



# Agenda

## Tourism and Leisure Committee

Date:	Thursday, 11 January 2018 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Cheryl Little (Chairman) Councillor Vince Settle (Vice-Chairman)</p> <p>Councillors Christine Akeroyd, Tim Ashton, Jan Barker, Brenda Blackshaw, Maxine Chew, Richard Fradley, Paul Hodgson, Roger Lloyd, Sandra Pitman, Raymond Thomas.</p>

### Public Platform

To hear representations from members of the public in accordance with council procedure rule 11.

To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

	PROCEDURAL ITEMS:	PAGE
1	<b>Declarations of Interest:</b> Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meeting held on <a href="#">2 November 2017</a> as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 24(c).	1
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Contact: Lyndsey Lacey-Simone - Telephone: (01253) 658504 – Email: [democracy@fylde.gov.uk](mailto:democracy@fylde.gov.uk)

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

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## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
COUNCILLOR FRADLEY	TOURISM AND LEISURE COMMITTEE	11 JANUARY 2018	4
<b>LYTHAM HALL RESTORATION: PROGRESS TOWARDS A NEW HLF BID</b>			

### PUBLIC ITEM

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

### SUMMARY

The report provides a further update to the committee on progress against the recommendations approved in respect of the Lytham Hall Restoration Project. The council's interest remains focused on facilitating a renewed Heritage Lottery Fund (HLF) bid for the restoration of the Hall, only through a new bid can Lytham Hall be restored. The £300,000 capital grant the council contributed towards the HLF bid in 2012 was to achieve the restoration of Lytham Hall, this remains a priority for the council. The progress report covers the period since the T&L Committee on November 2<sup>nd</sup> 2017 during which time Councillor Fradley has held a number of meetings and conversations with key stakeholders including Heritage Trust North West (HTNW), the Heritage Lottery Fund (HLF), Friends of Lytham Hall and Lytham Town Trust (LTT). Councillor Fradley has been supported by the Chief Executive and the report includes views, opinions and conclusions based on the conversations held and any supporting evidence provided.

### RECOMMENDATIONS

1. That the committee notes the progress made by HTNW in responding to the Moore Stephens report which has been provided by the HLF and support the need to recruit a new Chief Executive or Director in order to be in a position to conform with the recommendations and apply for future HLF funding.
2. That the committee offer to support a HTNW bid for Resilience Grant funding from HLF to help progress towards a new HLF bid for the restoration of Lytham Hall.
3. That the committee support the HLF request for all interested parties to meet and establish the best arrangements for ongoing good working relationships that will ensure the splendour and potential of Lytham Hall is fully exploited for the benefit of current and future residents and visitors.
4. That the committee request an update on the Lytham Hall restricted fund account as part of next progress update at the Committee meeting on March 8<sup>th</sup> 2018.

### SUMMARY OF PREVIOUS DECISIONS

November 2<sup>nd</sup> 2017 Tourism & Leisure – Lytham Hall Restoration Project: Progress Towards a New HLF Bid  
 September 7<sup>th</sup> 2017 Tourism & Leisure - Lytham Hall Restoration Project: Progress Report  
 June 22<sup>nd</sup> 2017 Tourism & Leisure – Lytham Hall Restoration Project: Rebuilding the Project  
 March 9<sup>th</sup> 2017 Tourism & Leisure – Lytham Hall Restoration Project: Independent Audit Report  
 November 3<sup>rd</sup> 2016 Tourism & Leisure - Lytham Hall Restoration Project: Capital Grant Monitoring Report  
 November 12<sup>th</sup> 2015 Tourism & Leisure - Lytham Hall Restoration Project: Capital Grant Monitoring Report  
 January 7<sup>th</sup> 2015 Tourism & Leisure – Lytham Hall Restoration Project: Progress Report: Coastal Revival Fund  
 January 15<sup>th</sup> 2014 Cabinet - Lytham Hall Restoration Project: Capital Grant Monitoring Report  
 June 27<sup>th</sup> 2012 Cabinet - Lytham Hall Restoration Project: Capital Grant Monitoring Report

June 28th 2011 Cabinet - Lytham Hall Restoration Project: Capital Grant Approval  
 March 28th 2011 Full Council – Lytham Hall Restoration Project: Capital Grant Request  
 March 23rd 2011 Cabinet – Lytham Hall Restoration Project: Capital Grant Request

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

## REPORT

- At the Tourism & Leisure Committee on November 2<sup>nd</sup> 2017 after a progress update from Councillor Fradley along with feedback from Paul Lomax (Deputy Manager at Lytham Hall) and John Turner (HTNW) the following recommendations were agreed:
  - That the committee confirm its priority to help to secure a new bid to the HLF for the restoration of Lytham Hall by the most effective means possible working with all relevant partners and request that Councillor Fradley focuses on achieving this.
  - To note that some progress has been made by HTNW to address the recommendations made by this committee and the Moore Stephens report with the introduction of new leadership, governance and financial arrangements at Lytham Hall.
  - To request that any new HLF bid for the restoration of Lytham Hall includes direct engagement by the nominated elected member from the Tourism and Leisure Committee.
  - That prior to the committee supporting any future lottery bid led by HTNW, written evidence is provided from the HLF that they are satisfied with the measures taken by HTNW to address the recommendations in the Moore Stephens report.
- The Lytham Hall Foundation Trust (LHFT) was discussed during the progress report on November 2<sup>nd</sup> 2017 and a number of issues were raised by members of the committee. The LHFT is intended to be the vehicle that will manage any funds related to projects at Lytham Hall, it is a '*new charitable trust*' that '*all donations and grants to the hall will be paid into..... and only dispersed exclusively for projects and restoration at Lytham Hall itself.*' Mr Turner confirmed in the [online statement](#) that the '*charitable purpose will be to fundraise for and on behalf of the Lytham Hall..... This will be a defined purpose fund for the benefit of the Lytham Hall project. Trustees of the Foundation will be local, and independent with HTNW and no other body or organisation having a place on the board of trustees as of right. The Trustees will be responsible for allocating funds, releasing and then monitoring spend.*'
- At the committee meeting on November 2<sup>nd</sup> after some discussion it remained unclear what the current status was of the LHFT, which was still being drafted by HTNW's solicitors Arnison Heelis. LHFT's remit is to raise and receive funds and then to allocate, release and monitor expenditure. To help provide clarification for the committee on the LHFT enquiries were made about the following:
  - Details of the remit and scope / purpose of the Lytham Hall Foundation Trust (is it intended to be the body that submits a new HLF bid?)
  - The proposed governance arrangements and membership structure (i.e. private sector / public sector / volunteers etc.)
  - The proposed constitution and terms of reference for the Trust i.e. will it be a registered charity in its own right? The essential requirements / person specification for Trust members

- The process for advertising, recruitment and selection of the members
4. In response to these enquiries HTNW have indicated that after discussion with HLF it is unlikely that LHFT will be the appropriate body to apply for HLF funding and that any application would likely to be from HTNW either as a partner with other stakeholders or a sole bidder.
  5. In line with the priority to secure a new HLF bid for the restoration of the Hall further enquiries have been made about the £342,437 in 'restricted funds' in HTNW published accounts dated 31<sup>st</sup> March 2016 for use at Lytham Hall that originated from contributions for Lytham Hall, hence the money is 'restricted'. It has been confirmed that these funds are not in a bank or investment account awaiting use on the Lytham Hall project they are invested in tangible fixed assets. HTNW do not have any significant tangible fixed assets at Lytham Hall, therefore, the money is invested in assets not related to Lytham Hall. A request was made as to whether the restricted funds for Lytham Hall would be released for a new HLF bid, to use as match funding for a bid or to pump prime towards investment at Lytham Hall, and if not what plans are in place to ensure that money given for Lytham Hall is invested in Lytham Hall.
  6. In response to the enquiry HTNW will arrange for their accountant Ian Dougmore to provide details of the restricted fund to Fylde Council's finance team with information on the plans for the funds and how any return is invested in Lytham Hall. This information is expected to be available for the next progress update in March 2018.
  7. Evidence from Lytham Hall suggests that the income generated from catering and events at the Hall is at an all-time high with the 'Paint the Hall Ball' and Rotary Club Steam Rally recent examples of successful fund raising through the local community. Funds are currently being raised to paint the Hall, this is necessary routine maintenance and therefore the responsibility of HTNW as tenants of the Hall. HTNW were asked whether funds raised specifically for the painting of Lytham Hall at the two events are to be deposited into a dedicated account for the Hall and invested in the painting of the Hall. It has been confirmed to FBC by Mr John Turner Chair of HTNW that all these funds when received will be deposited into an existing bank account called the Lytham Hall Appeal account. Evidence of this had not been provided at the time this report was published.
  8. In response to this enquiry HTNW's Chairman Mr John Turner confirmed that an account called the Lytham Hall appeal account is open and is temporarily to be used for holding funds raised at the Hall for the Hall, until such time as defined purpose fund is established by for example LHFT.
  9. Councillor Fradley has made a formal request to HTNW, HLF and LTT that he is engaged on behalf of the committee in any new HLF bid for the restoration of Lytham Hall and that in line with a previous recommendation of the committee that the Council acts as the accountable body. None of the potential partners have raised an objection to this request and Councillor Fradley remains engaged with all partners to establish the most viable means of submitting a new bid for the restoration of Lytham Hall.
  10. At a meeting with Nathan Lee from HLF on Friday December 1<sup>st</sup> 2017, Councillor Fradley stated that prior to the committee supporting any future lottery bid led by HTNW, written evidence would be required from the HLF that they are satisfied with the measures taken by HTNW to address the recommendations in the Moore Stephens report. Mr Lee confirmed that HLF are working with HTNW on the response and actions required to meet the recommendations of the Moore Stephens Report and that once evidence has been provided to HLF that the actions are complete written confirmation would be provided to Councillor Fradley.
  11. On December 15<sup>th</sup> 2017 Nathan Lee from HLF sent the following statement to confirm that HTNW had successfully responded to all the recommendations in the Moore Stephens report:

