



# Agenda

## Tourism and Leisure Committee

Date:	Thursday, 8 March 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 Article 15 of the Constitution.

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="#">8 February 2018</a> as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 22(c).	1
	<b>DECISION ITEMS:</b>	
4	<b>Lytham Hall Restoration: Progress Towards a New HLF Bid</b>	3 - 7
5	<b>Promenade Gardens Water Play Area (Splash)</b>	8 - 20
6	<b>Appointment to Outside Bodies/Working Groups</b>	21 - 32
	<b>INFORMATION ITEMS:</b>	
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9	Tourism Website – <a href="http://www.discoverfylde.co.uk">www.discoverfylde.co.uk</a>	36
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11	Exempt Item – Not for Publication The Island Regeneration	EXEMPT

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## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
COUNCILLOR FRADLEY	TOURISM AND LEISURE COMMITTEE	8 MARCH 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 is the latest update to the committee on progress against the recommendations approved in respect of the Lytham Hall Restoration Project and is part of the focus to support a new Heritage Lottery Fund (HLF) bid for the restoration of the Hall. The necessary restoration work necessary at Lytham Hall can only be achieved through a new and significant bid. The £300,000 capital grant the council contributed towards the HLF bid in 2012 was a contribution towards the restoration of Lytham Hall, this remains the priority for the council.

The progress report provides an update on events since the last T&L Committee on January 11<sup>th</sup> 2018 during which time Councillor Fradley has held a number of meetings 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 other officers, the report includes views, opinions and conclusions based on the conversations held and any supporting evidence provided.

### RECOMMENDATIONS

1. That the committee notes there is progress being made by all partners to work together towards a new heritage lottery bid for the restoration of Lytham Hall.
2. The committee note that based on the evidence and information provided about the Lytham Hall restricted fund account that it cannot be used to contribute towards a new lottery bid for the restoration of the Hall.
3. That all partners are asked to focus on developing a time table for the submission of a new bid to the HLF for the restoration of Lytham Hall.

### SUMMARY OF PREVIOUS DECISIONS

January 11<sup>th</sup> 2018 Tourism & Leisure – Lytham Hall Restoration Project: Progress Towards a New HLF Bid  
 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 28<sup>th</sup> 2011 Cabinet - Lytham Hall Restoration Project: Capital Grant Approval  
 March 28<sup>th</sup> 2011 Full Council – Lytham Hall Restoration Project: Capital Grant Request  
 March 23<sup>rd</sup> 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 January 11<sup>th</sup> 2018 a progress update was provided by Councillor Fradley along with feedback from John Turner (HTNW) who was invited to address the committee as part of the progress reporting, the following recommendations were agreed by the committee:
  - To note the progress made by HTNW in responding to the Moore Stephens report which had been provided by the HLF and recognise 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 any future HLF funding.
  - 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.
  - 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.
  - 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 8th 2018.
- John Turner was invited by Councillor Fradley to present updates on progress by HTNW at the committee meeting during which an invite was extended to the committee members to visit Lytham Hall. The Chairman accepted the invite and a visit was arranged for Friday February 23<sup>rd</sup> 2018. The purpose of the visit was to show Members first-hand the work that needs to be done to restore Lytham Hall putting context to the scale of the project that would need to be funded from a HLF bid with some match funding.
- HTNW continue to work towards delivering the recommendations from the Moore Stephens report and are in regular dialogue with the HLF. At the time of writing this report the recruitment process for a new Chief Executive at HTNW had not begun because the bid to the Resilience Grant fund has not yet been submitted, HTNW are working on the details of the Resilience Grant bid which will include the support, including funding, necessary to recruit an appropriate Chief Executive. In accordance with the recommendation approved at the last meeting of this committee the Council is prepared to offer support and advice with the Resilience Grant bid through officers that have made similar lottery funding bids.
- Councillor Fradley has facilitated several meetings between HTNW (the tenant) and LTT (the landlord) for Lytham Hall to discuss new membership and improved relations on the Executive Board, the landlord and tenant have also met separately to further develop relations. These meetings have proved to be productive with a number of challenging issues already addressed with further progress to be made, additional meetings are planned with other stakeholders including the HLF to start meaningful plans on the best arrangements for submitting a new lottery bid for the restoration of Lytham Hall.
- Information about the Lytham Hall restricted fund was provided by HTNW's appointed accountants Ainsworth Limited who responded initially to the following four key questions and subsequent further enquiries:
  - Can you confirm that this is a restricted fund and what is the 'restricted' nature of the fund i.e. what are funds restricted for?
  - Where have the funds come from that make up the restricted fund account / budget?
  - What fixed assets are the funds invested in and where are these located?
  - What is the reason for the £142,125 difference between 2016 and 2017 – where has that been spent?

6. It was confirmed that the fund is restricted to Lytham Hall for expenditure on both capital and revenue at the Hall to include (as per the HLF letter dated August 3<sup>rd</sup> 2011):
  - a. The restoration, renovation and repair of the Hall itself
  - b. Increase revenue generation of the whole site to make it more self-sustainable
  - c. Increase public access to the site including people with disabilities
  - d. Renovate the parkland and gardens to allow year round access
  - e. Provide a varied programme of events and activities for the general public
  - f. Improve the long term management and maintenance of the site
  - g. Provide volunteering and training opportunities for the general public and staff
7. The expenditure of £142,125 over the 2016/17 financial year has been primarily on the revenue items listed below:

**Expenditure**

Preservation/maintenance of heritage property	64,757
Staff Costs (wages)	128,756
Pension	541
Light & Heat	213
HTNW central costs re Lytham Hall HLF project	28,152
Telephone	2,122
Motor Expenses	4,782
Equipment hire	1,105
Repair & Renewals	2,920
Cleaning	108
Sundry	<u>14</u>
	<b>233,470</b>

8. The employee wages of £128,756 were allocated in 2016/17 to roles associated with the HLF bid that was still in place including; HLF Project Officers; HLF Project Administration; HLF Project caretaking and cleaning; HLF Project building and capital work employees.
9. The restricted account received income of £91,345 in the same period which reduced the expenditure on the year to £142,125 and in turn produced the closing balance as of March 31<sup>st</sup> 2017 of £200,312. The income was from three sources (see table below) none of which are established revenue income streams and therefore may not be realised year on year.

Fylde Borough Council	60,464
Lytham Town Trust	19,881
Tesco Bags for help	<u>11,000</u>
	<b>91,345</b>

10. Contributions to the fund are still made in year as evidence by the three income streams above with the fund originally financed from the contributions listed in the account extract included as Appendix 1 to the report. The fund is supported by the assets of HTNW which include investment properties located in various parts of

the North West of England as well as a sum of £25,000 held in the bank. In the 2016/17 financial year no income from fixed assets contributed towards the Lytham Hall Restricted Fund. The following statement was submitted with the information relating to the Lytham Hall restricted account:

*“The rents received by HTNW are treated as unrestricted income and used to cover loan repayment costs to Unity Bank, running costs of the charity, its buildings and project costs such as Lytham Hall. Lytham Hall costs supported by this income include both restricted costs such as the HLF Project and unrestricted costs. HTNW has over many years used a substantial amount of its rental income to cover the costs of running and maintaining Lytham Hall.”*

11. Based on the evidence provided the Lytham Hall Restricted Fund is reducing year on year with expenditure exceeding income and the funds required for the day to day running cost of the Hall. The initial enquiry into this fund was to establish whether the fact that it is restricted to Lytham Hall, and separate from the HTNW general fund account, meant that it could be used to leverage or match fund any new bid to the HLF lottery fund for the restoration of Lytham Hall. It is clear based on the information provided that the fund cannot be used for this purpose and that it is likely to be exhausted by the time, and in the event that, a new lottery bid is successful. In terms of any value towards a new lottery bid for the restoration of Lytham Hall the council has no further interest in the restricted fund account.
12. Relationships between the various partners involved with Lytham Hall have improved and interest in restoring the Hall is as strong as ever, the catering operation, Park Runs and other events help to maintain the profile as well as enhance the reputation of Lytham Hall. However, the need for significant capital investment, as witnessed on the recent tour by Members, is clearly evident, therefore it is important that all stakeholders make it the top priority to develop a clear plan and time table for the submission of a new bid to restore the Hall.

