



# MINUTES

## Executive Committee

|                                   |  |
|-----------------------------------|--|
| <b>Date:</b>                      | Thursday, 25 April 2024  |
| <b>Venue:</b>                     | Town Hall, St Annes.   |
| <b>Committee Members Present:</b> | Councillor Karen Buckley (Chairman)<br>Councillor Richard Redcliffe (Vice-Chairman)<br><br>Councillors Peter Collins, Chris Dixon, Gavin Harrison, Matthew Lee, Jayne Nixon, Vince Settle, Tommy Threlfall.      |
| <b>Other Councillors Present</b>  | Councillors Sue Fazackerley, Sandra Pitman   |
| <b>Officers Present:</b>          | Tracy Manning, Ian Curtis, Mark Evans, Darren Bell, Gemma Broadley, Ian Williamson, Eddie Graves, Paul Walker, Kirstine Riding, Mark Moir, Keith Vernon, Phil Haworth, Sharon Wadsworth and Katharine McDonnell. |

### 1. Declarations of Interest

Members were reminded that any disclosable pecuniary interests should be declared as required by the Localism Act 2011 and any personal or prejudicial interests should be declared as required by the Council's Code of Conduct for Members. There were no declarations of interest on this occasion.

### 2. Substitute Members

The following substitute was reported under Council procedure rule 23 (c):

Councillor Harrison for Councillor Morris

Councillor Settle for Councillor Gaunt

### 3. Confirmation of Minutes

RESOLVED: To approve the minutes of the Executive Committee meeting held on 5 March 2024 as a correct record for signature by the Chairman.

### Decision Items

#### 4. Fully Funded Revenue Budget Increase – Household Support Fund Round 5

Councillor Dixon, Lead member for Social Wellbeing, introduced a report detailing information regarding a fully funded revenue budget increase of £261,583 in 2024/25, fully funded from the government Household Support Fund grant. It was the fifth round of government funding distributed to the district councils by Lancashire County Council to support struggling low-income families.

He thanked officers for their tireless work on maximizing the funding to provide additional support to these families.

It was RESOLVED recommend that Council approve a fully-funded revenue budget increase of £261,853 in 2024/25 fully funded from the government Household Support Fund grant.

5. Rawstorne Centre Roof Project Drawdown Request

Councillor Buckley, Lead Member for Corporate and Economic Development, introduced the report which detailed the authorisation of a grant in the sum of £30,000 to Freckleton Parish Council as a contribution towards the costs of replacing the roof on the Rawstorne Sports Centre in Freckleton.

She advised the grant was part of the capital programme and included in the budget considerations. The total cost was £39,000 with the remaining funding provided by Freckleton Parish Council.

It was RESOLVED to approve the payment of a grant in the sum of £30,000 to Freckleton Parish Council, which is included within the Capital Programme for 2024/25 as approved at Budget Council in March 2024, as a contribution towards the costs of replacing the roof on the Rawstorne Sports Centre in Freckleton, subject to the prior signing of a legal agreement to specify what the grant is going to be spent on and that Fylde Council is to be appropriately acknowledged for this.

6. Part One – In-Depth Scrutiny Review – Affordable Housing

Councillor Sandra Pitman, introduced the amendments to Affordable Housing Supplementary Planning Document following a review by an Internal Affairs Scrutiny Committee task and finish group.

The review by scrutiny was to be conducted in two parts, with the second part of the review to be held later in the year. Following this first part review, updating the guidance in the Affordable Housing SPD were deemed to be a priority to accommodate the results of the Housing Needs Survey conducted in 2021/22. This was to ensure that delivery of affordable housing met local housing needs.

Councillor Dixon, Lead Member for Social Wellbeing, spoke in support of the amendments, however he also advocated for an early review of the document with the figures underpinning it regularly reviewed.

In response to questions from committee, officers advised that the data arising from the Housing Needs Survey was accepted to provide reliable data for a five year period, after which the matter would be revisited. Questions were also raised regarding the thresholds that trigger the provision of affordable housing in housing developments, to which officers provided a detailed response.

Following consideration of the amendments, it was RESOLVED to approve and adopt the revised Affordable Housing Supplementary Planning Document in place of the existing document.

7. Updates and Amendments to the Housing Assistance Policy Encompassing the Disabled Facilities Grant, Better Care Fund Adaptations Grants, and Affordable Warmth Grant

Councillor Sue Fazackerley, Chairman of Internal Affairs Scrutiny Committee (IASC), introduced the updates and amendments to the Housing Assistance Policy, that the committee had considered at its recent meeting. She advised that the update also encompassed amendments to the Disabled Facilities Grant and Better Care Fund (BCF) Adaptations Grant, the addition of the new Affordable Warmth Grant Policy and introduced an extended warranty for equipment provided the BCF for customers on a passported benefit. The IASC recommended the amendments to the Executive Committee for approval.