*"I am pleased to report that HTNW have now responded to all the points in the Moore Stephen's report. I met with John Turner (Chair) and Laurie Peake (new Trustee) on 13<sup>th</sup> December and agreed to email them and yourselves confirming that the response is positive and places HTNW in a position to be able to consider a Resilient Heritage Grant request to HLF. We have suggested this as such a grant would be able to help them continue their journey in improving their financial position and their governance. The key issue currently is succession planning for John Miller who has retired (as CEO of HTNW) but upon whom they still continue to rely in the absence of a Chief Executive or Director.*

*HTNW would not be in a position to apply to HLF for a major capital grant at the present time. The risks without a paid head of the organisation would be too great.*

*In light of the above I wondered if it would be timely to arrange a meeting of all the interested parties including HLF to discuss possible ways forward for Lytham Hall. I would want such a meeting to focus on the shared aims of all parties – to see the splendour and potential of Lytham Hall fully exploited for the benefit of current and future residents and visitors. One of the items we could discuss is what the best arrangement for establishing ongoing good working relationships would be and whether a separate charity for Lytham Hall is required.”*

12. HLF believe that accessing the Resilience Heritage Grant will enable HTNW to develop the necessary resources and skill set to conform to the Moore Stephens recommendations and get to a position in which they can apply for a new HLF bid.
13. It was confirmed by HLF that a bid for lottery funds for the restoration of Lytham Hall does not require HTNW to be the lead organisation however, the clear advice from HLF is that all stakeholders in any project should work together in effective partnership to achieve common goals.
14. The common goal for all stakeholders at Lytham Hall is the restoration of the Hall and to this end it is in the interest of all stakeholders to act in partnership. It is clear that relationships between partners with a stake in Lytham Hall have been strained as a result of the previous HLF bid being suspended and the remaining funds withdrawn. One of the key relationships for the Lytham Hall project is that between the landlord (LTT) and the tenant (HTNW), in the terms of the lease between the two parties there is the requirement to have an Executive Board with representation from both landlord and tenant. I have been in discussion with both parties to support effective working relationships through the Executive Board that would facilitate a HLF bid for the restoration of the Hall on the grounds that LTT and HTNW are important stakeholders that should be involved, if possible, in any future bid.

IMPLICATIONS	
Finance	In August 2011 Fylde Council agreed a capital sum of £300,000 to support the Lytham Hall Heritage Restoration Project, which was paid in 2011/12. The audited accounts of the Heritage Trust for the North West as at 31 <sup>st</sup> March 2015 showed that at that date a sum of £131,108 of this grant remained unspent – shown within the accounts as ‘Deferred Income’. Within the 2015/16 accounts this figure has reduced to zero as at 31 <sup>st</sup> March 2016, indicating that all of the grant had been expended.
Legal	The committee on June 22nd and September 7 <sup>th</sup> 2017 reserved the right to take legal action in the event that satisfactory evidence was not provided of expenditure against the £300,000 capital grant or there was insufficient progress by HTNW to restore the Lytham Hall Restoration Project. Evidence from the Independent Audit Report on March 9 <sup>th</sup> indicated that there has been at least one clause of the Heads of Terms breached by HTNW.
Community Safety	There are no direct community safety implications
Human Rights and Equalities	There are no direct human rights or equalities implications
Sustainability and Environmental Impact	There are no direct sustainability or environmental impact implications
Health & Safety and Risk Management	There are no direct health & safety or risk management implications

LEAD AUTHOR	CONTACT DETAILS	DATE
Councillor Fradley	<a href="mailto:cllr.rfradley@fylde.gov.uk">cllr.rfradley@fylde.gov.uk</a>	20/10/2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
T&L Committee Meetings	November 3rd 2016, March 9th 2017, June 22nd 2017, September 7 <sup>th</sup> 2017, November 2 <sup>nd</sup> 2017	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	11 JANUARY 2018	5
<b>LYTHAM PROMENADE COASTAL PATH RESURFACING 2018/19</b>			

### PUBLIC ITEM

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

### SUMMARY

This report presents the details of proposed resurfacing works to Lytham Promenade coastal footpaths to be funded from the annual capital scheme for promenade footway improvements in 2018/19.

### RECOMMENDATION

#### The Committee is recommended to:

1. Approve delivery of the proposed works to Lytham Promenade coastal footpaths in 2018/19, as detailed in the report, in the total sum of £39,950. The works will be funded from the approved 2018/19 capital programme scheme of £40,000 for promenade footway improvements.

### SUMMARY OF PREVIOUS DECISIONS

None relating to this section of pathway.

### CORPORATE PRIORITIES

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

### REPORT

#### Background

1. The approved Capital Programme includes a sum of £40,000 in 2018/19 for promenade footway improvements. A recent survey of the condition of the borough's promenade footways has identified the need to resurface sections of Lytham promenade coastal paths, following on from the previous sections that have been completed.

#### Proposed Remedial Work



2. In specifying this scheme Officers have surveyed the site and considered different surfacing techniques and considers the traditional asphalt binder/wearing course treatment to be the preferred solution within the budget available. The proposal is to resurface 4400m<sup>2</sup> of footpaths at Lytham Promenade. This involves planing off the existing surface to an average of 20mm and laying 20mm dense surface course. The existing surfaces are deteriorating due to age and wear.
3. A scheme for the work has been designed and tendered through 'The Chest' which is the Council's agreed procurement portal as per the Council's contract rules and procedures for medium size contracts. Three quotes were requested for the work and two were received from:

William Pye Limited	£39,950*
W Monks Ltd	£44,975*
Resurf declining to quote.	

\*Prices are for capital items. Additional revenue costs were included in the quotes provided but excluded from this report.

William Pye's quote was as follows:

Preliminaries	£4,000
Plane off	£7,700
Resurface	£28,250
<b>Total</b>	<b>£39,950</b>

Supervision of the contract will be undertaken by the Technical Services team.

4. It is planned for the programme of work to occur over three weeks in March and April 2018 with work being suspended and completing before the St George's Festival.
5. The approved Capital Programme scheme in the sum of £40,000 for promenade footway improvements in 2018/19 will fund the cost of the works. All ongoing maintenance costs will be met from existing approved revenue budgets.

IMPLICATIONS	
Finance	This report requests approval to the delivery of the proposed resurfacing works to Lytham Promenade coastal footpaths in 2018/19, this being funded by the approved Capital Programme scheme for these works in the sum of £39,950.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	The proposed work will help improve the visual amenity of the area.
Health & Safety and Risk Management	The proposed work will prevent further degradation to the footpath surface and reduce the risk of trip hazards developing.

LEAD AUTHOR	CONTACT DETAILS	DATE
Jon Rutter	Jon.rutter@fylde.gov.uk & Tel 01253 658 492	December 2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
none		

Attached documents

Appendix 1 – Coastal Path Report 2017/18



## **Report for Resurfacing Lytham Promenade Coastal Path 2017-2018**

Location 1: Sectional repairs between Dicconson Terrace Carpark (chainage 0m) to Seafield Road (chainage 855m)

Location 2: Sectional repairs between Lytham Windmill (chainage 0m) heading towards Bath St Carpark (chainage 163m)

Location 3: Localised repair and minor surface works.

Location 4: Localised repair and minor surface works.

Survey Date: 23<sup>rd</sup> August 2017

Weather: Sunny

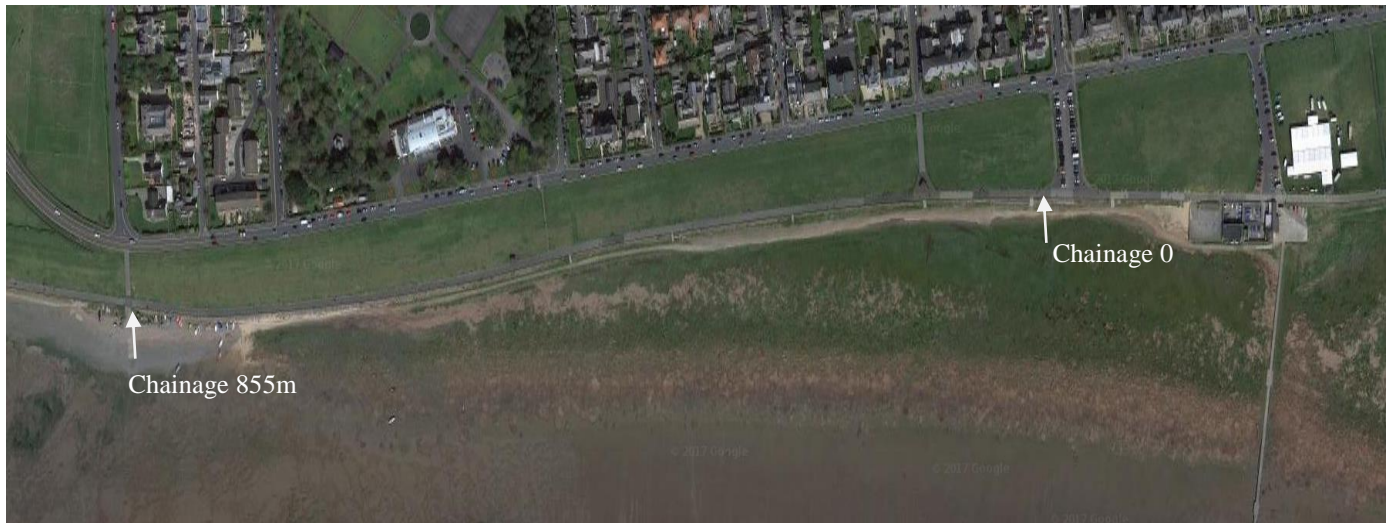
Surveyed by: Jon Rutter

### **Location Plan**





**AERIAL PHOTOGRAPH SHOWING START AND END OF LYTHAM PROMENADE SURVEY**  
**LOCATION 1**



**Location 1 Sectional repair 1**

Photo 1&2 – Chainage 0-38.5m resurface full width. Approx. 212m<sup>2</sup>



START SECT 1  
CHAINAGE 0M

Photo 2 – Chainage 22m



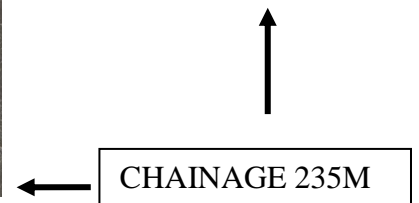
**Location 1 sectional repair 2**

Photo 3, 4, 5, 6, 7 & 8 – Chainage 172-396m resurface full width. Approx. 1232m<sup>2</sup>



