve at least 85% satisfaction with street cleanliness by March 2016</li> <li>To achieve at least 85% residents satisfaction overall rating for Fylde Council by March 2016</li> </ol>	
SHORT TERM (The Actions)	<ol style="list-style-type: none"> <li>Consult on the Preferred Option for the Local Plan</li> <li>Implement the actions from the LGA Planning Peer Review</li> <li>Implement dune management action plan including realignment activity</li> <li>Adoption by the Environment Agency of the Strategic Appraisal Report for the Fylde Coast Protection Strategy</li> <li>Green Flag applications for Ashton Gardens, Promenade Gardens, Fairhaven Lake, Lowther Gardens &amp; Lytham Memorial Gardens</li> <li>Implement Route Smart system to improve efficiency of the waste service</li> <li>Increase wheeled bin service to as many properties as possible</li> <li>Maximise the use of all assets for the benefit of residents and visitors</li> <li>Upgrade and repair as much council owned infrastructure as possible e.g. bus shelters</li> </ol>	<ol style="list-style-type: none"> <li>Support and contribute to the Fylde Together partnership</li> <li>Improve public health and reduce health inequalities by developing and delivering a local health &amp; wellbeing action plan with partners</li> <li>Support the Community Safety Partnership Action Plan and canvass for resources</li> <li>Implement the review of the art service</li> <li>Deliver the capital redevelopment of St Anne’s pool</li> <li>Support community groups in the regional and national ‘in bloom’ initiative and the regeneration of parks</li> <li>Promote the Community Projects Fund to local groups to allow them access to funding</li> <li>Develop and promote the Troubled Families and Children’s Trust initiatives in Fylde</li> </ol>	<ol style="list-style-type: none"> <li>Ensure that support for job creation in the local community is a priority for the Council and its partners</li> <li>Establish the Fylde Economic Forum and develop clear aims and objectives with the private sector partners</li> <li>Create opportunities for employment through the Fylde Coast Economic Development Company</li> <li>Work in partnership with the LEP to secure the support available for local businesses</li> <li>Provide all necessary support to ensure that the Warton Enterprise Zone attracts new businesses</li> <li>Maximise business rate income through an economic development and support framework that provides future growth for the Fylde economy</li> <li>Complete the car parking review in Lytham and St Annes including consideration of a resident scheme</li> </ol>	<ol style="list-style-type: none"> <li>Progress the accommodation project and develop the refurbishment plans</li> <li>Develop employee competencies and skill set based on appraisal outcomes</li> <li>Maintain and develop all budget management practices</li> <li>Continue service reviews including consideration of alternative delivery methods i.e. shared / out source</li> <li>Respond positively to the welfare reform agenda with measures that protect the most vulnerable</li> <li>Increase take up of direct debit, including paperless direct debits for both Council Tax and Business Rates</li> <li>Develop a clear strategy for managing localism and the associated challenges</li> <li>Review of policy service delivery to include consideration with our corporate objectives</li> </ol>	

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	17 OCTOBER 2016	8
<b>2018 PARLIAMENTARY BOUNDARY REVIEW</b>			

## PUBLIC ITEM

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

### SUMMARY

The Boundary Commission for England has published its Initial Proposals for new parliamentary constituency boundaries, which would become effective at the next general election, expected to be in 2020. The proposals transfer Kilnhouse and St Leonard's wards from the Fylde constituency to Blackpool South and Poulton-le-Fylde from Wyre and Preston North to Fylde.

The proposals are open to public consultation until December 5. Council is asked whether it wishes to make representations

### RECOMMENDATION

1. Consider whether to make any representations on the Boundary Commission's initial proposals.

### SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee, 26 September 2016: Resolved that Fylde's response to the consultation would be debated at a meeting of Council.

### CORPORATE PRIORITIES

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

### REPORT

1. The Boundary Commission for England has published its [Initial Proposals](#) for new constituency boundaries. If adopted, the changed constituencies would become effective at the 2020 general election. The proposals and maps for the nine English regions have been published on the Commission website. The 12-week public consultation period has commenced. This is the

opportunity for the public and interested bodies to give the Commission their views on the proposals.

2. The proposals have a significant impact on the parliamentary representation of the Fylde district. Presently, the whole of the council's district is within the Fylde parliamentary constituency, which also includes the Lea area of Preston. The Commission (in paragraph 33 on page 14 of the proposals document) proposes the following:

*"On the Fylde, we noted that the electorates of both Blackpool constituencies were very low and that both needed additional wards to increase their electorates to within the electoral quota. We propose that the Blackpool North constituency extend northwards to the mouth of the estuary of the River Lune and include the towns of Fleetwood and Thornton. In the north-east of the proposed constituency, the River Wyre would form a physical boundary between it and our proposed Fylde constituency. We propose that the Blackpool South constituency be extended both northwards and southwards, with the inclusion of the St. Leonard's and Kilnhouse wards around Blackpool Airport. We considered that this allowed the town of Lytham St. Anne's to remain largely undivided in our reconfigured Fylde constituency, which, in order to increase its electorate to achieve the electoral quota, also includes the town of Poulton-le-Fylde."*

3. The proposals would therefore include some Fylde electors in the parliamentary constituency of Blackpool South, rather than in Fylde, as at present.
4. The initial proposals will subject to public consultation until 5 December. Representations can be made in writing (via a dedicated website, [www.bce2018.org.uk](http://www.bce2018.org.uk)) or at any of a series of five public hearings to be held during October.
5. Finance and Democracy Committee considered the proposals at their meeting on 26 September and resolved to have Fylde's response to the consultation debated at a meeting of the council.
6. The Commission reminds anyone making representations to bear in mind the tight constraints place upon the Commission by rules set by Parliament and the need for any counter-proposals to take account of knock-on effects in neighbouring areas (see generally pages 23-25 of the proposals document). This means that, should the council decide to make representations about any of the proposed changes to the Fylde constituency, those representations will carry considerably more weight if they also contain proposals that will offset the loss or gain of electors from the proposed Fylde constituency.

IMPLICATIONS	
Finance	There are no financial implications arising directly from this report.
Legal	The Boundary Commission is required to produce proposals for constituencies having between 70,031 and 78,507 electors. The Commission has determined that the North West region should have 68 constituencies. Any alternative proposals would have to fit within these constraints.
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	TEL	DATE	DOC ID
Ian Curtis	01253 658506	28 September 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Initial Proposals for Constituency Boundaries in the North West	September 2016	<a href="http://www.bce2018.org.uk/node/6487">www.bce2018.org.uk/node/6487</a> or Town Hall, St Annes Road West, Lytham St Annes
Guide to the 2018 review of Parliamentary Constituencies	July 2018	via <a href="http://www.bce2018.org">www.bce2018.org</a> or Town Hall, St Annes Road West, Lytham St Annes

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	COUNCIL	17 OCTOBER 2016	9
<b>APPROVAL FOR S106 FUNDED SCHEME – CHURCH ROAD METHODIST CHURCH, ST ANNES</b>			

## PUBLIC ITEM

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

### SUMMARY

This report provides details of an affordable housing scheme at Church Road Methodist Church, St Anne's comprising 10 units: 2x 3 bed houses, 2x 2 bed houses and 6x 1 bed flats. The Environment, Health and Housing Committee on 6<sup>th</sup> September 2016 agreed the scheme and request to Council the inclusion of a fully funded addition to the Capital Programme to deliver the scheme and authorise expenditure in the sum of £550,000 to Great Places Housing Association. The scheme is being fully-funded from the balance of S106 developer contributions for affordable housing designated to be spent in Lytham and St Anne's (held by the Council for this purpose).

### RECOMMENDATION

#### To approve:

1. A fully funded addition to the Capital Programme in the sum of £550,000 - "Affordable Housing Scheme at Church Road Methodist Church " for 2017/18 to be fully-funded from part of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose (from Agreement Ref: 03/0157 - Queen Mary School Development: a total capital contribution of £550,000 to deliver 10 units for affordable rent at Church Road Methodist Church, St Annes to Great Places Housing Association); and
2. To authorise expenditure in the sum of £550,000 to Great Places Housing Association in relation to the scheme after regard and consideration of the compliance with the financial regulations covered within the body of the report.

### SUMMARY OF PREVIOUS DECISIONS

#### Minutes of Cabinet, 26<sup>th</sup> November 2014

1. To approve the use of S106 monies to facilitate the appointment of the temporary project officer/consultant on the terms outlined in the report;
2. To approve the appointment of a temporary project officer/consultant for a maximum period of 6 months to produce a deliverable S106 funded Affordable Housing Programme for the Borough; and
3. To approve a fully- funded revenue budget increase for the total sum of £25,000 (£16,000 in 2014/15 and £9,000 in 2015/16) to fund the costs of the temporary project officer/consultant for a maximum period of 6 months to be met from the S106 Affordable Housing receipts in respect of

the agreements as identified at Appendix 2 of the report.

Minutes of Environment Health and Housing Committee, 6<sup>th</sup> September 2016

Following detailed consideration of this matter it was RESOLVED to recommend to full Council:

1. A fully funded addition to the Capital Programme for 2017/18 in the sum of £550,000 in order to allow Great Places Housing Association to deliver 10 units for affordable rent at Church Road Methodist Church, St Annes to be fully-funded from part of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose (from Agreement Ref: 03/0157 - Queen Mary School Development); and
2. To authorise expenditure in the sum of £550,000 to Great Places Housing Association in relation to the scheme after regard and consideration of the compliance with the financial regulations covered within the body of the report.

