



FYLDE BOROUGH COUNCIL



Meeting Agenda

Cabinet
Council Offices, Derby Road,
Wesham
15 February 2006, 6.00pm



CABINET

MEMBERSHIP

LEADER – TBA

Councillor	Portfolio
TBA	TBA
TBA	TBA
TBA	TBA
TBA	TBA
TBA	TBA
TBA	TBA
TBA	TBA
TBA	TBA

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CORPORATE OBJECTIVES

The Council's investment and activities are focused on achieving our five key objectives which aim to :

- Conserve, protect and enhance the quality of the Fylde natural and built environment
- Work with partners to help maintain safe communities in which individuals and businesses can thrive
- Stimulate strong economic prosperity and regeneration within a diverse and vibrant economic environment
- Improve access to good quality local housing and promote the health and wellbeing and equality of opportunity of all people in the Borough
- Ensure we are an efficient and effective council.

CORE VALUES

In striving to achieve these objectives we have adopted a number of key values which underpin everything we do :

- Provide equal access to services whether you live in town, village or countryside,
- Provide effective leadership for the community,
- Value our staff and create a 'can do' culture,
- Work effectively through partnerships,
- Strive to achieve 'more with less'.



A G E N D A

PART I - MATTERS DELEGATED TO COMMITTEE

ITEM	PAGE
1. DECLARATIONS OF INTEREST: <i>In accordance with the Council's Code of Conduct, members are reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000.</i>	4
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REPORT



REPORT OF	MEETING	DATE	ITEM NO
ECONOMIC WELLBEING & REGENERATION AND LEGAL & DEMOCRATIC SERVICES	CABINET	15 TH FEBRUARY 2006	2

MILL STREET CAR PARK, KIRKHAM

Public/Exempt item

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

Summary

The report advises members of progress with negotiations with Kirkham Town Council over the future of Mill Street car park.

Recommendation/s

That Members do not agree to the transfer of Mill Street car park to a Trust.

Executive brief

The item falls within the following cabinet briefs:

To be determined at the time of drafting the report.

Report

Previous decisions

- 1) At its meeting on the 20th July 2005 the Executive Committee considered a detailed report on a request from Kirkham Town Council to take over the management and control of Mill Street car park, Kirkham. The Committee resolved 'not to introduce charges on Mill Street car park and to authorise officers to negotiate with representatives of Kirkham Town Council about the future of Mill Street car park and that a report be brought to a future meeting of the Executive Committee'.

Outcome of negotiations

- 2) In August your officers attended a meeting with representatives from Kirkham Town Council to commence these negotiations. The meeting discussed the above resolution along with the following more detailed issues:
 - The establishment of a charitable trust to manage the car park (including the community centre).
 - Assessing the condition of the existing car park features
 - What third party access rights are there?
 - What potential outstanding issues are there?
 - Defining the extent of the disposal
 - What the various terms and conditions will be?
- 3) The above negotiations have been based on the car park remaining as a free public car park and therefore the trust has no opportunity to raise income and pay a proper consideration for the car park. Furthermore the Trust would be obliged to maintain the car park and all its boundaries and structures at its own expense. Officers have provisionally reached broad agreement on the draft terms of a disposal, which includes freehold sale for one pound and includes the site of the telecommunication mast from which the council currently receives income of £2,000 per year. It is clear that as the proposed disposal is to a charitable trust there would need to be further legal work on the precise terms of the transfer. The rest of the report outlines the other more fundamental issues that relate to this proposed disposal.

Disposal at an undervalue

- 4) The sale of the car park on these terms would be a disposal of the land under the Local Government Act 1972. Under section 123 of that act, the council may not, without the consent of the secretary of state, dispose of land for a term of more than seven years for a consideration less than the best that can reasonably be obtained. Obviously, the nominal consideration proposed does not represent the best consideration that could be reasonably obtained. The consent of the secretary of state is therefore needed.
- 5) The secretary of state has given a general consent for the disposal of land at an undervalue by a council where:
 - a) The disposal is likely to contribute to the achievement of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area;
 - i).the promotion or improvement of economic well-being;
 - ii) the promotion or improvement of social well-being;

iii) the promotion or improvement of environmental well-being; and

b) the difference between the unrestricted value of the land to be disposed of and the consideration for the disposal does not exceed £2,000,000 (two million pounds).

- 6) Members must therefore satisfy themselves that disposing of the land at less than its unrestricted value will achieve one of the objectives in a) above, and that the difference between the unrestricted value of the land and the disposal value as proposed is less than £2,000,000.
- 7) The Technical Services Manager has previously estimated that if charging was introduced on Mill Street Car Park it could potentially raise a net income of as much as £48,000 per annum. Current revenue from the mobile phone mast takes this to just over £50,000 per annum.
- 8) The unrestricted sale value of the land (including interest in the mobile phone mast) has been valued at **£282,500** (two hundred and eighty two thousand and five hundred pounds) by the council's external valuers. (The unrestricted value means the best price reasonably obtainable for the property on terms that are intended to maximise the consideration, calculated in accordance with technical guidance contained in the Local Government Act 1972: General Disposal Consent (England) 2003).
- 9) The consideration for the proposed disposal sale is one pound. The difference between the unrestricted value and the consideration for the disposal is therefore £282,499 in capital terms. This comes within the parameter of £2,000,000.
- 10) The proposed disposal therefore comes within the financial parameters of the Local Government Act 1972 General Disposal Consent (England) 2003. However, for the disposal to qualify under the general consent, members need to be satisfied that the disposal would be likely to contribute to one or more of the objectives set out in paragraph 5 (a) above and consequently would not need specific consent from the Secretary of State. However Members also need to be satisfied that in forgoing such income the benefits outweigh the loss and can be justified to the residents of the borough.
- 11) The previous report to members set out in detail the economic benefits to Kirkham of not charging for car parking. In the light of this members have already agreed that for the time being at least, not to impose car parking charges on the Mill Street car park whether or not the land is transferred. The proposed Trust would be obliged to maintain the land as a car park and would not be permitted any other use than as a car park. It is therefore difficult to argue that the sale/transfer of the car park would result in any additional economic, environmental or social benefits that those that already exist. Officers cannot therefore recommend that the disposal proceed at this time.
- 12) If cabinet feels that a case could be made that the disposal of the car park would be likely to contribute to the achievement of any of the well-being objects set out in paragraph 5 (a), members are recommended to defer the decision until a future meeting. This would enable members and officers to work on a reasoned justification to satisfy auditors and other interested parties that the council had proper regard to its fiduciary duties.

European Union rules on state aid

- 13) The disposal also needs to comply with the European Commission's State aid rules. When disposing of land at less than best consideration authorities are providing a

subsidy. Where this occurs the council must be satisfied that the nature and amount of subsidy complies with the State aid rules, particularly if, as here, there is no element of competition in the sale process. Failure to comply with the rules means that the aid is unlawful, and may result in the benefit being recovered with interest from the recipient.

- 14) Article 93 of the EU Treaty deals with state aid. It refers to “any aid granted by a Member State or through State resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods”. The subsidy that would be given to the Trust by disposing of the car park appears to fall outside the definition, so the rules would not appear to be infringed. In any event, there is a “de minimis level equivalent to aid to the value of £100,000 calculated over a three-year period.

Financial situation

- 15) Members will be well aware that the council's current financial situation means that every opportunity must be properly considered for raising income by charging market rates. Currently the Council pays £12,500 in business rates and maintenance and receives £2,000 income from the siting of the radio mast. There is therefore a current net cost of £10,500, which will be saved by disposing of the car park. However in doing so the council gives up an asset to the value of £282,500 and loses the opportunity to generate an extra £48,000 from introducing charging. £48,000 is the equivalent of a 1.1 % increase in council tax.

Asset Management Group

- 16) The Asset Management Group (AMG) has now considered the request and feels that given the current financial position of the council that the recommendation should be ‘not to dispose of the asset at the current time’.

IMPLICATIONS	
Finance	As a car park the asset has the potential to generate annual revenue income of £50,000 or a single capital receipt of £282,500.
Legal	<p>The proposal raises serious concerns on two counts. First, the “trust” to whom the car park is proposed to be disposed of has not been identified. Second, no community benefit from the proposed disposal at an undervalue has been identified.</p> <p>The terms of the proposed disposal appear to require the trust to maintain and operate the car park, but prohibit it from realising any income. It is difficult to see how trustees could fulfil their duties under such a trust without guaranteed funding from elsewhere. In such circumstances, suitable trustees would be unlikely to come forward and the Charity Commission would be unlikely to accept the trust as charitable.</p>
Community Safety	No implications anticipated
Human Rights and	No implications anticipated

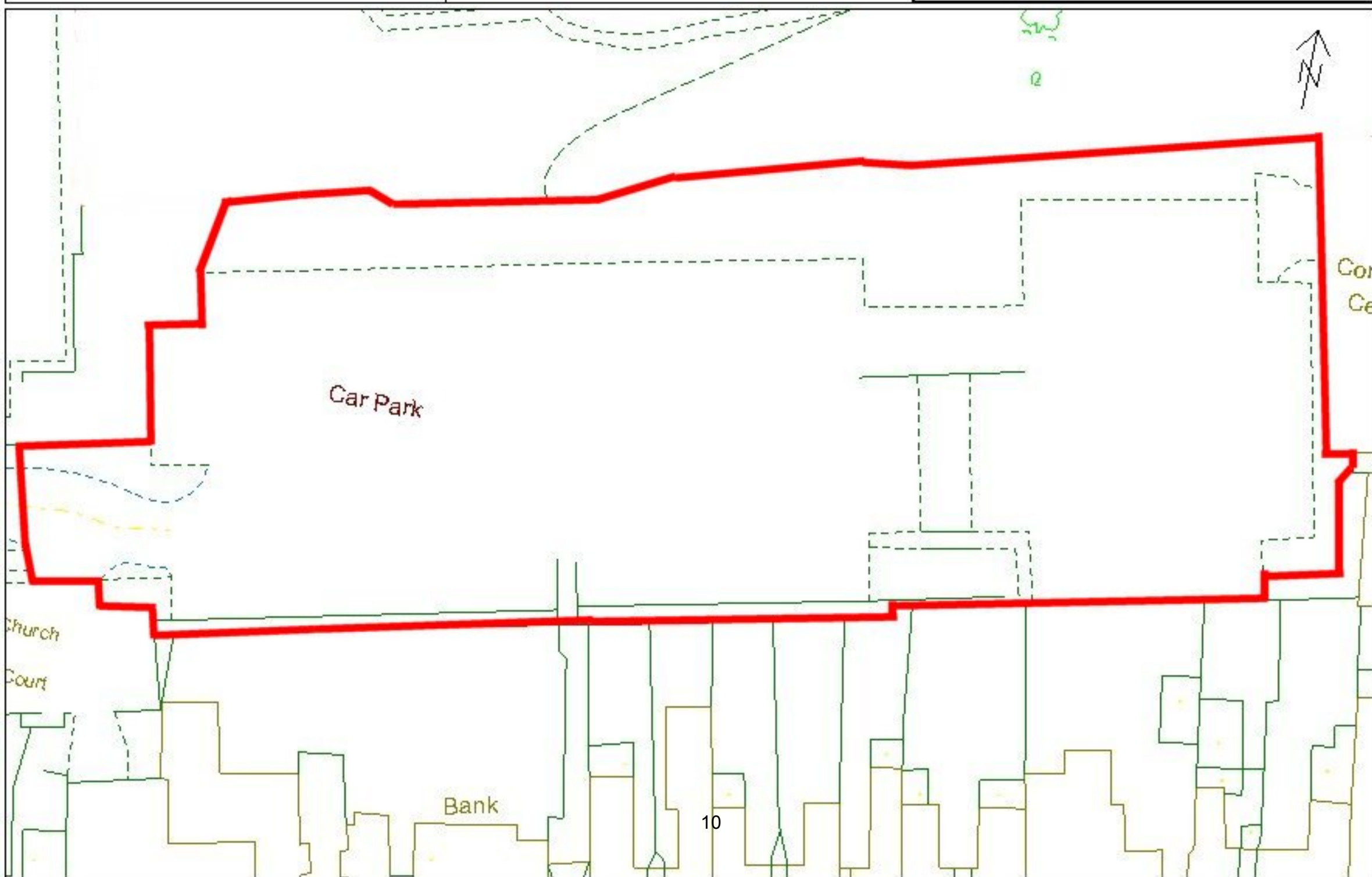
Equalities	
Sustainability	No implications anticipated
Health & Safety and Risk Management	No implications anticipated

REPORT AUTHOR	TEL	DATE	DOC ID
Paul Walker/Simon Kularatne/Ian Curtis	(01253) 658431/ 658506	23 Jan 2006	

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
Executive Committee agenda	26 th January 2005	Fylde Direct Centres or www.fylde.gov.uk
Executive Committee agenda	15 th June 2005	Fylde Direct Centres or www.fylde.gov.uk
Car Park Strategy	June 2005	Streetscene Offices, Snowden Road, St Annes
Kirkham and rural Fylde Partnership Action Plan	January 2005	Town Hall St Annes or www.fylde.gov.uk
Executive Committee agenda	20 th July 2005	Fylde Direct Centres or www.fylde.gov.uk
ODPM circular 6/03: Disposal of land for less than the best consideration	2003	http://www.odpm.gov.uk/index.asp?id=1144327

Attached documents

Appendix 1 plan of Mill Street car park



REPORT



REPORT OF	MEETING	DATE	ITEM NO
STREETSCENE MANAGER	CABINET	15 TH FEBRUARY 2006	3

CAR PARK OPERATION AND FEES

Public/Exempt item

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

Summary

The report advises members of proposed operational and fee changes for the Council's car parks in 2006/07.

Recommendation/s

1. That Members agree to the proposed operational and fee changes as identified and that the Council's car parking order be amended accordingly.
2. That Members agree to refer the St Pauls Avenue car park to the asset management group for further consideration and an options appraisal report be brought back to a future meeting of the Executive Committee.

Executive brief

The item falls within the following cabinet briefs: To be determined at time of drafting the report

Report

The Fylde Car Park Strategy was adopted in July 2005 and recommended that the car park tariffs be reviewed at least every two years. This report explores opportunities to maximise the use of existing space and further potential for income generation.

The Council operates a long stay and a short stay parking tariff in designated car parks - a schedule of fees is appended. A new fee structure was adopted in April 2005 and it is

proposed that the changes recommended in this report be adopted after April 2006. The present level of fees is believed to represent the higher end of a competitive market rate for parking and it is therefore not recommended that a flat rate increase on all parking fees be adopted for the year 2006/07. A comparison of typical fees for neighbouring Council operated surface level car parks is also appended.

A number of alternative amendments/options have, therefore, been prepared for consideration as follows -

1. Short Stay Car Park Tariff

Present fees		Proposed Fees
1hr	£1	no change
2hr	£1.50	£1.70
3hr	£3.00	no change

2. Long and Short Stay Operational Hours

Present	Proposed
9am - 6pm	8am - 8pm (i.e. evening charge)
(permit option to be made available for residents at nominal fee)	

3. Swimming Concessions

A reduction of 60p is presently given on the price of a swim on presentation of a pay and display ticket from St Annes Pool Car Park - Should this concession continue and if so at what rate? Current cost to Council approx. £5K.

4. Pleasant Street Car Park, Lytham

- Permit holders will be required to park in bottom end of car park to free space and increase turnover/availability of spaces in top car park
- Garages due to be demolished to provide 14 additional spaces
- Relocate recycling bins to alternative location to free up 4/5 spaces in top car park

Financial Implications

It is estimated that adoption of the above package of measures has the potential to generate an additional £35k in car park revenue without the need to introduce a flat rate increase in parking fees in 2006/07. A further saving of approx. £5K could be made on swimming parking concessions.

Other Issues

St Pauls Avenue Car Park, Fairhaven

This car park is located adjacent to Fairhaven Lake and generates an annual income of approx £3-4K. This does not appear to represent best value from the asset. It is recommended that the use of this car park be referred to the asset management group to examine its continued future use as a car park and an options appraisal report be brought back to a future meeting of the Cabinet for consideration.

Attached documents

Comparison of Typical Fees for Council operated surface level car parks - January 2006

Fylde Borough Council Car Parks Schedule of Fees - January 2006

IMPLICATIONS	
Finance	
Legal	No implications
Community Safety	No implications
Human Rights and Equalities	
Sustainability	
Health & Safety and Risk Management	No implications

REPORT AUTHOR	TEL	DATE	DOC ID
Andrew Shore	(01253) 658640	23.01.06	

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
Fylde Car Park Strategy	July 2005	Streetscene Offices, Snowdon Road

Comparison of Typical fees for Council operated surface level car parks – January 2006

Location	Short Stay Tariff		Long Stay Tariff	
Fylde	1hr	£1	Up to 2hrs	£1.20
	2hr	£1.50	Up to 3hrs	£1.80
	3hr	£3	Up to 4hrs	£2.40
			Over 4hrs	£3
Wyre	2hr	90p	Up to 2hrs	90p
	4hr	£1.40	Up to 4hrs	£1.40
	>6hrs	£5.60	Up to 6hrs	£1.80
			Over 6hrs	£2.20
Blackpool	1hr	£1	2hr	£2
	2hr	£2	3hr	£3
	3hr	£3	4hr	£3.50
			8hr	£5.50
Preston	2hr	£2	2hr	£1
	3hr	£3	3hr	£2
	4hr	£4	4hr	£3
	Over 4hrs	£8	5hr	£4
			Over 5hrs	£7

Fylde Borough Council Car Parks Schedule of Fees - January 2006

Location	Long / Short Stay	Pay and Display	Total Spaces (Disabled)	Motor cycles	CCTV	Lighting	Tariff 9am – 6pm
Stannerbank	Long	Yes	150 (6)	No	No	No	Up to 2 hrs £1.20 2-3 hrs £1.80 3-4 hrs £2.40 Over 4 hrs £3.00
Lytham Green (Dicconson Terrace)	Long	Yes	50 (2)	No	No	Yes	Up to 2 hrs £1.20 2-3 hrs £1.80 3-4 hrs £2.40 Over 4 hrs £3.00
Lytham Green (Bath Street)	Long	Yes	50 (2)	No	No	Yes	Up to 2 hrs £1.20 2-3 hrs £1.80 3-4 hrs £2.40 Over 4 hrs £3.00
Lytham Station	Long	Yes	106 (5)	No	Yes	Yes	Up to 2 hrs £1.20 2-4 hrs £1.80 Over 4 hrs £2.40 Permit £150 p.a.
Pleasant Street	Short	Yes	135 (7)	Yes	Yes	Yes	Up to 1hr £1.00 Up to 2hrs £1.50 Up to 3 hrs £3.00
St Pauls Avenue	Long	Yes	100 (4)	No	No	No	Up to 2 hrs £1.20 2-3 hrs £1.80 3-4 hrs £2.40 Over 4 hrs £3.00
St Annes Square	Short	Yes	35 (4)	No	Yes	Yes	Up to 1hr £1.00 Up to 2hrs £1.50 Up to 3 hrs £3.00

North Promenade	Long	Yes	220 (6)	No	No	Yes	Up to 2 hrs £1.20 2-3 hrs £1.80 3-4 hrs £2.40 Over 4 hrs £3.00
St Annes Pool	Long	Yes	100 (4)	No	No	Yes	Up to 2 hrs £1.20 2-3 hrs £1.80 3-4 hrs £2.40 Over 4 hrs £3.00
Wood Street	Short	Yes	21 (2)	Yes	No	No	Up to 1hr £1.00 Up to 2hrs £1.50 Up to 3 hrs £3.00
Fairhaven Rd	Long	Yes	190 (4)	No	Yes	Yes	Up to 2 hrs £1.20 2-3 hrs £1.80 3-4 hrs £2.40 Over 4 hrs £3.00
Town Hall	Long	Yes (Weekends only) Free	55 (2)	No	No	No	Up to 2 hrs £1.20 2-3 hrs £1.80 3-4 hrs £2.40 Over 4 hrs £3.00
Public Offices	Long	Yes (Weekends only) Free	50 (2)	No	No	Yes	Up to 2 hrs £1.20 2-3 hrs £1.80 3-4 hrs £2.40 Over 4 hrs £3.00
Mill Street	Long	Free	105	No	No	Yes	N/A
Eagles Court	Short	Free	16	No	No	Yes	N/A
Orders Lane	Short	Free	20	No	No	No	N/A
Wesham Offices	Long	Free	30 (3)	Yes	Yes	Yes	N/A
Toms Croft	Long	Free	75	No	No	Yes	N/A

Kirkham Baths	Long	Free	25	No	No	No	N/A
St Albans Road	Short	Free	14	No	No	Yes	N/A
Lowther Gardens	Long	Free	50 (2)	No	No	Yes	N/A
North Beach	Long	Free	150	No	No	No	N/A

REPORT



REPORT OF	MEETING	DATE	ITEM NO
POLICY & CHANGE MANAGER	CABINET	15 TH FEBRUARY 2006	4

THE COMMUNICATIONS STRATEGY (REVISED)

Public item

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

Summary

The report outlines the Communications Strategy for Fylde Borough Council that has been revised to incorporate additional elements of strategic communication in a more efficient approach to presenting strategy.

Recommendations

1. That the committee approves the revised Communications Strategy.

Executive brief

The Executive Brief holder for 'quality of services' is Councillor John Coombes.

The Report

1. The revised Communications Strategy included in Appendix 1 to this report outlines the key strategic outcomes and the strategic approach to communications that will be adopted at Fylde Borough Council. The strategy also outlines the clear aims of communications work at Fylde Borough Council.
2. The revised Communications Strategy is an amalgamation of several existing and new strategies that have been revised, updated and integrated. Some new elements have been added i.e. the web site, intranet and knowledge management elements.

3. The need to revise the Communications Strategy and include several new elements was identified as a key outcome from the Access to Services inspection carried out by the Audit Commission in 2005.
4. Previous strategies put before various committees at Fylde have incorporated policy detail and even procedures and process. This document only includes the strategy. There are several reasons for this change of approach.
5. Strategic documents should only include high level outcomes and should not include detailed policy and / or procedures. This makes it easier to communicate the key strategic outcomes to a wider audience with the detail of policy and procedure left to those responsible for implementing it. In the past policy and procedure has been presented within a strategic document and the key outcomes have been lost in the delivery detail. This approach makes it easier for stakeholders to assess whether the strategy has been achieved by focusing on the outcomes and not the process.
6. The requirement for councils to produce a plethora of strategies that have a strong link to communications would result in a series of separate and in many ways similar documents being produced and presented to the committee. Given the capacity of the corporate resources at Fylde it is more efficient to link the various strategic elements under the umbrella of a single corporate communications strategy.
7. This approach delivers efficiency saving for the committee administration, the committee members and the officers at the corporate centre responsible for formulating the various strategies.
8. The council's constitution outlines the delegated responsibilities of the officers. Members must approve strategy (what we intend to achieve) and policy (the framework we will work in to achieve the strategic outcome). Officers have delegated authority to develop and implement the detailed procedure and practice. By presenting the strategic outcomes in isolation it removes the possibility of presenting detail to committee that is not necessary.
9. The Communications Strategy presented in Appendix 1 is a revision of the Communications Strategy approved in 2003 after the best value review and inspection of communications at Fylde. The revised strategy has been subject to extensive consultation with internal and external stakeholders and was available on the web for three months as part of an open consultation process.
10. Each element of the strategy will have supporting policy and procedures in place designed to achieve the strategic outcomes. Several of the supporting policies are already in place and have been approved by various committees over the last few years. Future revisions to existing policy and any new policy will be presented to this committee for approval.
11. Management thinkers have debated long and hard over the difference between strategy and policy which is one of the reasons why they have often been bundled together. The definition of both terms as used in a managerial context is outlined below to help clarify some of the difference and help understand the need for their separation:

Strategy – A planned long term aim or objective

Policy – A course or principle of action proposed by an organisation

IMPLICATIONS	
Finance	There are no direct financial implications.
Legal	There are no direct legal implications.
Community Safety	There are no direct Community Safety implications.
Human Rights and Equalities	There are no direct Human Rights and Equalities implications.
Sustainability	There are no direct sustainability implications.
Health & Safety and Risk Management	There are no direct H&S or Risk Assessment implications.

REPORT AUTHOR	TEL	DATE	DOC ID
Allan Oldfield	(01253) 658576	January 13 th 2006	
LIST OF BACKGROUND PAPERS			
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION	
Access to Services Inspection	August 2005	www.audit-commission.gov.uk Council Offices	
Communications Strategy	March 2003	Council Offices	
Efficiency Review	December 2004	www.audit-commision.gov.uk	

Attached documents

Appendix 1: The revised Communications Strategy 2005



FYLDE BOROUGH COUNCIL



THE COMMUNICATIONS STRATEGY

2006 - 2007

The Communications Strategy

Strategic Outcome

The objective of the communications strategy is to provide a clear and overarching strategic direction for the council that will address the significant challenges involved in developing every aspect of effective internal and external communications at Fylde Borough Council. The strategic outcome is to achieve open, honest and transparent communication that provides equality of access for every stakeholder.

The overall aim of the communications strategy is to achieve effective communication with all stakeholders both within and outside the council. Equality of access and availability will be achieved so that everyone has the information and knowledge to deliver and receive an excellent service.

The Vision:

'To achieve effective communication with all stakeholders both within and outside the Council'.

