



# Agenda

## Tourism and Leisure Committee

Date:	Thursday, 10 January 2019 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Cheryl Little (Chairman) Councillor Vince Settle (Vice-Chairman)</p> <p>Councillors Christine Akeroyd, Tim Ashton, Jan Barker, Brenda Blackshaw, Maxine Chew, Richard Fradley, Shirley Green, Roger Lloyd, Elaine Silverwood, Ray Thomas.</p>

### Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.

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

	PROCEDURAL ITEMS:	PAGE
1	<b>Declarations of Interest:</b> Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meeting held on <a href="#">8 November 2018</a> as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 22(c).	1
	<b>DECISION ITEMS:</b>	
4	<b>Staining Chain Lane Playing Fields Community Project</b>	3 - 11
5	<b>Budget Setting – Fees and Charges 2019/20</b>	12 - 18
	<b>INFORMATION ITEMS:</b>	
6	<b>Budget Setting – Revenue Budget 2019/20 - First Draft</b>	19
7	<b>Revenue Budget Monitoring Report 2018/19 – Position as at 30<sup>th</sup> November 2018</b>	20 - 26
8	<b>Capital Programme Monitoring Report 2018/19 – Position as at 30<sup>th</sup> November 2018</b>	27 - 36

<b>9</b>	<b>Mid-Year Performance 2018/19</b>	<b>37 - 40</b>
<b>10</b>	<b>Lowther Gardens Trust – Annual Report</b>	<b>41 - 43</b>
<b>11</b>	<b>Annual Tourism Statistics</b>	<b>44 - 53</b>
<b>12</b>	<b>Fairhaven Heritage Lottery Project Update</b>	<b>54 - 55</b>

Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: [democracy@fylde.gov.uk](mailto:democracy@fylde.gov.uk)

The code of conduct for members can be found in the council's constitution at  
<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	10 JANUARY 2019	4
<b>STAINING CHAIN LANE PLAYING FIELDS COMMUNITY PROJECT</b>			

### PUBLIC ITEM

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

### SUMMARY

The Supporters of Staining Open Space (SOSOS) have been working in partnership with Fylde and LCC officers since 2015, on a community project to “regenerate Chain Lane Playing Fields to provide a community facility that is accessible and suitable for use by all ages and abilities”.

The project has followed the ten stage process of the community parks improvement programme, which has included a comprehensive consultation exercise, the production of an agreed Masterplan and funding strategy. Officers have assisted SOSOS with a number of external funding bids, in addition to their own fundraising and a grant from Staining Parish Council. At the Council meeting on the 5 March 2018, Council approved a capital contribution of £50,000 to the Staining Playing Fields Development Project in 2018/19, to be funded from the Councils Capital Investment Reserve.

The report describes the funding strategy and summarises the context and details the receipt of tenders, tender assessment following the procurement process for a new field drainage system and associated improvement works at Chain Lane Playing Fields, Staining.

### RECOMMENDATIONS

The Tourism and Leisure Committee are requested:

1. To recommend to the Finance and Democracy Committee approval that the Council may act as the accountable body for the Staining Playing Fields Development Project in the total sum of £280,842;
2. To recommend to the Finance and Democracy Committee approval to a fully-funded increase in the sum of £230,842 in respect of the Staining Playing Fields Development scheme within the approved Capital Programme (£101,512 in 2018/19 and £129,330 in 2019/20) to be met from the various external grants and Section 106 contributions as detailed in the report, noting that the approved Capital Programme for 2018/19 currently includes funding in respect of this scheme in the sum of £50,000; and
3. Subject to approval of the above, to approve the letting of the contract for the Staining Chain Lane Playing Fields drainage scheme (Phase 1) to STRI Ltd in the sum of £101,512.

### SUMMARY OF PREVIOUS DECISIONS

**Cabinet 28th April 2010** – Community Parks Improvement Programme:

Cabinet considered the details set out in the report before it and at the meeting and **RESOLVED**:

2. To agree that the Council will act as the accountable body for individual schemes and funding streams where necessary.
4. To present individual detailed reports of the remaining schemes to future meetings of Cabinet to ensure that the Council’s financial regulations are satisfied.

**Tourism and Leisure Committee 11th January 2018 - Budget Setting - Prioritisation of Capital Bids 2018/19**

It was RESOLVED to support the bid as detailed in the report for further consideration by the Budget Working Group.

**Budget Council 5th March 2018 - Medium Term Financial Strategy Update, including General Fund, Capital Programme and Treasury Management for 2017/18 to 2021/22.**

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

## REPORT

- The Supporters of Staining Open Space (SOSOS) have been working in partnership with Fylde and LCC officers since 2015, on a community project to “regenerate Chain Lane Playing Fields to provide a community facility that is accessible and suitable for use by all ages and abilities”.
- SOSOS are a group of like-minded local residents and Parish Council members who are passionate in their aim to improve the range and standard of recreational facilities at Chain Lane Playing Fields in Staining. The group, in partnership with Staining Parish Council took the opportunity to work with officers to take the project through the ten stages of the community parks improvement programme:
  - Set up a supporters group (Friends group with a constitution)
  - Apply to LCC for support officer from the Environmental Projects Team to assist with:
    - Comprehensive consultation exercises
    - External funding grant assistance
  - Initial consultation with group, local residents and users to produce a design brief based on community need
  - Produce 3 concept drawings based on the design brief
  - Consult / agree / produce final Masterplan
  - Cost the project up in sections (Bill of Quantities and specifications)
  - Prepare funding strategy
  - Tender and evaluation (with community)
  - Project Management
  - Open Event / Future use /Maintenance
- The constituted group have attended regular progress meetings with officers, , stakeholders and the Parish Council during the past 3 years, and have carried out numerous public consultation events to establish local need and requirements.
- The consultation feedback was analysed and directly informed a number of concept designs for the site prepared by Fylde Councils Landscape Design & Development Officer. Further consultation exercises and meetings were undertaken with the Parish Council, local residents and local sports clubs to agree a final Masterplan for the site.
- Once the Masterplan was agreed, the decision was taken to split the project into 3 distinct elements to be phased on site; primary drainage works, secondary sports pitch works and landscaping works, with the primary drainage works prioritised in order to secure time-sensitive partnership funding through the John Lees Charitable Trust.

6. The overall cost breakdown for the 3 phases of work is show in the table below:

Phase	Cost
1. Primary Drainage Works	£101,512
2. Secondary Sports Pitch Drainage	£50,000
3. Landscaping Works	£129,330

#### PRIMARY DRAINAGE SCHEME DETAILS – PHASE 1

7. Chain Lane Playing Fields currently hosts 3 football pitches (1 x 11 a-side, 1 x 7 a-side and 1 x 5 a-side) and some teenage play facilities adjacent to the main entrance and car park. The football pitches are constantly waterlogged and often unusable due to the lack of a sports field drainage system.
8. The drainage project will see the playing fields split into three main water catchment zones as per the drawing attached at Appendix A. The catchment zones will be installed with equally spaced underdrains which will gather into a main 150mm surface water drain and flow into a combination of newly constructed swales and detention basin's designed to store the capacity of a 1 in 200 year 6 hour storm event.

#### SPORTS TURF DRAINAGE – PHASE 2

9. A secondary drainage system for the pitches will be designed and tendered separately in the New Year and will be installed after the primary drainage works. The secondary drainage system will supplement the primary drainage system and help provide all year round playable football pitches.

#### LANDSCAPE AND PARK IMPROVEMENTS SCHEME – PHASE 3

10. A landscape masterplan was prepared following the consultation exercise, with the key objectives being to improve accessibility, enhance the arboreal offering, improve signage and create a distinct health and well-being zone around the playing fields.
11. The masterplan is now being developed in further detail by the Senior Parks Development Officer and will be delivered after the drainage works are completed in the summer of 2019. The current landscape masterplan is included within Appendix 2.

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

12. In early 2017 the Friends group wrote to Fylde Council to request a £50K capital contribution towards the project. The request went to the Tourism and Leisure Committee and the request was agreed at the meeting of 11<sup>th</sup> January 2018. £50K is included within the approved Capital Programme for 2018/2019 for this project.
13. The Friends of Staining Open Spaces have secured external financial contributions from Staining Parish Council (£25,042) and the John Lees Charitable Trust (£30,000). The contribution from the John Lees Trust has been secured on the basis that works on site start prior to April 2019.
14. The 2 existing S106 contributions below have been 'ring-fenced' to the project, in agreement with the Parish Council. The total of S106 contribution is £175,000, relating to two developments in Staining. The developments and contributions are listed below:
15. The terms of the Planning Agreement 12/0765 for Jubilee Gardens, Staining in relation to the public open space contribution states *"Prior to first occupation of a Dwelling pay the sum of £160,000 (one hundred and sixty thousand pounds) to the Council for the improvement of public open space provision in the village of Staining"*.
16. The terms of the Planning Agreement 13/0590 for Land Kings Close, Staining in relation to the public open space contribution states *"the sum of fifteen thousand pounds (£15,000.00) to be used by the Council towards the upgrade of the facilities at the Village Hall Site, or such other local open space scheme in the vicinity of the Site as may be agreed between the Council and the Owner and/or the Developer"*.

Application Number	Development	S106 Contribution
12/0765	Jubilee Gardens, Staining	£160,000
13/0590	Land Kings Close, Staining	£15,000
<b>Total</b>		<b>£175,000</b>

17. The total budget available for the three phases of the project is summarised in the below table:

Source	Amount	Status
Staining Parish Council	£25,042	Secured
FOSOS Fundraising	£800	Secured
John Lees Charitable Trust	£30,000	Secured
Section 106	£175,000	Secured
FBC	£50,000	Secured
<b>TOTAL</b>	<b>£280,842</b>	

#### **FUTURE REVENUE BUDGET IMPACT**

18. Staining QEII Playing Fields are owned by Staining Parish Council. Any additional revenue implications linked to this proposal will be met by the Parish Council, who are fully aware of this.

#### **RELEVANT VALUE FOR MONEY ISSUES**

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

#### **VIABLE ALTERNATIVES**

20. The project could have been procured and delivered by the Community group or Parish Council. However, professional assistance from Council Officers with specific regard to landscape design, procurement and project management proves to provide the best value for money, competent schemes and is the favoured delivery option by external funders.

#### **PROCUREMENT PATH (AND ANY DELEGATIONS AS REQUIRED) PHASE 1 – PRIMARY DRAINAGE WORKS**

21. Officers from the Parks & Greenspace Team have led the procurement process. The tender followed the 'open tendering procedure', using the CHEST procurement portal.

22. Quotations have been received for the provision of drainage works on a design and build basis, which have been compared with a pre-tender estimate of £85,000 (excluding contingency @20%)

23. 6 tenders were received and evaluated on a 60% price and 40% quality basis as detailed below.

24. The price evaluation was carried out as follows: Tenders will be evaluated as a pro-rated score against the lowest tendered price. A worked example is demonstrated below:

4 tender prices are submitted as follows:

- Tender 1 - £100,000
- Tender 2 - £90,000
- Tender 3 - £110,000
- Tender 4 - £95,000

Tender Nr 2 @ £90,000 would score 60 points as the lowest tender. The remaining tender prices would be scored using the following calculation:

Lowest Tender Price divided by Remaining Tender Price multiplied by 60.