#### CORPORATE PRIORITIES

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

#### REPORT

##### BACKGROUND

1. Members had previously approved the temporary appointment of an external housing consultant, specifically to identify affordable housing development opportunities within Fylde. These opportunities were to be worked up to an advanced stage and specific RSL partners engaged to deliver the projects. These would be available to meet Housing Need within the Borough with a priority being given to schemes within Lytham St Annes.
2. The project sought to enable affordable homes to be delivered which would receive capital contributions using existing S106 fund reserves.
3. S106 funds arise where developers may be required to make 'off-site' affordable housing provision in lieu of provision 'on-site'. This is normally achieved by S106 fund contributions towards the provision of affordable homes in areas of higher need. S106 funds may be used to meet all the Affordable housing required or part of the total required with some being delivered on site. Additionally, in the early stages of a large scale development, S106 funds may be taken in lieu, until infrastructure is put in place as the development progresses ie schools, roads, shops and transport links.
4. The proposed development opportunity at Church Road Methodist Church, St Annes has been identified and detailed scheme worked up. The scheme is considered to be achievable with land available; a Housing Association has been identified willing to commit to developing the site and a scheme design worked up ready to be submitted to Planning subject to funding being confirmed.



5. The project has specifically sought to identify 'Brownfield' development opportunities in order to make best use of available land resources and achieve localised regeneration as well as providing low cost homes for local people.
6. Off-site S106 affordable housing off site contribution rates per unit are £50,000 provided by the developer, and this amount is then re-cycled into affordable housing projects at a capital contribution rate of up to £50,000 per unit or 50% of the total scheme costs, however, this is not set in policy and the council can approve a higher percentage subsidy.
7. This capital contribution request is for £55,000 per unit totalling £550,000. Total scheme costs (Table 2) are £1.85m, 54% of which will be funded by Great Places borrowing and the request is for the remaining 46%.
8. The project had a wider remit to improve community facilities available to the public at the Methodist Church to become a 360 day pa activity venue which include;
  - a. Accessible design for all
  - b. Moveable chairs
  - c. Community kitchen for catering
  - d. Community meeting facilities
  - e. Premises for the Fylde Foodbank and storage area for food
  - f. Multi-use space layouts in the Church Hall and Community Hall (see Appendix x)
  - g. External landscaping to improve the appearance of the Church and make the area accessible for all
9. Current groups that meet at the Church that will benefit from the improved facilities include; Mums and toddlers, Rainbows, Brownies, Junior Youth Club, Teenagers Hub, School Holiday Clubs, Exercise Group for older persons, Drama Groups, Choir rehearsals and Worship Groups.
10. Appendix 1 contains the Church Road Methodist Church, church and buildings initial layout.
11. The Church Road Methodist Church site is outside of Fylde Borough Councils Regeneration framework area (September 2010) for St Annes which is an eight year programme of physical regeneration of the public realm of the town centre and is therefore not eligible for additional S106 funds to improve the building or landscaping<sup>1</sup>.
12. Fylde BC Parks and Landscaping at Fylde BC have agreed in order to keep the landscaping at a reasonable cost they will undertake soft landscaping at cost. All landscaping options will still be explored as a landscaping contractor may prove more cost effective than an 'in-house' bid.
13. On the 13<sup>th</sup> July 2016 the principal behind the project was approved by the Methodist Church Council in Fylde. The next stage is for the proposal to go to the Methodist Church Circuit Meeting on the 19<sup>th</sup> September.

#### **Church Road Methodist Church, St Annes**

#### **CAPITAL CONTRIBUTION REQUIREMENT £550,000**

#### **SCHEME DETAILS**

14. This is a small scheme on land and out-buildings currently adjoined to Church Road Methodist Church and hall. This would provide 6 x 1 bed 2 person flats; 2 x 2 bed 4 person houses and 2 x 3 bed 5 person houses. All of these homes would be available to rent to single households, couples and families with a local connection to the Borough.

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<sup>1</sup> <http://www.fylde.gov.uk/business/regeneration-urban-design/>



15. The purchase of this church land would have the spin-off benefit of making a contribution towards the repair and improvement of the church and adjoining church hall for ongoing community benefit. The Church need to raise from the sale of the site in the region of £240,000 to contribute towards improvement works.
16. The proposal would locally regenerate this part of St Annes. The scheme is ideally located close to all local facilities and served by excellent public transport links. The project brings together a number of social and community benefits – affordable housing, multi-use community spaces and landscaping to make the exterior of the building more attractive.
17. The Methodist Church, Great Places and local contractor RP Tyson are working jointly to prepare a scheme to enable affordable housing to be provided where unused Church Buildings currently stand and the funding from the sale of this land be used to refurbish the main church building as a community facilities.
18. Within Fylde there is increasing need for one bedroom accommodation and the proposed property type of 6x 1 bedroom units and two and three bedroom houses is a good mix of property to meet the identified need in the Fylde Area Lettings Plan 16/17. This information is based on households registered on MyHomeChoice Fylde Coast in March 2016. Table 1 is taken from the Area Lettings Plan 2016/17 and details the number of people in each household requiring accommodation.
19. Currently within Fylde there is significant demand for single and two person households. Demand for three and four bedroom accommodation remains high, with accommodation for 5+ bedrooms being less.

Table 1: Number of household members

<b>No. of Household Members</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
1	564	570	567	615
2	393	384	403	445
3	202	183	193	100
4	101	100	109	115
5	50	49	53	64
6	16	14	15	14
7	6	9	8	9
8	3	2	3	3
9	0	0	0	0
10+	0	0	0	0
Blank	1	2	0	1
<b>Total</b>	<b>1336</b>	<b>1313</b>	<b>1351</b>	<b>1,366</b>

20. The Analysis of Housing Need in light of the 2012 Sub National Population Projections, an addendum to the Fylde Coast Strategic Housing Market Assessment, November 2014 is included in Appendix 2. This illustrates that Lytham and St Annes is the highest area of housing need within the authority, with a net new household need of 155, and net affordable household need of 160.
21. Local contractors RP Tyson Construction have secured an option to purchase the land with outbuildings from the Methodist Church, and Great Places have signed up to, to deliver the scheme and manage the accommodation. As with the previous schemes, all homes would be available only to applicants with a strictly controlled local connection.

22. It is intended that the scheme would use local labour, local contractors and consultants to contribute to the local economy of Fylde. Great Places operate an Employment and Training programme linked to their development activity called Toolbox. Based on experience across the North West and engaging with their contractor partners, Great Places maximise the employment and training outcomes of construction work, focussing on local people and Great Places tenants. Opportunities include work experience, apprenticeships and support to achieve relevant qualifications. Great Places and Tyson's have a rich history of delivering real improvements to people's lives in this way in St Anne's and across the Fylde Coast.
23. A consultation event will be held in September/October 2016 with the local community and local Councillors. Croft Goode Architects, Great Places Housing Association, Tyson Construction and Fylde BC Housing Team will be in attendance to talk residents through the scheme and gather their views and concerns regarding the scheme.
24. Appendix 3 contains the initial site layout of the affordable housing scheme.
25. Appendix 4 contains an Affordable Housing S106 summary as at 26/07/2016 that identifies there is sufficient monies in the Ref: 03/0157 - Queen Mary School to fund the Church Road Scheme.
26. The S106 Agreement related to Queen Mary School was made on the 10<sup>th</sup> March 2005 and Part 2 Affordable Housing, Pages 9-10, paragraph 6 comments;
- "No development other than that specific in paragraph 7 shall take place on the site until the Landowner has paid to the Council £1,200,000 (one million two hundred thousand pounds) in addition to the sums payable under paragraphs 2 and 4 as a further contribution towards the provision of affordable housing in Lytham St Annes district."

**Table 2 - A COST BREAKDOWN OF THE SCHEME**

Cost Heading	Description	Net Figure (£)
Acquisition	Land purchase price	200,000
Works	Design and Build works contract with Tyson construction	875,000
On-costs	Fees associated with acquisition, design, project management, construction	85,482
Interest	Borrowing costs for development period	24,804
<b>Total Project Costs</b>		<b>1,185,286</b>
<b>Fylde S106 Capital contribution</b>		<b>550,000</b>
<b>Great Places borrowing</b>		<b>635,286</b>

#### THE METHOD AND COST OF FINANCING THE SCHEME

27. The request is for Fylde BC S106 funds to fund the 10 unit scheme which equates to a capital contribution rate of £55,000 per unit totalling £550,000.
28. Great Places have arranged borrowing on the site totalling £635,286.

#### THE FUTURE REVENUE BUDGET IMPACT

29. There are no additional revenue implications to this proposal as the scheme on completion will be owned and managed by Great Places Housing Association. A S106 planning obligation will be in place, as a requirement of planning, to ensure the affordable housing will be available in perpetuity, subject to a Mortgagee in Possession exemption clause.

#### RELEVANT VALUE FOR MONEY ISSUES

30. Fylde BC receive off site S106 contribution rates of £50,000 per unit of affordable housing required on a site. Therefore the capital contribution rate for affordable units delivered using S106 funds is usually up to £50,000 per unit or 50% of the total scheme cost, however, this is not set in policy and the council can approve a higher percentage subsidy.
31. The capital contribution rate requested on this site is for £55,000 per unit, however the overall funding requested based on total scheme costs is 46%. 54% of total scheme costs will be funded by Great Places.

#### **RISK ASSESSMENT**

32. Capital contributions will be paid in two stages; 50% when the scheme is on site and 50% on practical completion. The risks associated with letting and managing the properties will be Great Places Housing Association responsibility.
33. An agreement for the payment of a capital contribution will be entered into to protect Fylde BC investment and ensure the properties remain as Affordable Housing in perpetuity, subject to a Mortgagee in Possession exemption clause.

#### **VIABLE ALTERNATIVES**

34. The use of the site is restricted to the strategic objectives of The Methodist Church in Great Britain ("The Methodist Church") and they are:
1. Worship – to increase awareness of God's presence and to celebrate God's love;
  2. Learning and Caring – to help people to learn and grow as Christians, through mutual support and care;
  3. Service – supporting community development and action for justice, especially among the most deprived and poor - in Britain and worldwide; and
  4. Evangelism – developing confidence in evangelism and in the capacity to speak of God and faith in ways that make sense to all involved.

#### **PROCUREMENT PATH (AND ANY DELEGATIONS AS REQUIRED)**

Not applicable.

