

Agenda

Community Focus Scrutiny Committee

Date:	Thursday, 22 January 2015 at 6:15 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Kiran Mulholland (Chairman) Councillor Christine Akeroyd (Vice-Chairman)</p> <p>Councillors Tim Armit, Mark Bamforth, Julie Brickles, Susanne Cunningham, Tony Ford JP, Gail Goodman JP, Nigel Goodrich, Peter Hardy, Paul Hodgson, Barbara Nash, Linda Nulty, Dawn Prestwich, John Singleton JP, Vivienne M Willder</p>

Public Platform: To hear representations from members of the public.

Item		Page
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes of the previous meeting, held on 4 December 2014, as a correct record as attached.	3 - 6
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
4	Healthwatch Lancashire	7 - 8
5	The Future of CCTV in Fylde	9 - 18
6	Planning Improvement Plan 2013/14	19 - 26
7	Overview And Scrutiny Work Plans – Update	27 - 29

Contact: Lyndsey Lacey - Telephone: (01253) 658504 – Email lyndseyl@fylde.gov.uk

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Minutes

Community Focus Scrutiny Committee

Date:	Thursday, 4 December 2014
Venue:	Town Hall, St Annes
Committee members:	Councillor Kiran Mulholland (Chairman) Councillor Christine Akeroyd (Vice-Chairman) Councillors Mark Bamforth, Julie Brickles, Fabian Craig-Wilson, Susanne Cunningham, Fabian Craig-Wilson, Tony Ford, Gail Goodman JP, Nigel Goodrich, Paul Hodgson, Barbara Nash, Dawn Prestwich, John Singleton JP, Vivienne M Willder
Officers:	Tracy Morrison, Paul Walker, John Cottam, Lyndsey Lacey
Members of the Public:	There were two members of the public in attendance

Public Platform

Ms Veronica McDonnell addressed the committee on item 6 on the agenda relating to the Arts Service Review. The matters raised were addressed during the consideration of the item.

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 on this occasion.

2. Confirmation of minutes

RESOLVED: To approve the minutes of the Community Focus Scrutiny Committee meetings held on 6 November 2014 as a correct records for signature by the Chairman.

3. Substitute members

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

Councillor Fabian Craig-Wilson for Councillor Tim Armit

4. Fylde Local Strategic Partnership Residual Funding Update Report

The Chairman invited Tracy Morrison (Director of Resources) to present the updated report. In doing so, she provided an overview of the various strands of residual Local Strategic Partnership (LSP) funding that had been managed by the Borough Council since the cessation of the LSP in March 2013. The report included details of the various projects/applicants that had been awarded grants under the Community Projects Fund and Discretionary Fund and an update on the use of those monies. In addition, details of other residual funding was set out in the report.

Councillor Brickles enquired about the promotion/advertisement of the grants. In response, Tracy Morrison explained that the majority of promotion was done via the Council's web site but also included periodic press releases and communications to the town and parish councils and annual showcase events.

Following consideration of this matter it was RESOLVED:

1. To note the progress of the awards made to various groups from both the Community Projects Fund and Discretionary Fund;
2. To recommend to Cabinet that monies relating to the administration of the scheme and the now defunct Food co-operative be added to the balance of the Community Projects Fund;
3. To recommend to Cabinet that any residual funds not expended by 31st March 2015 be slipped into 2015/16 to allow further applications until all funding is expended.

5. Care and Repair (Wyre and Fylde) Update Report

Further to the report considered by committee at its meeting on 11 September, John Cottam (Principal Environmental Health Officer-Housing) was invited to present an update on the latest financial position and service specification following a review of the Care and Repair service/commissioning strategy being undertaken by Lancashire County Council across the county.

The report provided an overview of the background to the current (Fylde & Wyre) service and its funding streams. It also provided details of the review of the service (which included a revised eligibility criteria deemed to be more restrictive than under the current arrangements) together with an overview of the new funding arrangements which essentially included a 14% reduction in funding for residents in Fylde. The report also included details of additional statutory services to be included in the new arrangements.

Mr Cottam then went on to state that where (as in the case of Fylde and Wyre), a district council currently delivers the core home improvement agency service and the handy person service on behalf of another district council, funding can be transferred directly to the lead council to deliver the service on behalf of both councils. He explained that this would require both Fylde and Wyre councils to agree, with LCC, to deliver the joint service within the new parameters as outlined in the report. He added that Fylde would also need to enter into agreement with Wyre council for it to deliver the service as the lead council for both authorities via a 'partnering arrangement'.

Details with regard to this matter were set out in full in the report.

Following consideration of the matter it was RESOLVED to recommend to Cabinet the partnering proposals contained in the report.

6. Arts Service Review

Further to consideration of the interim findings of a review of the Arts Service by the Community Focus Scrutiny Committee and Cabinet in July and September respectively, Paul Walker (Director of Development Services) presented an update on progress with the recommendations from the review.

Mr Walker explained that the main two recommendations related to:

- *1.4 To investigate the feasibility of establishing an appropriate mechanism/ legal framework to enable a management policy for the Arts Collection to be developed.*
- *1.5 To explore the feasibility/options available to appoint a part time dedicated Arts Development Officer who would be responsible for management of the Arts Collection as part of a wider arts development role and to secure external funding for projects at a level which exceeds the cost of the post.*

With regard to the first recommendation relating to establishment of a legal framework, the various stages required (which included instructions to Counsel) were set out in the report.