Therefore the scores for the remaining tenders will be as follows:

Tender	Calculation	Score
Tender 1 @ £100,000	$90,000 / 100,000 \times 60$	54
Tender 3 @ 110,000	$90,000 / 110,000 \times 60$	49.1
Tender 4 @ £95,000	$90,000 / 95,000 \times 60$	56.8

25. The quality evaluation was carried out as follows: quality criteria formed 40% of the total, based on the following quality criteria:

• Experience	10
• Contractors Team	5
• Quality of Contract Sum Analysis	5
• Health and Safety	10
• Programme and Methodology	10
<b>Quality Total</b>	<b>40</b>

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

<b>Score</b>	<b>Description</b>
0	The Evaluation Panel felt that none of the requirement was met or demonstrated or no response was provided.
1	The Evaluation panel felt that a few areas (20% or less) of the requirement has been met or demonstrated.
2	The Evaluation panel felt that some areas (between 21% and 59%) of the requirement has been met or demonstrated.
3	The Evaluation panel felt that most of the requirement (60% and above) has been met or demonstrated
4	The Evaluation panel felt that the requirement has been fully met or demonstrated.
5	The Evaluation Panel felt that the supplier had exceeded this requirement.

27. The quality scores are added to the price scores to identify the preferred submission.

28. The result of the tender evaluation exercise is shown in the below table. The evaluation panel comprised of officers from the Parks & Greenspace Team and the Friends of Staining Open Spaces.

<b>Description of Evaluation Criteria</b>	<b>Percentage Weighting</b>	<b>Askam</b>	<b>George Cox</b>	<b>M&amp;J Thistlethwaite</b>	<b>STRI Ltd</b>	<b>Sweeting Bros</b>	<b>William Pye Ltd</b>
Experience	10	4	6	2	6	8	6
Contractors Team	5	5	2	2	5	0	3
Contract Sum Analysis	5	4	3	3	3	5	5
Health and Safety	10	6	6	0	10	8	6
Programme and Methodology	10	8	4	0	10	10	8
<b>Total Quality Weighting</b>	<b>40</b>	<b>27</b>	<b>21</b>	<b>7</b>	<b>34</b>	<b>31</b>	<b>28</b>
<b>Price Score</b>	<b>60</b>	<b>29.2</b>	<b>18.9</b>	<b>60.0</b>	<b>35.7</b>	<b>23.1</b>	<b>32.0</b>
<b>Grand Total</b>	<b>100</b>	<b>56.2</b>	<b>39.9</b>	<b>67.0</b>	<b>69.7</b>	<b>54.1</b>	<b>60.0</b>

## OBJECTIVES, OUTPUTS AND OUTCOMES

### 29. Objectives, Outputs and Outcomes:

- Provide all-year-round playable football pitches for the benefit of the local football club
- Achieve the ambitions of the local community
- Provision of additional facilities for young people
- Clean and Green – “Deliver high quality parks and open spaces”
- Great Place to Live – “Support and promote volunteers effort to improve their local community”

## DRAWINGS AND PLANS

30. The drainage proposal is included in Appendix 1.

## CONCLUSION

31. The evaluation panel considered that the submission from STRI represents the most economically advantageous tender. The quotation figure for the recommended submission is £84,594.00 excluding client contingency. The recommended contingency amount is 20% of the contract sum which totals £16,918 which will be held by the Client. The total amount of this phase of the overall project is £101,512. The delivery of this project will commence in February 2019.

IMPLICATIONS	
Finance	<p>Funding for the Staining Playing Fields Development Project is included within the approved Capital Programme for 2018/2019 in the sum of £50k, financed from the Capital Investment Reserve.</p> <p>The report requests that the Tourism and Leisure Committee recommend to the Finance and Democracy Committee approval to a funded budget increase to the value of the scheme within the approved capital programme of £230,842, to be fully funded from the various external grants and Section 106 contributions as detailed in the report to provide a total budget of £280,842 (£101,512 in 2018/19 and £129,330 in 2019/20).</p> <p>The report further requests that the requests that the Tourism and Leisure Committee recommend to the Finance and Democracy Committee agreement to the Council acting as accountable body for the full scheme in the total sum of £280,842.</p> <p>Finally the committee is requested to authorise expenditure in 2018/2019 of £151,512 in respect of the proposed scheme to install new drainage at Staining Playing Fields, subject to the approval of the above by the Finance &amp; Democracy Committee.</p>
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	The scheme has been designed to accommodate a 1 in 200 year storm event in line with Sustainable Drainage principles.
Health & Safety and Risk Management	The quotation requests included Health and Safety information which will be developed by the successful contractor prior to starting on site to safeguard the public and contractor personnel.

LEAD AUTHOR	CONTACT DETAILS	DATE
Charlie Richards	01253 658472	18 <sup>th</sup> December 2018



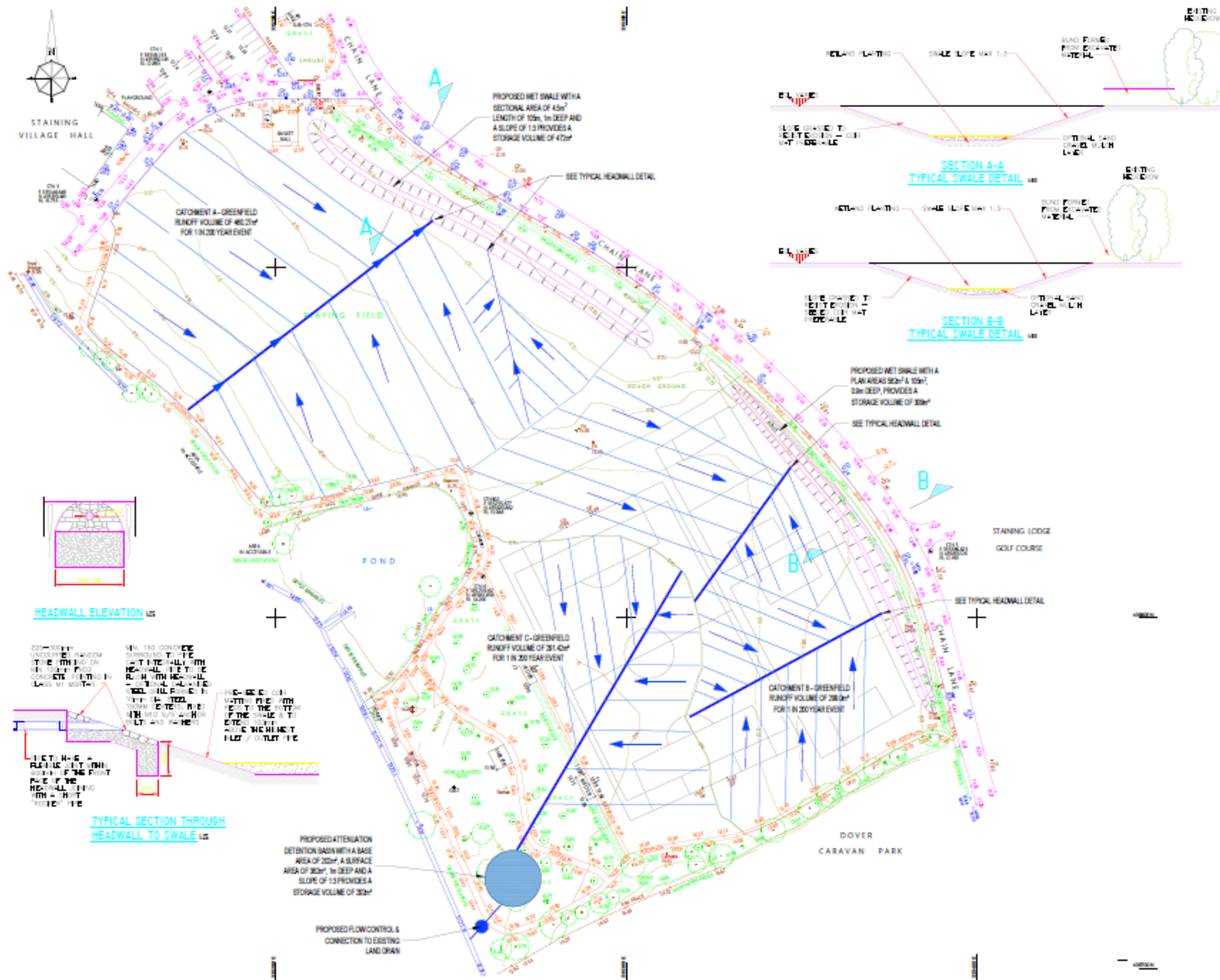
BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Cabinet agenda and minutes	28th April 2010	<a href="#">Cabinet agenda and minutes</a>
Tourism & Leisure Committee agenda and minutes	11 January 2018	<a href="#">Tourism &amp; Leisure Committee agenda and minutes</a>
Budget Council minutes	5 <sup>th</sup> March 2018	<a href="#">Budget Council minutes</a>

Attached documents

Appendix 1      Drainage Concept Design

Appendix 2      Landscape Masterplan

## Appendix 1 – Drainage Design







## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	10 JANUARY 2019	5
<b>BUDGET SETTING – FEES AND CHARGES 2019/20</b>			

### PUBLIC ITEM

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

### SUMMARY

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

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

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

Note: A full schedule of proposed fees and charges for all Council services for 2019/20 is accessible at the link below:

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

### RECOMMENDATIONS

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

1. To recommend to Council a proposed schedule of fees and charges applicable for 2019/20; and
2. To note that the final fees and charges for 2019/20 will be approved by the Budget Council in March 2019.