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. Information received from the Heritage Trust for the North West indicated that as at 31 <sup>st</sup> March 2017 a sum of £60,464 of the original grant remained unspent.
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>	06/02/2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
T&L Committee Meetings	November 2016 to January 2018	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>

#### Appendix 1: Lytham Hall Restricted Funds Account

## Appendix 1: Lytham Hall Restricted Funds Account

<b>LYTHAM HALL APPEAL (STAGE II)</b>		<b><u>2016</u></b>
<b>Expenditure to date</b>		
Claims 1 - 13		1,757,411
<u>Less:</u> Non qualifying expenditure		
<b>Gifts in kind</b>		
Claims 1 - 13	109,691	
<b>Volunteers time</b>		
Claims 1 - 13	633,307	742,998
		<u>1,014,413</u>
<b>Grant funding to date</b>		
HLF Claims 1 - 13	716,869	
<u>Less:</u> Funding capital additions (£16,715 x 40.79%)	(6,818)	710,051
		<u>304,362</u>
<b>OTHER INCOMING RESOURCES</b>		
Fylde Borough Council	300,000	
<u>Less:</u> Deferred income element	(60,464)	
Country Houses Foundation	28,800	
Fylde Borough Council: Coastal Revival Fund	30,000	
J P Getty Charitable Trust	50,000	
Harold Bridges	2,000	
Lancashire Environmental Fund	40,000	
Monument Trust	200,000	
Veolia Environmental Trust	20,828	
	<u>611,164</u>	
Public appeal/donations	151,287	
<u>Less:</u> Retained on bank deposit	(25,074)	
	<u>737,377</u>	
<u>Less:</u> Certified spend		
Joinery workshop	(25,993)	
Conservation management plan for park land	(7,000)	
Conversion of stable block to incorporate visitor and volunteer facilities	(39,000)	
Capital project costs	(18,585)	646,799
<b>Excess deemed restricted funds</b>		<u><u>£ 342,437</u></u>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	8 MARCH 2018	5
<b>PROMENADE GARDENS WATER PLAY AREA (SPLASH)</b>			

### PUBLIC ITEM

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

### SUMMARY

The Friends of Promenade Gardens have been working in partnership with officers of the Council since April 2016 on a community project to create a fully inclusive water play facility within the Promenade Gardens in St. Annes.

The project has followed the ten stage process of the community parks improvement programme, which has included a comprehensive consultation exercise, clear funding strategy and a robust tender process. Officers have assisted the Friends group with a number of external funding bids and the allocation of relevant S106 monies.

At the Budget Council meeting of March 2016, approval was confirmed for a capital growth item in the sum of £100,000 in respect of a new water play facility on the Promenade Gardens. Further to additional technical research and consultation the Finance and Democracy Committee at the meeting of 25th September 2017 approved a further fully funded budget increase for the same scheme within the Capital Programme for 2017/18 in the sum of £50,000 to be met from the Capital Investment Reserve. The total capital contribution of £150,000 is included within the approved 2018/19 Capital Programme.

The report describes the funding strategy and summarises the context and details the receipt of tenders, tender assessment following the procurement process for a new water play area and associated infrastructure improvements at Promenade Gardens

### RECOMMENDATION

**The Tourism and Leisure Committee are requested:**

1. To recommend to the Finance and Democracy Committee approval that the Council may act as the accountable body for the Promenade Gardens water play facility scheme in the total sum of £259,295;
2. To recommend to the Finance and Democracy Committee approval to a fully-funded addition to the Capital Programme in 2018/19 in the sum of £109,295 in respect of the Promenade Gardens water play facility scheme, fully funded from the various external grants and Section 106 contributions as detailed in the report, noting that the approved Capital Programme for 2018/19 currently includes funding in respect of this scheme in the sum of £150,000, funded from the Capital Investment Reserve;
3. Subject to the approval by the Finance and Democracy Committee to 1 and 2 above, to authorise the proposed expenditure in respect of the Promenade Gardens water play facility scheme as detailed in the report;
4. Subject to approval of the above, to approve the letting of the contract for the design and build of the promenade water play facility and associated infrastructure improvement works to Kingcombe Aquacare in the sum of £259,295.



## SUMMARY OF PREVIOUS DECISIONS

### Full Council meeting in 02 March 2016:

1. To approve and adopt the recommendations of the Finance and Democracy Committee as follows:

(c) The updated Five Year Capital Programme including the changes proposed by the Budget Working Group, as set out in Appendix G,

### Tourism and Leisure Committee 07 September 2017

Following consideration of this matter the committee RESOLVED:

1. To note the current position with regard to the water play project;
2. To support the re-circulatory system of recirculating the water of the new water play facility as set out in the report.
3. To agree Option 3 as set out in the report which recommends to the Finance and Democracy Committee approval of a fully funded budget increase for the scheme within the Capital Programme for 2017/18 in the sum of £50,000 to achieve the project budget of £250,000 with the additional £50,000 to be met from the Capital Investment Reserve.

### Finance and Democracy Committee 25 September 2017

1. Note the preference expressed by the Tourism and Leisure Committee at the meeting of 7 September 2017 to support Option C of the alternatives as detailed in section 20 of the report in respect of the delivery of the new water play facility on the Promenade Gardens; and
2. Approve a fully-funded budget increase for the Water Play scheme within the Capital Programme for 2017/18 in the sum of £50,000 to be met from the Capital Investment Reserve.

## 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 Friends of Promenade Gardens have been working in partnership with officers of the Council since April 2016, on a community project to create a fully inclusive water play facility on the Promenade Gardens, St. Annes.
2. The project has followed the ten stage process of the community parks improvement programme including a comprehensive range of community consultation and technical research as previously reported in the Tourism and Leisure Committee report, 7<sup>th</sup> September 2017.
3. At the Budget Council meeting of March 2016, approval was confirmed for a capital growth item in the sum of £100,000 in respect of a new water play facility on the Promenade Gardens.
4. Further to additional technical research and consultation, the Finance and Democracy Committee at the meeting of 25<sup>th</sup> September 2017, approved a further fully funded budget increase for the same scheme within the Capital Programme for 2017/18 in the sum of £50,000 to be met from the Capital Investment Reserve, on recommendation from the Tourism and Leisure Committee meeting 7<sup>th</sup> September 2017. Therefore, Fylde is

providing a budget contribution of £150,000 towards the project, which has been 'slipped' into the 2018/19 Capital Programme.

