



Agenda

Tourism and Leisure Committee

Date:	Thursday, 3 September 2020 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Cheryl Little (Chairman) Councillor Michael Sayward (Vice-Chairman)</p> <p>Councillors Peter Anthony, Tim Armit, Brenda Blackshaw, Sue Fazackerley MBE, Shirley Green, Gavin Harrison, Matthew Lee, Kiran Mulholland, Vince Settle, Elaine Silverwood.</p>

Please Note: This meeting is being held remotely via Zoom. To access the meeting please click on the link below.
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 Meeting ID: 826 5981 6895
 Passcode: 460944

Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.
 To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 18 June 2020 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
	DECISION ITEMS:	
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7	Fairhaven Lake – Heritage Lottery Project – Landscape Contract Drawdown	To Follow
8	Access Control Measures	18 - 21
9	Appointment to Outside Bodies/Working Groups	22 - 25
	INFORMATION ITEMS:	
10	Lowther Gardens Trust – Annual Report	26 - 32

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

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

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	3 SEPTEMBER 2020	4
BUDGET SETTING – FEES AND CHARGES 2020/21 FAIRHAVEN ADVENTURE GOLF			

PUBLIC ITEM

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

SUMMARY

At the Tourism and Leisure Committee in March 2020, the Committee approved capital expenditure for the new Adventure Golf course at Fairhaven Lake. Within the report it was noted that a further report would be presented to a future Committee meeting requesting approval for the proposed fee levels to be adopted and subsequently included within the schedule of approved fees and charges for 2020/21.

This report gives details regarding the fees and charges, including background to how these were determined and describes the operation of the service.

RECOMMENDATIONS

1. To recommend to Council the proposed fees and charges for the Fairhaven Adventure Golf as detailed within the report to be adopted within the schedule of fees and charges for 2020/21.

SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure Committee – 9th January 2020 RESOLVED;

1. To recommend to Council a proposed schedule of fees and charges applicable for 2020/21; and
2. To note that the final fees and charges for 2020/21 will be approved by the Budget Council in March 2020.

CORPORATE PRIORITIES

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

REPORT

1. Each year, as part of the budget-setting process for the coming financial year, budget-holders are required to review the fees and charges that the Council applies to the range of services which it delivers.
2. There are different considerations for assessing changes to the level of fees and charges depending upon the nature of the service. This is explained below:

- For certain activities, for example some environmental health-related activities, fee levels are set by statute at a prescribed level.
 - For other types of charges in respect of services for which the Council has statutory responsibilities (for example in relation to licensing matters) fee levels must be set at an appropriate level such that only eligible costs are recovered. and
 - For other activities which are not set by statute and for which the Council is not acting under statutory powers (e.g. games site fees) fee levels may be set at levels that are determined by the Council itself. In respect of these types of activity the review of fees and charges comprises a review of costs, a review of the fee levels of competitor providers and after a consideration of the likely effect on demand for the services and the total income that would be received at different fee levels.
3. Due to the timing of the Adventure Golf project, it was not possible to include the required fees and charges within the usual budget setting process. A note was inserted into the March 2020 Adventure Golf Drawdown Committee report which stated that a further report would be presented so that the fees and charges for the facility could be considered by the Committee and included within the schedule of fees and charges for 2020/21.
 4. The following paragraphs provide a description of the service and how the proposed fees and charges for the Adventure Golf have been calculated.
 5. The new Adventure Golf course will at least initially be operated in-house by Fylde Council using a combination of existing and new resources. This will be the first phase of a transition at Fairhaven Lake to a new management regime ahead of the completion of the NLHF restoration scheme.
 6. A forecast of income and expenditure figures for 2020/21 are included in the business plan for the facility and have already been included as part of the previous Adventure Golf drawdown report.
 7. The Committee is requested to recommend to Council the following fees and charges that were referenced within the previous Adventure Golf drawdown report of March 2020:
 - Adult Ticket £7
 - Junior Ticket £5
 - Family Ticket (2 Adults, 2 Juniors) £20
 VAT will be categorised as “Exempt”
 8. The above fees and charges have been benchmarked against a range of different regional courses, comparing and contrasting quality, number of holes, location and features.

IMPLICATIONS	
Finance	This report requests that Members consider the additional fees and charges for Adventure Golf and approve for adoption with the schedule of fees and charges for 2020/21.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Charlie Richards	01253 658472	SEPTEMBER 2020
Mark Wilde	01253 658475	SEPTEMBER 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Adventure Golf Drawdown Report	12 th March 2020	www.fylde.gov.uk

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	3 SEPTEMBER 2020	5
BUDGET SETTING – FEES AND CHARGES 2020/21 PRIVATE PADDLE PERMIT			

PUBLIC ITEM

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

SUMMARY

This report gives details regarding the fees and charges associated with the proposed introduction of a Fairhaven Lake Private Paddle Permit for £60 per year.

RECOMMENDATIONS

1. To recommend to Council the proposed fees and charges for the introduction of a private paddle permit at Fairhaven Lake as detailed within the report to be adopted within the schedule of fees and charges for 2020/21.

SUMMARY OF PREVIOUS DECISIONS

The proposed fees and charges for services that are within the terms of reference of each programme committee are recommended to Council for approval as part of the annual budget-setting process. There have been no previous decisions in respect of these fees and charges for 2020/21.

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

REPORT

1. The Council currently offer private use of Fairhaven Lake for any craft at a fee of £75 per annum, however use is only permitted during working hours.
2. During the covid-19 lockdown, a large increase of requests from the public have been received by officers for out of hours use of Kayaks and Stand up Paddleboards (SUP's) on Fairhaven Lake. These sports are growing in popularity and form a central focus to the new Watersports Centre which will be constructed as part of the NLHF restoration project.

3. During discussions in order to phase the return of activity at Fairhaven Lake, it has been suggested that the issue of managing the use of the lake by private Kayaks and Stand up Paddleboards needs to be addressed. Although the Council do not encourage or invite users to take part in activity out of hours, the Council do not have signage at the lake stating it is prohibited.
4. Officers have researched policies of neighbouring Local Authorities that have marine lakes for private water sports, with it becoming apparent that there are two different ways of dealing with out of hours use of the lake. The following two examples, exemplify the two different positions for out of hours use:

Wyre Council, Fleetwood Marine Lake

- Allow use with no permit or cost;
- Ask users to supply own public liability insurance;
- Signage is displayed on site stating personal use is at own risk.

Sefton Council, Southport Marine Lake

- Allow use with permit for different crafts (£58 for kayak & SUP);
- Users are issued with Health & Safety policy upon permit application;
- Signage on site states that a permit is required.

5. Another option would be to not allow out of hours use at all, however this would be very difficult to enforce.
6. Officers recommend introducing a paddle permit system that would align with the Fairhaven NLHF Restoration project activity plan.
7. Safety guidance procedures will be provided with all permits to ensure safety of users. As Kayaks and SUP's do not require vehicle access or launching from council-maintained slipways, the current annual fee of £75 is high and not in line with other authority price ranges.
8. A charge of £60 for paddle only permit is proposed.