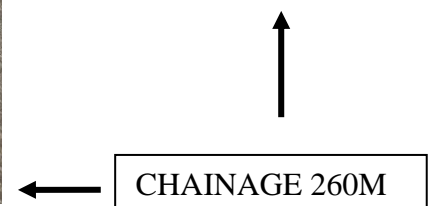


Photo 4 – Chainage 235m



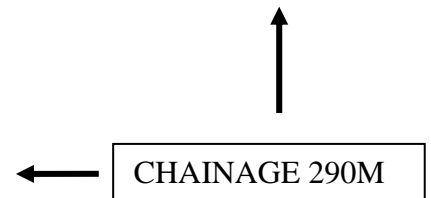
CHAINAGE 235M

Photo 5 - Chainage 260m



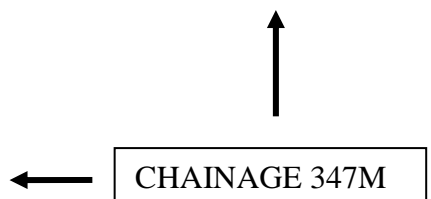
CHAINAGE 260M

Photo 6 – Chainage 290m



CHAINAGE 290M

Photo 7 – Chainage 347m



CHAINAGE 347M



Photo 8 – Chainage 370



**Location 1 sectional repair 3**

Photo 9, 10, 11, 12, 13, 14 & 15 – Chainage 419-855m resurface full width. Approx. 2398m<sup>2</sup>



Photo 10 – Chainage 426m



↑  
CHAINAGE 426M

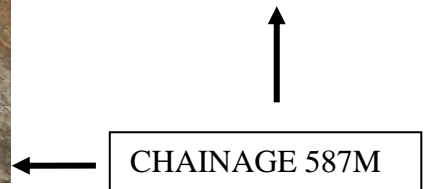
Photo 11 – Chainage 494m



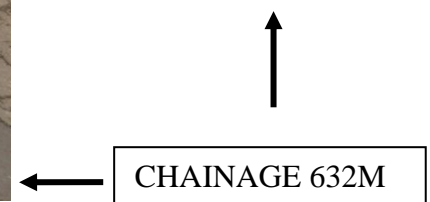
↑  
CHAINAGE 494M



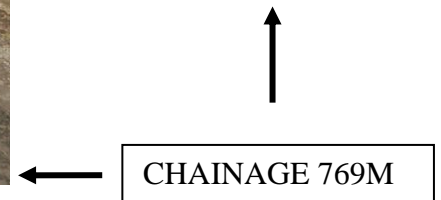
**Photo 12** – Chainage 587m



**Photo 13** – Chainage 632m



**Photo 14** – Chainage 769m



CHAINAGE 769M

**Photo 15** – Chainage 855



FINISH SEC 3  
CHAINAGE 855M

**Approximate total area for Location 1 resurfacing – 3842m<sup>2</sup>**



**AERIAL PHOTOGRAPH SHOWING START AND END OF LYTHAM PROMENADE SURVEY**  
**LOCATION 2**



**Location 2 section 1**

Photo 16 – Chainage 0m – 04.9m resurface full 4m width to stone flags. Approx. 19.6m<sup>2</sup>



### Location 2 section 2

Photo 17 – Chainage 42m – 86m resurface full width. Approx. 242 m<sup>2</sup>



FINISH SEC 2  
CHAINAGE 86M

START SEC 2  
CHAINAGE 42M

### Location 2 section 3

Photo 18 – Chainage 108m – 163m resurface full width. Approx. 297m<sup>2</sup>



FINISH SEC 3  
CHAINAGE 163M

START SEC 3  
CHAINAGE 108M

Approximate total area for Location 2 resurfacing – 558.6

END OF SURVEY

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	11 JANUARY 2018	6
<b>BUDGET SETTING – PRIORITISATION OF CAPITAL BIDS 2018/19</b>			

### PUBLIC ITEM

#### SUMMARY

The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.

The consideration of capital bids for inclusion or otherwise within the Council's approved Capital Programme is a key component of the budget-setting process and contributes to the longer-term management of the Council's resources in an efficient and effective manner. This report requests that Members provide that consideration and prioritisation process in respect of the capitals bids for 2018/19 which fall within the terms of reference of this Committee.

#### RECOMMENDATIONS

##### The Committee is requested:

1. To consider and provide any feedback or comments on each of the capital bids relevant to this Committee's terms of reference as shown at Appendix A to this report; and
2. To provide a prioritised list of bids supported by the Committee for further consideration by the Budget Working Group.

#### SUMMARY OF PREVIOUS DECISIONS

The capital bids that are relevant to the terms of reference of this Committee are considered and prioritised each year as part of the annual budget-setting process. There have been no previous decisions in respect of these capital bids.

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

1. The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.
2. The prioritisation of capital investment according to a well-defined and rational approach is especially important in helping to prioritise resources when the demand for such resources exceeds the total of the resources available. This process is defined within the Council's Capital Strategy, the latest revision of which was approved by Council on 11<sup>th</sup> April 2016.
3. A key element of the prioritisation process, as described within the Capital Strategy, is the consideration of capital bids by the Council's Programme Committees. The capital bids for 2018/19 received to date which fall within the terms of reference of this committee are shown at Appendix A to this report. The Committee is requested to consider and prioritise the capital bids relevant to this Committee's terms of reference.
4. The role of the Council's Programme Committees in the consideration and prioritisation of capital bids is also referenced within the Timetable for Developing Budget Proposals 2018/19 report which was approved by the Finance and Democracy Committee at the meeting of 25<sup>th</sup> September 2017.
5. Once capital bids have been prioritised by each programme committees, the Budget Working Group will review the outcome of the deliberations of programme committees and will make recommendations to the Finance and Democracy Committee via an updated Medium Term Financial Strategy (MTFS) report on a proposed budget package which will include capital budget proposals.

IMPLICATIONS	
Finance	The consideration of capital bids for inclusion or otherwise within the Council's approved Capital Programme is a key component of the proper financial management of the Council's resources. This report requests that Members provide that consideration and prioritisation process in respect of the capitals bids for 2018/19 which fall within the remit of this Committee.
Legal	No implications arising from this report.
Community Safety	No implications arising from this report.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	No implications arising from this report.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Management Team		December 2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Council Report - Approved Capital Strategy	11th April 2016	<a href="http://www.Fylde.gov.uk">www.Fylde.gov.uk</a>
Finance and Democracy Committee - Timetable for Developing Budget Proposals 2018/19	25 <sup>th</sup> September 2017	<a href="http://www.Fylde.gov.uk">www.Fylde.gov.uk</a>

#### Attached documents

Appendix A – Capital Bids for Consideration and Prioritisation:

1. Open Space Improvements at Chain Lane Playing Fields, Staining



# FBC – Capital Bid 2018/19

Prepared by/Bid Originator – Mark Wilde on behalf of Friends of Staining Open Spaces Group (FoSOS)



## Scheme Title: Open Space Improvements at Chain Lane Playing Fields, Staining

**Description of Scheme:** Officers from the parks development and leisure teams have been working with Staining Parish Council and local community representatives on a parks improvement scheme at Chain Lane, Staining. The team have been working on the project for several years and are taking the proposals through the 10 stage community parks development/improvement process (shown below).

The proposed scheme includes the improvement of the sports facilities on the site including the implementation of an extensive drainage system and new teen leisure facilities (see draft scheme overleaf). Several public consultation exercises have been undertaken and a masterplan has been produced by the parks development team based on the consultation results. A detailed drainage survey has also been carried out.

The project is now at stage 7 of the 10 stage process for the community parks development/improvement. The team are now drafting a funding strategy which includes Open Space S.106 monies of £175k along with monies from the Parish Council and local friends group. The total scheme costs (dependent upon the specification) are estimated up to £285k.

### Ten stage process for the development/improvement

1. Set up a supporters group (Friends group with a constitution)
2. Apply to LCC for support officer from the Environmental Projects Team to assist with:
  - Comprehensive consultation exercises
  - External funding grant assistance
3. Initial consultation with the group, local residents and users to produce a design brief based on community need
4. Produce 3 concept drawings based on the design brief
5. Consult / agree / produce a final Masterplan for the scheme
6. Cost the project up in sections (Bill of Quantities and specifications)
7. Prepare a funding strategy
8. Tender and evaluation (with community)
9. Project Management
10. Open Event / Future use /Maintenance

The group would also potentially seek funding from the Lancashire Environment Fund (LEF) although the Parish did receive a grant from LEF a few years ago so it is unclear whether they would be likely to be accepted for any additional funding. The Parish Council will also contribute to the scheme and the community groups will continue to seek further match funding.

Officers have been asked by the Chair of the Friends Group/In Bloom Group if they could make an application to the borough council for £50k of capital funds towards the project in 2018/19.

A detailed breakdown of the funding strategy is detailed overleaf –

**Capital cost plan:**

Cost Heading	Description	Total £
Drainage	Installation of a new drainage system to allow regular use of the playing fields	185,000
Improvements to wider landscape	Installation of health walk, play/gym equipment, tree planting and landscaping	Up to 100,000
<b>Overall scheme estimate</b>		<b>£285,000</b>
<b>Overall funding estimate</b>	Open Space S.106 monies of £175k	175,000
	Staining Parish Council	Up to 20,000
	Friends of Staining Open Spaces	1,300
	Fylde Council capital programme	50,000
	Balance of funding to be sought if required (e.g. LEF)	38,700
<b>Total</b>		<b>£285,000*</b>

\* If the full funding for the scheme to the value of £285k cannot be secured a reduced/cost limited scheme will be delivered within the overall funding available.

