

Agenda

Operational Management Committee

Date:	Wednesday, 16 June 2021 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Roger Small (Chairman) Councillor John Kirkham (Vice-Chairman)</p> <p>Councillors Mark Bamforth, Julie Brickles, Alan Clayton, Chris Dixon, Paul Hodgson, Michelle Morris, Kiran Mulholland, Bobby Rigby, Stan Trudgill, Viv Willder.</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	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council’s Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 16 March 2021 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
	DECISION ITEMS:	
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6	St Annes Sea Wall / Capital Bid	To Follow
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Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: democracy@fylde.gov.uk

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	16 JUNE 2021	4

SAND EXTRACTION - ST ANNES FORESHORE

PUBLIC ITEM

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

SUMMARY

The report presents an update on the work previously agreed to apply for permissions to resume sand extraction from the St Annes foreshore.

The report also seeks a funded budget increase to meet the cost of additional studies and assessments required from the scoping opinions sought.

RECOMMENDATIONS

The Committee are requested to:

1. Recommend to Finance and Democracy Committee approval of a fully funded addition to the revenue budget in respect of 'St Anne's foreshore sand extraction development studies and regulatory applications' in the sum of £76,000 in 2021/22 to be met in full, from the Funding Volatility Reserve;
2. Subject to 1 above, approve the further work identified as necessary for the proposed development studies in the sum of £76,000, with the works being funded from the Funding Volatility Reserve;

SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee – 23 November 2020

Sand-winning at St Annes Beach

It was RESOLVED to approve a fully funded budget addition to the revenue budget in respect of 'St Anne's foreshore sand extraction development studies and regulatory applications' in the sum of £232,000, (£70,000 in 2020/21 and £162,000 in 2021/22) to be met in full, from the Funding Volatility Reserve.

Operational Management Committee – 10 November 2020

Sand Extraction – St Annes Foreshore

RESOLVED:

1. To recommend to the Finance and Democracy Committee approval of a fully funded addition to the revenue budget in respect of 'St Anne's foreshore sand extraction development studies and regulatory applications' in the sum of £232,000, (£70,000 in 2020/21 and £162,000 in 2021/22) to be met in full, from the Funding Volatility Reserve;
2. Subject to 1 above, approve the commencement of the proposed development studies as identified in the report in the sum of £232,000, with the works being funded from the Funding Volatility Reserve;

3. to approve the procurement approach detailed the report to appoint Heaton Planning (Heatons) together with the environmental sub-contractor, Golder Associates, to deliver the sand extraction development studies and regulatory applications;

Council 13 March 1989

The recommendations of the Planning & Development Committee, ref 5/88/1035, was adopted

Planning & Development Committee 22 Feb 1989

The Planning & Development Committee recommended to Council to grant planning permission for application ref 5/88/1035.

Reports to Committee/Council – 1975 to 1989

A number of temporary planning consents and licence concessions for sand extraction on St Annes foreshore granted by Fylde Borough Council.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	

REPORT

BACKGROUND

1. The Committee considered a report at its meeting on 10 November 2020 summarising the background to sand extraction from the St Annes foreshore and which set out the latest regulatory position following enforcement by the Marine Management Organisation. The report also outlined the work that was required to be undertaken, including the costs involved, in order to apply for permissions to resume sand extraction.
2. The Committee resolved to recommend to the Finance and Democracy Committee approval of a fully funded addition to the revenue budget in respect of 'St Anne's foreshore sand extraction development studies and regulatory applications' in the sum of £232,000, to be met in full, from the Funding Volatility Reserve;

LATEST POSITION

3. Officers have recently received two EIA Scoping Opinions – one from Lancashire County Council (LCC) and one from the Marine Management Organisation (MMO). The EIA Scoping Opinions set out the scope of work and information that each authority considers it necessary to include within the EIA.
4. There are some areas where the MMO have requested that assessment is undertaken which officers felt would be outside of the scope of the EIA.
5. Principally, these relate to the following topic areas:
 - Cultural Heritage
 - Health Impact Assessment
 - Land Quality including Beach Sediment
 - Health & Safety
 - Operational Environment Management Plan
6. Lancashire County Council's geomorphology advisors (Atkins) also identified a wider scope of work than had been originally proposed.

7. Golder's geomorphology specialist has reviewed the scope of work requested by Atkins in the light of a recent meeting. Given that Atkins had proposed modelling of a challenging estuary which is more suggestive of a regional research project level of work, Golder's specialist's professional view is that further sediment budget analysis should instead be undertaken in an attempt to best address their requirement. This would lead to an additional £14,700 of geomorphological work. However, due to the complex nature of this work, the fees remain estimates at this stage.
8. The LCC ecologist has also recommended undertaking a Phase 2 Botanical Survey and Reptile Surveys this summer.
9. Officers have since had a further meeting with LCC officers, LCC's consultant Atkins along with the council's retained consultant Golder to try and define a tighter scope of work with them. From these discussions a revised scope has been discussed and agreed that is considered appropriate and justified.
10. A topographical survey of the compound area has also been carried out recently and covers the dunes from St Annes pier to Squires Gate Junction. This information will be of general use to the Council going forwards.
11. Finally, all sub-consultants have reviewed the Scoping documents and identified any changes to the scope or costs of work they originally proposed.
12. Whilst the statutory planning application fees are fixed by Government, the MMO charges for their time on an hourly basis and are generally unwilling to provide an indication of what their overall costs may be. An allowance of £9,000 was made in the initial costs but given that the MMO's fees for the EIA Scoping amounted to over £6,000, it is suggested to allow £20,000 for the licence application stage. This has added an additional £11,000 to the overall costs but it is felt that it is sensible to make this additional allowance given the experience at Scoping stage.
13. The attached briefing note prepared by Heatons at appendix 1 summarises the position reached to date.

FINANCIAL IMPLICATIONS

14. When sand extraction previously took place, the council received payment from the operator on the basis on the amount of sand extracted. In 2018/19, the last full year before extraction was ceased the council received £459,959.
15. Previous committee resolutions made provision for £232,000 to commission the development studies and regulatory applications in order to seek permissions to resume sand extraction. The revised fees as identified in this report would require provision of £282,904, an additional amount of £50,904.
16. However, it should be noted that (as with any planning application) it is likely that the authority (and consultees) will request clarification and further information and therefore it would be wise to make further provision for this. For this contingency a figure of £25,000 is suggested although there cannot be any certainty over this figure at this stage.
17. The total additional budget sought from Members (including initial estimate of the post-submission fees), amounts to £75,904.