IMPLICATIONS	
Finance	This report requests that Members consider the additional fees and charges for a private paddle permit and approve for adoption with the schedule of fees and charges for 2020/21.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Charlie Richards	01253 658472	August 2020

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

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	3 SEPTEMBER 2020	6
FAIRHAVEN LAKE – HERITAGE LOTTERY PROJECT – BUILDING CONTRACT DRAWDOWN			

PUBLIC ITEM

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

SUMMARY

In December 2018, the Council was notified that it had been successful in securing the second round capital grant from the Heritage Lottery Fund in the sum of £1,476,600 for the restoration of Fairhaven Lake & Gardens. The grant has been awarded on the condition that match funding of a further £960,897 is provided by Fylde Council, through internal and external financial contributions, providing a total capital budget of £2,437,497.

The latest Capital Programme contains a remaining balance of £2,224,000 (£2,099,000 in 2020/21 & (£125,000 in 2021/22 to deliver the approved purposes of the Heritage Fund grant, detailed within the second round application documents.

The building works have now been tendered. This report sets out the context and details the receipt of tenders, tender assessment and makes recommendations to proceed with the project through the letting of the contract to complete the building works.

RECOMMENDATIONS

The Tourism and Leisure Committee is requested:

1. To approve the proposed capital expenditure in 2020/21 respect to the scheme as outlined in this report of £1,236,980;
2. To approve the letting of the contract to John Turner Construction Group Limited for £1,236,980 to carry out the scheme as outlined in this report;

SUMMARY OF PREVIOUS DECISIONS

Council Meeting - 2nd March 2016 RESOLVED:

To approve the Medium Term Financial Strategy (MTFS) for the five years 2015/16 to 2019/20, including an updated Useable Reserves & Balances policy. This revised policy included the transfer of a sum of £3m from General Fund balances to the Funding Volatility Reserve in 2015/16 with the first call on this reserve being as match funding for the Fairhaven lottery bid should this be successful in the maximum sum of £400k.

Council meeting - 4th December 2017 RESOLVED:

To approve a funded budget increase for 2019/20 in the sum of £120k in respect of the Fairhaven Lake & Gardens Restoration Project scheme, that was within the approved Capital Programme, to provide public realm enhancements to the scheme to be met from the Capital Investment Reserve.

Council meeting - Monday 16th July 2018 RESOLVED:

To approve the detail and submission of the Fairhaven Lake and Gardens final capital cost plan to the Heritage Lottery Fund and agreed to underwrite the as yet unsecured external funding in the sum of £343K, to be met from the Capital Investment Reserve.

Tourism & Leisure Committee – Thursday 26th June 2018 RESOLVED:

1. To note the approval by the Council at the meeting of 16th July 2018 of an addition to the Capital Programme for 2018/19, should it become necessary, in relation to the underwriting of the Fairhaven Lake and Gardens Heritage Lottery Fund Round 2 submission in a maximum sum of £343,000;
2. To approve the detail and submission of the Fairhaven Lake and Gardens final masterplan included in the report, which forms part of the Round 2 submission to the Heritage Lottery Fund; and

To approve the detail and submission of the Fairhaven Lake and Gardens final capital cost plan included in the report, which forms part of the Round 2 submission to the Heritage Lottery Fund, which included the underwriting of £343,000 as agreed by Council at the meeting of 16th July 2018.

Tourism and Leisure Committee – 14th March 2019 RESOLVED:

1. To consider the scheme as proposed within this report and recommend to Council approval of a fully-funded increase in the total scheme value within the Capital Programme of £2,317,497 (£33,342 in 2018/2019, £1,401,500 in 2019/2020, £713,943 in 2020/2021 and £168,712 in 2021/2022) in respect of the Fairhaven Lake & Gardens Restoration Project, to be met in full as detailed in the report;
2. Subject to the approval at 1 above, to authorise the proposed expenditure in respect of Professional fees in the sum of £170,653 and activity costs in the sum of £276,125 as detailed in section 9 in order to progress the scheme; and
3. To note that further draw down reports will be presented to the Tourism and Leisure committee as the scheme progresses.

Council - 25 March 2019 RESOLVED:

1. Accept the recommendations of Tourism and Leisure Committee and approve of a fully-funded increase in the total scheme value within the Capital Programme of £2,317,497 (£33,342 in 2018/2019, £1,401,500 in 2019/2020, £713,943 in 2020/2021 and £168,712 in 2021/2022) in respect of the Fairhaven Lake & Gardens Restoration Project, to be met in full as detailed in the report;
2. Subject to the approval at 1 above, to authorise the proposed expenditure in respect of Professional fees in the sum of £170,653 and activity costs in the sum of £276,125 as detailed in section 9 in order to progress the scheme; and
3. To note that further draw down reports will be presented to the Tourism and Leisure committee as the scheme progresses.

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

REPORT

BACKGROUND

1. The Council have supported a grant application to the National Lottery Heritage Fund (NLHF) for the restoration of Fairhaven Lake & Gardens since 2011 and have committed capital funding to the project as detailed in this report. Two previous unsuccessful bids were made to the NLHF in 2011 and 2014.
2. The Council submitted a third and final funding application to the NLHF in August 2016 for a development grant to restore Fairhaven Lake & Gardens. The bid was prepared under the 'Parks for People' strand of the Heritage Lottery which is specific to the restoration of historic parks and gardens.
3. In January 2017 the Council was informed that the bid had been successful and a development grant of £165,500 was awarded for the project, on the condition that match funding of £54,866 was provided by Fylde through internal or external financial contributions, providing a total capital budget of £220,366, to provide Fylde Council with the opportunity to prepare a second round capital bid to the NLHF.
4. Two project officers were recruited in August 2018, alongside a multi-disciplinary team of consultants to develop a capital grant (second round) application to the NLHF. The second round application to the NLHF was made in August 2018 for £1,476,600, on the condition that partnership funding of £960,897 was secured to make an overall total project budget of £2,437,497.
5. In December 2018, the Council was notified that it had been successful in securing the second round capital grant from the Heritage Lottery Fund of £1,476,600 for the restoration of Fairhaven Lake & Gardens. The grant has been awarded on the condition that match funding of a further £960,897 is provided by Fylde Council, through internal and external financial contributions, providing a total capital budget of £2,437,497.
6. On the award of a second round grant, the NLHF specified a list of 'approved purposes' that must be achieved in order to deliver the key aspects of the project that were specified within the application. The approved purposes must be achieved and are conditional to claiming the grant.
7. The 'approved purposes' that must be achieved under the terms of the second round grant are:

Lake Works: Improving lake condition, water quality, interest and accessibility by:

- Removing silt, installing aeration-pumps and restoring edges and footpaths;
- Upgrading pontoon;
- Forming a beach;
- Preparing island to be a forest school;
- Creating a winter wader roost on another island; working with Fylde Bird Club and RPSB.

Historic Buildings:

- Pavilion Café: removing inappropriate extensions to expose original features, including colonnaded veranda and internal cornice details; remodelling east elevation to restore roof based on the original architect's intentions; reconfiguring the interior, levelling the split floor and introducing accessible toilets;
- Pagoda: exposing original timber and ironwork roof structure and removing alterations to open space as a welcome and interpretation centre
- Boathouse (to become the Watersports Centre): reconfiguring to provide a classroom and facilities for lake users (toilets, changing facilities and storage) within a new insulated shell.

