



# Minutes

## OPERATIONAL MANAGEMENT COMMITTEE

<b>Date:</b>	Tuesday, 13 September 2016
<b>Venue:</b>	Town Hall, St Annes.
<b>Committee Members:</b>	Councillor David Eaves (Chairman) Councillors Frank Andrews, Peter Anthony, Julie Brickles, Alan Clayton, Tony Ford JP, Richard Fradley, Paul Hodgson, Barbara Nash, Edward Nash, Sandra Pitman.
<b>Other Councillors Present:</b>	Councillor Karen Buckley
<b>Officers Present:</b>	Paul Walker, Kathy Winstanley, Andrew Dickson, Andrew Loynd, Sharon Wadsworth
<b>Other Attendees:</b>	2 members of the public were in attendance

### Public Platform

There were no speakers under the Public Platform provision on this occasion.

#### 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. Confirmation of minutes

RESOLVED: To approve the minutes of the Operational Management Committee meeting held on 31<sup>st</sup> May 2016 as a correct record for signature by the Chairman.

#### 3. Substitute members

The following substitutions were reported under Council procedure rule 24(c):

Councillor Barbara Nash for Councillor Albert Pounder  
Councillor Tony Ford for Councillor Karen Henshaw.

The Chairman took the opportunity to forward the committees best wishes to Councillor Pounder's wife following a recent fall.

### Decision Items

#### 4. Subscription Based Green Waste Service

Kathy Winstanley, Head of Health and Environment, introduced the report that provided the committee with details of possible options for consideration to mitigate the reduction in funding from Lancashire County Council. The options included the implementation of a chargeable green waste subscription service, withdrawal of the green waste service or the introduction of a seasonal service.

Members of the committee raised several questions regarding the scheme in general and disposal arrangements for green waste. These were addressed by Mrs Winstanley and it was confirmed that

the specifics of the scheme had not been finalised but would be presented to the committee prior to going to full council.

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

1. The introduction of a year-round green waste subscription service, at a charge of £30 per waste bin per annum, in order that the service may be ready for implementation from April 2017; and that the income arising from the introduction of the charge, if approved, be reflected within the Councils budget for 2017/18 onwards.

(Councillors Julie Brickles, Alan Clayton and Paul Hodgson requested that their names be recorded as having voted against the recommendation)

#### 5. Land Charges Fees

Andrew Dickson, Head of Technical Services, introduced the report of the proposed revised fees and charges for Local Authority land charges services and the proposed new charging regime for the supply of environmental information under the Environmental Information Regulations.

Mr Dickson explained that the fees for land charges services have not been increased since 2010 due to ongoing litigation involving all local authorities in England and Wales. On the 6<sup>th</sup> October 2015 the European Court of Justice delivered a judgment confirming that public authorities could recover costs for supplying environmental information.

The committee unanimously RESOLVED:

1. To approve the revised fees as attached in schedule 1 for land charges services from the 1<sup>st</sup> January 2017
2. To approve the new fees as attached in schedule 2 for the supply of environmental information from the 1<sup>st</sup> January 2017
3. To note the £10,000 cost to integrate the councils existing software with the 'Web pay' system to provide an online application system which would be contained within existing approved budgets.

#### 6. Car Parking Working Group report

Councillor Alan Clayton, as chairman of the Car Parking Working Group, was invited to introduce the report detailing the areas of Parking Services that were discussed by the Car Parking Working Group over a series of three sessions.

Following Councillor Clayton's introduction Paul Walker, Director of Development Services, and Andrew Loynd, Principal Car Parking and Energy Officer, took members through the report in more detail.

Following detailed consideration into the various aspects of the report it was RESOLVED:

##### In Respect of the Corporate Plan:

1. To continue car parking enforcement as currently delivered until the NSL contract is up for tender in 2018.
2. To investigate prior to the commencement of the next enforcement contract beyond September 2018 different working patterns and the possibility of annualised hours and for the working group to review future car parking options.
3. To conduct an audit on car parking signage within the borough, identifying the current location of signage and a schedule of recommended improvements to be put to Lancashire County Council.