FINAL SUMMARY TABLE	£
Additional Planning Application and EIA Costs up to submission	40,904
Suggested contingency for EIA and pre-submission work	10,000
Suggested budget for post-submission work (estimate)	25,000
TOTAL ADDITIONAL BUDGET SOUGHT	75,904

Table 1 – Summary of additional costs estimate for studies/surveys, preparation of environmental statement, submission of planning application/MMO licence application.

IMPLICATIONS	
Finance	The report requests a recommendation to the Finance and Democracy Committee approval of a fully funded addition to the revenue budget in respect of 'St Anne's foreshore sand extraction development studies and regulatory applications' 2021/22 in the sum of £76,000, to be met in full from the Funding Volatility Reserve.
Legal	The council cannot recommence sand extraction until it has the required marine licence and planning permission.
Community Safety	There are no implications
Human Rights and Equalities	There are no implications
Sustainability and Environmental Impact	The preparation of the Environmental Statement will ensure that the environmental impacts of sand extraction are identified and assessed as part of the regulatory process to seek permission to recommence operations.
Health & Safety and Risk Management	There are no implications

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Walker	Paul.walker@fylde.gov.uk Tel 01253 658431	7 June 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Document name		Council office or web address

Attached documents:

Appendix 1 - Briefing note re sand extraction studies

BRIEFING UPDATE NOTE (JUNE 2021)

SANDWINNING AT ST ANNES FORESHORE

Introduction

Heatons are a minerals focused planning consultancy acting for both independent and blue-chip minerals operators in the UK with offices in Nottinghamshire, Shropshire and Lancashire. Heatons are supported on this project by Golder Associates who are an environmental consultancy.

Background

The St Annes Foreshore sandwinning site has been in operation since the 1970s and is an important supplier of sand into the region.

In order to restart the sandwinning operation on the foreshore, it is necessary to obtain planning permission from Lancashire County Council (LCC) and a Marine Extraction Licence from the Marine Management Organisation (MMO).

Progress to date

Following an initial meeting between Fylde BC (FBC) officers and LCC in January 2020 to explain the background to the scheme and seek feedback from LCC officers, an Environmental Impact Assessment (EIA) Scoping report was drafted which set out the proposed scope of works for the above submissions. This was submitted to LCC and the MMO in November 2020.

LCC and the MMO consulted with various organisations to seek their comments on the proposed scope and to identify any areas that would require less or additional assessment.

LCC and the MMO produced Scoping Opinions in March 2021 to confirm their position as to the eventual scope of EIA that they would require to be undertaken.

An initial schedule of proposed costs for undertaking the work associated with the planning application and EIA was provided, prior to the EIA Scoping process, in 2020. Assessment work has been progressing during 2021.

The EIA Scoping Opinions from LCC and the MMO identified several specific topic areas where they require further assessment. The principal areas of additional assessment relate to:

- Coastal Geomorphology
- Ecology (reptile surveys and phase 2 botanical survey)
- Beach Sediment / Land Quality / Health & Safety

We had initially proposed to scope out the requirement to assess Cultural Heritage in detail. However, whilst LCC agreed with this approach, the MMO considered that this should be included.

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LCC also considered that air quality and noise could be scoped out of the assessment. However, given that the MMO did not scope this work out, we have taken the view that the more robust approach to the EIA would be to include these assessments as originally proposed.

The scope of the additional Coastal Geomorphology assessment was the subject of a further detailed meeting with LCC and their advisors, Atkins, in April 2021. Following the meeting, Golder produced a technical note to clarify the proposed scope and in consultation with FBC, it was suggested to LCC that the application would be likely to cover an initial 15 year period, during which time monitoring data could be collected. A further application to extend the timescales could then be made at a future date. LCC / Atkins have since reviewed this technical note and confirmed that:

- the proposed method for undertaking a sediment budget calculation seems fair;
- the data sources to be used should be representative of the sediment conditions above and below the water line for the local and regional; and
- it will be important for mitigation measures to be reviewed.

Other unforeseen additional fees that have been incurred during early 2021, relate to:

- MMO fees for their work associated with the EIA Scoping (higher than anticipated). An adjustment in their fees going forward, covering the application period, has therefore been factored in; and
- A topographical drone survey of the site's compound area, stockpiling area and the length of dunes from St Annes Pier to the Squires Gate junction has been completed – it was considered that the extended scope of area covered by the survey was beneficial in terms of data for the EIA and also for FBC's wider dune assessments / works.

Next Steps

The preparation of the planning application, licence application and Environmental Statement is now ongoing and we are aiming to finalise for submission during October / November 2021. Following submission, it would be usual for the determination of the applications to then take a further 4-6 months minimum.

An updated schedule of proposed costs has been provided to FBC officers, outlining the costs of undertaking the additional assessment work identified within the EIA Scoping Opinions.

Outcome

Meetings with LCC, MMO and NE to date have been fairly positive. As previously highlighted, it must be recognised that this is not a straightforward proposal, in particular given the fact that the operations would take place within areas of European ecological designation. However, taking into account that the site has operated successfully for several decades without any obvious ecological or other impact, together with the regional importance of the site for providing a long-term secure supply of sand in the north-west, Heatons and Golder remain of the view that the grant of planning permission and the securing of a marine extraction licence is more likely to succeed than not. As preparation of the EIA and planning application progresses during Summer 2021, regular updates will be provided to advise FBC Officers and Members further.

Dated: 1 June 2021

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	16 JUNE 2021	5

CAR PARK WORKING GROUP OUTCOMES 2020/21

PUBLIC ITEM

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

SUMMARY

The car park work group met during late 2020 and early 2021 to discuss a variety of issues including Alderman and Councillor access to Stanner Bank Car Park, the provision of public toilets on or near to North Beach Car Park, St Annes Multi-Storey Car Park, Ballam Rd Car Park, overnight motorhome parking, the Fylde Resident Permit Scheme and the Council's Corporate Plan. Recommendations have been made by the working group for the committee to decide on.