With regard to the second recommendation, members were advised that a job description/person specification had been prepared for a part-time post who would be responsible for management of the Arts Collection as part of a wider arts development role. The possibility of external funding would also be explored and considered once the outcome of the stages detailed in the report are known.

Mr Walker indicated that when the requirement for any additional resources as described in report had been quantified, a further report detailing such would be presented to the appropriate Committee to consider the resourcing implications.

Following consideration of the matter it was RESOLVED:

1. To note the progress made with the recommendations
2. To involve the appointed Arts Service Task and Finish group at key stages in the process.

7. Overview and Scrutiny Work Plans - Update

Following consideration of the overview and scrutiny workplans (which were included as an appendix to the report) it was RESOLVED to note the report.

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REPORT



REPORT OF	MEETING	DATE	ITEM
RESOURCES DIRECTORATE	COMMUNITY FOCUS SCRUTINY COMMITTEE	22 JANUARY 2015	4

HEALTHWATCH LANCASHIRE

PUBLIC ITEM

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

SUMMARY

Healthwatch Lancashire is an independent consumer champion for health and social care. Representatives of Healthwatch have been invited to attend the meeting to present a report on their work.

RECOMMENDATION

To note the content of the presentation and invite views and comments.

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Social Wellbeing - Councillor Cheryl Little

CORPORATE 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)	√

SUMMARY OF PREVIOUS DECISIONS

None.

REPORT

Healthwatch Lancashire:

- is the independent consumer champion for health and social care in the county with the role to listen and the power to significantly influence change within the health and social care system.
- gives children, young people and adults a powerful voice – making sure their views and experiences are heard by those who run, plan and regulate health and social care services in Lancashire.
- is one of 152 local Healthwatch organisations which, together with Healthwatch England, make up the Healthwatch Network across the country.

Representatives of Healthwatch will be in attendance at the committee to present an overview of their work and answer any questions that members may have.

IMPLICATIONS	
Finance	None arising directly from this report
Legal	None arising directly from this report
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

REPORT AUTHOR	TEL	DATE	DOC ID
Lyndsey Lacey	01253 658504	December 2014	CFSC

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

REPORT



REPORT OF	MEETING	DATE	ITEM
RESOURCES DIRECTORATE PARTNERSHIPS TEAM	COMMUNITY FOCUS SCRUTINY COMMITTEE	22 JANUARY 2015	5

THE FUTURE OF CCTV IN FYLDE

PUBLIC ITEM

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

SUMMARY

Following final approval, by Cabinet in 2013, to finance a replacement programme of 'Rapid Deployment' CCTV Cameras in Fylde, a new Government Code of Practice and CCTV Regulation has focussed attention on the legitimate aim and purpose of all CCTV cameras operating in Fylde.

The purpose of this report is to update members on CCTV provision in Fylde, seek members' views on the options to respond to these and other issues, and to seek members view on the appropriate recommendation to Cabinet.

RECOMMENDATIONS

The Committee is recommended to:

1. Note the current position with regard to the management and monitoring of the Rapid Deployment and the fixed CCTV cameras in Fylde borough.
2. To consider the appropriate recommendation to Cabinet based upon the issues ,risks and options outlined in paragraphs 5
3. To recommend to Cabinet to approve a fully funded budget increase of £2,151 to the CCTV replacement scheme within the approved Capital programme, this increase to be met from the additional LSP final balance.
4. To note that any further works that may be approved would be delivered in 2015/16.

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Social Wellbeing

Councillor Cheryl Little

CORPORATE 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)	√

SUMMARY OF PREVIOUS DECISIONS

Council – 3rd December 2012: approval of a fully funded addition to the Capital Programme in the sum of £44k to be met by an equivalent a contribution from the LSP Performance Reward Grant

Cabinet – 10th April 2013: approval of a fully-funded budget increase to the CCTV camera replacement scheme in the sum of £36k to be met from a further contribution from the LSP (Second Homes funding)

Budget Council – 4th March 2013: approval of capital expenditure as part of budget setting process

Cabinet – 10th April 2013: authorisation of the commencement of works from the capital programme

Community Focus Scrutiny Committee – 30th October 2013: evaluation of the appropriateness of surveillance cameras with the Borough

Cabinet -27th November, 2013: (Based on all available information at that time) to continue with the existing CCTV provision and approval to proceed with commissioning the replacement of rapid deployment cameras from the capital programme.

Community Focus Scrutiny Committee – 6th November 2014:1. To support the principle of the new arrangements for a formal partnership with Wyre Borough Council, pending the agreed Service Level Agreement for the delivery of a monitored CCTV service for Fylde. 2. To recommend to Cabinet the proposed five year partnership with Wyre BC.

REPORT

1. Background

Council on 3rd December 2012 approved an addition to the Capital Programme for 2012/13 in the sum of £44k for replacement rapid deployment CCTV cameras with equivalent funding being provided by a contribution from the LSP Performance Reward Grant. On 10th April 2013 Cabinet approved a fully-funded budget increase to the CCTV camera replacement scheme in the sum of £36k to be met from a further contribution from the LSP (Second Homes funding) and noted that the scheme was now expected to be delivered in 2013/14. The total cost of the scheme was therefore increased to £80k.

On August 2013, the first surveillance code of practice came into force. The council must have regard to the code when exercising any of its functions when it considers that the use of cameras in public places would be appropriate. The emphasis of the use of CCTV is now balanced in favour of ensuring the use of surveillance does not infringe privacy of the individual.