### 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 2019/20.

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

## REPORT

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

IMPLICATIONS	
Finance	The recommendation to Council of a schedule of proposed fees and charges for services within the remit of each Programme Committee is a key part of the budget-setting process for the coming year. This report requests that Members consider the schedule of fees and charges as detailed at Appendix A and provide a recommendation to Council as appropriate. Any financial implications from proposed changes to fees and charges will be quantified and reflected in the financial forecast contained in the final Medium Term Financial Strategy report to be considered by Budget Council in March 2019.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Management Team		December 2018

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

#### Attached documents

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

## DRAFT Fees and Charges Schedule 2019/20

## Appendix A

<b>TOURISM AND LEISURE COMMITTEE</b>	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	<b>DRAFT 2019/20 Fees &amp; Charges £</b>
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<b>Fairhaven Lake</b>					
<b>Motor Boat Hire:</b>					
- Per Boat	c	Per 20 min	D	8.00	<b>8.00</b>
<b>Rowing Boat Hire:</b>					
- Per Boat	c	Per 30 min	D	5.50	<b>6.00</b>
<b>Pedalo Hire:</b>					
- Per Boat	c	Per 30 min	D	5.50	--
<b>Canoe Hire:</b>					
- Per Boat	c	Per 30 min	D	5.50	<b>5.00</b>
<b>Motor Launch:</b>					
- Adult 16+	c	Per Trip	D	2.00	<b>2.00</b>
- Senior Citizen / Junior	c	Per Trip	D	1.00	<b>1.00</b>
- Child 5-15	c	Per Trip	D	1.00	<b>1.00</b>
- Under 5 years	c	Per Trip	D	Free	<b>Free</b>
<b>Private Use:</b>					
<b>Windsurfing/Dinghy/Canoe:</b>					
- 2 hr. period	c	Per 2 hr.	D	6.00	<b>6.00</b>
- Day	c	Per Day	D	12.00	<b>12.00</b>
- Season	c	Per Season	D	75.00	<b>75.00</b>
<b>Crazy Golf:</b>					
- Adult	c	Per Round	D	3.00	<b>4.00</b>
- Junior / Senior Citizen	c	Per Round	D	2.00	<b>3.00</b>
- Family Ticket (2 adults, 2 children)	c	Per Round	D	8.00	<b>10.00</b>
<b>Motor Boat &amp; Crazy Golf Family Ticket (2 adults, 2 children)</b>	c	Per Trip/Round	D	12.00	<b>14.00</b>

### VAT Codes:

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

<b>TOURISM AND LEISURE COMMITTEE</b>	<b>VAT Code</b>	<b>Unit Of Charge</b>	<b>Variable Charge Discretionary (D) Prescribed (P)</b>	<b>Approved 2018/19 Fees &amp; Charges £</b>	<b>DRAFT 2019/20 Fees &amp; Charges £</b>
<b><u>Game Sites</u></b>					
<b>Bowling (Crown &amp; Flat):</b>					
- Adult Bowls	c	Two Hours	D	5.50	<b>6.00</b>
- Senior Citizen	c	Two Hours	D	4.50	<b>5.00</b>
- Junior Bowls	c	Two Hours	D	2.00	<b>2.00</b>
- Hire of Bowls – deposit	c		D	5.00	<b>5.00</b>
- Adult Contract	c	Annual	D	85.00	<b>85.00</b>
- Senior Citizen Contract	c	Annual	D	65.00	<b>65.00</b>
- Junior Contract	c	Annual	D	30.00	<b>30.00</b>
- Winter Contract only	c	Winter	D	20.00	<b>20.00</b>
Green Reservation per hour	c	Per Hour	D	35.00	<b>35.00</b>
<b>Tennis:</b>					
- Adult / Family court hire per hour	c	Per Hour	D	7.50	<b>7.50</b>
- Junior / Senior Citizen court hire per hour	c	Per Hour	D	4.50	<b>4.50</b>
- Hire of Rackets – deposit	c	Deposit	D	5.00	<b>5.00</b>
Club Reservation April – September					
(1 Court for one 3 hr. session per week)					
- Adult	c	Per Season	D	115.00	-
- Junior	c	Per Season	D	70.00	-
Club Reservation October – March	c	Per Season	D	75.00	-
(1 Court for one 3 hr. session both Sat & Sun)					

**VAT Codes:**

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



## DRAFT Fees and Charges Schedule 2019/20

## Appendix A

TOURISM AND LEISURE COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2018/19 Fees & Charges £	DRAFT 2019/20 Fees & Charges £
<b>Sports Facilities</b> (Park View Rd, Blackpool Rd)					
<b>Football:</b>					
- Occasional Match (approx.. 2 hours)	c	Per 2 hours	D	55.00	60.00
<b>Season Bookings:</b>					
One match every other week per team:					
- Adult	c	Per Season	D	230.00	230.00
- Junior 11V11	c	Per Season	D	125.00	135.00
- Junior 9V9	c	Per Season	D	100.00	110.00
- Junior 7V7	c	Per Season	D	80.00	90.00
- Junior 5V5	c	Per Season	D	50.00	60.00
<b>Tournaments</b>					
- Adult	c	Per Pitch	D	30.00	30.00
- Junior	c	Per Pitch	D	25.00	25.00
<b>Hewitt Lecture Room:</b>					
Per hour or part there of:					
Monday to Friday					
Saturdays & Bank Holidays	c	Per Hour*	D	16.00	16.00
Commercial Hire	c	Per Hour*	D	22.00	22.00
Share Room (Room 2)	c	Per Hour*	D	45.00	45.00
*Rate per hour in half hour periods	c	Per Hour*	D	13.00	13.00
<b>Allotment Plots:</b>					
Full plot yearly rent	d	Per Plot	D	52.00	55.00
Half plot yearly rent	d	Per Plot	D	26.00	27.50

### VAT Codes:

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

<b>TOURISM AND LEISURE COMMITTEE</b>	<b>VAT Code</b>	<b>Unit Of Charge</b>	<b>Variable Charge Discretionary (D) Prescribed (P)</b>	<b>Approved 2018/19 Fees &amp; Charges £</b>	<b>DRAFT 2019/20 Fees &amp; Charges £</b>
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<b><u>Area Conservation Rangers</u></b>					
Bushcraft workshop:					
- School Class / Group (Max 30)	c	Per 2Hr Session	D	-	<b>75.00</b>
- School Class / Group (Max 30)	c	Per Day	D	-	<b>150.00</b>
Nature Conservation workshop:					
- School Class / Group (Max 30)	c	Per 2Hr Session	D	-	<b>75.00</b>
- School Class / Group (Max 30)	c	Per Day	D	-	<b>150.00</b>

**VAT Codes:**

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

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	10 JANUARY 2019	6
<b>BUDGET SETTING – REVENUE BUDGET 2019/20 - FIRST DRAFT</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The first draft of the revenue budget for 2019/20 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

### SOURCE OF INFORMATION

Revenue Budget Book 2019/20 – First Draft

### LINK TO INFORMATION –

<http://www.fylde.gov.uk/council/finance/first-draft-budget-book-2019-20>

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

The provision of a first draft of the 2019/20 Revenue Budget to the Council's Programme Committees is referenced within the Timetable for Developing Budget Proposals 2019/20 report which was approved by the Finance and Democracy Committee at the meeting of 24th September 2018.

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

This first draft does not reflect any changes to fees and charges for 2019/20 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. At this stage the draft budget for 2019/20 does not include recharges in respect of support services and service management costs as these elements remain to be finalised. A further budget-rightsizing exercise will be carried out early in 2019 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2019/20 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 5th March 2019.

### FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	10 JANUARY 2019	7
<b>REVENUE BUDGET MONITORING REPORT 2018/19 –            POSITION AS AT 30<sup>th</sup> NOVEMBER 2018</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's General Fund (GF) Revenue Budget as at 30<sup>th</sup> November 2018 and specifically for those services under the Committee's remit.

### SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2018.

### LINK TO INFORMATION

General Fund Revenue Budget Monitoring Report 2018/19 as at 30<sup>th</sup> November 2018:

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

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

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

### FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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

# GENERAL FUND REVENUE BUDGET MONITORING REPORT 2018/19

## POSITION AS AT 30<sup>TH</sup> NOVEMBER 2018

### Summary

The purpose of this report is to provide an update on the Council's General Fund Revenue Budget as at 30<sup>th</sup> November 2018. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

### 1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 30<sup>th</sup> November 2018.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2018/19 budget at its meeting on 5<sup>th</sup> March 2018. Subsequently on 25<sup>th</sup> June 2018 the Finance and Democracy Committee approved the Council's outturn position for 2017/18. The impact of those approvals, including savings and growth options approved at Council and slippage from 2017/18 approved by the Finance and Democracy Committee, are now reflected in the Council's financial ledger.

### 2. Budget Rightsizing Exercise

- 2.1 Since 2011 an annual budget rightsizing exercise has been undertaken to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process was undertaken during the autumn of 2018 and the resulting changes to budgets were reflected in the revised Financial Forecast that was presented to the Council in December 2018. These amendments have also now been reflected in the Council's financial ledger. Therefore this report monitors expenditure and income against the updated approved budgets.

### 3. Budget Areas to Note

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

#### i. Employee Costs

The forecast includes an estimate of 'turnover savings' (delays in the recruitment to vacant posts) of £300k per annum. The actual savings achieved to date in relation to direct employee costs (including the savings from delays in recruitment to posts) are in excess of this level and consequently this budget will be reviewed as part of the next update to the Financial Forecast.

#### ii. Cemetery and Crematorium Income

Whilst there has been some increase in the number of burials carried out in the year to date the number of cremations held this year has been below expectations. The income budget for cremations has been raised year-on-year as previous income expectations have been exceeded and a review of future income forecasts will be undertaken. Additionally some of the income shortfall is due to restrictions on available service times due to the building works being carried out in relation to the external canopy scheme. This budget will be kept under review during the remainder of the year and the service may yet recover the position if activity increases in the following months.

### **iii. Green Waste Collection Service income**

Subscription to the Green Waste collection service for 2018/19 has now ended and the final number of subscribing households has been higher than forecast (at 17,850 compared to 17,303 in 2017/18), resulting in a favourable variance on the income budget of over £18,000. The budget for 2018/19 and subsequent years will be updated in the next Financial Forecast revision to reflect this increased level of income achieved in 2018/19 and the forecast income for future years.

### **iv. Fleet and Plant Expenditure**

There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 9 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary.

### **v. Council Tax and Housing Benefits**

There are currently a number of significant variances on the various control accounts in respect of Council Tax and Housing Benefits, particularly Rent Allowance expenditure. However, as the majority of these are directly reimbursed from central government grant a large variance at year end is not currently anticipated and the variances have therefore been excluded from the variance analysis report. The position will be kept under review throughout the remainder of the year and a MTFS adjustment may follow.

## **4. Conclusions**

- 4.1 The updated financial forecast as presented to the Council in December 2018 is an improvement in the short-term since Budget Council in March 2018 and now shows surpluses forecast for each of the years up to and including 2022/23. The improved financial forecast position for 2018/19 is due to a number of factors including increased levels of income from retained business rates and the impact of the in-year savings and efficiencies. The Council needs to continue with the approach of delivering savings and efficiencies which have helped deliver balanced budgets and contribute to reserves over recent years. Through continued focus on the importance of financial stability the Council has delivered a significant savings programme since 2007 and has continued to reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain frontline services to customers.
- 4.2 Finance staff work continuously with budget holders across the Council, and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.
- 4.3 Regular budget monitoring reports such as this one are an integral part of the Council's financial monitoring framework. These are made available on the Council's website.

**REVENUE MONITORING 2018/19 - Period 8 to November 30th November 2018 (Variances in excess of £5K)**

Key

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

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
<b>FINANCE &amp; DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS</b>								
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	8,895,672	6,040,587	5,924,064	-116,523	FAV	GREEN	The forecast includes an estimate of 'turnover savings' (delays in the recruitment to vacant posts) of £300k per annum. The actual savings achieved to date in relation to direct employee costs (including the savings from delays in recruitment to posts) are in excess of this level and consequently this budget will be reviewed as part of the next update to the Financial Forecast.
Organisational Improvement	Organisational Improvement Costs	23,000	15,336	5,369	-9,967	FAV	BLUE	A number of additional commitments have recently been finalised for upcoming initiatives. It is anticipated that this budget will be fully spent by the end of the financial year.
Legal Services Team	Legal Fees	-10,000	-6,668	-19,478	-12,810	FAV	GREEN	This favourable variance arises from an increase in the level of legal fees, which include fees that are charged for the preparation of Section 106 Developer agreements as well as legal costs recovered in litigation. The actual level of income varies significantly depending on the number of such agreements completed in any given period and the level of costs awarded by the court and recovered. This budget will be kept under review for the remainder of the financial year and may be adjusted in a future update to the Financial Forecast.
Elections - Other/Referendum	Elections - Neighbourhood Plan Referenda	26,411	17,611	0	-17,611	FAV	GREEN	We are currently awaiting the outcome of St Annes Neighbourhood Plan appeal which will determine when this budget will be required. If the budget is not required in this financial year a slippage request into 2019/20 may follow in due course.