RECOMMENDATIONS

The committee is requested to:

1. Agree that access cards to Stanner Bank Car Park be granted to Alderman and that access cards are not provided to Councillors. Cards will be available to borrow from Fylde Parking Services if required for Fylde Council business.
2. Agree to changes to the overnight motorhome parking scheme including:
 - a. On St Annes Swimming Pool Car Park limit the maximum number of motorhomes allowed to stay overnight to 7; restricted to the existing oversized bays whilst parked overnight with a maximum length of 8m.
 - b. Where overnight motorhome parking of motorhomes is limited to certain bays, all other vehicles to be excluded from parking in those bays.
3. Agree to Extend the times when the Fylde Resident Permit Scheme can be used on town centre car parks from 9-10am and 4-6pm to 9-11am and 3-6pm.

SUMMARY OF PREVIOUS DECISIONS

Regarding Alderman Parking Permits

Operational Management Committee at its meeting on the 12th September 2017 resolved;

- To agree to the provision of an Alderman's car parking pass for use on all Fylde Borough owned and operated car parks without any time restrictions.

Regarding North Beach Public Toilets

Operational Management Committee at its meeting on the 12th November 2019 resolved;

- To request that the Finance & Democracy Committee approve an addition to the Capital Programme for 2019/20 in the sum of £185,000 in relation to the provision of toilet facilities and perimeter fencing at

the Splash Park facility, that scheme replacing the existing scheme within the approved Capital Programme for 2019/20, in the same amount, in relation to the provision of toilet facilities at North Beach Car Park, with funding for the new scheme being by way of a virement in the sum of £185,000 from the previously approved scheme for the provision of toilet facilities at North Beach Car Park;

- To take no further action regarding toilet and sluice facilities until the outcome of a court case at North Beach is known. Once the outcome has been established the committee will request that an appropriate scheme is worked up, preferably for inclusion in 2020/2021

Regarding Overnight Motorhome Parking

Portfolio Holder Decision – 14th March 2012

- Report to allow Overnight motorhome parking on St Annes Swimming Pool Car Park

Operational Management Committee at its meeting on the 13th November 2018 resolved;

- To continue operating an overnight motorhome parking scheme on North Beach Car Park with the same restrictions as applied during the pilot scheme.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

1. During August 2020 several parking-related issues were raised which officers required a steer from members to address. The Car Park Working Group met on 14/09/20, 28/09/20 and 27/01/21 to review the issues and composed of Cllrs Clayton, Hodgson, O'Rourke, Small, Trudgill and Withers. Issues discussed included Alderman and Councillor access to Stanner Bank Car Park, the provision of public toilets on or near to North Beach Car Park, St Annes Multi-Storey Car Park, Ballam Rd Car Park, overnight motorhome parking and the Council's Corporate Plan.
2. An additional meeting, held on 09/11/20 and included members of the Planning Committee's Highways and Transportation group (Cllrs Oades and Dixon), was arranged to consider and establish a Council position to Lancashire County Council's on-street parking proposals for St Annes Promenade, by Lowther Gardens and the residential permit scheme in Lytham.

ALDERMAN AND COUNCILLOR ACCESS TO STANNER BANK CAR PARK

3. As part of the Fairhaven and Church Scar Coastal Defence Scheme, Stanner Bank Car Park was remodelled with the inclusion of a barrier control system. Access cards can be used to enter and exit the car park without payment. These cards cost £4 each. Cards have been provided to different sections of the Council and key partner organisations (i.e. RNLI, Coastguard, Police and Fire Brigade) who may need to access parts of the car park for service delivery. Cards have not been issued to individual members of staff with 'All Car Parks' permits, only to those who have an operational reason to access the car park regularly.
4. The working group were asked to consider whether cards should be provided to Alderman and Councillors who currently hold permits to all car parks. Alderman were granted free parking on all car parks in 2017 in recognition of their years of service to the Borough. Councillors are issued 'All Car Parks' permits for use only in connection with Council Business.
5. The working group agreed to recommend that with the relatively small number of Alderman and the previous committee resolution, access cards to Stanner Bank car park should be granted to Alderman. For Councillors,

as the need for access to the car park for business reasons is likely to be rarely required and alternative parking is available at Fairhaven Bowling Green and St Paul's Avenue Car Parks, the group agreed to recommend that access cards should not be provided to Councillors. However, cards will be available to borrow as required from Parking Services.

PROVISION OF PUBLIC TOILETS ON OR NEAR NORTH BEACH CAR PARK

6. Funding for the provision of public toilets on North Beach Car Park was included in the Capital programme for 2019/20. However, following the first season that the Splash Park operated, the Operational Management Committee recommended in November 2019 transferred the funding to build new public toilets by the Splash Park facility. The committee also recommended that the North Beach toilets be reconsidered at a future time when legal issues involving a neighbouring facility was resolved.
7. The Council will take over the neighbouring facility in July 2021. As part of the options appraisal for the future use of the facility the provision of public toilets will be considered. The outcome will be reported back to the Operational Management committee.

ST ANNES MULTI-STOREY CAR PARK

8. The under-use of St Annes multi-storey car park was discussed by the working group. The owners of the facility have previously requested assistance in improving use of the facility. Currently the lifts are inoperable resulting in accessibility issues for upper levels. Issues regarding signage to the car park, antisocial behaviour and security within the facility have been highlighted.
9. The group were advised that the Town Centre Working Group were to consider issues associated with the multi-storey car park as part of a wider scheme for the town centre. The car park working group agreed that the Town Centre Working Group were best placed to further consider this issue.

BALLAM ROAD CAR PARK

10. The land on which Ballam Road Car Park is located is owned by Fylde Council and leased to a private company, who have responsibility to operate and maintain the land, for use as staff parking. A condition of the lease is that the car park is available for public use on weekday evenings and at weekends to access Park View Playing Fields.
11. Reports had been received that car meets had been occurring resulting in speed trials taking place in the local area. A request had been made to assist with preventing this activity.
12. The working group considered whether the introduction of barriers to the car park would prevent the car meets. Aside from issues as to who would open and close the barrier, this would limit use of the car park by members of the public in the evenings and at weekends and is likely to result in the issue being displaced onto other locations which are likely to have a greater impact on residents. The Police are aware of the issue and the Council have requested that the police tackle the issue of speeding.