The Aims:

- 1. Access** - 'To support the provision of high quality services by ensuring the widest possible access for stakeholders across any media at any time'
- 2. Information** - 'To ensure that accurate and reliable information that reflects identified customer needs is available to all stakeholders at all times'

The aims are designed to achieve the following **key outcomes** in respect to communication:

- To broaden and strengthen local democracy
- To inform stakeholders about all services and responsibilities
- To achieve a well informed and knowledgeable work force
- To support the delivery of quality public services
- To promote the Council's role as a community leader
- To publicise the Council's role in partnership initiatives
- To use e-methods in achieving improved services

Strategic Approach

To achieve the strategic outcome the council will implement and continually develop the following systems and practices:

- Technological and administrative support systems that facilitate internal and external communication
- Empowerment and training for employees and members so they can deliver effective and efficient communication
- Develop, improve and share good practice in respect of communication throughout the organisation
- An open and transparent approach to communication within and between the council
- Equality of opportunity for everyone and practices that promote feedback and engagement

Internal Communication

The strategic approach will be to share information and knowledge through easily accessible channels. Effective and efficient external communication is dependent upon effective and efficient internal communication. Members and the Management Team are directly responsible for developing internal communication systems and practices that support open and transparent communication.

Effective and efficient internal communication at Fylde will be promoted through an open management style that encourages the free flow of relevant information across and throughout the authority. Employees and members will have access to relevant information and internal systems that promote communication and ensure that there is opportunity for open and honest feedback. Internal communication will be built on a philosophy of sharing information and knowledge through easily accessible channels. The storage and retrieval of records will be electronic making it easy to share relevant knowledge internally and in turn externally.

Service delivery teams across the council will share information and knowledge using corporate mechanisms such as the intranet, e-mail and briefings. Leadership will come from the top of the organisation with Members and the Management Team practising an open and transparent approach.

External Communication

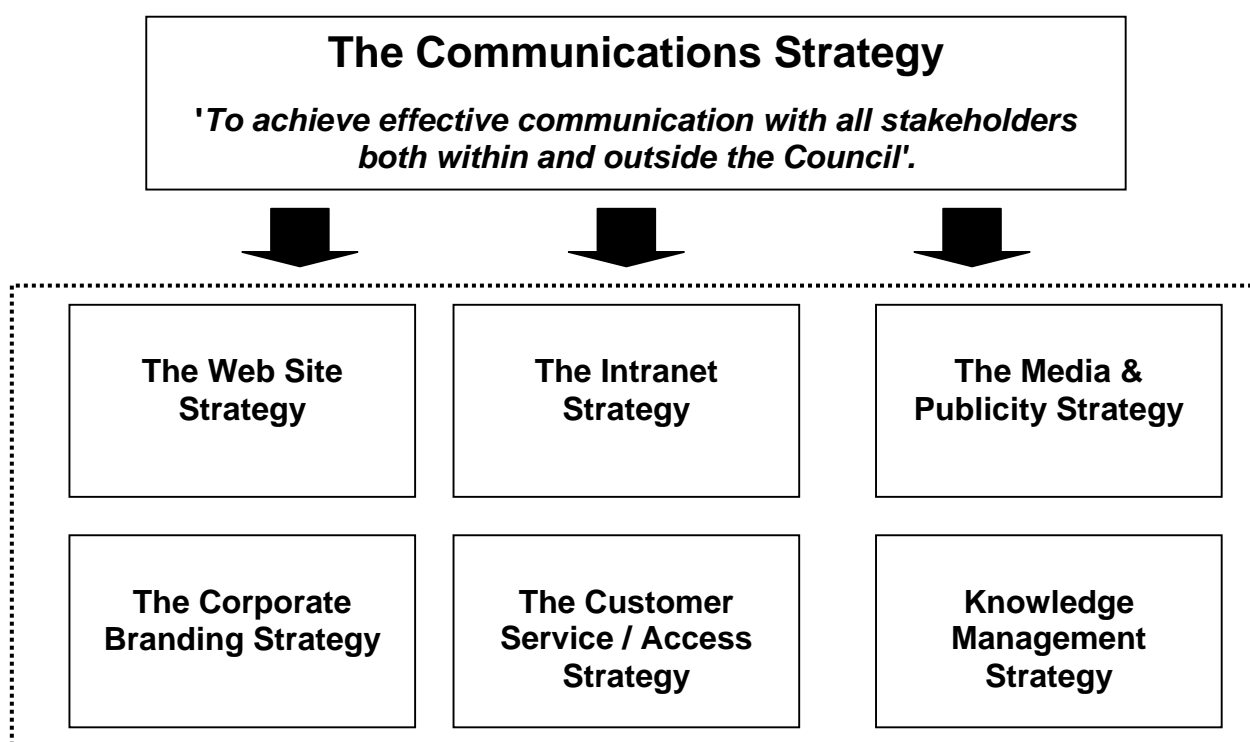
The strategic approach to external communication is to ensure that every customer has equal access to the relevant information and that the council is open, transparent and honest at all times. Customer perception and expectations are determined at every point of contact with the council, through the image portrayed in the media and from the presentation and delivery of council information. Every experience should be a positive experience, even if the customer is complaining, and every piece of information will be presented in a professional manner.

It will be easy for all customers to access council services, whether to complain, to obtain information or to request a service through a range of communication channels which suit the needs of the customer. Every employee, Member and partner is an ambassador for Fylde Borough Council and will be required to promote equality of access, open, honest and transparent communication.

The Strategic Elements

Local authorities are required to produce a plethora of strategies that have a strong communication theme. This strategy brings together all the various elements linked to communication and for each element outlines the strategic outcome and strategic approach. Each element of the strategy is linked to the over arching strategic outcome and approach for communications at Fylde Borough Council. This strategy does not outline the policy, operational procedures or practices to achieve each outcome. The policy, procedure and practices are detailed in supporting documents will be available in the councils record management system.

The various elements brought together in this single strategic document are outlined in the diagram below:



Communications Strategy – The Web Site

Strategic Outcome – The Web Site

An effective website has become an essential means of communication for every organisation across the world. In line with the strategy on communication Fylde is committed to operating an informative and transactional website that provides self-service opportunities in all possible service areas.

The website will be an integral part of the way we deliver services to the community offering access to the council 24 hours a day, seven days a week. It will be promoted as one of the primary means of communicating and doing business with the council.

The Fylde web site aims to provide a 'one stop' resource for anyone who wishes to access services, find information or do business with the Council and its partners. All front facing information will be included on the site and managed effectively in order to avoid duplication, increase web accessibility, share knowledge, control content and develop the Fylde brand. Every council service that can be delivered electronically will be delivered through www.fylde.gov.uk

The strategic outcomes will be achieved through appropriate supporting policy and procedures.

Strategic Approach – The Web Site

The strategic approach to the web site at Fylde is centred on customer focus, meeting the needs and expectations of all customers. Expectations have been transformed in recent years with people wanting public services that reflect modern lifestyle.

We live in a culture that expects 24 hour access, instant transactions, convenient services and a wealth of information driven by a knowledge based economy. To be customer focused we must meet these demands and deliver a web site that is accessible, coherent and relevant for everyone. A web site that is easy to use and accessible will open up new markets and opportunities for all council services and provide a strong link with the local and global community.

To be customer focused it is essential that the website continues to keep pace with ever changing customer requirements. Change is a constant and to continuously improve the web site it is important that we understand what customers think of the website and what they want. The customer will be at heart of any development and change to the web site through the following approach:

- Using survey data to establish who is using the website and what their experience was like.
- Developing links with existing consultation forums, in particular those for people with disabilities, youth groups and older people.
- Using resident surveys to establish what services Fylde citizens would like to see on the web.
- Marketing and promoting the web site as a primary means of access to council services.

Core Principles

Though customer expectations will change over time the strategic approach will remain constant based on the following core principles:

1. All public information that is available in electronic format will be accessible through the web site.
2. Content Managers established in each business unit will be responsible for ensuring that information is accurate and up to date.
3. Every form, request for service and application that can be e-enabled will be made transactional through the web site.
4. The web site will offer every possible self service option to the customer at all times.
5. Equality of access and ease of use will be key considerations when developing all elements of the web site.
6. All web pages will be consistent with the corporate branding policy in place at Fylde.
7. Extensive links will be available to local, national and global partner and non-partner organisations.
8. Adherence to nationally agreed standards for content on local authority web sites and local government listings.
9. All content will be in compliance with the council's equality and diversity policy.
10. No content will be published without the authorisation of the Communications Officer or a nominated representative.

Performance Monitoring

Performance will be measured using key performance indicators reported to an appropriate committee at least quarterly. National performance indicators will be used alongside local performance indicators to allow comparison with other local authority web sites. The key measure of performance will be user satisfaction with the web site and accessibility indicators.

Communications Strategy – Media and Publicity

Strategic Outcome – Media and Publicity

Media and public relations are important elements in any business and it is essential that people know what the council does and how we are performing. Publicity related to council policy and process will be managed by the Communications Officer. The key strategic outcomes will include:

- Positive promotion of all council activity in the media
- Increased positive coverage of council activity in the media
- Improved knowledge and understanding of council activity
- Appropriate and prompt response to all media requests
- A co-ordinated and consistent approach to media relations
- Improved relations with the media representatives
- Improved quality of information published in the local community

The strategic outcomes will be achieved through appropriate supporting policy and procedures.

Strategic Approach – Media and Publicity

The strategic approach to media relations will be pro active and customer focused. Appropriate systems and procedures will be in place to ensure that an effective relationship is established between the press and the council. This approach only applies to issues related to council activity. The council does not employ any resources to support political activity in the community.

The supporting policy and procedure will apply to every employee and will be co-ordinated through the Communications Officer. The strategic approach to proactive press releases is to create a constant stream of articles generated by the council for media publication. The articles will champion the strengths of the authority and provide valuable information to stakeholders on the services delivered by the council and the performance of the council.

The strategic approach to media statements is to always provide prompt, accurate and informative comment when requested. All media statements will be from the appropriate formal authority within the council and co-ordinated by the Communications Officer.

Performance Monitoring

Performance reporting will focus on the percentage of media coverage achieved from the proactive releases and the response time to media statements. The Communications Officer is responsible for ensuring that appropriate measures and targets are established and regular reports are submitted as part of the performance management framework at Fylde.

Communications Strategy – Customer Service Access Strategy

Strategic Outcome – Customer Service Access Strategy

Customer access impacts on every element of the communications strategy and is an example of the complex relationship between all the elements that have been positioned under the communications banner.

The commitment to equality is an important element in the strategic outcomes for customer access at Fylde. The key strategic outcomes achieved will include:

- Equality of access across all services
- Tailored access to services that reflect the diversity of local needs
- Co-ordination and direction to continually improve access to services
- Increased accessibility to council services through all channels
- Increased take up of services through all access channels and in particular electronic access channels
- A wider range of access channels created for all customers
- Corporate management and recording of access to services
- Capacity created to divert resources to front end services

The strategic outcomes will be achieved through appropriate supporting policy and procedures.

Strategic Approach – Customer Service Access Strategy

A customer focused approach will ensure that the customer is engaged in the development and improvement of access channels. Robust customer service policies and practices will be developed to ensure a minimum high standard of service access for every customer.

Access channels will be tailored to meet customer demand and monitored closely to track changes over time. The Customer Service Team will be the first point of access for the majority of customers and they will aim to handle 80% of contacts at the first point of access. The strategic approach will involve all service areas sharing knowledge and information with the Customer Service Team in a dynamic environment that ensures real time updates.

The Customer Service Team will be trained and receive continuous support to deal with almost all customer contacts becoming the primary 'face' of the council. Resources will be diverted from the back office operations to the front facing customer service operations when services are transferred and capacity is achieved through efficiency measures.

Performance Monitoring

All service areas will be responsible for recording contact information through a corporate query management system and reporting the number of contacts against type and resolution figures. The Customer Services Team will develop a set of corporate performance measures that enable the authority to monitor the following as a minimum:

- The number of contacts received
- The type of contacts received
- Anomalies and patterns in contact over time
- Access channel take up figures
- Response times to access by channel type
- Equality of access to services
- Customer satisfaction with accessibility

The Customer Service Manager will develop the appropriate measures and integrate them into the performance management system to ensure effective monitoring and management.

Communications Strategy – Corporate Branding Strategy

Strategic Outcome – Corporate Branding Strategy

The corporate brand determines the outward looking face of the council. The brand allows all stakeholders to identify with the council and what the council does. The Fylde brand is included in the communication strategy because it is an integral element in establishing the council's reputation. The strategic outcome from the policy and procedures that support the brand will be:

- Clarity about the services that the council provides in the local community
- Recognition of the council's achievements by all stakeholders
- Consistent quality branding of all council assets
- Consistent quality branding of all council services
- Clear approach to branding presented to all stakeholders
- A strong corporate identity that people will easily recognise

The strategic outcomes will be achieved through appropriate supporting policy and procedures.

Strategic Approach – Corporate Branding Strategy

The strategic approach to corporate branding will be one of strong direction and clear instruction. The required outcomes can only be achieved by

implementing a consistent approach across the whole authority. All policy and procedure will be corporate and will apply to all employees and stakeholders.

Comprehensive support and guidance will be provided to ensure that the corporate brand is reflected in every activity across the council. Support and guidance will also be provided to partners about how to use the council brand in any communication.

Regular review, feedback and consultation will be carried out in respect of the branding policy that will involve all stakeholders. The branding strategy will cover all communication media in particular the print and electronic media.

Performance Monitoring

The Management Team will be responsible for ensuring compliance with the agreed branding policy and procedures. Performance measures will be established and agreed by the Management Team that test the following:

- Recognition of the brand
- Coverage of the brand across services
- Use of the brand across various media

Communications Strategy – Knowledge Management Strategy

Strategic Outcome – Knowledge Management Strategy

Knowledge management has developed significantly over the last few years driven by the development in electronic channels of communication. The knowledge management strategy is included within the communications strategy because it is at the core of effective communication within and between the council. The key strategic outcomes that will be achieved through knowledge management include:

- Formal and informal sharing of relevant knowledge both internally and externally
- Development of a 'knowledge store' based on best practice
- Recognition of the various elements of knowledge that contribute to business success
- A more knowledgeable workforce that has the right information at the right time
- Effective and efficient mechanisms for storing, retrieving and developing knowledge

The strategic outcomes will be achieved through appropriate supporting policy and procedures.

Strategic Approach – Knowledge Management Strategy

Knowledge management incorporates the gathering, use and access to knowledge within the council. The strategic approach will focus on formal and informal systems of knowledge management. The principles of the international record management standard ISO 15489 will be implemented across the council. A consistent approach to the management of records that contain information will enable all employees to easily store, access and develop appropriate knowledge stores.

The approach will reduce significantly the risk of record duplication and waste in the formal record system. Knowledge and information that comes into the authority from third party sources will be managed within a structured system to ensure that stakeholders get the right information when they need it.

The sharing of all knowledge and information will be promoted with a particular need to comply with the Freedom of Information Act. An open, honest and transparent approach to knowledge management will be applied to all the supporting policy and procedure. Employees will be encouraged to share knowledge across service boundaries to promote a wider understanding of the council and reduce 'silos' that restrict knowledge to employees within service areas. Particular focus will be on corporate knowledge promoting a better understanding of local democracy, corporate governance and community leadership.

Performance Monitoring

Output focused measures will be established to monitor the implementation and development of appropriate knowledge management and record systems. The Management Team will be required to continually investigate performance measures that can be used to effectively monitor knowledge management outcomes. Performance reporting will be carried out at least every quarter in compliance with the council's performance management system.

Communications Strategy – Intranet Strategy

Strategic Outcome – Intranet Strategy

The intranet will be a significant channel for internal communication with employees and councillors. The intranet will act as a store for information that is useful to every employee. The key strategic outcomes from the intranet strategy include:

- Increased access to information by all employees

- The intranet recognised as the primary source of information by employees
- Reduction of paper based information within the council
- Increased knowledge amongst council employees
- Greater range of knowledge easily available to employees

The strategic outcomes will be achieved through appropriate supporting policy and procedures.

Strategic Approach – Intranet Strategy

The approach required to achieve the strategic outcomes will focus on everyone using the intranet to store and access information. The transfer from paper based internal communication to electronic information will be supported by Content Managers in each business unit trained to develop intranet pages. Employees will be provided with access to the intranet from office based and remote locations.

Content on the intranet will be accurate, dynamic and relevant to encourage greater use across the authority. All the council's policies, procedures and news updates will be posted on the intranet. The posting of informal communications will be encouraged with dedicated pages for staff news posted by staff for staff.

Performance Monitoring

The key performance indicators used to measure the success of the intranet strategy will be derived from employee feedback. Performance indicators will be developed to measure the following:

- Employee satisfaction with the intranet
- Number of employees using the intranet
- Number of 'hits' on the intranet
- Percentage of corporate information posted on the intranet

The Management Team will report the performance figures to the appropriate community forum at least every quarter in accordance with the council's performance management system.

REPORT



REPORT OF	MEETING	DATE	ITEM NO
FORWARD PLANNING AND DEVELOPMENT	CABINET	15 TH FEBRUARY 2006	5

STATEMENT OF COMMUNITY INVOLVEMENT

Public/Exempt item

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

Summary

This report informs the Committee of the results of the consultation on the pre-draft document (Regulation 25 consultation) following agreement of that document on the 28th September 2005. Changes to the document are proposed having regard to the consultation responses received and authority is sought to undertake the Regulation 26 stage of consultation and public participation.

Recommendation/s

1. To recommend to Council that the content of the draft Statement of Community Involvement be agreed for the purposes of Regulation 26 consultation and public participation.

Executive Brief

The item falls within the following executive brief[s]: Cross cutting

Report

As part of the new planning system of Local Development Frameworks brought in by the Planning and Compulsory Purchase Act 2004, there is a requirement on local planning authorities to prepare a 'Statement of Community Involvement' (SCI).

The statement must be a clear public exposition enabling the community to know how and when they will be involved in the preparation of local development documents (within the local development framework) and how they will be consulted on planning applications received by the Council.

Regulations set out the minimum standards to be met in terms of consultation arrangements and the statement must show how these minimum standards will be met or exceeded.

The preparation of the SCI is itself subject to statutory procedures. In brief form, these are:

1. A pre-draft SCI must be the subject of consultation with a number of 'specific consultation bodies' and 'general consultation bodies' under regulation 25. These bodies are defined in the pre-draft SCI itself.
2. Taking account of representations made at the first stage, a second round of consultation and public participation must be undertaken in relation to a draft SCI. This stage involves a second reference to the above bodies and a first reference to the general public, under regulation 26.
3. Submission to the Secretary of State. This draft is also to be offered for consultation and public participation under regulation 28.
4. An independent examination takes place into the soundness of the SCI. It is hoped that outstanding matters can be dealt with by way of written representations, although people have a right to be heard in person at the examination. (regulation 34)
5. A binding report is received from the Inspector. (regulation 35)
6. The Council can then proceed to adoption. (regulation 36)

The Council approved the pre-draft SCI at its meeting on 10th October 2005 following consideration of the matter by this Committee on 28th September 2005.

The consultation process was undertaken between 7th November and 5th December 2005 (Stage 1 above). Responses have been received from 11 parties and a summary of these together with your officer's recommendations is attached as Appendix 1.

Attached as Appendix 2 is the proposed draft SCI as amended. Authority is sought to publish this to meet the requirements of the regulation 26 consultation and participation (Stage 2 above).

The current stage involves a six week consultation period. The results of the consultation will be reported back to Committee in due course.

IMPLICATIONS

Finance	Consultation on LDDs and planning applications will have significant financial implications. The consultation arrangements described should only be adopted if the Council is willing to fund them.
Legal	The SCI is a statutory requirement and has to be prepared according to regulations.
Community Safety	N/A
Human Rights and Equalities	Consultation arrangements will have to have regard to these issues.
Sustainability	Consultation will take place on the sustainability appraisals on LDDs.
Health & Safety and Risk Management	Local Development Documents may be rejected at examination stage if consultation has not been carried out in accordance with the SCI.

REPORT AUTHOR	TEL	DATE	DOC ID
Tony Donnelly	(01253) 658610	25 th Jan 2006	

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
SCI File P12		Forward Planning and Policy Section

Attached documents

Appendix 1: Consultation responses received and officer recommendations.

Appendix 2: Amended draft SCI.

Summary of Responses Received from:

GONW
North West Regional Assembly
Lancashire County Council
English Heritage
Westby with Plumpton PC
Treales, Roseacre and Wharles PC
Saint Anne's On the Sea PC
CPRE (Fylde District Group)
Home Builders Federation
Environment Agency
United Utilities

Submissions by Government Office for the North West (GONW)

General: Pages and paragraphs should be numbered and a contents page should be added.

Response: Agreed

Recommendation: Pages and paragraphs be numbered and a contents list be included in the Statement.

General: References to awaiting the ODPM sustainability appraisal guidance should now be deleted, as it has recently been issued.

Response: Agreed. The government guidance has now been published.

Recommendation: These references be deleted from the text.

General: The concept of 'soundness' upon which objections to submission-stage DPDs should be based should be explained in the SCI.

Response: Agreed.

Recommendation: The following text be incorporated in Section 3 of the draft document:

"The preparation of the SCI is itself subject to statutory procedures included in The town and Country Planning (Local Development) (England) Regulations 2004. In brief form, these are:

1. A pre-draft SCI must be the subject of consultation with a number of 'specific consultation bodies' and 'general consultation bodies' under regulation 25. This consultation stage was undertaken in November / December 2005.
2. Taking account of representations made at the first stage, a second round of consultation and public participation must be undertaken in relation to a draft SCI. This stage (the current stage) involves a second reference to the above bodies and a first reference to the general public, under regulation 26.
3. A submission draft is prepared for consideration by the Secretary of State. This draft is also to be offered for consultation and public participation under regulation 28.
4. An independent examination by an Inspector takes place into the soundness of the SCI. (regulation 34)
5. A binding report is received from the Inspector which will set out precise recommendations in respect of how the Statement of Community Involvement must be changed. (regulation 35)
6. The Council can then proceed to adoption. (regulation 36)

At the independent examination stage, in assessing whether the Statement of Community Involvement is 'sound', the Inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in the Town and Country Planning (Local Development) (England) Regulations, 2004;
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;

- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

These are thus the main considerations which should guide consultees in terms of making their responses to the draft SCI.”

General: A reference should be included to refer to the circumstances where people propose alternative sites for development after the stage of submission to the Secretary of State. In particular it should draw attention to the need for those promoting alternative sites, or changes to the boundary of a site, to indicate how the proposal complies with the tests of soundness and how the sustainability appraisal process has been or is to be carried out prior to consideration at examination.

Response: Agreed.

Recommendation: The following text be incorporated under the heading ‘Sustainability Appraisal’

“In circumstances where people making representations to a plan are proposing alternative sites for development, or changes to sites, after the plan has been submitted to the Secretary of State, they must indicate how their proposal complies with the tests of soundness and how the sustainability appraisal process has been or is to be carried out prior to consideration by the Inspector at examination. Inspectors will not consider development proposals which have not been subject to formal sustainability appraisal.”

Section 2: The sentence ‘DPDs include the following types of plan:’ should be replaced with ‘DPDs include the following types of document:’

Response: Agreed.

Recommendation: The sentence be amended accordingly.

Section 2: The reference to the new Development Plan Document process being ‘quite complex’ should be removed.

Response: Agreed (reluctantly)

Recommendation: The reference be removed. The offending sentence now to read: ‘The DPD process ~~is quite complex and~~ involves 4 distinct stages.’

Section 2: The phrase ‘Supplementary Planning Documents do not have statutory status’ should be avoided. Although SPDs are not part of the statutory development plan, they are subject to statutory procedures in terms of their preparation.

Response: Agreed.

Recommendation: The sentence be amended to read: “Supplementary Planning Documents do not ~~have statutory status~~ form part of the statutory development plan.”

Sections 5 & 6: References to specific LDDs which Fylde propose to produce, and estimated time-scales, should be avoided. There may be other LDDs proposed during the lifetime of the SCI, so it would be better to refer to types of LDDs that Fylde will/might produce, rather than to ones specific to the current Fylde LDS.

There is scope for reducing this section by avoiding the duplication in setting out for each LDD who, how and when you will consult.

It should be made clear that a sustainability appraisal scoping report needs to be prepared for every LDD.

The references to the Residential Extensions SPD and the Rural Development guide SPD being delayed should be omitted. These are matters for the Annual Monitoring Report and the next Local Development Scheme.

Response: Agreed.

Recommendation:

- Section 5 (which contains information on the specific LDDs contained in the current Local Development Scheme) be omitted from the SCI.
- Section 6 be amended to read as shown in Appendix 2.

Section 8: The last sentence of the second paragraph should be deleted or the term ‘external factors’ should be explained.

Response: Some further clarification can be provided to explain the sentence.

Recommendation: Section 8 (Weight to be Given to Community Representations) be amended to read:

“Whilst the government’s objectives are to increase the input into planning from the community, and the purpose of community involvement is to try to seek a consensus on particular issues, quite often, diverse views will emanate from within the community such that it is not possible to satisfy all parties.

Also, it is often the case that objections to planning proposals are submitted which are based on non-planning issues which the Council is unable to take into account.

Examples of such non-planning issues are: impact on the value of property, concern about business competition, disputes about land ownership, loss of a view, or concerns over disturbance during construction.

Sometimes, where large-scale local public opposition to proposals has been demonstrated, and a decision has had to be taken by the Council, contrary to the majority public view, there are comments that such a decision is 'undemocratic'. However, planning decisions have to take into account many factors including national and regional policy and matters which weigh in the public interest of the wider community (for instance, the need for a development). Sometimes these factors are not understood or recognised by the community.