5. Market research with other water play suppliers has shown that the preferred type of facility is a re-circulatory water management system that continuously recycles the water in the system, and a total project cost in the region of £250,000 has been identified by specialist suppliers to construct a water play facility of this style and function.
6. The majority of the remaining budget of £100,000 has been sourced through a variety of funding applications and fund raising initiatives which are listed in section 19, Table of internal and external grants.

#### SCHEME DETAILS

7. The new water play area will be housed in the 'paddling pool' area on the Promenade Gardens in St. Annes. The current area is not functional and in poor condition.
8. The current structure of the pool and surrounding infrastructure retain some heritage value and therefore any proposal needs to be sympathetic to the wider Edwardian Gardens and be accessible by all.
9. The new facility will include a range of water play apparatus, including aqua tent, variety of in-ground jets, water rainbow spray arches, 'whoosh' shower, twin tipping buckets and spray shooter cannons.
10. The project will also include safety surfacing, drainage, furniture and the provision of an operational plant and equipment room consisting of a 7m x 4m steel building with large roller shutter doors and cladded to suit the nearby beach huts. This plant room will contain all the necessary M&E equipment including electrical control panels, effects controls and filtration equipment.
11. A set of detailed drawings and illustrations are included as Appendix 2.

#### COST BREAKDOWN OF THE SCHEME

##### CONTRACT SUM ANALYSIS

ITEM	PRICE
<b>Plant Room</b> Provision & Installation of Plant Room container as specified in the employers requirements	£13,205
Groundworks to house the Plant Room container as specified in the employers requirements	£5,405
<b>Water Management System</b> Provision and installation of re-circulated Water Management System including all pipework and related works as specified in the employers requirements	£79,092
Provision and installation of underground water tanks as specified in the employers requirements	£17,140
Civil Works - Excavation of Splashpad area, tanks, pipe work trenches including re-instatement as specified in the employers requirements	£61,125
<b>Play Equipment</b> Provision of play items of similar type and number detailed in accompanying Masterplan and employers requirements.	£23,024
Installation of the play items as above	£2,730
Provision and installation of geysers to facilitate the play equipment	£4,594
<b>Play Surfacing</b> Provide and lay new concrete sub base to the area of existing paddling pool as specified in the employer's requirements.	£12,351
Provide and lay non- porous rubber play surfacing to new concrete sub base as specified in the employer's requirements	£21,761
Provision of 2 entrances and ramps through the paddling pool wall as specified in the employer's requirements.	£750
<b>Electric</b> Provide and connect electricity supply as specified in the employers requirements	£10,000

<b>Contingency</b> Contingency must be allowed	£8,118
<b>Total Tender Price</b>	£259,295

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

12. Fylde Council have previously approved funding for this scheme within the Capital Programme in the total sum of £150,000 as previously described.
13. The Friends group have undertaken numerous community events over the last 2 years to raise funding for the project, and have actively sought funding from local businesses. To date the group have raised £8,550.
14. In addition to community fundraising the Friends have also been successful in gaining grant funding from the Lancashire Environmental Fund of £30,000.
15. The existing S106 contribution below had been 'ring-fenced' to the project. The planning process generally requires housing developers to contribute towards improvements to public open space in the vicinity of the new development. Fylde council is holding funds that have been secured through developer contributions associated with a new housing development at Orchid Court, 35-37 south Promenade, St. Annes.
16. The terms of the Planning Agreement 14/0327 for Orchid Court, St. Annes in relation to the public open space contribution states *"the sum of fifty five thousand seven hundred and forty five pounds (£55,745) to be applied towards the provision and improvement of promenade gardens, Lytham St. Annes"*.
17. Due to the cost of all the tender returns being higher than the budget, it is proposed to use a further £15,000 S106 contribution from the Planning Agreement 07/0187/76 for the North Promenade development. The public open space contribution states *"Sums payable under this part of the schedule are intended to be used by the Council to provide or improve or to facilitate the provision or improvement of public open space or the public realm likely to benefit the occupiers of the development"*
18. The Tourism and Leisure Committee are requested to support the allocation of the section 106 contributions of £70,745 from the Orchid Court development and North Promenade development to help deliver the project.
19. The group, assisted by officers from Fylde have been successful in one further external grant application of £30,000 from the Lancashire Environmental Fund, giving a total project budget of £259,295.
20. Table of internal and external grants:

Source	Amount	Status
Fylde Council	£150,000	Secured
LCC Environment & Community Projects	£6,000	Secured
Business Donations	£2,050	Secured
Lancashire Environmental Fund	£30,000	Secured
Section 106 contribution	£70,745	Secured
LCC Local Members Grant Scheme	£500	Secured
<b>TOTAL</b>	<b>£259,295</b>	

## **FUTURE REVENUE BUDGET IMPACT**

21. There are no further budget revenue implications relating to the proposed scheme. The original Capital Bid agreed at the Budget Council meeting of March 2016 included an annual revenue increase of £16,000 per annum to operate a water play facility on the Promenade Gardens. The proposed scheme will have an annual operating cost of around £5,600 for chemicals, water and electricity with the remaining monies covering additional staffing and repair.

## **RELEVANT VALUE FOR MONEY ISSUES**

22. In order to ensure that value for money is achieved a procurement exercise has been undertaken in accordance with the Council's contract procedure rules. Selection of the successful tenderer will be on the basis that value for money is a key consideration as well as the suitability of the new facility.

## **RISK ASSESSMENT**

23. A risk assessment has been carried out to identify and mitigate any risks associated with the project which is attached as Appendix 1.

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

24. Officers from the Parks & Greenspace Team have led the procurement process. The tender followed the 'open procedure' using the CHEST procurement portal.
25. Quotations have been received for the provision of a new water play facility and associated improvement works on a design and build basis. The suppliers were given a project value figure of £243,795 and a design brief prepared by officers from Parks and Technical Services, which provided suppliers with comprehensive details of the essential project requirements.
26. To provide the council with numerous design options, the Invitation to Tender allowed for suppliers to submit two different design options, which would be evaluated separately.
27. 4 completed tenders were received by 2 suppliers and these have been evaluated on a 60% quality and 40% cost basis.
28. The price evaluation was carried out as follows: the proposals were to be based on the original budget of £243,795 including a contingency. 40 marks were awarded for the lowest price. The tenders thereafter will be prorated against the difference from the lowest tender. Tenders that are above the allocated budget will score 0%.
29. The quality evaluation was carried out as follows: quality criteria formed 60% of the total, based on the following quality criteria:

<b>Description of Evaluation Criteria</b>	<b>Percentage Weighting</b>
Experience	10
Overall Design & Play Provision	20
Design & Quality of the Water Management System	20
Health and Safety & Project Management	5
Future Maintenance and Sustainability	5
<b>Total Quality</b>	<b>60</b>

30. The quality evaluation was made under the criteria listed below, and the information required from the suppliers was scored on the following basis:

<b>Score</b>	<b>Description</b>
0	The Evaluation Panel felt that none of the requirement was met or demonstrated or no response was provided.
1	The Evaluation panel felt that a few areas (20% or less) of the requirement has been met or demonstrated.