LANCASHIRE COUNTY COUNCIL'S ON-STREET PARKING PROPOSALS

13. In October 2020 Lancashire County Council published consultation documents relating to a variety of proposals affecting on-street parking on North, South and Inner Promenade; roads around Lowther Gardens and an extension to the Westby St residents permit scheme. Details were shared with all Fylde Councillors and opinions sought to help develop a Fylde Council response to the Consultation.
14. A special combined meeting of the Car Park Working Group and the Planning Committee's Highways Transportation Group was arranged to consider the proposals. Members of this group were provided in advance with all the responses received from Borough Councillors. The proposals were divided into different parts with members asked to reach a consensus. The following sets out the group's response:

- Extension of the Westby Street residents permit scheme
Agree
- Introduction of pay and display parking by Lowther Gardens
Disagree – The proposal would result in negative impacts on neighbouring residential streets where vehicles would be displaced to.
- Introduction of pay and display parking along the sea-ward side of the Promenade
Disagree - The proposal would result in negative impacts on neighbouring residential streets where vehicles would be displaced to.
- Extension of no waiting at any time along the land-ward side of South/Inner Promenade
Agree
- Introduction on a restriction of overnight parking to cars only along the sea-ward side of the Promenade
Agree
- Introduction of bus/coach drop off/pick up bays and waiting area along parts of the sea-ward side of the Promenade
Agree
- Introduction of a loading ban along both sides of St Annes Road West from the Promenade to Clifton Drive
Agree

15. The outcome of this meeting was passed to the Director of Development Services who included the information in the formal response to the consultation from Fylde Council.
16. A report on the consultation will be presented to Lancashire County Council's Cabinet Committee. If a decision is made to proceed with any of the proposals a formal process must be followed to implement which could take a year or more.

TRAVELLERS ON COUNCIL-OWNED CAR PARKS

17. Concerns have been raised regarding the vulnerability of Council-owned car parks from groups of travellers with questions raised as to whether protective measures should be introduced to stop or dissuade them.
18. Over 5 years from August 2015 to September 2020 there were 21 instances where Fylde Council's Legal Services recorded traveller groups stayed on council-owned land and court proceedings were initiated. 7 of these instances occurred on Council-owned car parks; 4 occasions on North Promenade Car Park and once each on Fairhaven Road, North Beach and St Annes Swimming Pool Car Parks. On each occasion legal costs have been approximately £255. Traveller groups have stopped on Council-owned car parks on other occasions but have left before court proceedings were initiated. On each instance the groups have been moved on within a few days of arrival.
19. Other North West authorities were asked what measures they take to protect car parks. Of those who responded, who predominantly operate locations that are only accessed by smaller vehicles, most indicated that measures were determined by use of the car parks. Measures taken included rapid intervention to have travellers moved on, which is the action Fylde currently takes, height restrictors, barriers, earth-mounds, boulders, and legal injunctions. A common opinion is that although measures may help to deter travellers if they wish to gain access they will. Where legal injunctions have been obtained, the frequency and impact of incidents have been very high (over 100 within a year) to demonstrate the need for an injunction.
20. Members were advised for each car park of current uses and the requirement for access by larger vehicles. The discussions led into overnight motorhome parking with no definitive position reached on this issue.

OVERNIGHT MOTORHOME PARKING

BACKGROUND

21. In 2012 overnight motorhome parking was allowed on the lower section of St Annes Swimming Pool Car Park. Following the success of this scheme it was extended to North Beach Car Park. At both locations a reduction in antisocial behaviour has been observed.
22. Although the motorhome scheme at St Annes Swimming Pool Car Park has been successful in attracting new visitors to the area, to the extent that other districts cite Fylde Borough as an example when establishing their own schemes, there is an opinion of some that the scheme is a victim of its own success. During the summer months, particularly during summer 2020 when fewer international holidays were taken, the number of motorhomes in the lower section of the car park regularly exceeded 30. On these occasions the large number of motorhomes displaced other visitors, particularly when larger vehicles park over multiple bays (which current restrictions allow for) and has an alleged detrimental effect on some neighbouring businesses.
23. Following the Car Park Working Group meeting in 2019 the prices of overnight parking were increased in an attempt to manage use. These changes were implemented following the lifting of lockdown restrictions in May 2020. However, in part due to the unique situation the year presented, the price changes did not result in reduced use. During the review of fees and charges by the committee on 12th January 2021 it was agreed to further increase prices to manage use.

PROPOSAL TO IMPROVE MOTORHOME PARKING

24. The Car Park Working Group of 2020/21 extensively discussed overnight motorhome parking; whether motorhomes should be banned from all car parks, limited to a single location or spread out in smaller numbers across numerous locations. All sea-front car parks were considered. Consensus was reached that provision of overnight motorhome parking was required; however, this should be spread out in smaller numbers across multiple car parks on which motorhomes would be restricted to certain bays. The following car parks were suggested as potential options:
 - St Annes Swimming Pool – limit overnight motorhome parking to the 7 oversized parking bays that are currently available. The maximum vehicle length would be reduced to 8m.
 - North Beach – motorhomes are currently restricted to 10 bays with a maximum length of 10m located away from residential properties. This should remain unchanged.
 - North Promenade – a 12-month trial with 6 bays designated for overnight motorhome parking with the bays located on the seaward side of the car park away from neighbouring residential properties. Due to the shape and layout of the car park it would be impractical to enable longer motorhomes without significantly reducing the overall capacity of the car park. Maximum length would be limited to 6m. To provide greater width, 9 current standard bays would be used to provide 6 wider bays with relevant hatching to the side of a neighbouring disabled bay also being provided. See Image 1.
 - St Paul's Avenue – a 12 month trial with 8 bays designated for overnight motorhome parking with the bays located towards the far end of the car park, away from residential properties where it is tree-lined providing a screen from properties on Inner Promenade. Due to the width of the car park and the need to retain the turning area at the far end it is not possible to provide longer bays. Maximum length limited to 5m. To provide greater width, 12 standard bays would be used to provide 8 wider bays.
 - Fairhaven Road – This location was considered appropriate for this scheme for the provision of about 6 overnight motorhome parking bays. However due to the temporary Covid testing facility currently located on most of the car park, which is likely to remain in place until the end of 2021, plus the likelihood that in 2022 most of this location will be required to facilitate the proposed St Annes Sea Wall works, it is not recommended to take this proposal forward at this time.
 - Stanner Bank – The far end of the car park was considered appropriate to locate some overnight motorhomes, though opinion was that at this time this option wouldn't be progressed.