#### **OBJECTIVES, OUTPUTS AND OUTCOMES**

35. The S106 project specifically sought to:
- a. Identify 'Brownfield' development opportunities in order to make best use of available land resources and achieve localised regeneration as well as providing low cost homes for local people,
  - b. develop an Affordable Housing Programme funded from existing and anticipated S106 monies held by the Council
36. This new build housing scheme would provide a mix of 10 one bedroom flats and two and three bed family houses.
37. The schemes meets the following Corporate priorities;
1. Spending your money in the most efficient way to achieve excellent services (Value for Money)
  2. Delivering the services that customers expect of an excellent council (Clean and Green)
  3. Working with all partners (Vibrant Economy)
  4. To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)

#### **DRAWINGS AND PLANS**

See Appendix 1 and Appendix 3.

## CONCLUSION

38. The scheme has been identified as a result of the S106 project and will provide 10 units of affordable housing on a brownfield site, replacing disused church buildings.
39. The scheme will regenerate this area of St Annes and make a contribution towards the repair and improvement of the church facilities and adjoining church hall for ongoing community benefit.

IMPLICATIONS	
Finance	This report requests that full Council approve a fully funded addition to the Capital Programme in the sum of £550,000 - "Affordable Housing Scheme at Church Road Methodist Church " ifor 2016/17 and 2017/18 to be fully-funded from part of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose (from Agreement Ref: 03/0157 - Queen Mary School Development: a total capital contribution of £550,000 to deliver 10 units for affordable rent at Church Road Methodist Church, St Annes to Great Places Housing Association) and, on the basis that the scheme is included in the approved capital programme, authorise expenditure in the sum of £550,000 to Great Places Housing Association in relation to the scheme after regard and consideration of the compliance with the financial regulations covered within the body of the report.
Legal	S106 planning obligation when planning is sought that ensures properties remain as affordable housing in perpetuity. Agreement for the capital contribution will be in place.
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability and Environmental Impact	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

LEAD AUTHOR	TEL	DATE	DOC ID
Kirstine Riding	01253 658569	12/09/2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Analysis of Housing Need in light of the 2012 Sub-National Population projections – Fylde Coast SHMA Addendum, November 2014	Nov 2014	Fylde Coast Strategic Housing Market Assessment 201, page 143, <a href="http://www.fylde.gov.uk/council/planning-policy--local-plan-/local-development-framework/evidence-base/fylde-coast-strategic-housing-market-assessment/">http://www.fylde.gov.uk/council/planning-policy--local-plan-/local-development-framework/evidence-base/fylde-coast-strategic-housing-market-assessment/</a>

### Attached Documents

Appendix 1 - Appendix 1 contains the Church Road Methodist Church, church and buildings initial layout.

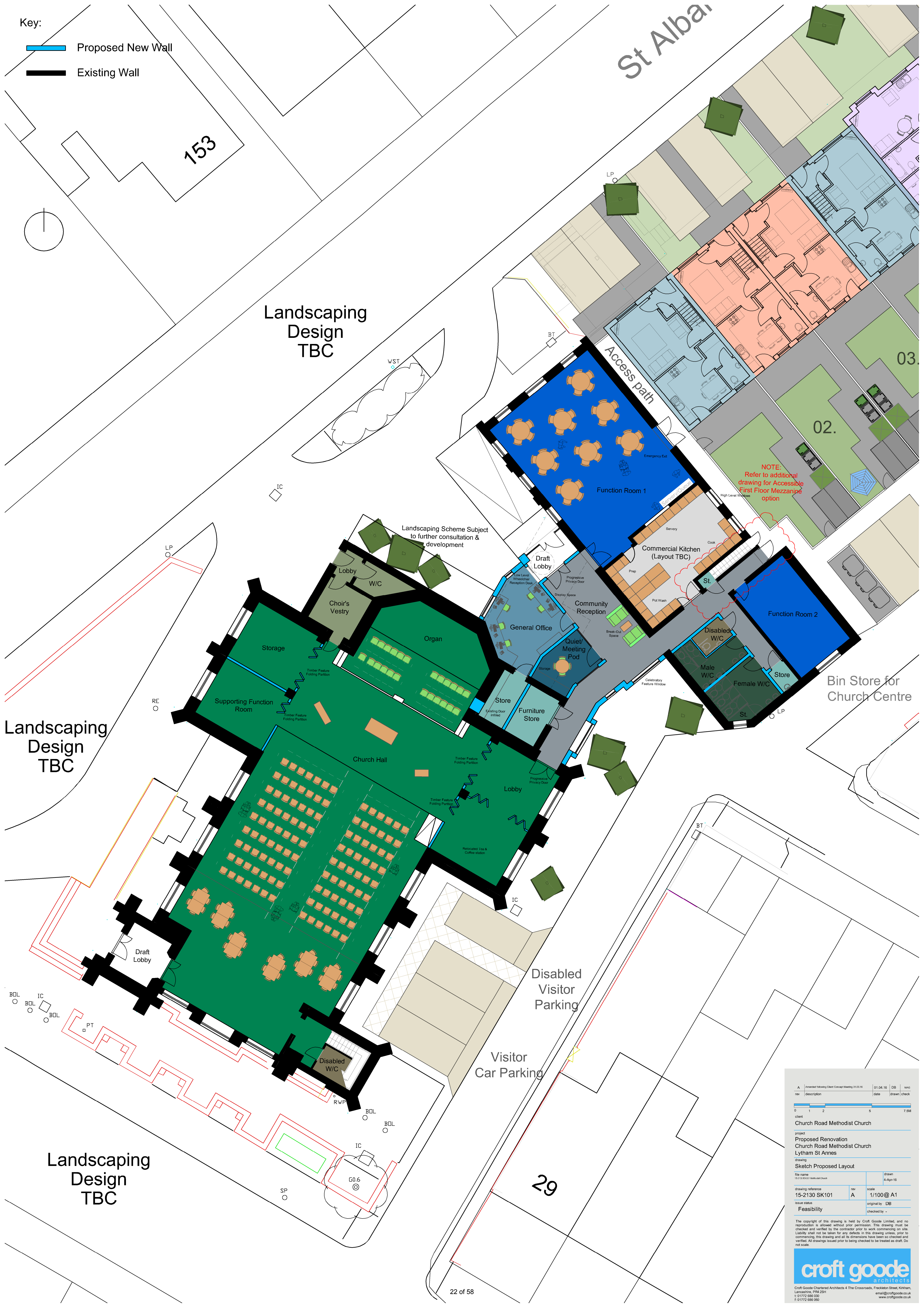
Appendix 2 – Analysis of Housing Need in light of the 2012 Sub-National Population projections – Fylde Coast SHMA Addendum, November 2014  
Appendix 3 - Initial site layout of the affordable housing scheme.  
Appendix 4 – Affordable Housing S106 latest position 26/07/2016.



Key:

Proposed New Wall

Existing Wall



rev	description	date	DB	MMG
A	Amended following Client Concept Meeting 31.03.16	01.04.16	drawn	check

0 1 2 5 7.5M

client  
Church Road Methodist Church

project  
Proposed Renovation  
Church Road Methodist Church  
Lytham St Annes

drawing  
Sketch Proposed Layout

file name  
15-2130 SK101

drawing reference  
15-2130 SK101

rev  
A

scale  
1/100@A1

issue status  
Feasibility

original by  
DB

checked by  
-

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**Appendix 2 – Analysis of Housing Need in light of the 2012 Sub-National Population Projections – Fylde Coast Strategic Housing Market Assessment Addendum, November 2014**

**Figure 6.4: Updated Affordable Housing Assessment – Fylde**

Step		Lytham & St Annes	Kirkham/We sham & Freckleton/Warton	Rural East	Rural SW	Rural NW	Rural NE	Fylde (total)
<b>Stage 4 – Future Housing Need (Annual)</b>								
4.1	New household formation	403	188	13	24	41	14	<b>683</b>
4.2	Newly forming households in need (annualised) (40%)	161	75	5	10	17	5	<b>273</b>
4.3	Existing households falling into need	33	14	3	1	2	0	<b>53</b>
<b>4.4</b>	<b>Total newly arising need (gross p year)</b>	<b>194</b>	<b>89</b>	<b>8</b>	<b>11</b>	<b>19</b>	<b>5</b>	<b>326</b>
<b>Stage 6 – Annual Net New Need</b>								
6.1	Net new need (annual)	155	59	3	8	17	5	<b>247</b>
<b>Stage 7 – Total Housing Need (Net Annual)</b>								
3.1	Shortfall in	5	-1	-1	-3	2	0	<b>2</b>

	affordable housing to meet current 'backlog' housing need (annual)							
6.1	Net new need (annual)	155	59	3	8	17	5	<b>247</b>
<b>7.3</b>	<b>Net annual affordable housing need</b>	<b>160</b>	<b>59</b>	<b>2</b>	<b>5</b>	<b>19</b>	<b>6</b>	<b>249</b>





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- Proposed New Wall
- Existing Wall

NOTE:  
Layout for discussion purposes only.  
Existing Church and Community Hall  
subject to further detailed building  
survey

0123456789101112131415

0 1 2 10 15M

client

Church Road Methodist Church

project

Proposed Renovation  
Church Road Methodist Church  
Lytham St Annes

drawing

Proposed Site Plan showing housing layout

file name

15-2130 SK104

drawn

4-Aug-16

drawing reference

15-2130 SK104

rev

-

scale

1/200 @ A1

issue status

Feasibility

original by

DB

checked by

NJA

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25 of 58



**Appendix 4 - Affordable Housing S106 Summary at 26/07/16**

		Total Affordable Housing		Queen Mary		Other Sites
<b>S106 Income Received</b>		-5,436,418.44		- 3,000,000.00		- 2,436,418.44
<b>Section 106 Expenditure:</b>						
New Fylde Housing	182,250.00					182,250.00
Richard Dunbreck Trust Singleton	300,000.00			0.00		300,000.00
F2F YMCA	299,999.57			299,999.57		
GPHG - re 451 Clifton Drive North	250,000.00			250,000.00		
NFH (Heyhouses) Pilling Ave development	416,000.00			416,000.00		
Explore first time buyers scheme	3,000.00					3,000.00
NFH - 50% payment towards purchase of 17 Hunter Road	21,500.00					21,500.00
NFH _ 2nd payment 50% towards purchase of 17 Hunter Road.	21,500.00					21,500.00
NFH - St Davids Roads Depot. First contribution of 50%	307,507.00					307,507.00
NFH - St Davids Road Depot, second contribution of 50%	307,506.00			297,000.00		10,506.00