For these reasons, community views are only one consideration and cannot always be determinative in planning matters. Decisions have ultimately to be made by the elected members of the Council (up to submission stage) and the Inspector appointed to examine the soundness of the plan (at examination stage) having regard to all considerations, including those views expressed by the community.

At all stages of community consultation (involving the general public) the Council will attempt to explain both the value of and limitations to the consultation process, particularly with regard to the matters referred to above."

Section 9: The reference to £10,000 being available in the 2005/06 budget should be deleted as the SCI has a lifespan greater than one year.

Response: Agreed.

Recommendation: The reference be deleted.

Section 9: In the fifth bullet point, the reference to the Inspector's report being 'mandatory' should be changed to 'binding'.

Response: Agreed.

Recommendation: The alternative word be included.

Section 10: The first paragraph should make reference to Appendix 2.

Response: Agreed

Recommendation: The reference be included.

Section 10: In the first bullet point, the reference to the General Development Procedure Order should say 'as amended'.

Response: Agreed.

Recommendation: The term ‘as amended’ be included.

Section 11: The box asking people if they wish to receive a weekly list of applications received should be deleted. The SCI is not the vehicle for this. The purpose of the SCI is to set out principles and a general approach to community involvement and these matters should be the focus of comments.

Response: Agreed.

Recommendation: The question box be removed from the SCI, but the question be included within the questionnaire which accompanies the SCI.

Appendix 1: The appendix should be given a title and a reference should be made to it in the SCI.

Response: Agreed.

Recommendation: The appendix be titled ‘A Comparison of Consultation Techniques’. The linking sentence in the SCI be amended to read: ‘A list of different consultation techniques is shown and compared in Appendix 1: A Comparison of Consultation Techniques.’

Soundness Test ii (Co-ordination of Community Involvement): Is there scope for explaining how the Council will ensure that the process of community involvement for DPD production will be linked to that for other strategies which are relevant to the DPD in question, including, for example, the Community Strategy?

Response: Agreed.

Recommendation: A new section titled ‘Co-ordination of Community Involvement’ to read as follows:

“The Council has responsibility for the preparation and production of a large number of different strategies on various issues and topics. Such strategies are prepared by different business units within the Council.

Also, the Local Strategic Partnership (LSP) is responsible for preparation of the Community Strategy and other related strategy work.

Greater co-ordination of strategy production within the Council and between the Council and the LSP would make much sense. This would have two main advantages: First of all, it should lead to more joined-up and complementary strategies in terms of their objectives, content and usefulness. Secondly, it may allow consultation procedures on different strategies, where there is clear synergy between

them, to be undertaken jointly. This itself could reduce workload for the teams involved, could save costs and could reduce the demands placed on the community and other stakeholders.

The programming of strategy preparation within the Council will derive from the wider process of priority setting and service planning which is already undertaken by Council leaders and senior management. As part of these processes, it is proposed to undertake and publish an annual 'Statement of Cross-cutting Work' which will:

- Consider envisaged broad programmes of work (over the next three years) planned to be undertaken by the separate Council business units (including reference to the Council's Local Development Scheme) to see whether there is scope for planned inter-unit working or synchronising of projects.
- Consider respective programmes of work for the forthcoming year to see if there are items which would have a significant relationship or synergy;
- Consider whether such items could benefit from joint working or joint consultation;
- Review any inter-unit working in the previous year with a view to analysing whether arrangements or procedures could have been improved.

With regard to co-ordination of Council strategy work and that undertaken by the LSP, it is proposed that both parties prepare jointly, on an annual basis a 'Statement of Complementary Working' which would:

- Consider envisaged broad programmes of work of both bodies (including reference to the Council's Local Development Scheme) to see whether there is scope for planned joint working or phasing of projects.
- Consider respective programmes of work for the forthcoming year to see if there are items which would have a significant relationship or synergy;
- Consider whether such items could benefit from joint working or joint consultation, including reference of matters to the LSP Citizen's Panel;
- Review any joint working in the previous year with a view to analysing whether arrangements or procedures could have been improved."

The above formal arrangements should provide the optimum conditions to achieve the advantages of joint working and joint consultation indicated above."

Soundness Test viii (Mechanisms for Reviewing the SCI): The SCI will need to make clear what will trigger a review and how consultation arrangements will be improved over time.

Response: Agreed

Recommendation: A new section titled ‘Review of the SCI’ to read as follows:

“This Statement of Community Involvement has been prepared to identify the arrangements for consultation and community engagement in the preparation, alteration and continuing review of all local development documents and planning applications. It is hoped that its provisions will guide these processes for a number of years.

Nevertheless as a responsible authority seeking always to improve methods and standards, the Council will undertake the following actions to ensure that the SCI is kept up-to-date and is as relevant and effective as possible:

It is not proposed to review the SCI at a pre-determined frequency (e.g. every three years). Rather, it will effect a review only when significant changes have occurred in the types of groups which the Council wishes to engage, or different techniques for engagement are to be deployed. Self evidently if changes in legislation or government advise are made, then this may lead to the need for review.

Additionally, after the adoption of each Local Development Document, the Council proposes to contact each stakeholder and consultee involved in the process with a view to asking them whether the consultation arrangements were satisfactory and whether they could have been improved.

In relation to the development control process, the Council will raise the issue of consultations at its forums with parish councils and planning agents.

Where responses lead the Council to consider that arrangements need to be changed significantly, these will be incorporated in the SCI within a review.

If or when a review does become necessary, the procedures for review will follow the same procedures as for the preparation of this first statement.

The Council’s ‘Register of Consultees’ will be continuously up-dated with an open invitation to people to be entered onto the register placed in a prominent position on the Council’s website.”

Submissions By North West Regional Assembly

Section 2: Although reference is made to the Regional Spatial Strategy, it may be worthwhile highlighting its role within the new planning system, giving a broader view of national and regional context and setting out the role of RSS as part of the

statutory development plan. RSS is also subject to its own procedures on consultation.

Response: Agreed. A little more detail as to the function and relationship of the RSS would be appropriate.

Recommendation: The first paragraphs of section 2 be amended to read:

“Part 2 of the Planning and Compulsory Purchase Act came into force in September 2004. The Act takes forward proposals for the radical reform of the planning system as set out within the Green Paper “Planning: Delivering a fundamental change” (December 2001), the Planning Policy Statement “Sustainable communities – Delivering through Planning (July 2002) and “Making the system work better – Planning at Regional and Local Levels”. (August 2002)

Section 38 of the Act defines the development plan (outside Greater London) as comprising two elements:

- The Regional Spatial Strategy; and
- Development Plan Documents (taken as a whole)

It also requires that planning applications be determined in line with the policies of the development plan (where these are relevant) unless other material considerations indicate otherwise.

Section 1 of the Act indicates that the Regional Spatial Strategy (RSS) must set out the Secretary of States Policies in relation to the development and use of land within the region. Policies contained in the RSS are strategic in nature and would include the scale and distribution of housing, environmental issues, transport, infrastructure, economic development, agriculture, minerals, and the treatment and disposal of waste. Procedures for the preparation of RSS include a requirement to produce a statement on the consultation processes undertaken.

Section 17 of the Act requires Councils to prepare Local Development Documents (collectively known as the Local Development Framework)(LDF) in place of the old system of Local Plans. Local Development Documents must be prepared in conformity with the RSS and set out the planning policy framework at the local level.

There are two types of LDDs. Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs).”

Submissions by Lancashire County Council

Section 6: The following parties should be added to the Register of Consultees:

Council for British Archaeology North West
Lancashire County Council Archaeological Service
Lancashire County Council Specialist Advisory Services

The Garden History Society
English Heritage should be listed in preference to the their longer title of Historic Buildings and Monuments Commission.

Response: These should be added where they are not currently on the register.

Recommendation: The above bodies be included in the Register of Consultees.

Submissions by English Heritage

Section 6: The following parties should be included in the Register of Consultees:

Commission for Architecture and the Built Environment (CABE)
Ancient Monuments Society
Council for British Archaeology
Society for the Protection of Ancient Buildings
The Georgian Group
The Victorian Society
The Twentieth Century Society
Garden History Society
The National Trust
Local Civic/Amenity Societies
Local Building Preservation Trust
Local Archaeological and Antiquarian Societies
Local History Societies

Response: These should be added where they are not currently on the register.

Recommendation: The above bodies be included in the Register of Consultees.

Submissions by Westby with Plumpton PC

Section 6: The Peel Conservation Group should be included in the Register of Consultees.

Response: Agreed.

Recommendation: The group be included in the Register of Consultees.

Submissions by Treales, Roseacre and Wharles PC

General: The Parish Council would like to comment at the Draft Stage, not the Pre-draft Stage.

Response: Agreed.

Recommendation: N/A

Submissions by Saint Anne's On the Sea PC

General: The Parish Council completed the consultation responses within the pre-draft SCI. The responses indicated that they were generally happy with the contents.

Response: N/A

Recommendation: The response be noted.

Submissions by CPRE (Fylde District Group)

Document Title: The title should be changed to:

Fylde Borough Local Development Framework
Statement of Community Involvement in Local Planning

Response: The suggested title is inappropriate on two counts. First of all, it does not just refer to Local Planning consultations, but also to Development Control. This being the case the term 'Local Development Framework' must be inappropriate on the front cover.

'Local Development Framework' is appropriately included in the title of 'Part One'.

Recommendation: No change be made to the Statement.

Document Structure: A contents list should be included.

Response: Agreed.

Recommendation: A contents list be included in the Statement.

Section 6: The 'Campaign to Protect Rural England' should be acknowledged explicitly as an 'environmental group' under the heading 'Other Consultees'.

Response: PPS 12: Local Development Frameworks indicates it is only necessary to make reference to the type of body rather to particular bodies since the latter approach could result in the SCI becoming quickly out-of-date, if particular bodies went out of or came into existence.

Recommendation: No change be made to the Statement.

Annual Review: It should be stated that the SCI is subject to annual review, as part of the LDF Annual Monitoring Report.

Response: This is incorrect. Once adopted it is expected that the SCI would last for several years i.e. unless there were significant changes in circumstances which triggered a review for a particular reason. CPRE appear to be getting confused with the Local Development Scheme which does require annual review.

Recommendation: No change be made to the Statement.

Section 5: Section 5 should be enlarged to provide more information on the LDDs to be prepared over the next three years.

Response: GONW has indicated that references to specific LDDs which Fylde propose to produce, and estimated time-scales, should be avoided. There may be other LDDs proposed during the lifetime of the SCI, so it would be better to refer to types of LDDs that Fylde will/might produce, rather than to ones specific to the current Fylde LDS. On this basis, it is proposed to omit Section 5 altogether.

Recommendation: No change be made to the Statement.

Section 5 (Proposals Map): There is no consultation strategy for the Proposals Map.

Response: The above response is relevant.

Recommendation: No change be made to the Statement.

Sustainability Appraisal: The information on sustainability appraisal is unclear.

Response: The section on SA has been re-written in response to a representation by GONW.

Recommendation: No further change be made to the Statement.

Council's LDF Consultation Philosophy: This is acceptable as indicated in the statement as long as consultation process stages are widely known at the start and focus in on groups/people who have expressed an interest later on.

The time-scale for consultation needs to be embedded in the process to allow the voluntary sector the opportunity to comment on it.

Response: The consultation processes are outlined in detail in the SCI. Therefore all parties should be familiar with them (and have the opportunity to comment on them). It is not appropriate for the time-scales of specific LDDs to be discussed within the SCI. However, it is agreed that consultees need to be made aware of this level of detail at the commencement of every LDD.

Recommendation: The following sentence be included in a new Section 6:

“Also, parties will be advised of the proposed timetable for preparation for each LDD (as set out in the current Local Development Scheme) so that they can appreciate the whole process of LDD preparation /consultation and undertake any necessary preparation or planning.”

Other Measures: Public meetings need to be early in the process to engage widest possible interaction and help the voluntary sector understand the Council’s proposals.

Response: The CPRE are right to suggest that engagement in principle should be undertaken very early in the preparation process. However, the new system is not one in which the Council necessarily forms proposals for others to comment on. Consultation will be undertaken to ask others what issues and proposals should be included, before the drafting process has been commenced. Secondly, the CPRE are assuming that public meetings would be the most appropriate form of engagement. This may not be the case. The pre-draft SCI suggests that written consultations and invitations to meet with groups individually may be the favoured methods.

Recommendation: No change be made to the Statement.

Section 12 Reporting Back (Development Control): The Council must give the voluntary sector and the public reasonable time to respond to consultations on planning applications. The recent reduction in the cycle of DC meetings from 4 to 3 weeks does not in itself affect whether decisions are made within the 56 day deadline, but it does put a very great strain on the voluntary sector, parish councils and the general public to meet agenda closing times. This is true also in relation to planning applications determined under delegated powers.

Response: The change from a four to a three week cycle of Development Control Committee meetings is not a matter for the SCI. This decision was made previously outside the scope of the SCI. However, the move to a three week cycle does improve the chances of determining planning applications within the 56 day period. This is because it allows two meeting dates within the period. Consultees are asked to respond within 21 days (which is the statutory period) and this requirement has not changed under the new arrangements. There is no intention to determine applications before the 21 day period has elapsed.

Recommendation: The views of the CPRE be noted on this issue but no change be made to the Statement.

Appendix 3: Revised Scheme of Delegation (July 2004): The scheme should be changed so that the Unit Business Manager may not exercise delegated authority where:

- legitimate planning policy grounds have been raised in objection; or;
- planning policy is overridden by ‘material considerations’.

Response: The scheme of delegation is referred to in the SCI for information. Decisions on the scheme of delegation will be taken outside the context of the SCI.

Recommendation: The views of the CPRE be noted on this issue but no change be made to the Statement.

Submissions by the Home Builders Federation

Section 6: The SCI could include as an appendix, Annex E of PPS12, as a means of quick reference.

Response: This would largely duplicate the information in Section 6 and thus add unnecessarily to the length of the SCI.

Recommendation: No change be made to the Statement.

Section 6: ‘The Development Industry’ should be included under the heading ‘Other Consultees’.

Response: Agreed.

Recommendation: ‘The Development Industry’ be added to the list of ‘Other Consultees’.

Submissions by the Environment Agency

General: The Environment Agency has no objections or concerns with the pre-draft version of the SCI.

Response: Noted.

Recommendation: No change be made to the Statement.

Submissions by United Utilities (Asset Protection)

Part One: Local Development Framework: United Utilities indicate that consultation is essential to the success of approved and planned development.

Response: Noted.

Recommendation: No change be made to the Statement.

Part Two: Development Control: United Utilities are not statutory consultees in terms of the development control process. But customers could face unforeseen problems if such consultations do not take place. It is requested that consultation are made on indicated types of planning application. (List of application types submitted).

Response: Consultation already takes place as a matter of course with United Utilities. The types of application on which they would like to be consulted has been noted.

Recommendation: No change be made to the Statement.



DRAFT

STATEMENT OF COMMUNITY INVOLVEMENT

February 2006

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1.0 Introduction - Community Involvement in Planning

- 1.1 Planning shapes the places where people live and work. It is therefore right that people should be encouraged, enabled and empowered to take an active part in the process. Community involvement is vitally important to planning and historically the planning system has provided opportunities for local people to participate in key decisions about their areas.
- 1.2 The Government has recently undertaken a major programme to reform the planning system in England to make it more flexible and responsive to the needs of the community. Strengthening community involvement in the planning process is a key part of that programme. Details of how the Government has changed the planning system are referred to later in this document.
- 1.3 Fylde Borough Council is fully committed to building on the existing arrangements for community engagement and consultation by extending the scope and opportunities for engagement in the planning process. The Council considers that an accessible and transparent planning system in the borough which provides continuing opportunities for local people to participate is essential to delivering its objective of creating inclusive, accessible, safe and sustainable communities.
- 1.4 The Council's Statement of Community Involvement sets out proposals for future community engagement in the planning process within Fylde Borough. The proposals relate both to the Council's responsibilities for the preparation of planning policies through the Local Development Framework, and for the determination of planning applications, through Development Control.
- 1.5 This draft consultation document is itself the subject of consultation and the views of individuals, communities and stakeholder groups on the proposals contained within it are being sought by the Council. Consultation arrangements in respect of the preparation of the Local Development Framework are indicated in part one of the document (sections 2-10). Arrangements in respect of development control are shown in part two (sections 11 - 16). Arrangements for the review of the SCI are described in part three (section 17).

2.0 Part One: Local Development Framework

The New Planning System

- 2.1 Part 2 of the Planning and Compulsory Purchase Act came into force in September 2004. The Act takes forward proposals for the radical reform of the planning system as set out within the Green Paper "Planning: Delivering a fundamental change" (December 2001), the Planning Policy Statement "Sustainable communities - Delivering through Planning (July 2002) and "Making the system work better - Planning at Regional and Local Levels". (August 2002)
- 2.2 Section 38 of the Act defines the development plan (outside Greater London) as comprising two elements:
- The Regional Spatial Strategy; and
 - Development Plan Documents (taken as a whole)
- 2.3 It also requires that planning applications be determined in line with the policies of the development plan (where these are relevant) unless other material considerations indicate otherwise.
- 2.4 Section 1 of the Act indicates that the Regional Spatial Strategy (RSS) must set out the Secretary of States Policies in relation to the development and use of land within the region. Policies contained in the RSS are strategic in nature and would include the scale and distribution of housing, environmental issues, transport, infrastructure, economic development, agriculture, minerals, and the treatment and disposal of waste. Procedures for the preparation of RSS include a requirement to produce a statement on the consultation processes undertaken.
- 2.5 Section 17 of the Act requires Councils to prepare Local Development Documents (collectively known as the Local Development Framework)(LDF) in place of the old system of Local Plans. Local Development Documents must be prepared in conformity with the RSS and set out the planning policy framework at the local level.
- 2.6 There are two types of LDDs. Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs).
- 2.7 **Development Plan Documents** have the status of statutory development plans. DPDs include the following types of document:
- **Core Strategy:** This sets out key elements of the planning framework including a spatial strategy and core policies for the borough. The Core

Strategy will reflect the wider policy context provided in the Regional Spatial Strategy for the North West.

- **Site Specific Allocations of Land:** Where land is allocated for specific uses (including mixed uses) this will be contained in individual DPDs. This type of DPD may also contain non-strategic policies relating to the delivery of site specific allocations.
- **Area Action Plans:** Where these are needed (this type of plan is optional) they will provide the planning framework for areas where significant change or conservation is needed.
- **Proposals Map:** This will illustrate the spatial extent of the application of policies contained in other types of DPD.
- **Generic Development Control Policies:** These are likely to be either contained in an individual DPD or in the Core Strategy.

2.8 DPDs are all subject to an independent examination through an examination process at the end of which a report produced by the Inspector is binding on the Council. The DPD process involves 4 distinct stages. These are :

- **Pre-production** - survey and evidence gathering leading to decision to include a development plan document in the local development scheme;
- **Production** - preparation of preferred options in consultation with the community, formal participation on these, and preparation and submission of the development plan document in light of the representations on the preferred options;
- **Examination** - the independent examination into the soundness of the plan; and
- **Adoption** - the binding report and adoption

2.9 **Supplementary Planning Documents** do not form part of the statutory development plan. They do not introduce new policy issues but are intended to elaborate upon existing policies and proposals in DPDs. SPDs may take the form of design guides, area development briefs, master plans or issue based policy documents which supplement existing policies in a development plan document.

2.10 Supplementary Planning Documents are not subject to independent examination. Nevertheless the preparation process leading to adoption must involve significant consultation and community engagement, and have regard to the results of that engagement.

Sustainability Appraisal

- 2.11 As part of the process of writing local development documents, Councils must undertake a continuous process of appraisal to identify the social, environmental and economic effects of plans and policies. This is to guide their preparation in such a way as to ensure that they accord with the principles of sustainable development.
- 2.12 The sustainability appraisal process involves five stages which are undertaken at various points within the preparation process of each individual LDD. These are:
- Stage A: Setting the context, establishing the baseline and deciding on the scope of the SA process; (Stage A is undertaken in the LDD pre-production evidence gathering stage.)
 - Stage B: Developing and refining DPD options and assessing effects on sustainability issues;
 - Stage C: Preparing the S A Report;
 - Stage D: Consulting on the DPD and SA Report;
 - Stage E: Monitoring the significant sustainability effects of implementing the DPD.
- 2.13 In section 6 below draft proposals are made as to who will be consulted and how consultation will be undertaken on each type of LDD. Consultation at various stages in the LDD preparation process will also involve contemporaneous consultation on the relevant stage of the SA process.
- 2.14 In circumstances where people making representations to a plan are proposing alternative sites for development, or changes to sites, after the plan has been submitted to the Secretary of State, they must indicate how their proposal complies with the tests of soundness and how the sustainability appraisal process has been or is to be carried out prior to consideration by the Inspector at examination. Inspectors will not consider development proposals which have not been subject to formal sustainability appraisal.

3.0 Purpose of the SCI within the new LDF System

3.1 The Government's Guidance in respect of the new system of Local Development Frameworks is contained (inter alia) in Planning Policy Statement 12 "Local Development Frameworks". This sets out the principles for community involvement. These are:

- i) Community involvement that is appropriate to the level of planning. Arrangements need to be built on a clear understanding of the needs of the community and to be fit for purpose;
- ii) 'Front loading' of involvement. There should be opportunities for early community involvement and a sense of ownership of local policy decisions;
- iii) Using methods of involvement which are relevant to the communities concerned;
- iv) Clearly articulated opportunities for continuing involvement as part of a continuous programme, not a one off event;
- v) Transparency and accessibility; and
- vi) Planning for involvement. Community involvement should be planned into the process for the preparation and revision of Local Development Documents

3.2 The principal benefit of consultation is to ensure that a wide range of people and organisations are involved in the planning process from the beginning in order to improve the process of planning policy making within the borough.

3.3 The benefits of including a wider range of people and organisations in decision making includes:

- Greater public ownership resulting from ability to influence the decision making process;
- A sense of contributing to the community;
- A better understanding of the way services and the Borough work;
- Broader sharing of responsibilities;
- More contribution to problem solving;

- Greater potential for effective and efficient use of resources;
- Helps to identify problems early on, enabling matters to be put right at an early stage before they escalate and result in lengthy inquiries.

3.4 With regard to the preparation of the Local Development Framework, the purpose of the Statement of Community Involvement is to set out a clear public statement which indicates who, how and when people will be involved in the preparation of local development documents, including the related sustainability appraisals. These suggested arrangements are shown in section 6.

3.5 In principle, the consultation philosophy of the Council in relation to the local development framework is to:

- Try to engage with the widest section of the community, including 'hard to reach' groups; but
- Avoid wasting resources by focussing consultation on those groups and individuals who want to take part in the process;
- Consult with every group or individual who requests it;
- Make best use of the internet and associated electronic methods of making available information and receiving representations; (the availability to and penetration of this form of communication in the community continues to expand very significantly.)
- Make use of and integrating with the activities and consultation framework of the Local Strategic Partnership where appropriate.
- Put in place a transparent and effective mechanism for considering representations made within the consultation/participation process and reporting back to people the outcome in relation to their representations.

Is the Council's LDF consultation philosophy appropriate?
--

Yes/No

If 'no', how should it be changed?

3.6 The preparation of the SCI is itself subject to statutory procedures included in The Town and Country Planning (Local Development) (England) Regulations 2004. In brief form, these are:

- a) A pre-draft SCI must be the subject of consultation with a number of 'specific consultation bodies' and 'general consultation bodies' under regulation 25. This consultation stage was undertaken in November / December 2005.
- b) Taking account of representations made at the first stage, a second round of consultation and public participation must be undertaken in relation to a draft SCI. This stage (the current stage) involves a second reference to the above bodies and a first reference to the general public, under regulation 26.
- c) A submission draft is prepared for consideration by the Secretary of State. This draft is also to be offered for consultation and public participation under regulation 28.
- d) An independent examination by an Inspector takes place into the soundness of the SCI. (regulation 34)
- e) A binding report is received from the Inspector which will set out precise recommendations in respect of how the Statement of Community Involvement must be changed. (regulation 35)
- f) The Council can then proceed to adoption. (regulation 36)

3.7 At the independent examination stage, in assessing whether the Statement of Community Involvement is 'sound', the Inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in the Town and Country Planning (Local Development) (England) Regulations, 2004;
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

3.8 These are thus the main considerations which should guide consultees in terms of making their responses to the draft SCI.

4.0 Register of Consultees

4.1 The Council wishes to involve the widest possible range of persons and stakeholders, including those groups of people who do not normally engage with the Council as local planning authority (i.e. hard to reach groups). If a wider range of people are able to make a positive contribution to the development of planning policies, this will help to ensure that the process is as inclusive as possible and that policies are ultimately more acceptable, effective and sustainable.

4.2 Annex E to PPS 12: Local Development Frameworks (2004) sets out four classifications of consultation bodies. The first classification relates to those

bodies who must be consulted in respect of the preparation of a Development Plan Document. These are referred to as Specific Consultation Bodies (SCBs). In the context of Fylde Borough, these bodies are:

- The North West Regional Assembly (the Regional Planning Body)
- The Countryside Agency
- The Environment Agency
- The Historic Buildings and Monuments Commission for England
- English Nature
- The Strategic Rail Authority
- The Highways Agency
- Preston Borough Council
- Blackpool Borough Council
- Wyre Borough Council
- South Ribble Borough Council
- Lancashire County Council
- All Parish Councils within and on the borders of Fylde Borough
- North West Regional Development Agency
- Electronic Communications Operators
- Telephone Operators
- Electricity Operators
- Cumbria and Lancashire Strategic Health Authority
- United Utilities

4.3 The second classification of consultation bodies are various government departments, including Government Office for the North West (GONW).