Image 1 – North Promenade Car Park Proposed Location of 6 Overnight Motorhome Bays



Image 2 – St Paul's Avenue Car Park Proposed Location of 8 Overnight Motorhome Bays (red)
(New Disabled Bays created in 2020 Identified in Blue)



25. The following conditions of use would be applied to all overnight motorhome parking locations

- Maximum stay of 2 days (48 hours). No return visit allowed within 4 days. This is a reduction on the current limit of 3 days (72 hours) with no return within 5 days.
- Vehicles must fit within a single bay and be no more than a set length (varies for each car park).
- No caravans or trailers.
- No open fires, BBQs, generators, or loud music.
- No setting out of furniture, awnings or washing lines in the car park.
- No overnight concessions for blue badge holders.
- That there is no dumping of waste or rubbish.

- That responsible motorhome owners report all instances of excessive noise, littering and antisocial behaviour to the Council at the first opportunity. Any antisocial issues to the Police at the time of occurring.
26. At each location users would be directed to where liquid waste can be disposed of plus signposted to other locations including other Fylde Council car parks plus other facilities in neighbouring boroughs.
 27. The charges for St Annes Swimming Pool and North Beach were adjusted by the committee on 12th January 2021, though the charge for the 3rd day will need to be removed. It is proposed that North Promenade's charges for overnight motorhome parking matches St Annes Swimming Pool and St Paul's Avenue is the same as that at North Beach.
 28. During the day, motorhomes will be able to park in any standard bay at the standard parking fees on all long stay car parks as they currently do. Restrictions on parking areas will only apply to those parking overnight.
 29. The working group suggested that additional enforcement resource is required out of standard operating hours during the main season. Parking Services will work with the Council's enforcement contractors to facilitate this. This will incur additional unbudgeted costs.
 30. It should be noted that Parking Services can only enforce against contraventions associated with the vehicle (i.e. whether they have paid to stay, how long they stay for, whether they are located in the correct area, are parked within a bay, are of the correct length and that trailers and caravans are not allowed). Open fires and BBQs can be enforced by other Council officers under the relevant PSPO. For other conditions Parking Civil Enforcement Officers can only request users comply with them, not enforce against them.

CONSULTATION

31. To help inform the committee on opinions regarding the proposals a public consultation was carried out. The consultation (Appendix 1) was hand-delivered to residential and business properties neighbouring North Promenade, Swimming Pool and St Paul's Avenue Car Parks and notices were placed on the tariff boards at these car parks and on North Beach Car Park. Ward Councillors and other key stakeholders were emailed the details directly.
32. Lancashire County Council's proposed changes to on-street parking along North, South and Inner Promenade, as set out in points 13 to 16 above, includes a proposal to ban overnight parking of all non-cars (including motorhomes) from the sea-ward side of the road. This is due to be considered by Lancashire County Council's Cabinet soon. To be able to consider the impact of LCC's decision on the wider area and how the proposals for overnight parking of motorhomes on car parks is influenced by this, the outcome of the consultation will be reviewed by the car park working group with any revised proposal presented to committee.
33. To address concerns about the number of motorhomes currently using St Annes Swimming Pool Car Park over the upcoming 2021 summer season it is proposed that changes to this location be brought in before the car park working group review the consultation details in light of LCC's decision. As such the committee is asked to agree to limit the number of motorhomes on St Annes Swimming Pool Car Park to 7, restricting them to the current oversized parking bays whilst parking overnight and exclude all other vehicle types from parking in the oversized parking bays at any time. Implementing these changes will cost approximately £2,000 for changes to the legal order and signage. In addition, income for the car park is likely to reduce by between £10,000 to £15,000 as a result of a significant decrease in motorhome income which has a higher value than standard vehicle pay and display income.

FYLDE RESIDENT PERMIT SCHEME

34. The Fylde Resident Permit Scheme was established to provide those who live within the Borough the opportunity to obtain an annual permit to park in a variety of Council owned and operated car parks for up to 2 hours a day during the summer season and up to 4 hours a day over the winter period on a single car park. The following is an annual update on the scheme.

35. Below are details of the number of permits and reissued permits (e.g. if the permit has been lost after being issued) that were purchased since the scheme started. During the pilot year all permits expired on 30th April 2015 irrespective of when they were purchased. Subsequently it was agreed that the scheme should be made permanent with the conditions slightly adjusted. This was promoted in the Council Tax leaflet sent to all Fylde Borough Residents in mid-March 2015, which resulted in many applicants for the revised scheme over the following weeks. The scheme has been promoted in subsequent Council Tax leaflets each year since which has resulted in a further increase in applications. As such the middle of March is used to define each annual period for comparison purposes. The scheme was refined and expanded in 2016/17.
36. Table 1 shows that the number of permits issued has increased each year supported by many of the existing customers renewing their permits with new customers to compensate for those that have not renewed.

Table 1: Number of Permits Issued

Period	New	Renewed	Total Permits	Replacements
Pilot Phase (01/05/14 to 08/01/15)	105	N/A	105	9
01/03/15 to 13/03/16	150	79	229	13
14/03/16 to 12/03/17	223	70	293	12
13/03/17 to 13/03/18	158	163	321	24
14/03/18 to 10/03/19	177	204	381	25
11/03/19 to 08/03/20	194	241	435	22
09/03/20 to 10/03/21	95	210	305	9

37. Table 2 sets out the income from the scheme. Permits (new and renewed) cost £20.83 (£25 inc. VAT) and replacements £12.50 (£15 inc. VAT).