The Community Focus Scrutiny Committee, at its meeting on 30th October 2013, explored the need for CCTV cameras in the light of the surveillance code of practice. In doing so the Committee reviewed the previous use of cameras within the Borough with the Geographic Inspector for the area from the Lancashire Constabulary. Incidents that had been captured, and their value in terms of crime detection, were explored. The Committee satisfied itself that the continued use of cameras in

public places would be appropriate. In doing so, the Community Focus Scrutiny Committee recommended to the Cabinet that the CCTV provision would be continued subject to the preparation of a clear set of objectives and a privacy impact assessment.

In November 2013 Cabinet agreed that the approved scheme for the replacement of the rapid redeployment cameras should proceed based on the agreed set of objectives and the preparation of the privacy impact assessment. The privacy impact assessment has now been completed and the conclusion permits the continuation of the provision of CCTV cameras in Fylde borough.

2. Current Position

Fylde currently has a total of 27 cameras which are operating throughout the Borough, these are supported by a further two cameras which are fitted to two CCTV Vans. There are 9 fixed cameras which are capable of being remotely monitored.

In November 2013 Cabinet approved to proceed with the replacement of the existing stock of 'Rapid Deployment' Cameras in Fylde – these are Cameras which are capable of being deployed to any of 30 camera poles located in strategic positions (there are a total of 18 rapid deployment Cameras).

The rapid deployment system is one of three different systems which operate within Fylde and in order to maintain the current provision, all 18 rapid deployment cameras would need replacing. To date, arrangements are now in place to convert two rapid deployment cameras in St Annes on to the town centre monitored provision as part of the transfer of CCTV monitoring from Blackpool to Wyre Council.

The Capital sum of £80K has been approved for replacement of the 'rapid deployment cameras' and identified to pay for the project, and it is recognised that Fylde should be provided with the best possible system which will ensure the latest technology for several years to come, effectively giving an element of 'future proofing'.

The ability to control and download the recorded footage from the Rapid Deployment Cameras is carried out by both trained Police Personnel and the Blackpool CCTV Manager; the latter of whom holds the SIA (Security Information Act, license).The vast majority of downloads are conducted by the Police and they are carried out from the two CCTV Vans which were purchased and furnished with the necessary equipment over three years ago. The two vans were handed over to the Police and a 'Memo of Understanding' was reached with the Fylde Police supervision for the Vans, Rapid Deployment CCTV Cameras and the fixed position cameras (4) in Lytham. The vans work in conjunction with the Wireless Technology in the cameras and they need to be located reasonably close to the cameras to make the connection.

3. Issues

Certain Legal requirements and other issues are now evident which may have implications for both the replacement programme and the approved future investment, not only for this particular project but CCTV in general. The issues are:

3.1.1.Regulation

The publication of the Government Code of Practice brought into question the justification for Public Realm CCTV Surveillance equipment which was discussed by the Council and with evidence provided by the Constabulary and supported by Inspector Keith Ogle and latterly, Inspector Mark Thackeray-Scott, there was overall Member support to proceed with the Rapid Deployment replacement programme based on information given at that time. However since that time, the Information Commissioners Office (ICO) has also released a new Data Protection Code of Practice for Surveillance Cameras and Personal Information (October 2014) which

reinforces where cameras should be used and the Governance arrangements. The fact that it is possible, affordable or has public support should not be the justification for processing personal data.

In line with recommendations from the CCTV User Regulations and the Information Commissioners Office a 'Community Impact' assessment was carried out in Fylde earlier this year on all cameras operating in Fylde. This included both monitored and deployable cameras. The assessment outlined the relatively low number of crimes which had been recorded and downloaded within their location.

3.1.2. Police Support

The arrangement to operate the vans and carry out the downloading of the CCTV footage from the Rapid Deployment Cameras and Lytham 'fixed' cameras relies heavily on the local Police capability as outlined above. However, as indicated by a recent briefing to Council by the Police and Crime Commissioner and the Partnerships Chief Inspector, this agreement could quickly change if the Police no longer have sufficient staff to maintain the agreement. There is a signed 'Memo of Understanding' in place, however this is not a legal obligation and relies heavily on 'good will'.

The vans which were purchased by the former Local Strategic Partnership over three years ago are now 7 years old. Although highly valued by the Police in terms of their capabilities and Hi Visibility, it is highly likely they will not be permitted to be used when reaching 10 years old (A further 3 years)

3.1.3. CCTV Monitoring

A separate report was submitted to Community Focus scrutiny Committee in November 2014 outlining collaboration proposals with Wyre Council in relation to CCTV monitoring. Members approved in principle the proposed collaboration arrangements with Wyre BC subject to an agreed Service Level agreement. It is anticipated the new monitoring arrangements will commence in early 2015.

Whilst there was a contract between Fylde Council and Blackpool Council to 'monitor' the Town Centre Cameras of St Annes (6) and Kirkham (3) , Blackpool made the decision in April, 2013 to cease monitoring their own CCTV Cameras which resulted in Fylde being left without this capability. Several months negotiation took place but a temporary provision was reinstated in November when Blackpool Security Service provided a very similar service on the previously contracted three nights a week. This arrangement is officially remained in place until the end of September 2014. However, should the cameras be requested to be monitored in the interim, the capability still exists and Blackpool have indicated that this unconditional service will be provided. When these cameras are not being monitored, they record footage in a fixed position. The Blackpool CCTV Manager is able to carry out any downloading as required within the cost of this alternative provision.