##### In Respect of Christmas Parking:

4. Following a detailed debate the Committee voted in favour of the terms of the Christmas Parking scheme remaining the same.

In Respect of the Fylde Resident's Parking Scheme:

5. To increase the time allowed from two hours to four hours from 1<sup>st</sup> November to 20<sup>th</sup> March on the following long stay car parks North Beach, North Promenade, St Annes Swimming Pool, Fairhaven Road, St Paul's Avenue, Stanner Bank, Lytham Station, Bath Street, Public Offices (from November 2016) and Town Hall (weekends and Bank Holidays only).
6. That a price review would not apply this year and that the scheme shall be referred back to the committee in the event that 1,000 permits have been applied for.

In Respect of the Motorhomes Scheme:

7. To proceed with a consultation with residents with a view to extend the Motorhome scheme to North Beach Car Park.

In Respect of Electric Vehicle Charging:

8. To support in principal Lancashire County Council's scheme for electric vehicle charging points.
9. To seek the opinion of Kirkham Town Council in relation to suitable locations in Kirkham.

In Respect of New Car Parks:

10. To refer back to the working group to discuss in further detail when the results of the signage review are known.
11. For Officers to engage in informal enquiries with the owner of the multi storey car park in St Annes regarding its future use and to report back to the Committee on the outcome of these discussions.

In Respect of Parking Fees and Charges:

12. To not introduce charges to any of the currently free car parks.
13. To recommend to Council an increase in car park tariffs by an average of 5% as detailed in the report.
14. To recommend to Lowther Trust the introduction of a nominal £0.20 charge for the first hour's parking at Lowther.
15. To retain the existing car park charging hours of 9am to 6pm.
16. To retain the current arrangement of Fylde Council being responsible for off-street parking enforcement and Lancashire County Council being responsible for on-street parking enforcement.

7. Car Parking Change to Public Offices Car Park Operating Days

Andrew Loynd presented the report that outlined proposals to change the operating days of the Public Offices Car Park to 7 days a week public pay and display parking.

Concerns were raised regarding the state of repair of the buildings, in particular the uninhabited building, and the potential risk to the public.

Following a brief discussion it was RESOLVED to:

1. Recommend in principal the proposed adjustment to the operating days of the Public Offices car park, to enable public long stay pay and display parking Monday to Sunday, subject to verification that there is no risk to the public from the public offices buildings.

2. That the Fylde Resident's Parking Scheme use of the Public Offices car park be extended to include Monday to Sunday.

#### Information Items

The following information items were received by the committee.

#### 8. Update on LCC Cost Sharing Agreement and Lancashire Waste Review

The final information report following the conclusion of the Lancashire Waste Review had found that Fylde was one of the most efficient operators in the area.

#### 9. Purchase of Vehicle Under Exempt Contract Procurement Rule 3

This information note contained details of a recent vehicle purchase under exempt contract procurement rule 3.

#### 10. Bus Shelters Capital Spend

The information note outlined the latest situation in the management and provision of bus shelters, in particular relating to the provision of replacement/new shelters funded from the capital budget for 2016/17. The Chairman confirmed that discussions were ongoing with Lancashire County Council (LCC) in relation to determining the authority responsible for the maintenance of the bus shelters erected by LCC.

#### 11. General Fund Revenue Budget Monitoring report 2016/17 – Position as at 31<sup>st</sup> July 2016

This information report provided an update of the Council's General Fund (GF) Revenue Budget as at 31<sup>st</sup> July 2016 and specifically for those areas under the Committee's remit.

#### 12. Capital Programme Monitoring Report 2016/17 – Position as at 31<sup>st</sup> July 2016

The information report provided an update of the Council's approved Capital Programme as at 31<sup>st</sup> July 2016 with specific reference to those schemes under the Committee's remit.

#### 13. Outside Bodies

In accordance with the Protocol for Members on Outside Bodies, reports from members representing the council on the various outside bodies (within the remit of the committee) were circulated with the agenda for information purposes.