**REVENUE MONITORING 2018/19 - Period 8 to November 30th November 2018 (Variances in excess of £5K)**

Key

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

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>								
Vehicle & Plant	FMS Materials Cost	147,670	98,555	62,965	-35,590	FAV	BLUE	There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 9 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary.
	Fuel Costs	318,906	212,660	199,185	-13,475	FAV	BLUE	
	Tyres - Renewal	35,086	23,492	11,735	-11,757	FAV	BLUE	
	Agrippa Signage	11,005	7,365	990	-6,375	FAV	BLUE	
	Hire of Transport	70,377	46,931	20,462	-26,469	FAV	BLUE	
Car Parks	Car Parking Fees	-605,000	-463,417	-508,582	-45,165	FAV	GREEN	The sustained period of good weather during the late spring and summer months led to an increase in the number of visitors to the area resulting in a higher level of parking income as compared to the budget for the period to date. Income during the remainder of the year will be significantly lower than that of the summer period. The budget will be kept under review for the remainder of the financial year and will be adjusted for future years as necessary.
Fylde Waste Schemes	Green Waste Subscription Charge	-517,000	-517,000	-535,510	-18,510	FAV	GREEN	Subscription to the Green Waste collection service for 2018/19 has now ended and the final number of subscribing households has been higher than forecast, resulting in a favourable variance on the income budget of over £18,000. The budget for 2018/19 and subsequent years will be updated in the next Financial Forecast revision to reflect this increased level of income achieved in 2018/19 and the forecast income for future years.



**REVENUE MONITORING 2018/19 - Period 8 to November 30th November 2018 (Variances in excess of £5K)**

Key

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

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>								
Cemetery & Crematorium	Interments	-200,000	-133,360	-151,098	-17,738	FAV	<b>AMBER</b>	Whilst there has been some increase in the number of burials carried out in the year to date this is more than offset by a significant reduction in the number of cremations carried out. Some of this is due to restrictions on available service times due to the building works being carried out in relation to the external canopy scheme. This budget will be kept under review during the remainder of the year and the service may yet recover the position if activity increases in the following months.
	Cremations	-1,100,000	-733,480	-669,207	64,274	ADV		
Homelessness	CAB - Debt Advice Service	16,366	10,912	4,264	-6,648	FAV	<b>GREEN</b>	Delays in the commencement of this project has led to an underspend in the year to date. The budget will be kept under review and a request for slippage of the remaining funding into 2019/20 may follow in due course.
	Homelessness Reduction Act Initiatives	9,000	6,000	19	-5,981	FAV	<b>GREEN</b>	Alternative sources of central government funding have been used to deliver these initiatives during the first part of the year in order that all available funding is maximised. The budget requirement for the remainder of the year will be kept under review and adjusted as appropriate.
	Void Loss/Recharge Costs	14,290	9,528	-3,462	-12,990	FAV	<b>GREEN</b>	Improved management practices aimed at maintaining a minimum level of voids within the temporary housing units have led to a reduced level of costs during the year. The budget will be kept under review during the remainder of the year and adjusted as appropriate.
	Housing Benefit/Universal Credit Repayment Income	-10,000	-6,668	-12,327	-5,659	FAV	<b>GREEN</b>	Improved management practices have resulted in all temporary accommodation placements being initially funded from available Housing Benefit Grants, together with the prompt establishment of payment agreements where rent arrears occur. The budget will be kept under review during the remainder of the year and adjusted as appropriate.
Taxi Licensing	Private Hire Driver Licences	-12,692	-8,464	-2,892	5,572	ADV	<b>AMBER</b>	In accordance with the Deregulation Act 2015, the Council had to make provision for the issue of three year driver licences, as opposed to the traditional 1 year licence. Whilst we continue to offer the one year licence, take up of the three year licence in 2016/17 has resulted in increased income for that year but reduced income levels for the subsequent two years i.e. 2017/18 and 2018/19. Income is expected to increase again during 2019/20 as the initial three year licences become due for renewal. This budget will be kept under review during the remainder of the financial year and adjusted as necessary.
Community Grants	Community Projects Fund	20,000	13,336	3,186	-10,150	FAV	<b>BLUE</b>	The availability of funding for community groups from this initiative is currently being widely promoted to increase the number of applications from eligible organisations. It is anticipated that further awards will be made during the remainder of the financial year. This budget will be kept under review.

# Appendix A (Cont'd)

## REVENUE MONITORING 2018/19 - Period 8 to November 30th November 2018 (Variances in excess of £5K)

Key

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

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
<b>PLANNING COMMITTEE</b>								
Development Management	Consultants Fees	51,000	34,008	9,720	-24,288	FAV	BLUE	Consultants will be required to carry out specialist assessment of several planning applications during the final quarter of the year and it is expected that this work will be completed within the approved budget by the end of the financial year.
	Archaeology and Ecology Agreement	32,000	21,336	6,594	-14,742	FAV	BLUE	The Archaeological Service Level Agreement with Lancashire County Council is currently under renegotiation with the Lancashire Districts and, as a result there are a number of outstanding invoices that have not been issued by LCC. It is expected that the budget will be spent by year end.
	Planning Application Fees	-750,000	-500,100	-507,799	-7,699	FAV	BLUE	Planning application fee income for the period is marginally in excess of the budget. The timing of when applications are made is often difficult to forecast and this budget will be kept under review for the remainder of the financial year and may be adjusted in a future update to the Financial Forecast.
Planning Appeals	Planning Appeal Hearing Costs	80,000	53,344	60,058	6,714	ADV	BLUE	A number of planning inquiries have taken place during the year to date and others may be contested later in the year which will result in further costs being incurred. This budget will be kept under review during the remainder of the financial year.
Planning Enforcement	Enforcement Costs	15,000	10,000	0	-10,000	FAV	BLUE	This budget relates to potential legal action to secure compliance with conditions at a particular site. It is expected that these costs will be incurred during the final quarter of the year.
Development Management Team	Consultants Fees	40,000	26,672	0	-26,672	FAV	BLUE	This budget has not been required in the financial year to date. This budget will be kept under review for the remainder of the financial year and may be adjusted in a future update to the Financial Forecast.
Local Plan	Legal Fees and Court Costs	24,000	16,004	27,375	11,371	ADV	AMBER	It is expected that there will be no further costs against this code during the remainder of the financial year and that a relatively minor overspend will be reported for the whole of 2018/19 for this budget.

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	10 JANUARY 2019	8
<b>CAPITAL PROGRAMME MONITORING REPORT 2018/19          - POSITION AS AT 30<sup>th</sup> NOVEMBER 2018</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's approved Capital Programme as at 30<sup>th</sup> November 2018 and specifically for those schemes under the Committee's remit.

### SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2018.

### LINK TO INFORMATION

Capital Programme Monitoring 2018/19 as at 30<sup>th</sup> November 2018:

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

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

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

### FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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

# **CAPITAL PROGRAMME MONITORING REPORT 2018/19 –**

## **POSITION AS AT 30<sup>TH</sup> NOVEMBER 2018**

### **Summary**

The purpose of this report is to provide an in-year progress update in respect of those schemes within the Capital Programme that have been approved for delivery in 2018/19, together with an update on the Council's overall Five Year Capital Programme. This report includes details on a number of the more significant schemes within the Capital Programme. Appendix A to this report provides an update by Committee on all schemes scheduled for commencement or delivery in 2018/19. Appendix B provides a summary of the latest position for the 5 year Capital Programme and Appendix C provides details of the financing of the programme.

### **1. Background**

The Council approved the Capital Programme on 5<sup>th</sup> March 2018. That update showed a balanced capital programme position from 2018/19 onwards. This report includes year to date expenditure and sets out the latest phasing of the programme and any additions or changes since the capital programme was presented to Council in March 2018. The Programme has also been rolled forward to include the year 2022/23.

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

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

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

The Fairhaven and Church Scar Coast Protection scheme total cost is £21.83m, being funded by Environment Agency grants of £21.43m and a contribution from Fylde Council of £0.4m. This is made up of a contract price of £17.6m, with a risk/contingency budget of £1.7m and a budget for fees of £0.5m. Work started on site in December 2017 and is progressing well with the replacement hard sea defences at Church Scar nearing completion and with work on the promenade underway. Work on the sheet piling around Fairhaven Lake started in September, four months ahead of schedule.

In addition to the core sea defence works a range of public realm enhancements to the scheme have been added to the scheme at a total cost of £360k, funded by Fylde Council from the Capital Investment Reserve. The works relate to the remodelling of the Stanner Bank car park entrance, the provision of bespoke seating to compliment the wider landscape and the provision of ducting to allow for future services connection to a potential structure/building on or around the Mawson lookout. These works will be delivered alongside the main scheme.

The Coastal Defence Team have been successful in securing additional funding from the Environment Agency to enable the Granny's Bay hard sea defences to be delivered following completion of the Fairhaven Scheme in 2019/20. A report on this additional work in the sum of £2m (which is reflected in the total scheme cost above) was approved by the Operational Management Committee at its meeting in September and Council in October 2018. The Granny's Bay works will essentially tie the two schemes at Fairhaven and Church Scar together, as well as providing local erosion and flood protection. Completion of these works will remove the requirement for much of the emergency maintenance works undertaken by the Council following extreme storms at Granny's Bay. With Granny's Bay now included the whole scheme is now currently forecast to be completed by summer 2020.

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

### **(ii) Accommodation Project**

This has been a key scheme for the Council and sees the accomplishment of an ambition to refurbish the town hall premises that has existed for a number of years. All of the internal works are now complete and staff have now located back to all floors within the building. In September 2018 the Finance and Democracy Committee approved a scheme to complete the remaining element of the project relating to the exterior parking areas and associated landscaping in the total sum of £238k. It is anticipated that these works will be completed within the current financial year.

### **(iii) Better Care Fund (Formerly Disabled Facilities Grants)**

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

The level of government funding has increased significantly under the 'Better Care Fund' arrangements and the updated budget for 2018/19 (including slippage from 2017/18, 2018/19 grant allocation, a further grant top up in year of £120k and a £40k contribution from Progress Housing) totalling £1.415m provides for the delivery of more disabled adaptations than has previously been possible. It is anticipated that for 2018/19 all identified need for disabled adaptations can be met from the existing resource.

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

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

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

The approved programme for 2018/19 onwards assumes "Right to Buy" receipts of £25k per annum and "General Asset Sales" of £90k for 2018/19 and £45k for 2019/20 per annum thereafter. Future receipts are dependent on prevailing market conditions and values cannot be predicted with certainty. This will be monitored and reviewed during the year and adjusted accordingly in future quarterly monitoring reports, along with the impact this may have on the financing of the programme.