Consequently it is anticipated that these existing arrangements will run until the Wyre BC collaboration arrangements are formally in place.

One advantage of this arrangement is that it will enable work to proceed in line with the previous decision on Capital funding through the connection of 'rapid deployment cameras' at St Annes pier and Ashton Gardens. It is anticipated that this work will be completed early in the New Year to align with the transfer of CCTV monitoring to Wyre BC.

It is important to note that the arrangement with Wyre BC for the monitoring of cameras does not apply to the Rapid Deployment Cameras or CCTV equipment in vans. Wyre BC do not have

any Rapid Deployment Cameras in their Borough and do not wish to be responsible for monitoring such cameras in Fylde.

A Police survey has identified a variety of CCTV systems in operation throughout Lancashire Districts due to both logistics and funding costs. Many Districts have rationalised their systems in terms of both budgets and the new guidelines. Concentration has focussed on town centre systems which have identified where the majority of crime and disorder takes place.

4. Funding

As outlined above, Capital funding of £80K was approved for the replacement of 'Rapid deployment Cameras in November 2013 of which £36k being from the estimated LSP residual balance. Since that time the final LSP financial outturn has been produced confirming funding availability of £38,151, an increase of £2,151 from the estimate at that time, which in addition to the approved FBC capital funding of £44K would provide a revised total funding availability of £82,151. It is proposed to increase the Capital funding to the revised figure of £82,151. The cost of £13,382 to fund the necessary conversion works at the Wyre Control Centre will be met from the existing capital allocation

Following on from the previous decision of Cabinet, implementation is progressing in relation to the connecting of CCTV cameras, as outlined above, at the St Annes Pier and Ashton Gardens. The cost of this work in the sum of £15, 842 will also be met from the existing capital allocation leaving a balance of £52,927 available to fund future development of the system. This is summarised in the table below:

Financing	£
Approved Budget Nov 13	80,000
LSP Outturn adjustment	2,151
Revised Base Budget	82,151
Existing Commitments	15,842
Connection of The Pier and Ashton Gardens to Monitored service	13,382
Control room upgrade	
Balance available	52,927

The connection works in respect of the St Annes Pier and Ashton Gardens sites and the control room upgrade are both planned to be delivered by 31st March 2015. However it is proposed that any further works that may be approved would be delivered in 2015/16.

5. Options for consideration

In the light of the issues outlined in paragraph 3 it is thought that before proceeding with further Capital expenditure that a review should be considered.

A number of options/issues have been looked at by officers, these have included:

- Notwithstanding the developing regulatory environment and the risks and concerns regarding the longevity of the vans, to continue with the replacement of all 18 rapid deployment cameras (**Appendix 1**).
- To concentrate some of the remaining Capital CCTV budget on improving the monitored CCTV system by adding 3 Lytham Town Centre Cameras on to the system, to be controlled through Wyre BC monitoring service.
- Maintain all the remaining stock of rapid deployment cameras and the two CCTV Vans until they can no longer be supported or unfit for purpose and beyond repair.
- Stop maintaining or renewing rapid deployment Cameras until the end of their serviceable life.
- Maintain only the existing provision of Rapid Deployment Cameras and not renew.
- Add the three Lytham Town Centre Cameras onto this system and controlled through the new partnership arrangements with Wyre BC, and purchase a smaller supply of rapid deployment cameras (10 in total as identified in **Appendix 2**) in areas where deployment can be justified and legitimacy can be evidenced. NB There would still be reliance on the Police and Blackpool CCTV Manager for downloading, until suitable alternative arrangements can be identified.

6. Operational issues

The provision of CCTV cameras in Fylde clearly has benefit in a number of ways. Equally the provision is adhoc and inconsistent and has risks for the future. A summary of the operational issues to be considered alongside the options identified above are as follows:

- Current camera locations have been fully assessed and several cameras have remained in the same position without legitimate purpose
- Cameras in some locations are being provided for reassurance and crime prevention
- Rapid Deployment cameras rarely get moved around in response to crime and disorder Findings suggest that they are remaining in permanent positions with little if any evidence base as to their requirement other than crime prevention and reassurance.
- Downloading conducted from the CCTV Vans by the Police only has a maximum 4 years expectancy.
- Need to ensure that any replacement 'Rapid' cameras are equipped with the technology to be controlled by both WI Fi and either 3G or 4G technology – if brought into operation each camera would have an additional revenue cost but could be controlled from 'anywhere'
- Several Town and Parishes have contributed towards the purchase of the Rapid Deployment cameras albeit that most of these cameras are now several years old
- There will need to be a contingency for mechanical repairs or replacement to existing cameras

7. Risk

A number of risks have been identified in considering the options outlined above. The most apparent risk is the potential loss of the downloading facility currently undertaken by the Police and Blackpool CCTV manager. A long term commitment can not be given to the continuation of this service and consequently renders several of the options outlined above as potentially unviable.

8. Conclusions

Taking into account the factors and issues identified in this report it can be concluded that option which presents perhaps the most viable and constructive way forward would be to progress the adding of the three Lytham Town Centre cameras to the monitored system, but not progress any further maintenance or renewal works on other Rapid Deployment Cameras unless or until alternative long term downloading arrangements are put in place.

In view of the number of issues involved members may wish to consider setting up a Task and Finish group to conclude this matter, or alternatively make a specific recommendation to Cabinet based on the options outlined above.