4.4 The third classification is termed 'general consultation bodies'. These include bodies who represent the different racial, ethnic and religious groups and those that represent the interests of business and disabled persons:

- Voluntary Bodies
- Ethnic/Racial/National Groups
- Religious Groups and Churches
- Disabled Groups
- Local Businesses
- Business Support Agencies

- 4.5 The fourth classification is termed 'other consultees'. These are groups which the Council should consult on a discretionary basis i.e. if the consultation group is relevant to the LDD in hand:
- Health Agencies
 - Learning Agencies
 - Secondary Schools
 - Transport Bodies and Groups
 - Sports Clubs/Bodies
 - Recreation Bodies
 - Nature Conservation/Countryside Bodies
 - Design/Townscape/Urban Conservation Bodies
 - Infrastructure and Service Providers
 - Environmental Groups
 - Planning Consultants and Agents
 - The Development Industry
 - Other miscellaneous bodies
- 4.6 The Council maintains a register of persons and stakeholders who are consulted, where appropriate, on matters relating to the Local Development Framework. The 'Register of Consultees' contains contact details of all the above types of groups and also includes a list of those private individuals who have expressed a wish to be consulted.
- 4.7 The Register of Consultees is permanently available on the Council's website and copies are available for inspection at the deposit points along with this document. The Council will add groups and persons to the register at any time if this is requested.
- 4.8 It will be important to keep the 'Register of Consultees' up-to-date. The Council will do this by:

- Making the appropriate alterations as soon as a change of details is supplied by an individual party;
- Providing a prominent and permanent invitation on the Council's website to be included in the register;
- Undertaking periodic checks to ensure that contact information is up-to-date, by use of the internet and other information sources;
- Taking steps to identify alternative addresses if post is returned.

Are there any other groups, bodies or individuals that should be included on the Register of Consultees?

If so please state their name and contact details.

Name:

Group Name (if applicable):

Address:

Tel No:

Mobile:

E-mail:

5.0 Reaching All The Community

- 5.1 Experience has shown that there are many groups and individuals within the borough that are prepared to get involved in the process of planning policy development. Very often these groups have a particular pre-defined agenda to advance, or argument to make and they can be effective in getting their message across. There is a danger therefore that the voice of the less well organised or the silent majority will not be registered during the consultation process. The following techniques will be employed by the Council, within the

framework of the consultation philosophy, in order to reduce the barriers with which some people are faced, and thus make the consultation process more inclusive:

- One-to-one meetings will be arranged for those persons who cannot read, or who otherwise cannot or do not like to attend public meetings;
- Large print versions of documents or part documents will be made available for persons who are partially sighted;
- Documents will be made available electronically for the blind and partially sighted people. (This will allow software packages to 'speak' the text of the document on a computer.)
- Translation facilities will be provided for people for whom English is not their first language;
- Maximum use of the Council's website will be made so that documents and information can be accessed from home, within and outside normal office hours;
- Public meetings will normally be held in the evening to ensure that as many people as possible have a chance to attend;
- The services of Planning Aid will be indicated to those people who feel that they may need assistance in expressing their views within the consultation process.
- Documents will be written as simply as possible and will avoid unnecessary jargon.
- The LSP will be consulted on the best ways of involving hard-to-reach groups.

Are there other measures the Council should undertake to engage more effectively with a wider section of the community?

Please state:

6.0 LDF Consultation Proposals

- 6.1 The Council will seek to engage with all sections of the community on all aspects of the LDF and will use a variety of techniques as indicated below. A list of different consultation techniques is provided in Appendix 1: 'A Comparison of Consultation Techniques'. The list indicates some of the advantages and drawbacks of each technique and identifies the likely cost implications of each.
- 6.2 In Section 2 the different types of Local Development Document are described. The following paragraphs describe the range of stakeholders who, it is anticipated, will be consulted on each type of document, and the anticipated methods of consultation.
- 6.3 As a central part of the Council's approach to consultation on the Local Development Framework, all parties on the 'Register of Consultees' will be asked at the commencement of each individual LDD if they want to be consulted on it. Consultation will be undertaken with all the parties that request it. If parties indicate that they do not wish to be consulted or do not reply then the Council will infer that they do not wish to be consulted. This stance will also be undertaken in relation to the 'Specific Consultation Bodies'.
- 6.4 Also, parties will be advised of the proposed timetable for preparation for each LDD (as set out in the current Local Development Scheme) so that they can appreciate the whole process and undertake any necessary preparation or planning.

Core Strategy DPD

Who will we consult

- The Specific Consultation Bodies
- Government Departments
- All General Consultation Bodies
- All Other Consultees

- 6.5 As indicated earlier, as a central part of the Council's approach to consultation on the Local Development Framework, all parties on the 'Register of Consultees' will be asked if they want to be consulted on the Core Strategy. Consultation will be undertaken with all parties that request it.

How and when we will consult

- 6.6 Statutory procedures direct that there will be three stages of consultation and public participation in the preparation period up till the time that the document is submitted to the Secretary of State. In relation to this DPD it is anticipated that the following process will be undertaken:

Regulation 25 Consultation

- 6.7 This is the first consultation stage in which the specific consultation bodies and the general consultation bodies (so far as the DPD is likely to affect them) are consulted on issues deriving from the preparation of the evidence base and the preparation of alternative options. This stage does not include wider public participation.
- 6.8 Specific consultation measures anticipated at this stage include:
- Written consultations with the relevant specific consultation bodies and general consultation bodies;
 - Invitations to meet with any of the relevant consultation groups to discuss particular issues, if they feel that their concerns cannot adequately be conveyed in writing;
 - Presentation to and discussion of issues and options document with all the relevant LSP Theme Groups.

Regulation 26 Consultation

6.9 This is the second consultation stage which relates to the production of a preferred options document and the related Sustainability Appraisal Report. At this stage, the bodies consulted under regulation 25 are re-consulted and wider public consultation is undertaken together with those other consultation bodies which request to be consulted.

6.10 Specific consultation/participation measures anticipated at this stage include:

- Written consultations with the relevant 'specific consultation bodies' and 'general consultation bodies';
- Written consultations with the 'other consultation bodies' who have indicated an interest in being consulted;
- Presentation to and discussion of the submission document with the LSP Enterprise and Employment, Community Safety, Health and Social Wellbeing, Environment and Lifelong Learning Theme Groups.
- Putting the preferred options document on the Council's website, and making copies available at council offices, public libraries and other deposit points as appropriate;
- Inviting public comment on the preferred options document through press advertisements, press releases and a prominent invitation on the Council's website.
- Invitations to meet with any of the relevant consultation groups or members of the public to discuss particular issues, if they feel that their concerns cannot adequately be conveyed in writing;
- The holding of workshops led by professional facilitators (if this is felt by any party to be particularly useful);
- Consultation with LSP Citizens' Panel if this is felt necessary.

Regulation 28 Consultation

6.11 This is the third consultation stage with the community and stakeholders which will consider the contents of the DPD at the time it is submitted to the Secretary of State.

6.12 Specific consultation/participation measures anticipated at this stage include:

- Written consultations with the relevant 'specific consultation bodies' and 'general consultation bodies';
- Written consultations with the 'other consultation bodies' who have indicated an interest in being consulted;
- Presentation to and discussion of the submission document with the LSP Enterprise and Employment, Community Safety, Health and Social Wellbeing, Environment and Lifelong Learning Theme Groups.
- Putting the submission document on the Council's website, and making copies available at council offices, public libraries and other deposit points as appropriate;
- Inviting public comment on the submission document through press advertisements, press releases and a prominent invitation on the Council's website.
- Invitations to meet with any of the relevant consultation groups or members of the public to discuss particular issues, if they feel that their concerns cannot adequately be conveyed in writing;

6.13 A consultation period of four weeks will apply to the Regulation 25 consultation and a period of six weeks will apply to each of the other consultation stages.

<p>Are the proposed methods of consultation likely to be the most effective in engaging with the widest sections of the community?</p>

Yes/No

If no, what other methods of consultation would you suggest?

Please state:

- 6.14 The Council is currently in early discussions with Blackpool and Wyre Borough Councils with a view to phasing preparation of all the core strategies at the same time. This will help to reconcile the strategies and pursue a joined-up and co-ordinated approach to the planning of the Fylde sub-region. Throughout all the consultation stages therefore, particular attention will be paid to consultations with those other local planning authorities.
- 6.15 Such an approach may require the undertaking of some cross-border or joint consultation exercises. This will be considered at a later stage.

Site Specific Land Allocations DPDs &
Area Action Plans

Who will we consult

- The Specific Consultation Bodies to the extent that the Council thinks that the proposed subject matter of the DPD is relevant to the body and to those bodies which request consultation in response to an approach by the Council.
- Government Departments to the extent that the Council thinks that the proposed subject matter of the DPD is relevant to the Department, and those Departments which GONW advise the Council to consult.
- General Consultation Bodies to the extent that the Council thinks that the proposed subject matter of the DPD is relevant to the body and to those bodies which request consultation in response to an approach by the Council.

- Other Consultees to the extent that the Council thinks that the proposed subject matter of the DPD is relevant to the body and to those bodies and individuals which request consultation in response to an approach by the Council.

Are these proposed arrangements for consultation with the particular types of consultees acceptable in the light of statutory requirements and the Council's consultation philosophy?

Yes/No

If no, what other arrangements would you suggest?

How and when will we consult

- 6.16 Statutory procedures direct that there will be three stages of consultation and public participation in the preparation period up till the time that the document is submitted to the Secretary of State. In relation to this type of DPD it is anticipated that the following process will be undertaken:

Regulation 25 Consultation

- 6.17 This is the first consultation stage in which the specific consultation bodies and the general consultation bodies (so far as the DPD is likely to affect them) are consulted on issues deriving from the preparation of the evidence base and the preparation of alternative options. This stage does not include wider public participation.
- 6.18 Specific consultation measures anticipated at this stage include:
- Written consultations with the relevant specific consultation bodies and general consultation bodies;
 - Invitations to meet with any of the relevant consultation groups to discuss particular issues, if they feel that their concerns cannot adequately be conveyed in writing;

- Presentation to and discussion of the issues and alternative options document with the LSP Enterprise and Employment Theme Group.

Regulation 26 Consultation

6.19 This is the second consultation stage which relates to the production of a preferred options document and the related Sustainability Appraisal Report. At this stage, the bodies consulted under regulation 25 are re-consulted and wider public consultation is undertaken together with those other consultation bodies which request to be consulted.

6.20 Specific consultation/participation measures anticipated at this stage include:

- Written consultations with the relevant 'specific consultation bodies' and 'general consultation bodies';
- Written consultations with the 'other consultation bodies' who have indicated an interest in being consulted;
- Presentation to and discussion of preferred options document with relevant LSP Theme Groups.
- Putting the preferred options document on the Council's website, and making copies available at council offices, public libraries and other deposit points as appropriate;
- Inviting public comment on the preferred options document through press advertisements, press releases and a prominent invitation on the Council's website.
- Invitations to meet with any of the relevant consultation groups or members of the public to discuss particular issues, if they feel that their concerns cannot adequately be conveyed in writing;
- The holding of workshops/public meetings led by professional facilitators if this is felt by any party to be particularly useful. This consultation method may be particularly useful in relation to the preparation of Area Action Plans where public interest in the DPD is high.
- Consultation with LSP Citizens' Panel if this is felt necessary.

Regulation 28 Consultation

- 6.21 This is the third consultation stage with the community and stakeholders which will consider the contents of the DPD at the time it is submitted to the Secretary of State.
- 6.22 Specific consultation/participation measures anticipated at this stage include:
- Written consultations with the relevant 'specific consultation bodies' and 'general consultation bodies';
 - Written consultations with the 'other consultation bodies' who have indicated an interest in being consulted;
 - Presentation to and discussion of the submission document with the LSP Enterprise and Employment Theme Group.
 - Putting the submission document on the Council's website, and making copies available at council offices, public libraries and other deposit points as appropriate;
 - Inviting public comment on the submission document through press advertisements, press releases and a prominent invitation on the Council's website.
 - Invitations to meet with any of the relevant consultation groups or members of the public to discuss particular issues, if they feel that their concerns cannot adequately be conveyed in writing;
- 6.23 A consultation period of four weeks will apply to the Regulation 25 consultation and a period of six weeks will apply to each of the other consultation stages.

Are the proposed methods of consultation likely to be the most effective in engaging with the widest sections of the community?

Yes/No

If no, what other methods of consultation would you suggest?

Please state:

Supplementary Planning Documents

Who will we consult

- The Specific Consultation Bodies to the extent that the Council thinks that the proposed subject matter of the SPD is relevant to the body and to those bodies which request consultation in response to an approach by the Council.
- GONW and those Departments which GONW advise the Council to consult.
- General Consultation Bodies to the extent that the Council thinks that the proposed subject matter of the SPD is relevant to the body and to those bodies which request consultation in response to an approach by the Council.
- Other Consultees to the extent that the Council thinks that the proposed subject matter of the SPD is relevant to the body and to those bodies and individuals which request consultation in response to an approach by the Council.

Are these proposed arrangements for consultation with the particular types of consultees acceptable in the light of statutory requirements and the Council's consultation philosophy?

Yes/No

If no, what other arrangements would you suggest?

How and when will we consult

- 6.24 Statutory procedures and guidance indicate that there will be two rounds of consultation and public participation to be undertaken during the preparation period. The first stage is an informal stage during the preparation of the draft document. The second is the formal stage consultation on the published draft SPD.
- 6.25 The first stage is likely to include:
- An initial written consultation with all the consultation groups listed above, indicating the intention to produce the SPD, explaining the purpose of the document and identifying the particular issues to be covered;
 - Invitations to meet with any consultation group to discuss particular issues proposed to be contained in the document.
- 6.26 The second consultation stage is likely to include:
- Written consultations with all the consultation groups listed above (including any private individuals who have indicated a request to be consulted) on the draft SPD;
 - Invitations to meet with any consultation group or individual to discuss particular issues of the draft document;
 - Presentation to and discussion of the draft document with the LSP Environment Theme Group;
 - Consultation with LSP Citizens' Panel if this is felt necessary;
 - Putting the draft SPD on the Council's website, and making copies available at council offices, public libraries and other deposit points as appropriate;
 - Inviting public comment on the draft SPD through press advertisements, press releases and a prominent invitation on the website.

- 6.27 The consultation exercise will also relate to any sustainability appraisal of the draft SPD, (depending on whether sustainability appraisal is relevant to the preparation of the particular SPD).
- 6.28 A consultation period of between four weeks and six weeks will apply to this consultation stage.

Are the proposed methods of consultation likely to be the most effective in engaging with the widest sections of the community?

Yes/No

If no, what other methods of consultation would you suggest?

Please state:

7.0 Co-ordination of Community Involvement

- 7.1 "The Council has responsibility for the preparation and production of a large number of different strategies on various issues and topics. Such strategies are prepared by different business units within the Council.
- 7.2 Also, the Local Strategic Partnership (LSP) is responsible for preparation of the Community Strategy and other related strategy work.
- 7.3 Greater co-ordination of strategy production within the Council and between the Council and the LSP would make much sense. This would have two main advantages: First of all, it should lead to more joined-up and complementary strategies in terms of their objectives, content and usefulness. Secondly, it may allow consultation procedures on different strategies, where there is clear synergy between them, to be undertaken jointly. This itself could reduce workload for the teams involved, could save costs and could reduce the demands placed on the community and other stakeholders.
- 7.4 The programming of strategy preparation within the Council will derive from the wider process of priority setting and service planning which is already undertaken by Council leaders and senior management. As part of these processes, it is proposed to undertake and publish an annual 'Statement of Cross-cutting Work' which will:

- Consider envisaged broad programmes of work (over the next three years) planned to be undertaken by the separate Council business units (including reference to the Council's Local Development Scheme) to see whether there is scope for planned inter-unit working or synchronizing of projects.
- Consider respective programmes of work for the forthcoming year to see if there are items which would have a significant relationship or synergy;
- Consider whether such items could benefit from joint working or joint consultation;
- Review any inter-unit working in the previous year with a view to analysing whether arrangements or procedures could have been improved.

7.5 With regard to co-ordination of Council strategy work and that undertaken by the LSP, it is proposed that both parties prepare jointly, on an annual basis a 'Statement of Complementary Working' which would:

- Consider envisaged broad programmes of work of both bodies (including reference to the Council's Local Development Scheme) to see whether there is scope for planned joint working or phasing of projects.
- Consider respective programmes of work for the forthcoming year to see if there are items which would have a significant relationship or synergy;
- Consider whether such items could benefit from joint working or joint consultation, including reference of matters to the LSP Citizen's Panel;
- Review any joint working in the previous year with a view to analysing whether arrangements or procedures could have been improved."

7.6 The above formal arrangements should provide the optimum conditions to achieve the advantages of joint working and joint consultation indicated above."

8.0 Reporting Back

- 8.1 If the community's interest and trust is to be secured, it is vitally important that the Council shows how comments received have been considered and acted upon. To help achieve this transparency, all consultation responses received, in relation to both DPDs and SPDs will be acknowledged, and will be published within a 'Consultation Statement'. Statements will be published after each consultation stage.

The statements will identify:

- Who has been consulted and who has replied;
- The consultation methods used;
- The number and substance of the representations;
- Those changes to the document which are proposed on the basis of representations received;
- The reasons why some suggested alterations cannot be accepted by the Council. (Where suggested alterations are rejected by the Council, persons will be able to pursue these through the examination process with an independent Inspector.)

- 8.2 A copy of the Consultation Statement will be sent to every person or body making representations.

Are the reporting back mechanisms adequate?

Yes/No

If no, please indicate what other mechanisms should be put in place.

9.0 Weight to be given to Community Representations

- 9.1 Whilst the government's objectives are to increase the input into planning from the community, and the purpose of community involvement is to try to seek a consensus on particular issues, quite often, diverse views will emanate from within the community such that it is not possible to satisfy all parties.

- 9.2 Also, it is often the case that objections to planning proposals are submitted which are based on non-planning issues which the Council is unable to take into account. Examples of such non-planning issues are: impact on the value of property, concern about business competition, disputes about land ownership, loss of a view, or concerns over disturbance during construction.
- 9.3 Sometimes, where large-scale local public opposition to proposals has been demonstrated, and a decision has had to be taken by the Council, contrary to the majority public view, there are comments that such a decision is 'undemocratic'. However, planning decisions have to take into account many factors including national and regional policy and matters which weigh in the public interest of the wider community (for instance, the need for a development). Sometimes these factors are not understood or recognised by the community.
- 9.4 For these reasons, community views are only one consideration and cannot always be determinative in planning matters. Decisions have ultimately to be made by the elected members of the Council (up to submission stage) and the Inspector appointed to examine the soundness of the plan (at examination stage) having regard to all considerations, including those views expressed by the community.
- 9.5 At all stages of community consultation (involving the general public) the Council will attempt to explain both the value of and limitations to the consultation process, particularly with regard to the matters referred to above.

10.0 Resource Implications

- 10.1 Fylde Borough Council is a small shire district council and has very limited resources in terms of both staff and available finance. However, the Council is committed to effective community involvement in the areas of planning policy development and development control.
- 10.2 With regard to preparation of the Local Development Framework, the Council is conscious of the following matters:
- Community involvement can be resource intensive in terms of both officer time and money;
 - There is a balance to be struck between additional community involvement and keeping document preparation periods to timetable;

- There is a balance to be struck between the likely benefits to be attained through greater community involvement and the additional financial costs involved;
- Past experience demonstrates that there is a high degree of reluctance on the part of some people to become involved in the planning process, unless they have a particular objection or agenda to progress.
- On the plus side, any additional costs arising from greater community involvement could be offset by the changes introduced as part of the new planning system. In particular, the replacement of long local plan inquiries with a more streamlined system of independent examination, and the introduction of binding Inspectors' Reports should help to shorten the preparation process.

10.3 The programme of community engagement in relation to each Local Development Document indicated earlier in this statement, has been designed to have regard to the above factors.

Are there other factors to which the Council should have regard in arriving at its programme of community engagement?

Please state:

10.4 Whilst, in general the consultation process as outlined in this statement should be capable of being implemented within the staffing and financial constraints currently available, if the need arises for one-off special consultation events e.g. professionally run 'workshops', this may require additional resources not currently included in the budget.

10.5 Additionally, the Council is soon to invest in a new computer software system for organising and handling representations made within the LDF process. This will help to more efficiently administer the greater process of community engagement proposed within this document. This will be paid for out of 'planning delivery grant' monies.

10.6 In line with sound management practice, the Council will monitor the financial costs of community engagement, and during the annual budget allocation process will make the appropriate resources available to meet the programmes outlined in this document.

11.0 Part Two: Development Control

Purpose of Statement of Community Involvement in Development Control

11.1 The requirements relating to publicity for planning applications are set out in a number of legislative documents, including:

- The Town and Country Planning (General Development Procedure Order) (1995) as amended; (see Appendix 2)
- Circular 15/92 Publicity for Planning Applications;
- The Town and Country Planning Environmental Impact Assessment Regulations 1999; and
- The Town and Country Planning (Major infrastructure Project Inquiries Procedure) (England) Rules 2004.

11.2 The above documents set out a minimum requirement to consult in certain circumstances, however, the Council is committed to ensuring that any group or individual that may be interested or affected by a proposed development has the opportunity to comment on the planning application. Accordingly, in addition to carrying the minimum requirements set out in legislation, the Council will carry out further consultations in order to ensure that the views of the wider community are considered in the determination of a planning application.

12.0 Who How and When Will We Consult

12.1 The Borough Council will continue to publicise applications in various ways to meet its objective of involving the community in the planning application decision-making process. These are as follows:

- A copy of the application will be sent to the appropriate Town or Parish Council;
- A copy of the application will be sent to each consultee as set out in The Town and Country Planning (General Development Procedure Order) (1995) as amended; (See Appendix 2)
- A weekly list of applications received will be sent to local interest groups who have expressed an interest in receiving details;
- A weekly list of applications received will be sent to local libraries, Council Offices and other public facilities for display in those premises
- Occupiers of properties having a common boundary with the application site will be written to advising them of the application;

- Details of all planning applications, including submitted drawings and supporting documents will be made available through the Borough Council's Website;
- Copies of all planning applications will be made available through the Council's Customer Contact Centres.

In addition to the above, certain applications will be advertised by site notice and press advertisement, ie:

- Applications defined as major development (10 or more dwellings or development creating 1000 square metres of floor space or more);
- Applications subject to Environmental Impact Assessment;
- Applications which, if approved, would be a departure from the development plan;
- Applications affecting public rights of way;
- Development affecting Listed Buildings, or their setting; and
- Development affecting Conservation Areas.

12.2 Where there is open land, such as agricultural land, next to the application site, site notices will also be posted.

12.3 You do not need to have received a consultation letter to make a comment on a planning application.

Do you think that the suggested arrangements for consultation are adequate?

Yes/No

If not please state what arrangements you would like to see incorporated.

13.0 Reporting Back

- 13.1 The local planning authority must determine any planning application that it receives in accordance with the development plan in force in the area, together with any other material considerations. Although the views of statutory consultees and neighbours are a material consideration, they are only one consideration in the determination of a planning application. In addition, when determining planning applications, the Council may only take into account views that are valid planning considerations. Issues such as loss of view or devaluation of property are not valid reasons for refusing planning permission and cannot, therefore, be taken into account.
- 13.2 When an application is determined any comments received from interested parties will be summarised in the officers' report. The officers' report will clearly state how the issues that have been raised have been addressed in reaching the final recommendation.
- 13.3 If you comment on a planning application, we will acknowledge the receipt of your comments. Once a decision is made on a planning application we will undertake to advise you of the decision of the Council on that application. We will also publish details of decisions on the Council's website.
- 13.4 If an appeal against the Council's decision is submitted we will notify all interested parties of the appeal in order that they may comment further to the Planning Inspectorate.
- 13.5 In addition to consulting on individual planning applications, the Borough Council seeks feedback from customers on the way the planning service is provided. We do this in the following ways:
- Seminars for Parish Councils;
 - A focus group for planning agents (architects, surveyors and others who regularly submit applications); and
 - Questionnaire surveys for applicants and agents.
- 13.6 The feedback is used as part of the regular monitoring and review of planning services.

14.0 Approved Scheme of Delegation

- 14.1 The Government encourages local planning authorities to determine as many applications as possible under delegated powers and has set a target of determining 90% of applications in this way. This means that the application will not go before the Development Control Committee (Local Councillors).

- 14.2 As the majority of planning applications that are submitted to the Council are for relatively minor works or uncontroversial projects, these applications will normally be determined by the Built Environment Business Unit Manager under an approved scheme of delegation. The Approved Scheme of Delegation, which sets out those applications that may be determined in this manner, is published on the Council's Website and details of the scheme are available in a separate leaflet (see Appendix 3).

15.0 Development Control Committee

- 15.1 Applications for major or controversial development will normally be determined by the Development Control Committee. The Committee, which is composed of a group of 15 elected Local Councillors, usually meets every three weeks.

Speaking at the Development Control Committee

- 15.2 In 2003 the "Right to Speak" was introduced at the Development Control Committee. This gives members of the public the opportunity to comment on those applications determined by Committee, either in support or as an objector. In order to ensure the workload of the Committee can be expedited efficiently, speakers are limited to 3 minutes. Councillors then consider these comments in determining the application.
- 15.3 Details regarding your right to speak at the DC Committee can be found in a separate leaflet and on the Council's Website (Appendix 4)

Do you think that the arrangements for addressing the Development Control Committee are adequate?