Table 2: FRPS Income

Period	New and Renewed	Replacement	Total Income
Pilot Phase (01/05/14 to 08/01/15)	£2,187.15	£112.50	£2,299.65
01/03/15 to 13/03/16	£4,770.07	£162.50	£4,932.57
14/03/16 to 12/03/17	£6,103.19	£150.00	£6,253.19
13/03/17 to 13/03/18	£6,686.43	£300.00	£6,986.43
14/03/18 to 10/03/19	£7,936.23	£312.50	£8,248.73
11/03/18 to 08/03/20	£9,061.05	£275.00	£9,336.05
09/03/20 to 10/03/21	£6,353.15	£112.50	£6,465.65

38. Prior to the pandemic the number of permit holders had increased slowly year-on-year. During 2020/21 the number of new permit holders significantly dropped with a slight decline in renewed permits resulting in 130 less permits being purchased. It is hoped that with the easing of covid restrictions and public confidence to travel improves that the number of new permits will increase again.

39. The car park working group reviewed the scheme. Currently the scheme is open to Fylde Borough residents only and, for £25 per year, offers one parking stay per day of:

- 21st March to 31st October – up to 2 hours parking on a designated long stay car park at any time OR to park on a town centre car park either between 9 and 10am or 4 to 6pm.
- 1st November to 20th March – up to 4 hours parking on a designated long stay car park at any time OR to park on a town centre car park either between 9 and 10am or 4 to 6pm.

Dicconson Terrace Car Park is classified as a town centre car park. Stanner Bank Car Park is excluded from the scheme.

40. The car park working group have recommended that to improve the offer of the scheme the time restriction on short stay car parks should be extended to be between either 9 and 11am or 3 to 6pm each day to encourage visits to the town centres out of peak hours.

41. To promote the scheme the Car Park working group advised that advertising should be free or low cost to the Council, utilising social media and the reverse of pay and display tickets. The scheme is promoted each year in the council tax leaflet sent to all residents and regularly promoted via social media and the Council's e-newsletter. Currently the reverse of tickets advertises the Council's Tourism website, this will be changed when the current stock of tickets is used.

FYLDE COUNCIL CORPORATE PLAN

42. Fylde's Corporate Plan 2020-2024 includes 5 items relating to car parks. Advice was sought from the Car Park Working Group as to what is expected for each to be delivered.

- a) Provide car parking to attract customers – high priority Q4 2020/21. This is evidenced by improved signage on the car parks through an ongoing programme of consolidating and replacing older secondary signage and updating and replacing tariff boards, lining North Beach Car Park, and responding to need e.g. assessing motorhome provision.
- b) Explore opportunities to introduce electric car charging points – low priority Q3 2021/22. Taxi charging scheme is still being worked on which will provide public charging for the first few years of operation before being limited to taxis only. Funding may be available for car parks that cater for resident parking (e.g. Pleasant Street Car Park, Lytham). Details will be considered during Autumn 2021.
- c) Promote the resident's car parking permit and simplify the offer – low priority Q4 2020/21. Look to increase permit promotion via social media and weekly council email newsletter and promoting on back of pay and display tickets. Advertising should be no-cost to the council. The working group supported the extension of when the permit could be used on short stay car parks. Currently this can be used between 9-10am and 4-6pm. It is proposed to increase this to between 9 and 11am and 3-6pm. This is set out in points 38 to 40 above.
- d) Work with LCC to develop car parking options for the coastal promenades and manage overnight parking provision – high priority Q1 2021/22. This is in progress as set out in points 13 to 16 above.
- e) Review motorhome parking provision – high priority Q1 2021/22. Once LCC have reached a decision on proposals Fylde Council will be able to assess the implications on the wider local area and how the overnight parking scheme on Council car parks can be amended to meet the needs of locals and visitors.

43. Further details on progress for these items is set out in a separate report on this committee's agenda.

IMPLICATIONS	
Finance	The proposed changes to overnight motorhome parking will incur costs of approximately £2,000 and potentially will result in a reduction in annual income of £10,000 to £15,000 as detailed in the report. These changes will be reflected in futures updates of the medium-term financial strategy if the proposals are approved.
Legal	To implement the proposed changes to the overnight motorhome parking scheme the car park Traffic Regulation Order will need to be varied.
Community Safety	Antisocial behaviour and speeding issues associated with Ballam Road Car Park referred to the Police.
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Andrew Loynd	andrew.loynd@fylde.gov.uk , 01253 658 527	24/05/21

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Past reports		Council office or web site

Attached documents

Appendix 1 – consultation on proposals for changing overnight motorhome parking scheme.



10/02/21

Overnight Motorhome Parking on Fylde Council Car Parks

Dear sir/madam

Fylde Council are considering a proposal to adjust the existing scheme that allow motorhomes to park overnight on Council-owned car parks and we would like to hear your thoughts on this.

Background

Since 2012 motorhomes have been able to park overnight on any area of the lower section of St Annes Swimming Pool Car Park. The facility proved to be very successful which led to the scheme expanding to a quieter location at North Beach Car Park in 2018. At both locations a reduction in antisocial behaviour has been observed.

Although the motorhome scheme at St Annes Swimming Pool Car Park has been successful in attracting new visitors to the area, there is an opinion of some that the scheme is a victim of its own success. During the summer months, particularly last year when fewer foreign holidays were taken, the number of motorhomes in the lower section of the car park regularly exceeded 30. On these occasions the large number of motorhomes displaces other visitors, particularly when larger vehicles park over multiple bays, and has a detrimental effect on neighbouring businesses.

Proposal

To limit the number of self-sufficient motorhomes parking overnight on St Annes Swimming Pool Car Park to 7, restricted to parking in the oversized parking bays on the lower section of the car park. In addition, the maximum stay will be reduced from 3 days to 2 and the maximum length of motorhomes allowed will be reduced from 10m to the length of the oversized bays. The fees for overnight motorhome parking will be increased to help regulate demand.

On North Beach Car Park the maximum stay will be reduced to 2 days and the tariffs will be slightly raised.

With motorhomes being displaced from St Annes Swimming Pool Car Park it is also proposed to operate a pilot scheme for 1 year to allow:

- A maximum of 6 motorhomes of restricted length to park overnight in a set area of North Promenade Car Park. Fees will be set to match St Annes Swimming Pool Car Park.
- A maximum of 8 motorhomes of restricted length to park overnight in a set area of St Paul's Avenue Car Park. Fees will be set to match North Beach Car Park.