IMPLICATIONS	
Finance	<p>This report provides an update on CCTV provision in Fylde and the options available to develop the service.</p> <p>Members are recommended to request that Cabinet approve a fully funded budget increase of £2,151 to the CCTV replacement scheme within the approved Capital programme, this increase to be met from the additional LSP final balance.</p> <p>Members are asked to note that any further works that may be approved would be delivered in 2015/16.</p>
Legal	<p>Any decision in relation to the deployment of surveillance cameras is covered by <u>the Surveillance Camera Code of Practice</u>, made under the Protection of Freedoms Act 2012.</p> <p>The council <i>“must...have regard to the...code when, in exercising any of its functions, it considers that the future deployment or continued deployment of surveillance camera systems to observe public places may be appropriate.”</i> The council does not have to follow the code, but, if it does not do so, it would need to be prepared to justify any departure from it.</p> <p>Government policy on CCTV has shifted from an emphasis on the advantages of CCTV for community reassurance and reducing the fear of crime, to concern about the effect of the proliferation of installations on privacy. The code reflects this policy shift. It asks fundamental questions about the need and justification for surveillance cameras, even where cameras are currently deployed.</p> <p>The code refers to article 8 of the European Convention on Human Rights (the right to respect for private and family life) and continues:</p> <p><i>“The decision to use any surveillance camera technology must, therefore, be consistent with a legitimate aim and a pressing need. Such a legitimate aim and pressing need must be articulated clearly and documented as the stated purpose for any deployment.”</i></p> <p>It then sets out twelve guiding principles that system operators should adopt. The first two principles are particularly relevant to the question of</p>

	<p>whether surveillance cameras should be deployed at all. The first is:</p> <p><i>“Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.”</i></p> <p>The guidance goes on to explain this further:</p> <p><i>“Surveillance camera systems operating in public places must always have a clearly defined purpose or purposes in pursuit of a legitimate aim and necessary to address a pressing need (or needs). Such a legitimate aim and pressing need might include national security, public safety, the economic well-being of the country, the prevention of disorder or crime, the protection of health or morals, or the protection of the rights and freedoms of others That purpose (or purposes) should be capable of translation into clearly articulated objectives against which the ongoing requirement for operation or use of the systems and any images or other information obtained can be assessed.”</i></p> <p>The second principle is:</p> <p><i>“The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.”</i></p> <p>The code says that this <i>“points to the need for a privacy impact assessment process to be undertaken whenever the development or review of a surveillance camera system is being considered to ensure that the purpose of the system is and remains justifiable, there is consultation with those most likely to be affected, and the impact on their privacy is assessed and any appropriate safeguards can be put in place”</i>.</p>
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
Bryan Ward	01253 658467	Jan, 2015	

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

Attached documents

1. **Appendix 1** Current Rapid Deployment Camera locations
2. **Appendix 2** Proposed locations for Rapid Deployment Cameras

Appendix 1

Current Rapid Deployment Camera Locations in Fylde

(Cameras capable of being moved to other locations)

1	<u>West Lodge, Ashton Gardens, St Annes</u>	<u>To be replaced with Monitored Camera</u>
2	<u>St Annes Pier, South Promenade, St Annes</u>	<u>To be replaced with Monitored camera</u>
3	<u>Hope Street Park, Hope Street, St Annes</u>	
4	<u>St Albans Road/junct St Davids Rd South</u>	<u>Removed Not functioning</u>
5	<u>St Albans Road/junct Trafalgar Street</u>	<u>Loan camera removed - to be replaced</u>
6	<u>Hove Road Park behind YMCA</u>	

7	<u>Park View Road Queen Elizabeth Playing Fields, Lytham</u>	
8	<u>Lytham Piazza, Clifton Square Lytham</u>	
9	<u>Lytham Piazza, Dicconson Terrace, Lytham</u>	
10	<u>Clifton Street, opposite Bath Street, Lytham</u>	
11	<u>Station Square, adjacent to car park, Lytham</u>	
12	<u>Woodlands Road, Ansdell</u>	
13	<u>Fairhaven Lake, Fairhaven</u>	

14	<u>Wesham War Memorial, Wesham</u>	
15	<u>Wrea Green(Opposite Grapes Pub)</u>	<u>** Contribution by Parish Council</u>
16	<u>Harbour Lane, Warton</u>	
17	<u>Bridges Playing Field, Warton (Loan Camera)</u>	<u>** Contribution by Town Council</u>
18	<u>School Lane, Newton</u>	<u>** Contribution by Parish Council</u>
18	<u>Memorial Park, Freckleton</u>	<u>** Contribution by Town Council</u>

Appendix 2

Proposed siting of 10 Rapid Deployment Cameras

<u>1</u>	<u>Wrea Green, Opposite Grapes Pub</u>
<u>2</u>	<u>Wesham War Memorial</u>
<u>3</u>	<u>Newton with Scales</u>
<u>4</u>	<u>Freckleton Memorial Park</u>
<u>5</u>	<u>Central Amenity Area, Warton</u>
<u>6</u>	<u>Bridges Playing Fields, Warton</u>
<u>7</u>	<u>Queen Elizabeth Playing Fields, Park View, Lytham</u>
<u>8</u>	<u>Fairhaven Lake</u>
<u>9</u>	<u>Hove Road Park, St Annes</u>
<u>10</u>	<u>Hope Street Park St Annes</u>

REPORT

REPORT OF	MEETING	DATE	ITEM
DEVELOPMENT SERVICES	COMMUNITY FOCUS SCRUTINY COMMITTEE	22 JANUARY 2015	6

PLANNING IMPROVEMENT PLAN 2013/14

PUBLIC ITEM

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

SUMMARY

The report provides details of the tasks assigned to officers for the financial year 2013/14. Performance is reported against the actions throughout the year and commentary is provided on the key outcomes.