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

As part of the arrangement with the YMCA for the operation of the pool, the Council undertook to provide Capital support in the event of major works, repair or breakdown and a provision of £153k was included in the programme for this eventuality. There is now a remaining capital resource of £93k that has been re-phased into 2019/20. There is a risk that this remaining resource is insufficient to meet future capital expenditure needs for the facility.

## **3 Conclusions**

3.1 Actual expenditure to 30<sup>th</sup> November 2018 is £10.403m against an updated full year budget of £17.996m. This equates to approximately 58% of the full year budget. The expenditure on a number of schemes is phased later during the financial year and there is usually a period of time that elapses between the completion of schemes and the final settlement of all invoices.

3.2 The current Capital Programme as updated is showing a balanced position for 2018/19 onwards. The Capital Programme and the associated financing will be subject to discussion with Members during the months in the lead up to the annual budget setting process for 2019/20.

- 3.3 Any additional expenditure which is not fully-funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31st March 2018 was £3.219m after a favourable 2017/18 outturn position allowed for the transfer to the reserve of an additional sum of £0.560m for 2017/18. Of this, £1.933m was already committed to previously-approved capital schemes leaving an unallocated balance on the reserve at that point of £1.286m.

Planned transfers into the reserve in 2018/19 and 2019/20 are currently estimated to be a total of £1.966m, whilst a number of additional schemes to be funded from the reserve have been approved since 1<sup>st</sup> April 2018 in the total sum of £0.653m. Consequently the latest estimate of the unallocated balance on the Capital investment Reserve, including the anticipated transfers into the reserve in 2018/19 and 2019/20, stands at £2.599m.

Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required in order to maintain a sustainable funding source for future years.

**CAPITAL PROGRAMME - 2018/19 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/18**

**Appendix A**

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 30/11/18 £000	Variance £000	Comments
<b><u>FINANCE &amp; DEMOCRACY COMMITTEE</u></b>								
Accommodation Project - Phase 8 - Town Hall Car Park	Capital Investment Reserve / borrowing / general asset disposal receipts	0	0	238	238	0	238	F&D Committee (24/09/18) Approved the virement of £60,000 from the Car Park Improvement capital scheme to the Accommodation Project Scheme and a fully-funded increase to the Capital Programme scheme for the Accommodation Project in the sum of £178,000 for 2018/19 to be met from the Capital Investment Reserve. It is anticipated that this scheme will be completed to budget in 2018/19.
<b>Sub total</b>		<b>0</b>	<b>0</b>	<b>238</b>	<b>238</b>	<b>0</b>	<b>238</b>	
<b><u>TOURISM &amp; LEISURE COMMITTEE</u></b>								
Ashton Gardens Depot	Proceeds from the sale of surplus Council Assets	63		57	120	2	118	It is anticipated that this scheme will be completed to budget in 2018/19.
St Annes Pool	No external finance - funded by borrowing/general asset disposal receipts	93		-93	0		0	There is no expenditure currently planned for 2018/19. Consequently the budget has been re-phased into 2019/20 and this will be reflected in the latest update of the Financial Forecast.
Fairhaven Lake & Promenade Gardens - First round	Capital Investment Reserve	107	5	0	112	90	22	It is anticipated that this element of the scheme will be completed to budget in 2018/19. The second round grant application to the HLF for the substantive project has been secured as of 11th December 2018. This will enable a major restoration of the lake and surrounding parkscape to be completed by the end of Summer 2020.
Promenade Gardens Water Play Facility	Capital Investment Reserve	150	0	109	259	259	0	This scheme has been completed to budget during 2018/19.
Promenade Footways	No external finance - funded by borrowing/general asset disposal receipts	40	0	0	40	40	0	This scheme has been completed to budget during 2018/19.
Staining Playing Fields Development Scheme	Capital Investment Reserve	50	0	0	50		50	It is anticipated that this scheme will be completed to budget in 2018/19.
Town Hall Arts Store Improved Storage Facilities	Capital Investment Reserve	50	0	0	50	35	15	It is anticipated that this scheme will be completed to budget in 2018/19.
<b>Sub total</b>		<b>553</b>	<b>5</b>	<b>73</b>	<b>631</b>	<b>426</b>	<b>205</b>	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 30/11/18 £000	Variance £000	Comments
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>								
Replacement Vehicles	Capital Investment Reserve / Borrowing	1,398	19	45	1,462	1,231	231	It is anticipated that all vehicle purchases will be completed to budget in 2018/19. If any vehicle orders are delayed due to specific build time this may lead to the re-phasing of a proportion of the budget into 2019/20
Car Park Improvements	No external finance - funded by borrowing/general asset disposal receipts	60	0	-60	0		0	Finance & Democracy Committee in September 2018 approved the virement of £60,000 from the Car Park Improvement capital scheme to the Accommodation Project Scheme
Coastal Cleansing and the Provision of Beach Bins	Capital Investment Reserve	0	0	25	25		25	It is anticipated that this scheme will be completed to budget in 2018/19.
Public Transport Improvements	S106 Developer Contributions	18	0	30	48		48	It is anticipated that this scheme will be completed to budget in 2018/19.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	12,000	-170	-330	11,500	6,404	5,096	Delivery of the scheme remains on schedule, with further information provided within the body of this report. Any changes or re-phasing will be reflected in future updates of the Financial Forecast.
Fairhaven and Church Scar Coast Public Realm Works	Capital Investment Reserve	360		-260	100		100	A proportion of this budget has been re-phased into 2019/20 to reflect the revised delivery timescale for the scheme. This has been reflected in the latest update of the Financial Forecast.
<b>Sub total</b>		<b>13,836</b>	<b>-151</b>	<b>-550</b>	<b>13,135</b>	<b>7,635</b>	<b>5,500</b>	



Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 30/11/18 £000	Variance £000	Comments
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	929	245	241	1,415	1,055	360	The budget has been increased by a further £160k for 2018/19 comprising an additional grant allocation of £120k from central government and a £40k contribution from Progress Housing. This will be reflected in the next update of the Financial Forecast. It is anticipated that the majority of the grant allocation will be spent in 2018/19.
Housing Needs Grant	DFG Grant Repayments	0		16	16	3	13	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme - 93 St Albans Road Refurbishment	S106 Developer Contributions	74		-18	56		56	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460			460		460	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme - Keenan Mill	S106 Developer Contributions	840			840	840	0	This scheme has been completed to budget during 2018/19.
Church Road Methodist Church, St Annes	S106 Developer Contributions	275	275	-275	275	275	0	Part of this budget will be re-phased into 2019/20 to reflect final completion of the scheme in that year. This will be reflected in future updates of the Financial Forecast.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	0	31		31	16	15	It is anticipated that this scheme will be completed to budget in 2018/19.
CCTV Replacement Schemes	Specific Grant (LSP Performance Reward Grant)	38			38		38	The money is only to be used for replacement monitored cameras as they are required. It is anticipated that not all expenditure will be spent this financial year and any remaining monies will be requested for slippage to 2019/20.
Cemetery and Crematorium - Infrastructure Works	Capital Investment Reserve	294		-294	0	0	0	This budget has been re-phased into 2019/20 to reflect the revised delivery timescale for the scheme and this has been reflected in the latest update of the Financial Forecast.
Lytham Park Cemetery - Windbreak Canopy	Capital Investment Reserve	60		50	110	37	73	It is anticipated that this scheme will be completed to budget in 2018/19.
<b>Sub total</b>		<b>2,970</b>	<b>551</b>	<b>-280</b>	<b>3,241</b>	<b>2,226</b>	<b>1,015</b>	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 30/11/18 £000	Variance £000	Comments
<b>PLANNING COMMITTEE</b>								
St Annes Regeneration Schemes	S106 Developer Contributions / Capital Investment Reserve	117	8	40	165		165	A review of the delivery timescale for the substantive regeneration scheme in St Annes has concluded that it will not be practicable to commence the scheme in the current financial year. Consequently the budget will be re-phased into 2019/20 to reflect the revised delivery timescale for the scheme. This will be reflected in future updates of the Financial Forecast.
Lytham Regeneration Schemes	S106 Developer Contributions	130		-130	0		0	The proposals for Lytham Town Centre are to be reviewed as part of a reassessment of the wider regeneration scheme and a revised proposal will be presented to the Committee for consideration in due course. This scheme has therefore been re-phased into 2019/20 in the latest update of the Financial Forecast to reflect the revised delivery timescale for the scheme.
Kirkham Public Realm Improvements	S106 Developer Contributions / Capital Investment Reserve	50			50		50	It is anticipated that this scheme will be completed to budget in 2018/19.
M55 Link Road	S106 Developer Contributions	0	108	250	358	116	242	This relates to the use of s.106 monies for design work on the scheme to construct a new link road from the M55 to St Annes. It is anticipated that the design works will be completed to budget in 2018/19.
Coastal Footpath Enhancements	S106 Developer Contributions	0		20	20		20	It is anticipated that this scheme will be completed to budget in 2018/19.
Ansdell / Fairhaven - Public Realm Scheme	Capital Investment Reserve	110			110		110	It is anticipated that this scheme will be completed to budget in 2018/19.
St Annes Pier - Coastal Revival Fund	Specific Grant	0		48	48		48	It is anticipated that this scheme will be completed to budget in 2018/19.
<b>Sub total</b>		<b>407</b>	<b>116</b>	<b>228</b>	<b>751</b>	<b>116</b>	<b>635</b>	
<b>Total Expenditure</b>		<b>17,766</b>	<b>521</b>	<b>-291</b>	<b>17,996</b>	<b>10,403</b>	<b>7,593</b>	

**UPDATED 5 YEAR CAPITAL PROGRAMME 2018/19 TO 2022/23 - BY SCHEME**

	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000
<b>FINANCE &amp; DEMOCRACY COMMITTEE</b>					
Accommodation Project - Phase 8 - Town Hall Car Park	238				
	0				
<b>Sub total</b>	<b>238</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOURISM &amp; LEISURE COMMITTEE</b>					
Ashton Gardens Depot	120				
St Annes Pool	0	93			
Fairhaven Lake & Promenade Gardens - First Round	112				
Fairhaven Lake & Promenade Gardens Restoration	0	120			
Fairhaven HLF Project Underwriting	0				
Promenade Gardens Water Play Facility	259				
Promenade Footways	40	40	40	40	40
Staining Playing Fields Development Scheme	50				
Town Hall Arts Store Improved Storage Facilities	50				
<b>Sub total</b>	<b>631</b>	<b>253</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>					
Replacement Vehicles	1,462	471	547	77	323
Car Park Improvements	0	30	30	30	30
Coastal Cleansing and the Provision of Beach Bins	25				
Public Transport Improvements	48	48	48	48	30
Fairhaven and Church Scar Coast Protection Scheme	11,500	7,330			
Fairhaven and Church Scar Coast Public Realm Works	100	260			
<b>Sub total</b>	<b>13,135</b>	<b>8,139</b>	<b>625</b>	<b>155</b>	<b>383</b>
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>					
Disabled Facilities Programme	1,415	1,050	1,050	1,050	1,050
Housing Needs Grant	16				
Affordable Housing Scheme - 93 St Albans Road	56				
Affordable Housing Scheme - Sunnysbank Mill, Kirkham	460				
Affordable Housing Scheme - Keenan Mill	840				
Church Road Methodist Church, St Annes	275	275			
Affordable Warmth Scheme	31				
Rapid Deployment CCTV Replacement Projects	38				
Cemetery and Crematorium - Infrastructure Works	0	294			
Lytham Park Cemetery - Windbreak Canopy	110				
<b>Sub total</b>	<b>3,241</b>	<b>1,619</b>	<b>1,050</b>	<b>1,050</b>	<b>1,050</b>
<b>PLANNING COMMITTEE</b>					
St Annes Regeneration Schemes	165	150			
Lytham Regeneration Schemes	0	130			
Kirkham Public Realm Improvements	50				
M55 Link Road - \$106 monies for design work	358				
Coastal Footpath Enhancements	20				
Ansdeil / Fairhaven - Public Realm scheme	110				
St Annes Pier - Coastal Revival Fund	48				
<b>Sub total</b>	<b>751</b>	<b>280</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditure</b>	<b>17,996</b>	<b>10,291</b>	<b>1,715</b>	<b>1,245</b>	<b>1,473</b>