Councillor Dixon, Lead Member for Social Wellbeing, he thanked the scrutiny members and officers for their work. He commented that these were practical and sensible amendments from our officers.

It was RESOLVED

1. To approve the increase of the Better Care Fund (BCF) for the delivery of adaptations for a single adaptation from a value of up to £7,000 to a value of up to £8,000. With an increase in the contribution made by the applicant from £14,000 to £16,000. For two adaptations from a value of up to £12,000 to a value of up to £14,000 with an increase in contribution made by the applicant from £24,000 to £28,000.

## Minutes – Executive Committee – 25 April 2024

2. To approve the continuation of match funding with registered providers for extensions to property, which would ordinarily be outside the budget of low-income families. Often this leaves families without any adaptations and unable to move due to affordability and lack of available social housing
3. To approve the extended warranty for customers that initially passed the means test on a passported benefit
4. To approve funds for removal and re-use of equipment for Fylde residents under the BCF.

### 8. Asylum Dispersal Grant Funding

Councillor Dixon, Lead Member for Social Wellbeing, introduced a report regarding the use of asylum dispersal grant funding, totalling £67,000, to support the employment of a Moving On Tenancy Support Officer for a three year period. He explained that the position would provide support for asylum seekers with settled status who approach the local authority under homelessness legislation on leaving National Asylum Support Service (NASS) accommodation.

He advised that the officer would help tenants to secure permanent accommodation, which in turn would free up temporary accommodation for those presenting as homeless. This would reduce costs associated with temporary accommodation.

Councillor Lee requested that information regarding asylum seeker families be shared with parish councils to dispel the misinformation which often circulated in communities regarding these families.

It was RESOLVED to approve;

1. An ongoing virement from 2024/25 onwards from the New Fylde Housing Floating Support Budget of £24,000 into the Asylum Seeker Dispersal Budget, to support the staffing costs of a full time Moving On Tenancy Support Officer with the Moving On Service; and
2. That funding held by the Local Authority under the Asylum Seeker Dispersal Grant (ASDG), totalling £67,000, be used to support the employment of a full time Moving On Tenancy Support Officer within the Moving On Service, for a three year period. The position will be reviewed and possibly continued beyond the three years, depending on the level of funding received from the ASDG within the next three years.

### 9. Domestic Abuse Act 2021 – Part IV Duties Funding 2024/25

Councillor Dixon, Lead Member for Social Wellbeing introduced a report updating the committee on the work of the Housing Service to meet their statutory duties under the Domestic Abuse Act 2021. The report also sought approval of the committee to approve a fully funded revenue budget increase of £35,690 to be utilised in the provision of a Housing Outreach Worker to engage and support victims of domestic abuse. It was explained the post was employed by Fylde Coast Women's Aid who worked in partnership with Fylde and Wyre Councils.

It was RESOLVED approve a fully-funded revenue budget increase for 2024/25 in the sum of £35,690 in respect of the Fylde Coast Women's Aid (FCWA) service, to be met by funding received from DLUHC under Part IV Domestic Abuse Act 2021.

### 10. Corporate Plan 2024-2028

Councillor Fazackerley, Chairman of Internal Affairs Scrutiny Committee, advised that the committee had considered the draft Corporate Plan for 2024-28 at its recent meeting and recommended the Plan to the Executive Committee.

Councillor Buckley, Lead Member for Corporate and Economic Development, advised there had been a number of useful comments and observations arising from the scrutiny committee, and as such a number of amendments had been made to the draft plan. These included how progress would be measured and strengthening connections to existing policies. She also advised that the Key Performance Indicators would be reported to the Internal Affairs Scrutiny Committee for periodic scrutiny.

It was RESOLVED to recommend to Council approval of the Corporate Plan for 2024-28 following stakeholder consultation.

### 11. The Asset Management Plan

Councillor Buckley, Lead Member for Corporate and Economic Development introduced the Asset Management Plan. She advised that it was a requirement for the council to hold an up-to-date Asset Management Plan. She commented there was a lot of work underpinning the plan and equally a lot of work would arise from the Plan.

In response to questions from the committee officers advised that the inventory of assets was held within the estates team and access could be given to councillors via the Councillor Hub. Officers explained that a review of assets would be taken, in line with corporate priorities, to demonstrate financial and community value, environmental impact and sustainability.