RECOMMENDATIONS

1. That the committee considers the report on the outstanding actions from the Planning Improvement Plan and makes any comments it considers appropriate.
2. That the committee notes the ongoing improvement work as outlined in section 3 and seeks support for their delivery.

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Planning & Development

Councillor Dr Trevor Fiddler

CORPORATE 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)	√

SUMMARY OF PREVIOUS DECISIONS

On the 4th April 2013, Community Focus Scrutiny Committee considered the Peer Review Report that had been prepared which included 4 initial improvement plans. It was resolved to:

To support the 13 recommendations which had resulted from the Planning Peer Review.

To support the four recommendations already action planned (1, 4, 7 and 13)

To request that key stages of progression be reported to future meetings of the Community Focus Scrutiny Committee. To support the Portfolio Holder in seeking to discourage repetitious debate at meetings of the Development Management Committee.

To support the retention of the existing numbers on the Development Management Committee.

The Minutes of the Community Focus Scrutiny Committee were considered by Cabinet on 10th April 2013 who resolved to support the recommendations as reported.

On the 25th July 2013, Community Focus Scrutiny Committee considered an updated report on the Planning Improvement Plan

1. To note the progress of the 12 action plans detailed in the report.
2. To agree to monitoring reports being presented to scrutiny every four months
3. To seek council representation on the Task and Finish Group appointed by Lancashire County Council set up to look at the planning consultation process between county, borough and statutory bodies.
4. To expand Action Plan 2(12) to incorporate of key utility/organisations.
5. To add to Action Plan 2 an additional training session on the Local Plan and the wider planning process at which all members of the council are invited.
6. To delete the word "Kirkham" and replace with "Lytham" (Action Plan 12 (2) refers).

(Councillor Elizabeth Oades and Peter Hardy wished their names to be recorded as having voted against the above decision).

The Minutes of the Community Focus Scrutiny Committee were considered by Cabinet on 18th September 2013 who resolved to support the recommendations as reported.

On 21st January 2014, Community Focus Scrutiny Committee considered an updated report on the Planning Improvement Plan. Following detailed consideration of this matter it was RESOLVED to note the report and present updates to the committee every 8 month and/or when there are significant areas to report.

The minutes of the Community Focus Scrutiny Committee were considered by Cabinet on 17th February 2014 who RESOLVED to approve the recommendations made by the Community Focus Scrutiny Committee at its meeting held on 21 January 2014 subject to the recommendation relating to the Planning Improvement Plan 2013/14 being amended to read as follows:

"To note the report and present updates to the committee every 8 months or more frequently if there are significant areas to report."

REPORT

1. The report provides committee with an update as requested on progress with the actions contained in the Planning Improvement Plan which was previously adopted.
2. The report lists those actions remaining from the improvement plan and provides commentary against each of the actions. The specific action is listed first followed by the update in italics.
3. This report concludes reporting on the Planning Improvement Plan as previously considered and agreed. Overall good progress has been made with the plan which has been detailed in nature. There are however some strands of work that continue which are vital to the long term success and improvement of the planning service. They include:
 - a. Progression of the Local Plan. A separately agreed timetable for the delivery of a combined Local Plan (part 1 and 2) has been agreed and is monitored by Cabinet and the Local Plan Steering Group. In the new governance structure after May this will rest with the Development Management Committee. It is essential that steady progress is made to grasp the key issues and agree key stages in order to achieve a combined plan by March 2017.
 - b. Business process re-engineering (BPR) of key processes relating to the processing of all planning applications. Work is currently underway to deliver efficiencies in how customers engage and interact with the council and further elements are to be reviewed in 2015.
 - c. Member development, involving new and existing members post May 2015 elections to ensure they have the necessary knowledge, skills and competences to make key strategic decisions regarding the adoption of the Local Plan and to carefully and effectively consider and determine planning applications.

OUTSTANDING ACTIONS

OBJECTIVE 1: Review and update the project plan to complete the local plan. Ensure sufficient resources are allocated to deliver this. There is support available from PAS for this. Raise awareness of the Local Plan.

PIP01.03 Allocate the necessary resources to complete and adopt the Local Plan as soon as possible

Report considered and agreed at Cabinet on 26th November 2014 concerning the need to revise the current timetable in light of issues that had emerged and examined a number of options. Cabinet RESOLVED to:

- 1. To approve Option 3 - to prepare a Local Plan Part 1 and Part 2 combined, for Fylde covering a 15 year period from adoption, on the grounds that it is the best value revised option and the complete plan is delivered sooner;*
- 2. To approve the resource plan for Option 3 as described at appendix 4 of the report in a total additional sum of £226,700 to be fully-funded by a combination of estimated additional planning fee income and by virements from existing approved budgets;*
- 3. To note the revised re-phasing of expenditure as set out in appendix 4 of the report to match the revised delivery timetable.*

OBJECTIVE 2: Develop a set of councillor briefing sessions to explain the 5 year land supply issue, NPPF and other pertinent planning issues.

PIP02.06 Involvement of the Member Development Steering group in the design and delivery for future years. Agree the way forward on strategic issues and the induction events.

The design and delivery of planning training is a regular item on the agenda of the MDSG (see also PIP02.15 below).