At all locations the following conditions will be applied:

- Maximum stay of 2 days (48 hours). No return visit allowed within 4 days.
- Vehicles must fit within a single bay and be no more than a set length (varies for each car park).
- No caravans or trailers.
- No open fires, BBQs, generators or loud music.
- No setting out of furniture, awnings or washing lines.

- No overnight concessions for blue badge holders.
- That there is no dumping of waste or rubbish.
- That responsible motorhome owners report:
 - All instances of excessive noise, littering and antisocial behaviour to the Council at the first opportunity.
 - Any antisocial issues to the Police at the time of occurring.

Users will be signposted to use the sluice unit on North Promenade car park to dispose of waste liquids and directed to the location of other locations when designated parking spaces are full.

Who else is being consulted?

We are consulting with residents and businesses adjacent to the car parks, Lancashire Highways, Lancashire Police, RNLI, St Annes Town Council and other interested parties.

How to Respond

Fylde Council would like to know your opinion of this proposal. Please complete the short questionnaire either online through the QR code or the form below and return to Parking Services, Fylde Council, Town Hall, Lytham St Annes, Lancashire, FY8 1LW. All responses must be received by Tuesday 25th February. All responses will be collated and a summary reported to the Council's Operational Management Committee on 16th March 2021. Personal data collected will only be used for verification of survey responses and no other purposes and will be deleted after 2 years. Details of Fylde Council Parking Service's privacy notice is available at www.fylde.gov.uk.

Name _____

Postcode _____

Email _____

With regards the proposed changes do you

Support them Object to them Neither

What are your main concerns about the proposals?

Do you have any further comments?



DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	16 JUNE 2021	6
ST ANNES SEA WALL / CAPITAL BID			

PUBLIC ITEM

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

Please note that the ST ANNES SEA WALL / CAPITAL BID report is TO FOLLOW

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHAIRMAN	OPERATIONAL MANAGEMENT COMMITTEE	16 JUNE 2021	7
CORPORATE PLAN PROGRESS REPORT			

PUBLIC ITEM

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

SUMMARY

An update on progress against the actions scheduled for completion in the Corporate Plan relevant to the Operational Management Committee.

RECOMMENDATIONS

1. To approve and sign off the progress update for each of the actions from the corporate plan that are scheduled for completion by the end of quarter 1 (June 30th)
2. To reschedule any actions that have not been completed including a date for a further progress update to the committee

SUMMARY OF PREVIOUS DECISIONS

None

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	√
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	√
Tourism – To create a great place to live and visit	√

REPORT

1. The 2020-2024 Corporate Plan sets the strategic agenda for the council over the period of the plan, it is approved by Full Council and reviewed on annual basis. Actions in the plan are allocated by committee with a deadline date for progress reporting to the committee as part of the monitoring process. The progress updates provided below are for the actions scheduled for completion or progress reporting for quarter one April 1st to June 30th, 2021.
2. The first two actions are related to policy on the provision of facilities for motorhomes visiting the Borough:
 - Agreed proposals for the provision of overnight parking/motor homes i.e. locations, facilities, & measure with LCC to prevent overnight parking on residential streets.
 - A clear plan on whether motor homes are properly accommodated or not.

These actions were identified and scheduled for progress reporting prior to the COVID pandemic and with consideration to the County Council plans to introduce new parking arrangements in the Borough that would impact on motorhome and other vehicles parking on the highway. The County Council changes to the parking arrangements were suspended to release resources for COVID related matters, there was then a further delay to accommodate the County Council elections. As a result of the delays it has not been possible to develop proposals in response to the impact of County Council changes because they have not been implemented.

3. Officers have been in discussion with colleagues at the County Council since the election on May 6th, 2021 and have had confirmation that the proposals for new parking arrangements in Fylde will be considered by the new Cabinet at the first available opportunity. In response to this the two actions in the Corporate Plan relating to motorhomes will be rescheduled for completion at the end of quarter 3 (December 31st) 2021 with a further update to the committee at that time.
4. **Clean, well signed, clearly marked, easy to use / pay car parks** – this action has been progressed with new machines and upgraded signage. As part of the normal operation of the car parks, Parking Services carry out twice yearly condition surveys of all car parks. Part of this is a review of signs and markings to assess whether they are fit-for-purpose with improvements made as required. Aside from this, the team are currently in a process of redesigning and updating all tariff boards. Currently Town Hall, North Beach, Swimming Pool, Fairhaven Road, Stanner Bank and Wood St car parks have been completed with (at the time of writing) St Annes Square and Pleasant St car parks in the process of being designed and produced. Further there is an ongoing process to review, consolidate and replace secondary signage to help reduce visual clutter with to date about 100 older signs being replaced by 45 new signs. Another 20 signs are being obtained to replace the remaining older secondary signs. Redundant posts are being removed. With regards lining, North Beach Car Park has recently been lined for the first time due to a limited number of instances in recent years where the car park has reached capacity resulting in vehicles being left in positions that cause obstruction to others.
5. **Evidence of process and structures in place to engage with partners that deliver bus routes & cycle lanes** – the council is part of established partnerships with Lancashire County Council, Blackpool Council and Blackpool Transport at which cycling and bus route proposals and plans are addressed. The National Bus Strategy is one of the issues that the council is currently working on with partners which both officers and members have been engaged. Cycling initiatives are developed through planning, regeneration, and tourism partnerships primarily with the County Council and Blackpool Council highway teams. There is clear evidence of process and structure in place to ensure appropriate engagement on cycling and bus route matters and the action should be signed off by the committee.
6. **Evidence of a campaign to support resident parking & review of the scheme carried out** - The scheme is regularly promoted on social media as well as through the Council's weekly newsletters. Appendix 2 sets out when the scheme was promoted in April and May 2021. When the car park tickets next require re-ordering the advertisement on the back, which currently advertises the Council's tourism website, will be replaced with an advert for the resident parking scheme. As detailed in a separate report to Operational Management Committee some minor amendments to the scheme have been proposed to encourage use of the town centre car parks out-side of peak hours. These amendments will be reflected by a change in how the scheme is promoted.