**Outputs (i.e. details of what the investment will specifically deliver):**

- New drainage system to allow regular use of the playing fields
- Improved sports facility to encourage usage
- New outdoor community facilities
- Repairs to infrastructure
- Landscape improvements
- New 'health walk'

**Outcomes (i.e. details of the broader benefits achieved by the investment, for example community or environmental benefit, health and safety compliance, or statutory obligations):**

- Enable residents to enjoy new sports facilities
- Increase usage of Chain Lane Playing Fields
- Reduce anti-social behaviour and vandalism
- Assist to regenerate outdoor leisure facilities in Staining
- Provision of safe facilities for young people

**Contribution to corporate objectives (i.e. how does the project achieve or help deliver priorities within the corporate plan):**

- Place – “High quality vibrant parks and open spaces throughout the borough’
- Place – “To achieve over 80% customer satisfaction with parks and open space”
- Prosperity – “A vibrant and growing tourist sector”



<b>Budget Resource Requirements</b>				
Breakdown of initial capital costs and future revenue implications				
Estimated Total Capital costs of bid (£000's): £50,000				
Annual <b>additional Revenue costs</b> arising from the bid (£000's):				
<b>Value and phasing of bid:</b>				
<b>2018/19</b> £50,000	<b>2019/20</b> £000	<b>2020/21</b> £000	<b>2021/22</b> £000	Additional capital investment required (i.e. the value of the bid)
<b>Existing resources in the Capital Programme relating to this scheme:</b>				
<b>2018/19</b> £000	<b>2019/20</b> £000	<b>2020/21</b> £000	<b>2021/22</b> £000	Existing capital resources in the approved Capital Programme
<b>Estimated timescales for the bid:</b>				
Start Date : To be confirmed			Completion Date: To be confirmed	

Project Risks (outline any risks to delivery of the project and how these will be mitigated)		
Risk	Impact	Mitigating Action
➤ Disturbance to customers whilst work is undertaken.	Low Impact	Contractor to work with Park staff to ensure customers and visitors are kept fully informed.
➤ Disturbance to Promenade businesses.	Medium Impact	Contractor will work with partners to ensure there is minimal disruption to businesses and outside of the school holidays.
➤ Poor weather conditions.	Medium Impact	Undertake the works during periods of dry weather.

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	11 JANUARY 2018	7
<b>BUDGET SETTING – FEES AND CHARGES 2018/19</b>			

### PUBLIC ITEM

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

### SUMMARY

Each year, as part of the budget-setting process, the schedule of fees and charges for the coming year (for each of the services that the Council provides) is reviewed by budget-holders prior to that schedule being considered by the relevant Programme Committee and finally being approved at the March Budget Council meeting.

Each Programme Committee is required to recommend to the Council for approval a schedule of fees and charges for those activities within the remit of the Committee.

This report requests that Members consider the proposed schedule of fees and charges for those services within the remit of this committee as detailed at Appendix A to this report and provide a recommendation to Council in this regard.

Note: A full schedule of proposed fees and charges for all Council services for 2018/19 is accessible at the link below:

<http://www.fylde.gov.uk/council/finance/fees-charges/>

### RECOMMENDATIONS

**The Committee is requested to consider the schedule of fees and charges for those activities within the remit of this committee as detailed in Appendix A to this report and:**

1. To recommend to Council a proposed schedule of fees and charges applicable for 2018/19; and
2. To note that the final fees and charges for 2018/19 will be approved by the Budget Council in March 2018.

### SUMMARY OF PREVIOUS DECISIONS

The proposed fees and charges for services that are within the terms of reference of each programme committee are recommended to Council for approval as part of the annual budget-setting process. There have been no previous decisions in respect of these fees and charges for 2018/19.

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

## REPORT

1. Each year, as part of the budget-setting process for the coming financial year, budget-holders are required to review the fees and charges that the Council applies to the range of services which it delivers.
2. There are different considerations for assessing changes to the level of fees and charges depending upon the nature of the service. This is explained below:
  - For certain activities, for example some environmental health-related activities, fee levels are set by statute at a prescribed level. In respect of these types of activity the review of fees and charges is restricted to ensuring that the correct amount is approved by Council and is correctly applied for the forthcoming year;
  - For other types of charges in respect of services for which the Council has statutory responsibilities (for example in relation to licensing matters) fee levels must be set at an appropriate level such that only eligible costs are recovered. In respect of these types of activity the review of fees and charges comprises a review of costs and the adjustment of fees where necessary to avoid the under or over-recovery of costs. Where only minor discrepancies are found between costs and fee levels the charges may be left unchanged until the next review to avoid the costs associated with more regular leaflet re-printing etc.; and
  - For other activities which are not set by statute and for which the Council is not acting under statutory powers (e.g. games site fees) fee levels may be set at levels that are determined by the Council itself. In respect of these types of activity the review of fees and charges comprises a review of costs, a review of the fee levels of competitor providers and after a consideration of the likely effect on demand for the services and the total income that would be received at different fee levels.
3. Fee levels for all services have been reviewed according to the differing criteria as described above and the Programme Committee is invited to consider and provide comments as appropriate.
4. The role of the Council's Programme Committees in providing a recommendation to Council of a schedule of fees and charges for services within the remit of that committee is a key part of the budget-setting process for the coming year. The final schedule of fees and charges for all Council services will be considered by the Budget Council in March.

IMPLICATIONS	
Finance	The recommendation to Council of a schedule of proposed fees and charges for services within the remit of each Programme Committee is a key part of the budget-setting process for the coming year. This report requests that Members consider the schedule of fees and charges as detailed at Appendix A and provide a recommendation to Council as appropriate. Any financial implications from proposed changes to fees and charges will be quantified and reflected in the financial forecast contained in the final Medium Term Financial Strategy report to be considered by Budget Council in March 2018.
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	CONTACT DETAILS	DATE
Management Team	paul.o'donoghue@fylde.gov.uk	20 December 2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
n/a	n/a	n/a

#### Attached documents

Appendix A – Fees and Charges Schedule – Tourism and Housing Committee

TOURISM AND LEISURE COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2017/18 Fees & Charges £	DRAFT 2018/19 Fees & Charges £
<b><u>Fairhaven Lake</u></b>					
<b>Motor Boat Hire:</b>					
- Passengers 1/2	a	Per 20 min	D	7.50	<b>8.00</b>
<b>Rowing Boat Hire:</b>					
- Passengers 1/2	a	Per 30 min	D	5.50	<b>5.50</b>
<b>Pedalo Hire:</b>					
- Passengers 1/2	a	Per 30 min	D	5.50	<b>5.50</b>
<b>Canoe Hire:</b>					
- Passengers 1/2	a	Per 30 min	D	5.50	<b>5.50</b>
<b>Motor Launch:</b>					
- Adult 16+	a	Per Trip	D	3.00	<b>2.00</b>
- Senior Citizen / Junior	a	Per Trip	D	1.50	<b>1.00</b>
- Child 5-15	a	Per Trip	D	1.50	<b>1.00</b>
- Under 5 years	a	Per Trip	D	Free	<b>Free</b>
<b>Private Use:</b>					
<b>Windsurfing/Dinghy/Canoe:</b>					
- 2 hr. period	a	Per 2 hr.	D	6.00	<b>6.00</b>
- Day	a	Per Day	D	12.00	<b>12.00</b>
- Season	a	Per Season	D	75.00	<b>75.00</b>
<b>Crazy Golf:</b>					
- Adult	a	Per Round	D	3.00	<b>3.00</b>
- Junior / Senior Citizen	a	Per Round	D	2.00	<b>2.00</b>
- Family Ticket (2 adults, 2 children)	a	Per Round	D	8.00	<b>8.00</b>
<b>Motor Boat &amp; Crazy Golf Family Ticket (2 adults, 2 children)</b>	a	Per Trip/Round	D	-	<b>12.00</b>

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

TOURISM AND LEISURE COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2017/18 Fees & Charges £	DRAFT 2018/19 Fees & Charges £
<b><u>Game Sites</u></b>					
<b>Bowling (Crown &amp; Flat):</b>					
- Adult Bowls	a	Two Hours	D	5.20	<b>5.50</b>
- Senior Citizen	a	Two Hours	D	4.20	<b>4.50</b>
- Junior Bowls	a	Two Hours	D	2.20	<b>2.00</b>
- Hire of Bowls – deposit	a		D	5.00	<b>5.00</b>
- Adult Contract	a	Annual	D	80.00	<b>85.00</b>
- Senior Citizen Contract	a	Annual	D	60.00	<b>65.00</b>
- Junior Contract	a	Annual	D	30.00	<b>30.00</b>
- Winter Contract only	a	Winter	D	15.00	<b>20.00</b>
Green Reservation per hour	a	Per Hour	D	30.00	<b>35.00</b>
<b>Tennis:</b>					
- Adult / Family court hire per hour	a	Per Hour	D	7.50	<b>7.50</b>
- Junior / Senior Citizen court hire per hour	a	Per Hour	D	4.50	<b>4.50</b>
- Hire of Rackets – deposit	a		D	5.00	<b>5.00</b>
Club Reservation April – September					
(1 Court for one 3 hr. session per week)					
- Adult	a	Per Season	D	115.00	<b>115.00</b>
- - Junior	a	Per Season	D	70.00	<b>70.00</b>
Club Reservation October – March	a	Per Season	d	75.00	<b>75.00</b>
(1 Court for one 3 hr. session both Sat & Sun)					