PIP02.08 Lessons Learnt – Review of Appeal decisions

Copies of all appeal decisions are now circulated at each planning committee via the agenda paper. An opportunity has been introduced to allow key points made at the appeal to be discussed at the committee meeting. From April 2015 a quarterly review of the implications of appeal decisions will be introduced as part of the ongoing member development training programme.

PIP02.13 An overview of the Economic Development Strategy (Steve Smith)

A learning hour event was delivered on 29th April 2014

PIP02.14 To deliver planning training to Town and Parish Councillors

Training delivered on 28th March 2014

PIP02.15 General training to all council members on the local plan and wider planning process

New member handbook to be prepared and placed on website. A new member training schedule for DM Committee for the corporate year 2015/16 is under preparation.

OBJECTIVE 5: Arrange facilitated approach to review processes with staff using an external facilitator to carry out systematic review of processes and implement new streamlined approach. Staff need to be involved and own this and managers need to make time for it (both for themselves and for the staff).

PIP05.04 Assess the options for the form of our chosen planning service model.

The key areas for improvement of the Development Management Service have been agreed following the stakeholder engagement undertaken as part of at PIP05.03.

PIP05.05 Design and deliver the optimal process for the delivery of our chosen service model.

A Business Process Re-engineering exercise is ongoing in accordance with an agreed action plan.

OBJECTIVE 6: Review line management and supervision arrangements (including coverage of appraisals) and implement a structured approach to one-to-one supervision to provide appropriate monitoring, support and development.

PIP06.01 Assess the opportunities that exist to deliver a common approach to line management and supervision across the three service functions that make up the planning service.

Regular (fortnightly) meetings of senior planning staff are in place in order to ensure that line management and supervision is being carried out in a consistent manner.

PIP06.02 Define roles, team working practices, skills and capacity to ensure that these linked issues genuinely connect with and contribute to the delivery of an effective and efficient planning service.

A restructure of the Development Management Team has led to a clearer line management for all staff within the service.

PIP06.03 Map the developmental needs of staff within the planning service and define the personal and professional improvement opportunities available through supervision, coaching, mentoring and any other relevant opportunities.

Personal Development Appraisals (PDA) undertaken as part of the annual process each summer. Priorities for staff development have been identified which build on the individual skills of team members.

PIP06.04 Implement actions 1 and 2 above. Embed, within the service structure, specific and relevant efficiency standards, together with all aspects of performance management, reporting mechanisms and continuous improvement targets which will define an excellent service unit.

Annual reviews take place as a result of the PDA process and regular team meetings are held in order to deliver performance feedback and an opportunity for continuous process review.

PIP06.05 Implement action 3 (i.e. act on the findings of the PDA's).

Annual reviews take place as a result of the PDA process and regular team meetings are held in order to deliver performance feedback and an opportunity for continuous process review.

OBJECTIVE 7: Develop mechanisms for starting to build two-way trust between the Council corporately and the Planning Service. Develop ways in which both can work together to jointly own and drive Planning Service improvements. Jointly agree service-specific performance management mechanisms.

PIP07.04 Incorporate the 'planning vision' into the corporate vision for Fylde

Key elements are now included in the corporate plan within

PLACE: To Promote the Enhancement of the Natural & Built Environment;

PROSPERITY: To Promote a Thriving Economy;

PERFORMANCE: To Meet Expectations of our Customers.

PIP07.08 Develop the Planning Service and identify key policy issues other than the Local Plan

Key policy areas are kept under review and fed into the local plan for consideration. Were it is not appropriate for the local plan to address these areas, the development of supplementary planning documents has been considered. Areas identified to date include: Advertisement Control, Assets of community Value, Local Lists, Heritage Strategy, Housing Layout Guide, Design Coding, Parking Standards, Fences and Wall Guidance. Review of policy requirements is an ongoing process.

OBJECTIVE 10: Develop outcomes-based approach to budgeting which is not driven solely by finance.

PIP10.02 Feed consideration of the agreement of priorities into future budget setting considerations.

The annual right-sizing exercise incorporates the outcomes of budget setting

PIP10.03 Feed consideration of the agreement of priorities into future performance management decisions.

Performance management considers and incorporates the outcomes of action planning.

OBJECTIVES 11: Put in place a more systematic approach to assess the customer experience through asking users of the service for their views on service delivery by conducting bi- annual (or at least annual customer surveys).

PIP11.06 Results collated, report produced and action list drawn up.

Key issues raised in first round of surveys have been fed into the Business Process Re-engineering review. Any issues arising from 2015 survey will be addressed through a similar review.

PIP11.07 Exercise repeated at least annually (once for agents / applicants and one for consultees)

Second survey to be carried out in March 2015.

OBJECTIVE 12: Develop a Neighbourhood Planning Strategy for Fylde ahead of completion of the Local Plan.

PIP12.01 Raise the awareness and understanding of neighbourhood planning with local communities through briefing of Town & Parish Councils.

Neighbourhood Planning awareness event held for parish councils.

PIP12.02 Consider how to address the un-parished areas of the Borough at Ansdell and Lytham.

Information in regard to neighbourhood planning has been publicised, through the council's website and through events and projects carried out in unparished areas but no expression of interest have been received.

PIP12.04 Utilise grant funding provided by Central Government to provide additional resource to facilitate delivery of Neighbourhood Plans.