**UPDATED 5 YEAR CAPITAL PROGRAMME 2018/19 TO 2022/23 - FINANCING**

	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000
<b>FINANCING:</b>					
Capital Receipts - General Asset Sales	90	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Capital Receipts - (Accommodation Project)	63				
Better Care Fund / Disabled Facilities Grant	1,375	1,010	1,010	1,010	1,010
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	16				
Section 106 Monies - St Annes	165	100			
Section 106 Monies - Lytham	0	130			
Section 106 Monies - Kirkham	21				
Section 106 Monies - Affordable Housing, Sunnybank Mill	460				
Section 106 Monies - Church Road Methodist Church, St Annes	175	275			
Section 106 Monies - M55 Link-Road	358				
Section 106 Monies - Affordable Housing, Keenans Mill	840				
Section 106 Monies - Public Transport Improvements	48	48	48	48	18
Section 106 Monies - Refurbishment of 93 St Albans Road, St Annes	56				
Capital Investment Reserve	937	1,306			
M55 Link-Road Reserve					
Other External Finance (see analysis below )	11,869	6,970	40	40	40
Direct Revenue Finance	136				
Prudential Borrowing	1,362	382	547	77	335
<b>Total Financing</b>	<b>17,996</b>	<b>10,291</b>	<b>1,715</b>	<b>1,245</b>	<b>1,473</b>

<b>Total surplus (-) / shortfall in year</b>	0	0	0	0	0
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<b>Cumulative surplus (-) / shortfall</b>	0	0	0	0	0
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See note below for external funding available to finance the above schemes:

**Other External Finance: Analysis**

LSP Performance Reward Grant	38				
Environment Agency - Fylde Coastal Preliminaries	11,500	6,930			
Lancashire County Council - Affordable Warmth Scheme	31				
Community Housing Grant Fund - Church Road Methodist Church	100	0			
Heritage Lottery Fund - Fairhaven	112				
Coastal Revival Fund	48				
New Fylde Housing - DFG Contribution	40	40	40	40	40
	11,869	6,970	40	40	40

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT DIRECTORATE	TOURISM AND LEISURE COMMITTEE	10 JANUARY 2019	9
<b>MID-YEAR PERFORMANCE 2018/19</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the first half of the financial year 2018/19. Performance is reported against the targets set for the year and commentary is provided by performance exception.

### SOURCE OF INFORMATION

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

### LINK TO INFORMATION

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

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

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

### FURTHER INFORMATION

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

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

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

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






*None to report.*

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






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

*None to report.*

## PERFORMANCE KEY ICON STATUS

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

**APPENDIX 1: Performance Measures mid-year performance (1st April 2018 - 30th September 2018)**

Tourism and Leisure						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2017 to SEP 2017	APR 2018 to SEP 2018	Mid-year Target	Performance Status
<a href="#">PM20: Number of Major parks achieving a 'Green Flag' award</a>	Annual	Bigger is Better	6	<b>6</b>	5	
<a href="#">PM21: Number of community groups supported (including 'in bloom' &amp; 'friends of')</a>	Annual	Bigger is Better	32	<b>30</b>	28	
<a href="#">PM22: Number of 'in bloom' awards achieved by groups working with LA</a>	Annual	Bigger is Better	33	<b>30</b>	28	
<a href="#">PM23: Number of swims at St Annes pool</a>	Monthly	Bigger is Better	51291	<b>56803</b>	52500	
<a href="#">PM94: Number of recorded safety inspections carried out on each unit of children's play equipment</a>	Annual	Bigger is Better	50	<b>49</b>	48	



## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	10 JANUARY 2019	10
<b>LOWTHER GARDENS TRUST – ANNUAL REPORT</b>			

### 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 to present the key points arising from the report.

#### SOURCE OF INFORMATION

Lowther Gardens Trust

#### INFORMATION ATTACHED

Lowther Pavilion 2017/2018 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: 658436



## 2017/2018 Annual Report

**Tim Lince :- Chair ( Lowther Gardens (Lytham) Trust)**

This year has been an interesting year for the Trust :-

1. We completed the enablement works as part of the Phase 1 refurbishment and renewal of Lowther Pavilion. In total nearly £500K was raised and spent on the new roof, Seating Systems and heating for the Pavilion. We also continued with general refurbishment resurfacing the maple floor and with general décor and decoration improvements to the building itself.
2. We completed the removal of iridescent lighting and replaced it with LED fittings.
3. We started the upgrade of infrastructure on the stage itself.
4. Box office functions were moved front of house and office space was reconfigured.
5. The web site was renewed and upgraded.
6. The box office system was changed to allow for greater integration with all the theatre systems.
7. Marketing staff and administration staff appointed.
8. The Trust took over the management of the Car Park.
9. A Cinema System was sponsored and fitted.
10. Public consultations were held to develop the final phases for planning application.
11. The Parks Team continued to replace planting and trees. Pathways were renewed and replaced.
12. The Bench scheme was reinvigorated and is now run by the Trust.
13. Sponsor a tree scheme was introduced to give money towards park development.

### **Volunteer Hours**

I would like to note that this is only based on the recorded duties the friends and theatre volunteers provide a great deal of ad hoc work outside of our standard arrangements including print distribution, brochure stuffing, general works etc. which isn't included in standard figures. 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. Additionally the volunteers undertook work for the 2 local club days in the period, the family fun day that took place in the gardens and for the St. George's Day Festival.

### *Volunteer hours for year*

- FOH Duties
  - 266 performances, 6 persons per performance, average of 4 hours per person
  - 6428 hours in FOH staffing (£44281.60)
- Box Office
  - 3 persons per week, average 6 hours per person, period of 52 weeks.
  - $(3*6)*52 = 936$  of box office support (£6739.2)
- Technical & Operations
  - 93 performances with VTechs, average 5 hours (1800-2300)
  - $93*5 = 465$  Hours of technical support (£3348)

**Total Volunteer value to the Trust. (£57,319.2 @ min wage of £7.20)**

- 

### *Additional Volunteer Hours*

- Club Days
  - 6 Volunteers for 3 hours each day (2 days)
  - $(6*3)*2 = 36$  Hours
- St. George's Day
  - 6 Volunteers for 5 hours (2 events)
  - $(6*5)*2 = 60$  Hours
- Family Fun Day
  - 6 Volunteers for 6 hours each
  - $6*6 = 36$  Hours
- Totalling 132 additional hours for special projects.
- £ 950.40

## **1. Session Usage**

Community and user groups totalled 198 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.

## **2. Traffic & Sales**

There were 273 unique saleable public events in 17/18, in total 45379 individual tickets were issued for these performances. (This excludes all agency sales for Lytham Festival 2017, SGDF2017, Southport Flower Show, Lytham 40s Weekend & Events at Lytham Hall)

49.1 % of Tickets are FY8 registered

54.3 % of ticket sales were bought via direct communication (In Person or on the Phone)

45.7% were completed via the website.

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	10 JANUARY 2019	11
<b>ANNUAL TOURISM STATISTICS</b>			

### PUBLIC ITEM

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

#### SUMMARY OF INFORMATION

Through an annual subvention agreement with the county's official Destination Management Organisation (DMO), Marketing Lancashire Ltd, Fylde Council is provided with an annual report detailing a range of tourism statistics. These statistics, which are compiled on behalf of Marketing Lancashire Ltd by Global Tourism Solutions (UK) Ltd, use the STEAM economic impact modelling process that are considered as the official tourism statistics. The latest figures are now available covering January to December 2017, stating tourism revenue was £249 million and supported over 3,000 full time equivalent jobs within Fylde. The STEAM figures are also a useful benchmarking exercise against other local authorities within Lancashire.

#### SOURCE OF INFORMATION

Global Tourism Solutions (UK Ltd) Ltd

#### INFORMATION ATTACHED

Marketing Lancashire – STEAM Infographic 2017  
 Fylde's Visitor Economy 2017

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

To provide the Tourism and Leisure Committee with an update on the latest official tourism statistics for Fylde.

#### FURTHER INFORMATION

Contact Tim Dixon, Fylde Borough Council Tel 658436

## The Visitor Economy of Lancashire

This is a summary of the annual tourism economic impact research undertaken for Marketing Lancashire for the calendar year 2017, with comparisons to 2016. Outputs in this report have been generated using STEAM, the tourism specific economic impact model, owned and operated by Global Tourism Solutions (UK) Ltd.



# 2017

## Visitor Types

**Staying Visitors** encompass all tourists staying overnight for at least one night in one of the following types of accommodation:

- **Serviced Accommodation** - including Hotels, Guest Houses, B&Bs, Inns
- **Non-Serviced Accommodation** – including Self-Catering properties such as Houses, Cottages, Chalets and Flats, as well as Camping and Caravanning, Hostels and University / College accommodation
- **Staying with Friends and Relatives (SFR)** – unpaid overnight accommodation with local residents

**Day Visitors** visiting the area on a non-routine and non-regular leisure day trip from a home or holiday base

**Staying Visitors**

**12.3%** of Visits

**Day Visitors**

**87.7%** of Visits

**Total  
Visitor  
Numbers  
67.63m**

## Visitor Numbers

There were an estimated 67.63m tourism visits to Lancashire in 2017, 0.5% higher than in 2016. Over a period of five years (since 2012), tourism visits to Lancashire have grown by 8.4% with nearly 5.3m additional visitors arriving in 2017 compared to 2012.

8.33m visits to Lancashire in 2017 were from staying visitors. Staying visitors use the wide range of serviced and non-serviced accommodation across the county, in addition to stays with friends and relatives in local homes. Staying visitors accounted for 12.3% of the county's visitors in 2017. Visitors staying in serviced accommodation accounted for 4.44m visits (53% of overnight stays). The non-serviced accommodation sector, with a huge range of accommodation including hostels, caravan and camping and self-catering units, generated 1.44m staying visits (17% of overnight stays). Stays with friends and relatives are also very important, accounting for nearly 30% of staying visits (2.46m staying visits). Between 2016 and 2017, there was modest volume growth in the number of staying visits (+0.3%).