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

TOURISM AND LEISURE COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2017/18 Fees & Charges £	DRAFT 2018/19 Fees & Charges £
<b>Golf:</b> <ul style="list-style-type: none"> <li>- Adult Mini Golf – 18 holes</li> <li>- Junior / Senior Citizen Mini Golf – 18 holes</li> </ul> Family Ticket Mini Golf Only (2 adults, 2 children) – 18 holes <ul style="list-style-type: none"> <li>- Lost Ball</li> <li>- Adult Putting</li> <li>- Junior / Senior Citizen Putting</li> </ul> Family Ticket Putting Only (2 adults, 2 children) <ul style="list-style-type: none"> <li>- Adult Crazy Golf</li> <li>- Junior / Senior Citizen Crazy Golf</li> </ul> Family Ticket Crazy Golf only (2 adults, 2 children)	a a a a a a a a a a	Per Round Per Round Per Round Per Ball Per Round Per Round Per Round Per Round Per Round Per Round	D D D D D D D D D D	5.00 3.00 13.00 1.00 4.00 2.50 10.00 3.00 2.00 8.00	- - - - - - - - - -
<b><u>Sports Facilities</u></b> <b>Park View Rd, Blackpool Rd</b> <b>Football:</b> <ul style="list-style-type: none"> <li>- Occasional Match (approx.. 2 hours)</li> </ul> <b>Season Booking:</b> One match every other week per team: <ul style="list-style-type: none"> <li>- Adult</li> <li>- Junior 11V11</li> </ul>	a  c c	Per 2 hours  Per Season Per Season	D  D D	55.00  230.00 125.00	55.00  230.00 125.00

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

TOURISM AND LEISURE COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2017/18 Fees & Charges £	DRAFT 2018/19 Fees & Charges £
<b><u>Sports Facilities</u></b> <b>(Park View Rd, Blackpool Rd)</b> <b>Football</b> <b>Season Bookings Continued:</b>  One match every other week per team: - Junior 9V9 - Junior 7V7 - Junior 5V5  Tournaments - Adult - Junior  <b><u>Hewitt Lecture Room:</u></b>  Per hour or part there of:  Monday to Friday Saturdays & Bank Holidays Commercial Hire Share Room (Room 2)  *Rate per hour in half hour periods					
	c	Per Season	D	-	<b>100.00</b>
	c	Per Season	D	-	<b>80.00</b>
	c	Per Season	D	-	<b>50.00</b>
	c	Per Pitch	D	30.00	<b>30.00</b>
	c	Per Pitch	D	25.00	<b>25.00</b>
	c	Per Hour*	D	16.00	<b>16.00</b>
	c	Per Hour*	D	22.00	<b>22.00</b>
	c	Per Hour*	D	45.00	<b>45.00</b>
	c	Per Hour*	D	13.00	<b>13.00</b>

VAT Codes:

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated



TOURISM AND LEISURE COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2017/18 Fees & Charges £	<b>DRAFT 2018/19 Fees &amp; Charges £</b>
<b><u>Allotment Plots:</u></b>					
Full plot yearly rent	d	Per Plot	D	50.00	<b>52.00</b>
Half plot yearly rent	d	Per Plot	D	25.00	<b>26.00</b>

**VAT Codes:**

**a** = Standard Rate    **c** = Exempt    **d** = Outside Scope    **e** = Zero Rated

TOURISM AND LEISURE COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2017/18 Fees & Charges £	<b>DRAFT 2018/19 Fees &amp; Charges £</b>
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**VAT Codes:**  
a = Standard Rate    c = Exempt    d = Outside Scope    e = Zero Rated

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	11 JANUARY 2018	8
<b>BUDGET SETTING – REVENUE BUDGET 2018/19 - FIRST DRAFT</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The first draft of the revenue budget for 2018/19 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

### SOURCE OF INFORMATION

Revenue Budget Book 2018/19 – First Draft

### LINK TO INFORMATION

<http://www.fylde.gov.uk/council/finance/first-draft-budget-book-2018-19>

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision of a first draft of the 2018/19 Revenue Budget to the Council's Programme Committees is referenced within the Timetable for Developing Budget Proposals 2018/19 report which was approved by the Finance and Democracy Committee at the meeting of 25th September 2017.

This allows members of each Programme Committee to review the draft revenue budget for the services within the Committee's terms of reference and to provide any comments or feedback as appropriate to the committee lead officer, service Director or budget holders.

This first draft does not reflect any changes to fees and charges for 2018/19 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. At this stage the draft budget for 2018/19 does not include recharges in respect of support services and service management costs as these elements remain to be finalised. A further budget-rightsizing exercise will be carried out early in 2018 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2018/19 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 5th March 2018.

### FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566

e-mail: [paul.o'donoghue@fylde.gov.uk](mailto:paul.o'donoghue@fylde.gov.uk)

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	11 JANUARY 2018	9
<b>REVENUE BUDGET MONITORING REPORT 2017/18 - POSITION AS AT 30<sup>th</sup> NOVEMBER 2017</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's General Fund (GF) Revenue Budget as at 30<sup>th</sup> November 2017 and specifically for those services under the Committee's remit.

### SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2017.

### LINK TO INFORMATION

General Fund Revenue Budget Monitoring Report 2017/18 as at 30<sup>th</sup> November 2017:

<http://www.fylde.gov.uk/council/finance/budget-monitoring/2017-18/>

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise periodic revenue budget monitoring reports for those services under the committee's remit.

### FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566 e-mail: [paul.o'donoghue@fylde.gov.uk](mailto:paul.o'donoghue@fylde.gov.uk)

# GENERAL FUND REVENUE BUDGET MONITORING REPORT 2017/18

## POSITION AS AT 30<sup>TH</sup> NOVEMBER 2017

### Summary

The purpose of this report is to provide an update on the Council's General Fund Revenue Budget as at 30<sup>th</sup> November 2017. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

### 1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 30<sup>th</sup> November 2017.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2017/18 budget at its meeting on 2<sup>nd</sup> March 2017. Subsequently on 19<sup>th</sup> June 2017 the Finance and Democracy Committee approved the Council's outturn position for 2016/17. The impact of those approvals, including savings and growth options approved at Council and slippage from 2016/17 approved by the Finance and Democracy Committee, are now reflected in the Council's financial ledger.

### 2. Budget Rightsizing Exercise

- 2.1 Since 2011 an annual budget rightsizing exercise has been undertaken to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process was undertaken during the autumn of 2017 and the resulting changes to budgets were reflected in the revised Financial Forecast that was presented to the Council in December 2017. These amendments have also now been reflected in the Council's financial ledger. Therefore this report monitors expenditure and income against the updated approved budgets.

### 3. Budget Areas to Note

As would be expected, because monitoring is being undertaken as a comparison to recently revised budgets, there are only a small number of variances from that revised position to note. The main variances are described below:

#### i. Employee Costs

The budget forecast which was approved by Budget Council in March 2017 assumed reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200k per annum from 2016/17 onwards. The actual savings achieved in relation to direct employee costs for the current year are significantly in excess of this level and consequently this budget will be kept under review during the remainder of the financial year.

#### ii. Reduction in Cemetery and Crematorium Income

Both the number of cremations and of funerals held this year have been below expectations. The income budget has been raised year-on-year as previous income expectations have been exceeded and it is probable that the target has been set at too high a level for 2017/18. The budget for 2017/18 and future years will be reviewed and may be adjusted accordingly as part of the next financial forecast update.

### **iii. Building Control Fee Income**

Total income has exceeded the budget due to an increase in the volume of work carried out. The budget will be adjusted accordingly as part of the next financial forecast update.

## **4. Conclusions**

- 4.1 The updated financial forecast as presented to the Council in December 2017 shows a forecast surplus in the current year and in 2018/19, with deficits in 2019/20 and beyond. In light of the budget challenges that will need to be addressed in the later years of the forecast, the Council needs to continue with the approach to delivering savings and efficiencies which have helped deliver balanced budgets and contribute to reserves over recent years. Through continued focus on the importance of financial stability the Council has delivered a significant savings programme since 2007 and has continued to reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period.
- 4.2 Finance staff work continuously with budget holders across the Council, and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.
- 4.3 Regular budget monitoring reports such as this one are an integral part of the Council's financial monitoring framework. These are made available on the Council's website.

**REVENUE MONITORING 2017/18 - Period 8 to November 30th November 2017 (Variances in excess of £5K)**

Key

<b>BLUE</b>	Variance currently showing but expected to be on target at year end
<b>GREEN</b>	Favourable variance against latest budget
<b>AMBER</b>	Adverse variance against latest budget
<b>RED</b>	Projected adverse outturn variance

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
<b><u>FINANCE &amp; DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS</u></b>								
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	8,399,489	5,696,951	5,658,533	-38,418	FAVOURABLE	<b>GREEN</b>	The budget forecast which was approved by Budget Council in March 2017 assumed reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200k per annum. The actual of savings achieved in relation to direct employee costs for the current year to date is in excess of this level. This budget will be kept under review during the remainder of the financial year. At this stage a favourable outturn variance is anticipated.
Miscellaneous Properties	Other Rent	-130,000	-130,000	-136,513	-6,513	FAVOURABLE	<b>GREEN</b>	Total rental income for the year is expected to exceed the budget. The budget will be reviewed as part of the next financial forecast update.
<b><u>TOURISM &amp; LEISURE COMMITTEE</u></b>								
Fylde Tourism	Income - 1940's Lytham Wartime Festival	-8,000	-5,336	-13,230	-7,894	FAVOURABLE	<b>GREEN</b>	Income from the 1940's Weekend has exceeded the budgeted amount due to higher car park revenue over the weekend than was forecast, largely due to favourable weather conditions and consequently higher visitor numbers. In addition the use of the marquee over two nights (which had not been done previously) brought in additional income. The budget will be reviewed as part of the next financial forecast update.
<b><u>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</u></b>								
Community Safety Initiatives	Community Safety Initiatives	41,688	27,800	20,723	-7,077	FAVOURABLE	<b>BLUE</b>	Community Safety initiatives are identified and responded to by the Community Safety Partnership. The budget represents the balance of funding that was originally bequeathed by the former LSP and there is no time constraint on when the money has to be spent by. It is anticipated that not all of this budget may be spent in 2017/18 and that the slippage of a portion of this budget into 2018/19 may requested in the future.