Yes/No

If not please state what arrangements you would like to see incorporated.

16.0 Resource Implications

- 16.1 The Council is committed to effective community involvement in development control. This commitment has been demonstrated through the Council's recent investment in new Information Technology which will allow the progress of planning applications to be tracked via the internet and comments to be made by e-mail. As the Council receives over 1,300 applications per annum, the degree of publicity for each application must be balanced against the costs.
- 16.2 With regard to publicity for planning applications, the Council is conscious of the following matters:
- The level of neighbour notification should be proportional to the scale of the proposed development;
 - The Council cannot take into consideration matters which the Courts have ruled are not material to the planning process;
 - There is a balance to be struck between the likely benefits to be attained through greater community involvement and the additional financial costs involved.
- 16.3 The provisions for publicity for planning applications has been designed to have regard to the above factors.

17.0 Part Three: Review

Review of The Statement of Community Involvement

- 17.1 This Statement of Community Involvement has been prepared to identify the arrangements for consultation and community engagement in the preparation, alteration and continuing review of all local development documents and planning applications. It is hoped that its provisions will guide these processes for a number of years.
- 17.2 Nevertheless as a responsible authority seeking always to improve methods and standards, the Council will undertake the following actions to ensure that the SCI is kept up-to-date and is as relevant and effective as possible:
- 17.3 It is not proposed to review the SCI at a pre-determined frequency (e.g. every three years). Rather, it will effect a review only when significant changes have occurred in the types of groups which the Council wishes to engage, or different techniques for engagement are to be deployed. Self evidently if changes in legislation or government advise are made, then this may lead to the need for review.

- 17.4 Additionally, after the adoption of each Local Development Document, the Council proposes to contact each stakeholder and consultee involved in the process with a view to asking them whether the consultation arrangements were satisfactory, or whether they could have been improved.
- 17.5 In relation to the development control process, the Council will raise the issue of consultations at its forums with parish councils and planning agents.
- 17.6 Where responses lead the Council to consider that arrangements need to be changed significantly, these will be incorporated in the SCI within a review.
- 17.7 If or when a review does become necessary, the procedures for review will follow the same procedures as for the preparation of this first statement.
- 17.8 The Council's 'Register of Consultees' will be continuously up-dated with an open invitation to people to be entered onto the register placed in a prominent position on the Council's website.

REPORT



REPORT OF	MEETING	DATE	ITEM NO
FORWARD PLANNING AND DEVELOPMENT	CABINET	15 TH FEBRUARY 2006	6

BLACKPOOL LOCAL PLAN 2001-2016 PROPOSED MODIFICATIONS DECEMBER 2005

Public/Exempt item

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

Summary

To report on Proposed Modifications to the Blackpool Local Plan which were received by Fylde Borough Council on 1st December 2005.

Recommendation/s

1. It is drawn to Blackpool's attention that some of the terminology in the document relates to the old system of Local Plans and may need up-dating.

Executive brief

The item falls within the following executive brief[s]: To be determined

Report

A Local Plan Inquiry was held between November 2004 and March 2005 to consider all outstanding objections to the Local Plan. The Inspectors Report was received on August 8th 2005. Blackpool Council has now considered the Inspectors findings and recommendations and on 30th November 2005 approved its Proposed Modifications to the Plan. The Proposed Modifications to the Plan were published for a six week period of consultation commencing Friday, 9th December 2005. The end of the consultation period is Friday 20th January 2006.

The purpose of this report is first of all to clarify the status of the outstanding objection, secondly to highlight any proposed modifications of significance to Fylde Borough and finally to provide details of documents described in the proposed modifications which will further add to Blackpool's workload. These will need to be considered if we are agreeing to carry out joint working with Blackpool.

Proposed Modification 70 Policy 12 Coast and Foreshore

The original objection made by Fylde Borough Council requested that paragraph 8.49 be deleted. Paragraph 8.49 read as follows:

"Sand is currently extracted for commercial purposes from the foreshore adjacent to St Annes and Lytham in Fylde Borough. This Council is committed to maintaining and protecting the large expanses of beaches and is concerned that continued extraction further along the coast will have an adverse effect on them. The Council will continue to monitor beach levels and oppose further extraction that might threaten the Blackpool sands."

The objection by Fylde stated that : The paragraph represents the views of Blackpool Borough Council on a matter which lies outside their Borough boundary. There is no evidence that the extraction of sand from the foreshore at St Annes has any impact on the beach at Blackpool. It is an advocacy statement which has no place in a Local Plan in any event.

It was agreed at officer level that the wording of paragraph 8.49 should be amended as follows:

This Council is committed to maintaining and protecting the large expanse of beaches. The Council will continue to monitor beach levels and will oppose any proposed development that will threaten Blackpool Sands.

Inspectors Reasoning and Conclusions

In considering the objection, the Inspector commented:

"It cannot be denied that what the objector says is right: this is not a matter for the Local Plan on two counts. I note the BBC's position and acknowledge the importance of the issue for Blackpool Council. However, it can pursue a policy towards minerals outside its own boundary whether or not this is included in the Local Plan. It can also monitor the situation on its beaches.

I note that the BBC has discussed this matter and an alternative wording with the objector but on balance I conclude that the contentious paragraph should be deleted from the plan."

The Inspector recommended that paragraph 8.49 is deleted from the Local Plan.

However, Blackpool Borough Council's reasons for not accepting the Inspectors recommendation are set out below:

"There is no disagreement between the Inspector, Objector and the Council that the Local Plan should be amended to exclude any reference to mineral proposals outside its boundary.

The wording has accordingly been agreed with Fylde Council and relates only to Blackpool's direct concerns about its own beaches. Despite the Inspector's

recommendation that paragraph 8.49 is entirely deleted from Policy NE12, the issues of the safeguarding of Blackpool's own coast and foreshore is considered relevant and appropriate to be retained as supporting text in the Plan."

As such BBC has decided to reject the Inspector's recommendation and proposes to retain para 8.49 in the plan, to read as follows:

"This Council is committed to maintaining and protecting the large expanse of beaches. The Council will continue to monitor beach levels and will resist any proposed development that would be likely to threaten the Blackpool sands".

Other Proposed Modifications of Significance to Fylde Borough

There are no other modifications which raise significant issues for Fylde Borough.

Supplementary Planning Documents

There are several supplementary planning documents proposed for preparation in the Proposed Modifications which are not mentioned in Blackpool's current Local Development Scheme. If included, these will create an additional workload within the Blackpool LDS which itself already appears over-ambitious.

These include:

PM34 Supplementary Planning Guidance will be prepared to supplement Policy LQ9, incorporating information on the provision of recycling facilities and technologies.

PM49.2(5.64) Supplementary Planning Guidance will be prepared utilising the results of the Housing Needs Survey to provide more detailed guidance on the delivery of the types of affordable housing provision required in Blackpool.

PM71.6 Delete paragraph 8.53a and replace with: Indicative Flood Plain Maps showing those areas likely to be at 0.5% risk of tidal flooding and 1% risk of fluvial flooding have been prepared by the Environment Agency and are to be included in Supplementary Planning Guidance.

Two things are of relevance. First of all, the terminology relates to the old planning system and should be up-dated. Secondly, if the Blackpool LDS is over-burdened with work items, this will have an implication for this Council if it is decided to enter joint working relationships within our own Local Development Scheme.

IMPLICATIONS	
Finance	None
Legal	None
Community Safety	None
Human Rights and Equalities	None

Sustainability	None
Health & Safety and Risk Management	None

REPORT AUTHOR	TEL	DATE	DOC ID
Julie Glaister	(01253) 658687	15 th February 2006	

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
Proposed Modifications to Blackpool Borough Local Plan	December 2005	Local Plans, Town Hall

Attached documents

No attachments

REPORT



REPORT OF	MEETING	DATE	ITEM NO
FINANCE	CABINET	15 TH FEBRUARY 2006	7

PRUDENTIAL INDICATORS AND TREASURY MANAGEMENT OUT-TURN POSITION FOR 2004/2005

Public item

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

Wards affected

All.

Purpose of the Report

To provide members with information in respect of the performance of the Treasury Management function of the Council for the financial year 2004/05 and comparison with anticipated prudential indicators for the year.

Recommendations:

- (i) That members note the position for the year 2004/05.

Report

1. Background

The Local Government Act 2003 requires the Council to set prudential indicators for capital financing and treasury management annually, within the context of a 3-year financial strategy and also to report back on actual performance measured against these prudential indicators at the end of the financial year.

2. Prudential Indicators for 2004/2005

Members last considered a report on prudential indicators and capital financing on 3rd March 2005. The comparison of the forecast position for 2004/2005, submitted as part of that report, and the actual out-turn position is as follows: -

(i) Capital Indicators

Table 1

Indicators	2004/05 Forecast £'000	2004/05 Actual £'000	Variance £'000
Capital Expenditure	4,095	3,311	-784
Net Borrowing Requirement	Nil	-3,960	-3,960
Capital Financing Requirement	154	110	-44
Capital Financing Cost Indicator	-3.75%	-3.74%	-0.01%

(a) Capital Expenditure

Members considered a report on the out-turn position on the capital programme in July 2005, which showed spending of £3,242,000. However since that report, the Council's external auditors as part of the audit of the Council's Statement of Accounts have required that this figure be increased to £3,311,000 to reflect the purchase of vehicles in the year, which will be financed by way of a finance lease in 2005/06.

(b) Net Borrowing Requirement

The net borrowing requirement of the Council represents the excess of borrowing taken out by the Council over its investments. Borrowing however includes not only the value of external loans taken out by the Council but also the capital value of finance leases used to purchase vehicles, plant and equipment. The net borrowing requirement for capital purposes must always be less than the capital financing requirement of the Council to meet the requirements of the Prudential Code and, as can be seen, this condition has been met for 2004/2005.

(c) The Capital Financing Requirement

This calculation measures the Council's underlying need to borrow to finance capital expenditure. Since the last report to Council, the Capital Financing Requirement for 2004/05 has reduced by £44,000 to £110,000 due to the requirement to adjust for the difference between the Council's old credit ceiling and the capital financing requirement. This results in the need to make a minimum revenue provision for debt repayment in the 2005/06 budget of £4,400 to assist with the repayment of finance leases taken out by the Council to renew its vehicle fleet. There remains no imminent likelihood that the Council will need to take out external loans to fund its capital programme, but the continuing use of finance leases to fund vehicle replacements will however further impact on this requirement.

(d) Capital Financing Cost Indicator

This indicator measures the affordability of capital financing costs by comparing them with the Council's net revenue stream i.e. income from Government Grants and Council Tax. If the ratio increases year on year then a greater proportion of the Council's revenue resources are being used to provide finance for capital spending, at the expense of revenue spending on Council services.

Generally as the Council is debt free, apart from a small finance lease, this percentage will be negative as investment income currently far exceeds the cost of funding provided via the finance lease.

(ii) Treasury Management Indicators

Table 2

Indicators	2004/05 Forecast £'000	2004/05 Actual £'000	Variance £'000
Authorised Limit for External Debt Borrowing	5,000	Nil	-5,000
Other Long Term Liabilities	Nil	75	-75
Total	5,000	75	-4,925
Operational Limit for External Debt Borrowing	4,000	Nil	-4,000
Other Long Term Liabilities	Nil	75	75
Total	4,000	75	-3,925
Upper Limit for Fixed Interest Rate Exposure Net principal for fixed rate borrowing / investments	100%	1%	
Upper Limit for Variable Interest Rate Exposure Net principal for variable rate borrowing / investments	20%	-99%	
Upper Limit for total principal sums invested for over 364 days	Nil	Nil	

(a) Authorised and Operational Limits for External Debt

The Council did not take out any external loans during the year but entered into a finance lease with a capital value of £75,000 and the authorised / operational limits have been adjusted accordingly.

(b) Upper Limit for Fixed / Variable Interest Rate Exposure

These limits are based on the net borrowing position of the Council. Effectively as the Council currently has no external borrowing, the indicators show the percentage of investments that have been placed at fixed and variable interest rates, compared with the previously approved upper limits. The indicators show that the Council's borrowing and investments fell within the approved limits.

In 2004/05, investments generated interest of £343,000, compared with a budget of £230,000, at an interest rate of 4.45%.

All investments were placed with either HSBC PLC for the short-term investment of cash balances on call or for longer terms, up to 3 months in duration, with approved building societies.

The improved return on investments was also assisted by the significant slippage in the capital programme to 2005/06, which will affect the ability of the Council to maintain this level of investment return in future years.

(c) Upper limit for investments over 364 days.

Although interest rates for investments over one year are generally more advantageous, the Council has a policy at the moment to restrict investments to periods of less than one year.

REPORT AUTHOR	TEL	DATE	DOC ID
Brian White	(01253) 658566	2 February 2006	

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
Prudential Indicators and Treasury Management	March 2005	FINANCE

REPORT

REPORT OF	MEETING	DATE	ITEM NO
FINANCE	EXECUTIVE COMMITTEE	15 TH FEBRUARY 2006	

TREASURY MANAGEMENT STRATEGY

Public/Exempt item

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

Summary

Financial Regulation C.15 requires the Unit Business Manager (Finance) to report and make recommendations to the Executive Committee on a proposed treasury management strategy for the forthcoming financial year. This report sets out the treasury management strategy for 2006/07 and encompasses borrowing requirements, debt management arrangements, the annual investment strategy and prudential indicators for treasury management for the Council.

Recommendation

1. That members approve the treasury management strategy for 2006/07.

Executive brief

The item falls within the following executive brief[s]: Leader of the Council (Councillor John Coombes).

Report

1 Introduction

- 1.1 The Local Government Act 2003 introduced the Prudential Capital Finance system, which became effective on 1st April 2004. The Chartered Institute of Public Finance and Accountancy (CIPFA) has developed the Prudential Code for Capital Finance in local authorities as a professional code of practice to support local authorities in making capital investment decisions. This code links closely with the existing CIPFA Code of Practice for Treasury Management in Local Authorities, which has been adopted in full by the Council.

- 1.2 The Council is now required to link the decision making process that sets the Council's spending plans with the Council's treasury management policies to determine if those plans are affordable taking account of borrowing and investment assumptions approved by the Council and incorporated into the budget process.

2. Borrowing and Debt Management Arrangements for 2006/07

- 2.1 The Council is currently debt free and has relied on the capital receipts generated from the sale of assets and from the transfer of its housing stock to New Fylde Housing and associated receipts following Right-to-Buy sales to fund its capital programme for a number of years. The Executive considered a report at its 14th December 2005 meeting that this position was now becoming untenable following a significant forecasted reduction in RTB sales for 2005/06 and beyond.
- 2.2 Pressures on the capital programme however remain, with significant ongoing commitments for disabled facilities grants and housing renewal grants and capital bids for urgent works to meet operational and safety requirements.
- 2.3 The Council may need to make arrangements to borrow to finance capital spending in 2006/07, which cannot met from revenue, finance leases, grants or the use of the Council's very limited capital receipts. This figure will be reduced by the statutory sum set aside from the revenue budget to repay debt, known as the Minimum Revenue provision (or MRP). For the purpose of this strategy, it has been assumed that a borrowing requirement of £100,000 will be required for 2006/07, although at this stage it is envisaged that there will be no need to boorow.
- 2.4 This borrowing requirement may need to be supplemented when the final position on the office accommodation proposals is known. This report assumes that the full cost will be met in the long-term from the sale of the Town Hall for housing purposes. However it is likely that some short-term borrowing will be required to fill the gap between the opening of the new offices and the likely date of the receipt. This borrowing requirement is included in the prudential indicators for borrowing shown in section 6, but is excluded from the anticipated borrowing requirement for capital spending as this relates to a long-term need on the part of the Council.
- 2.5 The Council has also invested significantly in its vehicle fleet over the last 12 months to meet its own requirements and the conditions of the waste collection contract with Wyre BC. The financing of this investment has been carried out through a finance lease, which under the conditions of the Prudential Code is now also classed as borrowing, although the cost does not fall within the calculation of the Council's estimated borrowing requirement. It will now therefore be necessary to consider alternatives to finance leasing to fund vehicle and plant replacement in the future, if they can be shown to be more cost effective. Effectively the DSO Business Unit Manager needs to provide an annual vehicle replacement programme over the next 5 years so that the options available to the Council to finance the programme can be considered at an early stage. Possible solutions range from the continuing use of finance leases through to the use of operating leases and borrowing.
- 2.6 The pressures on the Council's capital programme are likely to remain for the foreseeable future as forecasted receipts from RTB sales and sales of assets show a further drop over the next two years. It is therefore likely that the Council will need to continue to incur a limited amount of borrowing to support its capital programme. At this stage it is recommended that £100,000 be included in the Treasury Management Strategy for the years 2007/08 and 2008/09 to recognise this potential requirement. This position will be reviewed annually as the annual capital programme and resource position are finalised.
- 2.7 The Council may therefore be committed to a total borrowing requirement of £300,000 by 2008/09. The annual cost to the Council rises from approximately £9,000 in 2006/07 to £27,000 by 2008/09.

3. Borrowing Strategy 2006/07

- 3.1 The options to raise loans to finance the borrowing requirement include the temporary use of internal balances, and/or raise loans via the Public Works Loans Board and/or the money markets.
- 3.2 These options should not have preference over each other and each should be considered when making borrowing decisions, so that optimum borrowing arrangements can be obtained. For example if interest rates on loans are high and exceed interest rates that can be achieved on lending, then the use of internal funds should be considered in the short-term, until borrowing rates fall to more acceptable levels.
- 3.3 The key to any borrowing strategy therefore is the forecast movement in interest rates in the longer term. To assist with these forecasts, the Council has retained the services of Sector Treasury Services Ltd, who provide regular reviews of interest rate forecasts for both borrowing and lending. Current forecasts for borrowing are as follows:-

Sector Forecasts	Dec 2005 %	March 2006 %	June 2006 %	Sept 2006 %	Dec 2006 %	March 2007 %
Bank of England Base Rates	4.50	4.50	4.25	4.25	4.00	4.25
PWLB 10 year loans	4.40	4.25	4.50	4.75	4.75	4.75
PWLB 25 year loans	4.30	4.50	4.50	4.50	4.75	4.75

Based on these forecasts it would make sense to borrow as soon as is practical as interest rates on loans are forecast to rise over the longer-term. This is allowable as long as the Council does not simply borrow to invest to generate a profit on its borrowing and lending activities.

As part of this strategy and in accordance with Financial Regulation C16, the Unit Business Manager (Finance) will have delegated authority to make all decisions on borrowing and report back at least annually on the impact of those decisions on the Council's finances.

- 3.4 The PWLB is the main lender of funds to local authorities. Loans can be taken at variable rates for up to 10 years and at fixed rates for up to 30 years and provides a secure, low risk way of raising capital for capital investment.

The Council can however also borrow through the money market. Institutions such as banks have become more proactive in accessing the local authority market by offering discounted rates for an agreed period of time, followed by a second rate for the remaining life of the loan that can be varied by the lender at agreed intervals. These loans are known as Lender Option Borrow Option loans (or LOBO's) and can offer real savings in the early years of the loan. However the loans are usually for a considerable length of time, typically between 30-50 years, with the discounted period for up to the first 10 years of the loan. If the loan interest rate increases significantly after the end of the first review period, the Council can opt to repay the loan. This decision would obviously be based on the prevalent rate of interest in place at the time of the review and the revised rate of interest offered by the lender at that time. Any proposals to take out a LOBO loan should only be considered after evaluation by the Council's treasury management advisers.

- 3.5 In addition to the borrowing requirement of the Council, the balance of borrowing between fixed and variable rates needs to be considered. Given that the Council may only have a relatively small debt portfolio of around £300,000 by 2008/09, there is much less risk of significant movements in interest costs affecting the finances of the Council. A half a percent movement in interest rates either way will only affect the Council's budget by +/- £1,500.

- 3.6 The decision to raise borrowings at either fixed or variable rates should therefore be delegated directly to the Unit Business Manager (Finance), depending on the prevalent interest rates at the time the loan is required. As the financial risk of movements in interest rates to the Council is low, regardless of whether borrowings are at fixed or variable rates, it is recommended that the upper limit for both fixed and variable rates be set 100% of the borrowing requirement. This will allow flexibility to raise the entire borrowing requirement at either fixed or variable rates, or if necessary a combination of borrowing from either source.
- 3.7 Borrowing can be reduced by the application of internal balances held in reserves within the Council's accounts and cash-flow movements on a day-to-day basis. Rates for the short-term lending of cash balances and external borrowing are similar and in the past it has been advantageous to use these balances to finance capital expenditure. Under the Prudential Code, whilst it is still possible to finance capital spending from internal reserves, the Council now has the freedom to invest surplus balance such as reserves for periods of up to three years. These investments will be made at potentially better rates of interest than those available at the shorter end of the market and so must be considered before any final borrowing or investment decisions are made.
- 3.8 In summary, the recommended borrowing strategy, after considering the above factors, is:
- That the borrowing limit set includes both the long-term requirement to finance capital expenditure and any short-term difficulties arising from the office relocation.
 - That the Council's borrowing requirement be met from either fixed or variable borrowing, or a combination of both, dependent on the interest rates prevalent at the time the borrowing is taken out.
 - That to meet this condition the upper limit for both fixed and variable interest rate exposure be set at 100%.
 - That the use of money market borrowing arrangements be considered in conjunction with the Council's treasury management consultants, Sector Treasury Services, when evaluating borrowing options.
 - That the use of internal balances be considered to fund capital spending on a temporary basis, pending permanent funding at a time when interest rates are deemed favourable.

4. Annual Investment Strategy 2006/07

- 4.1 The Council's Annual Investment Strategy must comply with guidance issued by the Office of the Deputy Prime Minister on local government investments. This requires the Council to set out within its Annual Investment Strategy: -
- Credit rating criteria and monitoring arrangements,
 - The liquidity of investments, setting limits on the minimum amount to be held in short-term investments i.e. those placed for periods of up to 364 days, and those that are available for investment for longer periods of between one to three years.
 - The investments to be used for prudent management of its treasury balances and limits for each type of investments.
 - The circumstances under which professional advice is sought from the Council's treasury advisers, Sector Treasury Services, before any investment decisions are made.
- 4.2 The Council's investment strategy must give priority to: -
- The security of the investments it makes
 - The liquidity of its investments to meet known liabilities.

The objective of the Annual Investment Strategy is therefore to achieve the optimum return on its investments commensurate with the appropriate levels of security and liquidity.

The Council may also temporarily invest funds borrowed for the purpose of financing capital spending expected to be incurred in the reasonably near future. Borrowing purely to invest or lend-on for speculative purposes is unlawful and the Council will not engage in such activity.

- 4.3 To ensure the security of the Council's investments, the Council uses credit ratings to establish the credit quality of the institutions and investments which the Council deals with. All institutions and investments need to have high ratings for creditworthiness and the minimum requirements are shown at appendix 1 to the report. The Council will maintain a lending list of approved institutions with whom the Council will place its investments. Monitoring of this list will take place monthly and will take account of changes to ratings notified as they occur. The amendment of the lending list to add or remove institutions as their credit ratings vary, is delegated to the Unit Business Manager (Finance).

5. Investment Balances

- 5.1 To assist in managing its finances, it is necessary to produce a cash-flow model, detailing all known major items of revenue and capital expenditure and income, taken from the Council's budget proposals. Cash balances can vary significantly during the course of the year due to timing differences between the receipt of cash items such as government grants and spending. The initial cash-flow estimate provides an indication of cash receipts and outgoings on a monthly basis and will form the basis of short-term investment policy. The initial cash-flow prediction for 2006/07 indicates that the minimum level of cash balances required to meet cash-flow requirements is £1.2 million. Liquidity will be maintained through the use of overnight deposits and money market funds.
- 5.2 In addition to short-term investments, the Council now has the capability to invest surplus balances for periods of between one to three years. This type of investment can only be made by assessing the level of general balances and reserves that are held by the Council and which will not be required in the short-term. An examination of the earmarked reserves and other internally held balances indicate that potentially up to £4 million is available for investment for periods over one year. It is therefore recommended that this figure be approved as the upper limit for investments placed over one year. This longer-term investment will, however, only be undertaken after consultation with the Council's treasury advisers to determine the best possible options for the Council.
- 5.3 All investments fall into one of two categories contained in the ODPM guidance on local government investments: -
- Specified investments – representing investments for periods of less than one year offering high security and liquidity.
 - Non-specified investments – representing investments for periods of one year or more or with institutions that do not have a credit rating. By their nature these investments have a greater degree of risk to the Council.

Both sets of investments have to be denominated in sterling.

- 5.4 The Council is also required to set out the type of investments it is prepared to enter into, the maximum limits and the minimum credit rating criteria for each class of institution taking the investments. This information is provided at appendix 2 to the report and is designed to minimise the risk of loss due to default on the part of the institution taking the investment. In the unlikely event of default occurring, provision will need to be met from revenue funds for the value of the lost investment.
- 5.5 In summary, the recommended investment strategy, after considering the above factors, is:
- That cash balances that are surplus to requirements are invested on the money market for periods determined by the cash-flow management model.

- That liquidity is maintained through the use of overnight deposits and money-market funds.
- That the minimum amount of cash balances required for cash-flow management is set at £1.2 million
- That the upper limit for investments for periods greater than one year is set at £4 million.
- That all investments are placed with institutions meeting the criteria contained in appendix 2 to this report, and that professional advice is sought if appropriate.