Landscaping:

- Restoring to use Mawson's Japanese Lagoon Garden;
- Upgrading tennis courts;
- Installing adventure play park;
- Providing sustainable tree/shrub displays suitable for the challenging coastal environment;
- Creating Mawson's Lookout over the Estuary;
- Working with Lancashire Gardens Trust, establishing a volunteer-run plant nursery.

Interpretation: Providing interpretation to include:

- Welcome panels;
- Pagoda exhibition;
- Trail waymarking and information;
- Website improvements;
- Temporary exhibition area.

Activity Programme for the general public and targeted groups, including:

- Community archaeology dig(s) at the Japanese Garden and site of the World War II observatory;
- Annual Events: regatta, open day, Heritage Open Days, Big Picnic;
- Annual on-site and outreach talks and guided walks, including work-in-progress tours;
- Memories workshops and oral history collection leading to Community Theatre performances;
- Running a Heritage Hub in the Pagoda, with changing exhibitions prepared by local groups, including those not well represented in the heritage;
- Family activities: drop-in sessions, orienteering, buggy walks, Family Heritage Afternoons targeted at hard-to-reach audiences;
- Specially designed activities for users of health and wellbeing services and children and family agencies;
- An expanded programme of watersports activities including swimming, sailing, canoeing, kayaking and paddle boarding;
- Informal learning resources: quizzes, trials, self-guiding leaflets, web-based resources.

Formal Education:

- Delivering activity programme for primary schools;
- Offering work experience opportunities for local college students studying tourism, media, landscape and horticulture;
- Creating and making available on-line resources.

Volunteering:

- Training and developing new and existing volunteers to support the park and contribute to the Friends of Fairhaven Lake, the whole park Steering Group, a Heritage Advisory Panel and a Youth Steering Group;
- Appointing a Volunteer Co-ordinator.

Staffing:

- Employing a Project Officer (FTE) and an Activity Development Officer (0.6FTE).

Marketing

- Marketing the park's offer to ensure take-up.

8. The approved purposes will be delivered on site through several contracts. This report concerns the procurement of the historic buildings works. For buildability/practical reasons the works to the tennis courts and minor landscaping works near the buildings are also included in this procurement exercise.

PROCUREMENT PROCESS & EVALUATION

9. Officers from the Tourism and Cultural Services Team and the Corporate Procurement Officer have led the tender process via a 'traditional' procurement route whereby the design is fully detailed by the Client design team prior to tender.
10. The tender process was undertaken via a restricted procedure. The opportunity was advertised on 1st June 2020 via the 'Chest Procurement Portal' with interested contractors required to populate a Standard Questionnaire response by the deadline of 15th June 2020.

11. 14 Standard Questionnaire submissions were received. The Standard Questionnaire responses were evaluated and a shortlist of 4 contractors were selected to take through to Invitation to Tender stage. The selected shortlist was as follows:
- F Parkinson Ltd;
 - John Turner Construction Group Ltd;
 - Rosslee Construction Ltd;
 - Walter Carefoot & Sons (Construction) Ltd.
12. The Invitation to Tender documents were issued to the shortlist on 25th June 2020, with a submission deadline of 31st July 2020. This deadline was extended to the 5th August due to requests made by multiple contractors.
13. The tender was scored on a 70% price basis and 30% quality basis.
14. A concise summary of the price evaluation section and how this was scored is contained below:

Figure 1 – Summary of tender breakdowns

	PTE	TURNERS	ROSSLEE	CAREFOOT	PARKINSON
<u>Preliminaries</u>					
Preliminaries	143,420.00	105,031.09	116,811.92	133,785.98	180,259.53
<u>Section 3- Watersports Centre</u>	177,127.00	141,919.85	153,246.56	171,140.96	171,795.44
Demolitions and Alterations	15,084.50	16,263.10	9,443.77	23,338.10	13,577.08
Excavation and Earthwork	750.00	653.77	912.71	786.29	2,810.90
Concrete Work	748.00	558.82	832.64	1,056.36	2,810.08
Brickwork and Blockwork	460.00	297.85	338.42	2,369.86	635.00
Woodwork	58,178.50	58,918.89	66,121.69	68,924.16	69,695.68
Structural Steelwork	7,000.00	5,455.68	9,095.00	5,889.21	5,455.68
Plumbing and Engineering Installations	10,854.00	0.00	0.00	9,901.61	10,621.84
Floor, Wall and Ceiling Finishes	61,584.00	53,575.74	57,027.48	49,134.25	53,300.48
Painting and Decorating	6,468.00	6,196.00	8,939.85	8,925.12	8,638.70
Drainage	14,000.00	0.00	0.00	0.00	0.00
Builders Work	2,000.00	0.00	535.00	816.00	4,250.00
<u>Section 4 - Pagoda</u>	49,300.50	46,846.17	42,487.15	49,461.29	48,414.01
Demolitions and Alterations	13,055.00	17,086.14	8,242.62	17,940.44	14,681.63
Woodwork	17,058.50	16,126.74	16,991.49	14,737.65	15,365.96
Structural Steelwork	2,060.00	1,159.10	2,636.48	1,322.15	1,150.10
Plumbing and Engineering Installations	550.00	0.00	0.00	787.20	370.83
Floor, Wall and Ceiling Finishes	10,617.00	8,398.69	7,959.02	9,443.77	8,983.39
Painting and Decorating	4,160.00	4,075.50	6,390.04	4,822.08	5,862.10
Builders Work	1,800.00	0.00	267.50	408.00	2,000.00
<u>Section 5 – Café Pavilion</u>	426,471.50	487,037.69	468,634.30	590,343.54	567,235.66
Demolition and Alterations	56,192.50	53,902.87	43,585.96	66,695.55	72,710.55
Excavation and Earthworks	5,110.50	3,951.37	4,061.01	6,923.29	18,329.28
Concrete Work	14,743.00	12,195.58	12,939.53	20,603.82	20,233.50
Brickwork and blockwork	24,423.00	20,680.19	21,128.06	30,713.84	36,293.70
Roofing	69,929.00	81,219.00	57,694.80	74,862.02	83,279.13
Woodwork	132,165.00	204,799.51	201,164.31	243,030.38	198,668.74
Structural Steelwork	8,215.00	7,069.10	8,301.90	6,951.82	7,191.60

	PTE	TURNERS	ROSSLEE	CAREFOOT	PARKINSON
Plumbing and Engineering Installations	5,268.00	0.00	0.00	5,304.25	5,555.50
Floor, Wall and Ceiling Finishes	52,703.00	47,873.93	45,105.69	45,456.34	45,669.96
Painting and Decorating	13,504.00	9,834.00	17,387.50	11,921.76	15,428.85
Drainage	17,607.00	17,404.01	22,214.10	35,446.45	26,372.84
Builderswork	5,000.00	0.00	428.00	1,440.00	5,600.00
External Works	21,611.50	28,108.13	34,623.44	40,994.02	31,902.01
Section 6 – External Works Generally					
Drainage	Inc	31,219.30	40,521.84	44,492.61	44,852.43
External Works - Generally	169,122.30	161,169.92	187,322.34	177,587.47	202,549.89
Section 7- Mechanical Installation					
Mechanical Installation	133,686.68	116,988.58	156,219.07	99,353.05	107,949.04
Section 8 – Electrical Installation					
Electrical Installation	76,168.75	109,417.40	159,629.08	93,872.60	96,405.00
Section 9 – Provisional Sums					
Provisional Sums/Contingency	96,520.00	37,350.00	38,920.00	39,962.50	40,080.00
TOTAL TENDER (Rounded)	1,268,397	1,236,980	1,363,792	1,400,000	1,459,541
Total Score	N/A	70	63	62	59

The tenders were evaluated as a pro-rated score relative to the lowest tendered price. The calculation to work out scoring for the tender prices is as follows; (Lowest Tender Price / Actual Tender Price) multiplied by 70. The outturn scores are then rounded to the nearest whole number.