- 2 The Evaluation panel felt that some areas (between 21% and 59%) of the requirement has been met or demonstrated.
- 3 The Evaluation panel felt that most of the requirement (between 60% and 75%) has been met or demonstrated with some areas missing/requiring improvement.
- 4 The Evaluation panel felt that most of the requirement (between 75% and 90%) has been met or demonstrated.
- 5 The Evaluation Panel felt that the supplier had met or demonstrated most or all of the requirement (between 90% and 100%)

31. The quality scores are added to the price scores to identify the preferred submission. For example a price of £243,794, would be scored a maximum of 40 points, which would be added to the quality score (maximum 60 points), to give a score out of 100.

32. The result of the tender evaluation exercise is set out below. The evaluation panel comprised of officers from the Parks & Coastal Services Team, Technical Services and Friends of Promenade Gardens.

Description of Evaluation Criteria	Percentage Weighting	Ustigate (A)	Ustigate (B)	Kingcombe Aquacare (A)	Kingcombe Aquacare (B)
<b>Experience</b> Provide 3 examples detailing your previous experience of delivering design & build splash park contracts of comparable type and scale within the last three years.	10	8	8	6	6
<b>Overall Design &amp; Play Provision</b> Tenderers will be evaluated on the quality of the overall submitted design based on the proposed masterplan and employer's requirements. Particular emphasis will be placed on the variety and quality of the water play features.	20	16	12	20	16
<b>Design &amp; Quality of the Water Management System</b> Tenderers will be evaluated on the quality and design of all elements of the water management system including plant room, tanks, pipework and civil engineering that will ensure a competent and sustainable water management system.	20	12	12	16	20
<b>Health and Safety &amp; Project Management</b> Please advise what steps you will take during the design and delivery phases to mitigate and reduce health and safety risks to maintenance staff and facility users.	5	5	5	4	4
<b>Future Maintenance and Sustainability</b> Please ensure that the table of maintenance costs has been fully completed in the Contract Sum Analysis (Appendix A). Please provide details of your aftercare service including handover specification/maintenance files, relevant training, product warranties, repair, service and supply of replacement parts.	5	5	5	4	4
<b>Total Quality Weighting</b>	<b>60</b>	<b>46</b>	<b>42</b>	<b>50</b>	<b>50</b>
<b>Price</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grant Total</b>	<b>100</b>	<b>46</b>	<b>42</b>	<b>50</b>	<b>50</b>

33. As all 4 tenders were above the highest financial threshold, they all scored zero points on the financial evaluation.
34. Both submissions from Kingcombe Aquacare scored the highest marks on the quality evaluation. To establish which option would provide to be the best scheme, this company was interviewed with both project options being further evaluated. The result of the interview evaluation for each design option is shown below.

<b>Evaluation Criteria</b>	<b>Design Option 1</b>	<b>Design Option 2</b>
Value Engineering	<b>20</b>	<b>30</b>
Experience	10	10
Overall Design and Play Provision	15	11.25
Design & Water Quality Management System	20	20
Health and Safety & Project Management	10	10
Future Maintenance and Sustainability	5	5
Total	80 / 100	86.25 / 100

35. The evaluation panel considered that Option 2 by Kingcombe Aquacare demonstrated a better quality provision in terms of quality of design, range of play equipment and associated infrastructure. The quotation figure for the recommended submission is £259,295, including a contingency. The delivery of this project can commence on site early May and will be completed for the end of July.

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

36. Objectives, Outputs and Outcomes:

- Provide modern, safe and innovative play facilities
- Achieve the ambitions of the local community
- Improved access for all
- Provision of additional facilities for young people
- Clean and Green – “Deliver high quality parks and open spaces”
- Great Place to Live – “Support and promote volunteers effort to improve their local community”

#### **DRAWINGS AND PLANS**

37. A set of drawings and illustrations detailing the scheme proposals are included in Appendix 2.

#### **CONCLUSION**

38. The proposal is to award the tender to provide a new water play facility and associated improvement works as detailed in this report at Promenade Garden, as per the agreed tender specification to Kingcombe Aquacare, to the value of £259,295 for completion before the end of July 2018.

IMPLICATIONS	
Finance	<p>The report requests that the Finance and Democracy Committee be recommended to approve a fully-funded budget increase to the capital programme for 2018/19 in the sum of £109,295, to be met from the various external grants and Section 106 contributions as detailed in the report, thus providing a total budget for the scheme of £259,295.</p> <p>The report further requests that the Finance and Democracy Committee be recommended to agree that the Council may act as the accountable body for the Promenade Gardens water play facility scheme in the total sum of £259,295.</p> <p>Subject to the approval of the above, the Tourism and Leisure Committee is requested to authorise expenditure in 2018/19 of £259,295 in respect of the new water play facility at Promenade Gardens, St. Annes and agree the letting of the contract for the design and build of the facility and associated infrastructure improvement works to Kingcombe Aquacare in the sum of £259,295.</p>
Legal	Section 106 contributions are made by developers under specific planning agreements relating to each new development. The planning agreement will specify how the monies are to be spent in terms of geography and scope and a developer can usually require repayment of S106 contributions, if they have not been spent within 10 years of the agreement.
Community Safety	Provision of modern recreational facilities is important in terms of providing diversionary activities
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	The quotation requests included Health and Safety information which will be developed by the successful contractor prior to starting on site to safeguard the public and contractor personnel.

LEAD AUTHOR	CONTACT DETAILS	DATE
Mark Wilde	<a href="mailto:mark.wilde@fylde.gov.uk">mark.wilde@fylde.gov.uk</a> 01253 648475	February 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Full Council	March 02 2016	<a href="https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/91/Committee/17/Default.aspx">https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/91/Committee/17/Default.aspx</a>
Tourism and Leisure Committee	September 07 2017	<a href="https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/990/Committee/18/Default.aspx">https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/990/Committee/18/Default.aspx</a>
Finance and Democracy Committee	September 25 2017	<a href="https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/960/Committee/22/Default.aspx">https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/960/Committee/22/Default.aspx</a>

Attached documents

Appendices

1. Committee Risk Assessment
2. Detailed Design and illustration

## Committee Risk Assessment Template

Directorate: Development Services		Date of Assessment: February 2018		
Section: Parks & Greenspace		Assessment Team: Lisa Foden & Johanna Wood		
Assessment Activity / Area / Type: Construction of a Water Play Area and associated improvement works at Promenade Gardens				
Do the hazards create a business continuity risk? No				
RISK DESCRIPTION	RISK SCORE (Likelihood x Impact)	RISK MITIGATION	RESIDUAL RISK SCORE (Likelihood x Impact)	RISK OWNER / RISK REGISTER
Increased maintenance implication for Fylde Borough Council.	4	The new water play facility will be owned by Fylde Council. Additional revenue costs were included in the original capital bid. These costs have been clearly identified and agreed.	2	Mark Wilde
Failure of contractor to deliver to specification	9	Project management support from in house technical expertise and fixed price contract. All works to be completed to the detailed design and specification.	6	Lisa Foden
Possibility of personal injury to	8	A pre-contract health and safety plan will be developed by	6	Johanna Wood



the public during the construction period.		the contractor to ensure the safe operation within the site. Areas of active construction will be fenced off and information provided about safety aspects of the construction site. The contractor will carry five million pounds public liability insurance.		
The new play area and associated improvement works fail to meet community or stakeholder aspirations.	6	The existing facility does not meet the need of the local community with regard to the condition and range of play equipment. Local residents and ward members were involved in the assessment of tenders and designs for the work.	3	Johanna Wood
Increased risks to the public as a result of the development.	6	A full risk assessment will be completed before the area is open to the public.	4	Johanna Wood
Project not delivered on time and funding not utilised.	9	Officers work closely with successful contractor to ensure timely start on site.	6	Johanna Wood
Project overspend	9	Project officer to monitor & control costs. Budget contains an element for contingencies.	6	Johanna Wood