**REVENUE MONITORING 2017/18 - Period 8 to November 30th November 2017 (Variances in excess of £5K)**

Key

<b>BLUE</b>	Variance currently showing but expected to be on target at year end
<b>GREEN</b>	Favourable variance against latest budget
<b>AMBER</b>	Adverse variance against latest budget
<b>RED</b>	Projected adverse outturn variance

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE(cont'd)</b>								
Cemetery & Crematorium	Interments	-194,000	-129,360	-117,027	12,334	ADVERSE	<b>AMBER</b>	Both the number of cremations and of funerals held this year have been below expectations. The income budget has been raised year-on-year as previous income expectations have been exceeded and it is probable that the target has been set at too high a level for 2017/18. The budget for 2017/18 and future years will be reviewed and may be adjusted accordingly as part of the next financial forecast update.
	Cremations	-1,030,000	-686,804	-613,861	72,944	ADVERSE		
	CAMEO Scheme Income	0	0	-8,666	-8,666	FAVOURABLE	<b>GREEN</b>	The Council has received an unbudgeted payment resulting from the CAMEO scheme (related to the replacement of the cremators a number of years ago to reduce emission levels). The budget will be adjusted accordingly as part of the next financial forecast update.
Community Grants	Community Projects Fund	25,000	16,668	5,088	-11,580	FAVOURABLE	<b>BLUE</b>	Although there have been two rounds of grant award so far this year, with a third planned for early 2018, it is anticipated that not all of this budget may be spent in 2017/18 and that the slippage of a portion of this budget into 2018/19 may requested in the future.
<b>PLANNING COMMITTEE</b>								
Development Management	Consultants Fees	38,000	25,340	7,680	-17,660	FAVOURABLE	<b>BLUE</b>	There are a number of major planning applications outstanding that are likely to require professional input from external consultants before the end of the financial year.
Building Control	Inspection Fee - Dwellings	-8,000	-5,336	-22,248	-16,912	FAVOURABLE	<b>GREEN</b>	Total income has exceeded the budget due to an increase in the volume of work carried out. The budget will be adjusted accordingly as part of the next financial forecast update.
	Building Notice Fee - Dom Ext	-64,000	-42,676	-60,296	-17,620	FAVOURABLE	<b>GREEN</b>	



## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	11 JANUARY 2018	10
<b>CAPITAL PROGRAMME MONITORING REPORT 2017/18 - POSITION AS AT 30<sup>th</sup> NOVEMBER 2017</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's approved Capital Programme as at 30<sup>th</sup> November 2017 and specifically for those schemes under the Committee's remit.

### SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2017.

### LINK TO INFORMATION

Capital Programme Monitoring 2017/18 as at 30<sup>th</sup> November 2017:

<http://www.fylde.gov.uk/council/finance/budget-monitoring/2017-18/>

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise the latest position on the Council's approved Capital Programme for those schemes under the committee's remit.

### FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566 e-mail: [paul.o'donoghue@fylde.gov.uk](mailto:paul.o'donoghue@fylde.gov.uk)

## **CAPITAL PROGRAMME MONITORING REPORT 2017/18 –**

### **POSITION AS AT 30<sup>TH</sup> NOVEMBER 2017**

#### **Summary**

The purpose of this report is to provide an in-year progress update in respect of those schemes within the Capital Programme that have been approved for delivery in 2017/18, together with an update on the Council's overall Five Year Capital Programme. This report includes a narrative description of the most significant risks to the Capital Programme and details any actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2017/18. Appendix B provides a summary of the latest position for the 5 year Capital Programme and Appendix C provides details of the financing of the programme.

#### **1. Background**

The Council approved the Capital Programme on 2<sup>nd</sup> March 2017. That update showed a balanced capital programme position from 2017/18 onwards. This report includes year to date expenditure and sets out the latest phasing of the programme and any additions or changes since the capital programme was presented to Council in March 2017. The Programme has also been rolled forward to include the year 2021/22.

#### **2. Notes on Specific Schemes**

There are a number of schemes for which further information is provided below:

##### **(i) Accommodation Project**

This has been a key scheme for the Council and sees the accomplishment of an ambition to refurbish the town hall premises that has existed for a number of years. The works to the first and second floor of the Town Hall are now complete and staff have now located back to all floors within the building with the Public Offices building now closed. The remaining internal element of these phases of the works i.e. those relating to the Council chamber, are currently underway with completion anticipated during early 2018. A scheme for the Town Hall external works (involving the car park and grounds) is being prepared and costed.

##### **ii) Fairhaven and Church Scar Coast Protection Scheme**

A supplier for the detailed design and construction of the Scheme was procured under the Environment Agency's national Water and Environmental Management Framework. This led to the execution of a deed between the Council and VBA Joint Venture Ltd (VBA) on the 20th October 2017. VBA's obligations are to develop and deliver the Scheme as authorised at the Operational Management committee meeting of the 12th September 2017, at a contract price of £17.6m. This is alongside a risk/contingency budget of £1.7m and a budget for fees of £0.5m, both to be retained initially by the Council, taking the total projected scheme cost to £19.8m, comprising the Central Government funding of £19.4m and the approved contribution from Fylde Council of £0.4m.

In addition to the core sea defence works a range of public realm enhancements to the scheme, funded by Fylde Council from the Capital Investment Reserve, were approved by Council in December 2017 in the sum of £360k. The works relate to the remodelling of the Stanner Bank Car Park entrance, the provision of bespoke seating to compliment the wider landscape and the provision of ducting to allow for future services connection to a potential structure/building on or around the Mawson lookout. These works will be delivered alongside the main scheme.

Expenditure on the scheme has been re-phased to reflect the current expectations regarding the timing of the delivery of the scheme. Further re-phasing of the expenditure profile between the years is likely to be required as the scheme progresses and the capital programme will be updated accordingly and reported to members.

### **(iii) Disabled Facilities Grants (DFGs)**

As local housing authority, the Council has a statutory duty to provide disabled adaptations within the Borough. In order to fund these works the Council receives grant support which previously was provided by the Department for Communities and Local Government (DCLG). From 2015/16 the Government established the 'Better Care Fund', and under these new arrangements the funding for Disabled Facilities Grants transferred to the Department of Health, with funding being distributed to all Councils via the upper-tier authority for that area. As such, in Lancashire the fund is administered by Lancashire County Council. Each upper-tier authority then allocates the funding to their respective housing authorities (i.e. district councils within their area) to enable them to continue to meet this statutory responsibility.

The level of government funding has increased significantly under the 'Better Care Fund' arrangements and the updated budget for 2017/18 (including slippage from 2016/17) of £1.159m provides for the delivery of more disabled adaptations than has previously been possible. A report to the Environment, Health and Housing Committee in June 2017 provided an update with regard to this scheme and included a number of variations to the operation of the programme to reflect the significant increase in available funding. It is anticipated that for 2017/18 all identified need for disabled adaptations can be met from the existing resource.

### **(iv) Project Slippage**

Areas of slippage must be addressed in future years to ensure that no loss of external grant is imposed due to conditions associated within specified timescales.

### **(v) Other Capital Receipts**

The approved programme for 2017/18 onwards assumes "Right to Buy" receipts of £25k per annum and "General Asset Sales" of £45k per annum. Future receipts are dependent on prevailing market conditions and values cannot be predicted with certainty. This will be monitored and reviewed during the year and adjusted accordingly in future monitoring reports, along with the impact this may have on the financing of the programme.

### **(vi) Capital Investment in St. Annes Pool**

As part of the arrangement with the YMCA for the operation of the pool, the Council undertook to provide Capital support in the event of major works, repair or breakdown and a provision of £153k was included in the programme for this eventuality. There is now a remaining capital resource of £93k in 2017/18. There is a risk that this remaining resource is insufficient to meet future capital expenditure needs for the facility.

## **3 Conclusions**

- 3.1 Actual expenditure to 30<sup>th</sup> November 2017 is £2.391m against an updated full year budget of £8.569m. This equates to approximately 27.9% of the full year budget. The expenditure on a number of schemes is phased later during the financial year and there is usually a period of time that elapses between the completion of schemes and the final settlement of all invoices.
- 3.2 The current Capital Programme as updated is showing a balanced position for 2017/18 onwards. The Capital Programme and the associated financing will be subject to discussion with Members during the months in the lead up to the annual budget setting process for 2018/19.
- 3.3 Any additional expenditure which is not fully-funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31st March 2017 was £1.320m, of which all of which was already committed to previously-approved capital schemes. Planned transfers into the reserve in 2017/18 and 2018/19 are currently estimated to be a total of £1.595m, whilst the removal of the Council contribution to the capital scheme for external works at St Annes Pool added a further £30k to the reserve. In December 2017 the Council

approved a scheme of public realm works relating to the Coastal Defence works in the sum of £360k and a scheme of public realm works in relation to the Fairhaven Gardens and Lake Restoration scheme in the sum of £120k, which leaves an estimated residual unallocated balance of £1.145m by the end of 2018/19. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required in order to maintain a sustainable funding source for future years.