Therefore, the individual scores were calculated as the following:

- **John Turner Construction Group** - (1,236,980) divided by (1,268,980) multiplied by 70 = **70**
- **Rosslee Construction** – (1,236,980) divided by (1,363,792.26) multiplied by 70 = **63**
- **W Carefoot & Sons** – (1,236,980) divided by (1,400,000) multiplied by 70 = **62**
- **F Parkinson** – (1,236,980) divided by (1,459,541) multiplied by 70 = **59**.

15. The quality evaluation section was scored as follows:

- 0 *The Evaluation Panel felt that none of the requirement was met or demonstrated or no response was provided.*
- 1 *The Evaluation panel felt that a few areas (20% or less) of the requirement has been met or demonstrated.*
- 2 *The Evaluation panel felt that some areas (between 21% and 59%) of the requirement has been met or demonstrated.*
- 3 *The Evaluation panel felt that most of the requirement (between 60% and 75%) has been met or demonstrated with some areas missing/requiring improvement.*
- 4 *The Evaluation panel felt that most of the requirement (between 75% and 90%) has been met or demonstrated.*
- 5 *The Evaluation Panel felt that the supplier had met or demonstrated most or all of the requirement (between 90% and 100%)*

16. The result of the quality evaluation exercise is set out in the table (fig. 2) below.

Figure 2 – Quality Evaluation Scores

Description of Evaluation Criteria	% Weighting	Maximum Weighted Score	Parkinson	Weighted	Turner	Weighted	Rosslee	Weighted	Carefoot	Weighted
PROGRAMME	20	6	5	6.00	5	6.00	4	4.80	5	6.00
SITE TEAM AND EXPERIENCE	20	6	5	6.00	4	4.80	5	6.00	5	6.00
HEALTH AND SAFETY	10	3	3	1.80	4	2.40	4	2.40	3	1.80
SITE MANAGEMENT, LOGISTICS AND METHODOLOGY	10	3	4	2.40	4	2.40	2	1.20	4	2.40
CONTRACT MANAGEMENT AND REPORTING	10	3	3	1.80	3	1.80	3	1.80	3	1.80
SOCIAL VALUE	10	3	4	2.40	4	2.40	3	1.80	4	2.40
AFTERCARE AND DEFECTS	10	3	4	2.40	4	2.40	3	1.80	4	2.40
HERITAGE WORKMANSHIP	10	3	4	2.40	4	2.40	4	2.40	4	2.40
Total Quality Weighting	100	30		25.20		24.60		22.20		25.20

17. The table below (fig. 3) contains a summary of the overall price/quality evaluation.

Figure 3 – Overall Evaluation Scores

	John Turner	Carefoot	Rosslee	Parkinson
Price	70	62	63	59
Quality	24.60	25.20	22.20	25.20
Total	94.60	87.20	85.20	84.20

18. The highest scoring tenderer from the evaluation is John Turner Construction Group Ltd.

BUDGET DETAILS

19. In the report presented to the Tourism and Leisure Committee in March 2019, a sum of £1,697,311 was identified as the available budget for the physical works to be undertaken as part of the restoration project. The physical works includes the building, landscape and lake works plus inflation. Since March 2019, the officer team have 'reconfigured' the work items and grouped together logical items of work to provide maximum purchasing efficiency. E.g. the tennis court works are within the building contract because of the proximity to the buildings, therefore monies for this item have been transferred from the landscape works over to the building works contract.

20. The table below (figu4) shows the resulting available budgets for each work package resulting out of the reconfiguration exercise.

Figure 4 – Overview of work packages

Work Package	Available Budget	Status
Building Works Contract	£1,155,538	Tendered August 2020
Landscape Works Contract	£186,300	Tenders due back 25 th August 2020
Lake Works Contract	£355,473	To be tendered Summer 2021
Total	£1,697,311	

21. The winning tender sum of £1,236,980 is therefore £81,442 over the available budget for the building works contract. The tender sum includes some works which were included within the landscape package originally, such as the tennis courts, boat yard, bowling green shelter and event lawn. This contract (along with the landscaping and lake works) will be delivered within the overall physical works available budget of £1,697,311.

FINANCE DETAILS

22. A fully priced cost breakdown of the tender sum of £1,236,980 is provided within the price evaluation section of the report.

METHOD AND COST OF FINANCING THE SCHEME

23. Funding for a scheme for this purpose is included within the approved Capital Programme for 2020/21 and 2021/22 and was approved by Council in March 2019.

VALUE FOR MONEY AND DETAILS OF PROCUREMENT PATH

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

SUMMARY

25. The Committee is requested to approve expenditure for the Fairhaven scheme in relation to the building works contract. The winning tender sum is £1,236,980. The Committee is also requested to approve the letting of the building works contract to John Turner Construction Group following a compliant tender process detailed above.

IMPLICATIONS	
Finance	This report requests approval for expenditure of £1,236,980 in 2020/21 in respect of the Fairhaven National Lottery Heritage Fund project as outlined in this report. The report also requests approval to the letting of the contract for building works element of the scheme.
Legal	None arising from this report
Community Safety	Provision of modern recreational facilities is important in terms of providing diversionary activities.
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	All relevant ecological and environmental surveys have been undertaken in addition to the Environmental Impact Assessment screening.
Health & Safety and Risk Management	Pre-Construction Information has been prepared by the Principal Designer as part of the tender process. The successful contractor will be responsible for managing Health and Safety on site and preparing the Construction Phase Health and Safety Plan.