In regard to re-valuations, the asset valuations were undertaken on a rolling 5-year programme, so 20% of the council's assets were re-valued each year. The valuations were reviewed by officers and external auditors, in line with CIPFA's code of practice, and then reported to Audit and Governance Committee as part of the annual statement of accounts.

Officers also explained that assets were categorised as either a community, operational or financial asset. When identifying an asset for disposal, it would be dependent on its category, so no longer fulfilling a community need, no longer required by the service area or no longer economically beneficial respectively.

With no further debate, it was RESOLVED to approve the Asset Management Plan.

### 12. Transfer of Land Charges Functions to Land Registry

Councillor Harrison presented the proposals to transfer the Land Charges Register to HM Land Registry under the 2015 Infrastructure Act. He explained that the transfer was a statutory requirement and HM Land Registry was providing a burdens grant to assist with the transfer.

In response to questions it was explained that the transfer was broken into two staged payments of the grant. The first payment was to finance the cost of cleansing the data held by the council into a format that could be accepted by HM Land Registry. The second payment was to off-set the loss of income to the council as a result of the transfer.

It was RESOLVED to approve a fully funded addition to the Council's 2024/25 revenue budget of £60,000 to facilitate the transfer of the Land Charges to the HM Land Registry.

### 13. Request – Revenue Growth Budget Items

Councillor Settle, Chairman of Community Focus Scrutiny Committee, introduced the recommendations of the committee following a presentation by United Utilities and the Environment Agency. The committee recommended that consideration should be given to making an annual financial contribution to the Turning Tides partnership to assist their work to improving bathing waters.

The scrutiny committee had also recommended establishing an annual revenue budget to fund drainage surveys and site investigations to tackle the borough's flooding issues.

Councillor Threlfall, Lead Member for Environment, responded by thanking the scrutiny committee for their input and advised that the Turning Tides Partnership were about to undertake planned review. As such he suggested it would be appropriate to wait for the outcome of the review ahead of considering any financial contribution, and proposed an alternative recommendation.

Turning to the flooding issue, Councillor Threlfall commented that the facilitatory role with the Environmental Agency, United Utilities and the Lead Flood Authority, and that drainage surveys and site investigations were the responsibility of the asset owner. He advised that there may be occasions where an asset owner could not be identified or was not in a position to fund such an investigation, under those circumstances it may be appropriate for the council to fund in the first instance. He suggested this would be undertaken on a case-by-case basis, funded through existing budgets and reviewed annually. He therefore proposed an alternative recommendation.

After due consideration of the alternative recommendations, the committee RESOLVED

1. That any financial contribution to the Turning Tides partnership, if necessary, after the review, must be subject to a satisfactory value for money assessment.

Minutes – Executive Committee – 25 April 2024

2. The council will consider funding drainage surveys and site investigations in exceptional circumstances from existing budget provision and will review the position on annual basis.

#### 14. Spotlight Review – Climate Neutral Action Plan

Councillor Fazackerley, Chairman of Internal Affairs Scrutiny Committee, outlined that a spotlight review had been undertaken with respect to climate change.

As a result of this work six recommendations had been put to the Executive Committee for consideration which focused on the breath of the development of a Climate Change Strategy including measurable commitments and resourcing.

Councillor Threlfall, Lead Member for Environment, in response, thanked scrutiny members for their work on the matter. He advised the council were in discussion with Wyre Council regarding support to deliver aspects of Fylde's Climate Change Strategy, once it was developed.

Councillor Threlfall commented that he believed that the council's approach needed to be a proportionate one and such should address the council's own resources in the first instance and concentrate on areas that the council could directly influence. It was outlined that measurable commitments would be framed around the council's legal obligations.

As a result Councillor Threlfall proposed amendments in relation to some of the recommendations proposed by scrutiny.

In response to questions Councillor Buckley advised the Council had a legal obligation to become carbon neutral by 2050.

Following a discussion, it was RESOLVED

1. That the council seeks to fulfil its legal obligations to reduce its own carbon footprint through its own actions and also by using its powers of influence to affect positive change elsewhere within the community;
2. That officers explore joint and collaborative climate change service delivery options with Wyre Borough Council and / or other partners;
3. Agree an effective means to produce a 'Climate Change Strategy' for Fylde Council and to ensure adequate resource for its production;
4. That once the service delivery option is determined to deliver the Fylde Climate Change Strategy that any outstanding resourcing arrangements are finalised; and
5. That the Internal Affairs Scrutiny Committee be thanked for their input into this agenda and that the committee be invited to comment on the draft Climate Change Strategy once developed prior to its adoption in line with its desire for further engagement on this issue.