Risk Likelihood

6 = Very High

5 = High

4 = Significant

3 = Low

2 = Very Low

1 = Almost impossible

Risk Impact

1= Negligible

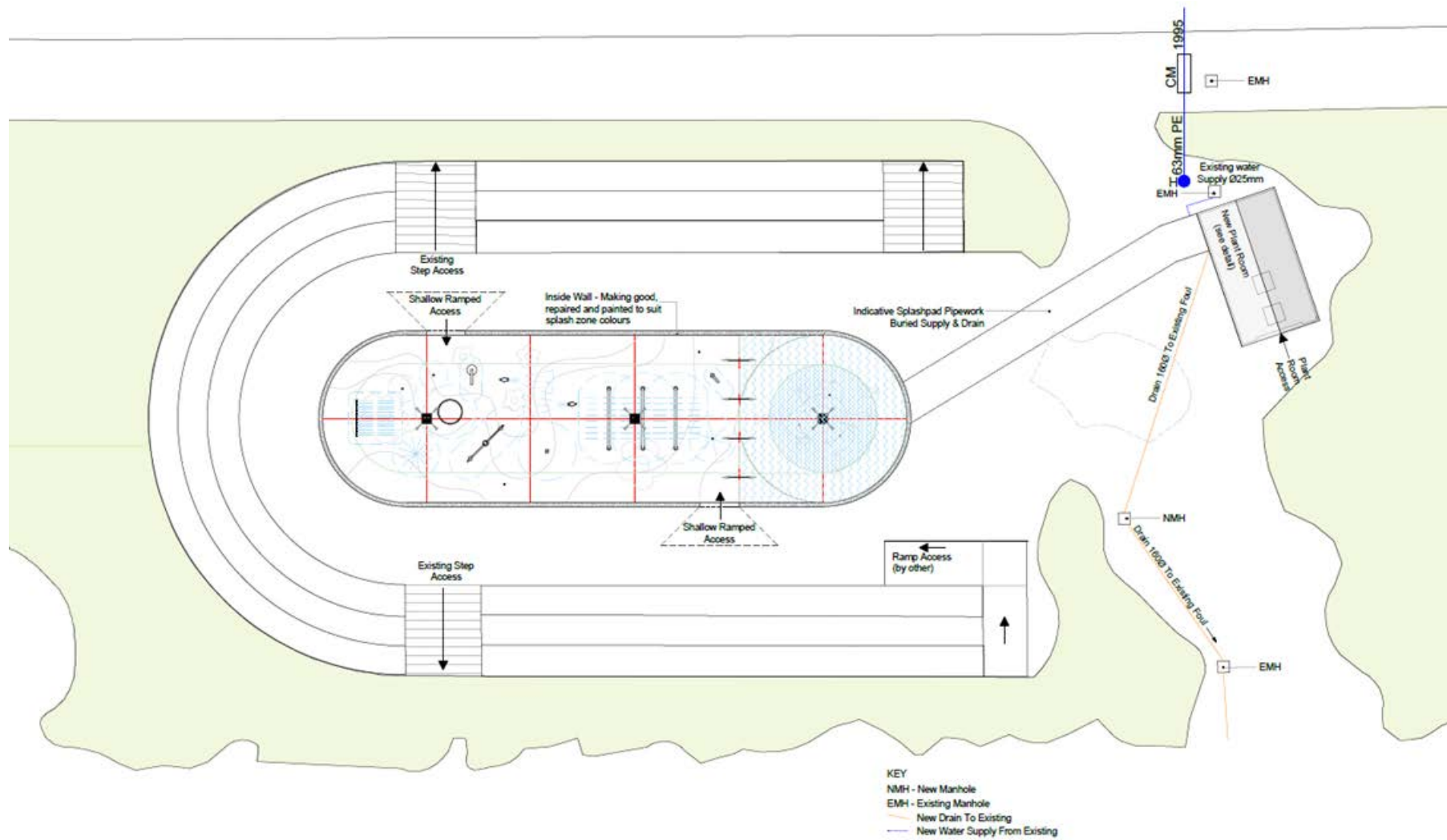
2 = Marginal

3 = Critical

4 = Catastrophic

Multiply the likelihood by the impact and if the score is above 12 then mitigating action should be undertaken to reduce the risk. This action should be recorded and monitored in either a directorate or corporate risk register.