**CAPITAL PROGRAMME - 2017/18 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/17**

**Appendix A**

APPROVED SCHEMES	Financing Source	Approved Budget 2017/18 £000	Slippage B/F from 2016/17 £000	Adjustments from 02/03/17 £000	Updated Budget 2017/18 £000	Expenditure to 30/11/17 £000	Variance £000	Comments
<b><u>FINANCE &amp; DEMOCRACY COMMITTEE</u></b>								
Accommodation Project - Phase 6 & 7 - Council Chamber & Internal Refurb / Services	Proceeds from the sale of surplus Council Assets, and the Accommodation Project Reserve	0	365	135	500	438	62	The works to the first and second floor of the Town Hall are now complete. The remaining element of these phases of the works i.e. those relating to the Council chamber, are currently underway with completion anticipated during early 2018.
<b>Sub total</b>		<b>0</b>	<b>365</b>	<b>135</b>	<b>500</b>	<b>438</b>	<b>62</b>	
<b><u>TOURISM &amp; LEISURE COMMITTEE</u></b>								
Fairhaven Lake & Promenade Gardens - First round	Capital Investment Reserve	20	0	93	113	32	81	Key officers to deliver the scheme have been recruited and work is progressing. Delivery of this phase of the scheme will be undertaken during 2017/18 and 2018/19. In December 2017 the Council also approved a funded budget increase for 2019/20 in the sum of £120k in respect of the public realm enhancements to the scheme to be met from the Capital Investment Reserve.
Promenade Gardens Water Play Facility	Capital Investment Reserve	100	0	50	150	0	150	This scheme will not be delivered during the current year. A tender process has been undertaken with the council receiving only 2 bids. On evaluation, neither tender proved to be fully compliant, and therefore the scheme will be retendered in the new year. The scheme will be re-phased into 2018/19 as part of the next Financial Forecast update.
Development of Play Area - Bridges Playing Field, Warton	S106 Developer Contributions	0	0	107	107	0	107	It is anticipated that this scheme will be completed to budget in 2017/18.
Fleetwood Road Playing Fields, Wesham	S106 Developer Contributions	0	0	25	25	0	25	It is anticipated that this scheme will be completed to budget in 2017/18.
Mussel Tank Project	Specific Grant (LSA Civic Society)	0	0	130	130	64	66	It is anticipated that this scheme will be completed to budget in 2017/18.
<b>Sub total</b>		<b>486</b>	<b>0</b>	<b>39</b>	<b>525</b>	<b>96</b>	<b>429</b>	

								Appendix A (Cont'd)
APPROVED SCHEMES	Financing Source	Approved Budget 2017/18 £000	Slippage B/F from 2016/17 £000	Adjustments from 02/03/17 £000	Updated Budget 2017/18 £000	Expenditure to 30/11/17 £000	Variance £000	Comments
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>								
Replacement Vehicles	Capital Investment Reserve / Borrowing	1,267	38	11	1,316	79	1,237	It is anticipated that part of this budget will be re-phased into 2018/19 due to the timing of delivery of vehicles and that this will be reflected in the next update to the Financial Forecast early in 2018.
Car Park Improvements	No external finance - funded by borrowing/general asset disposal receipts	30	0	0	30	0	30	It is anticipated that this budget will be re-phased into 2018/19 as this will be part of the Accommodation Car Park works required at the Town Hall and that this will be reflected in the next update to the Financial Forecast early in 2018.
Fylde Headlands Preliminary Work	Specific Government Grant (Environment Agency)	0	8	0	8	7	1	It is anticipated that this scheme will be been completed to budget in 2017/18.
Public Transport Improvements	S106 Developer Contributions	0	0	90	90	0	90	This is funding that is held by Fylde Council but will be transferred to Lancashire County Council to direct towards local bus route improvements and a dial-a-ride scheme. This scheme will be re-phased over future years. This will be reflected in the next update to the Financial Forecast.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	14,400	0	-11,575	2,825	532	2,293	A significant proportion of the 2017/18 budget for the scheme has been re-phased into 2018/19 as part of the latest Financial Forecast update. In December 2017 the Council approved additional expenditure in respect of public realm enhancements to the scheme in the sum of £360k to be met from the Capital Investment Reserve.
<b>Sub total</b>		<b>15,697</b>	<b>46</b>	<b>-11,474</b>	<b>4,269</b>	<b>618</b>	<b>3,651</b>	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2017/18 £000	Slippage B/F from 2016/17 £000	Adjustments from 02/03/17 £000	Updated Budget 2017/18 £000	Expenditure to 31/07/17 £000	Variance £000	Comments
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	468	230	461	1,159	554	605	A report to the Environment, Health and Housing Committee in June 2017 provided an update with regard to this scheme and included a number of variations to the operation of the programme to reflect the significant increase in central government grant for this purpose. It is anticipated that all identified need for disabled adaptations can be met from the existing resource for 2017/18. Actual expenditure will be determined by the level of identified need.
Housing Needs Grant	DFG Grant Repayments	0	0	6	6	0	6	In July the Council approved the creation of a new scheme within the 2017/18 approved Capital Programme to be termed 'Housing Needs Grant' that will be funded from DFG grant repayments. The budget for this scheme will be updated as and when repayments to the Council are forthcoming.
93 St Albans Road - Compulsory Purchase Order	S106 Developer Contributions	0	99	0	99	87	12	The Compulsory Purchase Order has been completed and the transfer of legal title to the property to the housing association Forviva is anticipated shortly.
Affordable Housing Scheme - 93 St Albans Road Refurbishment	S106 Developer Contributions	0	0	148	148	0	148	This scheme is now expected to be delivered over the two financial years 2017/18 and 2018/19 and consequently the budget will require re-phasing to reflect this. This will be reflected in the next update to the Financial Forecast early in 2018.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460	460	-460	460	460	0	Planning permission has now been granted for the delivery of 23 units of affordable rented housing. Housing and Legal Services officers are currently in discussion with the ForViva Housing Association regarding the delivery of the project and the payment has been made.
Affordable Housing Scheme - Keenan Mill	S106 Developer Contributions	840	0	-420	420	0	420	Planning permission has now been granted for the delivery of 26 units of affordable rented housing. Housing and Legal Services officers are currently in discussion with the Progress Housing Association regarding the delivery of the project. It is anticipated that this budget will be re-phased into 2018/19 and this will be reflected in the next update to the Financial Forecast early in 2018.
Church Road Methodist Church, St Annes	S106 Developer Contributions	550	0	-275	275	0	275	A consultation document with regard to the scheme has recently been distributed to interested parties and it is anticipated that planning permission will be sought for the delivery of 10 units of affordable rented housing later in 2017/18 and payment will be made during 2017/18.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	28	18	0	46	11	35	It is anticipated that this scheme will be been completed to budget in 2017/18.
Rapid Deployment CCTV Replacement Projects	Specific Grant (LSP Performance Reward Grant)	38	0	0	38	0	38	The working group reported to the Environment, Health and Housing Committee in June 2017 to advise that this money would be utilised for repair costs and replacement costs for the Monitored CCTV Cameras in the Town Centres of St Annes, Lytham and Kirkham when required, after approval by the Committee. It is anticipated that this budget will be re-phased into 2018/19 and this will be reflected in the next update to the Financial Forecast.
<b>Sub total</b>		<b>2,738</b>	<b>807</b>	<b>-894</b>	<b>2,651</b>	<b>1,112</b>	<b>1,539</b>	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2017/18 £000	Slippage B/F from 2016/17 £000	Adjustments from 02/03/17 £000	Updated Budget 2017/18 £000	Expenditure to 30/11/17 £000	Variance £000	Comments
<b>PLANNING COMMITTEE</b>								
Woodlands Road Regeneration Scheme - Town Centre Phase 3	Capital Investment Reserve / S106 Developer Contributions	0	6	0	6	0	6	The scheme was largely completed during 2016/17 with only a small amount of residual funding remaining. It is anticipated that the remaining elements will be completed to budget during 2017/18.
St Annes Regeneration Schemes	S106 Developer Contributions	237	0	-67	170	0	170	This funding is earmarked for the next phase of St Annes Town Centre including St Andrews Road North/South and The Crescent. The scheme has commenced with a proportion of the works now expected to fall into 2018/19. Consequently an element of the scheme has been re-phased into 2018/19 as part of the previous Financial Forecast update.
Staining Regeneration Schemes	S106 Developer Contributions	40	0	0	40	0	40	Following discussions with the Parish Council a scheme has now been developed and agreed. It is anticipated that this scheme will be completed to budget in 2017/18.
Kirkham Public Realm Improvements	S106 Developer Contributions	0	21	0	21	0	21	It is proposed that the balance of funding in respect of this scheme will be re-phased into 2018/19. This will be reflected in the next update to the Financial Forecast. An update report will be presented to the Planning Committee in January 2018 in respect of Kirkham Public Realm scheme delivery.
M55 Link Road	S106 Developer Contributions	0	137	250	387	127	260	Council approved a further funded budget increase in the sum of £250,000 to the M55 Link Road (design works) scheme that is within the current approved Capital Programme for 2017/18, to be met in full from S106 developer contributions. This budget is to facilitate delivery of the M55 Link Road. Design of the new road should be complete by February 2018 with tendering of the work then taking place. If the full funding package can then be confirmed work is planned to commence summer 2018.
<b>Sub total</b>		<b>407</b>	<b>164</b>	<b>53</b>	<b>624</b>	<b>127</b>	<b>497</b>	
<b>Total Expenditure</b>		<b>19,328</b>	<b>1,382</b>	<b>-12,141</b>	<b>8,569</b>	<b>2,391</b>	<b>6,178</b>	



## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	11 JANUARY 2018	11
<b>MID-YEAR PERFORMANCE 2017/18</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the first half of the financial year 2017/18. Performance is reported against the targets set for the year and commentary is provided by performance exception.

### SOURCE OF INFORMATION

Tourism and Leisure team input data into the InPhase corporate online system from service based performance data

### LINK TO INFORMATION

<http://fyldeperformance.inphase.com> - Full Corporate Performance suite for Fylde Council

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The performance information is relevant to the committee terms of reference and the responsibility of the committee to monitor performance of the services within its remit.

### FURTHER INFORMATION

Contact: Alex Scrivens, Performance & Improvement Manager (01253 658543 or [alexs@fylde.gov.uk](mailto:alexs@fylde.gov.uk)).

## Mid-Year Commentary by Performance Exception for the Tourism and Leisure Committee

### \*\*\*\*\* PERFORMANCE ABOVE TARGET \*\*\*\*\*

*Commentary is provided to explain why progress has exceeded target, with details of how this will be maintained.*

PM21: Number of community groups supported (including 'in bloom' & 'friends of') was 32 and last year's comparison figure was 30, the target is 28.