Great Places- Former Kwik Save Site	300,000.00					300,000.00
106 project officer payment	12,680.72					12,680.72
	12,319.28					12,319.28
Great Places Housing Association	75,000.00			75,000.00		
		2,509,262.57		1,337,999.57		1,171,263.00
<b>S106 Monies Remaining</b>		<b>-2,927,155.87</b>		<b>- 1,662,000.43</b>		<b>- 1,265,155.44</b>
<b>Commitments:</b>						
St.Albans Rd	105,000			105,000.00		
Ypad YMCA	562,697			562,697.00		
Sunnybank Mill	920,000					920,000.00
		1,587,697.00		667,697.00		920,000.00
<b>Monies Available for Future Projects</b>		<b>-1,339,458.87</b>		<b>-994,303.43</b>		<b>-345,155.44</b>

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	COUNCIL	17 OCTOBER 2016	10

## ACCOMMODATION PROJECT - PHASES 6 AND 7 WORKS

### PUBLIC ITEM

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

### SUMMARY

At its meeting of 26<sup>th</sup> September 2016, Finance and Democracy Committee received an update report on progress in delivery of the Accommodation Project. The Committee approved continuation of the works into Phase 6 (Council chamber, lobby and basement) and part of Phase 7 (1<sup>st</sup> floor of the Town Hall - internal refurbishment/redecoration/services upgrade including lighting) subject to Council approving the release of a number of earmarked reserves. This report therefore seeks the approval of Council to the use of several earmarked/general fund reserves to undertake the works.

### RECOMMENDATIONS

1. That Council approves that monies from the following earmarked revenue reserves be transferred into the Accommodation Project Reserve to fund the works, with the balance of £151k to be met from General Fund Reserves in 2016/17:
  - The Land Charges New Burdens: £28k;
  - The Vehicle Maintenance Reserve: £127k;
  - The Vehicle Replacement Financing Reserve: £212k;
2. Note that, subject to 1 (above), the financing of the remaining phases of the Accommodation Scheme (currently shown within the approved Capital Programme as being by way of a capital receipt arising from the sale of the former public offices site) will be amended to show the increase in total project cost of £194k and the financing by the use of revenue reserves in the total sum of £518k as detailed in 1 (above).

### SUMMARY OF PREVIOUS DECISIONS (only most recent)

Finance and Democracy Committee on 26<sup>th</sup> September 2016 resolved:

1. Approve the proposed works in relation to the Accommodation Project in the sum of £518k (that being £363k for Phase 6 (Option 2b) and £155k for part of Phase 7) and recommend to Council that monies from the following ear-marked revenue reserves be transferred into the Accommodation Project Reserve to fund the works, with the balance of £151k to be met from General Fund Reserves in 2016/17:

- The Land Charges New Burdens: £28k;
  - The Vehicle Maintenance Reserve: £127k;
  - The Vehicle Replacement Financing Reserve: £212k;
2. Approve a funded budget increase to the capital scheme for the Accommodation Project, currently within the approved Capital Programme for delivery in 2016/17, in the total sum of £194k (£67k for phase 6 of the scheme and £127k for phase 7 of the scheme) such that the revised total costs are £363k for phase 6 of the project and £475k for phase 7;
  3. Note that, subject to approval by Council, the financing of the remaining phases of the Accommodation Scheme (currently shown within the approved Capital Programme as being by way of a capital receipt arising from the sale of the former public offices site) will be amended to show the increase in total project cost of £194k and the financing by the use of revenue reserves in the total sum of £518k as detailed in 1 (above);
  4. Note that the remaining works relating to phase 7 of the Accommodation Project (in the sum of £320k) will see the entire Accommodation Project finally completed other than for any external landscaping works to the grounds; and
  5. Subject to the approval by Council of the transfer of reserves set out in recommendation 1 above, approve the letting of the main contract for the proposed works to F Parkinson Ltd Blackpool in the sum of £444,584, whilst noting that the cost of Phase 6 (option 2b) and phase 7 (1st floor) (including fees/surveys/furniture) is estimated to be £518,150 in total.

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

## REPORT

1. The Council has previously agreed the refurbishment of office/civic accommodation on the Town Hall/Chaseley site consisting of 8 phases of work. Progress with each of the phases is shown in table 1.
2. The Finance and Democracy Committee is the committee responsible for the delivery of the project and has considered several reports. The most recent report related to the funding and delivery of phases 6 and 7, which was considered by the committee on 26<sup>th</sup> September.

**Table 1 – Town Hall accommodation project phases**

Phase	Elements of work	Comments
1	Roof replacement	Completed March 2014
2	Window replacement and structural repairs	Completed July 2014
3	East Wing including lift, new protected stairway and office extension	Completed March 2016
4	Chaseley link bridge and protected stairway	Underway, due for completion October 2016
5	One Stop Shop & tourist information centre	
6	Council chamber, lobby and basement	
7	1 <sup>st</sup> and 2 <sup>nd</sup> floors of the Town Hall - internal refurbishment/redecoration/services upgrade including heating (new boilers) and lighting	Subject of this report
8	Car park, external works and landscaping	To be undertaken 2017/18 using existing capital/ revenue resources

3. As part of its decision the Finance and Democracy Committee made a recommendation that Council approve that monies from the following earmarked revenue reserves be transferred into the Accommodation Project Reserve to fund the works, with the balance of £151k to be met from General Fund Reserves in 2016/17:
  - The Land Charges New Burdens: £28k;
  - The Vehicle Maintenance Reserve: £127k;
  - The Vehicle Replacement Financing Reserve: £212k;
4. The Land Charges New Burdens Reserve was established in 2010/11 as a voluntary set-aside of grant received in 2010/11 towards potential third party claims in relation to historic Land Charge enquiries, and the reserve was topped up at outturn 2011/12. The legal process of settling the outstanding claims was concluded during 2016 and it is therefore recommended that the remaining balance in the sum of £28k is available for release.
5. The Vehicle Maintenance Reserve is a voluntary set aside created in 2008/09 to contribute towards the cost of vehicle maintenance repairs, and the reserve was topped up at outturn 2011/12. The balance on the reserve has remained at £127k since 2012 and there has been no need to draw on the reserve since then to supplement the base revenue budget for vehicle maintenance. Whilst the cost of vehicle maintenance in the current year to date is slightly overspent, this variance is more than offset by savings on fuel costs and it is anticipated that the overall expenditure on vehicles can be contained within the overall existing base budget this year. Some of the older vehicles currently in operation are due to be replaced in the coming months as part of the vehicle replacement schedule which will reduce the need for maintenance and it is therefore recommended that the balance on the reserve in the sum of £127k is available for release.
6. The Vehicle Replacement Financing Reserve was created in 2010/11. This is a voluntary set aside established to meet the cost of future debt repayments in respect of the replacement & purchase of vehicles. The reserve was created from the in-year underspend which occurred when the Council switched its method of vehicle financing from leasing to borrowing. It is not expected that the Council will revert to leasing vehicles in the

foreseeable future and it is therefore recommended that the balance on the reserve in the sum of £212k is available for release.

7. Members are asked to consider this recommendation and approve the use of above reserves to progress delivery of phase 6 and part of phase 7.
8. Funding for the remaining element of phase 7 (estimated at £320k) will be the subject of a further report to Finance and Democracy Committee in January. Meanwhile it is proposed that phase 8 will be undertaken using in house capacity and existing capital and revenue resources and would be commenced during the latter half of 2017.

IMPLICATIONS	
Finance	<p>The report requests approval for the transfer of monies from a number of earmarked and General Fund revenue reserves to the Accommodation Project Reserve in order to provide funding for the proposed works in the total sum of £518k, details of which are contained within the report.</p> <p>As a consequence of the above Members are asked to note: - that, subject to approval for the transfer of funding set out above, the financing of the remaining phases of the Accommodation Scheme, currently shown within the approved Capital Programme as being by way of a capital receipt (arising from the sale of the former public offices site) will be amended to show the increase in total project cost of £194k and the financing by the use of revenue reserves in the total sum of £518k as detailed in the report; and</p> <p>- that the remaining works relating to phase 7 of the Accommodation Project will be in the sum of approximately £320k and that a further report will be presented to the committee to address this matter in due course.</p>
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	The outcomes of the project are intended to deal with previously identified health and safety risks

LEAD AUTHOR	TEL	DATE	DOC ID
Paul Walker	01253 658431	5 <sup>th</sup> October 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Council, Cabinet, Portfolio Holder and Programme Committee reports and minutes	31 <sup>st</sup> August 2010 (Cabinet) 15 <sup>th</sup> December 2010 (Cabinet) 16 <sup>th</sup> November 2011 (Cabinet) 15 <sup>th</sup> February 2012 (Cabinet) 26 <sup>th</sup> March 2012 (Council) 19 <sup>th</sup> June 2012 (PH Decision) 24 <sup>th</sup> September 2012 (Council) 3 <sup>rd</sup> December 2012 (Council) 16 <sup>th</sup> January 2013 (Cabinet) 10 <sup>th</sup> April 2013 (Cabinet) 2 <sup>nd</sup> July 2013 (Cabinet) 5 <sup>th</sup> March 2014 (Cabinet) 25 <sup>th</sup> June 2014 (Cabinet) 3 <sup>rd</sup> August 2015 (Finance & Democracy Committee) 30 <sup>th</sup> November 2015 (Finance & Democracy Committee) 14 <sup>th</sup> December 2015 (Council) 22 <sup>nd</sup> February 2016 (Finance & Democracy Committee) 26 <sup>th</sup> September 2016 (Finance & Democracy Committee)	<a href="http://www.fylde.gov.uk">http://www.fylde.gov.uk</a>



# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	COUNCIL	17 OCTOBER 2016	11
<b>APPOINTMENT OF ELECTED MEMBER TO THE BLACKPOOL AIRPORT AND HILLHOUSE ENTERPRISE ZONE PROJECT BOARD</b>			

## PUBLIC ITEM

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

## SUMMARY

Members are invited to confirm the recommendation of Finance and Democracy Committee by appointing the Chairman of Finance and Democracy Committee to the Blackpool Airport and Hillhouse Enterprise Zone Project Board.