LEAD AUTHOR	CONTACT DETAILS	DATE
Charlie Richards	Charlie.richards@fylde.gov.uk 01253 658472	24/8/20

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
N/A		

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	3 SEPTEMBER 2020	7
FAIRHAVEN LAKE – HERITAGE LOTTERY PROJECT – LANDSCAPE CONTRACT DRAWDOWN			

PUBLIC ITEM

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

Please note that the Fairhaven Lake – Heritage Lottery Project – Landscape Contract Drawdown reports is TO FOLLOW

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	3 SEPTEMBER 2020	8
ACCESS CONTROL MEASURES			

PUBLIC ITEM

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

SUMMARY

The report sets out the details of a scheme to provide access control measures for two parks – Blackpool Road North Playing Fields and Ramsgate Road, St Anne's. Within the council's agreed capital programme in 2019/2020 there is budget for installing access controls for Blackpool Road North Playing Fields and King George V, St. Annes. The works include the installation of bollards and secure access for Council maintenance vehicles on Ramsgate Road and Blackpool Road North Playing Fields, St Anne's, where recent occurrences of Travellers have been experienced

The report advises members of an emergency decision that has been taken by the Chief Executive in consultation with the Chairman of Tourism & Leisure Committee together with the Leader of the Council to commence works at two sites in St Annes.

RECOMMENDATIONS

Members of the Tourism and Leisure Committee are requested:

1. To note that the Chief Executive has taken an emergency decision to approve expenditure in respect to the scheme as outlined in this report in consultation with the Chairman of Tourism & Leisure Committee together with the Leader of the Council. The approved Capital Programme for 2020/21 includes funding for a scheme for access controls in the sum of £15,000. The decision was made to progress the work in response to three recent unauthorised encampments on these sites.

SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure Committee – 08 November 2018

Following detailed consideration of this matter it was RESOLVED:

1. To support the Capital bids relevant to this Committee's Terms of Reference as detailed in Appendix A of the report for further consideration by the Budget Working Group.
2. That the Budget Working group be advised that the Committee's preference regarding the order of priorities is as follows: *(Priority 1 - Scheme 4)* Coastal Explorers Public Art Project (2020/21); *(Priority 2- Scheme 1)* Ashton Gardens - Adventure Playground Improvements *(Priority 3- Scheme 2)* Ashton Gardens Nursery Depot Improvements; *(Priority 4 - Scheme 5)* Coastal Signage Improvements; *(Priority 5- Scheme 3)* Access Control Measures at Blackpool Road North Playing Fields and King Georges V Playing Fields, Heeley Road.

Budget Council – 05 March 2019

The proposal was carried, and it was thereby RESOLVED:

1. To approve and adopt the recommendations of the Finance and Democracy Committee as follows: (c) The Capital Strategy 2019-22, including Prudential Indicators and Limits, set out in Appendix G; which incorporates the Treasury Management Policy, the Capital Programme, the Treasury Management Strategy, the Investment Strategy and the Minimum Revenue Provision Statement;

Tourism and Leisure Committee – 05 September 2019

General fund revenue budget monitoring report 2019/20 – position as at 31st July 2019 - to provide an update on the General Fund Revenue Budget of the Council as at 31st July 2019 and specifically for those areas under the remit of the Committee.

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

REPORT

BACKGROUND

1. The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.
2. In March 2019 Council agreed a capital scheme for the installation of access control measures at Blackpool Road playing fields and King George V playing field (Heeley Road) St Annes.
3. Blackpool Road North Playing Fields, bordering the south side of Blackpool Airport is a popular park within Fylde Council's portfolio and is used by St Annes Football Club, residents and visitors alike. There is currently initial work underway by Officers to work towards a masterplan for the site for future development.
4. King George V Park (Heeley Road) is a popular park in a residential area in St Anne's, and has play equipment and open space.
5. In September 2019 an update on the capital scheme was presented to the Tourism and Leisure Committee. It stated; *Consultation with ward members and relevant 'friends groups' are currently being undertaken to confirm the details of what access controls are required at Blackpool Road North Playing Fields and King George the V Playing Field (Heeley Road). Once the requirements are agreed a report will be presented to the November meeting of the Tourism and Leisure Committee detailing the procurement process and requesting approval to award the contract. It is anticipated that the physical works will be completed by 31st March 2020.*
6. In November 2019, a survey was carried out among 90 residents living close to King George V playing fields in relation to installing bollards to provide access control measures. The survey had only 16 recipients, of which 12 were in favour and 4 against. Given the low positive response rate out the numbers consulted it was concluded that access controls were not required at this site at this time and a watching brief be kept monitoring any future issues. At this point, none have arisen.
7. Meanwhile at Blackpool Road playing fields the Friends of Blackpool Road North Playing Fields (FBRNPF) wished to see consideration of the scheme to control access be undertaken as part of the development of the site masterplan. As a result, the access control measures have not been implemented.

CURRENT SITUATION

8. In recent weeks, there have been instances of unauthorised encampments at both Blackpool Road North Playing Fields (one occasion by Travellers) and Ramsgate Road (on two occasions by two separate groups of Travellers). While there are instances of unauthorised encampments in other areas of Fylde Council controlled space such as car parks, plus on private land, concern has been expressed by residents and elected members that, BRNPF and Ramsgate Road offer insufficient measures to properly limit access.
9. Ramsgate Road Park in St Anne's is surrounded by residential dwellings backing on to the park on three sides and is bordered by a residential road on the fourth side. There is currently very limited play equipment – a swing and two low level goal posts.
10. The details of the Capital bid that was agreed at the meeting of the Tourism and Leisure Committee on 8 November 2018 is shown below:

Capital cost plan:

Cost Heading	Description	Total £
Blackpool Road North		
Site Perimeter Bollards	Provide and install 90 timber bollards along the perimeter of the site	£4,140
Site Access Bollards	Provide and install 2 metal, drop down lockable bollards to one access	£1,050
King Georges Field		
Site Perimeter Bollards	Provide and install 180 timber bollards along the perimeter of the site	£8,280
Site Access Bollards	Provide and install 2 metal, drop down lockable bollards to three accesses	£1,050
Contingency for both above sites		£480
Total Project Costs		<u>£15,000</u>

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

- Upgrade the security arrangements at these open spaces
- Restrict / stop access to these open spaces by unauthorised vehicles

REVISED PROPOSAL AND URGENCY

11. Given the recent incursions onto Ramsgate Road and Blackpool Road playing fields and the previous inconclusive consultation at King George V playing field the Chief Executive has taken an emergency decision to implement access control measures at both Ramsgate Road and Blackpool Road playing fields using the agreed capital budget having consulted with the Chairman of the Tourism & Leisure Committee together with the Leader of the Council.
12. If a need is identified in the future for access control measures at King George V playing fields then a bid for funding will be submitted.

PROCUREMENT

13. The scheme being installed involve wooden bollards, plus drop-down lockable metal access posts for Council vehicles for maintenance purposes. This has been previously installed on Frobisher Road Open Space and no instances of Traveller access have since been subsequently experienced. Officers from the Tourism and Cultural Services Team have undertaken procurement, following the 'quick quote procedure'.

14. Three suppliers were invited to quote, and two suppliers returned completed submissions. Two tender prices were returned as follows:

Fintec	£19,500
Garry Carr	£13,335

15. As a result, an order has been placed with Garry Carr to the value of £13,335 with work currently about to start on site. It is anticipated that both sites will be completed by October 2020, with Ramsgate Road as the priority site to completed in September 2020.

FUTURE REVENUE BUDGET IMPACT

15. There are no additional revenue implications to this proposal as these control measures will be provided through monies already identified through the Capital programme. Any overspend will be absorbed by the Parks Development budget.