6. Money Laundering

The Council also has a legal requirement to ensure that it complies with regulations dealing with money laundering and to comply with the relevant treasury management practice guidance in this area. The details of these requirements are outlined in appendix 3 to the report.

7. Prudential Indicators for Treasury Management

- 7.1 The Prudential Code for Capital Finance requires the Council to set a series of prudential indicators to ensure that its capital investment plans are affordable, prudent and sustainable and that treasury management decisions taken meet good professional practice.

Prudential Indicators for treasury management relate to: -

- The adoption of the CIPFA Code of Practice for Treasury Management.
- Limits for external debt.
- Interest rate exposures.
- The maturity structure of borrowings.
- Investments for periods of longer than 364 days.

The indicators are not targets to be aimed at, but are limits within which the treasury management policies of the Council are deemed to be prudent.

7.2 The CIPFA Code of Practice for Treasury Management

The Council has adopted the CIPFA Code of Practice for Treasury Management and included its requirements in its Financial Regulations (paragraphs C12-C17). In accordance with this Code, the Council has an approved policy statement for treasury management, which sets out the strategic issues to be considered when dealing with this function. The statement has been reviewed to reflect current policies and objectives and is now submitted for approval by members. The revised policy statement is as follows: -

The Council defines the policies and objectives of its Treasury Management activities as:

- The management of the organisations cash-flows, its banking, money market and capital market transactions.
- The effective control of the risks associated with those activities.
- The pursuit of optimum performance consistent with those risks.

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. The analysis and reporting of treasury management activities will therefore focus on their risk implications for the Council.

The Council acknowledges that effective treasury management supports the achievement of its business and service objectives. It is therefore committed to the principles of

achieving best value in its treasury management activities and to employ suitable performance measurement techniques within the context of effective risk management.

7.3 Limits on External Debt

(a) The authorised limit for external debt 2006/2007 – 2008/09.

This represents the total external debt, gross of investments, and other long-term liabilities such as finance leases, the Council is prepared to enter into. The authorised limit is based on the Council's overall spending plans and makes allowances for short-term cash movements.

To determine the authorised limit, assumptions need to be made on the possible future use of borrowing. Borrowing can be used: -

- As an alternative to other forms of financing (e.g. leasing),
- To cover for slippage in the realisation of capital receipts,
- To finance capital expenditure over and above expenditure supported by grants,
- To cover short-term cash-flow difficulties.
- To replace internal funds temporarily used to finance capital spending, assuming rates are favourable.

The following table sets out the maximum amount of gross debt the Council is expected to require over the next three years.

	2006/07 £'000	2007/08 £'000	2008/09 £'000
Borrowing for capital purposes	100	100	100
Short-term cash-flow requirements	1,200	1,200	1,200
To cover for delays in realising capital receipts	2,500	200	150
Other long-term liabilities	Nil	Nil	Nil
Total External Debt	3,800	1,500	1,450

It is therefore recommended that the authorised limit for external debt for 2006/07 be set at £4.5m, for 2007/08 at £2.5m and for 2008/09 £2.5m.

(b) The operational boundary for external debt 2006/07-2008/09.

The operational boundary is based on the same assumptions as the authorised limit but takes account of the most likely scenario of borrowing requirements, rather than the potential borrowing requirement as outlined in the authorised limit calculation. The operational boundary is the main monitoring tool for monitoring the Council's borrowing requirement. It may be breached temporarily due to cash-flow variations but any sustained breach or a regular trend of consistent breaches would be significant and result in further investigation into the causes of the breaches and recommendations for corrective action.

Based on the latest information it is recommended that the operational boundary for external debt for 2006/07 be set at £4.0m, for 2007/08 at £2.0m and for 2008/09 at £2.0m.

- 7.4 The limits for external debt are divided between borrowing and other long-term liabilities such as finance leases, as required by the Prudential Code. It may be that capital expenditure financed by borrowing may be better financed through a finance lease. It is therefore recommended to delegate authority to the Unit Business Manager (Finance) to vary movement between the separately agreed limits for borrowing and other long-term liabilities within the total authorised external debt limit and operational boundary to ensure that the Council receives value for money.

7.5 Interest rate exposure 2006/07 – 2008/09

The management of interest rate risk is a top priority for the Council. To assist with this priority, the Prudential Code requires the Council to set upper limits for fixed and variable rate exposure for the Council's net principal position i.e. the difference between borrowing (as determined by the operational boundary) and lending. The net principal itself represents the annual upper exposure limit against which the fixed and variable rate exposure is measured.

The following table sets out the position for the three year period 2006/07 – 2008/09

	2006/07 £'000	2007/08 £'000	2008/09 £'000
Total Projected Borrowing	4,000	2,000	2,000
Total Projected Lending	4,000	4,000	4,000
Net Principal Outstanding	Nil	(2,000)	(2,000)

The borrowing strategy recommends that the limits for borrowing to finance the capital programme be set at 100% for both fixed and variable rates. Borrowing to fund short-term cash difficulties or to bridge a delay in receiving capital receipts will generally be classed as variable rate borrowing. Lending for periods of less than one year is also classed as variable rate lending and as the Council does not currently invest surplus funds for longer periods, this position is assumed to continue. Given these factors the two prudential indicators are therefore: -

The upper limits for fixed and variable rates are therefore: -

	2006/07 £'000	2007/08 £'000	2008/09 £'000
Upper Limit for Fixed Rates	100	100	100
Upper Limit for Variable Rates	Nil	(2,000)	(2,000)

An explanation of the calculation is shown at appendix 4 to the report.

7.6 Debt Maturity Profiles.

As stated earlier in the report the Council is currently debt free. However, because of the forecasted reduction in capital receipts, this position is about to change and the Council are asked to approve the following debt maturity profile for its fixed rate borrowings for future reference. This recommendation is based on normal practices drawn from other local authorities and will form the basis of the Council's treasury management activities with regard to borrowing.

	Upper Limit	Lower Limit
Under 12 months	20%	Nil
12 months to 2 years	20%	Nil
Between 2 and 5 years	60%	Nil
Between 5 and 10 years	80%	Nil
Over 10 years	100%	Nil

7.7 Investments for longer than 364 days

Currently all investments made by the Council are for periods of less than one year. The investment strategy has indicated that £4 million is potentially available for investment for periods of over one year and this value is recommended as the upper limit for this prudential indicator.

7.8 In summary, the following prudential indicators are recommended for the financial years 2006/07-2008/09

Indicator	2006/07 £'000	2007/08 £'000	2008/09 £'000
Authorised Limit for External Debt			
Borrowing	4,500	2,500	2,500
Other Long Term Liabilities	Nil	Nil	Nil
Total	4,500	2,500	2,500
Operational Boundary for External Debt			
Borrowing	4,000	2,000	2,000
Other Long Term Liabilities	Nil	Nil	Nil
Total	4,000	2,000	2,000
Upper Limits on Interest Rate Exposures			
Fixed Rate	100	100	100
Variable Rate	Nil	(2,000)	(2,000)
Upper Limit for investments over 364 days	£4m	£4m	£4m

Debt Maturity Profile		
	Upper Limit	Lower Limit
Under 12 months	20%	Nil
12 months to 2 years	20%	Nil
Between 2 and 5 years	60%	Nil
Between 5 and 10 years	80%	Nil
Over 10 years	100%	Nil

CREDITWORTHINESS

Credit Ratings

The Council will only place investments with institutions that have a minimum credit rating for both short and long-term investments. Ratings can be supplied by a series of agencies who individually assess the creditworthiness of particular institutions and the higher the rating, the lower the risk of the institution defaulting on its obligations.

From the Council's perspective, investments should therefore generally only be made with institutions with high credit ratings, which will include all the major UK clearing banks and building societies.

From a review of existing credit ratings, Council policy for placing investments will be determined by the following limits: -

Category	Lowest Rating	Highest Rating
Long-term creditworthiness	A-	AAA
Short-term creditworthiness	F1	F1+
Individual standing of the institution	C	A

The credit ratings will be applied for the majority of all specified investments and non-specified investments.

Certain building societies however remain un-rated but nevertheless remain a secure institution for investment purposes. In the absence of a credit rating, investments with these institutions will only take place if the society has at least £1 billion capitalisation and is ranked in the top 20 building societies. If these two conditions are met then investments can be placed with these institutions for periods of up to one year only.

Institutions falling outside these conditions will not be considered suitable to receive Council investments.

APPROVED LIST OF SPECIFIED and NON-SPECIFIED INVESTMENTS

All investments must be sterling denominated

1. Specified Investments for periods up to 364 days

- **Term Deposits** with the UK Government or with other UK local authorities.
- **Term Deposits** with credit-rated banks and building societies.
- **Callable Deposits** with credit-rated banks and building societies.
- **Money Market Funds** with other credit-rated institutions.
- **Forward deals** with credit-rated banks.
- **Term Deposits** with un-rated building societies with £1 billion capitalisation and in the top 20 list of UK building societies.

2. Non-Specified Investments for periods between 1 and 3 years

All investments can be made for a maximum of three years except where stated.

- **Term Deposits** with the UK Government or with other UK local authorities.
- **Term Deposits** with credit-rated banks and building societies.
- **Callable Deposits** with credit-rated banks and building societies.
- **Money Market Funds** with other credit-rated institutions.
- **Forward deals** with credit-rated banks.
- **Term Deposits** with un-rated building societies with £1 billion capitalisation and in the top 20 list of UK building societies **for periods of 1 year only**.

3. Class Limits

The maximum amount of the total investment portfolio that can be placed with individual classes of institution, expressed as a percentage, is as follows: -

- | | |
|--|------|
| • UK government or other UK local authorities. | 75% |
| • UK clearing banks. | 100% |
| • Other clearing banks with an appropriate credit rating. | 75% |
| • Money Market institutions with an appropriate credit rating. | 75% |
| • UK building societies with an appropriate credit rating | 75% |
| • Un-rated UK building societies meeting other conditions | 50% |

Treasury Management Practice - Money Laundering Guidelines

A. Money Laundering

The Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Accordingly, it will maintain procedures intended to deter or forestall money laundering and for verifying the identity of counterparties and reporting suspicions to the nominated officer.

It will ensure that staff involved in this area are aware of their responsibilities. The present arrangements, including the name of the nominated officer to whom reports should be made, are detailed below.

B. Structure of the Treasury Management Practice (TMP)

Since the topic of money laundering is quite wide and complex this TMP has been structured in the following way:

- Background legislation – This outlines the different statutory requirements applying to local authorities
- Schedules – This provides a skeleton procedure note to prompt consideration of each of the areas above.

C. Background Legislation

There are several Acts of Parliament and the Financial Services Authority ('FSA') has also made provisions relating to money laundering, with the main legislation being contained in the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2003 (which contain provisions to implement the Second EU Money Laundering Directive).

Detailed money laundering regulations came into effect on 1st March 2004 under the Money Laundering Regulations 2003, Statutory Instrument ('SI') 2003 No. 3075, and this Statutory Instrument, The Terrorism Act 2000, the Anti-Terrorism, Crime & Security Act 2001 and the Proceeds of Crime Act 2002 cover the main compliance requirements.

The key requirements of this legislation cover an area wider than the fairly narrow treasury management function, including possessing, or in any way dealing with, or concealing, the proceeds of any crime.

Whilst the Council is not directly required to implement the requirements of the Money Laundering Regulations 2003, the Council and its officers are subject to the provisions of the Terrorism Act 2000, the Anti-Terrorism, Crime & Security Act 2001 and The Proceeds of Crime Act 2002.

Furthermore, the Council would not wish to be used by money launderers and proposes to operate procedures intended to deter and forestall this.

D. Schedules addressing this Council's Procedures

In order to address these objectives the Council has set up the following procedures:

For Treasury Management Purposes

1. **Appointment of a nominated officer** - The Council must appoint a “nominated officer”, usually referred to as the money laundering reporting officer (MLRO), to receive disclosures under the money laundering legislation. The MLRO for this Council is the Unit Business Manager (Finance).
 2. **Training** – Through this document and any future updates, staff will be kept aware of developments in money laundering legislation and best practice and the appropriate staff are encouraged to keep abreast of money laundering issues through publications and the Internet. The MLRO will be required to attend specific professional courses on money laundering developments to ensure local knowledge is kept up to date.
 3. **Material and regular deposits or borrowing** - For all investment or borrowing counterparties, the Council will ensure that the counterparty has been suitably identified. This will take the form of:
 - a). **Investment Counterparties** – All investment counterparties which are maintained on the Council's lending list should be a deposit taker authorised by a regulatory body (e.g. the FSA {check via www.fsa.gov.uk/register}). As such identification procedures are not required since the institution carries out ‘relevant business’ in the UK. Those counterparties not authorised as a deposit taker through the FSA are institutions, such as the Bank of England or Post Office, which are not required to be the subject of stringent identification procedures, but the Council will review these on a case by case basis.
 - b). **Borrowing Counterparties** – All borrowing counterparties are dealt with through either of the following routes:
 - i). **Via Money brokers** – In this instance it is likely that both the brokers and the counterparty carry on ‘relevant business’ in the UK. However even when dealing via a broker it is the council's responsibility to verify the counterparty, not the broker's;
 - ii). **Direct dealing** – In this instance the Council uses only recognised names, ones with credit ratings which the Council has reasonable grounds to expect carry on ‘relevant business’ in the UK. For a few notable exceptions (such as Bank of England or Post Office), the nature of their business does not require stringent identification procedures, but the council will undertake procedures to “know the counterparty”.
- If any treasury investment counterparties are not known to the Council, the treasury officer will ensure identification of the counterparty by checking the credit rating of the organisation via the Council's treasury advisers. This would normally be undertaken during the compilation of the counterparty list. If the counterparty is neither credit rated, or known to be carrying on ‘relevant business’ (e.g. FSA authorised), the Council will not deal with that organisation.
4. **Reporting** – Any concern of a transaction possibly being linked to either money laundering or the proceeds of crime must be referred to the MLRO for consideration and if the concerns are validated the MLRO will report to the National Criminal Intelligence Service (NCIS). Reports of such concern must be made to the MLRO in writing and include relevant supporting information setting out the basis of the concern, the person or organisation involved, and the nature and amount of any relevant transactions with the Council.

Where a report is made to the MLRO any transaction in progress must not proceed further without the consent in writing of the MLRO. Proceeding with a suspicious

transaction without such consent may be a criminal offence, for which the maximum penalty is 14 years imprisonment.

Under no circumstances should the subject of a report to the MLRO be made aware of the existence of such a report. Such ‘tipping off’ may be a criminal offence, for which the maximum penalty is 5 years imprisonment.

Non–Treasury Management Transactions

- 1. Regular cash and other receipts** - The Council will in the normal operation of its services accept payments from individuals or organisations in relation to rents, Council tax, sundry debtors etc.

In the case of rental income, business rates etc. the Council employee can take some confidence from the following:

- a). Receipts will normally be paid by BACS or cheques and the relevant bank will be required to comply with the money laundering regulations for their customer.
- b). These types of transactions relate to usage of a property or a specific service that would not normally be ideal conduits for money laundering.
- c). Most customers will be locally known businesses.

- 2. Cash receipts** - Cash receipts (i.e. notes, coins or traveller's cheques) should only be accepted if the amount received on any occasion from any one person or organisation is not more than £5,000. Any bank payments from unknown or overseas banks should be subject to critical scrutiny.

- 3. Occasional receipts from infrequent customers** – The main receipts accepted by the Council, outside of the operation of its services, will be related to capital receipts from the sale of assets. The Council can take confidence from the following:

- a). The legal section will deal with the sale and will identify the payee during the course of the process of sale.
- b). Receipts will normally be paid by BACS or cheques and the relevant bank will be required to comply with the money laundering regulations for their client.
- c). Most customers will be long-standing tenants or known businesses.

Again, cash receipts (i.e. notes, coins or travellers cheques) should only be accepted if the amount received from any one person / organisation is not more than £5,000 on any occasion. Any bank payments from unknown or overseas banks should be subject to critical scrutiny.

- 4. Payments** – The majority of the payments by the Council will be via the payroll directly to bank accounts. Similarly the majority of creditor payments will be paid via BACS directly to domestic bank accounts or by crossed cheques and so the same controls will apply. In these cases the relevant bank will be required to comply with the money laundering regulations for their client's further use of the money.
- 5. Cash payments** – The local procedures and magnitudes for cash payments (as well as receipts) will need to be reviewed to ensure compliance with the above procedures.

However, cash payment (i.e. notes and coins) should not be made of sums in excess of £100, except in respect of salaries paid in cash.

6. **Refunds** – Particular care will need to be taken with the procedures for refunds. For instance a significant overpayment which results in a repayment will need to be properly investigated and authorised before payment. A money launderer could make a deliberate overpayment to the Council in order to generate a refund from the Council as a means of laundering funds, since a Council cheque is likely to be accepted without question as representing untainted funds.

Under no circumstances should a Council officer agree to pay a refund in excess of £1,000 to a person / organisation (other than a bank or similar financial institution) other than the person / organisation entitled to the refund.

Under no circumstances should a Council officer agree to split a refund due to a person / organisation between different beneficiaries. Refunds should be paid to the person / organisation entitled to them.

Under no circumstances should a Council officer permit the Council to be used in effect as a provider of bank account facilities which allow a creditor of the Council to make payments to other persons / organisations.

All refunds in excess of £100 should be paid by cheque or BACS.

7. **Fraud** – Where any officer considers that the Council may have suffered loss through any theft, fraud, deception, dishonesty or other criminal act on the part of any person or organisation the MLRO should be notified promptly.

In the event of any suspicious transaction or loss the MLRO should be contacted without delay and the information confirmed to him promptly in writing.

Where a report is made to the MLRO any transaction in progress must not proceed further without the consent in writing of the MLRO. Proceeding with a suspicious transaction without such consent may be a criminal offence, for which the maximum penalty is 14 years imprisonment.

Under no circumstances should the subject of a report to the MLRO be made aware of the existence of such a report. Such ‘tipping off’ may be a criminal offence, for which the maximum penalty is 5 years imprisonment.

THE UPPER LIMITS FOR THE USE OF FIXED AND VARIABLE RATES

1. The Upper Limit for Fixed Rates

The borrowing strategy of the Council has identified the potential need for borrowing to finance its capital spending over the next three years. Because of the marginal difference between fixed and variable rates, the strategy also recommends that this borrowing could be taken out using either method.

As the Council has no investments currently for periods over 364 days, there is no adjustment required for fixed rate investments.

Only borrowing for the purposes of funding the capital programme can be classed as fixed rate borrowing as this will usually be for periods in excess of one year.

Description	2006/07 £'000	2007/08 £'000	2008/09 £'000
Fixed Rate Borrowing	100	100	100
Other Long-term Liabilities	-	-	-
Upper Limit for Fixed Rates	100	100	100

2. The Upper Limit for Variable Rates

This limit assumes that the Council's borrowing to finance its capital spending is taken out in full at variable rates, instead of fixed rates, leaving only any other long-term liabilities as a fixed-rate requirement. Borrowing to cover cash-flow movements and delays in receiving capital receipts will be short-term in nature and therefore be classed as variable rate borrowing.

All investments are currently placed for periods of less than one year and are therefore placed at variable rates.

The upper limit for variable rates is therefore calculated as the difference between principal outstanding on borrowing at variable rates and principal outstanding on investments placed at variable rates linked to the operational boundary as follows: -

Description	2006/07 £'000	2007/08 £'000	2008/09 £'000
Variable Rate Borrowing	4,000	2,000	2,000
Variable Rate Investments	(4,000)	(4,000)	(4,000)
Upper Limit for Variable Rates	Nil	(2,000)	(2,000)

Although the upper limit represents the net position between variable borrowing and lending, it also sets the maximum amount of borrowing and lending that can be met at variable rates.

REPORT

REPORT OF	MEETING	DATE	ITEM NO
FINANCE	CABINET	15 TH FEBRUARY 2006	9

CAPITAL MONITORING REPORT

Public/Exempt item

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

Summary

This report provides an update on progress of the councils' capital programme at the end of December 2005.

Recommendation/s

1. That members approve the revised capital budget of £3,594,012 and note the current expenditure to December 2005 of £2,415,353 representing almost 58% of current capital budget.
2. That members approve slippage of £713,000 into 2006/07 for the St. Anne's Square Regeneration, Park View Playing Fields, Boating and Paddling Pools.

Executive brief

The item falls within the following executive brief[s]: Not yet appointed

Report

The attached appendix gives a summary detail of expenditure by capital scheme.

- **Item 1: Heritage Economic & Technical Support Grants**

The budget is fully committed and will be spent by the end of 2006.

Continued....

- **Item 2: St Annes Square Completion**

Tenders are being sought for Phase 4 of the regeneration. The majority of the expenditure will be in the financial year 2006/07 and the North West Development Agency has requested that the scheme is complete by March 2007. Members are requested to allow slippage of £550,000 into the 2006/07 financial year for the final phase.

- **Items 3 and 4: Town Centre Funds / Conservation Areas**

Some of this money has been spent in and around the borough, including some remedial works in Wood Street.

- **Item 5: Market Towns Project**

This money is for the regeneration of shops in Kirkham and will be supplemented by a further £25,000 from Lancashire County Development (LCDL) – a like for like match with the contribution from Fylde. It is requested that £20,000 of the Fylde contribution be slipped into the 2006/07 capital programme

- **Item 7: Disability Discrimination Act Works and Improvements**

Some this money is being used to supplement item 18 in relation to some essential Health and Safety works at Lowther Pavilion.

- **Item 8: New Back Office Accommodation**

The expenditure shown is the total expected during the year based on contractual obligations. It is expected that this will be funded from the sale of Council sites as part of the accommodation project.

- **Item 9: Implementing E-Government**

A number of projects are currently in their final stages including: E-Procurement and Document Imaging aimed at creating efficient processing, along with partnership working with outside organisations on new Revenues and Benefits Systems.

- **Items 11 & 12: Disabled Facilities and Housing Renewal Grants**

The responsible departmental officers report that the budgets are fully committed pending completion of the work.

- **Item 13: Materials Recycling Facility**

The work has commenced on this project and the cost incurred to date includes payment of the first valuation certificate.

- **Item 14: Cemetery and Crematorium Improvements**

The planned work at the Cemetery and Crematorium is now complete. The contract retention valued at just under £3,000 has been included in the expenditure. The overspend is due to extra works required.

- **Item 18: Lowther Pavilion – Meeting DDA Requirements**

Additional works at Lowther are now in progress and a more accurate expenditure figure will be available in the next report.

- **Item 19: Park View Playing Fields**

Following the capital report last September, officers now advise that most of the expenditure has now been incurred for 2005/06 and request that members allow the slippage of £90,000 into the 2006/07 financial year.

- **Item 21: Skateboard Initiative**

The retention has not yet been released, pending completion of minor remedial works. The work is expected to be completed in the coming weeks and there is likely to be an under spend of approximately £10,000.

- **Item 22: Implementation of Youth Shelter Strategy**

As previously advised a number of youth shelters are already in place around the borough. Part of this work with community groups has resulted in additional funding of £26,500, which when added to the revised budget will offset the current overspend and leave approximately £20,000 for further youth shelters.

- **Item 23: Park View Cycle Path**

Additional contributions are expected from Lancashire County Council (£5,000), and the Community Safety Partnership (£3,000), to help fund the current deficit. Officers are currently seeking alternative sources to ensure that the cost to Fylde is Zero.

- **Items 24 & 25: Bandstand Boating Pool and Promenade Gardens Paddling Pool**

The original capital bids were requested on the basis of the availability of external funding, however the initial source no longer wishes to invest, and officers are currently seeking alternative sources to complete the work. As this project needs to be completed in the winter months, officers are requesting that the money for both schemes, (£53,000) is transferred into the 2006/07 capital programme.

- **Item 26: Restoration of Ashton Gardens**

As identified during the budget process, the total cost of the Ashton Gardens Project is almost £2,000,000 over the next 4 years. A capital receipt has been ring fenced pending the outcome of a Heritage Lottery Funding Bid. At the present time Officers do not anticipate any cost to the council. The expenditure during this financial year is related to the preparation of the site. Members are requested to allow the partial use of the capital receipt to increase the revised budget in 2005/06 to a total of £74,000.

- **Item 27: Playground Equipment**

In addition to the expenditure shown, which related to the completion of 2004/05 work, orders have been placed with four different suppliers and installation is expected to commence by the end of January.