## RECOMMENDATIONS

To appoint the Chairman of Finance and Democracy Committee to the Blackpool Airport and Hillhouse Enterprise Zone Project Board.

## SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee at the meeting on 26 September 2016 recommended to Council that the Chairman of Finance and Democracy Committee be appointed to the Blackpool Airport and Hillhouse Enterprise Zone Project Board.

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

## REPORT

1. The Finance and Democracy Committee considered a report on governance arrangements relating to the Blackpool Airport Enterprise Zone at its meeting on 26<sup>th</sup> September. That report included the proposed membership of the project board.
2. Members are invited to confirm the recommendation of Finance and Democracy committee by appointing the Chairman of Finance and Democracy Committee to the Blackpool Airport and Hillhouse Enterprise Zone Project Board.

IMPLICATIONS	
Finance	None arising from the report.
Legal	None arising from the report.
Community Safety	None arising from the report.
Human Rights and Equalities	None arising from the report.
Sustainability and Environmental Impact	None arising from the report.
Health & Safety and Risk Management	None arising from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Paul Walker	01253 658431	27/9/16	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Committee Minutes	26 September 2016	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	17 OCTOBER 2016	12
<b>COMMITTEE MEMBERSHIP NOMINATIONS</b>			

## PUBLIC ITEM

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

## SUMMARY

The Conservative group has asked that Councillor Anthony replace Councillor Threlfall on the Environment, Health and Housing Committee and that Councillor Threlfall replace Councillor Anthony on the Operational Management Committee.

The Independent group has asked that Councillor Hayhurst replace Councillor Bamforth on the Audit and Standards Committee. The council is obliged to agree to the requests of the respective groups.

## RECOMMENDATIONS

1. To appoint Councillor Peter Anthony as a member of the Environment, Health and Housing Committee in place of Councillor Thomas Threlfall;
2. To appoint Councillor Thomas Threlfall as a member of Operational Management Committee in place of Councillor Peter Anthony; and
3. To appoint Councillor Paul Hayhurst as a member of the Audit and Standards Committee in place of Councillor Mark Bamforth.

## SUMMARY OF PREVIOUS DECISIONS

The meeting of the council in April 2016 allocated seats on the Audit and Standards Committee, Environment, Health and Housing Committee and Operational Management Committee according to the rules of political balance.

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

## REPORT

1. Under the rules of political balance, eight seats on the council's Environment, Health and Housing Committee and seven seats on Operational Management Committee are allocated to the Conservative group. At present one seat on the Environment, Health and Housing Committee is allocated to Councillor Thomas Threlfall. The group has asked that Councillor Threlfall be replaced by Councillor Peter Anthony.
2. Councillor Anthony is currently a member of the Operational Management Committee, the group has asked if Councillor Threlfall can be replaced Councillor Anthony on the Operational Management Committee.
3. Three seats on the council's Audit and Standards Committee are allocated to the Independent group. At present one of those seats is allocated to Councillor Mark Bamforth. The group has asked that Councillor Bamforth be replaced by Councillor Paul Hayhurst.
4. The council is obliged to accept the nominations of the respective groups<sup>1</sup> and accordingly is asked to appoint Councillor Anthony to the Environment Health and Housing Committee instead of Councillor Threlfall, appoint Councillor Threlfall to Operational Management Committee instead of Councillor Anthony and Councillor Hayhurst to the Audit and Standards Committee instead of Councillor Bamforth.

IMPLICATIONS	
Finance	None
Legal	The Local Government and Housing Act 1989 requires the council to give effect to the requests of political groups in making appointments to committee seats allocated to them.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	TEL	DATE	DOC ID
Tracy Morrison	01253 658521	15 September 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

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<sup>1</sup> Councillor Hayhurst is not a member of the Independent group, but the legislation does not require him to be a member of the nominating group.

# DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF GOVERNANCE	COUNCIL	17 OCTOBER 2016	13
<b>CONTRACT PROCEDURE RULES</b>			

## PUBLIC ITEM

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

## SUMMARY

An internal audit report recommended that changes be made to the council's contract procedure rules. Audit and Standards Committee has considered the detailed changes proposed in response to the audit recommendations and has recommend them for adoption by the council.

## RECOMMENDATION

1. Adopt the changes to contract procedure rules set out in paragraphs 3 and 4 of the report.

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

## REPORT

1. The contract procedure rules form part of the council's constitution and govern the procurement and administration of contracts for the provision of works, goods and services to the council.
2. A recent internal audit report<sup>1</sup> highlighted some areas where changes to contract procedure rules would improve their clarity and effectiveness. This report sets out amendments to the rules proposed in response to the audit report. Audit and Standards Committee considered the proposed changes at its meeting on September 22 and recommend them for adoption by the council.

<sup>1</sup> Procurement Services, March 2016

3. The table below sets out the audit observations and agreed actions and recommendations and the changes proposed in response.

Audit Observation	Agreed Action	Proposed change to Rules
Whilst there is a 'Guide to Buying for the Council' which supplements the Council's Contract Procedure Rules, such guidance was not referred to in the rules stating that these provisions must also be complied with when purchasing goods, works or services	An administrative amendment to the Contract Procedure Rules will be made to reference the 'Guide to Buying for the Council'.	Insert the following as paragraph 1.3 of the rules: <i>'Buyers should also refer to the "Guide to Buying for the Council", which is available on the council's intranet'.</i>
The existing Contract Procedure Rules imply that using framework agreements is acceptable but outside the CPRs themselves. Using a framework agreement should be encompassed within the Council's rules and procedures	An administrative amendment to the Contract Procedure Rules will be made to encompass the use of framework agreements within the rules and procedures.	Delete 1.2(5), which excludes framework agreements from the application of the rules.  In the table in paragraph 2, Include "Framework agreement" as one of the available options for each of the following categories of contract: small contract, mid-range contract, large contract.  Insert a new row at the bottom of the table in paragraph 3 (description of procedures) as follows:  <i>"Framework agreement</i>  <i>The procedure is that the relevant director must satisfy himself that the framework agreement has been let in compliance with all relevant legislation and can lawfully be accessed by the council.</i>  <i>Goods, services or works supplied through a framework agreement must be ordered in compliance with the specific rules and procedures for accessing that framework."</i>
The Council's Contract Procedure Rules do not apply where a contract has been let by another public authority, as long as that authority had obeyed its own rules. However, no assurance concerning this was obtained or held by Fylde.	An administrative amendment to the Contract Procedure Rules will be made to include the requirement that written assurance must be obtained and held, where a contract has been let by another public authority, to confirm that authority has obeyed its own rules.	In paragraph 1.2(v) (renumbered from paragraph 1.2(vi)), insert the following at the end: <i>"and the relevant director holds written confirmation of such compliance"</i>

4. A further amendment, set out below, is also proposed to clarify that it is the responsibility of the relevant director, not the Chief Financial Officer, to satisfy himself that budgetary provision exists to cover any new contract.

In paragraph 2.4, replace “*obtain written confirmation from the Chief Financial Officer that budgetary provision exists to cover the*” with “*determine a realistic pre-estimate of the anticipated*” and add at the end of the paragraph: “*,and satisfy himself that budgetary provision exists to cover them*”.

5. A copy of the rules, showing the changes proposed, is attached to the report.

IMPLICATIONS	
Finance	Appropriate contract procedure rules are an important part of the Council’s overall financial management framework and contribute to good governance arrangements. There are no direct budgetary implications arising from this report.
Legal	The contract procedure rules govern the letting of contracts
Community Safety	No specific implications
Human Rights and Equalities	No specific implications
Sustainability and Environmental Impact	No specific implications
Health & Safety and Risk Management	No specific implications

LEAD AUTHOR	TEL	DATE	DOC ID
Ian Curtis	01253 658506	23 September 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Internal Audit report: Procurement Services	March 2016	Town Hall, Lytham St Annes
Contract Procedure Rules	January 2015	<a href="https://fylde.cmis.uk.com/fylde/DocumentsandInformation.aspx">https://fylde.cmis.uk.com/fylde/DocumentsandInformation.aspx</a> or Town Hall, Lytham St Annes

#### Attached documents

1. Part 4b – Contract Procedure Rules

<b>PART 4b – CONTRACTS PROCEDURE RULES</b>
<div style="display: flex; justify-content: space-between;"> <span><b>Effective from XXXXXXXXXX</b></span> <span><b>Approved by Council on XXXXXX</b></span> </div>

**1 GENERAL**

1.1 Subject to rule 1.2, every contract made by or on behalf of the Council shall comply with:

- (i) these Rules;
- (ii) the Council's Financial Regulations;
- (iii) all relevant statutory provisions, including in particular the Local Government Act 1988, Part II, the Public Contracts Regulations 2006 and the Local Government (Contracts) Act 1997;
- (iv) any relevant European Council Directive; and
- (v) any direction by the Council or the relevant committee.

1.2 These Rules shall not apply or may be varied where or to the extent that:

- (i) the Council or the relevant committee so resolves;
- (ii) statute or subordinate legislation prescribes otherwise;
- (iii) subject to rule 16, the contract is for consultancy services;
- (iv) the contract is for the services of counsel, professional witnesses or external solicitors in relation to a specific matter;
- (v) The contract has been dealt with by another public authority under a procedure that complies with that authority's contracts procedure rules for contracts of that kind and the relevant director holds written confirmation of such compliance;
- (vi) the contract relates to goods bought at an auction; or
- (vii) the contract is for goods, works or services of a sensitive nature (such as security) where publication of the tender documents would constitute a security breach and undermine the effectiveness of the final product; or
- (viii) The contract is covered by the Land Transaction Procedure Rules

1.3 Buyers should also refer to the "Guide to Buying for the Council", which is available on the council's [intranet](#).