## Appendix 2

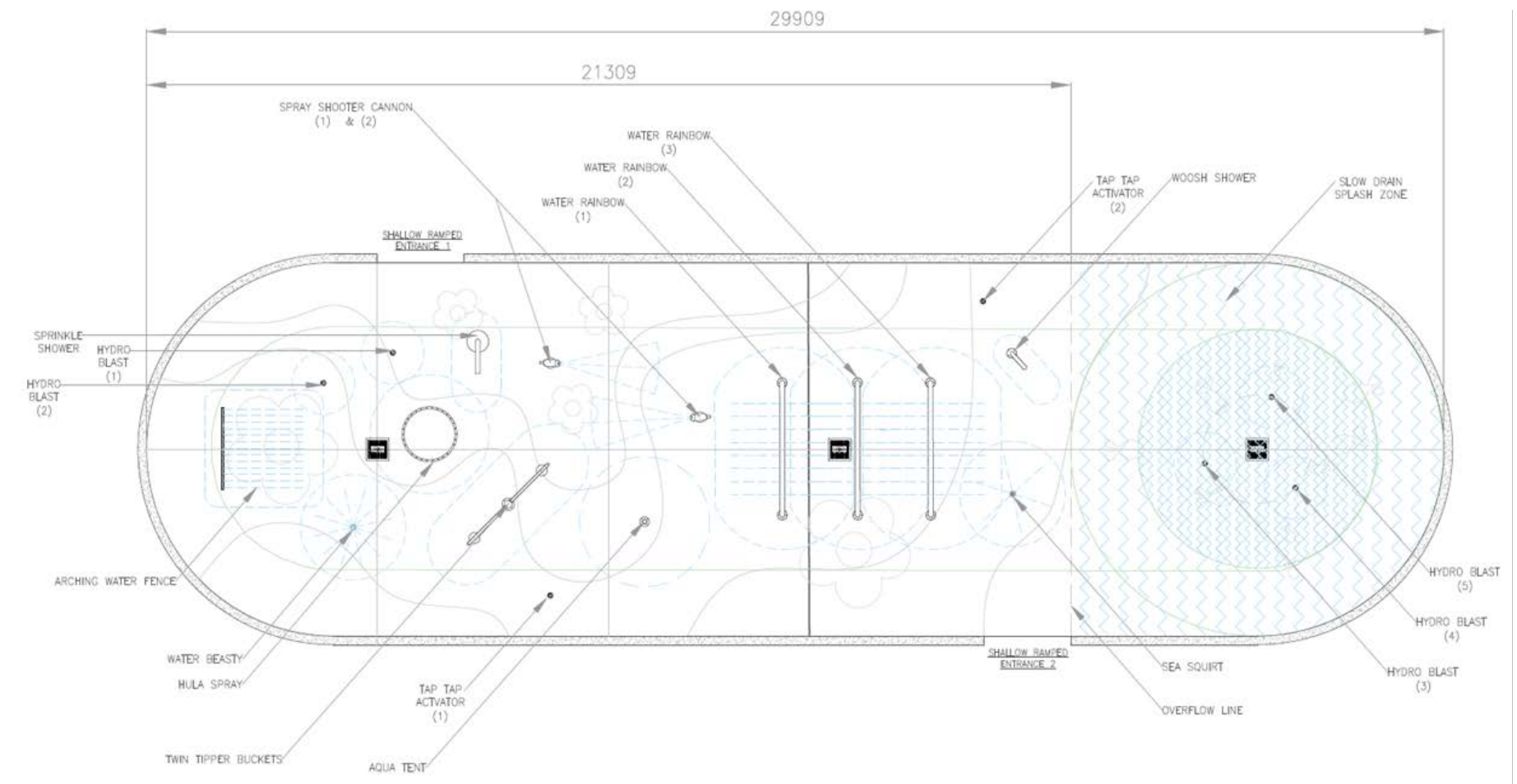


Toddler Zone mixture of in-ground features: Jets, Hula Spray Cage and Arching Fence

Junior Zone with Tipping buckets, Spray Shooter Cannons, Mushroom Tent, Shower feature and Spray Rings!



Shallow Splash Zone: Shallow flooded area with bubbling jets.



INTERACTIVE SPLASH ZONE DESIGN. PLEASE NOTE:

- 242m<sup>2</sup> OVERALL WATER PLAY ZONE
- WET POUR SAFETY SURFACING WITH GRAPHICS
- EXISTING SURROUNDING WALL - RE PAINTED TO SUIT
- 1:70 FALL GRADIENT FROM CENTER OF SPLASH PAD TO DRAINS
- SPLASH ZONE DESIGNED TO BS EN1176 & EN1177 SAFETY STANDARDS

- FEATURE SPLASH
- 1.5M SPLASH BOUNDARY
- PROPOSED WET POUR DESIGN

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	8 MARCH 2018	6
<b>APPOINTMENT TO OUTSIDE BODIES/WORKING GROUPS</b>			

### PUBLIC ITEM

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

### SUMMARY

Each year full Council appoints members to outside bodies for the forthcoming municipal year.

In May 2015 Council asked that the programme committees make recommendations from within their respective memberships for those outside bodies relating to the brief for the committee.

This report covers those nominations that relate to the Tourism and Leisure Committee.

### RECOMMENDATIONS

The committee is invited to

1. recommend nominations to the outside bodies listed for consideration by council
2. confirm the establishment of the working groups(s) listed which will meet as and when required
3. to note the reports from members currently serving on outside bodies

### SUMMARY OF PREVIOUS DECISIONS

20th May 2015 - Council sought recommendations from individual programme committees as to nominations for representation.

6 July 2015 – Council confirmed the nominations from the programme committees.

11 April 2016 – Council confirmed the nominations from the programme committees.

3 April 2017 - Council confirmed the nominations from the programme committees.

### CORPORATE PRIORITIES

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

## REPORT

1. The Council makes a number of appointments to outside bodies in each municipal year. In an election year these appointments are made at the AGM. In non-election years, these appointments are made at the last Council meeting of the municipal year. In May 2015, the Council deferred the decision to appoint to '*... allow the various programme committees the opportunity to recommend appointments from within their respective memberships for those outside bodies relating to the brief of their committee*'.
2. The Council needs to make appointments to outside bodies at its meeting on 16 April 2018 for the forthcoming municipal year 2018/19. Nominations are sought from the programme committees for representatives to the outside bodies.
3. This report deals with the outside bodies that relate to the terms of reference for the Tourism and Leisure Committee. The first table below includes the name of the body/group, the role/purpose and which elected member currently represents the Council. The committee is invited to recommend nominations for consideration by Full Council.
4. Under the previous governance arrangements there existed the facility through scrutiny for members to establish specific task and finish groups to look in some depth at particular issues and make recommendations to Cabinet. With the adoption of the new governance arrangements that is no longer possible. However programme committees may wish to establish their own subject specific working groups to be set up when required in order to advise the parent programme committee on a particular topic/issue.
5. The second table below lists those working groups that relate to the terms of reference of the Tourism and Leisure Committee that are currently established. The establishment of working groups is within the responsibility of the individual programme committees and does not need the approval of Council.
6. It is important that the members nominated to represent the Council on outside bodies/working groups have an appropriate interest in the body/partnership/subject, can commit to positively represent the Council and be available to commit the time to attend the majority of the meetings involved.
7. The members nominated should ideally be a member of the programme committee to which the matter relates to.
8. The current protocol is that members are required to produce regular reports about the outside bodies on which they serve, currently every six months. It is the intention that this information will be made available to the programme committee members to which the external partnership relates.
9. The conclusion of any working group would be brought to committee in a formal report as previously occurred in scrutiny.

Tourism and Leisure Committee- Outside bodies/partnerships			
Outside body / partnerships	Role/Purpose	Frequency of meetings	Current representation
Lowther Trust	To represent the Council as a Trustee in the management of Lowther Trust	Monthly (12xp/a)	Councillor Brenda Blackshaw
Lytham Town Trust	To represent the Council as a Director on the Lytham Town Trust	Quarterly (4xp/a)	Councillor Tim Ashton
Fylde Coast YMCA Partnership Board	Fylde Coast YMCA Partnership Board dealing with leisure and sporting activities including swimming, provided by the YMCA on the Fylde Coast	Quarterly (4xp/a)	Councillor Sandra Pitman
Fylde Arts Association	To encourage the study, practice and enjoyment of the arts in the Fylde area.		Councillor Raymond Thomas
St George's Day Festival Committee	To ensure effective links and liaison with the St George's Day Festival Committee	When required	Councillor Richard Fradley
Arts Partnership for Fylde	The APfF is a working group of local artists and arts organisations committed to increasing the profile and importance of arts in Fylde, and developing partnerships to create new opportunities in the arts.		Councillor Raymond Thomas
Arts Working Group	To further the development of arts education through the appreciation and enjoyment of the Lytham St Annes Art Collection. To maintain and conserve the artistic heritage of the Collection for the benefit of the community. To assist community development through support to local arts societies/groups	Meets every 2 months (6xp/a)	Councillor Vince Settle
Fairhaven Lake & Gardens Restoration Project Board	The role of the Project Board is to provide corporate support, have a strategic overview of the project and have the authority to make strategic decisions. The minutes of these minutes will be shared with the Heritage Lottery Fund	Monthly	Councillor Cheryl Little

Tourism and Leisure Committee– Working groups			
Working group	Role/purpose	Notes	Current representation
Arts Service Review	To review the Arts Service and in particular the Lytham St Annes Art Collection	Current	Councillors Christine Akeroyd, Julie Brickles, Maxine Chew, Sue Fazackerley, Cheryl Little, Roger Lloyd, Sandra Pitman, Vince Settle, Ray Thomas
The Island Regeneration	To assess any interest received following the marketing process undertaken for the site	When required	Chairman of Tourism & Leisure, Operational Management, Planning, Finance & Democracy and Leader of the Council.