Day visitors accounted for 87.7% of all tourism visits made to Lancashire in 2017. The day visitor market is a vital driver for the local visitor economy and growth or decline in this market influences the overall performance of the destination to a significant extent. There was an estimated 0.5% increase in Day Visits compared to 2016.

### Key Figures: Visitor Numbers - Marketing Lancashire 2017

Visitor Numbers		Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	All Visitors
2017 (Millions)	M	4.437	1.442	2.455	8.333	59.293	67.627
2016 (Millions)	M	4.479	1.391	2.442	8.313	58.971	67.283
Change 16/17 (%)	%	-1.0	+3.7	+0.5	+0.3	+0.5	+0.5
Share of Total (%)	%	6.6	2.1	3.6	12.3	87.7	100.0

**Total  
Visitor  
Days**  
**85.28m**

## Visitor Days

Lancashire's visitors spent an estimated 85.28m days / nights in the county during 2017; 0.7% higher than in 2016 and 9.2% higher than in 2012. This comprises the volume of day visits and the total number of days and nights spent by staying visitors. On average, staying visits to the county generate 3.1 days / nights spent in paid accommodation or as stays with friends and relatives in local homes.

Between 2016 and 2017, day visits increased by 0.5%. There were an estimated 59.29m tourism day visits to the county during 2017 and these accounted for 69.5% of all visitor days. Since 2012, the day visitor market has seen a growth of just under 5.2m visitor days (+9.6%).

Staying visitors accounted for the remaining visitor days (30.5%) and these overnight visits generated 25.99m visitor days in 2017. Staying visitor days increased by 1.2% between 2016 and 2017. Since 2012, staying visits have increased steadily, growing by 8.3% during that five year period.

There was a positive period of performance from Easter through the summer months (April to August), where visitor days were up by +2%. The day visitor trend was slightly above the overall trend for that period (achieving 2.4% growth April to August) with a more notable increase in visitor days during Easter (+6.7%). While day visits tailed off in September (-1.7%), the staying visitor market saw growth of 3.4%.

### Key Figures: Visitor Days - Marketing Lancashire 2017

Visitor Days		Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	All Visitors
2017 (Millions)	M	9.608	10.033	6.347	25.988	59.293	85.281
2016 (Millions)	M	9.706	9.669	6.316	25.691	58.971	84.662
Change 16/17 (%)	%	-1.0	+3.8	+0.5	+1.2	+0.5	+0.7
Share of Total (%)	%	11.3	11.8	7.4	30.5	69.5	100.0

### Average Length of Stay for Different Visitor Types: 2017

Day Visitors <b>1.0</b>	All Visitors <b>1.3</b>	Serviced Accommodation <b>2.2</b>	Staying with Friends/Relatives <b>2.6</b>	Staying Visitors <b>3.1</b>	Non-Serviced Accommodation <b>7.0</b>
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**Total  
Economic  
Impact  
£4.25bn**

## Economic Impact

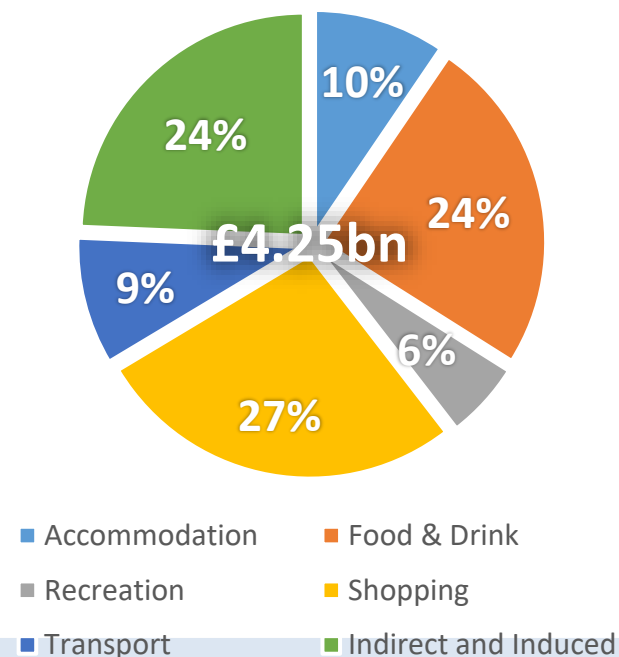
The value of tourism activity in Lancashire was estimated to be £4.25bn in 2017. Between 2016 and 2017, the total value of tourism activity grew by 2.9%. This growth was generated by a combination of additional visits and increased visitor expenditure levels on goods and services.

The total economic impact comprises the expenditure of visitors on goods and services, totalling £3.217bn, and the *indirect* and *induced* economic effects of local businesses and residents spending tourism revenues locally, accounting for a further £1.04bn.

In 2017, the two largest areas of expenditure for visitors were Shopping (£1.14bn) and Food and Drink (£1.04bn). Together, these two categories of spend accounted for 68% of total direct expenditure by visitors.

In 2017, the county's day visitor market accounted for 48.3% of the value of tourism activity (£2.06bn), and had increased by 3.2% between 2016 and 2017. The staying visitor market saw total value growth of 2.8% during the same period.

## Composition of Total Economic Impact by Type of Expenditure 2017



<b>Accommodation:</b>	Payments for overnight stays in accommodation, such as room rates, pitch fees and hire charges for non-serviced accommodation
<b>Recreation:</b>	Covering expenditure on a wide range of leisure activities such as museum, event, concert / theatre and attractions attendance as well as sports participation and spectating.
<b>Transport:</b>	Expenditure within the destination on travel, including fuel and public transport tickets
<b>Food and Drink:</b>	Spend on eating and drinking at restaurants, cafes and other venues, takeaway food, snacks and groceries
<b>Shopping:</b>	What visitors spend on items including clothing / jewellery, household items, music / films / games, gifts and smaller items, books and maps, plants and garden items
<b>Indirect:</b>	The expenditure by local tourism businesses within the local supply chain

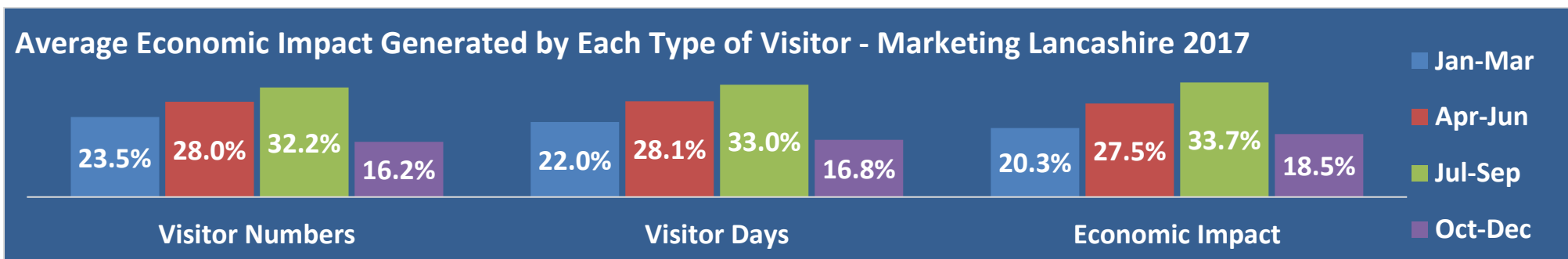
## Key Figures: Economic Impact - Marketing Lancashire 2017

Economic Impact		Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	All Visitors
2017 (£ Billions)	£Bn	1.337	0.618	0.243	2.197	2.055	4.252
2016 (£ Billions)	£Bn	1.323	0.580	0.235	2.139	1.992	4.130
Change 16/17 (%)	%	+1.1	+6.4	+3.1	+2.8	+3.2	+2.9
Share of Total (%)	%	31.5	14.5	5.7	51.7	48.3	100.0



## Average Economic Impact Generated by Each Type of Visitor - Marketing Lancashire 2017

Economic Impact	Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	Visitors
Economic Impact per Day	£ 139.20	£ 61.55	£ 38.22	£ 84.56	£ 34.65	£ 49.86
Economic Impact per Visit	£ 301.43	£ 428.27	£ 98.81	£ 263.69	£ 34.65	£ 62.88



**Total  
FTEs  
Supported  
60,007**

### Employment Supported by Tourism

The expenditure and activity of visitors to Lancashire supported a total of 60,007 Full-Time Equivalent jobs (FTEs); 1% higher than in 2016 and 9.5% higher than in 2012.

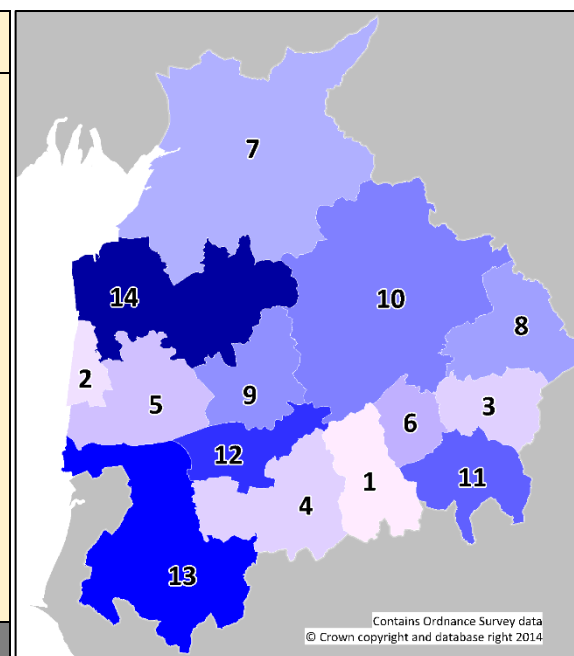
Total employment includes the jobs generated by the expenditure of visitors on goods and services, totalling 48,945 FTEs, and the *indirect* and *induced* employment supported through local businesses and residents spending tourism revenues locally, accounting for a further 11,062 FTEs. Direct employment in Shopping (14,359 FTEs) and Food and Drink sectors (14,330 FTEs) account for 58.6% of direct FTEs supported by visitor activity.