IMPLICATIONS	
Finance	None arising from this report
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
Allan Oldfield	allan.oldfield@fylde.gov.uk	5 June 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

Attached Documents

Appendix 1 – Corporate Plan Progress

Appendix 2 - Social media campaign plan

Corporate Plan 2020 -2024: Quarter One - April to June 2021/22 Operational Management	Due date	Progress Marker
Actions		
Improved transport infrastructure e.g. rural bus routes, cycling lanes (Outcome: evidence of process /structures in place to engage with partners that deliver bus routes and cycle lanes)	LOW Q1 2021/22	
Provide car parking to attract customers (Outcome: clean, well signed, clearly marked, easy to use / pay car parks)	HIGH Q1 2021/22	
Promote the resident’s car parking permit and simplify the offer (Outcome: evidence of campaign to support resident parking and review of the scheme carried out)	LOW Q1 2021/22	
Work with LCC to develop car parking options for the coastal promenades and manage overnight parking provision (Outcome: Agreed proposals for any provision of overnight parking / motor homes i.e. locations, facilities etc. and measure with LCC to prevent overnight parking on residential streets)	HIGH Q1 2021/22	
Review motor home parking provision (Outcome: as above a clear plan on whether motor homes are properly accommodated or not)	HIGH Q1 2021/22	
Overall Status		



Key	
	Completed, benefits reached/delivered
	In Progress, on track or slightly behind due date
	Not yet started or requires further resource allocation

Social media campaign plan

Campaign name: Residents parking permit

Service area: Parking

Campaign owner:

Date:	Platform	Content	Image/media
13/04/2021	Facebook Twitter	<p>Are you a local resident using our wonderful coastline for exercise?</p> <p>Did you know we have a residents parking permit scheme allowing you to park on Council owned car parks for only £25 per year?</p> <p>Find out here https://new.fylde.gov.uk/fylde-resident-permit-scheme/</p>	
22/04/2021	Facebook Twitter	<p>Heard about our resident parking scheme? 🗣️</p> <p>You can park on most council owned car parks for just £25 a year!</p> <p>For more info visit: https://new.fylde.gov.uk/fylde-resident-permit-scheme/</p>	
30/04/2021	Facebook Twitter	<p>Exercising locally?</p> <p>Heard about our resident parking scheme? 🗣️</p> <p>You can park on most council owned car parks for just £25 a year!</p> <p>Visit: https://new.fylde.gov.uk/fylde-resident-permit-scheme/</p>	
05/05/2021	Facebook Twitter	<p>Heard about our resident parking scheme? 🗣️</p> <p>You can park on most council owned car parks for just £25 a year!</p> <p>Visit https://new.fylde.gov.uk/fylde-resident-permit-scheme/</p>	
08/05/2021	Newsletter	<p>Embedded link used on the image – customer clicks on the image which will take them to https://new.fylde.gov.uk/fylde-resident-permit-scheme/</p>	
15/05/2021	Newsletter	<p>Embedded link used on the image – customer clicks on the image which will take them to https://new.fylde.gov.uk/fylde-resident-permit-scheme/</p>	

Social media campaign plan

27/05/2021	Facebook Twitter	<input type="checkbox"/> Supporting local businesses and shopping local? <input type="checkbox"/> You can park on most council owned car parks for just £25 a year! Visit: https://new.fylde.gov.uk/fylde-resident-permit-scheme/	
29/05/2021	Newsletter	Embedded link used on the image – customer clicks on the image which will take them to https://new.fylde.gov.uk/fylde-resident-permit-scheme/	

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	16 JUNE 2021	8
CONFIRMATION OF WORKING GROUPS			

PUBLIC ITEM

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

SUMMARY

Following changes to committee membership at Council, on 19th April 2021 for the municipal year 2021/22, it is timely for the programme committees to review the current appointments to any working groups that are currently established and relate to the terms of reference of the Operational Management Committee. The establishment of working groups is within the responsibility of the individual programme committees and does not need the approval of Council.

RECOMMENDATION

The committee is invited:

1. To confirm the membership to any working groups that relate to the terms of reference of the committee.

SUMMARY OF PREVIOUS DECISIONS

20 July 2020 – Council noted and endorsed the list of current working groups.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	√
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	√
Tourism – To create a great place to live and visit	√

REPORT

1. it is timely for the programme committees to review the current appointments to any working groups following changes to committee memberships, for the municipal year 2021/22, that were made at Council on 19 April 2021.
2. Programme committees can establish their own subject specific working groups to be set up when required in order to advise the parent programme committee on a particular topic/issue.
3. The table below lists those working groups that relate to the terms of reference of the Operational Management Committee that are currently established.

4. The establishment of working groups is within the responsibility of the individual programme committees and does not need the approval of Council.
5. It is important that the members nominated to working groups have an appropriate interest in the subject, can commit to positively represent the Council and be available to commit the time to attend the majority of the meetings involved.
6. The members nominated should ideally be a member of the programme committee to which the matter relates to.
7. The conclusion of any working group would be brought to committee in a formal report.

Operational Management Committee– Working groups			
Working group	Role/purpose	Notes	Current representation
Car Parking	The group forms approx. every two years to review the council's strategy and approach to car parking	Ongoing	Councillors Alan Clayton, Paul Hodgson, David O'Rourke, Roger Small, Stan Trudgill
Bus Shelter Review	To review the provision of the service, best use of S106 funds & policy for new requests	Ongoing	Councillors Mark Bamforth Julie Brickles, Alan Clayton, Paul Hodgson, Roger Small
Carbon Neutral Working Group (Lead committee EH&H)	To investigate and consider the options to minimize the reliance on single use plastic items across the borough to become a 'plastics conscious' borough. To develop a Carbon Reduction Action Plan with a view to the Council becoming net-zero carbon by 2050	Ongoing	Councillors Julie Brickles, Chris Dixon, Viv Willder (plus 2 reps from Planning and 3 reps from EH&H)
Lytham Park Cemetery and Crematorium Working Group	To look at the medium and longer term strategy and investment issues regarding the cemetery and crematorium	Ongoing	Councillors Roger Small, Mark Bamforth, Chris Dixon, Will Harris, Bobby Rigby, Viv Willder

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

LEAD AUTHOR	CONTACT DETAILS	DATE
Democratic Services	democracy@fylde.gov.uk	25/5/21

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		