IMPLICATIONS	
Finance	No implications arising from this report
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
Democratic Services	democracy@fylde.gov.uk	20/2/18

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Attached documents

Appendix 1 – Status of reports from Outside Bodies representatives

Appendix 2 – Reports from Outside Bodies representatives.



Outside Body		Councillor	Report rec'd
<b>Tourism and Leisure Committee, 8/3/18 meeting</b>			
	Arts Partnership for Fylde	Raymond Thomas	16 Feb 2018
	Arts Working Group	Vince Settle	9 Feb 2018
	Fairhaven Lake & Gardens Restoration Project Board	Cheryl Little	12 Feb 2018
	Fylde Arts Association	Raymond Thomas	20 Feb 2018
	Fylde Coast YMCA Partnership Board	Sandra Pitman	14 Feb 2018
	Lowther Trust	Brenda Blackshaw	
	Lytham Town Trust	Tim Ashton	19 Feb 2018
	St Georges Day Festival Committee	Richard Fradley	12 Feb 2018

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Cllr Raymond Thomas
<b>Email</b>	Cllr.rthomas@fylde.gov.uk
<b>Period this report covers (date):</b>	last period
<b>Name of Outside Body:</b>	Arts Partnership for Fylde
<b>How often does the organisation meet? And how often have you attended?</b>	The Executive Committee will meet 10 times this year, and I have attended the first in January, to discuss the programme for the year. The venues are at various locations in the Fylde in both rural and urban areas, eg Lytham Hall, Singleton, Ansdell, Kirkham. The next meeting is the 26th Feb at Lytham Hall, for the APF Board Development Workshop. There will be an additional Board Meetings later in the year. Representatives from Arts Lancs, AFC Fylde, STEP and No Lable Arts, Creative Lancs, as observers. Expansion of the board will continue in 2018, to better represent the wider Fylde area. Membership now exceeds over 100 individual artists and representatives from Fylde based cultural organisations. A monthly event programme has been planned for 2018. A Room of our Own is the APF's new programme of training, networking opportunities and professional development events with the ultimate goal of raising Fylde's artistic ambition, increasing inward investment for arts and culture for the borough and building the community's resilience through creativity. APF continues to work with Arts Lancashire, Creative Lancashire and the Arts Council England - encouraging further support in the Fylde, alongside Fylde Council's Arts Development Service.
<b>Key issues arising for Fylde Borough Council</b>	Unfortunately no funding has been received from FBC during 2017. A small amount of funding has been secured from LCC to put the first few events on, ie. Reading for Health in association with Lancashire Libraries in March at Ansdell Library, and Advice Surgeries, Applying to ACE grants for the Arts, in April this year. I feel that a little support would be useful from FBC for costs incurred for room hire etc to stage these events.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	Chairman of T and L
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	APF is an excellent facilitator for Art throughout the Fylde and deserves success and support in their ventures.

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Vincent Settle - member of the working group
<b>Email</b>	cllr.vsettle@fylde.gov.uk
<b>Period this report covers (date):</b>	Dec 2017 to Feb 2018
<b>Name of Outside Body:</b>	Arts Working Group
<b>How often does the organisation meet? And how often have you attended?</b>	Every 6 weeks. I attend both the Dec. meeting and the Feb 2018 meeting.
<b>Key issues arising for Fylde Borough Council</b>	1 The LCC rep. announced that their restoration service has to be self financing by 2020 and therefore we will probably see and increase in their charges to restore our paintings in future. 2 one of the members asked us to note the disquiet in Lytham that Fylde Council appeared to be taking a back seat on the Lytham library discussions. Perhaps we could invite a group to give the Tourism and Leisure Committee a briefing on their ideas for use of the building?
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	Tourism manager was present in the meeting.
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	No

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	cllr.cheryl little
<b>Email</b>	cllr.clittle@fylde.gov.uk
<b>Period this report covers (date):</b>	Nov 2017 - Jan 2018
<b>Name of Outside Body:</b>	Fairhaven HLF Project Board
<b>How often does the organisation meet? And how often have you attended?</b>	the body has met three times and are scheduled to meet every three months for regular updates
<b>Key issues arising for Fylde Borough Council</b>	<p>The project board has been formed to support the overall governance of the project, bringing together key members of the council who will provide input and support to the project team to ensure that the scheme is delivered successfully.</p> <p>The two key functions of the project board will be to:</p> <ol style="list-style-type: none"> <li>1. Share information and provide a progress update to board members</li> <li>2. Make strategic decisions about the project which the project team will be responsible for implementing.</li> </ol> <p>The strategic decisions referred to in point 2 above will be made by the board, however ultimately these decisions will be the responsibility of the Director of Development Services Paul Walker, who takes up the role of Project Sponsor</p> <p>Regular updates are also made through Tourism &amp; Leisure Committee in the form of an Information Item</p>
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	n/a
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	this is a huge investment for Fylde Council which will enhance the area not only for residents but for visitors to Fylde

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Cllr Raymond Thomas
<b>Email</b>	cllr.rthomas@fylde.gov.uk
<b>Period this report covers (date):</b>	from previous
<b>Name of Outside Body:</b>	Fylde Arts Association
<b>How often does the organisation meet? And how often have you attended?</b>	Objective: To encourage the study, practice and enjoyment of the Arts in Fylde. Meets as required. I attended the Poetry event organised by Ellie Marie Hinchcliffe December 20th with the theme 'Holy and Ivy' at the Assembly Rooms in Lytham with locals poets and singers.
<b>Key issues arising for Fylde Borough Council</b>	Continue to support the Association.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	T and L Meeting
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	The website presence needs updating and the constitution was updated in 2005.Perhaps needs updating.

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Cllr. Sandra Pitman (Representative)
<b>Email</b>	cclr.spitman@fylde.gov.uk
<b>Period this report covers (date):</b>	September - February 2018
<b>Name of Outside Body:</b>	YMCA Fylde Leisure Sub Committee Mtg.
<b>How often does the organisation meet? And how often have you attended?</b>	Quarterly meetings: I attended those on September 13 & November 15 2017.
<b>Key issues arising for Fylde Borough Council</b>	St. Anne's Pool - costs of maintenance. Level of participation in health & fitness activities among Fylde residents.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	Committee Chairman of Tourism & Leisure
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	<p>YMCA dry sites are performing well after refurbishment. Constraints in Lytham arise from the restricted parking space &amp; costly repairs to fabric of building &amp; drains.2 new gym facilities have lately been opened in Lytham.St. Anne's pool has a fitness area which had just had a refurbishment &amp; group classes are proving very popular with men &amp; women.Swimming lessons at St. Anne's have reached over 480 weekly swims &amp; there is progression for junior swimmers to new swimfit sessions.Swim Club now has increased use of the pool due to increased numbers. The counting of swims in 2016 has been considered somewhat unreliable &amp; targets for 2017-18 are now considered to be overly ambitious.</p> <p>Some long term building/repair issues have been resolved by FBC but others are still ongoing. The Crudens contract issues had still not been fully resolved.</p> <p>Kirkham Rural Splash pool continues to be successful in providing swimming lessons but suffers from the age of the building and associated costs of repair &amp; maintenance.</p>