VALUE FOR MONEY AND DETAILS OF PROCUREMENT PATH

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

IMPLICATIONS	
Finance	This report notes the approval of expenditure in respect of the Blackpool Road North Playing Fields and Ramsgate Road as outlined in this report. The approved Capital Programme for 2020/21 includes funding for a scheme for this purpose in the sum of £15,000.
Legal	None arising from this report
Community Safety	Provision of access controls to prevent Travellers from accessing parks and to provide reassurance to residents
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	The proposals represent the installation of new access controls, the design seeks to incorporate low maintenance materials and to provide reassurance to residents in the provision of community facilities.
Health & Safety and Risk Management	None arising from this report. Contractors will work to required standards of health and safety.

LEAD AUTHOR	CONTACT DETAILS	DATE
Tim Dixon	tim.dixon@fylde.gov.uk , 01253 658436	12 August 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Tourism and Leisure Committee	08 November 2018	Minutes and Agenda
Council	05 March 2019	Minutes and Agenda

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	3 SEPTEMBER 2020	9

APPOINTMENT TO OUTSIDE BODIES/WORKING GROUPS

PUBLIC ITEM

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

SUMMARY

Appointments to Outside Bodies are made at Council following recommendations from the programme committees for nominations from within their respective memberships.

Nominations and appointments for the 2020/2021 municipal year have been delayed due to the Coronavirus outbreak. The Coronavirus (Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) allowed local authorities to extend current appointments for an additional year until 2021, therefore all appointments made in 2019/20 remain in place throughout 2020/21 unless the council decides to change them.

Following changes to committee membership at Council on 20th July 2020 it is timely for the programme committees to review the current Outside Body appointments and put forward any recommend changes to membership to the next Council meeting scheduled for 19 October 2020.

In line with the Protocol for Members on Outside Bodies (Part 5f of the Council's Constitution), every member serving on an outside body is required to complete a reporting form every six months, which is submitted to the relevant programme committee to which the external partnership relates. Members last reported in June 2020.

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

At the same time it seems prudent for the programme committees to review the current appointments to any working groups that relate to the terms of reference of the Tourism and Leisure Committee that are currently established. The establishment of working groups is within the responsibility of the individual programme committees and does not need the approval of Council.

RECOMMENDATIONS

The committee is invited to:

1. recommend any nominations to the outside bodies within the remit of the Tourism and Leisure Committee for consideration by council,
2. confirm the membership to any working groups that relate to the terms of reference of the committee.

SUMMARY OF PREVIOUS DECISIONS

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

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

11 April 2016 – Council confirmed the nominations from the programme committees.
 3 April 2017 - Council confirmed the nominations from the programme committees.
 16 April 2018 – Council confirmed the nominations from the programme committees
 22 May 2019 – Council sought the recommendations from individual programme committees for nominations
 20 July 2020 – Council noted and endorsed the list of current working groups.

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

REPORT

1. The Council makes a number of appointments to outside bodies in each municipal year. In an election year these appointments are made at the AGM. In non-election years, these appointments are made at the last Council meeting of the municipal year.
2. Nominations and appointments for the 2020/2021 municipal year have been delayed due to the Coronavirus outbreak. The Coronavirus (Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) allowed local authorities to extend current appointments for an additional year until 2021, therefore all appointments made in 2019/20 remain in place throughout 2020/21 unless the council decides to change them.
3. Changes were made at Council on 20 July 2020 to committee memberships and it is now prudent for the programme committee to review the current appointments to the Outside Bodies within the remit of their committee as well as the value, in terms of contribution to the council, of retaining representation i.e. should the council continue to dedicate resource.
4. Any changes in representation or appointments on the Outside Bodies represented will be put forward to the next scheduled Council meeting for confirmation.
5. This report deals with the outside bodies that relate to the terms of reference for the Tourism and Leisure Committee. The first table below includes the name of the body/group, the role/purpose and which elected member is the current appointee. The committee is invited to recommend nominations for consideration by Full Council.
6. Programme committees may wish to establish their own subject specific working groups to be set up when required in order to advise the parent programme committee on a particular topic/issue.
7. The second table below lists those working groups that relate to the terms of reference of the Tourism and Leisure Committee that are currently established.
8. The establishment of working groups is within the responsibility of the individual programme committees and does not need the approval of Council.
9. It is important that the members nominated to represent the Council on outside bodies/working groups have an appropriate interest in the body/partnership/subject, can commit to positively represent the Council and be available to commit the time to attend the majority of the meetings involved.
10. The members nominated should ideally be a member of the programme committee to which the matter relates to.

11. The current protocol is that members are required to produce regular reports about the outside bodies on which they serve, currently every six months. It is the intention that this information will be made available to the programme committee members to which the external partnership relates.
12. The conclusion of any working group would be brought to committee in a formal report.

Tourism and Leisure Committee- Outside bodies/partnerships			
Outside body / partnerships	Role/Purpose	Frequency of meetings	Current representation
Lowther Trust	To represent the Council as a Trustee in the management of Lowther Trust	Monthly (12xp/a)	Councillor Sue Fazackerley
Lytham Town Trust	To represent the Council as a Director on the Lytham Town Trust	Quarterly (4xp/a)	Councillor Ray Thomas
Fylde Coast YMCA Partnership Board	Fylde Coast YMCA Partnership Board dealing with leisure and sporting activities including swimming, provided by the YMCA on the Fylde Coast	Quarterly (4xp/a)	Councillor Gavin Harrison
Fylde Arts Association	To encourage the study, practice and enjoyment of the arts in the Fylde area.		Councillor Jayne Nixon
St George's Day Festival Committee	To ensure effective links and liaison with the St George's Day Festival Committee	When required	Councillor Cheryl Little
Arts Partnership for Fylde	The APfF is a working group of local artists and arts organisations committed to increasing the profile and importance of arts in Fylde, and developing partnerships to create new opportunities in the arts.		Councillor Jayne Nixon
Arts Working Group	To further the development of arts education through the appreciation and enjoyment of the Lytham St Annes Art Collection. To maintain and conserve the artistic heritage of the Collection for the benefit of the community. To assist community development through support to local arts societies/groups	Meets every 2 months (6xp/a)	Councillor Vince Settle
Fairhaven Lake & Gardens Restoration Project Board	The role of the Project Board is to provide corporate support, have a strategic overview of the project and have the authority to make strategic decisions. The minutes of these minutes will be shared with the Heritage Lottery Fund	Monthly	Councillor Cheryl Little
Lytham Hall Partnership	to rebuild relationships, structures and a new strategy for the Heritage Lottery Fund (HLF) bid to redevelop Lytham Hall through the new partnership arrangement between the tenant, Heritage Trust North West (HTNW) and the landlord, Lytham Town Trust (LTT) leading to the formation of the Lytham Hall Partnership (LHP)	As required	Councillor Shirley Green
Park View 4U Group	To ensure effective links and liaison with the group		Councillor Michael Sayward

Tourism and Leisure Committee– Working groups			
Working group	Role/purpose	Notes	Current representation
Arts Service Review	To review the Arts Service and in particular the Lytham St Annes Art Collection	Current	Councillors Peter Anthony, Sue Fazackerley, Gavin Harrison, Cheryl Little, Roger Lloyd, Jayne Nixon, Vince Settle, Ray Thomas
The Island Regeneration	To assess any interest received following the marketing process undertaken for the site, consider future regeneration proposals and make any recommendations.	When required	Chairmen of Tourism & Leisure, Operational Management, Planning, Finance & Democracy and Leader of the Council.
Coastal Explorers Project	To oversee the project	Current	Chairmen & Vice Chairmen of Tourism & Leisure and Operational Management.