*The number of community groups supported by the Council remains strong. The Tourism & Cultural Services team continue to support existing community groups and encourage new groups to ensure a strong network of community partners. The range of groups is very diverse including beach cleansing volunteers, parks 'friends' and 'In Bloom' groups in addition to arts, heritage and sport groups.*

PM22: Number of 'in bloom' awards achieved by groups working with LA was 33 and last year's comparison figure was 29, the target is 28.






*The Parks Development team continue to work with community groups from around the whole Borough and recent 'Bloom' successes are encouraging additional groups to enter the competition. This year sees a further increase in Neighbourhood Awards e.g. Allotments, Housing Associations and Community Initiatives.*

### \*\*\*\*\* PERFORMANCE BELOW TARGET \*\*\*\*\*






*Commentary is provided to explain why performance is currently not on target, with details of any corrective action.*

*None to report.*

## PERFORMANCE KEY ICON STATUS

	<b>Over Performance</b> – the indicator is over performing against target
	<b>On Track</b> – the indicator is performing within tolerance of target.
	<b>Cautionary Under Performance</b> – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	<b>Under Performance</b> – the indicator is under performing against target.
	<b>Missing Data</b> – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.
<b>N/A</b>	<b>Not Applicable</b> – no comparable data available. This could be due to the methodology being change or being a new measure created.

**APPENDIX 1: Performance Measures mid-year performance (1st April 2017 - 30th September 2017)**

Tourism and Leisure						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2016 SEP 2016	<b>APR 2017 SEP 2017</b>	Mid-year Target	Performance Status
<a href="#">PM20: Number of Major parks achieving a 'Green Flag' award</a>	Annual	Bigger is Better	5	<b>6</b>	5	
<a href="#">PM21: Number of community groups supported (including 'in bloom' &amp; 'friends of')</a>	Annual	Bigger is Better	29	<b>32</b>	28	
<a href="#">PM22: Number of 'in bloom' awards achieved by groups working with LA</a>	Annual	Bigger is Better	30	<b>33</b>	28	
<a href="#">PM23: Number of swims at St Annes pool</a>	Monthly	Bigger is Better	57764	<b>51291</b>	52500	
<a href="#">PM94: Number of recorded safety inspections carried out on each unit of children's play equipment</a>	Annual	Bigger is Better	13	<b>50</b>	48	

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	11 JANUARY 2018	12
<b>FAIRHAVEN HERITAGE LOTTERY PROJECT UPDATE</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

Since the previous Tourism & Leisure Committee held on the 2<sup>nd</sup> November 2017, the project team has been preparing the RIBA Stage 2 'Concept Design' report, which includes conceptual designs for buildings restoration and landscaping; this is a development of the HLF Round 1 Masterplan document (see Appendix A). An update on this work will be given by officers at the meeting.

### SOURCE OF INFORMATION

Appendix A – HLF Round 1 Masterplan (File name SD 7 Landscape Masterplan)

### LINK TO INFORMATION

[Landscape masterplan](#)

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

A request was made at the Tourism & Leisure Committee held on the 7<sup>th</sup> September 2017 for a regular information item to be presented to the Committee.

### FURTHER INFORMATION

Contact – Charlie Richards, Fairhaven Project Officer, 01253 658472, [charlie.richards@fylde.gov.uk](mailto:charlie.richards@fylde.gov.uk)

Contact – Mark Wilde, Head of Tourism, Leisure and Cultural Services, 01253 658475, [mark.wilde@fylde.gov.uk](mailto:mark.wilde@fylde.gov.uk)



16-243 Fairhaven Lake:

Landscape Masterplan



Legend

- 1 Lake to be desilted to improve water quality and depth, to enable increased water based activities. Lake edge modified to allow for widened footpath to improve access and circulation for all.
- 2 Upgrade pier for boating/ water based activities with Access for All.
- 3 Car parks to be reconfigured to create an informal layout introducing seating, hardscape and lighting. Entrances to be reconfigured to allow for safer access for pedestrians.
- 4 The event lawns with proposed tree, shrub and ground cover planting to the perimeter.
- 5 Proposed Adventure Play Area - toddlers to teenagers.
- 6 Lawn areas for picnic benches and informal recreation.
- 7 Tennis Courts - improvements to grass and all weather courts, to comply with Lawn Tennis Association 'Beacon' standards.
- 8 Bowling Greens - retained and improved including footpaths and seating.
- 9 Existing vegetation managed and thinned with new appropriate planting to Mawson's free style.
- 10 Enhance shrub management to islands to improve habitats for nationally important birdlife.
- 11 Japanese Gardens -Existing garden features shall be uncovered and restored. Where necessary further restoration is proposed to recreate Mawson's original design for the gardens.
- 12 Proposed Shelter / Interpretation Point - theme to reflect the historical and ecological context of Fairhaven and Ribble Estuary.
- 13 Sea defence work steps with wide coastal footpath, funded by Environment Agency.
- 14 Fitness Trail with activity stations throughout the gardens.
- 15 Restoration of swimming pool end of lake with banking with intergrated seating for viewing.

Project Aims

- Repair and restoration of 'Fairhaven Lake and Gardens' as designed by Thomas Mawson & Sons, providing interpretation of its history, aesthetic and architectural interest much of which is recorded in detail.
- To protect, enhance, conserve and promote the natural and semi-natural habitats/ environments within the Fairhaven Lake and Ribble Estuary.
- To improve and enhance the connectivity of the pedestrian and vehicular access and circulation, to enable access for all and to open up a complete path around the Lake.
- To improve and introduce new leisure, play, recreation, the RSPB Discovery Centre and other educational opportunities
- To improve and enhance the overall public realm of the Lake, Gardens and seamlessly link to the coastal defence scheme.
- To improve and enhance the educational and interpretation opportunities associated with Fairhaven Lake and Gardens, the adjacent Estuary.
- To create a sustainable community asset which is attractive to visitors.
- To engage and empower local community groups to become more activity involved in the development, the management and maintenance of Fairhaven Lake and Gardens.

Objectives

- To repair and replant Thomas Mawson's Japanese Gardens- aspirationally reinstating Mawson's design.
- To improve and restore the broader landscape and public realm. This shall include reinstated footpaths, lighting, planting, along with carpark and boundary improvements.
- To develop and improve the water based activities for boating, sailing, canoeing and model boating on Fairhaven Lake.
- To develop and improve land based sports and recreation facilities- tennis, bowling, walking and children's play facilities.
- To improve the network of footpaths which will ensure safe segregated access for different users, provide 'access for all' and introducing new lakeside footpaths and improve the connections with the coastal path and National Cycle Way.
- Recreate open views across the Fairhaven Lake and Gardens, Granny's Bay and the Ribble Estuary.



## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	11 JANUARY 2018	13
<b>BLUE FLAG BEACH AWARD</b>			

### PUBLIC ITEM

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

#### SUMMARY OF INFORMATION

At the meeting of the Tourism and Leisure Committee on 9<sup>th</sup> March 2017, the committee considered a decision item on the potential to gain Blue Flag accreditation for St. Annes North Beach and St. Annes Amenity Beach. A list of the Blue Flag Award criteria was included in the report with any improvement works listed against each requirement that would need to be fulfilled by the Council to achieve Blue Flag Award accreditation. The report also explained the need for 'Excellent' bathing water quality to achieve and retain Blue Flag status.

After full consideration it was resolved:

1. To assess the list of requirements that would need to be fulfilled to allow a competent application for Blue Flag accreditation for the two beaches.
2. To decide if the proposed list of requirements are to be further detailed and costed and to be presented in a further report to the committee.
3. To offer 'in principle' support to any further capital bids and/ or revenue increases based on a more detailed list of requirements in a future report.

Since the meeting, officers have undertaken a more detailed review of the Blue Flag Award criteria including an assessment of the two beaches against a total of the thirty award requirements. An assessment table has been completed with listed actions and costings.

In summary, St. Annes Amenity Beach fulfils the majority of the Blue Flag Award criteria if it was to achieve 'Excellent' water quality and the signage was improved. St. Annes North Beach does not currently fulfil the Blue Flag Award criteria as it does not have adequate level of facilities such as public toilets or seasonal dog controls on the amenity beach areas. The cost of installing public toilets on North Beach Car Park is estimated to be in the region of £90,000 - £140,000 dependant on the size and design of unit.

Defra's 2017 Bathing Water Classification results were released in November and both beaches have attained a 'Good' result. The beaches are required to attain an 'Excellent' result to achieve a Blue Flag Award. Historically St. Annes North Beach has achieved an 'Excellent' result once and St. Annes Amenity Beach has never achieved 'Excellent' status.

Consideration has also been given to the borough wide consultation exercise concerning the introduction of Public Space Protection Orders relating to dog controls on public open spaces. A seasonal Dog Exclusion Order will continue to apply to St. Annes Amenity Beach. However, a decision was made that no controls will be applied to St. Annes North Beach. A key requirement of the Blue Flag Award is that dogs must be seasonally controlled or excluded from the beach. These decisions were been agreed by the Operational Management Committee earlier this year.

In consideration of these points, officers will prioritise their efforts towards a successful Blue Flag Award application for St. Annes Amenity Beach. The Parks and Coastal Services team will action the proposed infrastructure and interpretation improvements as advised from the assessment report, in readiness for future applications when bathing water results achieve the excellent status required. The improvements will be funded through relevant Section 106 monies as well as the Parks and Coastal Services revenue budget.

**SOURCE OF INFORMATION**

Blue Flag Award Decision Item

Blue Flag Award Assessment

**LINK TO INFORMATION**

<https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/924/Committee/18/Default.aspx>

**WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?**

To update members on the progress of the resolution from the Tourism and Leisure Committee Meeting on 9<sup>th</sup> March 2017.

**FURTHER INFORMATION**

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