#### 15. St Annes Pool – Sport England Funding and Capital Works

Councillor Nixon, Lead Member for Tourism, Leisure and Culture, presented a report detailing the capital work required to the plant and equipment at St Annes Pool including the use of £220,000 capital funding from the Sport England Swimming Pool Support Fund.

She provided details of the latest surveys and investigations undertaken on the building and infrastructure at the pool as well as a test and assessment of the condensation and humidity experienced over recent months.

After a brief discussion, it was RESOLVED

## Minutes – Executive Committee – 25 April 2024

1. That the Executive Committee note the current risk status of the St Annes pool infrastructure and equipment.
2. That the sum of £220,000 from the Sport England Swimming Pool Fund is drawn down from the capital programme to deliver the works to fund the solar panels and replacement boiler system.
3. To note that the Major Repairs Reserve held by the YMCA (latest balance £76,249) will be used to fund the cost of work to the roof of the pool in preparation for the solar panels and any electrical upgrade required to accommodate the boiler and the panels.
4. That a programme of work for St Annes pool facility is developed based on the findings from reports, surveys, and investigations and brought before the Executive Committee for approval.
5. That the committee note the decision made by the Chief Executive, in consultation with the Lead Member for Tourism, Leisure and Culture, and the Leader of the Council, to use urgent delegated powers to approve £23,200 for the services of the leisure consultant to support the procurement process for the operation of St Annes pool from August 2025, fully funded from the unspent COVID support grant budget.

### 16. Kirkham Pool – Scrutiny Recommendations

Councillor Settle, Chairman of Community Focus Scrutiny Committee, presented the recommendations of the scrutiny following its recent meeting. He advised that the scrutiny committee had received the key findings of the consultation recently undertaken regarding swimming provision in Fylde. The committee also considered a survey and condition report on Kirkham Pool and the associated costs, together with various options and costs for both swimming and dry-side provision. The committee had also received information regarding the next steps for swimming provision including seeking expressions of interest from community and voluntary bodies for the ownership and operation of Kirkham.

Councillor Nixon, Lead Member for Tourism, Leisure and Culture, thanked the scrutiny committee for their work and supported the recommendations from scrutiny, advising that in regard to recommendation 4 and the appointment of a working group, she proposed that herself, together with Councillors K Buckley, Redcliffe and Hodgson, to work with officers, to evaluate business plans submitted by community and voluntary bodies. She stressed that incorporating sustainability and value for money considerations were essential as the process moved forward.

In response to questions, officers advised the Expression of Interest period was already underway, and a new Swim website (<https://new.fylde.gov.uk/swimming-in-fylde/>) had been launched containing a lot of guidance and help. If groups required any additional help and support, a helpline number and an email address would be added to the website.

Officers advised that communication issues had been highlighted in the Active Lancashire consultation, and whilst there was more work to be done, but the swim web page was a step towards improving communication by providing lots of information regarding the pool and the process. Officers undertook to share the website link with Parish Clerks.

The Executive Committee therefore RESOLVED to accept Community Focus Scrutiny Committee's recommendations, which were;

1. To note the content of the YMCA (Fylde Coast) Disposal Plan; Fylde Borough Council Swimming Pools Public and Stakeholder Consultation Report (April 2024) produced by Active Lancashire; Kirkham Baths Options Appraisal; Kirkham Baths Feasibility and Option Cost Summary together with the Mechanical & Electrical Services Condition Report and the next steps in delivering the council resolution.
2. To note the four indicative design concepts described in the report for future consideration as part of the evaluation of any expression of interests/business plans submitted.
3. That the Executive Committee incorporate sustainability and value for money as key elements of any future consideration of swimming provision.

Minutes – Executive Committee – 25 April 2024

4. The Executive Committee introduce general guidance for voluntary and community groups relating to the submission of business plans and appoint a group (made up of key lead members, those being Councillors K Buckley, Redcliffe, Nixon and Hodgson, to work together with officers) to oversee the process to evaluate any business plans submitted.

---

**Fylde Council copyright 2024**

You may re-use this document/publication (not including logos) free of charge in any format or medium. You must re-use it accurately and not in a misleading context.

The material must be acknowledged as Fylde Council copyright and you must give the title of the source document/publication.

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

This document/publication was also available on our website at [www.fylde.gov.uk](http://www.fylde.gov.uk)  
any enquiries regarding this document/publication should be sent to the Town Hall, St Annes Road West, St Annes FY8 1LW, or to [listening@fylde.gov.uk](mailto:listening@fylde.gov.uk).