Implications	
Finance	As above
Legal	
Community Safety	
Human Rights and Equalities	
Sustainability	
Health & Safety and Risk Management	

Report Author	Tel	Date	Doc ID
Brian White	(01253) 658566	2 nd Feb 2006	

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
Document name		Council office or web-site address

Attached documents

Capital progress to Oct 2005.xls (2005/06 capital programme)

2005 Capital Programme: Progress Update to December 2005

Item Number	Scheme Title	Estimated Year of Completion	Original Budget	Revised Budget	External Funding	Net cost to Council	2005/06 Expenditure to December 2005	Variance from Revised Budget	% Spend to Revised Budget
1	Heritage Economic & Technical Support Grant	Mar-06	100,000	360,394	50,525	309,869	220,622	139,772	61.2%
2	St. Annes Square - Completion	Mar-06	220,000	836,436	462,236	374,200	209,867	626,569	25.1%
3	Town Centre Funds (St. Annes & General)	Mar-05	0	137,252	115,199	22,053	10,121	127,131	7.4%
4	Conservation Areas	Mar-05	0	8,000	0	8,000	0	8,000	0.0%
5	Market Towns Project	Mar-05	25,000	25,000	0	25,000	0	25,000	0.0%
			345,000	1,367,082	627,960	739,122	440,610	926,472	32.2%
6	One Stop Shops	Mar-06	60,000	20,288	0	20,288	0	20,288	0.0%
7	Disability Discrimination Act Works & Improvements	Mar-07	78,000	127,160	0	127,160	0	127,160	0.0%
8	Creation of New "Back Office" facility	Mar-06	0	0	0	0	175,000	-175,000	100.0%
9	Implementing E-Government	Mar-06	290,000	598,749	318,749	280,000	361,551	237,198	60.4%
10	Pay and Display Car Parks	Mar-06	31,850	31,850	0	31,850	30,127	1,723	94.6%
			459,850	778,047	318,749	459,298	566,678	211,369	72.8%
11	Disabled Facilities Grant	Mar-07	410,000	410,000	246,000	164,000	251,058	158,942	61.2%
12	Housing Renewal Grant	Mar-07	350,000	489,283	0	489,283	376,103	113,180	76.9%
13	Materials Recycling Facility & Defra Funding	Mar-06	0	244,330	0	244,330	55,325	189,005	22.6%
14	Cemetery and Crematorium Improvements	Mar-07	50,000	99,899	0	99,899	121,598	-21,699	121.7%
15	Sea Defence Works	Mar-06	0	21,391	0	21,391	20,911	480	97.8%
16	Pumping Station Refurbishment	Mar-06	25,000	25,000	0	25,000	5,558	19,442	22.2%
17	Rolling Programme of Footpath Repairs	Mar-06	25,000	25,000	0	25,000	11,936	13,064	47.7%
			860,000	1,314,903	246,000	1,068,903	842,489	472,414	64.1%
18	Lowther Pavilion - Meeting DDA requirements	Mar-06	0	7,906	0	7,906	695	7,211	0.0%
19	Park View Playing Fields	Mar-07	0	167,600	157,000	10,600	55,673	111,927	33.2%
20	Kirkham Baths - Rewire	Mar-06	0	20,000	0	0	0	20,000	0.0%
21	Skateboard Initiative	Mar-05	0	14,740	0	14,740	0	14,740	0.0%
22	Implement Youth Shelter Strategy	Mar-07	15,500	30,500	0	30,500	36,427	-5,927	119.4%
23	Park View Cycle Path	Mar-06	0	130,000	130,000	0	140,220	-10,220	0.0%
24	Bandstand Boating Pool	Mar-06	45,000	45,000	0	45,000	0	45,000	0.0%
25	Promenade Gardens Paddling Pool	Mar-06	8,000	8,000	0	8,000	0	8,000	0.0%
26	Restoration of Ashton Gardens	Mar-06	15,000	15,000	15,000	0	74,025	-59,025	493.5%
27	Playground Equipments	Mar-07	0	46,136	0	46,136	22,279	23,857	48.3%
28	Lytham Jetty	Mar-05	0	250,000	226,361	23,639	233,328	16,672	93.3%
29	Disabled Changin Facilities	Mar-04	0	0	0	1,502	1,502	-1,502	100.0%
30	Lowther Pavilion - New Boiler	Mar-04	0	0	0	1,427	1,427	-1,427	100.0%
			83,500	734,882	528,361	189,450	565,576	169,306	77.0%
	GRAND TOTALS		1,748,350	4,194,914	1,721,070	2,456,773	2,415,353	1,779,561	57.6%

REPORT



REPORT OF	MEETING	DATE	ITEM NO
FINANCE	CABINET	15 FEBRUARY 2006	10

CONCESSIONARY TRAVEL SCHEME

Public/Exempt item

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

Summary

In March 2005, the Government announced that the minimum standard for elderly and disabled persons concessionary travel on local bus services would change from half fare to free travel with effect from April 2006. Following that announcement, Lancashire County Council and all Lancashire District Councils have considered a series of options for a revised concessionary travel scheme within the county. This report presents those options, together with details of the financial implications of each option on the Council's budget, for members to decide on their preferred way forward for concessionary travel in Fylde. The recommendation to the report has been put forward to members following discussions with the other Lancashire Districts, who have reached a general consensus that this option is affordable and represents the closest match to the existing concessionary travel scheme.

Recommendations

1. Members are asked to approve option 3 as stated in the report as the recommended concessionary travel scheme for elderly and disabled residents of the borough and to budget accordingly.

Executive brief

The item falls within the following executive brief[s]: Not yet appointed

Report

1. Introduction

- 1.1 Under legislation contained in the Transport Act 2000, all district and unitary authorities have been responsible for providing both residents over 60 and disabled persons with a minimum half-fare travel concession on local bus services within the district after 9.30am on weekdays. The current Lancashire scheme is more generous than the statutory requirement in that the concession is available at all times and extends across the whole of Lancashire.
- 1.2 In March 2005, the government announced that the statutory minimum requirement would change from a half-fare concession to free travel with effect from April 2006. Following this announcement, Lancashire County Council, who co-ordinate the concessionary travel scheme on the part of all the Lancashire Districts and Blackpool Unitary Council, commissioned a review of the concessionary travel scheme across the county. The review included an assessment of the likely cost of a series of options which both met the minimum statutory requirement proposed by the government and the aspirations of the Lancashire districts to preserve, as far as possible, the existing level of support provided to residents eligible for the concession.
- 1.3 The government recognised that this change would add significantly to the cost of providing concessionary travel and set out proposals to increase funding through the revenue support grant to offset the cost increases. The revenue support grant notification issued in December 2005 confirmed these proposals and so the Council is now in a position to confirm the level of funding for concessionary travel within the borough for 2006/07. This is dealt with in section 3 of this report.

2. The options for a revised concessionary travel scheme

- 2.1 The review of the concessionary travel scheme has proposed 5 options: -

Option 1.

Free travel to be provided on services after 09.30 within the borough boundary only. There would be no concessions at other times. This represents the minimum statutory requirement proposed by the government. It is also likely to be unpopular with concessionary pass holders as the benefits of the scheme are reduced.

Option 2

Free travel to be provided on services after 09.30 and a half-fare concession on services before 09.30 within the borough boundary only. Again this option is likely to be unpopular with concessionary pass holders as the benefits of the scheme are reduced.

Option 3

This option provides a wider range of concessions and best matches the existing scheme, namely:

- Free travel to be provided on services after 09.30 within the borough boundary,
- A half-fare concession on services before 09.30 within the borough boundary,
- A half-fare concession at all times on journeys within the NoWcard area,

- A half-fare concession at all times on cross boundary services which start or finish within the NoWcard area.

Option 4

This option extends the use of free travel and enhances the half-fare concession as follows:

- Free travel to be provided on services after 09.30 within the borough boundary,
- Free travel on cross-boundary services after 09.30 which start or finish within the borough boundary,
- A half-fare concession on services before 09.30 within the borough boundary,
- A half-fare concession on cross-boundary services which start or finish within the borough boundary,
- A half-fare concession at all times on journeys outside the borough boundary within the NoW card area and including cross boundary journeys that start or finish within the NoW card area.

Option 5

This option further extends the use of free travel after 09.30 and provides a half-fare concession at peak times as follows:

- Free travel to be provided on services after 09.30 within the NoW card area.
- Free travel to be provided on services after 09.30 which start or finish within the NoW card area.
- A half-fare concession on services before 09.30 within the NoW card area.
- A half-fare concession on services before 09.30 which start or finish within the NoW card area.

This is the simplest option under consideration for both pass-holders and bus companies but is the most expensive option (see table 1 below).

- 2.2 These options have been considered by the Concessionary Travel Working Group and by the other Lancashire districts who have reached the conclusion that option 3 is the preferred way forward as it best matches the existing concessionary travel scheme.
- 2.3 A further consideration is the effect on the concessionary travel scheme should the Council decide to adopt a different option than the one recommended. In the event of the scheme being fragmented operators would incur significant additional administrative costs to cover the individual negotiation and reimbursement of operators and the need to reconfigure ticket machines and back office systems to cope with the different scheme conditions. These costs, estimated at around £20,000 per operator, would fall completely on the Council should members decide to adopt a different scheme for concessionary travel to the rest of the Lancashire districts.

3. Financial Implications

- 3.1 The cost of the current scheme is estimated at £318,500 in 2006/07 and the government awarded Fylde an extra £486,000 in revenue support grant as part of the local government finance settlement. This has been built into the budget for next year which is based on option 3.

3.2 Table 1 below shows the estimated cost/saving of each of the five options against the current budget for 2006/07 which is based on option 3.

TABLE 1

Option	Cost(+)/Saving (-)against available budget (£)
1	-53,000
2	-40,700
3	0
4	+106,000
5	+117,000

4. Recommendations

4.1 It is recommended that

- The Council adopts option 3 as outlined in paragraph 2.1 of this report as the concessionary travel scheme for the Council with effect from April 2006.

IMPLICATIONS

Finance	As noted
Legal	Legal implications contained in report
Community Safety	
Human Rights and Equalities	
Sustainability	
Health & Safety and Risk Management	

REPORT AUTHOR	TEL	DATE	DOC ID
Brian White	(01253) 658566	3/2/06	Concessionary Travel

LIST OF BACKGROUND PAPERS

NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
Document name		Finance Section, Town Hall, St Annes.

Attached documents

List any attachments, each on a new line

REPORT



REPORT OF	MEETING	DATE	ITEM NO
FINANCE	CABINET	15 FEBRUARY 2006	10

REVENUE AND CAPITAL BUDGETS 2006/07

Public/Exempt item

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

Summary

This report recommends to members revenue and capital budgets for 2006/07 and beyond, together with the suggested council tax increase in 2006/07.

Recommendation/s

1. That members approve the net budget requirement of £9,758,380 in 2006/07.
2. That members approve a Council Tax increase of 4.95% in 2006/07
3. That members approve a 5 year capital programme as outlined at appendix 6, to be reviewed and rolled forward on an annual basis.

Executive brief

The item falls within the following cabinet brief[s]: Not yet appointed.

Report

1 Revenue Budget

- 1.1 For a number of years it has been increasingly difficult to balance the budget and deliver improving services to the residents of Fylde. This has been due to a number of reasons including a historically low council tax level (currently second lowest in Lancashire), poor government grant settlements and increasing demands on Council services and resources. To balance the budget Fylde for many years relied on the use of reserves.

- 1.2 The current year (2005/06) is the first in which there has been no explicit use of general fund balances to balance the budget. However the budget was effectively balanced last year by reducing maintenance budgets. This was a short-term measure and full maintenance budgets have been restored in 2006/07.
- 1.3 The budget process effectively started early in 2005 with work around the equitable taxation issue arising from the corporate plan. This has continued throughout the year with extensive consultation with the parishes resulting in the refinement of the equitable taxation model.
- 1.4 In July the corporate and financial planning report to the Executive Committee highlighted a growing budget gap in future years arising from revenue growth pressures.
- 1.5 In October the theme of the State of the Borough event was the budget and it produced some interesting results which are at appendix 1, including the preference of many for higher council tax increases and investment in services rather than cuts in service provision. Currently this option is governed by the Government imposing a cap on council tax increases at 5%.
- 1.6 In November a working group from the Performance Improvement Community Forum measured and ranked all the revenue and capital bids against the Council's corporate priorities with the results feeding into the budget process.
- 1.7 Also in November the first of the special budget meetings of the Executive Committee took place, which considered a number of ways to balance the budget, and the Performance Improvement Community Forum was invited to consider the issues further. The proposals presented at this meeting concentrated on discretionary service areas.
- 1.8 Further meetings of the Executive Committee to consider and balance the budget took place in December and January including a full day event scrutinising the budgets of each of the business units with the relevant officers.
- 1.9 Arising from this ongoing work a series of proposals were worked up to balance the budget. The table below takes as its starting point the budget reported to members of the Executive Committee on 18 January. Since then the final local government finance settlement has resulted in Fylde receiving an extra £21,000 in grant which has been set aside to cover any increased costs for a new Chief Executive.

	2006/07 Budget £
Total Net Expenditure	12,253,950
Financing Adjustments	(2,318,860)
Net Budget Requirement	9,935,090
Funded by	
Revenue Support Grant	5,206,390
Council Tax	4,551,990
Resources Available	9,758,380

2006/07 Budget Gap	176,710
Revenue Growth Bids	206,140
2006/07 Budget Gap	382,850
Management savings	30,000
CAB	36,840
Age Concern	2,500
Arts misc budget	10,000
Lowther crazy golf	8,000
Savings on procurement	15,000
Reduced net debt costs	35,510
Car park review	40,000
Concessionary Fares	205,000
Total Savings	382,850
Revised Budget Gap	0

2006/07

- 1.10 In 2006/07 the budget can be balanced by applying a 4.95% council tax increase and implementing a savings package of £382,850 as outlined in the table above. This still allows the Council to implement growth bids of £206,140, as discussed at the January Executive meeting and outlined at appendix 2, which most closely align with helping the Council to achieve its corporate objectives.
- 1.11 The figures in the table above incorporate savings agreed at the Executive Committee on the 18th January and the relatively straightforward areas put forward in the original savings list put before the Executive Committee in November. It also includes £40,000 for car parks related to the associated agenda paper. Council tax assumes a 4.95% increase for the Borough band D, from £146.16 to £153.39 in 2006/07.
- 1.12 The largest saving is achieved on concessionary fares which is addressed in a separate report on the agenda.
- 1.13 The reduced debt costs in the table are in comparison to the previously reported position before the notification of the housing grant for £428,000 which effectively means that the council does not have to borrow as significantly to finance the capital programme.

2007/08 and Beyond.

- 1.14 Balancing the budget beyond 2006/07 becomes increasingly difficult due to a number of factors which add up to a possible budget deficit of £650,000 in 2007/08 before we even consider the budget in any detail. This is due to:
- The impact of job evaluation which has to be implemented by April 2007 and could add up to £300,000 to the wage bill.
 - The budget for 2006/07 includes a £150,000 grant from the Public Service Agreement with County Council which will not arise in future years.
 - To balance the budget £200,000 of salaries have been charged to the capital budgets for regeneration and the back office accommodation review. The regeneration of St Annes is due to complete in the next year and this option will no longer be available

which means that these costs will fall on the revenue budget to be funded by the council taxpayer.

- 1.15 If these factors are not to lead to serious financial consequences for the Council it is imperative that work continues immediately after the budget on refining the corporate and financial priorities of the council, and on implementing an accelerated efficiency programme incorporating partnership working opportunities.

Equitable Taxation

- 1.16 Further work has been done on equitable taxation. The attached appendix 3 illustrates the effect of balancing the budget using equitable taxation and compares it to the equivalent of balancing the budget through a 5% increase in council tax. It also shows the effect of ensuring that no parish suffers an increase in council tax of more than £10 through adopting this methodology. This is broadly in line with the illustrations which parishes have been shown in relation to the 2005/06 budget.
- 1.17 However the timetable is too tight to implement this in 2006/07 as each Parish would need to formally agree its parish precept and notify the Council by the 22nd February at the latest. If the council were to informally agree a precept and pass a resolution to tax and bill on this amount, any subsequent dispute could require the council to rebill fully.
- 1.18 Appendices 4 illustrates the effect of using equitable taxation to raise council tax by another £200,000 in 2006/07 to help address the future budget gap.

2 Capital

- 2.1 A report summarising the position on the capital budget was submitted to the Executive Committee on the 14 December 2005. This highlighted the fact that the Council will have to take on debt to finance capital expenditure in the future as its main source of ongoing funding from New Fylde Housing right to buy receipts has reduced dramatically.
- 2.2 Since then there has been some good news! The government have taken everyone, including the Government Office of the North West, by surprise and introduced a new capital housing grant which is £428,000 for Fylde in 2006/07 and should remain at the same level in 2007/08. After that the position is unclear but for the purposes of the following analysis it is assumed that the level of grant will remain at the 2006/07 level into the future. Previously this grant was purely an authority from the Government which enabled councils to borrow up to this amount.
- 2.3 Although this is a housing grant there are no conditions attached and so there are no restrictions on how it can be spent although it is hoped by Government that it will be spent on housing activity that helps to meet the priorities in the regional housing strategy. These are urban renaissance, affordable housing and decent homes.

Capital Schemes

- 2.4 Appendix 5 highlights all the capital scheme bids received which total almost £8m to 2010 and £2,082,040 in 2006/07. These schemes have been graded broadly in terms of their importance in achieving the corporate objectives. The provision of disabled facilities grants (DFGs) is a statutory requirement and there is very strong government guidance that it is not acceptable to provide no assistance with regard to home improvement grants. These two grant schemes are important components in achieving the housing strategy with progress being reviewed at the re-inspection during the summer. It is recommended that for DFGs the Council maximise the government funding available which will result in a total programme of £475,000 with the Council funding 40% (£190,000).
- 2.5 For home improvement grants it is recommended that the whole of the housing grant (£428,000) outlined at 2.2 be allocated to this programme. The housing strategy shows an

ongoing commitment of £600,000 split between core funding of £350,000 and £250,000 dependent on 'surplus' right to buy receipts. These have clearly not materialised, therefore while the proposed level of funding is below the total in the housing strategy it is above the core level of funding.

- 2.6 For those schemes classed as operational the grading of A means that if not undertaken there is a high health and safety risk or risk that service provision will be directly affected.
- 2.7 For the crematorium the total cost of the required improvements is estimated at £800,000 at today's prices. This bid was originally put forward on the basis of setting aside £50,000 over the next three years with £650,000 being due in 2009/10. However the improvements in 2009 will be financed through a lease with the fees being increased to cover the extra costs. Because this is a requirement on all crematoria it is anticipated that neighbouring competitors will also increase their charges.
- 2.8 Under the 'current commitments' section of appendix 5 the final phase of the implementation of the youth shelter strategy is noted. Ashton gardens will be funded from the lottery grant with the match funding already in place from the sale of land within Ashton Gardens. If the lottery bid is unsuccessful the scheme will not go ahead.
- 2.9 The St Annes Classic resort bid incorporates an element of HERs grant (Heritage Economic Regeneration Scheme) for 2006/07 only. Effectively £50,000 invested by the Council when match funded will result in total extra investment of £500,000 over the next three years. An extra £25,000 would result in an extra £300,000. It is recommended that members consider this further when the out-turn position for the current year is known, with the possibility of funding this scheme through any underspend being considered.
- 2.10 If all the schemes graded A were approved, subject to DFGs being included at £475,000 pa and home improvement grants at £428,000, the capital programme would be as detailed at appendix 6 and funded as follows (excluding current commitments):

	06/07	07/08	08/09	09/10	10/11
	£'000	£'000	£'000	£'000	£'000
Capital Programme	1,048	963	943	903	903
Funding:					
Right to Buy Receipts	150	100	50	0	0
Target Asset Sales	100	100	100	100	100
Govt Grant					
- Disabled Facilities Grants	285	285	285	285	285
- Housing Grant	428	428	428	428	428
- Borrowing	85	50	80	90	90

- 2.11 The funding shows that there is a relatively small requirement to borrow year on year which could be reduced further if asset sales are increased or if home improvement grants were part funded through loans. This is addressed further at appendix 7. The cost of the capital programme is the cost of borrowing which falls on the revenue account and is effectively funded by the taxpayer. There is also the opportunity cost of the interest foregone on investing the right to buy, and asset sale proceeds.

Cost of the Capital Programme

Year	06/07	07/08	08/09	09/10	10/11
Funding:	£	£	£	£	£
Cumulative Borrowing Costs	9,400	14,900	23,800	33,900	43,900
Annual Interest foregone	11,250	9,000	6,750	4,500	4,500

3 Robustness of the Estimates and Reserves for 2006/2007

- 3.1 The Finance Manager has traditionally included comment on the level of reserves in the budget report but it is now a specific requirement of section 25 of the Local Government Act 2003 that the chief finance officer reports on the robustness of the estimates included in the budget and the adequacy of the reserves for which the budget provides.
- 3.2 The Finance Managers opinion throughout the budget has been that the process has taken all practical steps to identify and make provision for the commitments to which the Council will be exposed in 2006/07. As a result of this budget the general fund balance will remain in excess of the recommended minimum level of £500,000 and the level of specific reserves are assessed as satisfactory at their current levels.
- 3.3 Although the aim is to get to a position where the maximum year on year council tax increase is in line with inflation this position has not yet been achieved because of the historically low government grant settlements and the low council tax rate at Fylde. Therefore it is currently envisaged that in the short term council tax increases will remain close to 5%.

IMPLICATIONS	
Finance	Noted in report.
Legal	
Community Safety	
Human Rights and Equalities	
Sustainability	
Health & Safety and Risk Management	

REPORT AUTHOR	TEL	DATE	DOC ID
Brian White	(01253) 658566	6/2/06	Budget Report 06/07

LIST OF BACKGROUND PAPERS

NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
Budget Report 2006/07	6/2/06	Town hall, Finance section.

Attached documents

List any attachments, each on a new line

State of the Borough 2005

“You Pay - You Say”

FYLDE BOROUGH COUNCIL

Sex?

① Male

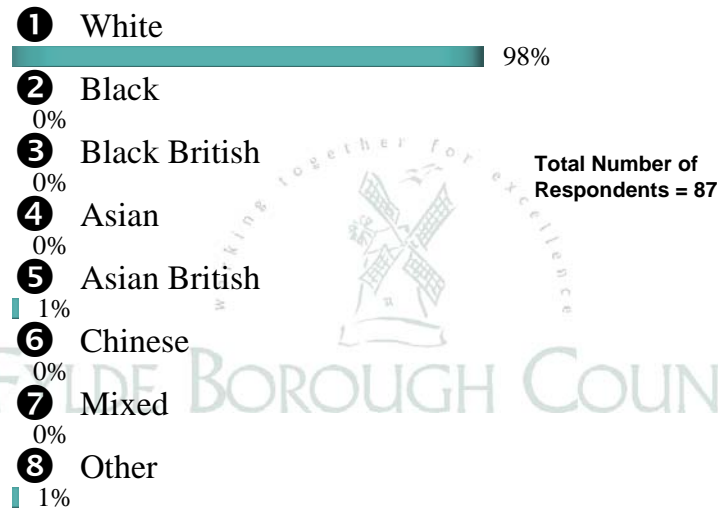


② Female

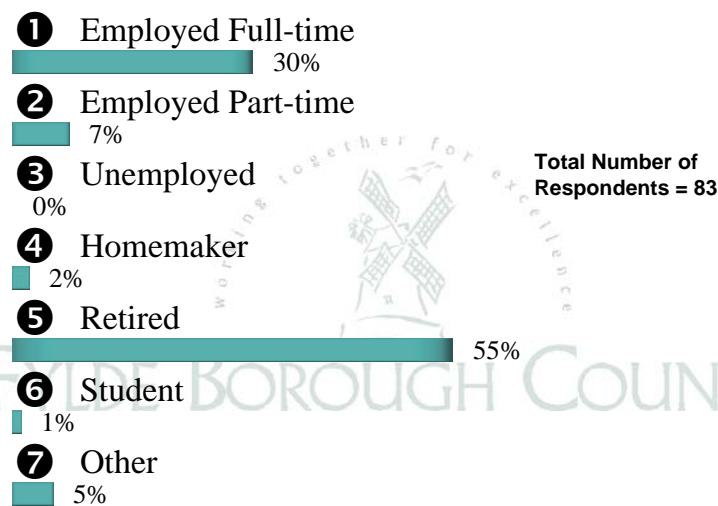


FYLDE BOROUGH COUNCIL

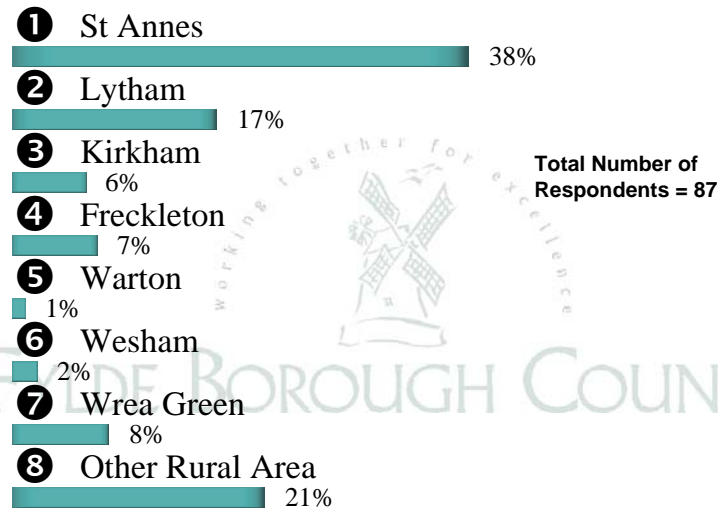
What is your ethnic background?



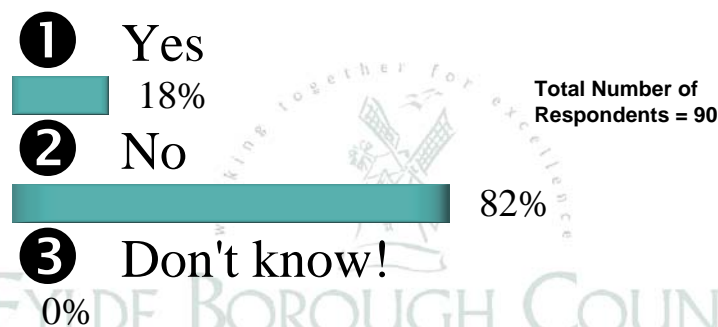
Are you:



Where do you live?



Are there persons under the age of 18 living in your property?