IMPLICATIONS	
Finance	No implications arising from this report
Legal	No implications arising from this report
Community Safety	No implications arising from this report
Human Rights and Equalities	No implications arising from this report
Sustainability and Environmental Impact	No implications arising from this report
Health & Safety and Risk Management	No implications arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Democratic Services	democracy@fylde.gov.uk	30/7/20

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	3 SEPTEMBER 2020	10
LOWTHER GARDENS TRUST – ANNUAL REPORT			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The Council currently has a service level agreement with the operating company of Lowther Gardens Trust, Lowther Gardens (Lytham) Management Ltd, to provide services at Lowther Pavilion. As part of this agreement, the Trust will provide a report to the Councils Tourism and Leisure Committee at the conclusion of the financial year, summarising performance over the previous year. This report is included within the Information Note Lowther Annual Performance.

Representatives from Lowther Gardens Trust will be attending the committee meeting to present the key points arising from the report.

SOURCE OF INFORMATION

Lowther Gardens Trust

INFORMATION ATTACHED

Lowther Pavilion 2019/2020 Annual Report

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Lowther Pavilion is a major cultural venue on the Fylde Coast, which the Council supports financially through an annual subsidy. Culture plays a major role within the Tourism and Leisure Committee's terms of reference.

FURTHER INFORMATION

Contact Tim Dixon, Fylde Borough Council Tel: 01253 658436



2019/2020 Annual Report

Tim Lince :- Lowther Gardens (Lytham) Trust

2019/20 saw Lowther come into it's own with more performances both amateur and professional , higher number of attendees and increased revenue. We were heading for a record breaking year only to put the brakes on completely on March 16th 2020 on government advice that people should not attend theatres.

In the weeks up to the closure we started to prepare by purchasing the tools required for staff to work from home (Laptops etc) and thus when we were closed we were in a relatively good position to continue to run the Charity and the operational company from a distance. Good housekeeping and financial management allowed us move forward and budget for the closure without taking on debt.

The Theatre has welcomed such names as Robert Plant and Rick Wakeman as well as developing and growing a market for the ballet, Jazz and family theatre. Our Pantomime has continued to develop and grow in both reputation and audiences whilst we have been inundated once again with community groups wanting to perform and use the space. The closure of the Charter theatre in Preston has seen community groups from there, booking into Lowther and this has culminated in us having to take the decision to charge differential rates so that Local Community groups benefit most from the Local Authority subsidy. Work has continued regarding redevelopment plans and this has included updates to the grounds master plan and work commissioned to upgrade the lighting in the park.

1. Lowther have commissioned and fitted a new sound system for the Theatre for both cinema, standing and seated concerts. The Sound system has been designed by the manufacturers to deliver perfect sound to each seating position in the house. This state of the art system makes us one of the best equipped theatres in the country and has played a large part in encouraging the range of names that we had booked in 2020 to play at the theatre.
2. The new web site has been further developed to include the Lowther Hub an enhanced social media section that features up to date interviews with all the stars playing at Lowther.
3. The Web site has also had a volunteer section incorporated to deliver a better experience for Volunteers working for the Theatre. We have also added a Friends section that allows new members to sign up on the web site and renew membership automatically.
4. The Car park continued to perform strongly and delivered good results to the Trust as well as removing the risk of fines for the public.
5. We completed our second year of Cinema production and screened Lansat broadcasts from theatres around the world. This has proved to be a popular addition to our programme and has enabled Lytham residents to experience Ballet from Russia as well as Italian Opera and productions from the RSC and National Theatre. We are looking forward to developing this as we move forward in 2021.
6. Sponsor a tree scheme was further developed and gave money towards park development.

7. Lowther, together with support from FBC, negotiated a settlement in the legal case brought by the tenants of the Café, enabling it to continue to raise funds for the development and continue onwards to provide a state of the art building for the next generation of visitors and residents.

1. Session Usage

Community and user groups totalled 228 (up from 226 in 2018/19) individual user sessions in year, this includes usage by FBC, fairs and charity events outside of the normal performance scope such as the dementia sing-a-long. Arts Society Fylde relocated to Lowther during the year and have regular monthly lectures. The SLA allows for 120 events per year and to enable us to keep prices reduced for community groups and we are working with Local user groups to reduce the number of sessions booked and share the subsidy more proportionately. Some charitable groups and commercial dance/ Theatre schools have now been moved to non subsidised but competitive rates. The first full year of the new system was due to start in April 2020 but will now be introduced after shows that have been rescheduled have taken place.

2. Traffic & Sales

There were 425 unique saleable public events in 2019/20, in total 60209 (up from 56358 in 2018/19) individual tickets were issued for these performances. (This excludes all agency sales for Lytham Festival 2019, Southport Flower Show, Lytham 40s Weekend & Events at Lytham Hall)

There were 7442 unique new Customers in 2019/2020

49.4 % of our customers came from the FY8 and PR4 postcodes. A good deal of the remainder of customers coming from much further afield. Lowther is continuing to attract from places such as Manchester, Leeds and Newcastle and has recently embarked on publicising certain events across the North of England responding to customer location data.

3. Training completed by staff in 2019/2020

Lowther has continued investing in it's staff and volunteers through training and skills development. To these ends in 2019/2020 it has completed the following formal training as well as on the job training conducted by senior management.

Induction training:

Box Office Staff x2 (Casual/ PT)

Marketing

Work Placement / Intern X1

Full FOHM Training:

FOHM X1

Volunteer Front of House Manager Training

4 Volunteers, Front of House Staff Training X 25

Spektrix Continued Box Office Training

Box Office Staff x 2, Marketing Manager x 1, Theatre Administrator x 1, Volunteers x 5

Fire Warden Training

8 Volunteers, 10 Staff

Fire Alarm Training

14 staff, 8 Volunteers

PASMA

5 staff

First Aid Training

12 staff, 4 volunteers

EPOS Till Software

Bar Manager x 1, Bar Staff x 4

Accounts Manager

Completed Institute of Financial Accountants Qualification (Grades: Distinction & Merit)

Administrator

Workshop Manager

Arts Award Training to deliver to young people.

Technical Department.

Lansat, Programming Lighting, Use of the Coda Line array.

4. Technically speaking

As well as fitting the state of the art sound system, we have looked at the use of intelligent lighting and how this will revolutionise the fit-ups for incoming shows. We are intending installing an intelligent lighting rig that can be focussed from ground level therefore improving venue safety as well as making us more efficient.

We have satellite broadcast to the venue and seen an increase of cinema presentations during the day maximising our through put of events.