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Tim Ashton
<b>Email</b>	tim.ashton@lancashire.gov.uk
<b>Period this report covers (date):</b>	up to 19.02.18
<b>Name of Outside Body:</b>	Lytham Town Trust
<b>How often does the organisation meet? And how often have you attended?</b>	4 times per year - all meetings attended
<b>Key issues arising for Fylde Borough Council</b>	Negotiations are still ongoing with Lytham Town Trust, Heritage Trust for the North West and Fylde Council regarding Lytham Hall. Also there is potential to house the library service in the Assembly Rooms and there may well be a planning application forthcoming to provide disabled access to the building
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	Paul Walker
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	None

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Richard Fradley, observer
<b>Email</b>	richard.fradley@fylde.gov.uk
<b>Period this report covers (date):</b>	04/01/18 to 12/02/18
<b>Name of Outside Body:</b>	St George's Day Committee
<b>How often does the organisation meet? And how often have you attended?</b>	There has been 2 meetings this year, I have attended 1 meeting on the 4th Jan the other meeting was on the 1st Feb which I was unable to attend due to work commitments.
<b>Key issues arising for Fylde Borough Council</b>	<p>A request was made, by the Committee, to see if the Council could provide a facility to act as a lost children and information hub. Currently awaiting a viewing of the proposed FBC solution.</p> <p>I suggested that there may be advertising space available on the hoardings being erected at the Seafeld Rd end of Lytham Green for protecting the offices and plant for the Church Scar sea defences restoration.</p>
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	Alan Oldfield
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	<p>The Committee works in a highly professional manner, they ensure that public safety is at the forefront of their discussion. Scrutiny of all the events expenditures are discussed to ensure a maximum return for the chosen charities.</p> <p>I was warmly welcomed by the Committee and I look forward to assisting in any way possible.</p>



## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	8 MARCH 2018	7
<b>FAIRHAVEN HERITAGE LOTTERY PROJECT UPDATE</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

#### Programme

The project team are progressing with RIBA Stage 3 design work which is due to be issued along with a full updated cost plan by mid- March 2018. The HLF have confirmed a date for the mid-term review which is 11<sup>th</sup> April 2018, with all documentation to be prepared and issued at least a week in advance. We remain on target to submit a full capital grant application to the HLF in August 2018.

#### Funding

Officers have been liaising with external funding bodies and continue to explore potential partnership funding to match fund against the HLF capital grant allowance. The bodies/organisations that officers have been in contact with include Sport England, Lawn Tennis Association, United Utilities and BAE Systems. Further liaison is required with Arts Council, LEF and BIFFA. Officers have also made contact with organisations who administer small grants for specialist items such as education activity and accessible facilities for sailing.

#### Adventure Golf

In the last reporting period officers have proposed the creation of a high class mini adventure golf course to sit within the current disused tarmac tennis area. An outline proposal was issued to the Self Sufficiency working group who have given the approval to proceed with further design work. The research shows that this initiative could provide significant revenue streams for the council in the long term, and has been supported in principal by the Fairhaven Project Board

#### Pilot Activities and Events for 2018

The Activity Development Officer Julie Vale has been leading on the organisation and delivery of a series of pilot events for 2018. These include a wildlife arts event (in association with Mike Kidd Horse Power), Forest School sessions (in association with AKS), the HLF open day on the 27<sup>th</sup> May (working with all existing on-site partners and a number of new clubs/providers) with others to be announced. Julie has also been assisting the Friends of Fairhaven Lake in organising the 'Big Picnic' event in early July. We have also held 2 Heritage Walks which have been led by a team of professional volunteers including Elaine Taylor (Lancashire Gardens Trust), David Hoyle (Lytham Heritage Group) and Alan Pedder (Friends of Fairhaven Lake). These events have been extremely popular with 45 attending in November 17 and 63 attending in February 18, with a further two walks planned between now and August 2018. We would like to thank our volunteers for lending their time and skill in delivering such a successful series of events.

### SOURCE OF INFORMATION

Charlie Richards, Fairhaven Project Officer

**LINK TO INFORMATION**

[S:\Committee Documents\9 Tourism & Leisure Committee\Draft Reports](#)

**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)

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	8 MARCH 2018	8
<b>TOURIST INFORMATION WEEKEND OPENING</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

At the Tourism and Leisure Committee meeting held on 22 June 2017, elected members asked officers to explore the options in relation to opening the Tourist Information Centre (TIC) at St Anne's Town Hall at weekends and bank holidays, in addition to the current Monday to Friday operation.

The TIC will open on Easter Saturday (31<sup>st</sup> March) and Easter Monday (2nd April), close for April weekends and will reopen on Sat 5<sup>th</sup> May (including May Day BH) and open every Saturday and Sunday until Sunday 2<sup>nd</sup> September. This is a total of 18 weekends and will be operational from 10am to 3pm. It will be staffed with two FBC employees from a pool of twelve staff who have expressed an interest from internally advertising the role. Budget required is £6,000 from existing budget.

Footfall and nature of enquiries will be monitored to allow an evaluation of the success and requirement of the weekend TIC operation.

### SOURCE OF INFORMATION

Tim Dixon – Tourism and Cultural Services Manager

### LINK TO INFORMATION

[Tourism and Leisure Committee 22 June 2017](#)

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

To provide an information update to members on the 2018 planned weekend opening of the TIC.

### FURTHER INFORMATION

Contact Tim Dixon 01253 658 436 [tim.dixon@fylde.gov.uk](mailto:tim.dixon@fylde.gov.uk)

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	8 MARCH 2018	9
<b>TOURISM WEBSITE – <a href="http://www.discoverfylde.co.uk">www.discoverfylde.co.uk</a></b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

Following a review of tourism communications by the Tourism and Cultural Services Manager it was agreed that options for a new tourism website should be explored. A new tourism website – [www.discoverfylde.co.uk](http://www.discoverfylde.co.uk) has been developed which will replace the existing tourism website [www.lythamstannes.co.uk](http://www.lythamstannes.co.uk) at the end of March 2018. This is part of a wider review of tourism communications which has seen the rationalisation of social media accounts and web presence.

The new tourism website [www.discoverfylde.co.uk](http://www.discoverfylde.co.uk) will be user friendly, much easier to navigate than the current site and will provide a simple way to access information, through built entries and pages, downloadable documents and video. Commercial opportunities will arise through selling advertising pages and enhanced entries and tourism operators have already expressed an interest in taking advantage of these.

### SOURCE OF INFORMATION

Tim Dixon – Tourism and Cultural Services Manager

### LINK TO INFORMATION

[www.discoverfylde.co.uk](http://www.discoverfylde.co.uk) The Tourism and Cultural Services Manager will provide a brief overview presentation

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

To provide an information update to members on the new tourism website

### FURTHER INFORMATION

Contact Tim Dixon 01253 658 436 [tim.dixon@fylde.gov.uk](mailto:tim.dixon@fylde.gov.uk)

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	8 MARCH 2018	10
<b>EXCLUSION OF THE PUBLIC</b>			

### PUBLIC ITEM

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

### RECOMMENDATION

Members are invited to consider passing a resolution concerning the exclusion of the public from the meeting in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 on the grounds that the business to be discussed is exempt information as defined under paragraph 3 of schedule 12A to the Local Government Act 1972, Information relating to the financial or business affairs of any particular person (including the authority holding that information).