**2 PROCEDURES**

2.1 All contracts will be dealt with under one of the procedures available for that type of contract as set out in the table below.

Type of contract	Definition	Available procedures
Exempt contract	A contract where the estimated value of goods and services to be supplied is £10,000 or more and other procedures cannot	Qualified informal procedure



	<p>practicably be followed because:</p> <ul style="list-style-type: none"> <li>(i) the contract is an extension of an existing contract;</li> <li>(ii) the contract is for spot purchasing fuel or utilities;</li> <li>(iii) the goods, materials or works desired are of a proprietary or special character or for other reasons there would be no genuine competition; or</li> <li>(iv) in the opinion of the Chief Executive the need for the goods materials or works is urgent.</li> </ul>	
Small contract	A contract where the estimated value of goods and services to be supplied is less than £10,000.	Informal procedure; Request for quotation Electronic auction Constructionline Framework agreement
Mid-range contract	A contract (other than an exempt contract) where the estimated value of goods and services to be supplied is £10,000 or more, but less than £100,000.	Request for quotation Open tendering Restricted tendering Electronic auction Constructionline Framework agreement
Large contract	A contract (other than an exempt contract) where the estimated value of goods and services to be supplied is £100,000 or more	Open tendering Restricted tendering Electronic auction Constructionline Framework agreement

- 2.2 The relevant director must decide which one of the available procedures to use unless the Council, a meeting of the relevant committee, or the Chief Executive has directed otherwise.
- 2.3 Descriptions of procedures referred to in the table above are set out in rule 3.
- 2.4 Before entering into a contract for the purchase of any goods or services or the execution of any work, the relevant director must determine a realistic pre-estimate of the anticipated costs

associated with the contract, including any maintenance costs, and satisfy himself that budgetary provision exists to cover them.

### 3 DESCRIPTION OF PROCEDURES

3.1 The table below contains descriptions of the procedures referred to in rule 2.1

Procedure	Description
Qualified informal procedure	The procedure is that the relevant director must be satisfied that the arrangements made secure the best available terms to the Council and must report the circumstances to the next available meeting of the relevant committee.
Informal procedure	The procedure is that the relevant director must be satisfied that the arrangements made secure the best available terms to the Council.
Request for quotation	<p>The procedure is the relevant director must invite at least three quotations using an approved procurement portal or, if he is satisfied that the interests of the council and the public interest are best served by doing so, by inviting hard copy quotations.</p> <p>Hard copy quotations must be opened at the same time and in the presence of at least two officers who should include one officer from the directorate concerned who had no previous involvement in the bidding process and the Head of Governance or his nominee.</p>
Open tendering	<p>The procedure is that the relevant director must invite tenders using an approved procurement portal or, if he is satisfied that the interests of the council and the public are best served by doing so, by inviting hard copy tenders as set out in rule 4.</p> <p>The time allowed for return of tenders must be at least 14 days.</p>
Restricted tendering	<p>The procedure is the same as or open tendering, save that tenders are only to be invited from at least three, but no more than six, prospective tenderers included on a list compiled in accordance with rule 5, except that:</p> <p>(i) If the list contains less than three prospective tenderers,</p>

	<p>all must be invited to tender;</p> <p>(ii) If the director, after consulting the Chief Financial Officer, considers a prospective tenderer unsuitable they need not be invited to tender and the director must record in writing the reasons why they were not so invited.</p>
Electronic auction	The procedure is set out in rule 6.
Constructionline	<p>The procedure is the same as for open tendering, save that tenders are only to be invited from at least three, but no more than six, appropriately qualified persons included in the Constructionline register.</p> <p>The persons invited to tender must be selected at random from those appropriately qualified, save that for contracts where the estimated value of goods and services to be supplied is less than £75,000, selection of up to half of those persons invited to tender may be on the basis of their previous contracting history with the council.</p>
Framework agreement	<p>The procedure is that the relevant director must be satisfied that the framework agreement has been let in compliance with all relevant legislation and can lawfully be accessed by the council.</p> <p>Goods, services or works supplied through a framework agreement must be ordered in compliance with the specific rules and procedures for accessing that framework.</p>

- 3.2 “Approved procurement portal” means a procurement portal approved for the time being by the Director of Resources and notified on the procurement pages of the council’s intranet.

#### **4 HARD COPY TENDERING**

- 4.1 Hard copy tendering should only be used in exceptional circumstances. This rule sets out how it should be carried out.
- 4.2 The relevant director must give public notice in one or more local newspapers, on the council’s website and, if the estimated value of goods and services to be supplied exceeds £50,000, (except where 4.4 applies) in one or more appropriate trade journals (if they exist).

- 4.3 The notice must set out the nature and purpose of the contract, invite tenders, give instructions on how to submit a tender and state the closing date for tenders (including reference to the fact that tenders will not be accepted after 12.00 noon on that date).
- 4.4 Where a contract notice in the appropriate form is placed in the Official Journal of the European Union, there is no need to advertise in a trade journal.
- 4.5 No tender or may be considered unless:
- (i) it has been recorded as having been received no later than 12.00 noon on the closing date for the receipt of tenders; and
  - (ii) it has been received in a sealed envelope marked “Tender for [name of contract]” and the envelope had no marking identifying the tenderer.
- 4.6 All tenders must be opened together in the Town Hall or other Council offices.
- 4.7 The following persons must be present when tenders are opened:
- (i) the chairman or vice-chairman of the relevant committee;
  - (ii) the Head of Governance or an officer nominated by him or her; and
  - (iii) the director or, if it is impracticable for him or her to attend, another senior officer of the same directorate.
- 4.8 At the time of opening of the tenders, the Head of Governance or his nominee must ensure that a record is made of all the tenders received and their values.

## **5 COMPILATION OF LISTS**

- 5.1 This rule sets out how lists are to be compiled for restricted tendering
- 5.2 The relevant director must give at least ten days notice of the compilation of a list from which persons are to be invited to tender.
- 5.3 The notice must set out the nature and purpose of the contract and state the closing date for applications to be included in the list of persons to be invited to tender.

## **6 ELECTRONIC AUCTIONS**

- 6.1 Under this procedure the relevant director must give at least ten days public notice of the compilation of a list from which persons are to be invited to bid.
- 6.2 The notice must set out the nature and purpose of the contract, state the closing date for applications to be included in the list of persons to be invited to bid.
- 6.3 All of the applicants to be included in the list must be invited to bid, except that if the director, after consulting the Chief Financial Officer, considers that an applicant is unsuitable or does not have the technical capacity to participate in the tender process, that applicant need not be invited to bid. The director must record in writing why that applicant was not invited to bid.
- 6.4 The invitation to bid must state that the contract is to be let by way of electronic auction and that instructions on how to participate in the auction will be sent by email to those invited to participate.
- 6.5 The instructions must, when considered with any additional guidance and training provided to bidders, be sufficient to allow them to participate in the electronic auction and must set out the

start and end times of the auction and the circumstances in which any automatic extensions of time will be triggered.

- 6.6 The tender process must be by way of an auction conducted over the Internet, in which bidding for the contract is conducted openly and in competition between bidders and in which bidders may make unlimited repeat bids.
- 6.7 The “leading bid” is the lowest bid if payment is to be made by the Council or the highest bid if payment is to be received by the Council.
- 6.8 The director must satisfy himself that the tender process:
  - (i) allows all bidders to see the amounts of the bids of all other bidders (but not necessarily their identities);
  - (ii) allows all bidders equal access to post their bids;
  - (iii) complies with the start and end times and the extension triggers set out in the instructions to bidders;
  - (iv) Is sufficiently secure to protect the commercial confidentiality of the council and bidders, consistent with the purposes of an electronic auction; and
  - (v) generates an audit trail of the process.
- 6.9 The director must accept the leading bid at the end time of the auction. Any other bid may be accepted only if the Chief Financial Officer is satisfied that to do so is in the best interests of the Council. The reasons for and circumstances of that acceptance must then be reported to the next meeting of the relevant committee.

## **7 SPECIFICATIONS AND EVALUATION CRITERIA**

An invitation to tender or bid for a contract whose value is estimated to exceed £10,000 must include:

- (i) a detailed specification comprising a description of the services, supplies or works that the successful tenderer will be expected to provide. It must incorporate performance targets or criteria for acceptance of the services, supplies or works. It must form the basis of the written contract agreed between the Council and the supplier; and
- (ii) if criteria in addition to price are to be used, a description of the criteria that the council intends to take into account in deciding which tender to accept and the weighting that it intends to apply to those criteria.

## **8 RECEIVING TENDERS AND QUOTATIONS**

- 8.1 This Rule applies where tenders or quotations have been invited. It also applies to applications to be included in the list of persons to be invited to bid under rule 5 or 6.
- 8.2 No bid or application to be invited to bid may be considered unless it complies with all directions and requirements set out in relation to it (including the requirements of any relevant approved portal) and has in accordance with these rules or the procedures of the relevant approved portal.

## **9 ACCEPTING TENDERS AND QUOTATIONS**

- 9.1 When exercising any delegated power to accept a tender or quotation, the director must:

- (i) if evaluation criteria were specified in the invitation to tender or quotation, accept the tender or quotation that scores most highly using the criteria and weightings set out; or
  - (ii) if no such criteria were specified and if he is satisfied as to financial and technical suitability, normally accept the lowest tender or quotation if payment is to be made by the Council or the highest tender if payment is to be received by the Council.
- 9.2 Any other tender or quotation may be accepted only if the Chief Financial Officer is satisfied that to do so is in the best interests of the Council. The reasons for and circumstances of that acceptance must then be reported to the next meeting of the Finance and Democracy Committee.
- 9.3 No tender or quotation that exceeds the pre-estimate by more than 20% may be accepted without the approval of the Chief Executive following consultation with the chairman of the Finance and Democracy Committee.
- 9.4 All tenders or quotations must be examined for errors and discrepancies. Where that examination reveals errors or discrepancies which would affect the figures in an otherwise successful tender or quotation, the chief officer must give details of the errors or discrepancies to the bidder and invite the bidder to confirm the tender or quotation as submitted, or withdraw it. If the tender or quotation is withdrawn, consideration of the tenders or quotations will then proceed as if that tender or quotation had not been submitted.
- 9.5 After exercising any delegated power to accept a tender or quotation, the director must ensure that a record of the contract is placed on any contract register maintained within the relevant approved portal and provide sufficient details of the contract to the Head of Governance for him to arrange for the contract to be registered on the council's own contract register.