The Chairman asked officers to check the requirement for the council to be represented on the PATROL and Sintropher Working Group due to them not meeting.

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## Land Charges Search Fees

Local Authorities (England) (Charges for Property Searches) Regulations 2008

**Coming into force 1<sup>st</sup> January 2017**

	2010 - 2016	2017
Official Searches	£79.00	£135.00
Extra Parcel	£15.00	£15.00
CON29R	£76.00	£134.00
Optional Questions	£15.00 except Q21 which is £7.50	£15.00 except Q21 which is £7.50
Additional Questions	£20.00	£20.00
LLC1	£3.00	£20.00
Highways Additional Req. 1	£31.50	£31.50
Supplying Environmental information		See pricing document.



<p><b>ROADS AND PUBLIC RIGHTS OF WAY</b>  <b>Roadways, footways and footpaths</b></p> <p><b>2.1.</b> Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are:</p> <p>(a) highways maintainable at public expense          (b) subject to adoption and, supported by a bond or bond waiver          (c) to be made up by a local authority who will reclaim the cost from the frontagers          (d) to be adopted by a local authority without reclaiming the cost from the frontagers?</p>	<p>Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact:          Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p>
<p><b>Public rights of way</b></p> <p><b>2.2.</b> Is any public right of way which abuts on, or crosses the property, shown on a definitive map or revised definitive map?</p> <p><b>2.3.</b> Are there any pending applications to record a public right of way that abuts, or crosses the property, on a definitive map or revised definitive map?</p> <p><b>2.4.</b> Are there any legal orders to stop up, divert, alter or create a public right of way which abuts, or crosses the property not yet implemented or shown on a definitive map?</p> <p><b>2.5.</b> If so, please attach a plan showing the approximate route.</p> <hr/> <p><b>OTHER MATTERS:</b>  <b>Apart from matters entered on the registers of local land charges, do any of the following matters apply to the property? If so, how can copies of relevant documents be obtained?</b></p> <p><b>3.1. Land required for public purposes</b>          Is the property included in land required for public purposes?</p>	<p>Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact:          Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p> <hr/> <p>£1.90</p>
<p><b>3.2. Land to be acquired for road works</b>          Is the property included in land to be acquired for road works?</p>	<p>Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact:          Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p>
<p><b>3.3. Drainage matters</b></p>	<p>Lancashire County Council are the Highway</p>

<p>(a) Is the property served by a sustainable urban drainage system (SuDS)?</p> <p>(b) Are there SuDS features within the boundary of the property? If yes, is the owner responsible for maintenance?</p> <p>(c) If the property benefits from a SuDS for which there is a charge, who bills the property for the surface water drainage charge?</p>	<p>Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p>
<p><b>3.4. Nearby road schemes</b></p> <p>Is the property (or will it be) within 200 metres of any of the following?</p> <p>(a) the centre line of a new trunk road or special road specified in any order, draft order or scheme</p> <p>(b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway</p> <p>(c) the outer limits of construction works for a proposed alteration or improvement to an existing road, involving:-</p> <p>(i) construction of a roundabout (other than a mini roundabout); or</p> <p>(ii) widening by construction of one or more additional traffic lanes</p> <p>(d) the outer limits of:-</p> <p>(i) construction of a new road to be built by a local authority,</p> <p>(ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway,</p> <p>(iii) construction of a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes</p> <p>(e) the centre line of the proposed route of a new road under proposals published for public consultation</p> <p>(f) the outer limits of:-</p> <p>(i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway</p> <p>(ii) construction of a roundabout (other than a mini roundabout)</p> <p>(iii) widening by construction of one or more additional traffic lanes, under proposals published for public consultation</p>	<p>Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p>
<p><b>3.5. Nearby railway schemes</b></p>	<p>Lancashire County Council are the Highway</p>