This year we have been one of the most talked about venues on the circuit with our “can do” attitude, the quality of our staffing and equipment that makes it a real pleasure to play the venue.

7. Bar Matters

We have introduced drinks in the Foyer as well as the Theatre itself. With Alcohol now available to be purchased directly in the theatre, we are hoping to develop a drinks to seat ordering system. A licence has been applied for to sell alcohol as off sales to the park.

2019/2020

Ice cream / snacks area / merchandise £29,460.86

Bar sales £171,189.41

2017 Profit - £50,989.38

2018 Profit - £59,857.12

2019 Profit - £100,325.13 @ 50% margin This is a 67% increase in profits from 2018.

New tills allow us to track stock and flag potential sales areas that we can develop.

Challenge 25 is in place on the bar. All bar staff are given training on this and have signed to say they have received it.

8. Volunteer Hours.

I would like to note that these figures are based on the recorded duties the friends and theatre volunteers who have provided a great deal of ad hoc work outside of our standard arrangements including print distribution, brochure stuffing, general works etc. We have increased volunteer engagement to the theatre and are seeing an increased uptake in volunteering hours and projects for the general upkeep of the venue. Lowther would find it difficult to operate without it's army of volunteers and is actively recruiting across the ages to give us some sustainability of the Volunteer Programme. In 2020 we will also be starting a Young Technician's course to bring on interested volunteers who have a technical leaning.

Volunteer hours for year

- FOH Duties
 - 425 performances, 7 persons per performance, average of 4 hours per person
 - 11900 hours in FOH staffing * £9.20 = £109480
- FOH Manager 140 * 5 Hours = 700 hours £6440
- Box Office
 - 5 persons per week, average 6 hours per person, period of 49 weeks.
 - (5*6)*52 = 1470 of box office support (£13524)
- Technical & Operations
 - 260 performances 1300 Hours of technical support (£11960)
 - Follow spot 154 Performances *4 hours
 - 1232 hours = £11,334.40

Additional Volunteer Hours

- Totalling 179 additional hours for special projects.
- £ 1646.80

Volunteer Coordinator

49 weeks at an average of 20 hours a week (980 hours) £9016

**Total Volunteer value to the Trust.
(£163,401.20 @ min wage of £9.20)**

9. Marketing Report.

FREE Arts and Craft events for children over the summer and winter period – now supported by Fylde Art Society. With over 100 children attending the Aladdin workshop in October 2019.

Working with Streetlife and the Lions Club during the pantomime season.

We've also invested in a new range of advertising displays around the venue, digital screens in the Bar, new Bar till screens and cinema screen advertising. New poster board fixings around the borough.

Brand New Events!

Raising the bar with our events, with stars such as Belinda Carlisle, Rick Wakeman, Robert Plant and Alexander O'Neal all taking to the Lowther Pavilion Stage.

Community Cinema was only an idea 1 year ago and now we're branching out and bringing national broadcasts from around the world to Lytham. After the success of our soup and sandwich plus a film, bringing the community together, we've invested even more into our cinema facilities.

We've worked with the local council to bring treasure hunts that run alongside our outdoor summer theatre, giving children and families a safe environment to discover and enjoy the outdoor space at Lowther Gardens.

We've also welcomed the Arts Society, Alzheimer's Christmas Singalong in 2019.

We won the Blackpool Gazette Tourism and Leisure venue of the Year for 2019

Brand New Website

We've once again taken a step forward to create a website that caters for everyone. Whether a mobile, tablet or desktop user, your experience will be stress free and simple.

The Hub (Social Media & Website)

A brand-new feature giving people the chance to find out more about the shows they love. We want people to discover what Lowther is all about. The interviews with artist's and backstage walkthroughs allow you to do this in the comfort of your own home.

90.4k Views on the The Hub videos since April 2019 – This feature has just been added to our brand new website.

Lowther and the Press

Working with the local press for the first time in years has really helped build the new Lowther brand. One of our projects, the Pantomime Christmas Guide (October 2019) was seen throughout the North West of England free in their newspapers.

Digital Marketing

We have brand new figures from a digital tag that was put into our website early November 2019. This gives us in depth information to how people are finding shows and where they are coming from.

We also have a brand new tag on our Facebook – this linking in to JPI media also, this gives us more analytics to improve marketing and how we set up / target adverts.

We still have the January 2020 campaign running, the x2 press articles in BPG and LSE are the print inclusions in this package. The digital campaign covers the biggest shows of the year and a general link to our what's on page.

Website stats – This is how people are accessing our website

109,339 - Users of the website APRIL 19 - APRIL 20

108,496 - New users or reregisters.

876,000 Pages views on website.

Operating systems used to visit website APRIL 19 - APRIL 20

iOS - 45.5%

Android - 29.8%

Windows 17%

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Facebook: 1,623 APRIL 2019 - APRIL 2020 New Likes
6,479 TOTAL LIKES –
265,000 Reach JAN 19-JULY 20

Twitter: 366.8K IMPRESSION from APRIL 19 - APRIL 20
Twitter: 1,300 (New Followers Since April 2019)

Instagram: 450 (New Followers Since April 2019)

39.5% of tickets purchased in the FY8 post code

59.5% of tickets are purchased outside of the FY8

Digital Customer interaction

75% of our customer social media interaction online are women aged between 35-44 & 45-54.
We are starting to see a new younger audience interacting with events and activities online.
29,700 Minutes viewed on our social videos including interviews on The Hub.
Our top performing video is 'Tom Robinson Interview Part 1' with 16,000 views.

People who regularly follow our online activity
Blackpool (1,846)
Lytham St Annes (1,624)
Preston (820)
Manchester (252)

10. Park Matters

Lowther Gardens (Lytham)Trust have continued to work closely with FBC through a grounds based SLA.

In 2019/ 20 the gardeners presented Lowther at its best with regard to planting and general upkeep. Pathways were repaired, a permanent Christmas tree was planted to enhance the winter aspect of the entrance of the park. The Park Volunteers did a fantastic job with both the herbaceous border and the planting of the woodland paths at both the south and north entrances. We identified lighting that needs to be replaced and other electrical points around the park that would be needed if we are to follow development plans.

11. In conclusion

Lowther Pavilion and Gardens grew exponentially in 2019/ 2020 and from the Draft Accounts it can be seen that the Trust through the operational company made a £106K surplus to reinvest in through the charity before depreciation (surplus to the financial year of £54K and depreciation of £52K). The company held cash reserves of £349K in 2019/20 (Ticket sales) over £183K in 2018/19. The Company maintained it's policy of ringfencing ticket advances, protecting the organisation from not being able to refund tickets for cancelled events (as noted by the demise of Preston Charter Theatre, Southport Theatre and other theatres that have had to close and go into liquidation due to Covid 19). We have lost over £50K in profits (Due to shut down) during the first three weeks as we reinvented the business, refunded tickets and made ourselves resilient to the expected 12 week closure. Donations were £10K down throughout the year which was represented by the early closure. We look forward to working with Fylde Borough Council in 2020 and 2021, planning for both the full opening of theatre and the delivery of the redevelopment project and providing the region with an iconic Park and arts space for all generations.