## **10 STANDSTILL PERIOD**

- 10.1 The successful bidder should be notified promptly following acceptance of the tender or quotation with an "Alcatel" letter. A template of this letter can be downloaded from the 'Going out to tender' page on the Council's intranet.
- 10.2 All unsuccessful bidders should be notified promptly with an "Alcatel" letter and must include the scores of the successful bidder against the individual unsuccessful bidders scores and a summary of reasons for the scores. The letter must also include a list of bid prices and bidders, although the names of the firms submitting bids should not be matched to the prices. A template of this letter can be downloaded from the 'Going out to tender' page on the Council's intranet
- 10.3 The Council cannot award a contract until the minimum standstill period of 11 days has been completed.
- 10.4 If you receive a request for a debrief from any of the unsuccessful bidders during the standstill period, they must be seen within the standstill period. If this is not possible then the standstill period MUST be extended for a debrief to take place.
- 10.5 After the debrief if the unsuccessful bidder is asked to provide further evidence by the Council or the unsuccessful bidder requests the council to provide additional information, Then the standstill period MUST be extended to allow this to happen
- 10.6 Once this period has been completed and there has been no legal challenges by any of the unsuccessful bidders an award letter can be issued to the successful bidder.
- 10.7 A further letter should be issued to the unsuccessful bidders notifying them that the standstill has been completed and an award letter has been issued.

- 10.8 By following rule 10.7 if the Council receives a legal challenge by an unsuccessful bidder, it reduces the time limit from 6 months to 30 days from the day after the date when the Council has awarded the successful bidder the contract.
- 10.9 If one or more of the unsuccessful bidders challenge the award after the standstill period has been completed then seek advice from the Council's legal team.

## **11 POST-TENDER NEGOTIATIONS**

- 11.1 After the receipt of tenders, officers may need to contact tenderers to clarify technical and contractual information as part of the evaluation process. Any such communication must be confidential and a written record made of the reason for contact and the decision made.
- 11.2 Negotiations after the submission of a tender may only be commenced after the chief officer has agreed with the Head of Governance the procedures to be adopted. Similarly, any resulting contract must be approved by the Head of Governance.

## **12 NOMINATED SUB-CONTRACTORS**

- 12.1 This Rule applies where a sub-contractor or supplier is to be nominated to a main contractor.
- 12.2 If the estimated amount of a sub-contract exceeds £10,000, tenders for the nomination must be invited and dealt with in accordance with these Rules as if the tenders invited were for a contract with the Council, unless the relevant director considers that it is not reasonably practicable to obtain competitive tenders,
- 12.3 Any invitation for nomination under Rule 12.2 must require the tenderer to agree that if selected they will enter into a contract with the main contractor which indemnifies the main contractor in relation to the works or goods included in the sub-contract.

## **13 WRITTEN CONTRACTS AND CONTRACT RECORDS**

- 13.1 Every contract which exceeds £10,000 in value must be in writing and must specify:
- (i) the work to be done, or services or goods or materials to be provided, including any appropriate technical specifications;
    - (a) the price to be paid, with a statement of discounts or other deductions; and
    - (b) the time or times within which the contract is to be performed.
- 13.2 The relevant chief officer must keep such records of the letting and management of every contract as he considers appropriate or as the Director of Resources may direct.

## **14 BRITISH AND EUROPEAN STANDARDS**

The contract must require goods and materials to comply with any relevant specification issued by the British Standards Institution or any European Standard, unless the director considers it inappropriate.

## **15 PREVENTION OF BRIBERY**

Every contract that exceeds £50,000 in value must include a clause allowing the Council to cancel the contract and to recover from the contractor the amount of any loss resulting from such cancellation if:

- 15.1 the contractor has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or not doing anything relating to the contract or any other contract with the Council or for favouring or not favouring any person in relation to such contract;
- 15.2 similar acts have been done by any person employed by the contractor or acting on their behalf; or
- 15.3 the contractor or any person employed by them or acting on their behalf has committed any offence under the Bribery Act 2010 or given any fee or reward the receipt of which is an offence under Section 117 of the Local Government Act 1972.

## **16 CONSULTANTS**

These Rules apply to the engagement of consultants, with the proviso that in circumstances requiring flexibility or where there are specialised needs, the relevant director may agree alternative arrangements with the Chief Executive.

## **17 BREACH OF CONTRACTS PROCEDURE RULES**

In the event of a significant breach of these Rules, the Chief Financial Officer shall report details to the next meeting of the Finance and Democracy Committee, with any proposals for remedial action.



# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	17 OCTOBER 2016	14
<b>LICENSED VEHICLE EXCEPTIONAL QUALITY POLICY</b>			

## PUBLIC ITEM

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

### SUMMARY

At a meeting of the Public Protection Committee held on the 20<sup>th</sup> July 2016, the Committee considered an item regarding the introduction of a Licensed Vehicle Exceptional Quality Policy for hackney carriages and private hire vehicles which have attained the maximum age limit of 12 years, set by Fylde Borough Council, but are considered to be in an exceptional condition.

Following a full discussion Committee **RESOLVED** to:

Recommend the Exceptional Quality Vehicle Policy for approval by full Council, subject to the addition of an overriding criterion that in order to benefit from the new policy, vehicles will need to undergo and pass an emissions test.

### RECOMMENDATIONS

That Council considers the recommendations of the Public Protection Committee and adopts the Licensed Vehicle Exceptional Quality Policy.

### SUMMARY OF PREVIOUS DECISIONS

The Hackney Carriage and Private Hire Licensing Policy was introduced in 2006 and set the maximum age at which a vehicle will be generally licensed at 12 years.

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

## REPORT

1. Sections 47 and 48 of the Local Government (Miscellaneous Provisions) Act 1976 considers the licensing of hackney carriage vehicles (S47) and Private Hire Vehicles (S48) and allows Local Authorities to attach conditions to the licences as is felt reasonable necessary.
2. As such, Fylde Borough Council's Hackney Carriage and Private Hire Policy states that all vehicles shall be less than twelve years old from the date of manufacture. There is no minimum age limit for vehicles on first application.
3. A request has been received from a current hackney carriage proprietor and driver to relax this age limit and introduce an Exceptional Quality policy. The driver suggests that such a policy may benefit the larger executive style vehicles and may also encourage proprietors to look to replace their existing vehicles with wheelchair accessible vehicles. It is understood there is a reluctance within the trade to purchase such vehicles due to the initial set up cost and the 12 year rule.
4. The Council does have a policy whereby additional hackney carriage licences will be issued to vehicles which are wheelchair accessible, purpose built and less than 2 years old but as suggested above, currently they have to be removed from the fleet when they are presented for licensing and are older than 12 years. Such a policy would be beneficial as it would continue to apply the age limits whilst acknowledging the efforts of proprietors in maintaining their vehicles.
5. The matter was considered by the Public Protection Committee on the 20<sup>th</sup> July 2016 who resolved to *recommend the Exceptional Quality Vehicle Policy for approval by full Council, subject to the addition of an overriding criterion that in order to benefit from the new policy, vehicles will need to undergo and pass an emissions test.*
6. The criterion referred to by the Public Protection Committee has been included within the Policy shown in appendix 1 and Council are therefore requested to consider the approval of the introduction of the Exceptional Quality Vehicle Policy.

IMPLICATIONS	
Finance	None arising directly from the report.
Legal	None arising directly from the report.
Community Safety	None arising directly from the report.
Human Rights and Equalities	The introduction of such a policy may encourage investment in DDA compliant vehicles.
Sustainability and Environmental Impact	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Chris Hambly	01253 658422	30 <sup>th</sup> September 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Hackney Carriage and Private Hire Licensing Policy	2006	Town Hall

### Attached documents

1. Draft Licensed Vehicle Exceptional Quality Policy

## Exceptional Quality Policy

The Hackney Carriage and Private Hire Licensing Policy document provides that no vehicle shall be licensed if it is over the age of 12 years unless it satisfies an exceptional quality policy.

To be considered suitable for the Exceptional Quality Policy, the following conditions apply.

1. The vehicle must pass the initial pit test – vehicles with three or fewer faults (excluding bulbs) will be permitted to undertake the necessary repairs and submit for a re-test; vehicles with four or more faults will fail and will not be permitted a re-test.
2. The vehicle must meet the full exterior and interior specification detailed below (each point listed below would constitute one defect). Vehicles with three or fewer defects as detailed below will be permitted to undertake necessary repairs and submit for a re-test. Vehicles with four or more defects will fail, and will not be permitted a re-test.

### Exterior

- a) All bodywork to be clean and sound, free from rust, corrosion, dents, scrapes or significant scratches or loose panels
- b) All paintwork must be in first class condition with no egg-shell finish or different shades or colours either inside or outside which are visible to the public
- c) All wheel trims to be fitted according to the manufacturer's specification and all matched
- d) Door or wing mirrors to be in good condition. 2 wing mirrors and an interior mirror are required.
- e) Front and rear registration plates to be clean, clear, unbroken and conform to the relevant legislation. Hinging rear number plates must be maintained so that the number plate is visible at all times.
- f) Front and rear bumpers to have no rust, corrosion, dents, cracks or scrapes and be securely fitted. End caps must be fitted
- g) Mud flaps, if fitted should be maintained
- h) No broken, cracked or missing glass or surrounds on all front and rear lights where fitted and must display the correct colour
- i) Radiator grills should be secure and the original specification
- j) Windscreen and rear screen wiper arms should be in good condition and rust free and properly fitted
- k) All door locks and boot locks fitted to be in working order
- l) All doors should be easily opened and in good working order
- m) All door handles should be properly fitted easily operated and of original specification
- n) A spare wheel which conforms to legal requirements must be carried and securely fitted along with the relevant jack and wheel brace
- o) All tyres to conform to legal requirements
- p) All road wheels to be clean and free from significant marks or damage and rust free
- q) Vehicle to have a current MOT certificate
- r) Evidence of servicing and maintenance over the last twelve months must be produced.
- s) The vehicle shall undergo and pass an emission test for each annual inspection.