A report outlining proposals for the spending of Neighbourhood Planning Grant in order to deliver support to those Town and Parish Council's proposing to prepare Neighbourhood Plans was considered by Cabinet on 27th November 2013. Cabinet agreed the extension of an

existing part time temporary contract to provide an additional staff resource to facilitate this work.

PIP12.05 Provide assistance to Neighbourhood Planning Forums, including securing assistance from external bodies, in progressing their proposals.

Extra resources have been devoted to Neighbourhood Planning. A part time Principal Post has been made up to a full time post. This has allowed a Planning Officer to dedicate one day per week to Neighbourhood Planning. The Council will continue to provide advice and support to progress the four Neighbourhood Plans that are being progressed.

OBJECTIVE 13: Commence preparation work on Community Infrastructure Levy. There is already sufficient data in Fylde's evidence base which can be incorporated into the project plan for the Local Plan so they are developed in tandem.

PIP13.05 Preliminary Draft Charging Schedule Consultation

A Viability Assessment of the Preferred Options document was carried out however, this has not resulted in the production of a charging schedule. Once the Publication Version of the Local Plan has been finalised its Viability will be assessed and a Preliminary Draft Schedule will be drawn up.

PIP13.06 Review of Consultation responses on preliminary draft Charging Schedule and advise on updates as necessary.

See PIP13.05 once the schedule has been drawn up it will be consulted on.

PIP13.07 List priorities for infrastructure need and determine partners with whom Fylde should work.

A draft Infrastructure Delivery Plan was drawn up and put out for consultation with the Preferred Option Local Plan and is on the Council's website. We have a list of infrastructure providers and they will be consulted on the draft Publication version. The Publication version will be refined as a result of their comments before it is put out for formal consultation.

PIP13.08 Joint Local Plan/CIL Examination

A Preferred Option Local Plan was the subject of public consultation in summer 2013. The results of this exercise have been considered by Members and a decision to produce a Revised Preferred Option has been taken by the Portfolio Holder (9 July 2014). However Cabinet on 26th November 2014 has since agreed to prepare a Local Plan Part 1 and Part 2 combined, for Fylde covering a 15 year period from adoption, on the grounds that it is the best value revised option and the complete plan is delivered sooner.

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

LEAD AUTHOR	TEL	DATE	DOC ID
Paul Walker/Alex Scrivens	01253 658431/658543	9 th January 2015	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Community Focus agendas and minutes	4 th April 2013	http://www.fylde.gov.uk/meetings/details/998
	25 th July 2013	http://www.fylde.gov.uk/meetings/details/1095
	21 st January 2014	http://www.fylde.gov.uk/meetings/details/1149

REPORT



REPORT OF	MEETING	DATE	ITEM
RESOURCES DIRECTORATE	COMMUNITY FOCUS SCRUTINY COMMITTEE	22 JANUARY 2015	7

OVERVIEW AND SCRUTINY WORK PLANS – UPDATE

PUBLIC ITEM

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

SUMMARY

To seek the feedback of members about the work programme of the committee.

RECOMMENDATION

To seek feedback from the committee on the work plan relevant to its work.

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Finance and Resources:	Councillor Karen Buckley
Social Wellbeing:	Councillor Cheryl Little
Environment & Partnerships:	Councillor Thomas Threlfall
Planning & Development:	Councillor Dr Trevor Fiddler
Customer & Operational Services:	Councillor Albert Pounder

CORPORATE 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)	√

SUMMARY OF PREVIOUS DECISIONS

None.

REPORT

The report provides an overview of the draft work plans of both the Community Focus and Policy Development Scrutiny committees up to the end of the life of the committees in April 2015. It asks members to consider any additions and/or amendments they may wish in relation to its own work plan.

Whilst the remit of each committee is defined within the Constitution, there has generally been some flexibility between the two committees to allow for a balance of work.

A full copy of the work plans is attached as an appendix to this report.

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

LEAD AUTHOR	TEL	DATE	DOC ID
Lyndsey Lacey	01253 658504	12 December 2014	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
CFSC committee report/ mins		Website

Attached documents

1. Workplan

Workplans for Committees 2014/2015

Meeting Date	Committee / Title of Report	Origin / Frequency
08-Jan-15	Policy Development, Town Hall, 18:00	
	Call In Request – Analysis of Housing Need in light of the 2012 Sub-National Population Projections	Call in request - ICMD 2014/15
22-Jan-15	Community Focus, Town Hall, 18:15	
	Overview & Scrutiny Workplan Updates	Member Request
	Planning Improvement Plan	Updated Report
	Health Watch Lancashire	Health Watch request
	Future of CCTV in Fylde	Updated Report
19-Feb-15	Policy Development, Town Hall, 18:15	
	Overview & Scrutiny Workplan Updates	Member Request
	Mid-Year Performance Exception Report 2014/15	6 monthly
	Economic Development Strategy - Review of Action Plan	Updated Report
	MTFS	Regular reporting
	Anti Social Behaviour Policy	New Policy
	Update on Built Heritage Strategy	Updated Report
12-Mar-15	Policy Development, Town Hall, 18:15	
	Overview & Scrutiny Workplan Updates	Member Request
	Lancashire Single Homelessness Initiative	New Project
	Homelessness Repossession Prevention	New Report
	Home Energy Conservation Act (HECA)	Annual Report
	Areas Letting Consultation Results	Updated report
	Residents Survey	Updated report
19-Mar-15	Community Focus, Town Hall, 18:15	
	Blackpool Teaching Hospital	CFSC 21/1/14
	Overview & Scrutiny Workplan Updates	Member Request