### Employment Supported by Tourism: Full-Time Equivalents (FTEs) by Type - Marketing Lancashire 2017

Employment Supported by Sector 2017	Direct Visitor Employment						Indirect and Induced	Total
	Accommodation	Food & Drink	Recreation	Shopping	Transport	Total Direct		
Totals	13,860	14,330	3,974	14,359	2,423	48,945	11,062	60,007

## STEAM Key Impacts by Authority area: Marketing Lancashire 2017

Authority Area		Visitor Numbers		Economic Impact		Employment	
		Share	Total	Share	Total	Share	FTEs
1	Blackburn with Darwen Borough Council	6%	4.2m	4%	£171.6m	4%	2,186
2	Blackpool Council	27%	18.1m	36%	£1,524.0m	42%	25,106
3	Burnley Borough Council	4%	2.5m	3%	£114.8m	2%	1,461
4	Chorley Borough Council	5%	3.7m	4%	£182.7m	4%	2,314
5	Fylde Borough Council	5%	3.3m	6%	£248.8m	5%	3,222
6	Hyndburn Borough Council	3%	2.0m	2%	£87.4m	2%	1,078
7	Lancaster City Council	11%	7.5m	11%	£476.5m	11%	6,352
8	Borough of Pendle	4%	2.7m	3%	£124.9m	3%	1,662
9	Preston City Council	10%	6.9m	7%	£317.4m	7%	3,961
10	Ribble Valley Borough Council	6%	4.1m	6%	£243.0m	5%	3,262
11	Rossendale Borough Council	2%	1.4m	1%	£59.0m	1%	778
12	South Ribble Borough Council	5%	3.4m	4%	£168.1m	4%	2,106
13	West Lancashire District Council	4%	2.9m	4%	£161.0m	3%	1,996
14	Wyre Borough Council	7%	4.9m	9%	£372.9m	8%	4,524
<b>LANCASHIRE</b>		<b>100%</b>	<b>67.6m</b>	<b>100%</b>	<b>£4,252.1m</b>	<b>100%</b>	<b>60,007</b>



### Notes:

- Visitor Numbers and Economic Impact figures rounded to one decimal place
- The total Economic Impact Figure for Lancashire expressed above as £4,252m is referred to elsewhere in this report as £4.252bn
- FTEs are Full Time Equivalent jobs

# STEAM Comparative Headlines: Marketing Lancashire 2016 and 2017

STEAM FINAL TREND REPORT FOR 2009-2017

MARKETING LANCASHIRE

Comparing 2017 and 2016

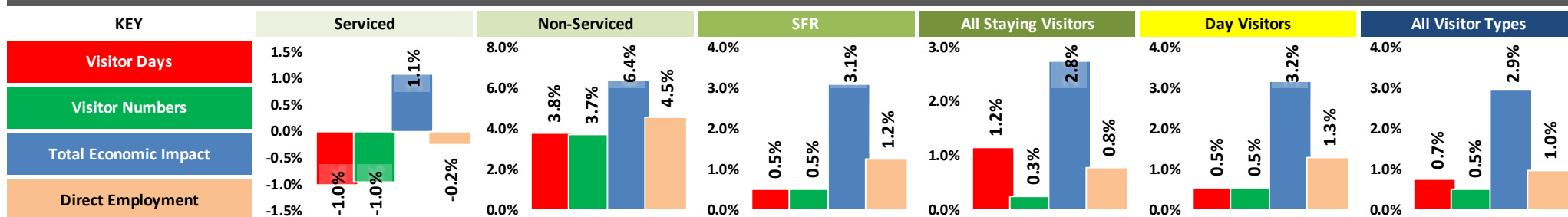
All £'s Historic Prices

COMPARATIVE HEADLINES

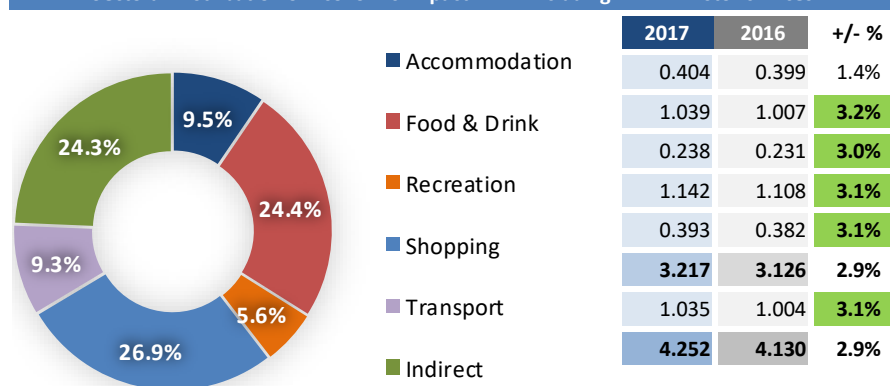
## KEY PERFORMANCE INDICATORS BY TYPE OF VISITOR - COMPARING 2017 & 2016 - IN HISTORIC PRICES

KEY																				
An increase of 3% or more		Staying in Paid Accommodation						Staying with Friends and Relatives (SFR)			All Staying Visitors			Day Visitors			All Visitor Types			
Less than 3% change		Serviced			Non-Serviced															
A Fall of 3% or more		2017	2016	+/- %	2017	2016	+/- %	2017	2016	+/- %	2017	2016	+/- %	2017	2016	+/- %	2017	2016	+/- %	
Visitor Days	M	9.608	9.706	-1.0%	10.03	9.669	3.8%	6.347	6.316	0.5%	25.99	25.69	1.2%	59.29	58.97	0.5%	85.28	84.66	0.7%	
Visitor Numbers	M	4.437	4.479	-1.0%	1.442	1.391	3.7%	2.455	2.442	0.5%	8.333	8.313	0.3%	59.29	58.97	0.5%	67.63	67.28	0.5%	
Direct Expenditure	£Bn																	3.217	3.126	2.9%
Economic Impact	£Bn	1.337	1.323	1.1%	0.618	0.580	6.4%	0.243	0.235	3.1%	2.197	2.139	2.8%	2.055	1.992	3.2%	4.252	4.130	2.9%	
Direct Employment	FTEs	21,485	21,538	-0.2%	5,882	5,628	4.5%	2,269	2,242	1.2%	29,636	29,408	0.8%	19,309	19,065	1.3%	48,945	48,473	1.0%	
Total Employment	FTEs																60,007	59,404	1.0%	

## PERCENTAGE CHANGE BY VISITOR TYPE AND PERFORMANCE MEASURE - COMPARING 2017 & 2016 - IN HISTORIC PRICES



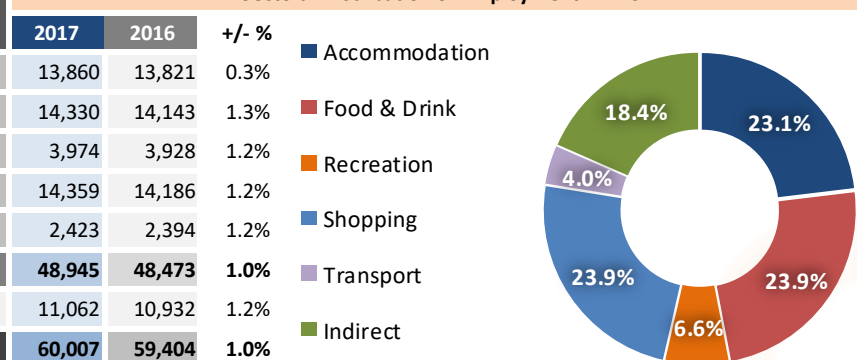
### Sectoral Distribution of Economic Impact - £Bn including VAT in Historic Prices



### Sectors

Sectors	2017	2016	+/- %
Accommodation	13,860	13,821	0.3%
Food & Drink	14,330	14,143	1.3%
Recreation	3,974	3,928	1.2%
Shopping	14,359	14,186	1.2%
Transport	2,423	2,394	1.2%
TOTAL DIRECT	48,945	48,473	1.0%
Indirect	11,062	10,932	1.2%
TOTAL	60,007	59,404	1.0%

### Sectoral Distribution of Employment - FTEs



# FYLDE'S VISITOR ECONOMY 2017

A total of **3.316 million**  
**Tourism Visits**, equating to 5% of  
all tourism visits to Lancashire

**501,000 visits** were made by visitors **staying in Fylde** as part of a  
holiday or short break, generating **1.79 million nights** in  
accommodation across the district

**2.815 million tourism visits** made by  
**Day Visitors** to the district



**Total bedstock  
in Fylde is  
10,076 beds**  
Comprising  
6,954 non-  
serviced and  
3,122 serviced  
beds



A total of **£248.799 million** was  
generated within the local economy  
through visitor and tourism business  
expenditure

**Day Visits** generated **£97.558 million** for  
the local economy of Fylde in 2017

In total, **staying visitors**  
generate a **total economic  
impact of £151.240 million** for  
the businesses and communities of  
Fylde



Visitors to Fylde supported **3,222 full  
time equivalent jobs**



**4.606 million Visitor  
Days and Nights**  
generated by visitors in 2017



**Economic Impact increased by  
2.7% between 2016 and 2017**

**Visitor Numbers rose by 0.3% between  
2016 and 2017**

# FYLDE'S VISITOR ECONOMY 2017

	2016	2017	YOY Variance
Total Visitor Numbers (000s)	3,307	3,316	0.3%
Day Visitors (000's)	2,805	2,815	0.4%
Staying Visitors (000's)	502	501	-0.1%
Total Visitors Days (000's)	4,564	4,606	0.9%
Visitor Days – staying visitors (000's)	1,759	1,791	1.8%
Total Economic Impact (£000's)	242,237	248,799	2.7%
Economic Impact day visitors (£000's)	94,737	97,558	3.0%
Economic Impact staying visitors (£000's)	147,500	151,240	2.5%
FTE Jobs supported	3,193	3,222	0.9%
Accommodation Stock	9,984	10,076	0.9%
Serviced Accommodation Stock	3,245	3,122	-3.8%
Non-serviced accommodation stock	6,739	6,954	3.2%

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	10 JANUARY 2019	12
<b>FAIRHAVEN HERITAGE LOTTERY PROJECT UPDATE</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

#### Second Round Application

The Fairhaven HLF second round application has been successful and was confirmed via telephone on Tuesday 11<sup>th</sup> December, following the HLF national board meeting approval on the previous day. An award letter detailing the terms of the grant and outlining the next steps will be issued to the Project Officer before Christmas.

The officer project team responsible for preparing the second round application would like to thank the Tourism & Leisure Committee and the Fairhaven HLF Working Group for their support and direction to ensure a strong bid was submitted to the HLF in August 2018.

#### HLF and Partnership Funding Summary

The grant funding amount to be received from the HLF is £1,476,000, which represents approximately 51% of the total project costs of £2,900,000. The remainder of the additional partnership funding is made up from capital contributions from the Council, match funding grants from Sport England, Lawn Tennis Association, Coastal Communities Fund and other smaller grant funding sources.

#### Next Steps and Delivery Programme

The award letter and pack will provide more detail regarding the immediate next steps on the project and this is expected to be issued before the Christmas shut down period. The HLF require a 'Permission-to-Start' process to be worked through before project expenditure can commence. The process is a period of due diligence including agreement of the grant payment request schedule and resolution of any outstanding clarifications to be made by the HLF grant officer. This is expected to take up the majority of January 2019 to conclude, at which point the following key programme activities will apply:

- Further detailed design (RIBA Stage 4) – **February till April 2019**
- Tender process – **April – August 2019**
- Lake works commence – **September 2019**
- Building works commence – **September 2019**
- Lake works completion – **January 2020**
- Landscape works commence – **February 2020**
- Building works completion – **May 2020**
- Landscape works completion – **August 2020**

The physical construction works will be supplemented by a 3 year programme of activity and events to be delivered by the Activity Development Officer in accordance with Activity Action plan submitted with the second round application.

**SOURCE OF INFORMATION**

Charlie Richards, Fairhaven Project Officer

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

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

**FURTHER INFORMATION**

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

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