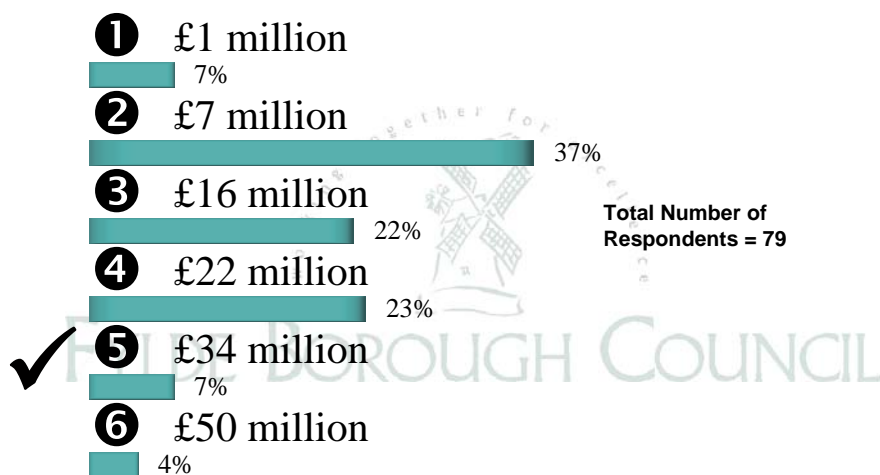


How Council Tax is Calculated

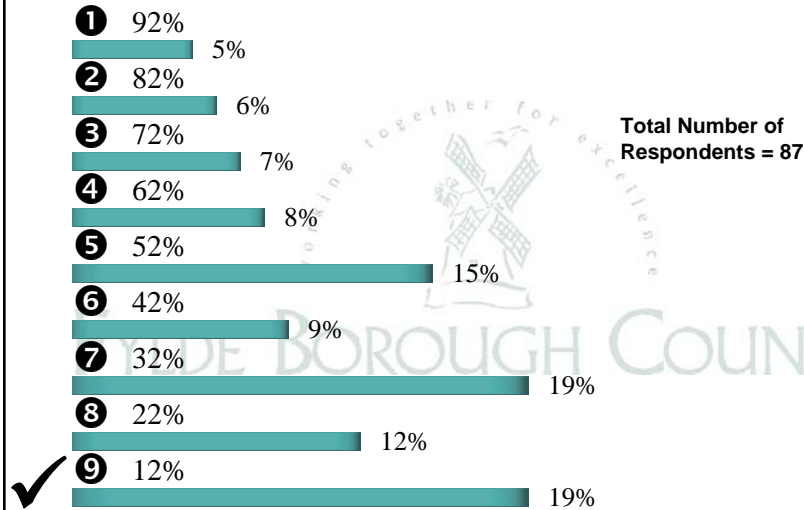
Ken Lee

Chief Executive

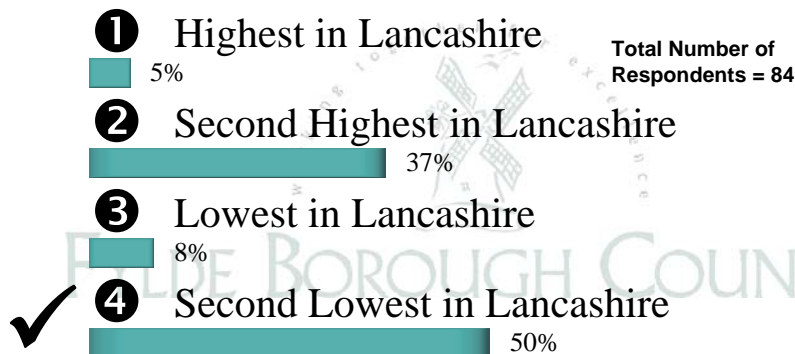
How much total Council Tax is collected from the residents of Fylde Borough?



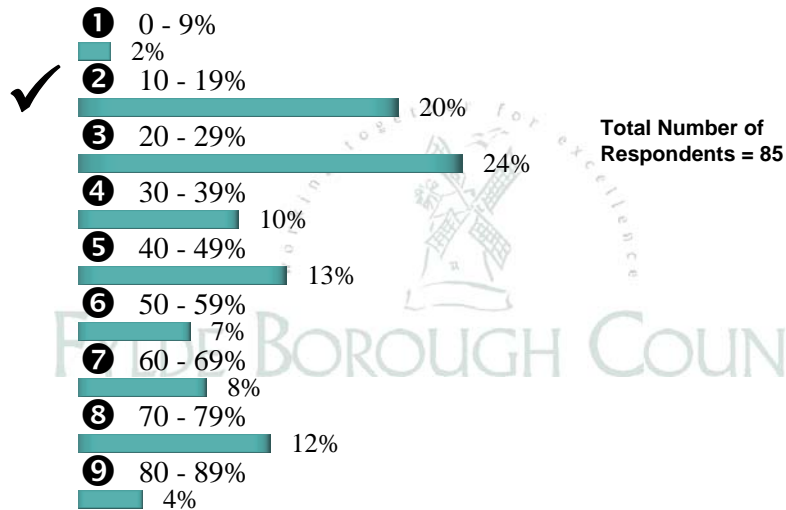
What percent of your Council Tax goes to Fylde Borough Council for the provision of services?



How does Fylde Borough Council's level of Council Tax compare with other councils' in Lancashire?



What percent of Fylde Borough Council's total expenditure is funded from Council Tax?



Fylde Borough Council Services

Phillip Woodward
Executive Director

FYLDE BOROUGH COUNCIL

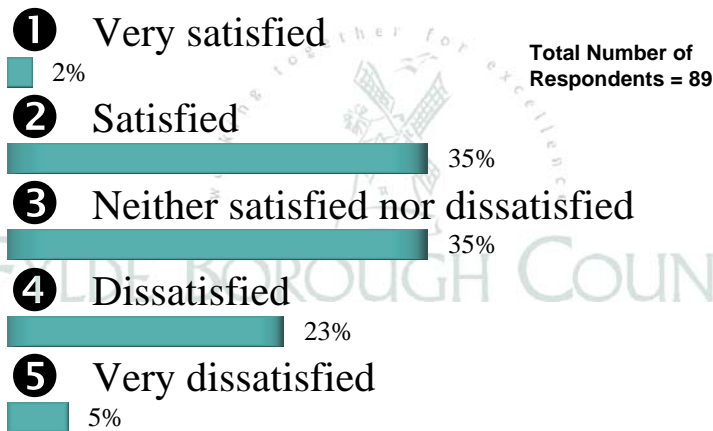
With which 3 Fylde Borough Council services are you **MOST** satisfied?



With which 3 Fylde Borough Council services are you **LEAST** satisfied?



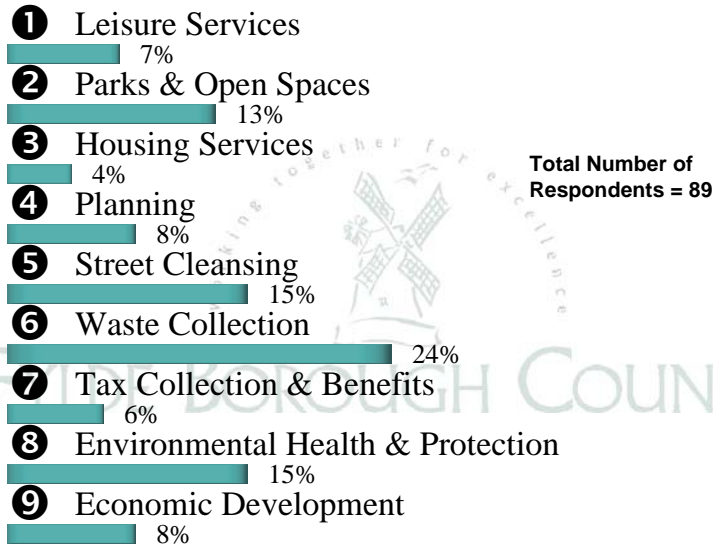
What is your overall level of satisfaction with Fylde Borough Council services?



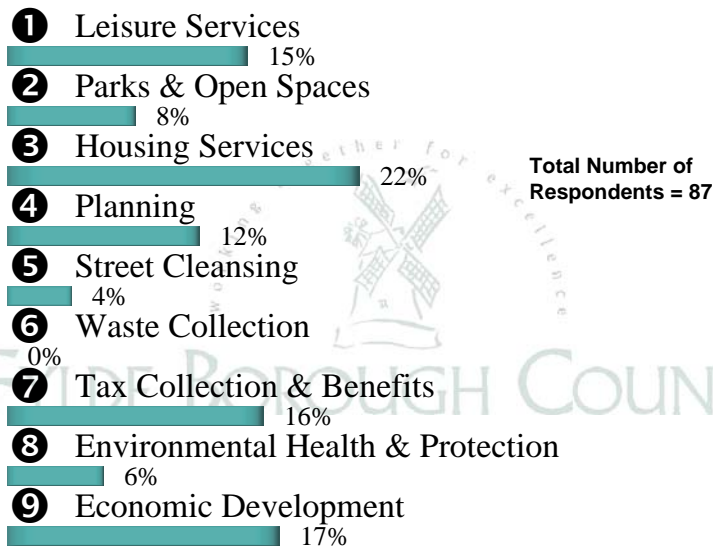
The Council's Current Financial Situation

Brian White
Finance Manager

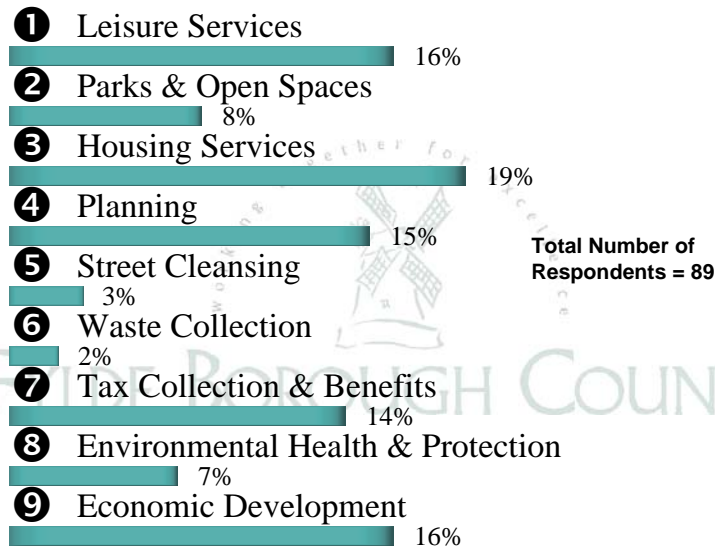
Which 3 Fylde Borough Council services are the MOST important to you?



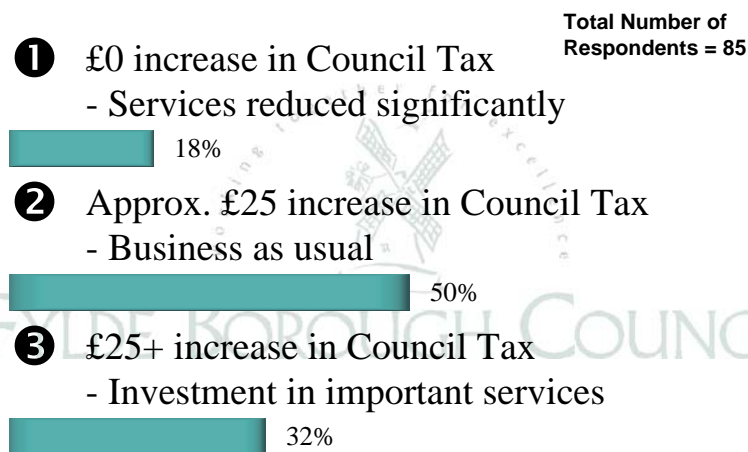
Which 3 Fylde Borough Council services are the LEAST important to you?



If needs be... on which 3 services should the council reduce it's spending?



Which of these 3 options would you support?



Parish Councils & Local Services

Dave Joy

Executive Director

Do you think that paying for local services is a fairer alternative to the current grant arrangements?

1 Yes

23%

2 No

77%

Total Number of
Respondents = 82

Which is the best way for the Council to balance its budget?

① Reduce Services

9%

② Increase Council Tax

15%

③ Introduce Local Payment for some Services

13%

④ Combination of 1 & 2

16%

⑤ Combination of 1 & 3

13%

⑥ Combination of 2 & 3

23%

⑦ Combination of 1 & 2 & 3

11%

Total Number of
Respondents = 81

Finance Ref.		Suggested Rank	2006/07 £	2007/08 £	2008/09 £	2009/10 £	2010/11 £
C10	Stray Dog Control (Transfer from Police)	Statutory	15,500	32,000	33,000	33,000	33,000
<u>Revenue Bids</u>							
C11	Scrutiny Officer (To Make 2.5FTE)	A	26,520	28,170	30,130	32,000	33,900
C12	Foreshore signs and maintenance	A	10,000	5,500	5,500	5,500	5,500
C18	CCTV Manager	A	15,000	15,000	15,000	15,000	15,000
B13	Public Toilets (Revised as per CFTFG)	A	45,000	45,000	45,000	45,000	45,000
C9	Car Park maintenance	A	50,000	50,000	50,000	0	0
C17	Fairhaven-Removal of duck faeces	B	12,120	12,120	12,120	12,120	12,120
B3	Replace perimeter fence at Mini Golf	B	8,000	8,000	8,000	0	0
C1	Provision of Floating Tenancy Support Worker	C	24,000	26,000	28,000	30,000	32,000
Revenue Bids to be included in Budget			206,140	221,790	226,750	172,620	176,520
C5	Play Area Maintenance - Parishes	C	20,500	19,500	18,000	18,000	18,000
C6	Lytham Green/ Granny's Bay Promenade Lighting	C	10,650	0	0	0	0
C13	Beach Patrol operational budget	C	11,000	11,000	11,000	11,000	11,000
C16	Women's Open Golf 3rd-6th August 2006	C	12,000	0	0	0	0
C7	Street Seats	C	8,000	8,000	8,000	8,000	8,000
C2	Development of Sub-regional housing Strategy	C	5,500	0	0	0	0
C4	Client Search Data Base	C	1,000	1,000	1,000	1,000	1,000
C15	Removal of Spartina Grass from beach	C	8,000	8,000	8,000	8,000	8,000
C23	Remote Opening & Closing of Cemetery Gates	C	7,000	0	0	0	0
C24	New signage and maps Cemetery Gates	C	3,500	0	0	0	0
C27	Treatment of Moss and Weeds on Lytham Green	C	7,500	0	0	0	0
C25 & C26	Rowing Boats and Pedelos (Replacement) Fairhaven	C	4,000	4,000	0	0	0
C28	Beach Patrol Vehicle - Frame for CCTV	C	2,000	0	0	0	0
C29	Trees for Fylde	C	2,800	0	0	0	0
C31	Access Gate - Sand Yacht Access Point	C	1,500	0	0	0	0
C32	Fence at Blackpool Road Playing Field	C	1,750	0	0	0	0
C30	Lifebouy's and Lifebouy Holders with Heaving	C	5,000	5,000	7,000	0	0
Revenue bids not included in Budget			111,700	56,500	53,000	46,000	46,000

Appendix 3. EQUITABLE TAXATION SHADOW BUDGET - 2006/07 - BALANCED BUDGET

Parish/Area	Taxbase	Current Budget				Shadow Budget				
		Parish Precept	Parish Precept Band D	Borough Band D 2005/06 + 5%	Borough + Parish Band D	Special Expenses	Parish Precept Band D	Borough Band D	Borough + Parish Band D	Variance
		£	£	£	£	£	£	£	£	£
Warton	1,276.80	15,500.00	12.14	153.46	165.60	39,351.35	30.82	102.20	133.02	-32.58
Elswick	436.35	5,000.00	11.46	153.46	164.92	31,729.95	72.72	102.20	174.92	10.00
Freckleton	2,112.97	9,450.00	4.47	153.46	157.93	88,627.34	41.94	102.20	144.14	-13.79
Greenhalgh	181.14	1,500.00	8.28	153.46	161.74	3,043.93	16.80	102.20	119.00	-42.74
Kirkham	2,305.64	5,000.00	2.17	153.46	155.63	143,197.86	62.11	102.20	164.31	8.68
Lt. Eccleston	213.03	4,000.00	18.78	153.46	172.24	10,551.04	49.53	102.20	151.73	-20.51
Wesham	1,044.79	6,897.00	6.60	153.46	160.06	38,033.16	36.40	102.20	138.60	-21.46
Newton	1,043.50	7,500.00	7.19	153.46	160.65	48,491.31	46.47	102.20	148.67	-11.98
Ribby-w-Wrea	754.29	4,000.00	5.30	153.46	158.76	18,968.68	25.15	102.20	127.35	-31.42
Singleton	427.35	5,200.00	12.17	153.46	165.63	9,106.74	21.31	102.20	123.51	-42.12
Staining	865.20	12,400.00	14.33	153.46	167.79	27,088.25	31.31	102.20	133.51	-34.28
Treales	212.08	1,300.00	6.13	153.46	159.59	9,586.06	45.20	102.20	147.40	-12.19
Weeton	278.18	2,000.00	7.19	153.46	160.65	7,444.49	26.76	102.20	128.96	-31.69
Westby	547.60	1,500.00	2.74	153.46	156.20	3,997.91	7.30	102.20	109.50	-46.70
Lytham/St.Annes Centre	17,976.98					1,101,273.76	61.26	*add to Lytham & St.Annes only*		
St.Annes [Parished]		10,000.00	0.95	153.46	154.41	10,000.00	0.95	102.20	164.41	10.00
Lytham		0.00	0.00	153.46	153.46	0.00	-	102.20	163.46	10.00
Total	29,675.90	91,247.00				1,648,308.99				

Appendix 4. EQUITABLE TAXATION SHADOW BUDGET - 2006/07 - UNBALANCED BUDGET UNADJUSTED

Parish/Area	Taxbase	Current Budget				Shadow Budget				
		Parish Precept	Parish Precept Band D	Borough Band D 2005/06 + 5%	Borough + Parish Band D	Special Expenses	Parish Precept Band D	Borough Band D	Borough + Parish Band D	Variance
Warton	1,276.80	15,500.00	12.14	153.46	165.60	38,912.96	30.48	125.71	156.19	-9.41
Elswick	436.35	5,000.00	11.46	153.46	164.92	22,248.52	50.99	125.71	176.70	11.78
Freckleton	2,112.97	9,450.00	4.47	153.46	157.93	87,901.85	41.60	125.71	167.31	9.38
Greenhalgh	181.14	1,500.00	8.28	153.46	161.74	2,981.78	16.46	125.71	142.17	-19.57
Kirkham	2,305.64	5,000.00	2.17	153.46	155.63	96,150.00	41.70	125.71	167.41	11.78
Lt. Eccleston	213.03	4,000.00	18.78	153.46	172.24	10,477.90	49.19	125.71	174.90	2.66
Wesham	1,044.79	6,897.00	6.60	153.46	160.06	37,674.43	36.06	125.71	161.77	1.71
Newton	1,043.50	7,500.00	7.19	153.46	160.65	48,133.03	46.13	125.71	171.84	11.19
Ribby-w-Wrea	754.29	4,000.00	5.30	153.46	158.76	18,709.70	24.80	125.71	150.51	-8.25
Singleton	427.35	5,200.00	12.17	153.46	165.63	8,960.01	20.97	125.71	146.68	-18.95
Staining	865.20	12,400.00	14.33	153.46	167.79	26,791.18	30.97	125.71	156.68	-11.12
Treales	212.08	1,300.00	6.13	153.46	159.59	9,513.24	44.86	125.71	170.57	10.98
Weeton	278.18	2,000.00	7.19	153.46	160.65	7,348.98	26.42	125.71	152.13	-8.52
Westby	547.60	1,500.00	2.74	153.46	156.20	3,809.89	6.96	125.71	132.67	-23.53
Lytham/St.Annes Centre	17,976.98					691,999.90	38.49	*add to Lytham & St.Annes only*		
St.Annes [Parished]		10,000.00	0.95	153.46	154.41	10,000.00	0.95	125.71	165.16	10.74
Lytham		0.00	0.00	153.46	153.46	0.00		125.71	164.20	10.74
Total	29,675.90	91,247.00				1,121,613.37				

Ranking of Capital bids against Corporate Criteria

Appendix 5

Finance Ref.		Suggested Rank	2006/07 £	2007/08 £	2008/09 £	2009/10 £	2010/11 £
<u>New Capital Schemes</u>							
A6	Disabled Facilities Grants Programme	A	490,000	490,000	490,000	490,000	490,000
A5	Private Home Improvement Grants	A	600,000	600,000	600,000	600,000	600,000
A10	St Annes Classic Resorts Programme	C	100,000	150,000	150,000	0	0
A7	Regenerate Market Square Lytham	C	66,550	100,000	0	0	0
A4	New Access Road to Burial Sites	C	30,000	0	0	0	0
<u>Operational Capital Schemes</u>							
B1	Kirkham War Memorial - Repairs	A	100,000	60,000	40,000	0	0
B5	Improvements to Cemetary and Cremetorium	A				800,000	0
B6	Hot Face Reline - No.2 Cremator	A	15,000	0	0	0	0
B12	Pumping Station Refurbishment Programme	A	30,000	0	0	0	0
Parish Bid	Singleton Play Area	B	15,000	0	0	0	0
Parish Bid	Singleton Village Hall	B	50,000	0	0	0	0
Parish Bid	Newton recreational equipment	B	5,250	5,250	5,250	0	0
Parish Bid	Newton with Clifton - William Pickles Park	B	5,000	5,000	5,000	0	0
Parish Bid	Kirkham Memorial Gardens	B	50,000	0	0	0	0
Parish Bid	Elswick Village Green	B	20,000	0	0	0	0
Parish Bid	Refurish Warton Sports Pavilion	B	75,000	0	0	0	0
Parish Bid	Replacement Portakabin - Treasles R & W Parish	B	25,000	0	0	0	0
Parish Bid	Freckleton Community Centre	B	120,000	0	0	0	0
B2	Cemetary and Cremetorium Footpaths and Roads	B	20,000	5,000	5,000	0	0
B11	Car Park Improvement Programme	B	70,000	70,000	70,000	0	0
B9	Repairs to Pond at Lowther Gardens	C	10,000	0	0	0	0
A1	Replacement of Triple Mower	C	25,120	0	0	0	0
A2	Replacement of Mini Tractor	C	15,000	0	0	0	0
B15	Replace playground fencing (Lowther & Lansdown)	C	13,120	0	0	0	0
B4	Rolling programme of footpath repairs	C	100,000	15,000	15,000	0	0
C8	St Annes Prom-lighting improvements	C	32,000	32,000	0	0	0

Total Capital Bids

2,082,040	1,532,250	1,380,250	1,890,000	1,090,000
-----------	-----------	-----------	-----------	-----------

7,974,540

Current Commitments

2005/06	Heritage Restoration of Ashton Gardens	60,000	645,100	645,100	645,100	0
2004/05	Youth Shelter Strategy	16,000	0	0	0	0

Total Current Commitments

76,000	645,100	645,100	645,100	0
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Note: Ashton Gardens is dependent on the lottery bid for 75% of the total project cost. The remaining amount has already been received from the sale of land.

Capital Programme

Finance Ref.		Rank	2006/07	2007/08	2008/09	2009/10	2010/11
			£	£	£	£	£
<u>Capital Grants</u>							
A6	Disabled Facilities Grants Programme	A	475,000	475,000	475,000	475,000	475,000
A5	Private Home Improvement Grants	A	428,000	428,000	428,000	428,000	428,000
<u>Operational Capital Schemes</u>							
B1	Kirkham War Memorial - Repairs	A	100,000	60,000	40,000	0	0
B5	Improvements to Cemetary and Cremetorium	A	0	0	0	800,000	0
B6	Hot Face Reline - No.2 Cremator	A	15,000	0	0	0	0
B12	Pumping Station Refurbishment Programme	A	30,000	0	0	0	0
Total Capital Programme			1,048,000	963,000	943,000	1,703,000	903,000
<u>Current Commitments</u>							
2005/06	Heritage Restoration of Ashton Gardens		60,000	645,100	645,100	645,100	0
2004/05	Youth Shelter Strategy		16,000	0	0	0	0
Total Current Commitments			76,000	645,100	645,100	645,100	0

Housing Renewal Equity Loans

Equity loans allow low income homeowners to release equity in their property, which can then be used to repair and improve their home. There are two key objectives:

- To lever private finance into private sector housing renewal.
- To assist vulnerable low income homeowners to improve and repair their homes.

The principle is that instead of giving grant aid, or possibly to fund additional works not covered by grant, money is paid as a loan secured by a legal charge against the value of the homeowners property. This is an equity stake. No interest is paid on the equity stake, instead the loan (equity stake) is linked to the property value as a percentage. As the value of the property grows so does the equity stake and on sale of the property money is recycled into further loans.

For example: if the loan is £10,000 and the house is valued at £100,000, the loan represents 10% of the value. The charge registered against the house is therefore 10% of the market value. If the house value rises to £150,000 at the point of sale, then 10% is repaid, i.e. £15,000.

There is no limit on the current time the charge lasts for and the Council will only reclaim the loan at the point of sale or if the client chooses at any time to pay off the loan. This effectively means that low income clients can afford to borrow money to carry out essential improvements or repairs.

A number of local authorities, including Wyre Borough Council, are working with the Regenda Group to develop equity loan schemes. Any policy would identify the criteria for assistance, both general and financial, plus the exclusions to the scheme, together with the types of eligible works.

Developing this type of scheme relies upon the Council providing a capital pot from which the loans will be drawn, plus providing revenue funding for the service provided by the Regenda Group. Currently the detail of the financial implications is not known.

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