## SCHEDULE 2

<p>(a) Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail?</p> <p>(b) Are there any proposals for a railway, tramway, light railway or monorail within the Local Authority's boundary?</p>	<p>Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question.</p> <p>If you only wish to request a highway question may we suggest you contact:</p> <p>Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p>
<p><b>3.6. Traffic schemes</b></p> <p>Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths which are named in Box B &amp; C and are within 200 metres of the boundaries of the property?</p> <ul style="list-style-type: none"> <li>(a) permanent stopping up or division</li> <li>(b) waiting or loading restrictions</li> <li>(c ) one way driving</li> <li>(d) prohibition of driving</li> <li>(e) pedestrianisation</li> <li>(f) vehicle width or weight restriction</li> <li>(g) traffic calming works including road humps</li> <li>(h) residents parking controls</li> <li>(i) minor road widening or improvement</li> <li>(j) pedestrian crossings</li> <li>(k) cycle tracks</li> <li>(l) bridge building</li> </ul>	<p>Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question.</p> <p>If you only wish to request a highway question may we suggest you contact:</p> <p>Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p>
<p><b>3.7. Outstanding notices</b></p> <p>Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this form?</p> <ul style="list-style-type: none"> <li>(a) building works</li> <li>(b) environment</li> <li>(c ) health and safety</li> <li>(d) housing;</li> <li>(e) highways</li> </ul>  <p>(f) public health</p> <p>(g) flood and coastal erosion risk management</p>	<div> <div>(a) £2.00</div> <div>(b) £2.60</div> <div>(c) £2.60</div> <div>(d) £2.30</div> <div>(e) Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</div> <div>(f) £2.60</div> <div>(g) Please contact: Environment Agency – Preston, Lutra House, Dodd Way, Walton Summit, Bamber</div> </div>

	Bridge, PR5 8BX. Tel: 0370 8506506. Email: <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a>
<b>3.8. Contravention of building regulations</b> Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in building regulations?	£2.00
<b>3.9. Notices, orders, directions and proceedings under planning acts</b> Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following? (a) an enforcement notice (b) a stop notice (c) a listed building enforcement notice (d) a breach of condition notice (e) a planning contravention notice (f) another notice relating to breach of planning control (g) a listed building repairs notice (h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation (i) a building preservation notice (j) a direction restricting permitted development (k) an order revoking or modifying a planning permission (l) an order requiring discontinuance of use or alteration or removal of building or works (m) tree preservation order (n) proceedings to enforce a planning agreement or planning contribution?	(a) £1.00 (b) £1.00 (c) £1.00 (d) £1.00 (e) £1.00 (f) £1.90  (g) £1.90 (h) £1.90  (i) £1.90 (j) £1.90 (k) £1.90  (l) £1.90  (m) £1.00 (n) £1.90  3.9 Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: <a href="mailto:lhbs@lancashire.gov.uk">lhbs@lancashire.gov.uk</a>
<b>3.10. Community infrastructure levy (CIL)</b> (a) Is there a CIL charging schedule? (b) If, yes, do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following:- (i) a liability notice? (ii) a notice of chargeable development? (iii) a demand notice?	£1.90 £1.90

(iv) a default liability notice? (v) an assumption of liability notice? (vi) a commencement notice? (c ) Has any demand notice been suspended? (d ) Has the Local Authority received full or part payment or any CIL liability? (e ) Has the Local Authority received any appeal against any of the above? (f) Has a decision been taken to apply for a liability order? (g) Has a liability order been granted? (h) Have any other enforcement measures been taken?	£1.90 £1.90 £1.90 £1.90 £1.90 £1.90
<b>3.11. Conservation area</b> Do the following apply in relation to the property? (a) the making of the area a conservation area before 31 August 1974 (b) an unimplemented resolution to designate the area a Conservation Area	(a) £1.00 (b) £1.90
<b>3.12. Compulsory purchase</b> Has any enforceable order or decision been made to compulsorily purchase or acquire the property?	£4.80 Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk
<b>3.13. Contaminated land</b> Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property)? (a) a contaminated land notice (b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990 (i) a decision to make an entry (ii) an entry (c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice	(a) £1.00 (b) £1.00 (c) £2.60
<b>3.14. Radon gas</b> Do records indicate that the property is in a "Radon	Please contact: Radon Group, Public Health England, Centre for