### Interior

- a) All seats to be manufacturer's original design, should match, be securely fitted with no stains, holes or tears, without seat covers

- b) All seat belts should be clean, in good working order. There must be sufficient seatbelts to cover every licensed seat. All anchorage point covers should be properly fitted and match original trim
- c) All panels should be clean and match original trim
- d) Fitted carpets should be of original specification, securely fitted with no stains or holes
- e) All instruments and accessories should be fitted securely, match trim and be in good working order.
- f) Headlining to be stain free, clean with no holes or tears
- g) All windows to operate correctly and easily
- h) Brake, clutch and accelerator pedal rubbers to be fitted and in good condition
- i) The inside of the vehicle should be free from any trailing or loose wires
- j) The boot and/or luggage space should be clean and tidy with an unstained carpet or cover to manufacturer's specification
- k) If a hatchback, the boot cover must be original with both lifting straps fitted. A cargo guard should be fitted in estate vehicles
- l) Gear lever gaiters, if fitted, should be in good condition
- m) All lights should be in working order with appropriate covers securely fitted
- n) Window locks, handles where provided by the manufacturer to be in working order
- o) Heated rear screen to be in proper working order.
- n) Ramps, if fitted must be in good working order.

In the event of a vehicle being issued with an immediate or delayed prohibition notice by VOSA, the vehicle will immediately be disqualified from complying with the exceptional condition exemption.

Vehicle owners should note that this document only details the elements necessary to comply with the exceptional quality policy. Any licensed vehicle must comply with the requirements of Annexe A of the Hackney Carriage and Private Hire Policy at all times

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTION	COUNCIL	17 OCTOBER 2016	15
<b>HACKNEY CARRIAGE FARES</b>			

## PUBLIC ITEM

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

### SUMMARY

At a meeting of the Public Protection Committee held on the 20<sup>th</sup> July 2016, the Committee considered a request for an increase in the level of Hackney Carriage Fares.

Following a full discussion Committee RESOLVED to:

- 1) Refuse the request for an increase in level of hackney carriage fares as being inappropriate at this time.
- 2) Recommend to full Council that the Table of Fares is amended for the purposes of fuel surcharge to refer to the Shell Heyhouses Garage, in place of the Kilnhouse Garage which is no longer trading.
- 3) Recommend to full Council that the responsibility for determining future requests for increases in the level of hackney carriage fares are delegated to the Public Protection Committee.

### RECOMMENDATIONS

That Council considers the recommendations of the Public Protection Committee and:

- 1) Amends the Table of Fares for the purposes of the fuel surcharge to refer to the Shell Heyhouses Garage, in place of the Kilnhouse Garage which is no longer trading
- 2) Delegate to the Public Protection Committee responsibility for determining increases in the level of Hackney Carriage Fares

### SUMMARY OF PREVIOUS DECISIONS

The latest increase in Hackney Carriage Fares came into force in January 2014. Previous increases have been in September 2012, May 2011, May 2009, January 2008 and June 2005.

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 a meeting of the Public Protection Committee held on the 20<sup>th</sup> July 2016, the Committee considered an item regarding hackney carriage fares, and resolved as follows:
  - 1) *Refuse the request for an increase in level of hackney carriage fares as being inappropriate at this time.*
  - 2) *Recommend to full Council that the Table of Fares is amended for the purposes of fuel surcharge to refer to the Shell Heyhouses Garage, in place of the Kilnhouse Garage which is no longer trading.*
  - 3) *Recommend to full Council that the responsibility for determining future requests for increases in the level if hackney carriage fares are delegated to the Public Protection Committee.*
2. The report submitted to the Public Protection Committee is available through the link below and Council is therefore requested to consider :
  - 1) Amending the Table of Fares for the purposes of the fuel surcharge to refer to the Shell Heyhouses Garage, in place of the Kilnhouse Garage which is no longer trading
  - 2) Delegating to the Public Protection Committee responsibility for determining increases in the level of Hackney Carriage Fares.

IMPLICATIONS	
Finance	There are no direct financial implications for the Council in setting the fares for hackney carriages.
Legal	None arising directly from the report.
Community Safety	The provision of taxis is an integral part of the transport infrastructure and is particularly influential in the transportation of individuals late at night when bus services have ceased. The provision of affordable taxis assist in community safety by ensuring people are removed from town centres safely and helps to reduce the incidence of drink driving.
Human Rights and Equalities	Hackney carriages are a vital form of transport for the disabled who may have difficulties accessing other forms of public transport. It is important therefore that fares are maintained at a level which will encourage investment in DDA compliant vehicles yet remain affordable to disabled people.
Sustainability and Environmental Impact	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Chris Hambly	01253 658422	30 <sup>th</sup> September 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Hackney Carriage and Private Hire Licensing Policy	2006	Town Hall
Report to Public Protection Committee	20/7/2016	<a href="#">Request for Increase in Level of Hackney Carriage Fares</a>

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECORATE	COUNCIL	17 OCTOBER 2016	16
<b>MOBILE HOME FEE POLICY</b>			

## PUBLIC ITEM

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

### SUMMARY

At a meeting of the Public Protection Committee held on the 20<sup>th</sup> July 2016, a report outlining proposed administrative changes to the Mobile Home Fee Policy was considered.

The Committee resolved to:

- 1) Recommend to full Council to approve the amendments to the Mobile Home Fee Policy as outlined within the report.
- 2) Recommend to full Council that any future administrative changes to the Mobile Home Fee Policy be delegated under the remit of the Public Protection Committee.

### RECOMMENDATIONS

- 1) That Council approves the amendments to the Mobile Home Fee Policy.
- 2) That any future administrative changes to the Mobile Home Fee Policy are delegated to the Public Protection Committee.

### SUMMARY OF PREVIOUS DECISIONS

27<sup>th</sup> March 2015 - Public Protection Committee approved the Mobile Home Fee Policy

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

## REPORT

1. At its meeting held on the 20<sup>th</sup> July 2016, the Public Protection Committee considered a report highlighting a number of administrative amendments to the Mobile Home Fee Policy. The Committee recommended to Council to approve the amendments to the Policy.
2. The Committee also recommended that Council consider delegating any future administrative changes to the Mobile Home Fee Policy to the remit of the Public Protection Committee.
3. Council is therefore requested to consider the report and approve the amendments to the Policy and delegate the approval of any future administration changes to the Public Protection Committee.

IMPLICATIONS	
Finance	None arising directly from the report.
Legal	None arising directly from the report.
Community Safety	None arising directly from the report.
Human Rights and Equalities	None arising directly from the report.
Sustainability and Environmental Impact	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Chris Hambly	01253 658422	30 <sup>th</sup> September 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Report to Public Protection Committee	20/7/06	<a href="#">Public Protection Committee - Item 7 - Caravan Licensing - Review of Mobile Home Fee Policy</a>
Revised Mobile Home Policy	May 2016	<a href="#">Public Protection Committee - Item 7 - Appendix 2 - Amended Draft Mobile Home Fee Policy</a>



# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	17 OCTOBER 2016	17
<b>REVENUES AND BENEFITS SHARED SERVICE</b>			

## PUBLIC ITEM

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

### SUMMARY

Fylde Borough Council's revenues and benefits service is administered by Blackpool Council under a shared service agreement. The original arrangement was entered into for a five year period running to the end of September 2013. This was extended for a further period in September 2013 and the agreement will run its course in 2017. The Finance and Democracy Committee, at its meeting 26 September 2016, commended the service and unanimously recommended to Council the continuance of the service and to enter into a rolling five year agreement.

### RECOMMENDATIONS

1. To endorse the recommendation of the Finance and Democracy Committee and approve future arrangements with Blackpool Council for it to continue to discharge revenues and benefits functions on its behalf pursuant to Regulation 6 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 and in this regard to enter into a rolling five year agreement.

### SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee 26 September 2016 – “[Finance and Democracy Committee] *RESOLVED to recommend to Council future arrangements with Blackpool Council for it to continue to discharge revenues and benefits functions on its behalf pursuant to Regulation 6 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 and in this regard to enter into a rolling five year agreement.*”

Cabinet 18 September 2013 – “In reaching its decision, Cabinet considered the details set out in the report before it and at the meeting and *RESOLVED: to make arrangements with Blackpool Council for it to continue to discharge the revenues and benefits functions on Fylde Borough Council's behalf for a three year period from 1 October 2013 with an option to renew for a further 12 months pursuant to Regulation 5 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.*”

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 ( <b>Vibrant Economy</b> )	√
To make sure Fylde continues to be one of the most desirable places to live ( <b>A Great Place to Live</b> )	
Promoting Fylde as a great destination to visit ( <b>A Great Place to Visit</b> )	

As the report was considered at the recent meeting of the Finance and Democracy meeting and was recommended in full without any amendments, the link below is to the full report as considered at Finance and Democracy Committee.

**LINK TO INFORMATION**

[Full report considered at Finance and Democracy Committee – 26 September 2016](#)

IMPLICATIONS	
Finance	The financial implications are contained in the body of the linked report. The Council's base revenue budget contains provision on an ongoing basis for the cost of the shared revenues and benefits service.
Legal	The legal implications revolve around procurement and are contained in the body of the linked report.
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	TEL	DATE	DOC ID
Tracy Morrison	01253 658521	4 October 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
PDSC & Cabinet minutes	Sept 2013	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Finance and Democracy minutes	Sept 2016	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>